

Town of Swanzey, New Hampshire
Municipal Facilities Review Committee (MFRC)
Meeting Minutes – November 9, 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, Code Enforcement Officer Mike Jasmin, Town Administrator Michael Branley

Approval of Prior Meeting Minutes: Minutes of September 28, 2015 were considered. Sheaff **moved** to accept the minutes of September 28, 2015. Seconded by Smith and all were in favor. ***Motion passed.***

STATUS REVIEW

Recycling Center

Jasmin said he created the Request For Proposal (RFP) and met with Fire Inspector Eric Mattson regarding the Recycling Center. He also mentioned meeting with Eversource as well to learn if grants might be available. He spoke about the need for a specification. If said he learned that if you use one of Eversource's preferred contractors, they will do a specification for the Town. He suggested the possibility of separating the electrical work to be done from the lighting work to be done. He noted that Eversource was concerned about not having enough usage and wanted to know if there was another building to consider and Jasmin mentioned the possibility of including the DPW building. Jasmin spoke about the need to address the lights immediately and to the lights out of the RFP, addressing them now under maintenance. He also spoke about a pass-through room for the electrical panels. He noted that Eversource dollars won't be available until January. Jasmin said grounding, bonding and fixing are not tied to the overall structure. Page noted that there are serious liability issues with exposed wiring. Skiba agreed that those items should be taken care of under maintenance and therefore not the purview of this Committee. Skiba also mentioned the sewer line needing to be fixed and Jasmin mentioned that Director of Public Works Lee Dunham said he could take care of that. Jasmin said he would check on funding under the maintenance budget line and speak to Recycling Center Manager Bob Osterhout about using those funds for fixing the lighting. There was discussion about the roof and Skiba noted he was concerned about Engineer Ted Fellows being critical to moving ahead. Branley said he would reach out to Fellows to get a status report on the roof.

There was a discussion about getting estimates for the Fire Station. Skiba said that Ingram Construction Co. will do the estimating for the Fire Station at a cost of \$1,500 and that had already been decided on.

Department of Public Works (DPW)

A brief discussion was held about the salt shed, which Page said is full. Skiba said that spring will be the appropriate time for consideration of replacing the salt shed. Skiba also noted the roof for DPW needs to be looked at and need for a structural engineer. Branley will also check with Fellows regarding the DPW roof.

Police Station

Sheaff said there is a meeting on Thursday at 10 a.m. at the Police Station and the architect will have something to show – Smith and Skiba will be there. There was nothing further to report at this time.

Fire Station

Skiba said that Fire Chief Norm Skantze informed Skiba that architect Bob Mitchell will get something to the Committee by later this week or next week. He asked Page about the digging of the test pits at the proposed site. Skiba reported that Dave Bergeron from Brickstone Land Use Consultants said the quality of the ground is fine for building. Page said that it is all gravel. Skiba said that Bergeron said the soil expert would provide a letter saying that the land is suitable for building the Fire Station. Page explained where the tests were conducted. He noted that the test pits reached water at 6 to 8 feet, and that was acceptable since the foundation is proposed to be at 4.5 feet. Skiba indicated that Bergeron said that there are enough rocks on the site that can be used as a retaining wall if needed. Page noted the building will extend on the flat portion of the land. He noted that the footprint of the building gave them focus on where to place the test pits. Skiba said that Bergeron could provide estimates by end of December if Mitchell does the re-design of the building and submits it soon, as expected. Jasmin mentioned there is no visible generator on the proposed plan and it would need about 6' X 8' space outside for a generator. Skiba said there will be no parking lots on back or left side of the building, only on the right side, so there should be room in back or on the left side for a generator. Page said there was plenty of space for a generator.

Town Hall

Skiba said the Committee is waiting for an estimate from Fellows. Another meeting will be conducted in a week on November 18, 2015 and Skiba, Thibault and Page will be there. Skiba said the need is for estimates now so that the job can move forward. Skiba said he is a little concerned about having only one structural engineer working with the Town. Page said there are other structural engineers in the area, and we need numbers by end of November at the latest. Bittel suggested that if we got another structural engineer for DPW and Recycling, perhaps Fellows could focus on Town Hall. Page and Sheaff said that if the Town is a priority then it shouldn't take a lot of time for a single structural engineer; it is all a matter of being a priority for the engineer. Branley said he would follow up with Ted Fellows and perhaps his daughter, Cricket.

CITIZEN CONCERNS

Rebecca Hays said she had nothing to add except to say that it sounds like the Committee is doing good work.

Next Meeting:

Adjournment:

A **motion** to adjourn was made by Sheaff with a second from Bittel and all were in favor. Adjournment occurred at 4:31 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary