

Town of Swanzey, New Hampshire
Capital Improvements Program Committee (CIPC)
Meeting Minutes – October 17, 2016

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

CALL TO ORDER

The meeting of the CIPC was called to order by Chair Steve Bittel at 4:00 p.m. Members present: Steve Bittel, Bruce Bohannon, Glenn Page, Deb Davis, Don Skiba, Francis Faulkner, and Selectmen's Representative Sylvester Karasinski.

Absent: Bob Smith, Jane Johnson

Others Present: Director of Planning & Community Development Sara Carbonneau, Recording Secretary Beverly Bernard and Town Administrator Michael Branley. Code Enforcement Officer Mike Jasmin was present for a short period of time.

Minutes:

- **Motion** was made by Page to approve the minutes of September 26, 2016. There was a second to the motion by Davis and no further discussion. All were in favor. ***Motion passed.***

Review of Submitted Departmental Capital Budgets – Individual Items & Multi-year Impact

- **Emergency Management Trailer**

Bohannon explained the need for the trailer with heat and air-conditioning – strictly as a meeting place in an emergency. Bohannon also said the cost includes the cement pad and roof to cover it and it would be located at the Department of Public Works (DPW) location. He mentioned that a place to park the trailer could possibly be on Police Department property. Karasinski asked how much a rental would be and Bohannon said that they hadn't looked into that. Bohannon noted that the trailer could be used for a Keene festival. Karasinski said that Cheshire County has a communications trailer. Bittel asked if an emergency trailer is still needed if not required by Vermont Yankee. Bohannon explained that the Board of Selectmen could meet in the trailer if Town Hall needed to be evacuated, but it would not be used normally unless loaned to Keene for Fall Festival or other large types of events. Page noted that the likelihood that Whitcomb Hall, Town Hall and the Police Station would all be uninhabitable is low. Bohannon said the trailer might get used 3 or 4 times a year. Bittel said given the priorities the Town has could a trailer be dispensed with. He asked Bohannon for minimum needs and Bohannon said there is a building/shed used by Emergency Management located by the Police Station that will need repairs.

Branley said that architecture plans have not been received as yet but Branley there is office space planned for Emergency Management at the Police Station. Discussion was about an

estimate for repairs for the shed and possible replacement. Bohannon said he could get quotes. Bittel pointed out the balance in EM Facilities & Equipment Expendable Trust is \$42,500.

- **Carpenter Home**

Bittel noted that the Selectmen have to decide next steps for the Carpenter Home before investing a requested \$406,117, which would empty the trust funds and require additional money. Page said he thought that the Town should be getting out of the nursing home business. Karasinski asked how much the Town is being asked for operations, Branley said about \$70,000 this year compared to about \$30,000 last year. Davis spoke about the complication that the land returns to the heirs should the Town eliminate the nursing home. She said taxpayers should be made aware of that stipulation. Faulkner spoke about money to be made with a nursing home when it is advertised properly and brought up to code as it should be. Faulkner also mentioned privatizing the business or getting someone else to run it. Carbonneau noted that the area is zoned residence or rural/agricultural. Bittel asked if the land was suitable for development. Carbonneau said there is a lot of ledge but some of the land might be suitable for development. Bittel suggested that the Town could consider buying the land from the heirs with conservation funds. Bohannon spoke about another plan to repurpose the property. He also noted that the maintenance on the building is costly and not much was done in the past. Bittel said his experience is that most nursing homes don't make money and it is a tough market. There was disagreement between Faulkner and Bittel about whether the nursing home could be profitable given the investment and proper advertisement. There was a discussion about nursing home facilities in Peterborough. There was a discussion about the heirs and where they might reside. Bohannon noted costs associated with closing the facility because you cannot close until residents have left the facility. This topic was tabled for now.

- **Town Hall** - There was a discussion about paint and repairs for Town Hall. Carbonneau said that because the building has shifted, the windows do not fit correctly. They are not doubled-paned, but there are storm windows which are not in great shape. Skiba said he didn't think it is a good idea to spend money on the facility when the building really needs to be replaced. Skiba asked if the attic was finished and Branley said not yet. Branley said that at some point you have to work with what you have. There isn't a bond planned for the building. Faulkner said the building has to be fixed. Bittel suggested spending the bare minimum. Carbonneau said new windows could keep the place warm. There was a brief discussion about discussions with the School District about buildings.
- **DPW – Salt Shed** – cost of about \$130,000.
- **DPW Roof** – Mike Jasmin said the roof of DPW is not leaking but still needs repairs and alternative ideas are being considered to fix it next summer. \$40,000 for the roof repairs.
- **DPW Office/Break Area** – DPW will get what they need from the Pine Street building.
- **The Recycling Center** has gone out to bid for their roof. RPF bids are due in November. Recycling likely will not use the Pine Street building, again raising office/break room needs.

- **Fire Department Trucks** – were discussed. The balance is \$172,000 in the Capital Reserve account. Davis said we are not as rich a Town to afford this kind of expense. Karasinski said the fire department spends a lot of time backing up other towns under mutual aid. The condition of the trucks was discussed and their functions. The 2016 contribution is \$80,000 annually and there was discussion about increasing the annual contribution to more than \$100,000. Karasinski suggested cutting the amount for a brush truck to \$50,000. It was noted that the Fire Chief is asking for \$186,840 annually, but Davis said the Town cannot afford that.
- **Highway and Cemetery Equipment** – Discussion was about funding for a road grader. Dump trucks were discussed. Karasinski noted a large increase in 2022. Basically the DPW Director is okay with annual contribution of \$87,500. There is estimated \$161,000 in the Capital Reserve fund as of 12/31. Just for highway and does not include infrastructure.
- **Mt Caesar Library** – It was noted funds are needed for a new boiler and to finish exterior painting. The amount seems reasonable and sufficient funds will be available at the current annual expendable trust funding rate.
- **Stratton Free Library** - There was a discussion about why they received \$3,000 last year. Bittel suggested not adding any more to the \$28,000 already in the Expendable Trust account.
- **Police Cruisers** – Special Duty revolving fund pays for outfitting. 2016 Capital Reserve addition would continue at \$10,000/year.
- **Recreation** – There was a discussion about the septic system and the bathrooms being very dated. Bittel noted \$57,000 is in the account. There was a discussion about Nettie Stone non-restricted fund has \$3,000 to \$4,000 in it and Recreation Facilities Capital Reserve has \$57,000 in it. Bittel suggested fixing the bathrooms and redesigning the septic system. Davis noted Shoreland Protection District would be impacted with any new building on the site. Bittel said he would speak to Recreation Director Fraunfelder and see if he can get better numbers.
- **Revaluations** - the numbers have to be added in – this is by contract. Adding \$6,833.

Fire Pond Expendable Trust (ET) Discussion

Bittel asked the purpose of the Trust versus operating expenses. Branley suggested the Selectmen would have to come up with a policy. Branley said that this item is new. Karasinski said the ET bridges a gap for not having to spend money in the operating budget and to replace the item when you need to. Or have the money in the fund in order to get a grant when a match is required. Bohannon said the purpose is unanticipated expenditures.

There was a brief discussion about when next to meet. Karasinski was asked about Town dams – and he said the Town will have to bond them when the time comes. There was mention of needing input about Conservation funds and Whitcomb Hall funds. Bittel said he would try to create a schedule for the funding.

Next Meeting: Monday, October 24, 2016 at 4 pm

ADJOURNMENT

Bohannon made a motion to adjourn and Faulkner seconded the motion. All were in favor and **motion passed**. Adjournment occurred at 5:16 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