

**Town of Swanzey, New Hampshire**  
**Municipal Facilities Review Committee (MFRC)**  
**Meeting Minutes – September 14, 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, Scott Self, Steve Bittel, Keith Thibault and Director of Planning and Community Development Sara Carbonneau.

**Absent:** None

**Others Present:** Resident Rebecca Hays, Town Administrator Michael Branley

**Approval of Prior Meeting Minutes:** Minutes of August 24, 2015 were considered. Smith **moved** to accept the minutes of August 24, 2015. Seconded by Sheaff and all were in favor except Carbonneau who abstained.

***Motion passed.***

**REVIEW OF REPORT FOR BOARD OF SELECTMEN MEETING September 15, 2015**

**DPW and Recycling Center**

Skiba shared the report with the members and discussion ensued. He spoke about modular units to take care of ADA/OSHA requirements for DPW and the Recycling Center. Bittel asked if a stick-built building for DPW might be cheaper. Sheaff said his feeling was a modular structure would be a less expensive way to go. Page said he agreed. Self said it depends on life expectancy. Page said there is a difference between modular and manufactured housing. Modular is built to local building codes, just as a stick-built building would be. Manufactured housing is designed to be mobile, and built to a lesser standard than a modular. Modular can be superior with advantages derived from building indoors. Skiba said that the vendor he has spoken to, Modspace, told him they would build to New Hampshire code including a roof to support New Hampshire snow.

**Police Station**

Sheaff spoke about an addition for the Police Station which would be significantly smaller than discussed at the previous meeting. Sheaff passed out copies of a design for an addition of approximately 750 square feet, which will allow for reconfiguration of the inside to provide better use of internal space. He also noted that the recommendation would include extending the parking lot in back to take care of drainage issues in the rear of the building. He said that this plan would cost a lot less than \$700,000 which was the previous estimate – using \$200 per square feet as an estimate brings the cost to \$150,000 for the addition. The cost of the interior renovations would be additional. Sheaff said that one could estimate a cost using 100 square feet for the renovations at \$200 per square feet for an additional \$20,000. Carbonneau asked about what happens during construction. Sheaff said it is an issue and there are potential costs if they need to relocate. If you add funds for moving staff during renovation work, the total estimate would be roughly \$200,000. Sheaff said that the work could be done in stages so that the police could continue to use the building during renovations. He concluded by saying the need at this point is for architectural drawings in order to better estimate costs.

**Fire Station**

Page spoke about the Fire Station design which is 10,000 square feet, reduced from the original Mitchell design of 17,000 square feet. Page said the building could be steel on an extended foundation four feet high so as to

minimize dents into the metal and a brick fascia could be added. Skiba said Fire Chief Skantze informed him and Page that Mitchell Architects are willing to revisit the station at a reduced size, not to exceed \$10,000 for the plan. Page continued describing the building as having equipment bays 16 feet high with 14 foot doors. He said there would be a section of the building for offices and meeting room, with a second deck with stairwell, which would be used for storage to begin with and 4,000 square feet of additional space for future development. He said that since a filling station for apparatus is available at the East Swanzey Fire Station there would be no need for one in this building. Page pointed out the plan calls for using existing equipment and furniture rather than purchasing new.

Smith asked if the Fire Chief was agreeable to this thinking and Page and Skiba said he was, acknowledging that the voters won't agree to something larger to last 30 plus years. Bittel suggested that if Mitchell Architects are hired, he suggested someone other than the Fire Chief be the communication funnel for Mitchell. Thibault asked Skiba to include in the report the idea that existing furniture and equipment be recommended for use.

There was a brief discussion about the problem of estimating costs without an architectural drawing. It was noted that 10,000 square feet at \$200 per square foot comes to \$2,000,000. The original proposal included 100% fit-out which this proposal does not include. Skiba also noted that renovations to the East Swanzey station, and West Station could be addressed with existing capital reserves. Skiba said that he was told that Mitchell is willing to contact Ingram, the builder for Nanotech, to get some insight into steel buildings. Bittel suggested the target cost would be "not to exceed" \$2,500,000. Skiba said he would rather not have a "not to exceed" number. Bittel suggested to include in the report that Mitchell has agreed to re-do the drawings. The Committee members agreed to not include a "not to exceed" number.

### **Town Hall**

Self spoke about a phased in approach for Town Hall and using existing capital reserves for Phase 1. Phase 1 - repair trusses, and do outside repairs, including energy efficiency renovations. Phase 2 – remodel main floor of the building. Phase 3 – assess need for storage downstairs and meeting space. Page noted that employees require ADA access, not just visitors so that would need to be done. Skiba spoke about the possibility of using downstairs space for employees while renovations are being done upstairs; in that case you would need to finish the downstairs first. Sheaff said that we need to address increasing the energy efficiency of the building and that should be stated in the report. Skiba made a note to include it. Self said he would keep the slate roof and repair the truss work. There was a discussion about the design of the trusses supporting the roof and the need to repair it. Self suggested a post and beam architect to examine and recommend repairs to the roof. Self pointed out that there enough capital reserves currently to pay for the roof repairs.

Skiba asked for members to be in attendance at the 6:30 p.m. Selectmen's meeting on Tuesday, September 15th.

Smith asked about the total amount of money and how it would be presented to voters. Discussion occurred regarding bonding authorization for up to \$4.5 million which means you don't have to spend it right away, just as was done for the industrial park. It was noted that \$4.5 million would cover all the facilities and the work that would be done to them. Page suggested that voters be told that the Town will ask them to approve funding for repairs to all the facilities in Town and that the Town will not be back to ask for more money.

Discussion occurred regarding how few voters show up for the Deliberative Session to get an understanding of what is needed by the Town. Smith said that the Committee needs to market to the citizens eventually so that they will understand what is being asked of them.

Carbonneau said that she didn't think there would be enough time to prepare by March of 2016. She said it would be a lot of work to get it done in that time frame. Page suggested that the plan could wait until March of 2017. Self suggested proceeding as though it would be done by March 2016, and then go to Plan B (2017) if it cannot be made. It was noted that some work can be done right away using capital reserves.

Carbonneau suggested making a comparison between what was asked for prior – and now a different model which is being recommended today. Skiba noted that the original design for a Fire Station was for a life span of 30-50 years and now we would be building for 5-10 years. Bittel said that we could also say we listened to what the voters said, that is why the plan has been cut back. Carbonneau said that these types of questions will arise by citizens and the Committee should be prepared to address them. Page noted that this is a different group looking at the problem than the original group. The first group took the Scully Architects design based on what was desirable for 30 years or longer versus what is needed in the shorter term in 5 to 10 years.

#### **CITIZEN CONCERNS**

Hays questioned no mention of a gear extractor and that it needed to be designed into a new station. Page said one is designed into the new station. Hays noted an issue with one exit and the ensuing discussing noted the architect can assess a tunnel for parking and pedestrian use.

Next Meeting:

#### **Adjournment:**

A **motion** to adjourn was made by Sheaff with a second from Thibault and all were in favor. Adjournment occurred at 4:54 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary