

Town of Swanzey, New Hampshire
Capital Improvements Program Committee (CIP)
Meeting Minutes – August 4, 2014

CALL TO ORDER

The meeting of the CIP was called to order by Chair Osgood at 4:00 p.m. Members present: Dave Osgood, Charlie Sheaff, Bruce Bohannon, Steve Bittel, Jeff Goller and Francis Faulkner.

Absent: Selectman's Representative Deborah J. Davis

Others Present: 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, Police Chief Tom DeAngelis, Fire Chief Norm Skantze as well as residents Rebecca Hays, Robert John, and Michael Goldschmidt.

Minutes:

- Minutes from June 30, 2014 were considered. **Motion** was made by Sheaff to accept the minutes. The motion was seconded by Bohannon. 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.

The meeting began with Scully making a presentation for the site recommendations. Scully said that his group is seeking approval from the Committee to move forward.

Under consideration were three sites:

- **Woolen Mills – Town Hall and Police Station Concepts**
Scully referred to the design concept for a civic center in keeping with the PlanNH neighborhood study done the previous year. The concept referred to the west side of the building only, leaving the east side along the river owned by the present owners and available for private development.

Police Station - Sutherland described the concept for the Police Department. The building in the concept is about twice the area of the present Police Department and consistent with the departmental programming needs. Faulkner asked about an impoundment area. Bergeron said a parking lot to the south could be an area for impounded vehicles. Sutherland went on to explain that police vehicular traffic and parking is separate from the public traffic in the design concept. There was a brief discussion about the gas station that was once on the site and reference was made to the current owner who is reported to have said there is no contamination at the site. Bergeron noted that he was told underground tanks have been removed or placed inside the building. A brief discussion was held regarding the possibility of

the presence of asbestos in the building. O’Keefe said that there is nothing obvious around pipes during a tour of the building. Hays said that it would be a significant issue. Bergeron mentioned that only floor tiles might be made of asbestos.

Hays also asked about the regulatory setbacks under the New Hampshire Shoreland Protection Zone regulations. Bergeron said that the building is an existing non-conforming use and anything the Town might construct would improve the situation. Discussion continued regarding the regulations for fill and Bergeron said anything less than 50 feet from the river is not permitted, but for distances beyond that the restrictions don’t apply. Bergeron said that a Shoreland permit would almost certainly be granted based on what they are recommending. Hays asked about the sally port for the Police Department, and Sutherland said it is provided in the design. Sutherland referred to the Program document that took into consideration input from the Police Chief.

Town Hall was covered next by Sutherland. The design included a large meeting room. Storage is included in the design. Hays asked about public parking for the large room. Bergeron addressed parking. He indicated that Winchester Street would be re-opened and indicated the existing parking lots could be used as well as some parking close to the building. Hays asked about parking for the disabled – which Bergeron pointed to as being near to the buildings and compliant with applicable codes. A brief discussion was held about using the land intended for the West Swanzey Town Park for parking. Goller, who identified himself as the landscape architect for the park, said the park will have parking that could serve as additional parking for an evening meeting at the Town Hall. Hays asked if the large meeting room could be used for Town voting. Sutherland said “yes”, it is large enough for voting and designed so as to accommodate growth in the Town such that another building would not be needed for a number of years.

Faulkner asked about the parking spaces in the front of the building, Bergeron said that they are on street parking with backing into the street. Hays asked about parking for employees. The employees would park in the parking lot further away. Osgood said that parking would not be an issue with this design.

Osgood asked about opening Winchester Street. Bergeron said that Swanzey Street to the west would be closed off. Bittel suggested outdoor police storage in the closed off road.

Discussion was held regarding taking down a portion of the existing building and the energy that can be derived for the local community with a civic center in the village. Scully noted that the building is a solid building. Osgood said he was concerned about the maintenance of the older sections. Bergeron suggested that the Town approach it from a condominium point of view rather than buying the whole thing. Commercial condominium is a typical approach. Bittel said that the Town should not get involved in purchasing and developing the older portion of the mill.

- **Safford Drive – Fire Station Concept**

Scully noted that Robert Mitchell Associates who are involved in fire station design assisted with the concept for the Central Fire Station. It was estimated to be approximately 17,500 square feet of space with five large truck bays and four smaller bays which are all back-in bays. It was noted that there are wetlands and some sloping at the property being considered. The land is in the TIF district. Scully reviewed the design in some detail referring to the functions for the various rooms in the design.

Bittel asked about apparatus. Fire Chief Skantze reviewed the vehicles that would be placed in this building. Skantze said there would be an overall reduction in the number of trucks. There would be one engine in each of the outer stations and one emergency vehicle, but the rest would be at the Central Station. Specialty vehicles such as ladder trucks, tankers and heavy rescue would be maintained at the Central Station. Goldschmidt asked about what the advantage would be to put all the vehicles in the Central Station. Hays asked how central is Safford Drive and Scully said they would provide the response time information which indicates that this location would provide the best response times. There was discussion regarding room to mitigate the wetlands and discussion about the fact there is water and sewer for the building. Due to the toxic nature of water coming off trucks and equipment the washing of the trucks or equipment cannot be done with a septic system, but can be done into a sewer system.

- **Pine Street – Department of Public Works and Recycling Center Concepts**

There was a discussion about the costs for the concepts already discussed. Scully said that the architects will provide a price for each design and sequence from there. Scully also said that a public hearing should occur soon. He noted that the architects can have their costs ready by first week of September. Bittel said that the Committee needs a report which would entertain various options and information about the sites reviewed by the Committee and the reasons why they were rejected or accepted. The Committee should provide a summary, and Scully said that the architects can provide that summary.

