

Town of Swanzey, New Hampshire
Municipal Facilities Review Committee (MFRC)
Meeting Minutes – November 23, 2015

Call to Order:

The regular meeting of the Municipal Facilities Review Committee was called to order at 4:06 p.m. by Chairman Don Skiba.

Committee Members Present: Chair Skiba, Glenn Page, and Steve Bittel

Absent: Wally Smith, Keith Thibault, Scott Self, Charlie Sheaff, Planning and Community Development Sara Carbonneau – The Chair seated Jasmin as a proxy for Carbonneau.

Others Present: Code Enforcement Officer Mike Jasmin, Town Administrator Michael Branley, Fire Chief Norm Skantze, Keith Bell.

Approval of Prior Meeting Minutes: Minutes of November 9, 2015 were considered. Page **moved** to accept the minutes of November 9, 2015. Seconded by Bittel and all were in favor. ***Motion passed.***

STATUS REVIEW

Recycling Center

Bittel said the week of December 15, 2015 is the “drop dead” date for getting final numbers. There was a discussion about engineer Ted Fellows and his work for the building roof. The estimate for repair of the roof of the Recycling Center is \$35,000. Page said the estimate on the wiring for the building is at about \$25,000. Page suggested advertising the work and planning a walk through with potential bidders. Jasmin noted that the Request for Proposal (RFP) for the electrical work will be separate from the lighting work that needs to be done. He said the grounding or bonding issue that was creating shocks was fixed last Friday as a matter of safety.

Fixing septic line is a maintenance issue and Page said there is funding available. Bittel said the Selectboard has authority expending from Capital Reserve Funds and Expendable Trusts. There was a discussion about the monies available that the Selectboard can approve. Bittel noted that the Board wants to see everything accounted for. Page made the point that some of this work will be already completed and not be part of the total bonding. Page said the point is that any new bonds should have as minimal impact as possible on the tax bill of residents.

Department of Public Works (DPW)

Skiba spoke about \$110,000 allocated for the work to be done. Page said that he thought the Town can get a reasonable price on poured concrete wall with buttresses. Discussion occurred about the foundation and walls required and the cost being estimated based on square footage. Large concrete block was discussed versus poured concrete for foundation and side walls for the proposed clear span building.

Office space discussed was modular versus manufactured buildings. Skiba mentioned a 50 foot building to comply with ADA requirements with a \$60,000 estimate which includes hook ups. He said the need is for two, one for Recycling and one for DPW to be placed on a slab with a pipe chase as you do with mobile homes.

The roof was discussed. It was agreed to ask Melanson Company, Inc. for an estimate. Skiba asked Jasmin to have them look at the roof and provide an estimate by December 15th. Bittel spoke how to fund the project.

Police Station

Skiba spoke about the layout for the Police Department and Page said that the Police Chief was happy with the plan. Skiba said the architect will have numbers for construction by next week. There was talk about a couple of dry wells and some discussion regarding parking.

Fire Station

Skiba asked Skantze for his approval of the proposed plan and he said he is happy with the plan. There was a discussion as to the proposed plans from Mitchell Architects and whether Ingram had enough information from Mitchell.

Town Hall

Jasmin spoke about the need to reroute electrical in the attic before truss work can be done. He said he sees this job as a time and materials job, not a bidding job. Page said it could be bid as a unit price job: materials at such and such a price, and labor at so much an hour. Jasmin said he would work on the RFP. Skiba spoke about the estimates from the architect. There was a discussion about fixing the electrical first, trusses second, and work on the Fire station third before Town Hall basement and first floors can be worked on. Jasmin spoke about the possibility of a temporary set up in the basement so that the first floor can be re-done. There was a discussion about working during the winter, and Jasmin questioned the benefit of getting the work done during cold weather. He said he thought it might be better to wait for better weather.

Bittel asked how soon a fire station could be built and Page said he thought it could be done in one construction season. Skantze suggested the possibility of moving out some staff during construction. Jasmin mentioned that Town Clerk will be the most difficult to move.

Jasmin passed out drawings for repair of the trusses, which is work that will go out to bid. Jasmin pointed out that some of the new trusses would be steel repair.

Branley wanted to make sure that the Committee knows that Branley is not working on making any requests to the Board for maintenance work on the Recycling Center.

Page suggested putting together a bond number that will authorize up to a given amount over a period of time.

CITIZEN CONCERNS

None

Next Meeting:

Adjournment:

A **motion** to adjourn was made by Bittel with a second from Page and all were in favor. Adjournment occurred at 4:53 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary