TOWN OF SWANZEY

620 OLD HOMESTEAD HIGHWAY
P.O. BOX 10009
SWANZEY, NH 03446-0009
TOWN HALL (603) 352-7411 FAX (603) 355-8099
WWW.SWANZEYNH.GOV

Board of Selectmen Meeting Agenda

Whitcomb Hall, 17 Main Street

October 28, 2026

1. Call to Order – 5:00 pm

2. Appointments
   A. Eric Spenlinhauer – Town Hall Streams 5:00 pm **Zoom**

3. Pledge of Allegiance

4. Consideration of Meeting Minutes
   A. Regular Meeting: i) October 2, 2026
   ii) October 15, 2026
   iii) October 21, 2026
   iiii) October 23, 2026

   B. Nonpublic Session(s): i) October 2, 2026, Session 1
   ii) October 15, 2026, Session(s) 1&2
   iii) October 23, 2026, Session(s) 1&2

5. Consent Agenda
   A. Payroll Manifest
   B. Accounts Payable Manifest
   C. License to Sell Pistols and Revolvers – Warner Tool Company Inc
   D. Special Event Permit – Monadnock Ford
   E. Special Event Permit- Carlisle Wide Plank Floors

6. Public Input

7. Appointments
   A. Kyle Hodgman – Cal Ripken 5:35 pm

8. Consideration of New Business
   A. Standards of Conduct Policy – Review and Adoption
   B. Transfer of Title – Police Vehicle

9. Consideration of Old Business

10. Administrative Update

11. Any Other Business

12. Correspondence
    A. Lake Host Program
    B. Community Kitchen
    C. Susan Armstrong

13. Public Input

14. Non-public session pursuant to RSA 91-A:3 II as needed

15. Adjournment

Agenda items and times are tentative and subject to change – they are provided for informational purposes only

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7. Appointments
   A. Kyle Hodgman – Cal Ripken – 5:35pm

8. Consideration of New Business
   A. Standards of Conduct Policy – Review and Adoption

SUGGESTED MOTION: I make a motion to adopt the Standards of Conduct Policy, with the understanding that it will be read aloud once at each Town Board and Committee meeting and added to the volunteer application form for all new volunteers to sign.

   B. Transfer of Title – Police Vehicle

SUGGESTED MOTION: I make a motion to authorize the transfer of title of the 2019 black Ford Explorer to Gregory Damon, who purchased the vehicle through Municibid for $1,700.00, and to authorize Chair Tempesta to sign the title and any necessary documents to complete the transfer.

9. Consideration of Old Business

10. Administrative Update

11. Any Other Business

12. Correspondence
   A. Lake Host Program
   B. Community Kitchen
   C. Susan Armstrong

13. Public Input

14. Non-public session pursuant to RSA 91-A:3 II as needed

15. Adjournment

Agenda items and times are tentative and subject to change – they are provided for informational purposes only

UPCOMING AGENDA ITEMS AND MEETINGS

November 4 Board of Selectmen Meeting
November 11 Board of Selectmen Meeting
November 18 Board of Selectmen Meeting

CURRENT EMPLOYMENT OPPORTUNITIES:

- Detective - Full time and/or Part time Posting Date: Nov 12, 2019, 03:08 PM End Date: Open until filled
- Police Officers o Posting Date: Dec 30, 2024, 03:08 PM End Date: Open until filled
- On-Call Firefighters and EMTs positions Posting Date: 03-04-2025 End Date: Open until filled

PENDING BOARD MATTERS / PROJECTS

Online Building Permit and Code Enforcement software – We are LIVE! The Building Inspector will hold a training session for applicants to learn the new process of online permitting – TBA shortly! Here is a link to apply for permits online! https://app.govoutreach.com/swanzeytownnh/public/permits/

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- Re-design of Town Website – Currently in the MIGRATION stage and is scheduled to go live Fall 2026.
- **Swanzey Lake Dam** – Engineering design work is underway and will continue throughout the summer months.
- **Christian Hill Road Bridge Replacement** – Work is pending due to NEPA review which was completed in December. Design work has been progressing well but slowly. Hoyle Tanner has provided a scope of work and cost for design, which will be 100% funded by NHDOT as a mitigation project. The construction is scheduled to go out to bid early 2027 with construction to begin 2027.
- **NHDOT Rt. 32 Bridge** over Martin Brook and Dry Hydrant – Progress is slow, continuing to work with DOT and DuBois & King. Bidding for construction is now scheduled to go out in 2027, construction likely in late 2027.
- **Wastewater Treatment Plant Study** – The recent engineering study identified significant deficiencies at the existing wastewater treatment facility and concluded that the Town must either build new plant or connect to the City of Keene Wastewater Treatment Plant. After review, the Town's Water and Wastewater Advisory Committee recommended decommissioning the current West Swanzey facility and conveying wastewater to Keene as the most cost-effective long-term solution that would also support future growth and reduce operational costs. The Select Board unanimously approved moving forward with this plan. The Committee also found that the current billing structure is outdated and that rate adjustments are necessary to address rising operating expenses, future infrastructure needs, and ensure a more equitable system for users.

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – October 2, 2026
Police Station - Swanzey, NH

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

CALL TO ORDER

The meeting was called to order by Chair James Tempesta at 11:09am at the Police Station, Swanzey, NH. Other members present were Selectmen Mark LaBelle, W William Hutwelker, James Ward and Alan Gross. Also present were John Ciacia and Police Chief Joseph Gonsalves.

PUBLIC INPUT

None

NON-PUBLIC SESSIONS

Non-public session(s) per RSA 91-A:3, II (b) Hiring of a Public Employee

A motion was made by Mark LaBelle to enter a non-public session pursuant to RSA 91-A:3 II (b) which was seconded by Jay Ward. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 11:09am. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, James Ward and Alan Gross. Also Present were John Ciacia and Police Chief Joseph Gonsalves.

A motion was made by Mark LaBelle to come out of the non-public session, seconded by Jay Ward. All were in favor and the motion passed. The non-public session ended at 11:49am.

A motion was made by Mark LaBelle to seal the minutes because divulgence of the information likely would affect adversely the reputation of a person other than a member of this Board; Jay Ward seconded the motion; all were in favor by Roll Call and it passed 5-0.

ADJOURNMENT

A motion was made by Mark LaBelle to adjourn the meeting; Jay Ward seconded the motion, and it passed 5-0.

Adjournment occurred at 11:50am.

Respectfully Submitted,

Jay Ward, Board Secretary

Approved on

DRAFT

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – October 15, 2026
Town Hall - Swanzey, NH

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

CALL TO ORDER

The meeting was called to order by Chair James Tempesta at 3:39pm at the Town Hall, Swanzey, NH. Other members present were Selectmen Mark LaBelle, W William Hutwelker, James Ward and Alan Gross. Also present was HR Coordinator, Meagen Kerris, Recreation Director Ashlee Crosby, and Assistant Recreation Director Ashley Nash.

NON-PUBLIC SESSIONS

Non-public session(s) per RSA 91-A:3, II *(a) the dismissal, promotion, or compensation of any public employee or the disciplining of such employee.*

A motion was made by Mark LaBelle to enter a non-public session pursuant to RSA 91-A:3, II (a) which was seconded by Jay Ward. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 3:39pm. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, James Ward and Alan Gross. Also present was HR Coordinator Meagen Kerris, Recreation Director Ashlee Crosby, and Assistant Recreation Director Ashley Nash.

A motion was made by Mark LaBelle to come out of the non-public session, seconded by Jay Ward. All were in favor by Roll Call and the motion passed. The non-public session ended at 4:46pm.

A motion was made by Mark LaBelle to seal the minutes because divulgence of the information likely would affect adversely the reputation of a person other than a member of this Board; Jay Ward seconded the motion, and it passed 5-0.

Non-public session(s) per RSA 91-A:3, II (b) Hiring of a Public Employee

A motion was made by Mark LaBelle to enter a nonpublic session pursuant to RSA 91-A:3, II (b) which was seconded by Jay Ward. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 4:50pm. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, James Ward and Alan Gross. Also present was Fire Chief Eric Mattson.

A motion was made by Mark LaBelle to come out of the non-public session, seconded by Jay Ward. All were in favor and the motion passed. The non-public session ended at 5:13pm.

ADJOURNMENT

A motion was made by Mark LaBelle to adjourn the meeting; Jay Ward seconded the motion, and it passed 5-0.

Adjournment occurred at 5:13pm.

Respectfully Submitted, Jay Ward, Board Secretary

Approved on

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – October 21, 2026
Whitcomb Hall
17 Main Street, Swanzey, NH

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

CALL TO ORDER
The meeting was called to order by Chair James Tempesta at 5:30pm at Whitcomb Hall, Main Street, Swanzey, NH. Other members present were Selectmen Mark LaBelle, W William Hutwelker, James Ward and Alan Gross. Also present was Recording Secretary Susan Ells, Finance Director Andrea Jaeger and Town Administrator Jeremy Bourgeois.

OTHERS PRESENT
Ann Heffernon, Josh Whipple

MINUTES
The regular meeting minutes of October 14, 2026 were considered. A motion was made by Mark LaBelle to approve the minutes as presented. Jay Ward seconded the motion, and it passed 5-0.

The non-public session minutes of October 14, 2026 sessions 1, 2, and 3 were considered. A motion was made by Mark LaBelle to approve the minutes as presented. Jay Ward seconded the motion, and it passed 5-0.

CONSENT AGENDA
A. Payroll Manifest
B. Accounts Payable Manifest
A motion was made by Mark LaBelle to approve the Consent Agenda. Jay Ward seconded the motion, and it passed 5-0.

PUBLIC INPUT
None

APPOINTMENTS
A. Ann Heffernon – Ad Hoc Committee
Ann supplied a draft of the *Standards of Conduct* for boards and committees of the Town and asked for the Board's feedback. The purpose is to guide and inform behavior of current and future members of boards and committees. There was a discussion as to whether current members would need to sign a copy now; going forward it will become part of the application form the new candidate would sign. She will supply the document to Katie Collins and Meagan Kerris to make the changes; the form will be provided back to the Board to approve once the changes have been made.

Ann told the Board that the Ad Hoc Committee has a committed group of members including herself, Bob Audette, Jenna Carroll, Peg Richardson, Jessica Ramsey-Sancez, Dan LeClair, Lee Dunham, Josh Guion, Steve Russell, Jennie Gomarlo, Richard Lane, and Mark LaBelle. This group will work on the newsletter they plan for the Town.

The plan for the new publication will be online versions and paper editions for those who prefer; Ann provided a mock-up of what could be inserted in the tax bill. To promote this project, the committee will be tabling at Trunk or Treat, and they will have a spot inside the high school during the election. They have created a QR Code for a survey and to sign up for the email delivery.

They applied for the grant from NH Humanities to cover the newsletter publication, plus games for Mt. Caesar's game night. They will also be pursuing advertisements from local businesses to defray the costs.

Ann provided an update on the Governance Committee. Ann met with Joe DiRusso and toured the DPW building; they are planning an open house to educate the voters of the need for a new building; she wants the voters to understand the hardships the crew must deal with in the old building. The committee will create a video and PowerPoint presentation to publicize the event. Steve Bittel told her that because there is a debt service expiring, there would likely be no additional taxes by adding this building. They are looking for someone to monitor social media and respond to inaccurate posts with the facts. Andre Jaeger offered to provide information regarding tax rates, etc.

B. Josh Whipple – Recycling Center

Josh provided an update on the plan to install gutters at the recycling center. He left voicemail for 2 vendors who did not reply. Udderly Gutters provided a quote with a discount by quoting a 5" gutter but they will install 6" instead. The total cost is $2,128.88; they require a 50% deposit and can start the job soon.

Mark LaBelle made a motion to approve up to $2,200 to Udderly Gutters for gutters at the Recycling Center with funds coming from line item 15-4324-4324-1-001 Recycling Center Capital Improvements Capital Reserve fund; Jay Ward seconded the motion. All were in favor and the motion carried.

Josh went on to report that he applied for grants to help defray the cost of the EnergyLogic Waste oil burner which had been approved for purchase during the September 16, 2026 meeting. The Town was approved for a grant of $3,100 from NH the Beautiful and one from DES for $2,500. This unit will be installed during the 1st or 2nd week in November.

Josh then asked if there was an update on his request for an additional office computer; the Board will get back to Josh on this as there might be a computer that can be repurposed.

Josh provided a quote for the installation of the cardboard compactor that was donated by Nanotech. The cost will be $10,941 for electrical work by Hamblet to install a 30 KVA transformer. Additionally, $669.95 will be needed for 22 gallons of hydraulic oil; Josh hopes to cover that expense with his operating budget.

Hamblet also provided a quote to install 6 new high bay LED lights in the existing transfer station and a motion detector light on the existing exterior main door. The cost for this project is $4,439.

Mark LaBelle made a motion to approve the quote from Hamblet LLC Electric electrical work at the Recycling Center in the amount of $15,800, to be paid from line item 15-4324-4324-1-001 Recycling Center Capital Improvements Capital Reserve fund. Jay Ward seconded the motion. All were in favor and the motion passed unanimously.

C. Andre Jaeger – Finance Director- Budget Discussion

Andre reviewed the proposed budget with the Board and explained increases and decreases in the line items. He will research the questions the Board had and will get the information back to them.

There was a discussion about the timeline to receive the tax rate. The Town was ready in September to submit to the State, but the School District was late; this will likely delay receiving the tax rate from the State, which will delay sending the tax bills. Andre reached out to banks to get quotes for a possible Tax Anticipation Loan; he has not heard back from anyone yet.

NEW BUSINESS

Jeremy Bourgeois presented a proposal for services by Town Hall Streams for live and on demand streaming. This is to replace the services that were previously provided by FactTV who are no longer available. Jeremy will arrange a Zoom meeting with the proposed provider just prior to the next regular board meeting on 10/28.

OLD BUSINESS

A. Equipment Grant Agreement – Police Department

Mark LaBelle made a motion to authorize Joseph B. Gonsalves, Police Chief of the Swanzey Police Department, to execute the Crimestar U.S.A. RMS/JONE Equipment Grant Agreement with the New Hampshire Department of Safety on behalf of the Town of Swanzey.

Additionally, the Board hereby certifies that said vote has not been amended or repealed and remains in full force and effect as of the date of the agreement. The authority granted by said vote remains valid for thirty (30) days from the date of the vote.

The Board further agrees to approve the Crimestar USA RMS/JONE Equipment Grant Agreement for the Swanzey Police Department for the purchase of Mobile Data Terminals (tablets, printers and mounting equipment) for the Police cruisers, in the amount of $33,171.00.

The motion was seconded by Jay Ward; all were in favor and the motion carried.