Hays asked about why the Committee seemed to be rushing into a commitment. It was stressed by a number of Committee members that the concepts being presented were only that – concepts -- and no commitment would be forthcoming until the Board of Selectmen and the public had a say in the projects. O’Keefe explained further that Town Hall was found to be unsafe by engineering consultants. There is some immediacy for safety purposes. Bittel explained that the charge of the Committee was to find out what we need and then sort things out.

Scully asked if the Committee wants a full report for a public hearing. Osgood confirmed the need for a full report. Scully will provide a schedule for producing a draft. Bittel suggested that the Committee review the draft – Bohannon said it is critical to make sure that we are leaning in the right direction as far as the Selectmen are concerned. Bohannon said that he thought the biggest obstacle will be moving Town Hall over to the West Swanzey. Scully said the architects would be happy to go to the Selectmen now. Bittel said we need a rough number on cost to present to the Selectmen.

O'Keefe asked what happens to the existing Town Hall building if both existing functions are moved elsewhere. Scully mentioned that they tried to put the Police Department in that building and it was not a good fit.

Non-public session(s) per RSA 91-A:3II(d), Acquisition, sale, or lease of real or personal property

Motion by Bohannon to enter Non-public session pursuant to RSA 91-A:3II(d), Acquisition, sale, or lease of real or personal property. The motion was seconded by Sheaff. The Capital Improvements Program Committee voted unanimously by roll call to go into non-public session at 5:15 p.m. **Motion passed.** Present were Committee members Dave Osgood, Charlie Sheaff, Bruce Bohannon, Jeff Goller, Steve Bittel, and Francis Faulkner. Also present were Town Administrator Shane O'Keefe, Recording Secretary Beverly Bernard, Daniel Scully and Katie Sutherland from Daniel Scully Architects, and Dave Bergeron from Brickstone Land Use Consultants, LLC.

Motion was made by Sheaff to leave non-public session and return to public session. The motion was seconded by Bohannon, with all in favor. **Motion passed.** Non-public session ended at 5:30 p.m.

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

Committee recommendations were considered for adoption:

- **Homestead Woolen Mills Concept** was considered first. Bohannon made a **motion** to adopt the concept for Town Hall and the Police Department using the Homestead Woolen Mill concept submitted to the Committee by Scully architects subject to the cost of the concept. Cost estimate from Scully would be provided next week, but it will not be a definitive number. Bittel seconded the motion. Discussion followed: DeAngelis said he likes the concept. The location is not that important given that patrol cars are generally cruising. The building works well with some modifications. And he said he loves the idea of reusing the building, and reenergizing the area. Bohannon mentioned that the West Swanzey Fire Station could possibly want to move at some future date to the west side of the river which would be beneficial to response times. DeAngelis said that the issue will be Town Hall going to West Swanzey. A vote was taken. All were in favor. **Motion passed.**
- **Safford Drive Concept** – Goller made a **motion** to adopt the concept for the Fire Station using Safford Drive site concept as submitted to the Committee by Scully architects subject to the cost of the concept. There was a second by Sheaff. Discussion followed: Osgood said he likes the concept but not the location. He said that it should be near the center of town or on the airport property. Faulkner said he agreed with Osgood. There was a discussion about the fire response times. Bergeron said that 40% of the calls are in West Swanzey. Another 40% of the calls are in the Wilson Pond/North Swanzey area. The other 20% made up the rest of the calls. Bergeron said he spoke to FAA representatives and their response was that they would not look favorably upon a Fire Station in proximity to the airport runway.

Skantze said that he is okay with the Safford Drive location. He is happy that it is not a residential area. He said he thinks that being in the industrial park, which is 1.9 miles from Swanze Center, works well. Bittel suggested that in Swanze Center architectural costs would be higher due to the need to fit in contextually. Skantze said that they use a lot of water and discharge a lot of water and having public water and sewer is a huge asset. Bohannon asked about the height of the building – Bergeron said about 20 – 25 feet. Discussion continued on the requirements of the FAA around airports. Osgood mentioned the Police Department building being inadequate, saying that the Town shouldn't make the mistake of planning around what is cheap or free. Discussion occurred regarding the use of the Town Hall building, Bergeron made the point that there isn't public water or sewer in the area of Town Hall. A vote was taken. Two were opposed: Osgood and Faulkner. Four were in favor: Bittel, Goller, Bohannon, and Sheaff. The **motion passed**.

- **DPW and Recycling Center Concept**

Sheaff made a **motion** to adopt the concept for the Department of Public Works and the Recycling Center using the Pine Street site concept as submitted to the Committee by Scully architects, subject to the cost of the concept. Bohannon seconded the motion. Discussion followed: Bittel asked the Scully architects to limit costs to present and future Town funds. The decision was to continue discussing the concept. A vote was taken and all were in favor. **Motion passed**.

Meeting with the Board of Selectmen

Scully asked about scheduling a meeting with the Board of Selectmen. August 12, 2014 and August 19, 2014 were considered. The architects will show the Board the concepts and rough cost estimates. Bittel asked if the Committee could consider the numbers before going to the Board of Selectmen. Bohannon agreed.

It was agreed for the Committee to meet on Monday August 11, 2014 at 4:00 p.m. at Town Hall to review what will be presented to the Board of Selectmen in terms of costs the following evening. Bohannon moved to continue the meeting, Bittel seconded the motion. There was a brief discussion about not needing to post notice of a meeting that is being continued. Bohannon withdrew his motion saying he wanted to see the meeting posted.

ADJOURNMENT

Bohannon **moved** to adjourn. Bittel seconded the motion. All were in favor. **Motion passed**.
Adjournment occurred at 6:20 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on August 11, 2014