

Town of Swanzey, New Hampshire
Capital Improvements Program Committee (CIP)
Meeting Minutes – June 16, 2014

CALL TO ORDER

The meeting of the CIP Committee was called to order by Chair Osgood at 4:05 p.m. Members present: Dave Osgood, Francis Faulkner, Jeff Goller, and Steve Bittel. Selectman Deborah J. Davis joined the meeting at 4:30 p.m.

Absent: Charlie Sheaff, Bruce Bohannon

Others Present: Town Administrator Shane O’Keefe, Recording Secretary Beverly Bernard, Daniel Scully and Katie Sutherland from Daniel Scully Architects, Jim Phippard and Dave Bergeron from Brickstone Land Use Consultants, LLC, Jeff Ingram from Ingram Construction Corporation, Resident Judy Gallaresi, Resident Michael Goldschmidt, Resident Rebecca Hays, Director of Planning and Community Development Sara Carbonneau, Recycling Center Manager Bob Osterhout, Police Chief Tom DeAngelis, and Fire Chief Norm Skantze.

Minutes:

- Minutes from June 9, 2014 were considered. Motion was made by Faulkner to accept the minutes. The motion was seconded by Goller. No further discussion. 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 are referred to by the Committee members as “the program” in their discussion.

Daniel Scully passed out a document from Bob Mitchell of Mitchell and Associates entitled “*Why Rapid Response Time Matters.*” He reviewed fire flashover point times, survival rates (8 minute response rate = 10% survival rate) describing why 4 minutes response time should be a goal for a Fire Station.

Central Fire Station

Discussion ensued regarding the Safford Drive area as a proposed location for a new Central Fire Station. Dave Bergeron passed out a graph for response times including Safford Drive. The chart showed that a Safford Drive site would deliver response time of 0-2 minutes to a high number of calls (524 calls out of 2,400 calls for all stations). The East Swanzey Station serves a purpose for the southeastern corner of the town, but the West Swanzey Station and Swanzey Center Station cover the majority of the calls. Goldschmidt asked for Police Department response times. Bittel suggested that questions from participants be reserved for the end of the meeting. Osgood pointed out the Center Fire Station gets to nearly 70% of the calls in 4 to 6 minutes. Calculations for a proposed Safford Drive Fire Station show 40% of the calls are responded to in up to 6 minutes. Bergeron said there is some advantage to the Safford Drive area since there is water and sewer service there. Bergeron spoke about fire equipment wash that

cannot go into a septic system. The water has to go into a holding tank. Goldschmidt asked a number of questions regarding responding to a fire. Bergeron said he has had a chance to discuss the information with the Fire Chief.

Scully said their recommendation is to find a Safford Drive site for a new Central Station, retain and renovate the East Substation, renovate and/or build new West Station and they will provide cost estimates for each. Bittel said he would like to see a range of costs for renovation work versus building new on or near Safford Drive while holding the site purchase cost at zero. Sutherland said that they have already provided some numbers for a new fire station and renovations for specific square foot buildings. Sutherland said she could email the numbers to Bittel.

Town Hall – two schemes were prepared using the **current site**.

Bergeron explained both:

- The first scheme adds on to the existing Town Hall building. The scheme shows a two-story addition (2,200 square foot) replacing the Fire Station below and providing an elevator to the upper level of the building. Reconfigure the entrance and changing the configuration of the parking spaces. One quarter acre would be picked up from the Monadnock School District for the side of the building, parking and reconfiguring the parking at the rear of the building. A new handicap entrance would be added. Also this plan provides some expansion possibilities and provides about 100 parking spaces. Goller asked if the scheme was based on the program, and Bergeron said it was. Bergeron did say that the scheme does not take into account fixing the roof trusses which are in need of repair. It does include a large meeting room. Gallaresi asked about previous numbers for a large meeting hall saying she thought the figures showed a meeting hall would cost one million dollars. Bittel pointed out that a large meeting room is an option and not decided on as yet. Sutherland said that it isn't just the meeting room accounting for the additional space; it is record and equipment storage, and office spaces, and confirmed that the meeting hall is not a one million dollar room.
- The next scheme Bergeron showed to the Committee makes a one level building by removing the existing Town Hall and rebuilding to meet the program needs. There are no additional building expansion areas, and there is about same parking area. This option acknowledges that the Town Hall no longer is serviceable because of the situation of the roof and other areas in need of costly repair to bring the building up to safety codes. Bergeron said that the second option might need a little more land.

A new Meeting room was estimated at \$200,000 in building construction costs, not counting construction of related parking spaces. Meeting, voting, and training would be uses for the meeting room. There was a cost estimate provided of about \$120,000 just for overall site parking, with an approximate cost of \$3,000 per space. With the discussion regarding a meeting room continuing, Carbonneau said the Town has about 40 chairs now for meetings, but it is not a good setup. Resident Hays asked about the need for a leach field and had that been accounted for. Bergeron said the current leach field would be replaced with concrete-chamber system, which can be located beneath a paved parking area. Bergeron said that the system would have the same function as today, with no different maintenance from what is there today. Goldschmidt asked about costs associated with maintaining a larger building, heating it, plowing additional parking spaces, etc. Bergeron pointed out the discussion

focused on this building because something would have to be done with the building one way or another. Sutherland said the building assessments found the insulation in such poor condition and the windows to be old that heating and maintenance costs would actually improve. Goldschmidt asked for a copy of the information about the building assessment that is already available and O'Keefe said he would make it available.

The Homestead Mill site for a Town Center

Bergeron passed out a site plan for a Town Center. It would accommodate several different departments. Based on information learned at the Plan NH Charrette held in 2012, Bergeron said they examined the buildings and spaces and they came up with a scheme to enable relocation there should the Town wish to do so. He said that the scheme shows Winchester Street re-opened as it formerly was. He said the new Town facilities would be housed on the west side. The Police Department would be at the site as well. Two large tenant spaces on the river would be available for private development. He said there would be 30,000 square feet and 27,000 square feet per floor for commercial or residential development. Private development would keep some of the property on the tax rolls. Scully said there is a lot of space at the mill site where development could enliven the area. Town offices would be the kick-start for private development of the area. Scully said that they are recommending the space there be seriously considered. Hays asked about the 100 year flood line. It was opined that the Town Hall area to the west would not flood, but the residential/commercial areas might flood. The architects and consultants did not propose that the Town develop the building to the east of Winchester Street. They suggested private development. Bittel pointed out that the Town would have to purchase the area for demolition work to re-open Winchester Street.

Bittel asked for costs associated with renovation. It was noted that the listed purchase price for the Homestead Mill site is \$500,000 for the entire complex. Sutherland estimated renovation costs at \$125 per square foot. The estimate is \$2.5 million for the building of Town Hall and Police Station, excluding the Fire Station, and not including demolition work, site work, parking spots, and site acquisition. It does include a large meeting room. Faulkner pointed out the statutory need for voting space which a large room would accommodate. This estimate includes the entire program that they came up with originally, including the large meeting room. It was noted that the large room wouldn't have to be built right away. Bittel asked if parking could be phased in also. Goller asked about the large parking lot, which could be used for employee parking. Some of the parking could be kept for the future.

Expansion of Existing Police Station –

Bergeron noted that the current building is 3,500 square feet and space need is for 8,500 square feet. He showed a proposed addition where existing parking is currently. The expansion would be to the south and behind the existing building taking up the parking and storage there now. Additional parking has been added in the rear in the proposed plan including covered parking and an impound lot. The site is not flat and an 18 foot cut would be required, taking out 7,500 cubic yards of soil. Bergeron said he came to the conclusion that the site cannot hold an addition with parking. There are issues with the building being a 24-hour operation in a residential area. He said his recommendation is to look for a new site. Renovating the Town Hall building for a police station is also not recommended. The architects and consultants are recommending that the Town needs to find a new site for the Police Department.

Discussion continued regarding utilizing the Homestead Mill site for a Police Station. Gallauresi asked for input from Chief of Police DeAngelis regarding the mill site. DeAngelis said that he believes in one-stop shopping. Servicing the public is the goal and many calls come to the Police Department from the West Swanzey area. He said that he thought there would be some residents having a problem with the Police Department being on the west side of Town. However, he said he is a proponent of using the mill site. Davis asked if NH Route 12 (which is on the east side of town) makes demands on the Police Department. DeAngelis spoke about the fact that his cruisers are out on patrol and moving about the town and therefore location is not as important when responding to calls. He also noted the difficulty of the Police Department being in a residential area.

Hays said she is concerned about the number of parking spaces. Bittel responded that there could be a gravel lot for overflow. He noted there are more spaces at the mill site. She asked a question about handicapped parking. Bergeron said that there are 35 spaces up close to the proposed building. If employees park further away, visitors for Town Hall could use the 35 parking spaces near the building. Bergeron said the parking issue could be addressed.

The architect and consultants said they recommend West Fire Station be retained, but there is room to accommodate a new station in the mill site if the Town chooses to do so. Bittel said that a new West Fire Station is not something to consider now. O'Keefe noted that if the Town Hall were moved, the Town Hall site could be made level and used for a Fire Department. Keeping the Fire Station at the current Central Fire Station site would mean responding to calls in the 6 minute timeframe. The architects and consultants repeated that they recommend using a Safford Drive location for a Central Fire Station. Bittel said that the mill site for Town Hall and the Police Department is a reasonable choice. Davis said that the Selectmen should hear the recommendations directly from Scully. Bittel said that we have to come up with costs and consider phasing in the construction.

Discuss Property Acquisition Matters

Non-public session(s) per RSA 91-A:3II(d), Acquisition and Sale of Real or Personal Property

Motion by Osgood to enter Non-public session pursuant to RSA 91-A:3II(d) , Consideration of the acquisition, sale, or lease of real or personal property. The motion was seconded by Bittel. The Committee voted unanimously by roll call to go into non-public session at 5:34 p.m. **Motion passed.** Present were Selectman Deborah J. Davis, Committee members Chair Dave Osgood, Francis Faulkner, Jeff Goller, and Steve Bittel, Town Administrator Shane O'Keefe, Recording Secretary Beverly Bernard, Daniel Scully and Katie Sutherland from Daniel Scully Architects, Dave Bergeron from Brickstone Land Use Consultants, LLC, Jeff Ingram from Ingram Construction Corporation, Consultant Jim Phippard, Recycling Center Manager Bob Osterhout, Police Chief Tom DeAngelis, Fire Chief Norm Skantze.

Motion was made by Bittel to leave non-public session and return to public session. The motion was seconded by Davis, with all in favor. **Motion passed.** Non-public session ended at 6:06 p.m.

Motion was made by Bittel to seal the minutes of the non-public session. The motion was seconded by Davis. The Committee voted unanimously by roll call to seal the minutes. **Motion passed.**

A brief discussion occurred regarding getting more clarity on the cost numbers. It was agreed that the Committee will want to meet with the Selectmen with numbers. O'Keefe noted the next week to get on the agenda with the Committee would be Tuesday the July 1, 2014.

Next meeting: Undecided

ADJOURNMENT

Motion to adjourn was made by Goller, seconded by Davis with all in favor. **Motion passed.**

Adjournment occurred at 6:10 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Beverly Bernard".

Beverly Bernard, Recording Secretary

Approved June 30, 2014