

Town of Swanzey, New Hampshire
Municipal Facilities Review Committee (MFRC)
Meeting Minutes – December 14, 2015

Call to Order:

The regular meeting of the Municipal Facilities Review Committee was called to order at 4:01 p.m. by Chairman Don Skiba.

Committee Members Present: Chair Skiba, Glenn Page, Wally Smith, Charlie Sheaff, Planning and Community Development Director Sara Carbonneau

Absent: Scott Self, Keith Thibault and Steve Bittel

Others Present:

Fire Chief Norm Skantze and Town Administrator Michael Branley

Approval of Prior Meeting Minutes: Minutes of November 23, 2015 were considered. Smith **moved** to accept the minutes of November 23, 2015. Seconded by Page and all were in favor. ***Motion passed.***

STATUS REVIEW

Recycling Center

A report that will go to the Selectmen was discussed. Skiba spoke about the roof work that has been approved and DPW can do the work for correcting septic problems. The office/break room area can be taken care of by a 12' X 50' modular structure. Much of the expense will come from Capital Reserves and Expendable Trusts.

DPW

The roof needs repair work and salt storage is needed. Also they need ADA compliant Office and restroom/break areas. Branley said that there needs to be an estimate to present to the Board to ask to release the money from funds in Capital Reserves and Expendable Trusts for engineering work by Ted Fellows.

Police Station

Skiba said the plan is an addition to the existing structure, restructuring of internal space and site work to provide for required parking. Page said he thought Brickstone was going to address drainage issues. Smith suggested removing "minor" from the description in the report. No excavation is needed for the rear of the building.

Town Hall

Skiba spoke about the architect's plan to place the utility tower with elevator in the rear of Town Hall. Skiba explained that the large meeting room was situated such that offices in the lower floor could have some natural light. Skiba spoke about arranging construction in stages such that Town Hall staff would not need to move to another site while construction is being done. Skiba said he thought that some trimming of the numbers might be able to be done.

There was a discussion about the former Homestead Woolen Mill buildings and taxes owed on the property.

Swanzey Fire Station 2

Skiba spoke briefly about the costs estimated at \$3.4 million. Skiba noted that the office area of the station would be more cheaply built with wood for the outside walls. Skantze said that he thought the steel was meant

for the inside walls and a concrete floor for fire suppression purposes between floors. There was a discussion about less site work being done which should create savings, but the current estimate was on the high side anticipating the bids might come in lower.

Skiba asked the Committee if they wanted to add anything to the report to the Board of Selectmen and he said that he hoped that Bittel would have firmed up numbers in time for the Selectmen's meeting Tuesday evening.

There was a discussion about when a bond hearing could be scheduled.

Smith mentioned that the longer the delay, the more expensive are costs. Carbonneau asked if Ingram could come up with a cost estimate for what it would cost today to build the former 17,000 square foot building, in comparison to current costs for a reduced size building (10,000 square foot). Skantze noted that the Committee could also compare the current plan to last year's plan for site work. Smith said that a comparison would be good, especially when showing a trend with pricing going upward. It was noted that Bittel should also put together the numbers showing the taxpayers what it will cost in additional taxes, if any, per house value.

Skiba asked the Committee members to attend tomorrow's Selectmen's meeting. Page said he would be there. Carbonneau asked about projected life for Town Hall, and the Fire Station. Sheaff said the Committee needs to speak about **projected need**, not projected life, and that would be five to ten years. Skantze mentioned that the 2015 bond was only about a fire station, but the 2016 bond would be taking care of all the facilities in town.

CITIZEN CONCERNS

There were no citizen concerns.

Next Meeting:

Adjournment:

A **motion** to adjourn was made by Page with a second from Sheaff and all were in favor. Carbonneau noted that the copies of the drawings should be larger than 8.5" by 11" and the Committee agreed. Adjournment occurred at 4:42 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary