

Town of Swanzey, New Hampshire  
**Capital Improvements Program Committee (CIP)**  
Meeting Minutes – August 29, 2016

**CALL TO ORDER**

The meeting of the CIP was called to order by Town Administrator Mike Branley at 4:01 p.m. Members present: Steve Bittel, Deb Davis, Bruce Bohannon, Jane Johnson, Bob Smith, Selectmen's Representative Sylvester Karasinski, Glenn Page and Recording Secretary Beverly Bernard.

**Absent:** Francis Faulkner

**Others Present:**

**Minutes:**

**DISCUSSIONS/OTHER BUSINESS**

Consideration was given to electing a Chair or Vice Chair. Bittel said he would Chair through year-end and Page agreed to assist as Vice Chair.

Page made a **motion** to elect Bittel as Chair, Karasinski seconded the motion, and all were in favor. ***Motion passed.***

Bittel made a **motion** to elect Page as Vice Chair, seconded by Karasinski, and all were in favor. ***Motion passed.***

Branley passed out an example from Frankestown, New Hampshire for Capital Improvements Plan (CIP). Davis explained the original intent of forming the committee was to be eligible for grant money. She noted that meetings were held with Department Heads to anticipate needs ten years out in order to smooth out the funding process. She also spoke about the DPW and Fire Department having continual timely needs for equipment. Branley spoke about creating a schedule for anticipated equipment needs.

There was a discussion about funds being in many trust accounts. Bittel printed out a list of reserve funds and passed them out to the members. He noted the balances of the Capital Reserve Funds and Expendable Trust Funds. There was a discussion about purchasing police cruisers versus leasing. Karasinski said Fire Trucks account has been funded at \$80,000 each year for the last ten years. Basically you have enough to buy an engine every five years. Bittel suggested stratifying Equipment funds and Facilities funds. A discussion was held about anticipated sewer expenses. There was a discussion about eliminating the Document Preservation/Restoration fund since it hasn't been accessed in years. Page noted there is a New Hampshire RSA that says records have to be stored within the boundaries of the Town. Discussion included climate-control storage for records. There was a discussion about talking to the School District about the Wilcox building.

Branley spoke about large expenditures within the purview of the CIP. Davis pointed out the funds in the Town-owned Dams (upper and lower Wilson Pond) are insufficient. The Grange building was discussed as being owned by the Town, but there is a historical status to the building, which limits use of it. Smith said that if Wilcox Building and the Grange land could be used, it would provide space for the Town's expansion. There was discussion about the Grange building not being used and continuing to decay.

Bittel suggested reviewing the list of funds and Bohannon suggested grouping the funds by Department. Davis suggested providing the list to the Department Heads for input. There was a discussion about operating funds versus reserves. There was a suggestion that the members consider a Public Safety trust account to reduce the number of accounts. Bohannon said he would have a problem with that – everything lumped together for one department is okay only if it is managed properly. Karasinski suggested that there be a Warrant Article to combine the funds.

Smith spoke about starting a conversation regarding the Grange Hall and whether or not it can be used. Code Enforcement Officer Mike Jasmin was consulted and he said the building needs a roof. Johnson said she is not into tearing down historical buildings. There was a discussion about meeting space and the fact that there is a 50 person maximum in the building without sprinklers.

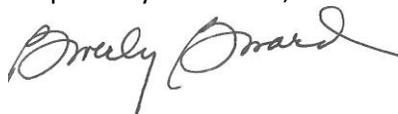
Bittel said he would make an effort to re-group the funds. He noted that Whitcomb Hall renovation was originally thought by the Selectmen to be self-funded. Davis added that the thought was that funding the first floor would springboard fund raising for the rest of the restoration work. Bohannon said that there was a time when the voters of Swanzey refused to fund renovation of Whitcomb Hall. Bohannon said that voters need to have a voice in these kinds of expenses. There was a discussion about the water source for the buildings.

Next joint meeting with the Municipal Facilities Review Committee (MFRC) is scheduled for September 10, 2016 and also meet on September 12, 2016 at 4 pm.

#### **ADJOURNMENT**

Bohannon **moved** to adjourn and Smith seconded the motion. All were in favor. ***Motion passed.***  
Adjournment occurred at 4:58 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary