

Town of Swanzey, New Hampshire
Capital Improvements Program Committee
Meeting – July 19, 2013
Swanzey Town Hall, 620 Old Homestead Highway, Swanzey, NH

Present were Jeff Goller, Bruce Bohannon, Francis Faulkner, Steve Bittel, Charlie Sheaff, and Dave Osgood. Also present was Town Administrator Shane O’Keefe.

CALL TO ORDER

The meeting was called to order at 4:03 p.m. by Chairperson Osgood.

MINUTES

- Regular meeting(s) of June 2, 2013, which was continued to July 10, 2013 and then to July 11, 2013 – Bohannon **moved** to accept the minutes of June 2, 2013, seconded by Bittel, and all were in favor. **Motion passed.**

OTHER BUSINESS

Committee membership

O’Keefe mentioned that he had heard from Committee member Larry Crowder and that Crowder has resigned from the Committee citing other competing commitments at this time. The resignation was accepted with regret and it was agreed that the Committee makeup was very good and maybe additional replacement membership is not required. O’Keefe will discuss this with the Board of Selectmen and report back to the Committee.

Recap visits to Town facilities

Osgood stated that he did not think the Keene Tree Service facility was a turnkey facility for the Department of Public Works, as equipment garages were not large enough. The condition of the pavement is a concern, the office roof needs work, and salt/sand storage at the site is questionable.

Faulkner questioned whether the existing DPW facility site can accommodate the expansion needs of the Department. He noted that DPW Director Lee Dunham had stated that the Keene Tree Service facility was not designed to be a DPW facility and therefore was not ideal.

Some issues with the Keene Tree Service site mentioned were close proximity to wetlands, questions about site drainage and the quality of the pavement.

Bittel suggested having the site inspected. He also raised the question of what to do with the present DPW facility if the Department were to move. Would it be available for expansion of the Recycling Facility? He went on to suggest that the Committee should approach DPW Director Lee Dunham and ask what it would take to make the site work for his department.

There was a brief discussion about using the West Swanzey muster field at the end of Pine Street as a potential alternative.

Regarding Town Hall functions, Faulkner suggested the advantages of having a facility that can accommodate Town Meeting and elections. O'Keefe distributed copies of the Town Hall engineering study recently completed by DuBois & King, Inc.

Faulkner stated that he felt that it would be most palatable to the public to replace the Police Station, the Fire Station and then the Town Hall, in that order of preference.

There was discussion on seeking professional assistance with determining sufficiency, sizing and siting of various Town facilities. Various motions were discussed.

Motion by Faulkner to request that the Board of Selectmen allow the Committee to hire an architect to study needs and possible solutions of the Town Hall, Police Station and Fire Department facilities. Goller seconded the motion, and the ***motion passed*** unanimously without further discussion.

It was agreed that addressing the needs of the Public Works Department should take a separate track, awaiting feedback from Dunham on the Keene Tree Service site. Osgood will meet with Dunham to discuss this, and Dunham should consider all options.

Funding for the architectural effort would come from appropriate capital reserve and expendable trust funds.

O'Keefe will bring the Committee's vote to the attention of the Board of Selectmen.

Schedule next meeting

It was agreed that the next meeting would be held on Monday, August 12, 2013 at 4:00 PM at the Town Hall.

ADJOURNMENT

Motion at 5:45 p.m. by Bittel to adjourn the meeting, seconded by Bohannon. All were in favor. ***Motion passed.***

Submitted by,

Shane O'Keefe
Town Administrator

Approved on August 12, 2013.