

Town of Swanzey, New Hampshire  
**Capital Improvements Program Committee**  
Meeting – August 12, 2013  
Swanzey Town Hall, 620 Old Homestead Highway, Swanzey, NH

Present were Dave Osgood, Jeff Goller, Bruce Bohannon, Francis Faulkner and Steve Bittel. Charlie Sheaff was unable to attend. Also present was Selectman Deb Davis, Town Administrator Shane O’Keefe, and Public Works Director Lee Dunham attended the meeting beginning at 4:22 p.m.

**CALL TO ORDER**

The meeting was called to order at 4:04 p.m. by Chairperson Osgood.

**MINUTES**

- Regular meeting(s) of June 19, 2013 – There were several minor revisions discussed and suggested. Bittel **moved** to accept the minutes of June 19, 2013 as amended, seconded by Bohannon, and all were in favor. ***Motion passed.***

**OTHER BUSINESS**

**Discuss Town facility needs**

Following up on the previous meeting, Osgood updated the Committee on his meeting with Public Works Director Lee Dunham regarding adequacy of the Keene Tree Service property for DPW purposes. He reported that Dunham was positive about the potential for the site to accommodate DPW needs.

**Scope of services for architectural consultant**

O’Keefe reported that the Selectmen on July 30<sup>th</sup> had discussed the Committee’s request to hire an architect and has requested and it was agreed that the Committee should prepare a scope of services for review by the Board. Bittel stated that the Town needs to solve the Town Hall and Center Fire Station facility issues first, which in some ways drive other decisions. Also on a separate prioritized track is the need to take advantage of the opportunity presented by the availability of the Keene Tree Service facility, and how DPW can utilize that facility which would then create opportunities for the Recycling facility through backfilling the space.

Lee Dunham entered the meeting at 4:22 p.m.

Bittel stated that there is a huge need to address Town Hall which is driven by cost as well as the eventual location of the Center Fire Station. Osgood agreed that looking at Town Hall and the Center Fire facility is the first priority.

For a required scope of services, Osgood said that the consultant should consider the size of buildings, locations of facilities, conceptual drawings and estimated costs.

There was discussion about the procurement process for an architect/planner for this effort. O'Keefe mentioned the Quality Based Selection (QBS) process for seeking design-related consultants, which considers experience and quality of the firm in the selection process before consideration of cost. This process is required if State or federal funding is to be used in the project construction. It was agreed that this was not a final design exercise but was more of facilities assessment and location selection process, and that cost should be considered up front in the process.

Bohannon stated that he would look into whether there were any State emergency management or fire grants available to assist with the effort.

Funding for this effort was discussed, particularly expendable trust and capital reserve funds.

O'Keefe was tasked with drafting the request for proposals with review assistance from Osgood for circulation to the Committee for comment before bringing it to the Board of Selectmen on August 27, 2013, with a fallback date of September 3, 2013.

#### **Options for locations of Town facilities**

Wilcox School – There was discussion about the Wilcox School building on Old Homestead Highway that recently experienced some tree damage. O'Keefe noted that the School Board representatives who attended a recent Selectboard meeting indicated that the building would be rebuilt. There was discussion about the possibility of the Town utilizing the site for Town facility needs.

***Motion*** by Bohannon to encourage the Selectmen to enter into dialogue with the School Board on the potential for a land swap of the Town Hall site with the Wilcox School site. Faulkner seconded the motion, and the ***motion passed*** unanimously.

It was noted that the School Board would be meeting that evening and may be discussing the future of the Wilcox School building. There was interest in informing the School District of the Committee's vote so that the School Board knows that there is some potential for negotiations, and to copy the Board of Selectmen and the Swanzey School Board representatives from Swanzey any correspondence. It was agreed to have O'Keefe contact the Selectmen to see if there was any objection to making such contact with the School Board, and that no action would be taken if there was concern expressed by any Selectboard member.

Keene Tree Service site – Osgood reiterated that Dunham had said that the site was a viable option for the Public Works Department. Dunham mentioned that salt and sand storage was an issue. They use about 40 tons of salt per storm he stated and the amount of storage desired could not be accommodated on the site directly surrounding

the facility. He said that the garage space was adequate for existing needs but would need additional garage space in the future. It was noted that the roof of the office building appears to need reshingling.

Dunham said that the site, including all of its surrounding lots, is worth pursuing, and that the existing salt and sand storage could be left as is on Pine Street until such time as it could be moved to the Keene Tree Service site. He noted that the City of Keene operates a salt/sand storage facility remote from its DPW facility.

It was noted that the Police Chief had suggested that any new police facility should be closer to West Swanzey due to call volumes and Committee members suggested that this site might be large enough to accommodate such a facility.

**Motion** by Bohannon to request that the Selectmen pursue the purchase of the Keene Tree Service site for municipal facilities. Goller seconded the motion, and the **motion passed** unanimously.

It was agreed that Osgood and/or O'Keefe would bring the recommendations made at the meeting to the Selectmen as soon as possible.

#### **Schedule next meeting**

It was agreed that the next meeting would be held on Monday, September 16, 2013 at 4:00 PM at the Town Hall.

#### **ADJOURNMENT**

**Motion** at 5:27 p.m. by Bohannon to adjourn the meeting, seconded by Goller. All were in favor. **Motion passed.**

Submitted by,

Shane O'Keefe  
Town Administrator

Approved on September 16, 2013.