FUNDING AUTHORIZATIONS

The following were suggested by the Assistant Finance Director, Theresa Lounder:

Below please find a list of Board authorizations from various Capital Reserve Funds, Expendable Trust Funds, and grant funds where all of the money approved was not needed. When less than 10% of an authorization is unspent, the project is considered completed and no further action is needed. However, the Board should formally rescind larger amounts so the funds can be freed up to be used for other purposes.

Type & Purpose of Fund	Date of Minutes	Details for Authorized Expense	Amount Authorized	Amount Expended *	Balance to Rescind	Explanation
Sewer Commission (North) CRF	1/15/2025	Route 32 pump station furnace	4,800.00	0.00	4,800.00	posted to 2025 Operating Budget
Sewer Commission (West) CRF	1/15/2025	heating fan at Wastewater Treatment Plant	1,345.00	0.00	1,345.00	posted to 2025 Operating Budget
InvestNH per Unit Grant	4/19/2023	Recycling Center Improvements	92,750.29	31,446.71	61,303.58	project came in under budget
InvestNH per Unit Grant	12/11/2024	Recycling Center propane heaters & tanks	20,000.00	17,626.12	2,373.88	project came in under budget
InvestNH per Unit Grant	8/20/2025	Town Hall phone system (after lightning strike)	7,683.49	0.00	7,683.49	Insurance reimbursed all except $1,000 (deductible); deductible posted to operating budget

* does not include expenditures posted to other accounts or operating budget

Mark LaBelle made a motion to rescind prior year's authorizations as outlined by the Assistant Finance Director in her memo dated October 21, 2026. Jay Ward seconded. All were in favor and the motion carried.

Documentation of Authorizations:

Several expenditures were posted to the system based on information provided that they were to be paid for from Capital Reserve Funds or Expendable Trust Funds. The approved Board minutes do not document this. All withdrawals from these funds must be documented in Board minutes.

On April 23, 2025, the Board authorized $1,750 for the Mountainview Cemetery tomb repair during the meeting (at approximately 1:03:40 in the recording). The meeting minutes do not reference the authorizations. The final amount expended was $1,331.95.

Mark LaBelle made a motion to authorize $1,331.95 from the Cemetery Expansion & Maintenance Expendable Trust Fund for the Mountainview Cemetery tomb repair as discussed at the April 23, 2025 meeting. Jay Ward seconded. All were in favor and the motion carried.

On April 23, 2025, the Board authorized $1,500 for the Town Hall reception window during the meeting (at approximately 1:04:14 in the recording). The meeting minutes do not reference the authorizations. The final amount expended was $231.22. Most of the anticipated cost was reduced by staff from Public Works performing the work.

Mark LaBelle made a motion to authorize $231.22 from the Town Hall Repairs, Maintenance, & Improvements Expendable Trust Fund for the new reception window as discussed at the April 23, 2025 meeting. Jay Ward seconded. All were in favor and the motion carried.

Minutes from the August 5, 2026 Board meeting include a motion to spend up to $5,000 for the installation of 128' of poly vinyl fence for the new Fire station. The source of funding is unclear. Please clarify the funding source.

Mark LaBelle made a motion to authorize up to $5,000 from the Fire Stations Capital Reserve Fund for the installation of 128' of poly vinyl fencing as discussed at the August 5, 2026 Board meeting. Jay Ward seconded. All were in favor and the motion carried.

Authorizations Needed:

The expenditures noted below either exceeded the authorized amounts or cannot be located in available Board minutes. The annual road improvement project uses funds from the expendable trust fund and the operating budget.

Mark LaBelle made a motion to authorize $575,000 from the Town Roads Rehabilitation and Reconstruction Expendable Trust Fund for the 2026 Road Improvement project. Jay Ward seconded. All were in favor and the motion carried.

The heat pumps at Stratton Library were installed in May 2026 and were to be funded from the Expendable Trust Fund. The authorization cannot be located in available board minutes.

Mark LaBelle made a motion to authorize $16,460 from the Stratton Library Expendable Trust Fund for the installation of a heat pump system. Jay Ward seconded. All were in favor and the motion carried.

Fieldstone Land Consultants prepared and submitted an expansion plan for the Public Works facility. The work was done in 2025 with the expectation that the funding would be from the expendable trust fund. The authorization cannot be located in available Board minutes. The final amount expended was $1,813.75.

Mark LaBelle made a motion to authorize $1,813.75 from the Public Works Facilities Expendable Trust Fund for the expansion plan from Fieldstone Land Consultants. Jay Ward seconded. All were in favor and the motion carried.

The Town paid for a dumpster at 110 Pine Street in 2024. Purchase of the property was authorized from the InvestNH per Unit grant received in 2023. Authorization for the dumpster expense cannot be located in available board minutes.

Mark LaBelle made a motion to authorize $2,346.06 from the InvestNH per Unit grant for the cost of a dumpster at 110 Pine Street. Jay Ward seconded. All were in favor and the motion carried.

On September 27, 2023, the Board selected DEW Construction as the construction management firm for the Fire station and authorized $21,500 from the InvestNH per Unit grant for this purpose. Per then Town Administrator Branley, new architectural plans from KCS Architects were to be included in this authorization when invoices were received. The total expended was $29,819.48, which is $8,319.48 more than the authorized amount.

Mark LaBelle made a motion to authorize $8,319.48 from the InvestNH per Unit grant for the architectural plans by KCS Architects. Jay Ward seconded. All were in favor and the motion carried.

On October 25, 2023, the Board authorized $35,600 from the InvestNH per Unit grant a conceptual design of improvements at Brown Field. Actual expenditures total $38,005.42, which is $2,405.42 more than the authorized amount.

Mark LaBelle made a motion to authorize $2,405.42 from the InvestNH per Unit grant for the Brown Field conceptual design by Stevens and Associates. Jay Ward seconded. All were in favor and the motion carried.

The Webber Hill Road Stabilization project cost more than budgeted. Most of the project costs have been funded by grants, bond funds, municipal aid, and previous authorizations from the Town Roads Rehabilitation & Reconstruction Expendable Trust Fund. The total expended for the project was $1,932,547.74. Funding for the remaining cost ($385,007.49 or $492,118.76, depending on how the Board wants to proceed relative to bonding) needs to be authorized.

After rescinding and authorizing funds from the InvestNH per Unit grant in the items above, there is $416,258.92 available to be used.

The 2022 Warrant Article (Article 5) provided $211,250 in bonding authority. The Town has received $104,068.73 in SRF bond funds. This leaves $107,181.27 in bonding authority. If the Board chooses to pursue bonds, the Town will need to complete the necessary bond application and pay for bond counsel. If the Town obtains $107,181.27 in bond funds, the amount necessary for the remainder of the project would be $385,007.49.

Mark LaBelle made a motion to authorize $492,188.76 for the remaining cost of the Webber Hill Road Stabilization project with $416,258.92 to be funded from the InvestNH per Unit grant and $75,929.84 from

the Town Road Rehabilitation & Reconstruction Expendable Trust Fund. Jay Ward seconded. All were in favor and the motion carried.

Bill Hutwelker informed the Board that these motions expend the remaining funds in the InvestNH per Unit grant.

ADMINISTRATIVE UPDATE

There was a discussion regarding Heather Estrella's concern that when contractors are working on the weekends that they potentially have access to the building. However, the office doors are locked, file cabinets are locked and the contractor is bonded. Jay will ask Joe DiRusso to ensure that the contractor's staff know not to roam the building.

The Town's contract with the assessor, Bernaiche Consultants was a one-year contract and is expiring at the end of the year. The proposed new year contract is $7,000 more; the Board suggested asking for a 3-year contract. Jeremy will contact Norm and discuss the increase and the possibility of a multi-year contract.

Jay received a recommendation from Steve Bittel to purchase the new digital sign for the Town Hall using funds from the Town Hall IMS Capital reserve fund. This will be discussed further at the meeting on Friday at 10am at Town Hall.

Jay reported that Christine Smith is planning on having the new website go live on October 30th.

Chair Tempesta spoke with Sharon Greatbatch regarding the weatherization proposal for Whitcomb Hall; the committee will meet with the Board and with Barb Skuly and Bob Audette to get more information.

Chair Tempesta reviewed the recent meeting with the Recreation Department when they set the expectation to receive a weekly report and a schedule for the department. At this point, they have not received either.

Next, Chair Tempesta reported that an employee has been hired to be the caretaker for Whitcomb Hall.

There was a discussion regarding the Swanzey Historical Museum who inquired as to if the Town's insurance covers the museum's contents. The museum owns the contents but the building belongs to the Town; the Town's insurance does not cover the contents. Further discussion will be needed regarding this subject.

CORRESPONDENCE

None

PUBLIC INPUT

None

ADJOURNMENT

A motion was made by Mark LaBelle to adjourn the meeting; Alan Gross seconded the motion; it passed 5-0. Adjournment occurred at 8:18pm.

Respectfully Submitted,

Susan Ells, Recording Secretary
Approved on

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – October 23, 2026
Town Hall – Lower Level - Swanzey, NH

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

CALL TO ORDER
The meeting was called to order by Chair James Tempesta at 9:03am at the Town Hall, Swanzey, NH. Other members present were Selectmen W William Hutwelker, James Ward and Alan Gross. Others attending were HR Coordinator Meagen Kerris and Town Clerk Heather Estrella.

ABSENT
Mark LaBelle

NEW BUSINESS
Discussion of Town Clerk Office hours for November 2026. Schedule will be posted in the lobby, on the website, on Facebook to give residents enough time to plan for the brief adjustments in hours.

NON-PUBLIC SESSIONS
Non-public session(s) per RSA 91-A:3, II (b) Hiring of a Public Employee
A motion was made by Jay Ward to enter a nonpublic session pursuant to RSA 91-A:3, II (b) which was seconded by Alan Gross. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 9:19am. Present were James Tempesta, W. William Hutwelker III, James Ward and Alan Gross. Others attending were HR Coordinator Meagen Kerris and Town Clerk Heather Estrella.

A motion was made by Jay Ward to come out of the non-public session, seconded by Alan Gross. All were in favor and the motion passed. The non-public session ended at 9:44am.

Heather Estrella left the meeting.

OLD BUSINESS
Discussion of Jack Franks appreciation for the water/sewer proposal. (The Board will need to verify what information they would like here)

Discussion of billing meeting between the Board, Steven Bittel and Scott Self.

Discussion of changing locations of the signal crossing from the proposed Sawyers Crossing Rd. location to the intersection of Railroad St. and Ashuelot Rail Trail.

Jay Ward made the motion to approve the submission of a recommended change in scope, per the Department of Public Works and Planning & Community Development, to the MAST 2024 Crossings project. The pair of beacons should be shifted southerly along the Ashuelot Rail Trail to the intersection of Railroad Street and the Ashuelot Rail Trail. The motion was seconded by Alan Gross. All were in favor and the motion carried.

Non-public session(s) per RSA 91-A:3, II (c) Matters which, if discussed in public, would likely affect adversely

the reputation of a person
A motion was made by Jay Ward to enter a non-public session pursuant to RSA 91-A:3, II (c) which was seconded by Alan Gross. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 9:55am. Present were James Tempesta, W. William Hutwelker III, James Ward and Alan Gross. Also present was HR Coordinator Meagen Kerris.

A motion was made by Jay Ward to come out of the non-public session, seconded by Alan Gross. All were in favor and the motion passed. The non-public session ended at 10:07am.

A motion was made by Jay Ward to seal the minutes because divulgence of the information likely would affect adversely the reputation of a person other than a member of this Board; Alan Gross seconded the motion; all were in favor by Roll Call and it passed 4-0.

Discussion of Planning Board meeting and the approval process. Concerns about exposures.

Bill Hutwelker left the meeting at 10:21am.

ADJOURNMENT
A motion was made by Jay Ward to adjourn the meeting; Alan Gross seconded the motion, and it passed 3-0.

Adjournment occurred at 10:26am.

Respectfully Submitted,

Meagen Kerris, HR Coordinator

Approved on

DRAFT

© GOES 748

The State of New Hampshire

Department of Safety
Division of State Police
Concord, NH 03305

LICENSE TO SELL PISTOLS AND REVOLVERS

LICENSE NO. 2026-1

A LICENSE IS HEREBY GRANTED TO Warner Tool Company Inc
OF Swanzey IN THE COUNTY OF Cheshire
IN THE STATE OF NEW HAMPSHIRE TO SELL AT RETAIL, PISTOLS AND REVOLVERS.

THIS BUSINESS IS TO BE TRANSACTED ONLY IN THE BUILDING LOCATED AT
201 Old Homestead Hwy IN SAID Swanzey,
OR AT ANY ORGANIZED SPORTING SHOW OR ARMS COLLECTORS' MEETING SPONSORED BY A CHARTERED CLUB OR ORGANIZATION.

THIS LICENSE IS ISSUED UNDER THE PROVISIONS OF CHAPTER 159, NEW HAMPSHIRE REVISED STATUTES ANNOTATED.

DATED, THIS 28th DAY OF October, YR 2026.

SELECTMEN OF TOWN OR CHIEF OF POLICE OF CITY

THIS LICENSE WILL EXPIRE ON August 1, 2029

THIS FORM PRESCRIBED BY
DIRECTOR OF THE DIVISION OF STATE POLICE
CONCORD, NH

DSSP177 (REV. 09/12)

LITHO IN U.S.A.

U.S. Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives

Federal Firearms License
(18 U.S.C. Chapter 44)

In accordance with the provisions of Title I, Gun Control Act of 1968, and the regulations issued thereunder (27 CFR Part 478), you are licensed to engage in the business specified in this license, within the limitations of Chapter 44, Title 18, United States Code, and the regulations issued thereunder, until the expiration date shown. THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 478.51. See "WARNINGS" and "NOTICES" on reverse.

Direct ATF Correspondence To: ATF - Chief, FFLC
FFLC@atf.gov
1-866-662-2750

License Number: **6-02-005-01-9H-34463**

Chief, Federal Firearms Licensing Center (FFLC)

Tracy Robertson

Expiration Date: **August 1, 2029**

Name
WARNER TOOL COMPANY INC

Premises Address (Changes? Notify the FFLC at least 30 days before the move.)
201 OLD HOMESTEAD HIGHWAY
SWANZEY, NH 03431-4441

Type of License
01-DEALER IN FIREARMS OTHER THAN DESTRUCTIVE DEVICES

Purchasing Certification Statement

The licensee named above shall use a copy of this license to assist a transferor of firearms to verify the identity and the licensed status of the licensee as provided by 27 CFR Part 478. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Firearms Licensee (FFL) or a responsible person of the FFL. I certify that this is a true copy of a license issued to the licensee named above to engage in the business specified above under "Type of License."

Licensee/Responsible Person Signature

VP
Position Title

Dawn Warner
Printed Name

6/17/2026
Date

Mailing Address (Changes? Notify the FFLC of any changes.)

WARNER TOOL COMPANY INC
201 OLD HOMESTEAD HIGHWAY
SWANZEY, NH 03431-4441

ATF Form 8 (5310.11)
Revised September 2023

Previous Edition is Obsolete

WARNER TOOL COMPANY INC;201 OLD HOMESTEAD HIGHWAY;03431;6-02-005-01-9H-34463;August 1, 2029;01-DEALER IN FIREARMS OTHER THAN DESTRUCTIVE DEVICES

Federal Firearms License (FFL) Customer Service Information

Federal Firearms Licensing Center (FFLC)
244 Needy Road
Martinsburg, WV 25405-9431

Toll-free Telephone Number: (866) 662-2750
Toll-free Fax Number: (866) 257-2749
E-mail: FFLC@atf.gov

ATF Homepage: www.atf.gov
FFL eZ Check: fflezcheck.atf.gov/FFLEzCheck

Change of Address *(27 CFR 478.52)*. Licensees may during the term of their current license remove their business or activity to a new location at which they intend regularly to carry on such business or activity by filing an Application for an Amended Federal Firearms License, ATF Form 5300.38, in duplicate, not less than 30 days prior to such removal with the Chief, Federal Firearms Licensing Center. The application must be executed under the penalties of perjury and penalties imposed by 18 U.S.C. 924. The application shall be accompanied by the licensee's original license. The license will be valid for the remainder of the term of the original license. **(The Chief, FFLC, shall, if the applicant is not qualified, refer the application for amended license to the Director of Industry Operations for denial in accordance with § 478.71.)**

Right of Succession *(27 CFR 478.56)*. (a) Certain persons other than the licensee may secure the right to carry on the same firearms or ammunition business at the same address shown on, and for the remainder of the term of, a current license. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business shall furnish the license for that business for endorsement of such succession to the Chief, FFLC, within 30 days from the date on which the successor begins to carry on the business.

(Continued on reverse side)

Cut Here ✂

Federal Firearms License (FFL) Information Card

License Name: **WARNER TOOL COMPANY INC**

Business Name:

License Number: **6-02-005-01-9H-34463**

License Type: **01-DEALER IN FIREARMS OTHER THAN DESTRUCTIVE DEVICES**

Expiration: **August 1, 2029**

Please Note: Not Valid for the Sale or Other Disposition of Firearms.

FFL Newsletter - Electronic Version Available

Sign-Up Today!

FFLs interested in receiving the electronic version of the FFL Newsletter, along with occasional additional information, should submit name, FFL number, and e-mail address to: FIPB@atf.gov.

The electronic FFL Newsletter will enable ATF to communicate information to licensees on a periodic basis.

TOWN OF SWANZEY

620 OLD HOMESTEAD HIGHWAY
P.O. BOX 10009
SWANZEY, NH 03446-0009
TOWN HALL (603) 352-7411 FAX (603) 355-8099
WWW.SWANZEYNH.GOV

EVENT PERMIT – #2026-32

Monadnock Ford

The above named is hereby licensed and authorized by the Swanzey Board of Selectman to conduct:

An Event Known As: Greater Monadnock Collaborative Business After Hours

To Be Held At: 119 Monadnock Highway

On the date of: November 18,2026

Expected attendance: 50-60

Contact Person: Larry Monson

This permit is valid only for the above-named event to be held on the above date(s) and is subject to the specific requirements, restrictions, and/or conditions attached (if any).

_____

_____

_____

_____

_____

Swanzey Board of Selectmen

Date: _____

2026.32

TOWN OF SWANZEY, NEW HAMPSHIRE
SPECIAL EVENT PERMIT APPLICATION

As provided for in RSA 286: 1 and 2, a license or permit shall be required for all Special Events in the Town of Swanzey with the Board of Selectmen as the licensing authority. Submit the completed application and related documents to the Town of Swanzey, PO Box 10009, Swanzey, NH 03446, drop off at 620 Old Homestead Highway, Swanzey, NH, or leave in the drop box outside of Town Hall. For information or questions, call 603-352-7411 ext. 115.

Name of Special Event: Greater Monadnock Collaborative Business After-Hours

Date(s) of Special Event: November 18th, 2026

Time(s) of Special Event: 5:30pm - 8:00pm

***Outdoor Concert or Performing Arts Series: provide a complete schedule with proposed dates and times as an attachment.**

Location of the Special Event: Monadnock Ford 119 Monadnock Highway Swanzey NH 03446

MAXIMUM DAILY No. of Volunteers/Workers: 30 Spectators: 50-60 Vendors: 2-4

NAME(S) OF OWNER OF PROPERTY: Puffin Realty

Address (physical): 119 Monadnock Highway Swanzey NH 03446 (mailing): PO Box 6416 Keene, NH 03431

Telephone: 603-757-2203 Email: lmonson@maverickmotorgroup.com

Contact Person: Larry Monson Phone (s): 603-757-2203

NAME(S) OF APPLICANT/ SPONSOR: Monadnock Ford

Address (physical): 119 Monadnock Highway Swanzey, NH 03446 (mailing): PO Box 6416 Keene, NH 03431

Telephone: 603-283-5900 Email: gkleiner@maverickmotorgroup.com

Contact Person: Gregory Kleiner Phone: 617-735-7543

Mail Permit to (Check one): [✓] **Applicant/Sponsor** [ ] **Property Owner**

DESCRIBE (in detail) **THE PROPOSED SPECIAL EVENT:**

After hours business event featuring the greater monadnock collaborative and members. Guests will get a tour of the dealership and mingle with food served by Charcoal Charlies and beverages by 21 Libations on Location

Event Check List

Will your event involve any of the following? (Please check all that apply)

- ✓ *Food or Beverage Concessions/Vendors/Sales **
- — *Alcoholic Beverages (State NH permit required – call 603-271-3755)* Being handled by mobile bartender
- — *Retail Vendors*
- — *Stage or Bleachers (inspection needed) ***
- — *Electronic Sound Amplification Equipment, Speakers, Public Address Systems (follow Town Noise Ordinance)*
- — *Music, Dance, Theater (follow noise ordinance)*
- — *Circus Art/ Performance Art*
- — *Carnival Games*
- — *Amusement Rides (inspection needed)*
- — *Bouncy/Inflatable Houses (inspection needed)*
- — *Water Activities*
- — *Propane/Charcoal Grills/BBQ Grills (inspection needed) ****
- — *Electrical Supply Set Up or Electrical Cords Being Run to the Site (inspection needed)*
- — *Fire Pits, Bonfires, Kindle Fire, Campfire and Other Outdoor Burning ****
- — *Signs – Describe:* _____
- — *Tents/Canopies Over 10' x 10' **** – Size:* _____
- — *Temporary Structures Erected? – Describe:* _____
- — *Animals – Describe:* _____
- — *Fireworks Displays ***** – Class:* _____
- — *Motorized Vehicles – Describe:* _____
- — *Onsite and Off Site Parking – Specify Off Site Location:* _____
- — *Street(s) Closure or Inhibited Flow of Traffic Affected Road(s)* _____

  _____

  (Swanzey PD and/or NH DOT approval required)

* All food & beverage vendors will need a permit to operate.
** A building permit may be required for stages.
*** All outdoor burning or open fires will need a fire permit.
**** All tents or indoor activities will need a place of assembly permit.
***** All fireworks displays will need a permit.

Other State and/or Local Permits (if applicable).

- **Liquor License** (selling liquor): NH Liquor Commission – 603-271-3521
- **Hawkers / Peddlers Permit** (door to door sales): Swanzey Police Department – 603-352-2869, State of New Hampshire – 603-271-3242
- **Parade – Road Closure Permit**: Swanzey Police Department for Town roads – 603-352-2869, NH Department of Transportation for State roads – 603-352-2302
- **Vendor Permit** (food service or retail sales booths): Swanzey Fire Department – 603-358-6455, State of New Hampshire – 603-271-2201
- **Open Container Permit** (consuming liquor on Town property): Swanzey Town Hall – 603-254-7411, ext. 115

- **Place of Assembly Permit** (includes indoor facilities/tents per RSA 155:17-39): Swanzey Fire Department – 603-358-6455
- **Raffle Permit** (must be a charitable, religious, educational charitable, civic, veteran or fraternal organization): Swanzey Town Hall – 603-254-7411, ext. 115

You Must Submit the Following with the Application:

All applicants for Special Events need to provide written submission of the plans below. The Town review staff will review your application and, if additional information is required or if not enough information was supplied with this application, the Town will contact you to schedule a meeting. Please check off:

_____**Site Plan**
A drawing of the event layout, including parking, facilities, vendor setup etc. (even if you supplied one in previous years).

_____**Security/Crowd Control Plan**
A security plan allowing for sufficient number of detail police officer(s) to manage the maximum seating capacity of indoor events or to secure, control, and assure compliance with laws and licensing conditions in the case of an outdoor event.

_____**Traffic Control/ Parking Plan**
A traffic control plan setting forth the estimated number of vehicles, provisions for parking, number of police officers or employees necessary to control traffic, type and location of any signs, and any other accommodations or procedures planned to handle attendees and their vehicles.

_____**Fire Emergency Plan**
A fire emergency plan setting forth the estimated number of occupants of all indoor events to assure compliance with the laws and permit rules and conditions required by the NH State Fire Code and its adopted references for places of assembly.

_____**Ambulance/ Medical Service Plan**
An emergency medical service plan, setting forth the requirements for on-site emergency medical services and transportation.

_____**Ticket Distribution Plan**
A written plan outlining the distribution of tickets prior to the event and/or at the time and place of the event, including provision for a limitation on ticket sales to maintain required occupancy levels and provision for the refund of ticket costs in the event of cancellation of the event.

_____**Sanitary Facilities Plan**
A sanitary facilities plan appropriate for the number of attendees, which will include information relative to portable toilet facilities, trash containers, and a provision that the property and surrounding areas and roadways shall be cleared of all debris within 12 hours following the event.

_____**Food Service Plan**
A food service plan, which may require review and acceptance by the Swanzey Health Officer.

_____**Certificate of Insurance**

_____ **Application Fee**
See chart below – payment due with application.

_____ **Public Notice Fee**
For Category 4 Events ** ($30 payment due with application).

_____ **Special Duty Services**
An estimate will be provided after submittal. Fifty percent (50%) of the estimate is due at or before release of the approved permit – please check this off as acknowledgement, if applicable.

OUTDOOR EVENTS

Event Category	Estimated Attendance Per Day	Maximum Review Period	Application Fee/Per Day (non-refundable)	Public Hearing Required?	Public Hearing Notice Fee
1	1 - 99	30 days	$20.00	No	No
2	100 - 999	45 days	$50.00	No	No
3	1000 - 2999	60 days	$100.00	No	No
4**	3000 +	90 days	$300.00	Yes	$30.00

OUTDOOR CONCERT OR PERFORMING ARTS SERIES

Number of concerts or performances in series	Fee	Maximum Review Period	Public Hearing Required?
3-10	$300.00	90 days	Yes
10-20	$600.00	90 days	Yes
21 or more	$900.00	90 days	Yes

NOTICE: All outdoor concert or performing arts series and Commercial Fireworks Displays require a public hearing at a Board of Selectmen meeting. Notice of the public hearing shall be posted in Town Hall, on the Town website, and in the Keene Sentinel. In addition, the Town shall send notice to all owners of property within a distance determined to be appropriate by the Special Events Review Committee at least 14 calendar days before the hearing by certified mail. All costs associated with the public hearing notice shall be borne solely by the applicant and shall be paid in full prior to the public hearing.

NOTICE: The application fee for all Commercial Fireworks Display events shall be the same as a Category 4 event as specified above regardless of the estimated attendance.

INDOOR EVENTS

Application fee for a license to exhibit in any hall shall not exceed $50.00 per day.

Total amount due with application $ 50.00

Special Duty Service Fees
The application fee does not include the costs of Fire or Police protection, or any other extra Town expense required to protect the health and safety of the public which can reasonably be attributed to the event. All such costs associated with the use of active and stand-by emergency and other services provided by the Town of Swanzey, or by other towns' emergency services, shall be borne by the applicant, promoter or sponsor. **You will be required to pay 50% of the Special Duty Fees before the approved permit will be released.**

If another Town provides special duty services due to lack of Swanzey manpower, you will be invoiced by them for the hours of service they provided, within 30 days after the event. Do not combine their payment with the Town of Swanzey.

Release of Permit
Before the permit is release, you will be given an estimate for any Town services required for the event. Payment will be due for 50% of the Special Duty Services (payment by cash, check, or money order will be accepted). It should be noted that the fees are ESTIMATES ONLY; actual fees may be higher or lower.

After the event, billing for the Special Duty Services will be based on actual hours incurred by Town personnel. The balance due will be invoiced with adjustments (if applicable). The balance is due upon receipt of the invoice to avoid a 2% late fee per month. A history of non-payment or late payment of any application fee and/or Special Duty Services is grounds to deny your request for future event permits.

A performance bond for events over 5,000 participants per day and or other security acceptable to the Town may be required in an amount equal to the amount estimated for Special Duty Service Fees as described above.

YOU MUST NOTIFY THE PERMIT COORDINATOR OF ANY CHANGES MADE TO THE EVENT
Example: your application stated 500 people and you sold 1500 tickets or you decided to add food vendors instead of allowing coolers. All proposed changes shall be subject to review and approval by the Special Events Review Committee before going into effect.

For Outdoor Concert or Performing Arts Series: any proposed changes to the approved plans or to the concert or performance schedule shall be sent to the Permit Coordinator a minimum of 14 calendar days before the proposed change.

****

BY SIGNING BELOW, I/WE CONFIRM THAT ALL INFORMATION PROVIDED HEREIN AND IN ALL ATTACHMENTS IS TRUE AND ACCURATE, ACKNOWLEDGE THAT THIS APPLICATION WILL NOT BE REVIEWED BY THE BOARD OF SELECTMEN UNTIL CONSIDERED COMPLETE BY TOWN REVIEW STAFF, AND STATE THAT ALL LIABILITY FOR THIS EVENT IS ASSUMED AND ACCEPTED BY THE APPLICANT.

PROPERTY OWNER(S) SIGNATURE: _____

PRINT NAME (S): Kamy Monson TITLE/POSITION: Agent

Date: 10/16/2026

APPLICANT(S) SIGNATURE: _____

PRINT NAME (S): Gregory Kleiner TITLE/POSITION: Office Manager

Date: 10/16/2026

I/WE ALSO CONFIRM THAT I/WE ARE RESPONSBILE FOR ALL COSTS INCURRED FOR THIS EVENT INCLUDING ALL SPECIAL DUTY POLICE, FIRE, AND HEALTH/SAFETY SERVICES. ALL SERVICES MUST BE PAID IN FULL UPON RECIEPT OF THE INVOICE. IF NOT PAID IN FULL, THE TOWN WILL CHARGE 2% INTEREST PER MONTH.

THE TOWN MAY REQUEST/SUE FOR LEGAL EXPENSES IF THE TOWN HAS TO GO TO COLLECTIONS FOR UNPAID AMOUNTS. I/WE ARE RESPOSIBLE FOR ALL FEES WHICH MAY INCLUDE INTEREST, ATTORNEY AND COURT FEES.

APPLICANT(S) SIGNATURE: _____

PRINT NAME (S): Gregory Kleiner TITLE/POSITION: Office Manager

Date: 10/16/2026

MONADNOCK FORD

Emergency Response & Evacuation Plan

Event: Greater Monadnock Collaborative – Business After Hours
Date: Wednesday, November 18, 2026
Time: 5:30 PM – 7:00 PM
Location: Monadnock Ford, 119 Monadnock Highway, Swanzey, NH 03446

1. Purpose

The purpose of this Emergency Response Plan is to ensure the safety and well-being of all guests, employees, vendors, and event participants attending Business After Hours at Monadnock Ford.

In the event of an emergency, our priority is to protect human life, respond promptly, and ensure an orderly evacuation when necessary.

2. Emergency Notification

In the event of a fire, medical emergency, safety concern, or other situation requiring emergency assistance:

- **Call 911 immediately** when emergency services are needed.
- Provide the dispatcher with the event location: **Monadnock Ford, 119 Monadnock Highway, Swanzey, NH 03446.**
- Clearly describe the nature of the emergency.
- Notify event personnel so they can assist with directing guests and coordinating the response.
- Follow all instructions provided by emergency responders.

3. Emergency Evacuation Procedures

Should an evacuation become necessary:

1. Event personnel will notify attendees that an evacuation is required.
2. Guests and employees will be directed to the nearest safe exit.
3. Everyone should exit calmly and promptly, without running or creating unnecessary congestion.

- Do not attempt to extinguish a fire unless trained, it is safe, and a clear exit is available.
- Stay clear of the affected area and proceed to the designated evacuation point.
- Await instructions from the Swanzey Fire Department or other emergency responders.

7. Event Personnel Responsibilities

Monadnock Ford event personnel will assist with:

- Directing attendees toward safe exits and evacuation points.
- Helping individuals who may require additional assistance.
- Keeping entrances and access routes clear for emergency vehicles.
- Communicating known hazards or missing individuals to emergency responders.
- Ensuring that no one reenters the building until clearance has been provided.

8. Emergency Services & Contacts

Emergency Police, Fire, or Medical Assistance: 911

Event Location:
Monadnock Ford
119 Monadnock Highway
Swanzey, NH 03446

9. General Safety Precautions

Prior to the event, Monadnock Ford will ensure that:

- Emergency exits and evacuation pathways remain unobstructed.
- Designated assembly points are identified to event personnel.
- Catering and bartending vendors are made aware of emergency procedures.
- Access routes for emergency vehicles remain clear.
- Event personnel understand their responsibilities in the event of an emergency.

10. Conclusion

Monadnock Ford is committed to providing a safe and welcoming environment for all attendees of the Greater Monadnock Collaborative Business After Hours event.

Town Review Staff Comments Event _____ Date _____

Police Chief (or designee) [ ] No Comments

[ ] See Attached Signature: _____ Date: 10/24/2026

Fire Chief (or designee) [ ] No Comments

[ ] See Attached Signature: _____ Date: 10/20/2026

Director of Planning and Community Development (or designee) [ ] No Comments

[ ] See Attached Signature: _____ Date: 10/20/26

Public Works Director (or designee) [ ] No Comments

[ ] See Attached Signature: _____ Date: 10-22-26

Health Officer Emergency Response Plan should be attached with submission [ ] No Comments

[ ] See Attached Signature: Stephen Mehu Date: 10/20/26

Other Review Staff

Title: _____ Name: _____

[ ] See Attached Signature: _____ Date: _____

TOWN OF SWANZEY

620 OLD HOMESTEAD HIGHWAY
P.O. BOX 10009
SWANZEY, NH 03446-0009
TOWN HALL (603) 352-7411 FAX (603) 355-8099
WWW.SWANZEYNH.GOV

EVENT PERMIT – #2026-33

Carlisle Wide Plank Floors

The above named is hereby licensed and authorized by the Swanzey Board of Selectman to conduct:

An Event Known As: Carlisle Trunk or Treat

To Be Held At: 41 Safford Drive

On the date of: October 29,2026

Expected attendance: 75

Contact Person: Hannah Mansson

This permit is valid only for the above-named event to be held on the above date(s) and is subject to the specific requirements, restrictions, and/or conditions attached (if any).

_____

_____

_____

_____

_____

Swanzey Board of Selectmen

Date: _____

2026.33

TOWN OF SWANZEY, NEW HAMPSHIRE
SPECIAL EVENT PERMIT APPLICATION

As provided for in RSA 286: 1 and 2, a license or permit shall be required for all Special Events in the Town of Swanzey with the Board of Selectmen as the licensing authority. Submit the completed application and related documents to the Town of Swanzey, PO Box 10009, Swanzey, NH 03446, drop off at 620 Old Homestead Highway, Swanzey, NH, or leave in the drop box outside of Town Hall. For information or questions, call 603-352-7411 ext. 115.

Name of Special Event: Carlisle Trunk or Treat

Date(s) of Special Event: Thursday 10/29

Time(s) of Special Event: 5-7p

***Outdoor Concert or Performing Arts Series: provide a complete schedule with proposed dates and times as an attachment.**

Location of the Special Event: 41 Safford Dr. Swanzey, NH

MAXIMUM DAILY No. of Volunteers/Workers: 25 Spectators: 75 Vendors: N/A Ø

NAME(S) OF OWNER OF PROPERTY: Carlisle Wide Plank Floors

Address (physical): 41 Safford Dr. Swanzey, NH (mailing): 1676 Route 9, Stoddard, NH 03464

Telephone: 603 446-6186 Email: hmansson@wideplankflooring.com

Contact Person: Hannah Mansson Phone (s): 603 446-6186

NAME(S) OF APPLICANT/ SPONSOR: Carlisle Wide Plank floors

Address (physical): 41 Safford Dr. (mailing): "

Telephone: " Email: "

Contact Person: " Phone: "

Mail Permit to (Check one): [X] **Applicant/Sponsor** [X] **Property Owner**

DESCRIBE (in detail) **THE PROPOSED SPECIAL EVENT:**

We'd like to host another FREE Trunk or Treat. No cost to attend, or participate. Employees will volunteer to decorate their vehicles and pass at candy. Community members can come trick or treat between 5-7p.

Event Check List

Will your event involve any of the following? (Please check all that apply)

— *Food or Beverage Concessions/Vendors/Sales* *

— *Alcoholic Beverages (State NH permit required – call 603-271-3755)*

— *Retail Vendors*

— *Stage or Bleachers (inspection needed)* **

✓ *Electronic Sound Amplification Equipment, Speakers, Public Address Systems (follow Town Noise Ordinance)*

✓ *Music, Dance, Theater (follow noise ordinance)*

— *Circus Art/ Performance Art*

— *Carnival Games*

— *Amusement Rides (inspection needed)*

— *Bouncy/Inflatable Houses (inspection needed)*

— *Water Activities*

— *Propane/Charcoal Grills/BBQ Grills (inspection needed)* ***

— *Electrical Supply Set Up or Electrical Cords Being Run to the Site (inspection needed)*

— *Fire Pits, Bonfires, Kindle Fire, Campfire and Other Outdoor Burning* ***

✓ *Signs – Describe:* Parking/Event Signs, limited to Carlisle property

— *Tents/Canopies Over 10' x 10'* **** – Size:* _____

— *Temporary Structures Erected? – Describe:* _____

— *Animals – Describe:* _____

— *Fireworks Displays* ***** – Class:* _____

— *Motorized Vehicles – Describe:* _____

✓ *Onsite and Off Site Parking – Specify Off Site Location:* ON SITE parking

— *Street(s) Closure or Inhibited Flow of Traffic Affected Road(s)* _____

_____

(Swanzey PD and/or NH DOT approval required)

* All food & beverage vendors will need a permit to operate.
** A building permit may be required for stages.
*** All outdoor burning or open fires will need a fire permit.
**** All tents or indoor activities will need a place of assembly permit.
***** All fireworks displays will need a permit.

Other State and/or Local Permits (if applicable).

- **Liquor License** (selling liquor): NH Liquor Commission – 603-271-3521
- **Hawkers / Peddlers Permit** (door to door sales): Swanzey Police Department – 603-352-2869, State of New Hampshire – 603-271-3242
- **Parade – Road Closure Permit**: Swanzey Police Department for Town roads – 603-352-2869, NH Department of Transportation for State roads – 603-352-2302
- **Vendor Permit** (food service or retail sales booths): Swanzey Fire Department – 603-358-6455, State of New Hampshire – 603-271-2201
- **Open Container Permit** (consuming liquor on Town property): Swanzey Town Hall – 603-254-7411, ext. 115

- **Place of Assembly Permit** (includes indoor facilities/tents per RSA 155:17-39): Swanzey Fire Department – 603-358-6455
- **Raffle Permit** (must be a charitable, religious, educational charitable, civic, veteran or fraternal organization): Swanzey Town Hall – 603-254-7411, ext. 115

You Must Submit the Following with the Application:

All applicants for Special Events need to provide written submission of the plans below. The Town review staff will review your application and, if additional information is required or if not enough information was supplied with this application, the Town will contact you to schedule a meeting. Please check off:

✓ **Site Plan**
A drawing of the event layout, including parking, facilities, vendor setup etc. (even if you supplied one in previous years).

N/A **Security/Crowd Control Plan**
A security plan allowing for sufficient number of detail police officer(s) to manage the maximum seating capacity of indoor events or to secure, control, and assure compliance with laws and licensing conditions in the case of an outdoor event.

✓ **Traffic Control/ Parking Plan**
A traffic control plan setting forth the estimated number of vehicles, provisions for parking, number of police officers or employees necessary to control traffic, type and location of any signs, and any other accommodations or procedures planned to handle attendees and their vehicles.

✓ **Fire Emergency Plan**
A fire emergency plan setting forth the estimated number of occupants of all indoor events to assure compliance with the laws and permit rules and conditions required by the NH State Fire Code and its adopted references for places of assembly.

✓ **Ambulance/ Medical Service Plan**
An emergency medical service plan, setting forth the requirements for on-site emergency medical services and transportation.

N/A **Ticket Distribution Plan**
A written plan outlining the distribution of tickets prior to the event and/or at the time and place of the event, including provision for a limitation on ticket sales to maintain required occupancy levels and provision for the refund of ticket costs in the event of cancellation of the event.

N/A **Sanitary Facilities Plan**
A sanitary facilities plan appropriate for the number of attendees, which will include information relative to portable toilet facilities, trash containers, and a provision that the property and surrounding areas and roadways shall be cleared of all debris within 12 hours following the event.

N/A **Food Service Plan**
A food service plan, which may require review and acceptance by the Swanzey Health Officer.

✓ **Certificate of Insurance**

✓ **Application Fee**
See chart below – payment due with application.

N/A **Public Notice Fee**
For Category 4 Events ** ($30 payment due with application).

N/A **Special Duty Services**
An estimate will be provided after submittal. Fifty percent (50%) of the estimate is due at or before release of the approved permit – please check this off as acknowledgement, if applicable.

OUTDOOR EVENTS

Event Category	Estimated Attendance Per Day	Maximum Review Period	Application Fee/Per Day (non-refundable)	Public Hearing Required?	Public Hearing Notice Fee
1	1 - 99	30 days	$20.00	No	No
2	100 - 999	45 days	$50.00	No	No
3	1000 - 2999	60 days	$100.00	No	No
4**	3000 +	90 days	$300.00	Yes	$30.00

OUTDOOR CONCERT OR PERFORMING ARTS SERIES

Number of concerts or performances in series	Fee	Maximum Review Period	Public Hearing Required?
3-10	$300.00	90 days	Yes
10-20	$600.00	90 days	Yes
21 or more	$900.00	90 days	Yes

NOTICE: All outdoor concert or performing arts series and Commercial Fireworks Displays require a public hearing at a Board of Selectmen meeting. Notice of the public hearing shall be posted in Town Hall, on the Town website, and in the Keene Sentinel. In addition, the Town shall send notice to all owners of property within a distance determined to be appropriate by the Special Events Review Committee at least 14 calendar days before the hearing by certified mail. All costs associated with the public hearing notice shall be borne solely by the applicant and shall be paid in full prior to the public hearing.

NOTICE: The application fee for all Commercial Fireworks Display events shall be the same as a Category 4 event as specified above regardless of the estimated attendance.

INDOOR EVENTS

Application fee for a license to exhibit in any hall shall not exceed $50.00 per day.

Total amount due with application $ 20.00

Special Duty Service Fees
The application fee does not include the costs of Fire or Police protection, or any other extra Town expense required to protect the health and safety of the public which can reasonably be attributed to the event. All such costs associated with the use of active and stand-by emergency and other services provided by the Town of Swanzey, or by other towns' emergency services, shall be borne by the applicant, promoter or sponsor. **You will be required to pay 50% of the Special Duty Fees before the approved permit will be released.**

If another Town provides special duty services due to lack of Swanzey manpower, you will be invoiced by them for the hours of service they provided, within 30 days after the event. Do not combine their payment with the Town of Swanzey.

Release of Permit
Before the permit is release, you will be given an estimate for any Town services required for the event. Payment will be due for 50% of the Special Duty Services (payment by cash, check, or money order will be accepted). It should be noted that the fees are ESTIMATES ONLY; actual fees may be higher or lower.

After the event, billing for the Special Duty Services will be based on actual hours incurred by Town personnel. The balance due will be invoiced with adjustments (if applicable). The balance is due upon receipt of the invoice to avoid a 2% late fee per month. A history of non-payment or late payment of any application fee and/or Special Duty Services is grounds to deny your request for future event permits.

A performance bond for events over 5,000 participants per day and or other security acceptable to the Town may be required in an amount equal to the amount estimated for Special Duty Service Fees as described above.

YOU MUST NOTIFY THE PERMIT COORDINATOR OF ANY CHANGES MADE TO THE EVENT
Example: your application stated 500 people and you sold 1500 tickets or you decided to add food vendors instead of allowing coolers. All proposed changes shall be subject to review and approval by the Special Events Review Committee before going into effect.

For Outdoor Concert or Performing Arts Series: any proposed changes to the approved plans or to the concert or performance schedule shall be sent to the Permit Coordinator a minimum of 14 calendar days before the proposed change.

****

BY SIGNING BELOW, I/WE CONFIRM THAT ALL INFORMATION PROVIDED HEREIN AND IN ALL ATTACHMENTS IS TRUE AND ACCURATE, ACKNOWLEDGE THAT THIS APPLICATION WILL NOT BE REVIEWED BY THE BOARD OF SELECTMEN UNTIL CONSIDERED COMPLETE BY TOWN REVIEW STAFF, AND STATE THAT ALL LIABILITY FOR THIS EVENT IS ASSUMED AND ACCEPTED BY THE APPLICANT.

PROPERTY OWNER(S) SIGNATURE: Chris Sy

PRINT NAME (S): CHRIS SY TITLE/POSITION: PRESIDENT

Date: 10·19·26

APPLICANT(S) SIGNATURE: Hannah Mansson

PRINT NAME (S): Hannah Mansson TITLE/POSITION: Sales Coordinator

Date: 10/13/26

I/WE ALSO CONFIRM THAT I/WE ARE RESPONSBILE FOR ALL COSTS INCURRED FOR THIS EVENT INCLUDING ALL SPECIAL DUTY POLICE, FIRE, AND HEALTH/SAFETY SERVICES. ALL SERVICES MUST BE PAID IN FULL UPON RECIEPT OF THE INVOICE. IF NOT PAID IN FULL, THE TOWN WILL CHARGE 2% INTEREST PER MONTH.

THE TOWN MAY REQUEST/SUE FOR LEGAL EXPENSES IF THE TOWN HAS TO GO TO COLLECTIONS FOR UNPAID AMOUNTS. I/WE ARE RESPOSIBLE FOR ALL FEES WHICH MAY INCLUDE INTEREST, ATTORNEY AND COURT FEES.

APPLICANT(S) SIGNATURE: Hannah Mansson

PRINT NAME (S): Hannah Mansson TITLE/POSITION: Sales Coordinator

Date: 10/13/26

Carlisle Wide Plank Floors

EMERGENCY RESPONSE CONTINGENCY PLAN

FOR SWANZEY MANUFACTURING FACILITIES

41 Safford Drive

East Swanzey, NH 03446

PREPARED: 02-18-2015

REVISED: 12/01/2022

Plan Implementation Date: **2/18/2015**

Revised Date: **12/01/2022**

Approved By:

Ken Goodell, Senior Production Manager

Maya King/HR

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Carlisle Wide Plank Floors
EMERGENCY RESPONSE CONTINGENCY PLAN

I. BUILDING INFORMATION

1. Building Name and Address
   a. NAME: Swanzey Manufacturing Facilities
   b. ADDRESS: 41 Safford Drive
      East Swanzey, NH 03446

2. Building Coordinator Name
   a. Ken Goodell
   b. Cell: 603-499-4428
   c. Work: 603-499-4428
   d. Home: 603-446-7456
   e. Home Address: 131 Mill Road, Stoddard, NH 03464

3. Alternate BC Name
   a. Cole Castor
   b. Cell: 603-313-5282
   c. Work: 603-487-6262
   d. Home Address: 68 Farm Road, Surry, NH 03431

4. Emergency Assembly Area Location
   a. In case of an emergency where the manufacturing building needs to be evacuated, then all employees are to gather in the back parking lot in the area before the flagpole. At the location you should wait for the Emergency Coordinator or his designate (Cole Castor) to take attendance. There is an employee checklist near the exit door in the office which has all current employees listed. Cole or his designate will grab the list and take it outside for an accurate attendance.

      Employees who have guests visiting are responsible for getting them out of the building.

   b. In case of an emergency where the prefinishing building needs to be evacuated, then all employees are to gather in the back parking lot in the area before the flagpole. At the location you should wait for the Emergency Coordinator or his designate (Cole Castor) to take attendance.

5. Alternate Assemble Area Location
   a. In case of an emergency where the building(s) needs to be evacuated and Emergency assembly area one is not a possible or safe location, then employees must gather at the

flagpole. At the location you should wait for the Emergency Coordinator or his designate (Cole Castor) to take attendance.

6. Emergency Staff
    1. Area/Floor:
        1. Manufacturing
            a. Cole Castor
                a. Cell: 603-313-5282
                b. Work: 603-487-6262

            b. BACKUP: Kevin Nason
                a. Cell: 603-762-3882
                b. Work: 603-487-6260

        2. Warehouse
            a. Jon Chamberlain
                a. Home: 603-495-6013
                b. Cell: 603-499-6737
                c. Work: 603-499-4425

            b. BACKUP: Kevin Nason
                a. Cell: 603-762-3882
                b. Work: 603-487-6260

        3. Pre-Finishing
            a. Brandon Black
                a. Cell: 603-209-3904
                b. Work: 603-487-6271

            b. BACKUP: Ryan Cormier
                a. Cell: 603-313-5155
                b. Work: 603-499-4424

        4. Office
            a. Karen Robinson
                a. Cell: 603-209-3730
                b. Work: 603-487-6268

            b. BACKUP: Kevin Nason
                a. Cell: 603-762-3882
                b. Work: 603-487-6260

        5. Hazardous Waste Coordinators:
            a. Tom Bower
                a. Cell:603-209-2462
                b. Work: 603-499-4424

b. Ryan Cormier
    a. Cell: 603-313-5155
    b. Work: 603-499-4424

7. Audible Alarms
    a. At Carlisle Wide Plank Flooring there is one audible alarm and has bells, horns, sirens, etc. This alarm is the fire alarm.

        1. **Fire Alarm Sound:** In case of a fire there would be flashing lights and a repetitive buzzing alarm coming from the red boxes located around the building. If the alarm sounds, then employees inside should follow the evacuation plan.

8. Potential Fire Hazards
    a. At Carlisle there are several potential fire hazards around the facility. There are many combustible materials that could combust at any time. These items can vary from paper, sawdust, wood or stains, finishes, fuels or greases on machines. We try and keep these hazards to a minimum and eliminate then with great housekeeping and proper storage.

9. Fire Prevention Procedures
    a. To prevent a fire, this building maintains a good housekeeping policy

        1. Daily cleaning of machines
        2. Keeping machines up to date
        3. Making sure machines are working properly
        4. Fire Extinguishers located all over the building (Located on emergency exit routes map)
        5. Sprinkler system inside building
        6. Ventilation system
        7. Proper storage for flammable and combustible materials
        8. Flamex Suppression System

10. Critical Operations Found in Building
    a. During some emergency situations it MAY be necessary for some specially assigned personnel to remain at work areas to perform critical operations.

        Personnel involved in critical operations must remain on the site during the emergency unless dismissed by the designated official for that site or the Emergency Coordinator.

    b. The Emergency Coordinator is Ken Goodell - or a person designated by him.

II. IMPORTANT PHONE NUMBERS

1. Telephone Numbers for Life-Threatening Emergencies

    a. Fire Department/Rescue Ambulance/Medical Emergency 911#
        1. Non-Emergency: 603-357-9861

    b. Police Department Swanzey: 603-352-2869

    c. Police Department Keene: 603-357-9815

    d. NH State Police: 603-223-4381

    e. Poison Control: 800-562-8236

    f. Hospital - Cheshire Medical Center Emergency: 603-354-6600

2. Telephone Numbers for NON-Life-Threatening Emergencies

    a. DES Emergency: 603-271-3899 - 8-4 **OR**

    NH Department Safety Police Dispatch: 603-223-4381

    b. DES Fuel Oil Spill: 603-271-3644

    c. Diesel – Allen & Matthewson: 603-899-5131 or 855-804-3835

    d. Electricity Eversource: 800-662-77764

    e. Furnace - All-Temp: 603-623-5977

    f. Gas/Oil/Propane – Allen & Matthewson : 603-899-5131 or 855-804-3835

    g. Extreme Security (Monitoring): 800-765-7403 (Central Station)

    h. Water - Keene Public Works: 603-352-6550 (call police if public works is closed)

III. EMERGENCY PROCEDURES

1. Emergency Notification Procedures

   a. When you call 911 or any other emergency number to request emergency assistance, you will be connected to the emergency dispatcher. Call from a safe location, remain calm and be prepared to give the dispatcher as much information about the emergency as you can (what the emergency is, where it is, if there are injuries and how serious, etc.) The dispatcher will ask questions so do not hang up until you are told to do so. The dispatcher may also give you instructions.

Provide the following information:

1. Nature of emergency - time and type of incident
2. Location of the emergency (41 Safford Drive, East Swanzey, NH 03446)
3. Your name and phone number from which you are calling
4. Name and quantity of material(s) involved if any
5. Extent of any injuries
6. Possible hazards to human health or the environment, outside the facility

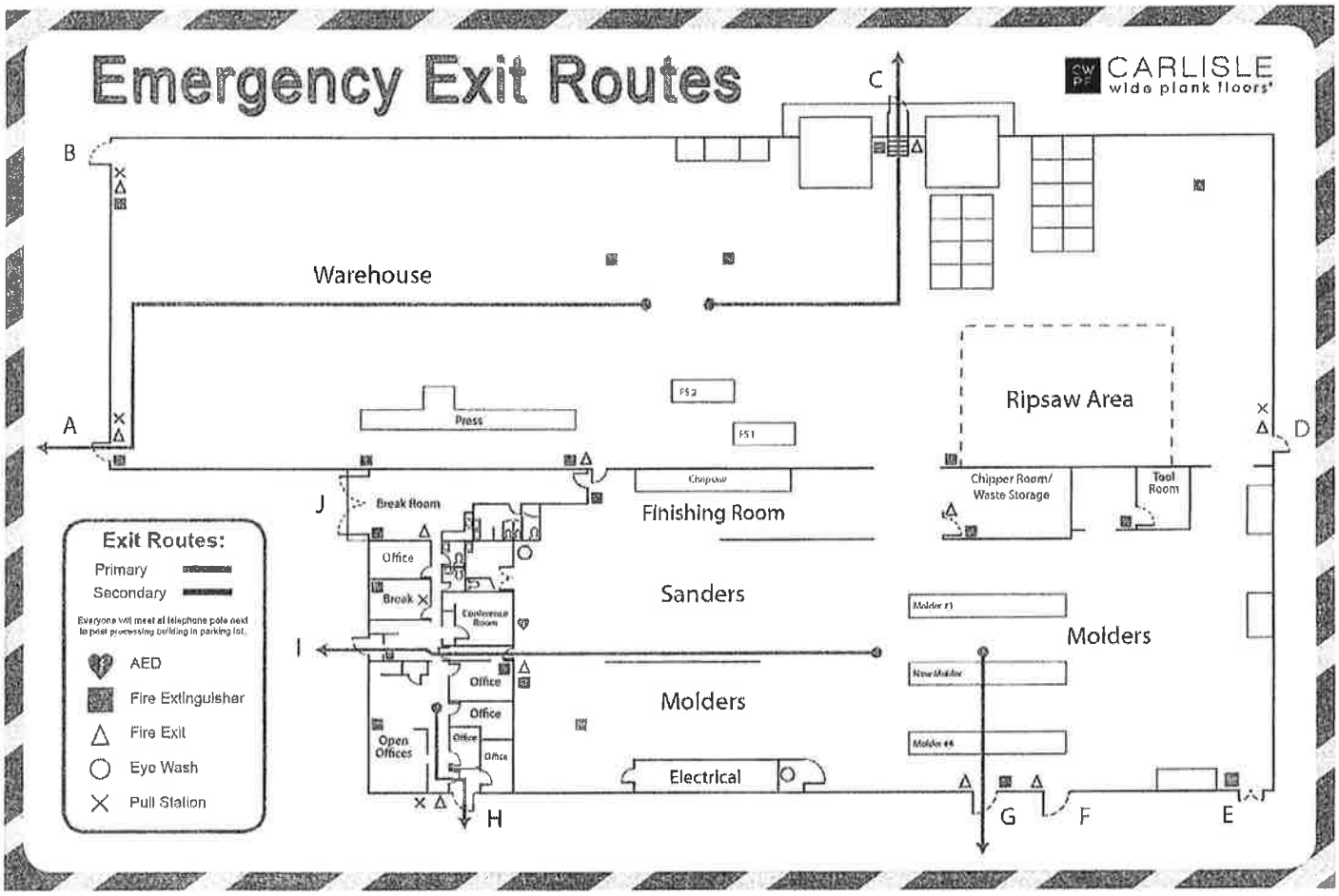
2. Evacuation Procedures

   a. A building occupant is required by law to evacuate the building when the fire alarm sounds. There may be instances where the building would be evacuated without a fire alarm sounding, for example if the building is not equipped with a fire alarm system.

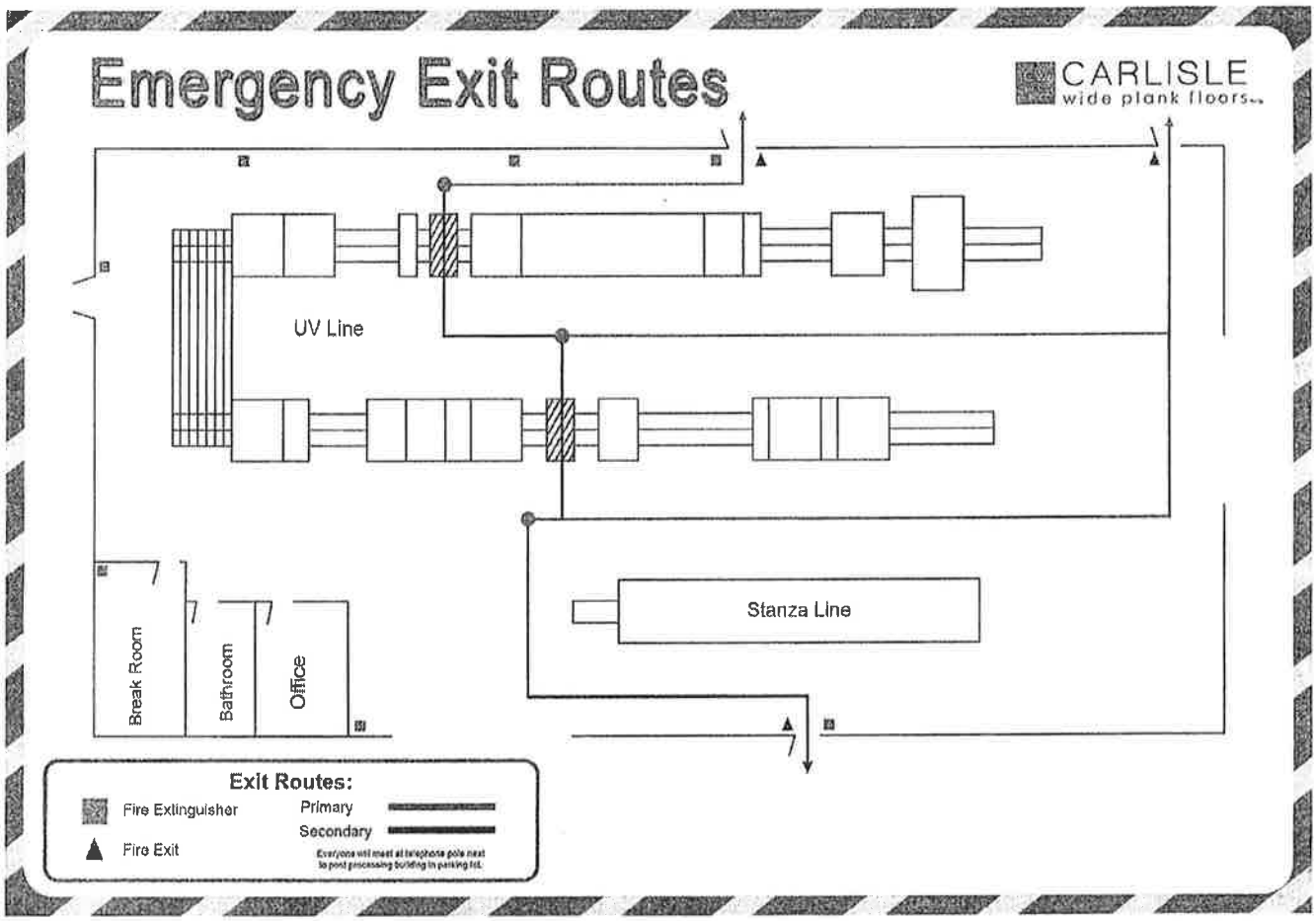
   b. When evacuating Carlisle Wide Plank Flooring or work area:

   1. Stay calm; do not rush or panic.
   2. Safely stop your work and turn off the machine (no employee is required to monitor equipment when there is a work stoppage - all machines are shut down)
   3. If safe, gather your personal belongings; take prescription medications with you.
   4. If safe, close your office door and window, but do not lock them.
   5. Use the nearest safe stairs and proceed to the nearest exit.
   6. Proceed to the designated Assembly Area (Marked on Parking lot Maps) and report to your roll taker.
   7. Wait for any instructions from emergency responders.
   8. Do not re-enter the building until the emergency responders instruct you.

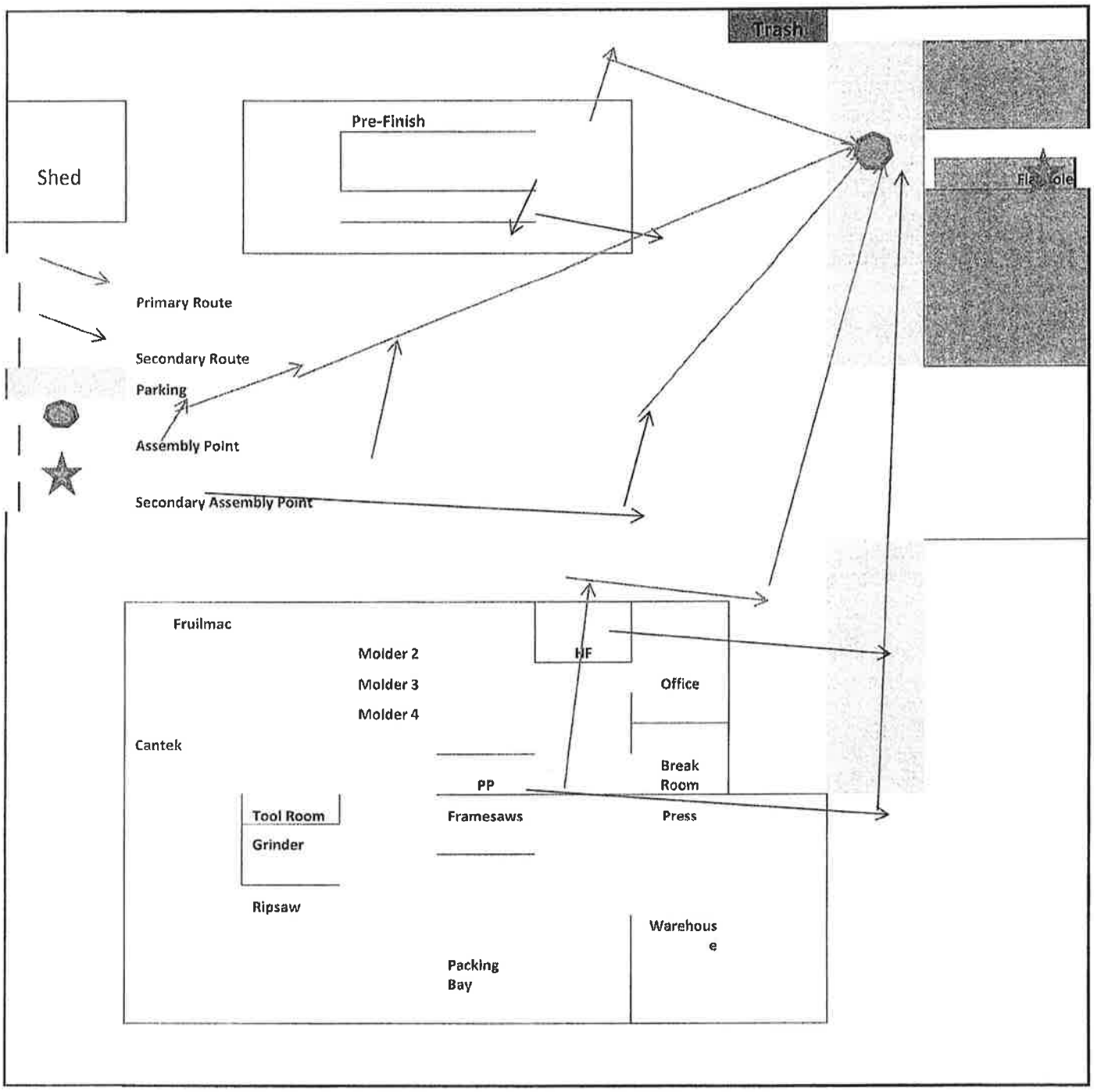
Emergency Exit Routes - Main Building



Emergency Exit Routes - Prefinishing Building



Parking Lot Map



3. Fire Procedures

a. If you discover a fire, immediately go to a safe location. Notify other building occupants by pulling the fire alarm station if one is available. Otherwise make verbal notifications. Call 911 from a safe location to summon the fire department.

b. If trained, able and safe (with a sure and safe exit), use a portable fire extinguisher to extinguish the fire. Evacuate if one extinguisher does not put out the fire.

c. Evacuate the building as soon as the alarm sounds and proceed to the Assembly Area.

d. On your way out, warn others.

e. Move away from fire and smoke. Close doors and windows if time permits.

f. Re-enter the building only when instructed to do so by emergency responders.

When fire is discovered:

1. Activate the nearest fire alarm
2. Notify the local fire department by calling 911 or non-emergency 603-357-9861
3. If the fire alarm is not available, notify the site personnel about the fire emergency by following means:
    a. Voice Communications

Fight the fire ONLY if:

1. The fire department has been notified.
2. The fire is small and is not spreading to other areas.
3. Escaping the area is possible by backing up to the nearest exit.
4. The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

1. Leaving the building using the designated escape routes
2. Assemble outside in the back parking lot in the area before the flagpole
3. Remain outside until the competent authority (Designated Official or Designee) announces that it is safe to reenter.

Ken Goodell (Emergency Coordinator) Backup: Cole Castor Must:

- Coordinate an orderly evacuation of personnel
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.

Cole Castor (Manufacturing Manager/ Floor Monitor Manufacturing)
Backup: Kevin Nason

Brandon Black (Prefinishing Manager/ Floor Monitor Pre-finishing)
Backup: Ryan Cormier

MUST:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Provide the Fire Department personnel with the necessary information about the facility.

Area/ Floor Monitors must:

- Ensure that all employees have evacuated the area/floor
- Report any problems to Emergency Coordinator at the assembly area.

4. Medical Emergency

a. Call medical emergency phone number:
1. Paramedics
2. Ambulance
3. Fire Department

b. Provide the following information:
1.Nature of medical emergency
2 Location of the emergency (41 Safford Drive, East Swanzey, NH 03446)
3 Your name and phone number from which you are calling

c. Do not move the victim unless necessary

d. Stay with the victim and have someone immediately locate at least one individual who has been certified in CPR/First Aid/AED and Blood Borne Pathogens. There are several certified employees to cover both the day shift and night shift in all manufacturing. They will provide the required assistance prior to the arrival of the professional medical help.

e. If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
1. **Stop the bleeding** with firm pressure on the wound(s) (note: avoid contact with blood or other bodily fluids- wear protective gloves if available)
2. **Clear the air passages** using the Heimlich maneuver in case of choking

f. In case of rendering assistance to personnel exposed to hazardous materials, consult the Safety Data Sheet (SDS) located outside office area leading into manufacturing and wear the appropriate personal protective equipment. Attempt First Aid ONLY if trained and qualified

g. In **ALL** cases, after emergency treatment, medical emergencies **MUST** be reported to department manager and/or emergency coordinator and Human Resources. In addition, the manager **MUST** fill out an accident form.

5. Extended Power Loss

a. In the event of extended power loss to a facility, certain precautionary measures should be taken depending on the geographical location and environment of the facility:

b. Unnecessary electrical equipment and appliances should be turned off if power restoration would surge causing damage to electronics and effecting sensitive equipment.

c. Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss:

1. Fire Sprinkler System
2. Standpipes
3. Potable Water Lines
4. Toilets
5. Equipment that contains fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

d. Upon Restoration of heat and power:

1.Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.

2.Fire and potable water piping should be checked for leaks from freezing damage after the heat has been restored to the facility and water turned back on.

6. Chemical Spill

a. The following are the locations of:

1. Spill Containment Equipment: Spill bags are in the Pre-finishing department next to drum by cross transfer conveyor to the right of compressor. Between UV line and Stanza line. Another bag is in the green shed near the side entrance to the manufacturing building on the right wall as you walk in.

2. Physical description of each item in spill kits:

- (3) 4' blue absorbent socks
- (12) 15" x 20" absorbent mats
- (2) 18" x 30" poly disposable bags

Outline of each items' capability:

- Blue absorbent sock is used to confine the spill from spreading by creating a wall (berm)
- The absorbent mats are to absorb spilled material
- Each spill kit will absorb 5 gallons
- Poly disposable bags will be used for contaminated rags and socks, then disposed of properly

3. Personal Protective Equipment (PPE): PPE for spill cleanup is in the containment bags

4. SDS:

All information you need to know about any chemical is in a Safety Data Sheet.

In the prefinishing building, these are located on the wall outside of the office

In manufacturing they are located on the wall to the immediate left of the door going into the office.

When a Large Chemical Spill has occurred:

- Evacuate building if necessary
- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (pads, booms, absorbent powder, etc.)
- Secure the area and alert other site personnel
- Immediately identify the character, exact source, amount and areal extent of any released materials
- Assess possible hazards to human health or the environment as a result of the emergency
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company (see below) and/or the Fire Department (if arrangement has been made) to perform a large chemical clean up.

Name of Spill Cleanup Company:

Veolia: 1-800-354-2382
ENPRO: 1-800-966-1102
CLEAN HARBORS: 1-800-645-8265

After a Large Chemical Spill has been cleaned up:

- Provide for the treatment, storage or disposal of hazardous waste resulting from the emergency
- Ensure that a waste that is incompatible with the released material is not treated, stored or disposed of until cleanup procedures are completed
- Provide that all equipment has been cleaned and is fit before resumption of operations
- Notify state and local authorities that the facility is in compliance with 40 CFR 265.56(h)(1) & (2) before resumption of activities
- Submit a written report to the Waste Management Division within 15 days that addresses all details of the incident including:

    a. Name, address and telephone number of the owner or operator
    b. Name, address and telephone number of the facility
    c. Date, time and type of incident
    d. Name and quantity of material(s) involved
    e. Extent of injuries
    f. An assessment of actual or potential hazards to human health or the environment
    g. Estimated quantity and disposition of recovered material that resulted from the incident

7. Severe Weather and natural Disasters

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
  - Small Interior rooms on the lowest floor and without windows
  - Hallways on the lowest floor away from doors and windows
  - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain Sheltered until the tornado threat is announced to be over.

During an earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Inside the Building:

- Duck under the nearest sturdy object and hold onto it until the shaking stops. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
- If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other obstruction.
- Avoid windows, filing cabinets, bookcases, and other heavy objects that could fall or shatter.
- Stay under cover until the shaking stops, then leave the building and go to the Assembly Area or another designated location. Report to your roll taker.
- If safe, before evacuating, stabilize any equipment that could lead to further danger. (Example: turn off open flames or electrical equipment.)

Outside the Building:

- Move away from trees, signs, buildings, electrical poles and wires, fires, and smoke.
- Protect your head with your arms from falling debris.
- Proceed to the Assembly Area or a pre-designated alternate assembly area. Report to your roll taker.
- Stay alert for further instructions.

Flood:

If Indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official
- Follow the recommended primary or secondary evacuation routes

If Outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

Hurricane:

- The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when a hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

Once a hurricane watch has been issued:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Continue to monitor local TV and radio stations for instructions.
- Move early out of low-lying areas or from the coast, at the request of officials.
- If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.
- Collect drinking water in appropriate containers.

Once a hurricane warning has been issued:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Leave areas that might be affected by river/stream flooding.

During a hurricane:

- Remain indoors and consider the following:
  - Small interior rooms on the lowest floor and without windows/
  - Hallways on the lowest floor away from doors and windows.
  - Rooms constructed with reinforced concrete, brick, or block with no windows.

Blizzard:

If Indoors:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors
- If there is no heat:
    - Close off unneeded rooms or areas.
    - Stuff towels or rags in cracks under doors.
    - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, lightweight, warm clothing if available.

If Stranded in a car or truck:

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
    - Turn on the dome light at night when running the engine.
    - Tie a colored cloth to your antenna or door.
    - Raise the hood after the snow stops falling.
    - Exercise to keep blood circulating and to keep warm.

8. Infectious Diseases

Occupational Safety and Health Act of 1970 "To assure safe and healthful working conditions for working men and women; by authorizing enforcement of the standards developed under the Act; by assisting and encouraging the States in their efforts to assure safe and healthful working conditions; by providing for research, information, education, and training in the field of occupational safety and health."

With that in mind, Carlisle Wide Plank Floors is dedicated to protecting our employees in the workplace. This section provides guidelines on how to deal with infectious diseases (contagions, epidemics, and pandemics) as witnessed during the 2019 COVID-19 outbreak internationally.

The written policy shall be the preface for this section and while it may refer to COVID-19, it should be the SOP for any contagions, epidemics and pandemics.

CARLISLE
wide plank floors

Carlisle Wide Plank Floors, Inc.
Policy and Procedure

Policy Category	Human Resources	
Policy Title	Infectious Disease Control Policy	
	Effective Date	8/16/2022
	Last Revision Date:	8/16/22
	Other Reference:	

Policy: Carlisle Wide Plank Floors, Inc. is committed to taking proactive steps to protect the workplace in the event of an infectious disease outbreak. In support of that commitment, Carlisle expects each employee to be able to perform their job duties in a safe, secure, productive and effective manner for their duration of their workday and for each employee to be protected from the spread of a disease.

Prevention:

1. As an employer, we will ensure a clean workplace. We will also continue to have our ventilation systems cleaned on a regular basis.
2. All employees should wash hands frequently and use hand sanitizer located around each facility. Avoid touching your face.
3. Keep your own space clean by wiping down desk, phone, keyboard and all other surfaces in your space as clean and sanitized as possible
4. Social distance by keeping 6 feet apart from each other
    a. It is important to use discretion when around other employees during breaks, lunch, and meetings

b. Events will only be scheduled when safe to do so to ensure safety of all attendees and need to be approved by the president

5. Outside visitors should be kept to a minimum to include facility maintenance, delivery drivers, and necessary customer pickups. All locations should post clear instruction for the delivery drivers so they are not walking through any of our facilities.
6. Customer interaction- Hand sanitizer will be made easily accessible to all showroom visitors and our staff. Should showroom visitors create a situation where social distancing in the showroom is impossible, clients should be asked to wait outside until a client leaves the showroom. It's important to wipe down all surfaces after the client leaves the showroom including any samples.

Stay home if you are ill: It is sometimes hard to determine if symptoms are allergies or an infectious disease. The best practice is to stay home whenever you are ill and get tested for COVID19 if any of the following symptoms are new to you or unexplained: fever, cough, sore throat, runny or stuff nose, body aches, headache, chills, fatigue, shortness of breath, gastrointestinal issues, or loss of taste or smell.

1. Regardless of your vaccination status, If you have a symptom(s), you may choose to: take an at-home test (these tests are more accurate when taken on day 3 of symptoms), OR schedule a Rapid OR PCR test immediately, OR consult with a physician if you believe your symptoms may not be COVID related and we would accept a doctor's note if you don't need to be tested. We will pay for any missed time away from work while you wait for your test result, without you having to use your PTO time!!
   a. If the at home test, rapid test or PCR test come back negative, you can return to work if symptoms have improved and you are fever free for 24 hours, but the supervisor holds the right to send an employee home if they feel like symptoms have not improved
   b. If the at home test, rapid or PCR test come back positive, you would follow current guidelines of quarantine for a full 5 days from the day you are tested. Carlisle will pay for any scheduled/missed work time while you are out on quarantine without having to use PTO!
      For example: if you tested on Friday morning, you may return on Wednesday (Carlisle will pay for Friday, Monday and Tuesday since those are your scheduled workdays).
2. Regardless of vaccination status, if you were exposed to COVID-19 and you are symptom free, you do not need to quarantine, however you must wear a high quality mask for 10 days and get tested on day 5
   NOTE:
   The CDC defines **exposure** as: having come into contact with a cause of, or possessing a characteristic that is determinant of, a particular health problem.
   The CDC defines **close contact** as: someone who was less than 6 feet away from an infected person for a total of 15 minutes or more over a 24-hour period (for example, three separate 5 minute exposures for a total of 15 minutes).

Screening questions: In an effort to ensure employees are free of any symptom before entering the workplace, you MUST be able to answer "no" to all 3 questions below each day before your shift begins. If you answer "yes" to any of these questions, you will not be permitted to work and will be sent home.

1. Have you been in close contact with a confirmed case of COVID-19 in the last 5 days? (this question does not apply to vaccinated employees)
2. Are you currently experiencing any of the following symptoms of COVID-19
   a. fever (temperature above 100.4 degrees Fahrenheit) or felt feverish in the last 24 hours?
   b. Are you experiencing any respiratory symptoms including a runny nose, nasal congestion, sore throat, cough, or shortness of breath?
   c. Are you experiencing any gastrointestinal symptoms such as nausea, vomiting, or diarrhea?
   d. Have you experienced any new change in your sense of taste or smell?

e. Are you experiencing any new muscle aches, chills, or severe fatigue?

3. Have you traveled in the past 10 days internationally or on a cruise ship? (this question does not apply to vaccinated employees)

If you notice any COVID symptom arise while at work (and they are new and unexplained), notify your supervisor immediately and go home and get tested.
If it is determined that an employee has received a positive test result, all affected employees will be notified on the next steps we will be taking once we receive guidance from the state's health department.

Company Travel: All travel on behalf of Carlisle should always be cleared by your direct supervisor

Employee personal travel: If you have traveled internationally (regardless of mode of transportation) or by cruise ship and you are not fully vaccinated, it's important that you self-quarantine for 10 days from your last day of travel. Or, you have the option to take a COVID test after a 7 day quarantine.

9. Criminal or Violent Behavior

a. Assist in making your work location a safe place by being alert to suspicious situations or persons and reporting them as outlined below.

b. If you are the victim of, are involved in, or a witness to any violation of the law such as assault, robbery, theft, overt sexual behavior, etc. call Police as soon as possible. If safe, wait for the Police to arrive, so that you can provide them with more information.

10. Violent Intruder or other Dangerous Person

CARLISLE
wide plank floors

Carlisle Wide Plank Floors, Inc.

Policy and Procedure

Policy Category	Human Resources	
Policy Title	Employee Safety in case of a violent intruder or other dangerous person	
	Effective Date	August 16, 2016
	Last Revision Date:	August 16, 2016
	Other Reference:	

Purpose: Carlisle Wide Plank Floors, Inc. (Carlisle) is committed to safety in the workplace and prevention of violence. In support of that commitment, Carlisle encourages employees to be aware of their surroundings and to consider (in advance) the action that needs to be taken in the case of a violent intruder.

Policy: It is the policy of Carlisle to work hard to prevent workplace violence to ensure the safety of all employees. To that end, the procedures below should be familiar to all employees.

Violent Intruder Emergency Policy and Procedure

If you witness a violent Intruder in the building, alert staff by any means available to you at the time, and whenever possible, evacuate the building. If you can leave the premises safely, evacuate the building and keep your hands in the air when you evacuate the building so police can see you. Leave your belongings behind. Help others escape, if possible.

If you cannot leave the building;

- Stay where you are, hide so you are out of active view, close and lock doors if possible, turn out lights, pull blinds over windows and/or stay away from windows, silence cell phones, stay alert, quiet and out of site. Do not all hide together. Make sure you are spread out from other people.
- If you can do so safely, exit all common and open areas; do not congregate in open areas (hallways and cafeteria).
- If you are in an open area and cannot exit the building, get into an enclosed room or office with no windows, hide so you are out of active view, close and lock doors if possible, turn out lights, silence cell phones, stay alert, quiet and out of site.
- Call 911, if you can do so without compromising your safety.
- Barricade your door if possible with desk, bookcase, anything you can find etc.
- Disregard fire alarm signal unless you are in immediate danger or sense smoke/fire.
- Do not answer the door or leave the locked room until the police release you. Ask police for ID before opening the door.

Please watch this video to familiarize yourself with basic safety procedures.

https://www.fbi.gov/about-us/office-of-partner-engagement/active-shooter-incidents/run-hide-fight-video

Profile of a Violent Intruder

A violent Intruder is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

How to respond when a violent Intruder is in your vicinity

1. Evacuate	2. Hide Out	3. Take Action
• Have an escape route and plan in mind • Leave your belongings behind • Keep your hands visible	• Hide in an area out of the Violent Intruders view • Block entry to your hiding place and lock doors.	• As a last resort and only when your life is in imminent danger. • Attempt to incapacitate the Violent Intruder • Act with physical aggression and throw items at the Violent Intruder
**************************CALL 911 WHEN IT IS SAFE TO DO SO********************************		

How to respond when Law Enforcement arrives on the scene

How you should react when Law Enforcement Arrives	
• Remain calm and follow officers instructions • Immediately raise hands and spread fingers • Avoid making quick movements towards officers such as attempting to hold on to them for safety	• Avoid pointing, screaming, and/or yelling • Do not stop to ask officers for help or directions when evacuating. Just proceed in the direction from which the officers entered the premises.

Information you should provide to Law Enforcement	
• Location of Violent Intruder • Number of shooters, if more than one • Physical description of shooter(s)	• Number and type of weapon(s) • Number of potential victims at the location

Policy Approved by:	
Approval Date	

11. Explosion or Bomb Threat Procedures

a. A suspicious-looking box, package, object, or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area and call the Police immediately. Use a telephone in a safe area. Do not operate any power switches, and do not activate the fire alarm.

b. If there is an explosion:

1.Take cover under sturdy furniture or leave the building if safe and directed to do so by emergency responders.
2. Stay away from windows.
3. Do not light matches.
4. Move away from the hazard site to a safe location.
5. If instructed to evacuate, use the stairs only.

c. If you receive a bomb threat (via the telephone):

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: _____ TIME: _____ DATE: _____

CALLER'S IDENTITY SEX: Male _____ Female ____ Adult ____ Juvenile ____ APPROXIMATE AGE: _____

ORIGIN OF CALL: Local _____ Long Distance _____

VOICE CHARACTERISTICS		SPEECH		LANGUAGE	
___ Loud	___ Soft	___ Fast	___ Slow	___ Excellent	___ Good
___ High Pitch	___ Deep	___ Distinct	___ Distorted	___ Fair	___ Poor
___ Raspy	___ Pleasant	___ Stutter	___ Nasal	___ Foul	_____ Other
___ Intoxicated	_____ Other	___ Slurred	_____ Other		
ACCENT		**MANNER**		**BACKGROUND NOISES**	
___ Local	___ Not Local	___ Calm	___ Angry	___ Factory	___ Trains
___ Foreign	___ Region	___ Rational	___ Irrational	___ Machines	___ Animals
___ Race		___ Coherent	___ Incoherent	___ Music	___ Quiet
		___ Deliberate	___ Emotional	___ Office	___ Voices
		___ Righteous	___ Laughing	___ Machines	___ Airplanes
				___ Street	___ Party
				___ Traffic	___ Atmosphere

BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour ____ Time Remaining_____

Where is it located? Building _____ Area _____

What kind of bomb? _____

What kind of package? _____

How do you know so much about the bomb? _____

What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial *57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Call 911 and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.
Notify your supervisor immediately.

12. Hazardous Material Release Procedures (See also #6, Chemical Spill)

a. If a hazardous material is released or spilled near you, and you are not knowledgeable about hazardous materials, call 911 immediately and move away from the release area.

b. If you are a hazardous material user and you cause a release of a hazardous material, you should know the emergency procedures for cleaning up a hazardous spill. All hazardous materials users should be trained on proper use and storage of hazardous materials, including proper procedures for preventing spills and emergency procedures when a spill occurs. If you have not been trained and do not know what to do, leave the area and warn others. When you are at a safe location, call 911 immediately.

13. Flooding, Plumbing or Steam Line Failure

a. If your building has a plumbing failure, a flood, or a steam line failure:
   1. Cease using electrical equipment.
   2. Evacuate the building if necessary and proceed to the Assembly Area.
   3. Check the Utility business phone numbers to contact appropriate help.

14. Natural Gas/Propane Release or Leak

a. If you smell natural gas or propane:
   1. Cease all operations immediately.
   2. Do not operate light switches.
   3. Evacuate as soon as possible.
   4. Call 911 and/or 603-357-9861

15. Ventilation Problems

a. If you smell odors coming from the ventilation system:
   1. Immediately notify Emergency Coordinator (Ken Goodell)
   2. If necessary, cease all operations immediately.
   3. If necessary, evacuate the building and proceed to the Assembly Area.
   4. If smoke is present, pull the fire alarm, then call 911 from a safe location.

V. EMERGENCY PREPAREDNESS

1. Supplies

a. Be prepared for emergencies. Keep an emergency kit in your work area that is easy to carry when evacuating the building.

b. The following supplies are recommended for your personal kit:

1. Flashlight and extra batteries
2. Utility Knife
3. First Aid kit with special personal needs such as prescription medication and glasses
4. Whistle
5. Employees on duty list
6. Water

2. Training and Documentation

a. Law requires training on the Emergency Evacuation Procedure. Carlisle Wide Plank Flooring is responsible for training employees on the EEP and for keeping training records. It is the responsibility of each employee to become familiar with the EEP, to know evacuation routes and assembly areas, and to attend training(s) given by the department on emergency preparedness and safety. As a supplement to the training, the Building Coordinator posts information in the building for occupants and guests.

b. Other training recommended for building occupants includes CPR and first aid.

3. Drills

a. Building evacuation drills are optional but are highly recommended. Consult your Building Coordinator if you wish to have an evacuation or fire drill in your building. The Building Coordinator is responsible for conducting the drill and documenting it.

4. Securing Building Contents

a. Many earthquake-related injuries do not come from collapsing buildings, but from objects inside the building which fall on people, or from windows shattering and causing lacerations. Make sure that shelves, computers, wall hangings, and equipment are physically secured. In most cases, as a part of your department's General Safety Inspections required by the Injury and Illness Prevention Program, items listed below are checked. However, you may conduct your own inspection of your work area. If there are concerns after your self-inspection, contact your Safety Coordinator.

b. The main things to look for are:

1. Shelves or cabinets that are not bolted to the wall or floor
2. Computers on desks
3. Shelves which may fall or turn into projectiles
4. Freestanding objects that have a narrow base to height ratio (e.g., a filing cabinet over 4 feet tall)
5. Desks or seating areas directly under plate glass windows
6. Heavy hanging pictures, mirrors, or plants
7. Cupboards or cabinets without secure "automatic" latches
8. Objects on wheels which are not locked in one position (e.g., an audiovisual cart)
9. Heavy items which are above head height.
10. Doorways that might be blocked by falling objects

Training

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

Facility: Manufacturing

Name: Ken Goodell

Title: Senior Production Manager

Responsibility: Emergency Coordinator

Date: **9/21/2022**

Facility: Manufacturing

Name: Cole Castor

Title: Manufacturing Manager

Responsibility: Emergency Coordinator Backup

Date: **7/16/15 and 4/29/21 and 9/21/2022**

Facility: Warehouse

Name: Jon Chamberlain

Title: Warehouse Coordinator

Responsibility: Warehouse Monitor

Date: **7/16/15 and 4/29/21 and 9/21/2022**

Facility: Manufacturing

Name: Kevin Nason

Title: Backup for Manufacturing

Responsibility: Floor Monitor

Date: **7/16/15 and 4/22/21 and 9/21/2022**

Facility: Manufacturing

Name: Tom Bower

Title: Hazardous Waste Coordinator

Responsibility: Hazardous Waste

Date: **7/16/15 and 11/18/20 and 9/21/2022**

Facility: Pre-Finishing

Name: Brandon Black

Title: Prefinishing Manager

Responsibility: Building Monitor

Date: **7/16/15 and 11/18/20 and 9/21/2022**

Facility: Pre-Finishing

Name: Ryan Cormier

Title: Backup for Pre-finishing and Hazardous Waste Coordinator

Responsibility: Floor Monitor and Hazardous Waste

Date: **7/16/15 and 11/18/20 and 9/21/2022**

Facility: Office

Name: Karen Robinson

Title: Senior Material Manager

Responsibility: Office Monitor

Date: **9/21/2022**

Facility: Office

Name: Kevin Nason

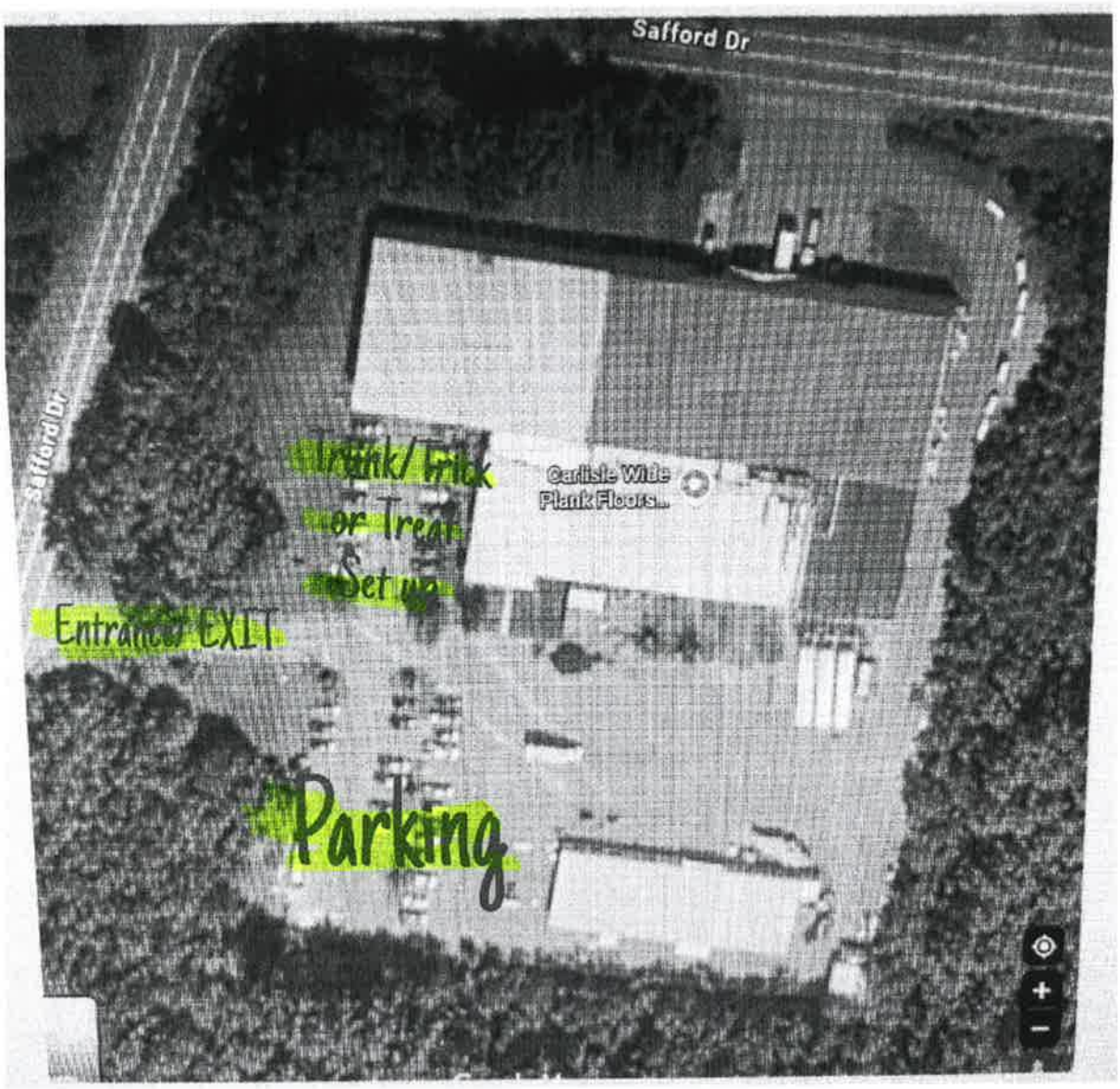
Title: Backup for Office

Responsibility: Office Monitor Backup

Date: **7/16/15 and 4/22/21 and 9/21/2022**

Copies of this plan have been filed with the Swanzey Fire Department, Swanzey Police Department and the NHDES.

Site Map/Parking Plan:



We will have signs posted where to park, enter, and exit. There has been no issues years prior- we keep an eye on incoming traffic and direct them where to go.

Town Review Staff Comments Event _____ Date _____

Police Chief (or designee) [ ] No Comments

[ ] See Attached Signature: _____ Date: 10/20/2026

Fire Chief (or designee) [ ] No Comments

[ ] See Attached Signature: _____ Date: 10/20/2026

Director of Planning and Community Development (or designee) [ ] No Comments

[ ] See Attached Signature: _____ Date: 10/20/2026

Public Works Director (or designee) [ ] No Comments

[ ] See Attached Signature: _____ Date: 10/22/26

Health Officer [ ] No Comments

[ ] See Attached Signature: Stephen Mellin Date: 10/20/26

Other Review Staff

Title: _____ Name: _____

[ ] See Attached Signature: _____ Date: _____



STANDARDS OF CONDUCT – FOR TOWN BOARDS AND COMMITTEES

The Select Board recognizes the importance of civil discourse at all levels of the government including those who volunteer their time and services on behalf of the Town. Committee members are representatives of the Town. Members should conduct themselves so as to maintain public confidence in their local government and in the performance of the public trust. They should treat with respect and civility the rights of all fellow members, attendees and staff regardless of any differences of opinion. In turn, it is expected that those members from the community attending Town committee meetings will display respect for the public, committee members and Town staff. Professional respect does not preclude differences of opinion, but calls for respect for those differences and the people who express them. Everyone should strive for civil discourse on all matters. Committee members are expected to act in a professional manner at meetings even when diverse ideas and opinions are presented. If differences cannot be resolved, committee members should consult with the staff liaison who will seek to assist in finding resolution.

CERTIFICATE OF TITLE

STATE OF NEW HAMPSHIRE

VEHICLE IDENTIFICATION NO.	MODEL YR	MFG YR	GVW	AXLES	CYL	TITLE NO.
1FM5K8AR2KGB14146						
1FM5K8AR2KGB14146	2019		6342	2	6	15176403

MAKE	MODEL	BODY STYLE	ODOMETER	NEW/USED	ISSUED DATE	PURCHASED DATE
FORD	EXPLORER	APURP	15	NEW	06/28/2019	05/22/2019

PREVIOUS TITLE AND STATE

MAILING ADDRESS

TOWN OF SWANZEY - POLICE DEPT
PO BOX 10009
SWANZEY NH 03446

OWNER(S) NAME AND ADDRESS

TOWN OF SWANZEY - POLICE DEPT
34 EATON RD
SWANZEY NH 03446

BRANDS/PERTINENT INFORMATION

FIRST LIENHOLDER NAME AND ADDRESS

SECOND LIENHOLDER NAME AND ADDRESS

RELEASE OF LIEN

THE LIENHOLDER ON THE VEHICLE DESCRIBED IN THIS CERTIFICATE DOES HEREBY STATE THAT THE LIEN IS RELEASED.

_____ BY _____ DATE _____
FIRM SIGNATURE OF AUTHORIZED AGENT

_____ BY _____ DATE _____
FIRM SIGNATURE OF AUTHORIZED AGENT

THE DIVISION OF MOTOR VEHICLES HEREBY CERTIFIES THAT THE APPLICANT HEREIN NAMED IS DULY REGISTERED AS THE OWNER OF THE VEHICLE DESCRIBED ABOVE; AND THAT FROM THE STATEMENTS OF THE OWNER AND THE RECORDS ON FILE WITH THIS DIVISION, THE VEHICLE DESCRIBED IS SUBJECT TO THE LIENS ENUMERATED, IF ANY, AND NO OTHERS.

CONTROL NUMBER
D3255682

ELIZABETH A. BIELECKI
DIRECTOR

TDMV1 (REV. 11/18)

689

HOLD TO LIGHT TO VIEW EAGLE WATERMARK

HOLD TO LIGHT TO VIEW EAGLE WATERMARK

VOID IF ALTERED

October 26, 2026

127 East Shore Road
Swanzey, NH 03446

Selectmen
Town of Swanzey, NH 03446

Dear Selectmen,
I am the coordinator for the Lake Host Program at Swanzey Lake, run by NH Lakes. This program is vital for keeping invasive species out of our lake. The inspections we do are very important. Several times in past years we have had a "save"- a boat carrying an invasive species that we were able to remove before the boat entered the water.
We appreciate the financial help you have given us in the past. It has helped to insure we have a clean, healthy lake for Swanzey residents to use. When this program started $1,500 was adequate to cover per hourly costs, however those hourly rates have doubled. I am asking you to give us $4000 this year. It would help with the cost of increased hourly wages and being able to cover the ramp during peak usage. Thank you for considering this request. A check should be made out to NH Lakes Lake Host Program and mailed to :
NH Lakes
17 Chenille Drive, SuiteOne
Concord, NH 03301

Thank you for your support,
Susan Armstrong

Susan Armstrong

Lake Host Coordinator
Swanzey Lake Protective Association

603 831-3647
susanarmstrong32@yahoo.com



The Community Kitchen
37 Mechanic Street, PO Box 1315
Keene, NH 03431
Tel: 603 352 3200

www.thecommunitykitchen.org

REQUEST FOR MUNICIPAL FUNDING

TOWN OF SWANZEY, NEW HAMPSHIRE

October 13, 2026

Office of the Select Board
Town of Swanzey
620 Old Homestead Hwy
Swanzey, NH 03446

Dear Select Board Members:

I am writing to request that The Community Kitchen, Inc. (TCK) be included in the Town of Swanzey's 2027 operating budget [or placed on the Town Meeting warrant] in the amount of **$26,322.61** to support our food access programs serving residents of Swanzey and communities throughout the region.

The Community Kitchen funds our services through private foundation and civic grants, individual and corporate donations, fundraising events, and municipal and county contributions. Municipal support is an important component of our overall funding model and helps sustain the staff, facilities, transportation, food procurement, and other infrastructure necessary to ensure that residents can access food assistance when and where they need it.

Municipal Funding Partnership

Each year, The Community Kitchen establishes a **municipal funding pool** to support the regional infrastructure required to provide food assistance to residents throughout the communities we serve. The pool is based on 20% of our current operating budget and is allocated among municipalities according to their residents' share of The Community Kitchen's Pantry services.

For 2027, our municipal funding pool is **$241,295**. Based on service data from **August 1, 2025 through July 31, 2026**, Swanzey residents accounted for **10.9%** of all meals provided through The Community Kitchen's Pantry Program. We are therefore requesting **10.9% of the municipal funding pool, or $26,322.61.**

This approach provides a consistent and transparent way for us to determine our funding requests while recognizing that The Community Kitchen serves as a regional food security resource.

Fiscal Year 2027

SWANZEY resident visits: 4,735
Meals provided: 42,615
Share of TCK Pantry service: 10.9%
Municipal funding request: $26,322.61

We appreciate the Town of Swanzey's consideration of this request and the support you provide to help ensure that your residents have access to nutritious food when they need it.

I would be happy to meet with your Board of Selectmen, Town Administrator, Welfare Officer, or other municipal representatives to discuss our programs, our funding request, or the needs we are seeing among residents of Swanzey. **I do quite a lot of these visits, and I welcome the opportunity to answer questions and talk about how we can work together to strengthen food access in our region.**

Thank you for your consideration and for your partnership with The Community Kitchen.

Respectfully submitted,

Barb Weisman
Executive Director
The Community Kitchen, Inc.

October 26, 2026

127 East Shore Road
Swanzey, NH 03446

Selectmen
Town of Swanzey, NH 03446

Dear Selectmen,
I am writing to you to impress upon you the importance of the Keene Senior Center(now named The Hub 50+) for Swanzey's seniors. A significant number of members are Swanzey residents. Our town does not offer the services this nonprofit organization provides. The Hub 50+ engages and empowers community members 50+ to live vibrant, healthy, and socially active lives. Through the center I personally engage in pickle ball, exercise class, and dance class. They provide resources for a host of topics through out the year. They also offer Cheshire Village at Home. This service offers assistance to those individuals wanting to remain in their own homes but are unable to drive or maintain chores around the house.

I know many of the surrounding towns give $ 1,000 donation to the center each year. It is my hope that Swanzey will offer a donation to this valuable resource.

As a town we spend thousands of dollars each year on extra curricular activities and recreation for the youth of Swanzey. As a former educator I realize the importance of this investment in the youth of our community. As a tax paying citizen of this community the importance of The Hub 50+ holds deep meaning and significance. It is my hope the town can help support the livelihood of this program with a donation.

Thank you for your consideration on this matter,
Susan Armstrong

Susan Armstrong

Formerly The Keene Senior Center

the·hub 50+

Engage · Connect · Explore



The hub 50+ engages and empowers community members 50 and better to live vibrant, healthy and socially engaged lives.

EDUCATION & RESOURCES

Life is a journey meant to be shared

- Educational classes on history, music, art, travel & more...
- Information and referrals.
- Computer and tech help



HEALTH & WELLNESS

Stay active, strong and flexible

- Fitness classes
- Yoga & balance
- Health screenings
- Dance group
- Health Education



NUTRITION & MEALS

Good food brings us together. Join us to nourish your body and mind.

- Daily hot lunches
- Nutrition education
- Cooking classes
- Healthy snacks
- Special meals



WHY IT MATTERS

Making connections changes lives.

At The Hub 50+ you'll find more than programs- you'll find people who care and a community that feels like family!



JOIN US!

New friends, new experiences
New possibilities!

VISIT US:
312 Marlboro St., Suite 100
Keene, NH 03431

CALL US:
603-352-5037
https://thehub50plus.org

HOURS: Monday–Friday 8:30 AM – 4:30 PM | Hot Lunch Served Daily at Noon

Cheshire Village at Home (CVAH)

Helping older adults remain safely in their own homes with the use of trained volunteers.

- Friendly visits
- Telephone check-ins
- Transportation
- Grocery shopping
- Gardening assistance



- Doctor appointments note taking
- Small household chores

the Hub 50+

Engage · Connect · Explore

INVESTING IN HEALTHY AGING

- The Hub 50+ is an independent nonprofit organization.
- Unlike many organizations, we are not operated by the city or the state.
- Every program is made possible through grants, private donations and community support.

The Hub 50+ Financial Review

With an operational expense of nearly $380,000 annually, we rely on fundraising, grants, and donations to help cover the costs associated with staffing, programming, and overhead including rent, food and insurance. Careful use of our assets including investments and dividends has allowed us to thoughtfully manage the gap between our revenues and expenses.

We have received generous grants and from the NH Charitable Foundation, and smaller grants from the City of Keene, Revo Casino, More Than a Thrift Store, Agnes Lindsey, Homestead Thrift Store, legacy giving and car donations.

We are also grateful for all of our Airport 5K Sponsors.