

**Town of Swanzey, New Hampshire
Municipal Facilities Review Committee
Meeting Minutes – August 24, 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 and Scott Self.

Absent: Keith Thibault and Director of Planning and Community Development Sara Carbonneau

Others Present: Code Enforcement Officer Mike Jasmin, Town Administrator Michael Branley, Resident Rebecca Hays

Approval of Prior Meeting Minutes: Minutes of August 10, 2015 were considered. Bittel **moved** to accept the minutes of August 10, 2015. Seconded by Sheaff and all were in favor. ***Motion passed.***

DISCUSSION

The members reviewed and discussed: descriptions and estimates for the work to be done for Town Hall, Police Department, Fire Department, Department of Public Works (DPW) and Recycling Center.

Description and Estimates for the Department of Public Works (DPW) – Skiba and Bittel

Bittel began discussion regarding the DPW needs for the next 5 years and 10 years. He said resources to consider are bonding, grants, and adding to capital reserves. Bittel said that the focus for the DPW is for salt storage and an estimate of \$110,000 for a building to provide additional salt storage is fairly accurate. Bittel spoke about clear-span structures and said that he did some research and found that users are happy with clear-span structures. He also noted the office area could be a pre-fab unit which would fulfill OSHA requirements. Skiba said the salt shed can be built on dirt so as not to require a slab.

Bittel also spoke about the need for storage for DPW. He noted that they would be recommending renting space at Keene Tree to store the road grader. Bittel said that Director of Public Works Lee Dunham is okay with this plan.

Jasmin asked about land that belongs to the Town which is near to the DPW location and which has an old trailer with a barn behind it. Skiba said that they haven't discussed consolidation of Town properties in the area.

Description and Estimates for the Recycling Center – Skiba and Bittel

Bittel spoke about the requirements of OSHA that need to be addressed. He also spoke about the problems with the roof. He said the recommendation is for someone to take a look at the roof and provide an estimate for repairing or replacing the roof. The office area could be a pre-fab structure to fulfill OSHA requirements similar to one proposed for DPW.

Bittel spoke about eventually building a clear-span unit for Recycling. Bittel said Director of the Recycling Center Bob Osterhout doesn't think he can improve things substantially otherwise. Bittel also reported that Osterhout does need a side baler for more efficiency, which would allow cutback on payroll. But he needs more space to create that kind of efficiency. If land could be acquired, he could use a clear-span drive-through, use less

part-time labor, and increase volume (resident participation). Skiba spoke about the price of recyclables dropping and therefore increasing volume is important. A clear-span building could increase participation by protecting citizens dropping off recyclables during foul weather. Bittel also mentioned a septic line that needs to be replaced because it freezes in the winter.

Bittel pointed out that Recycling has funds for expenditures, including enough money for land acquisition. Bittel spoke about estimates for each year leading up to 2021 and year 2021 being significant but is literally a place holder. There was a discussion about water service in West Swanzey and the location of the nearest sewer line which might be utilized for the Recycling Center. After discussion about the distance to such services, Self said that it would be cheaper to put in a septic system for the Recycling Center.

Description and Estimates for Police Department – Smith and Sheaff

Sheaff and Smith spoke about their research. They provided a drawing which had been derived from discussions with Police Chief Tom DeAngelis and they indicated that the DeAngelis says he needs more space to accommodate work flow than Smith and Sheaff originally believed. The Chief said that he could settle on 3,000 square feet as a requirement for the station. The parking lot in the back is an issue, but there is room for expansion in back. It was agreed that there is no need for 60 parking places. Sheaff said that if they have 20 parking spaces, that would be adequate. Sheaff said he figured on \$200 per square foot for the addition. Preliminary figures are therefore \$600,000 for the addition, \$80,000 to reconfigure the interior and an additional \$100,000 for parking lot expansion, which makes it a total of \$750,000. Smith and Sheaff will meet with DeAngelis once again and come up with a firmed-up detailed plan.

There was a description of the prisoner area (a bench with handcuffs) being near where firearms are stored, which is an unsafe situation. Sheaff said DeAngelis wants to further isolate firearms. Bittel spoke briefly about mandated specifications from federal and state authorities for a cell and the fact that DeAngelis doesn't want a cell at the station. A discussion was held about the need for storage and about the amount in the capital reserve account for the Police Department, which Bittel said is not more than \$40,000. Smith spoke about the possibility of starting with a smaller addition such that adding more space into the future would be easily accomplished.

Description and Estimates for Fire Department – Skiba and Page

Skiba and Page spoke about speaking to Bill Torphy who is the contractor out of Peterborough who built the Dollar General store. Page said Torphy is familiar with steel buildings. Skiba spoke about a possible 125' X 80' steel building (10,000 square feet) with an internal structure to accommodate two stories, the second level to be used as storage for the short term and at a later date be suitable for expansion. Skiba said the discussion with Torphy about such a building would be estimated at \$2 to \$2.5 million to build, including building walls and doors on the inside. Page spoke about a prior design by Mitchell Associates and redundancy pertinent to the other stations in town. For example, Mitchell's design had built-in office equipment. Page said it would be cheaper to build four walls and a door and relocate existing furniture. Skiba said he and Page got agreement from Fire Chief Skantze to reduce the requirement for equipment bays to four in order to provide for more office/storage space. Page suggested the four equipment bays would be at height necessary for trucks and the two-story height would apply to the office/storage area.

Description and Estimates for Town Hall – Self, Thibault, Carbonneau, and Jasmin

Self said he and Thibault met with Mike Jasmin regarding code violations because Carbonneau spoke about an estimate of \$400,000+ to fix code violations. Jasmin spoke briefly about Carbonneau's research into use of the IMS trust account funds, and Bittel said that would be a two-level decision process including the Trustees of Trust Funds and the Board of Selectmen. Jasmin spoke about getting some engineers to look at the timber

structure for an estimate of repairs. There was a brief discussion about meeting in subterranean space and limited means of egress but Jasmin said that could be worked out. Jasmin displayed a drawing of Town Hall, including the basement space. He said he drew in closet spaces in the basement for long term storage.

Self spoke about 3 phases: fixing the roof and exterior work, renovating the basement, and phase 3 would be renovating the main level. He noted that it might be possible for staff to move downstairs temporarily while upstairs was being worked on. Discussion occurred regarding an elevator and where it might be placed. Jasmin said he and Fire Chief Skantze are looking at code books for determining usage and occupancy class for the building.

Code violations were discussed: sprinklers, OSHA code violations, RSA (private meeting spaces). Smith asked if Whitcomb Hall could be used for placing staff offices in there. Self said he thought the building could be used. Whitcomb Hall could also be useful for meeting space. Jasmin said that the Town is moving ahead with renovations to Whitcomb Hall: the front entry will be rebuilt, handicapped ramp added, fixing one toilet, one office being finished for the Recreation Department, putting in new boiler, some electrical upgrades, and new basement windows. Next phase planned for Whitcomb Hall would be to renovate both bathrooms and add a fire alarm. He said that up to 49 folks can meet in the building today but that after there is a fire alarm, more than 50 people can be accommodated at a meeting.

Plan for Town Hall – Bittel referred to a spreadsheet and said three capital reserves together could provide enough funds to get started to do roof and truss work and probably outside work as well. Town Hall maintenance and improvements has approximately \$180,000. Town Hall expansion fund has \$83,000. Bittel agreed that using upstairs at Whitcomb Hall for large meetings might be less costly than expanding Town Hall for that purpose. Skiba asked Jasmin and Self and Thibault to come back to the committee with a report for two options: large group meeting space at Town Hall versus large group meeting space at Whitcomb Hall.

Self spoke about Board Meetings at Town Hall which doesn't require a lot of space and he said solid wall offices could be created to establish privacy, replacing cubicles now in use. There was more discussion about meeting space for Town Hall. Jasmin spoke about the importance for laying out plans on a large table for his job. Skiba asked Self, Thibault, and Jasmin to come up with a plan to propose to the committee.

Smith repeated that Whitcomb Hall should be a viable alternative for office space, and meeting space.

CITIZEN CONCERNS

Skiba asked for citizen concerns and Hays questioned the amount of parking available for Whitcomb Hall. Self said there is a Main Street plan that configures diagonal parking spaces and uses parking adjacent to the church which would accommodate more spaces. Jasmin mentioned the Complete Streets demonstration scheduled for August 29, 2015 during the Whitcomb Hall Barbecue, which will show visitors how the street might look once road and sidewalk and parking were addressed.

Hays spoke about the cinder block retaining wall which allows access to the Fire Station under Town Hall and asked whether the wall was in any danger of collapsing. Jasmin said that if there are issues with the wall, they would be addressed.

Hays spoke about the Recycling Center and said she has noticed a dramatic change in the cleanliness of the space now. She said appearance does matter. Hays said if the facility is attractive, people will tend to want to use it. Skiba said that Osterhout is a good manager and he made major changes when he came aboard.

Next meeting is September 14, 2015

Adjournment:

A **motion** to adjourn was made by Bittel with a second from Page and all were in favor. Adjournment occurred at 5:27 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Beverly Bernard". The signature is written in a cursive style with a large initial "B".

Beverly Bernard, Recording Secretary