

Town of Swanzey, New Hampshire
Municipal Facilities Review Committee (MFRC)
Meeting Minutes – September 28, 2015

Note: Minutes are not final until reviewed and approved by the Committee. Review and approval of minutes generally takes place at the next regularly scheduled meeting of the Committee.

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, and Keith Thibault.

Absent: Director of Planning and Community Development Sara Carbonneau

Others Present: Town Administrator Michael Branley

Approval of Prior Meeting Minutes: Minutes of September 14, 2015 were considered. Bittel **moved** to accept the minutes of September 14, 2015. The motion was seconded by Sheaff. All were in favor. ***Motion passed.***

DISCUSSION

Skiba summarized what the Board of Selectmen approved following up the Committees report to them on Tuesday, September 22, 2015. He said they waived the requirement to go to bid for Architectural & Engineering (A&E) and Professional Engineering (P.E.) drawings and specifications since the engineers and architects were already familiar with the facilities involved. He also noted that Page, Branley, Skiba, and Fire Chief Norm Skantze will be visiting with Bob Mitchell Architects on Thursday in Albany, NY. Skiba spoke about the construction estimate not being included in Mitchell's "not to exceed" \$10,000 price for the drawings for the smaller fire station. Page suggested backing out estimates from Ingram's construction estimates for the 17,000 s.f. building originally proposed in March 2015 which could provide a conservative estimate (higher than anticipated actual expense).

Page spoke about the original proposal for the fire station which included a complete fit-out for the station. He said that existing furniture and equipment could be utilized instead. Skiba said he would like to see the architectural drawings to be done by November 2015.

Sheaff noted that it is important to set a date with architect Katie Sutherland to discuss both Town Hall and Police Station. Branley said there is a Friday meeting set to meet with Branley and Skiba for initial discussion. Page noted that Ted Fellows is supposed to be engaged for the work on the trusses for the Town Hall, but he hasn't been able to be reached thus far. Self mentioned another structural engineer who might be willing to take a look if Fellows is unable to do so. Skiba said that the roof/trusses have to get fixed, but renovating the rest of Town Hall cannot be done until the fire station is out of the building.

There was a brief discussion about the extension to the foundation for Town Hall and how it might be useful for Town Hall renovations.

There was a discussion about getting a structural engineer for the foundation for the salt shed for the Department of Public Works (DPW). There was a discussion about the roof for the DPW building. Bittel asked

about an estimate for the DPW roof. Skiba suggested The Melanson Company Inc. (Melanson) might be able to provide it. Sheaff also mentioned that DuBois & King also provided information about the status of the roof in the past. Self suggested that Katie Sutherland might be able to recommend a P.E. if Ted Fellows cannot be reached by Friday, October 2, 2015. Branley agreed. Skiba noted salt storage cannot be changed for this year since winter is approaching and salt will be delivered. Skiba said site work can be done for DPW in the spring.

Skiba suggested the P.E. consider the Recycling roof first, and then Town Hall roof and finally the foundation for salt storage. Skiba said that if insulation can be added, then the roof needs to be able to support snow. Self suggested that Branley and Skiba schedule the dates for Police Station and Town Hall. Branley asked Smith and Sheaff to provide a couple of available dates to work with. Smith suggested including the Police Chief in the meeting with Sutherland.

Self suggested the P.E. look at both DPW and Recycling roofs at the same time; it might be more cost effective. The members agreed that was a good idea. Skiba said he would communicate with Recycling Center Manager Bob Osterhout about a prior conversation with Melanson to determine if they will be willing to write the bid specifications for both DPW and Recycling Center roof without a guarantee that they will win the bid to do the work. Self noted that roofing work is done all winter long.

CITIZEN CONCERNS - None

Next Meeting:

Adjournment:

A **motion** to adjourn was made by Bittel with a second from Sheaff and all were in favor. Adjournment occurred at 4:36 p.m.

Respectfully Submitted,

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

Beverly Bernard, Recording Secretary