

Town of Swanzey, New Hampshire  
**Capital Improvements Program Committee**  
Meeting – September 16, 2013  
Swanzey Town Hall, 620 Old Homestead Highway, Swanzey, NH

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

**CALL TO ORDER**

The meeting was called to order at 4:08 p.m. by Chairperson Osgood.

**MINUTES**

- Regular meeting(s) of August 12, 2013 – There were two minor revisions discussed and suggested. Sheaff **moved** to accept the minutes of August 12, 2013 as amended, seconded by Bittel, and all were in favor. **Motion passed.**

**OTHER BUSINESS**

**Scope of services for architectural consultant**

The Committee members reviewed the request for proposals (RFP) for municipal facility needs and site alternatives analysis services that had been written by O’Keefe and Osgood and then approved by the Board of Selectmen on September 10, 2013. O’Keefe shared some suggested clarifying language from the Fire Chief on Fire Department matters. The Committee was in agreement to add the suggested text, and also to inquire of the Police Chief to see if there was additional departmental or facility information to likewise be added, such as the number of staff at the time of construction of the existing police station. O’Keefe was asked to also consider any clarifying information for the Town Hall. O’Keefe mentioned that the recent engineering study of the facility would be included as an addendum to the RFP.

It was decided to issue the RFP on September 9, 2013, and that the pre-proposal conference should be held on October 11, 2013 at 10:00 a.m. and that it would be mandatory for firms to qualify for consideration. Proposals will be due on November 1, 2013.

Bittel suggested adding language that made it clear that errors and omissions insurance would be required of any contractor.

There was a brief discussion about whether it would be feasible to bond for any projects that may come of this effort.

**Motion** by Sheaff to send out the Request for Proposals for consultant services, with changes incorporated by the Police Chief, this coming Friday. Bittel seconded the motion, and the **motion passed** unanimously.

O'Keefe stated that he would take care of this.

**Options for locations of Town facilities**

Keene Tree Service site – Osgood asked for an update on efforts toward considering acquisition of the Keene Tree Service property for use by the Department of Public Works. O'Keefe mentioned that he was waiting for confirmation of the exact property being offered for sale and the asking price from the owner.

Bittel raised the option of the transferring Recycling Center capital funds to the Public Works Department in exchange for the DPW building, which could then provide funding for acquisition of a new DPW facility

**Schedule next meeting**

It was agreed that the next meeting would be held on Friday, October 11, 2013 at 10:00 a.m., at which time the Committee would conduct the pre-proposal conference, and then meet again on Monday, November 4, 2013 at 4:00 p.m. at the Town Hall.

**ADJOURNMENT**

**Motion** at 5:10 p.m. by Goller to adjourn the meeting, seconded by Sheaff. All were in favor. ***Motion passed.***

Submitted by,

Shane O'Keefe  
Town Administrator

Approved on November 4, 2013.