

Town of Swanzey, New Hampshire  
**Capital Improvements Program Committee (CIP)**  
Meeting Minutes – April 28, 2014

**CALL TO ORDER**

The meeting of the CIP was called to order by Chair Osgood at 4:01 p.m. at Swanzey Town Hall. Members present: Dave Osgood, Jeff Goller, Steve Bittel, Bruce Bohannon, Board of Selectmen Representative Deborah J. Davis, and Francis Faulkner.

**Absent:** Charlie Sheaff

**Others Present:** Steve and Jeff Ingram from Ingram Construction Corporation, Daniel Scully and Katie Sutherland from Daniel Scully Architects and Dave Bergeron from Brickstone Land Use Consultants, LLC. Director of Public Works Lee Dunham, Town Administrator Shane O’Keefe, Fire Chief Norma Skantze, Police Chief Tom DeAngelis, and Recording Secretary Beverly Bernard.

**Minutes:**

- Minutes from April 14, 2014 were considered. Second page, second paragraph, change to “site may be too small” instead of “site is too small for a building expansion”; Daniel Scully said it could grow to the south. 3<sup>rd</sup> page, building of police department can be expanded toward the south, rather than the north. Sutherland is spelled without an “o” in the name. Motion was made by Bohannon to accept the minutes with the changes. The motion was seconded by Bittel. All were in favor. Motion passed.
- Minutes from April 21, 2014 were considered. Motion was made by Bittel to accept the minutes. The motion was seconded by Goller. All were in favor. Motion passed.

**DISCUSSIONS/OTHER BUSINESS**

**Review draft programs and building assessments for Municipal Facilities Needs and Site Alternatives Analysis with Project Architect**

Copies of the Brickstone Land Use Consultant, LLC Review of Town Owned Property, and Daniel Scully Architects report Building Assessment for Existing Swanzey Town Hall/Central Fire Department dated April 14, 2014 were referred to by the Committee members as “the program” in their discussion with Daniel Scully Architects and Brickstone Land Use Consultant, LLC.

Daniel Scully said that the task before their firm was to investigate the Carlton Road site and estimate the costs to cover building a complex of municipal uses, including Town Hall, the Police Station and the Center Fire Station on the site. Scully handed out a cost sheet for the site, along with an engineering drawing of three buildings on the site.

**Carlton Road Complex Proposal**

David Bergeron explained site development work in the proposal. The property is about 27 acres in size with between 10 to 12 acres useable due to the floodway and floodplain. He said there are good sandy soils in the front of the site closest to NH Route 32. Buildings were designed on the frontage of NH Route 32 as well as access for the buildings. The design has 74 parking spaces for Town Hall with an overflow lot added to the back of the property that would be gravel or grass given the possibility of occasional flooding. In the center of site is the Police Station. There are 50 parking spaces in the design for Fire

and Police in a shared lot. For the Fire Station, the proposed plan calls for truck bays to be accessed as drive-through, inbound from the access road for both fire and police and outbound with a separate truck bay driveway.

Bergeron said that since there is no public sewer or water available, the challenge is providing water and sewer, including fire protection. The design calls for a 30,000 gallon storage tank for providing sprinkler systems and there is sufficient space at the site for proposed septic systems. Floor drains would be provided for washing and draining of fire trucks, and because there is the possibility that hazardous waste might be involved, there is a proposed holding tank. The water system is a big ticket item because of the requirement for storage and pump system. Bergeron mentioned the proposed plan provides for a Sally Port for the Police Department.

He went on to say that the design provides all the space required by the program for all three buildings: Town Hall, Police Department, and Fire Department including office space, training space and living space for potential of full-time Fire Department at some future date. Site acquisition and costs for a level 1 site assessment needs to be done.

For preparing the land, acquiring permits, paving, utilities, lighting, landscaping: **site development cost is estimated at \$2,700,000 including \$450,000 for purchase of the land.** This cost estimate is predicated on all the construction activity happening all at once. It is the cost of the entire build-out.

Bergeron noted the site is a 1.5 miles further south than the current Fire Station which adds approximately two minutes in response time. Still to be investigated is an emergency call response mapping for the Town. He said it was his sense that having the Fire Department further south will be further away from where most of the calls come from, however without call mapping he cannot be sure.

The Carlton Road site has enough room for what the Town wants to do. Bittel asked how many used acres, and Bergeron responded that the plan uses about 8 acres including expansion areas for each of the buildings and nearly 200 parking spaces.

Scully said this proposal keeps police and fire access separate from the public and provides all access to NH Route 32. He noted that the proposal puts the Fire Station as far north as possible away from the intersection with Carlton Road, and closer to the north end of town. The proposal requires State of New Hampshire permits for driveway curb cuts, but Carlton Road might be able to provide access to Town Hall, which is proposed for the southern end of the property.

It was noted that there are houses directly across the street that might be directly impacted by a 24 hour operation. But it was also noted that the current police station is in a residential area.

Steve and Jeff Ingram addressed building costs. They passed out a document from Ingram Construction Corporation that showed Costs per square foot which were estimated using the Opinion of Probable Costs (OPC).

## **Building Proposals**

### **Town Hall:**

Option 1 Renovation 7,300 square feet of the existing Town Hall, assuming Fire Department vacates the building – **OPC \$1,277,500.**

(Ingram noted that this renovation is not sufficient to accommodate the program)

Option 2 includes an addition which allows for a large meeting room, and does accommodate the program - **OPC of \$2,277,500.**

Option 3 for new construction on any new site accommodating the program - **OPC of \$2,879,000.**

There are economies in having a multi-story building. New buildings require infrastructure versus existing infrastructure (plumbing, electrical, etc.) which do not.

