

Town of Swanzey, New Hampshire
Capital Improvements Program Committee
Meeting – February 19, 2014
Office of Daniel V. Scully Architects, 17 Elm Street, Keene, NH

CALL TO ORDER

Present were Dave Osgood, Charlie Sheaff, Steve Bittel and Bruce Bohannon. Deborah Davis, Jeff Goller and Francis Faulkner were unable to attend. The meeting was called to order at 4:07 p.m. by Chairperson Osgood at the offices of Daniel V. Scully Architects.

Also present was Dan Scully and Katie Cassidy Sutherland from Daniel V. Scully Architects, and Jim Phippard and David Bergeron of Brickstone Land Use Consultants. Town Administrator Shane O’Keefe arrived at 4:17 p.m.

OTHER BUSINESS

Kickoff meeting with Architect on Municipal Facilities Needs and Site Alternatives Analysis. Sutherland handed out an agenda she had prepared as well as a proposed project schedule for review. The schedule calls for a final report issued to the Town toward the end of September. There was an update on the programming meetings to be held with different departments, which were tentatively scheduled as follows:

- Recycling Center 2/26/2014 at 10:00 AM
- Public Works 2/26/2014 at 12:30 PM
- Town Hall 3/5/2014 at 1:15 PM
- Police Department 3/11/2014 at 9:00 AM

The Fire Department has already held its meeting. On the Town Hall users meeting, O’Keefe suggested having all Town Hall employees and inviting the chairs of the various boards and committees that meet at the Town Hall. He also suggested Beverly Bernard, who is the recording secretary for most of these public bodies.

Those assembled reviewed and discussed a proposed project schedule in detail. It was acknowledged that it is likely that changes to the schedule would occur.

Southerland asked O’Keefe if he could arrange to provide her with a hard copy of the Town Master Plan as well as plans for each of the buildings if possible. Bohannon stated that he might have plans for the Police department.

There was a discussion about some of the data received from the Fire Department. Southerland has contacted the Southwest Region Planning Commission, which has done GIS mapping and will have an active GIS map for Swanzey. The Town must formally request assistance from SWRPC on this mapping effort.

Some of the response information provided has shown that ambulance response times do not meet standards and the Town is out of compliance. It may be that a recommendation is for there to be a Town ambulance service. It was explained that compliant response time can lead to funding opportunities for the Town.

There was discussion about inviting the public to meetings and holding hearings, and how best to inform the public and the press. There was discussion about the possibility of establishing a Facebook page for the project. It was agreed that the next meeting, in March, would be a Committee meeting only and that the public would be actively invited to the April meeting.

Schedule next meeting

O'Keefe noted that Committee and Selectboard member Deb Davis has mentioned that she can only meet on Mondays due to scheduling conflicts. It was agreed that meetings on either the 3rd or 4th Mondays of the month would work for future meetings. It was also agreed to hold off on scheduling the next meeting pending the outcome of the programming meetings.

MINUTES

- Regular meeting(s) of November 20, 2013 – Bittel **moved** to accept the minutes of the November 20, 2013 meeting as presented, seconded by Sheaff, and all were in favor. **Motion passed.**

ADJOURNMENT

Motion at 5:03 p.m. by Sheaf to adjourn the meeting, seconded by Bohannon. All were in favor. **Motion passed.**

Submitted by,

Shane O'Keefe
Town Administrator

Approved on April 21, 2014.