

Town of Swanzey, New Hampshire
Municipal Facilities Review Committee
Meeting Minutes – July 13, 2015

Call to Order:

The regular meeting of the Municipal Facilities Review Committee was called to order at 4:00 p.m. by Chairman Don Skiba.

Committee Members Present: Chair Skiba, Charlie Sheaff, Wally Smith, Glenn Page, Steve Bittel, Keith Thibault and Director of Planning and Community Development Sara Carbonneau.

Absent: Scott Self

Others Present: Resident Rebecca Hays

Approval of Prior Meeting Minutes: Minutes of June 22, 2015 were considered. Sheaff **moved** to accept the minutes of June 22, 2015, with elimination of the last sentence of the first paragraph under “Discussion”. Seconded by Smith and all were in favor. **Motion passed.**

Discussion:

The members reviewed and discussed:

The Draft Report written July 7, 2015 and 3 cost assemblies spreadsheets:

- Appendix A for town hall,
- Appendix B for Police and Fire, and
- Appendix C for Department of Public Works (DPW) and Recycling Center

Report for Town Hall

Bittel said the numbers put into the spreadsheet were just place holders and suggested the Committee obtain better numbers. Skiba noted the Committee was not given approval to get estimates, but with approval real numbers can be obtained. Sheaff suggested that the Committee submit the Report to the Board of Selectmen (BOS) and forget the numbers. Carbonneau mentioned that Ingram Construction provided some numbers to the Capital Improvement Program Committee (CIP) when they did their work. She said she wondered if those numbers could be a source of better numbers for the Report to the BOS. Page agreed with the idea of forgetting the spreadsheets at this point.

Bittel said he thought the committee should get reasonable numbers for DPW, Police Department, and Recycling because they can be taken out of the picture. He noted that improvements for those three departments would not materially impact on the bonding for Town Hall and Fire Station. For example, he said Recycling Center improvements can be done entirely with their own funds; DPW can access capital reserve funding over the next few years for their improvements. He continued saying these could then be taken off the table and the BOS could concentrate on the Fire Station and Town Hall. Thibault noted that he thought the BOS might be appreciative of the information that those three departments could be put aside.

There was some discussion regarding various requirements for Town Hall like parking and land requirements. Smith said he would rather not provide numbers right away, better to get direction first. Skiba said by dropping the appendix spreadsheets, the document could refer to the observations, and Sheaff suggested expanding the reference to DPW, Police Department, and Recycling Center.

There was discussion about the fact that the State of New Hampshire owns the building parking lot as part of their Right-of-Way (ROW) on State Route 32. Skiba pointed out if that you wanted to expand ADA access, and wanted to use the front, the State ROW would be involved. Some discussion occurred about an elevator shaft on one of the sides of the building. Carbonneau pointed out a ramp is still required even with an elevator. Carbonneau also pointed out the existing ramp does not meet standards for such access. There was a continued discussion on building a ramp. The members agreed that the most complicated issue would be Town Hall.

The Committee agreed to add "Consider" to the bullet regarding approaching the state to obtain ownership of the property immediately in front of Town Hall that is in the State's ROW control.

Bittel asked about scaling back the Ingram construction design. The Committee then agreed to make a new line item: "Retain the existing 7,300 square feet of Town Hall, including the basement area, with the addition of a tower to hold an elevator and enclosed stairwell to enhance ADA accessibility."

A brief discussion was held about the value of the slate on the roof of Town Hall.

The last bullet item was discussed regarding possible discussion with Monadnock Regional School District (MRSD) to consider boundary adjustments and possible use of temporary space. Sheaff asked why this last item was needed, was it to consider additional parking? Carbonneau said that she thought that it should be included until after an architect has had a chance to provide input. Bittel suggested combining the last two bullets. The Committee agreed to remove "and" and "approach" to make it one bullet so that the bullet item now reads: "Consider approaching the State of New Hampshire to obtain the ownership of the property immediately in front of Town Hall that is in the State's ROW control and the MRSD to discuss other boundary adjustments and possible use of temporary space."

Bittel said he would like to include reference to the roof. Sheaff said the issue the CIP had regarding the roof was that any renovation work would probably include insulating the building, and then snow will accumulate and put additional pressure on the trusses of the roof. Today heat from the poorly insulated building helps melt snow on the roof. The Committee decided to refer to consulting with architect, engineers, and/or contractors to establish the phased requirements.

Bittel suggested moving the Fire Department Report ahead of the Town Hall Report so as to place in them in the order of propriety. The Committee agreed to divide the Report into three sections: "Fire Department", "Town Hall", and "Other", and to remove the spreadsheets, except for possibly one for the "Other" section.

Some discussion occurred regarding the Police Department need for an addition. The Committee acknowledged that once there is a square footage requirement, a construction cost can be estimated which would also include renovation of the existing building. Going back 20 feet would not be an issue. Skiba asked if Sheaff could get some numbers to Bittel within a week, and Sheaff said he could. Bittel suggested that he could combine DPW, Police, and Recycling on one spreadsheet and that was agreed upon.

Thibault made a **motion** to accept the Report for the Town Hall as written on July 7, 2015 with modifications determined during this meeting, second by Carbonneau, and all were in favor. ***Motion passed.***

Sheaff suggested adding an additional paragraph referring to the order of presentation and rationale for it, and Carbonneau suggested acknowledging Scully work/CIP report. Skiba asked Sheaff to write the paragraph and Sheaff agreed.

Fire Department Report

Page suggested that the Committee consider reporting to the BOS a recommendation to reduce the Mitchell Fire Department design such that it replaces the amount of room being lost when they move out of Town Hall, and adds minimum addition for a training room, room to decontaminate turnout gear, and public bathrooms. Smith asked the Committee to include a recommendation for solar panels when obtaining a design/build estimate.

Motion was made by Sheaff to accept the Fire Department section of the Report along with the modifications suggested by Page, second by Bittel, all were in favor. ***Motion passed.***

Report for Police Department

It was suggested that the Report add a bullet that the existing space will need renovation and obtain estimates on costs for updating and renovating current existing facility.

Motion by Sheaff to group the three departments (DPW, Recycling Center, and the Police Department) into category "Other" and include the appropriate language for reference to extending the service life from 5 to ten years of the present facilities. There was a second by Smith. All were in favor. ***Motion passed.***

Report for Recycling Center

There was a discussion regarding the verbiage for the Report. Smith added more information under "acquire contiguous land" to change the bullet item to now read: "Acquire land contiguous to DPW for future expansion needs of the Recycling Center and to potentially address some elbow room for DPW." The Committee agreed.

Page made a **motion** to accept the Report as written on July 7, 2015 with modifications to one bullet item as agreed upon above, second by Sheaff, all were in favor. ***Motion passed.***

Report for Public Works

Bittel suggested leaving it as drafted.

Motion by Sheaff to accept the Report as written on July 7, 2015, second by Page, and all were in favor. ***Motion passed.***

There was a discussion about construction of a facility for salt storage.

It was decided to move the Following Observations section to the front of the document.

Fire Department, Town Hall, and Other

The Committee agreed to add a bullet item noting that the "Other" category refers to an extension of service life from 5 to 10 years.

Rebecca Hays was invited to comment. She mentioned that the value of old slate is probably zero. As it gets old, it gets brittle. She said she is cautious about two engineers who looked at Town Hall, and looked at the attic, and

wondered if the folks who looked at the roof were qualified to make a determination. She suggested that it was perhaps wise to spend some money to get a post and beam specialist to look at the roof. Page pointed out a highly regarded local engineer has evaluated the roof.

Discussion occurred regarding when the meeting with the BOS will occur. Plan is to meet for 10-15 minutes on July 21, 2015.

Brief discussion occurred regarding reducing the square footage for the plan for a new Fire Station by consulting with Fire Chief Skantze. Skiba and Page agreed to meet with meeting with Skantze.

Adjournment:

A **motion** to adjourn was made by Bittel with a second from Sheaff and all were in favor. Adjournment occurred at 5:17 p.m.

Respectfully Submitted,

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

Beverly Bernard, Recording Secretary