### **Fire Department:**

Option 1 – new single central station on new site (not including land acquisition costs) - **OPC of \$3,360,000**

Option 2 – Renovate East and West Stations, and build a new central Station on new site (not including land acquisition costs) - **OPC \$4,197,500**

East station renovation approximately \$300,000, and West station renovation approximately \$537,500 added to new building cost of \$3,360,000

### **Recycling Center:**

24,000+ square feet – new construction and demolish existing building - **OPC \$4,230,000**

The new building could be built while the existing building was still in use. Sutherland said that still to be investigated is need for storage and give more complete information about storage it is hoped to make the building smaller to reduce costs.

### **Police Department:**

Option 1 – new building on new site (not including land acquisition costs), and include vehicle unconditioned storage - **OPC \$1,810,000**

Note: Conditioned space is heated, unconditioned space is unheated.

Option 2 – renovate existing building and add vehicle storage - **OPC \$935,000**

42 total vehicle parking space (12 vehicles under cover and secured for Police vehicles)

Osgood stated that if there were enough space on the land where current Police Department facility is situated for an addition, and Bergeron said the site has 2 acres, there would be limited parking in the back. There is a hill in the back which would need to be addressed. Bergeron said he is doubtful that you could separate public and police parking on the current site and noted it is also a residential area. Quite a bit of woods would be removed in back which might displease local residents and call for an expensive retaining wall. **\$1,460,000 is OPC** if you add 2,500 square feet for covered spaces.

**Public Works:**

Option 1 – 18,900 square feet of new construction on existing site and demolish existing building - **OPC \$2,412,400** by increasing the unconditioned space. Heated repair bay, but trucks stored in unconditioned space.

Option 2 – new 2750 square foot addition to an existing building - **OPC \$1,119,340**

Scully noted that the architects have not yet spoken to any of the departments except for the Fire Department.

**Combined Complex – Carlton Road:**

Fire Department Central Station - 16,000 square feet

Police Department - 6,000 square feet

Town Offices - 11,500 square feet

Total of 33,500 square feet @\$200 - **OPC of \$6,700,000**

(Option to add 5,000 square feet for police vehicle storage - 5,000 square feet @ \$110 for additional OPC \$550,000)

**Open Discussion**

Discussion regarding EMS services/Emergency Management office space – is proposed to be located within the Fire Department structure.

There was additional discussion on new construction costs and the need to have a plan for the buildings that remain. There is a cost involved in maintaining vacant buildings.

Discussion ensued regarding Town-owned property on Pine Street. O’Keefe said that there is another Town-owned building on Pine Street that could be used as office space.

Bohannon asked whether Brown Field should be considered. Osgood said that the Fire Station location is critical and it will take a few weeks to learn the response times for the Town and the nature of the calls. Growth areas are Route 10 and Route 12 which will demand services. There are a lot of medical calls come from where elderly housing exists.

Discussion took place about the needs of the buildings: Fire Station requires 3 acres. Police Station requires 1.5 to 2 acres. Town Hall requires the largest parking space – which is 2-3 acres for 18,000 square foot building. This is for 100 parking spaces and room for expansion. Parking spaces are required for the facility if voting is to take place there. The architects checked on voting at the church currently used by the Town of Swanzey for voting and counted the cars. The gravel or grass lot for extra parking spaces when elections are occurring provides 140 parking spaces.

It was noted that there is a lot of additional cost for a new Town Hall having a room large enough for voting and large meeting space. It was countered that large meeting spaces can be used for a variety of functions and could be possibly rented out for meetings, etc. Davis mentioned that Whitcomb Hall, if renovated, would be competition for renting out space.

Bergeron said that you cannot spend less than \$300,000 for site development of any new site.

O'Keefe asked about the site apparently available for a firehouse on Safford Drive and what kind of savings there would be for a site with municipal water and sewer. Bergeron stated that there would be \$150,000 – 200,000 in savings as a pump/booster water stations, tanks, generator, etc. would not be needed.

Discussion occurred regarding the former Keene Tree site on Prospect and Railroad Streets in West Swanzey. There are some wetlands there that would hinder salt storage and expansion. Scully suggested the possibility of renting the Keene Tree site for a temporary Fire Station, which would provide some time to acquire a new site for the Fire Department. However it was noted that the Town already has a fire department in West Swanzey.

Bittel asked if a fire station could be built on the Town Hall lot, but the response was that there is not enough acreage. The School District would have to allow their land to be used for parking and access.

There was discussion regarding removal of the Town Hall roof and whether folks could remain working while that work is being done. Reinforcement would be needed. O'Keefe suggested that attic storage be removed and that will help the problem with roof trusses, with remedial reinforcement.

Scully asked the Committee for direction to figure out priorities. The architects can talk to each department for more detailed input with the possibility of revising the program. There was a discussion of wants versus needs of the community.

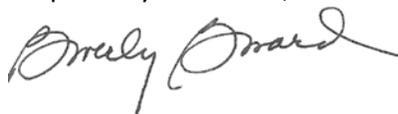
Bittel said that given the figures provided by Bergeron and Ingram, the Town can figure out what is affordable. Scully recommended that the CIP meet first and the architects come back to meet with the CIP in two weeks. Online version of the program is available. And site plans will be available in Dropbox.

It was agreed that the next meeting would be on May 5, 2014 at 4:00 p.m. at the Cerner Fire Station, and the next at 4:00 p.m. on May 12, 2014 at Town Hall, at which the Committee will again meet with the architects

#### **ADJOURNMENT**

**Motion** to adjourn was made by Bittel, seconded by Bohannon with all in favor. **Motion passed.**  
Adjournment occurred at 5:30 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved May 5, 2014.