

Town of Swanzey, New Hampshire
Capital Improvements Program Committee (CIPC)
Meeting Minutes – November 8, 2016

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, Don Skiba, Jane Johnson, and Francis Faulkner.

Absent: Bob Smith, Deb Davis, and Selectmen’s Representative Sylvester Karasinski.

Others Present: Director of Planning & Community Development Sara Carbonneau, Recording Secretary Beverly Bernard, Town Administrator Michael Branley, and Architect Katie Sutherland with plans for the proposed Police Station expansion/renovation, including those from Brickstone Land Use Consultants, Inc.

Minutes:

- **Motion** was made by Page to approve the minutes of November 1, 2016. There was a second to the motion by Skiba and no further discussion. All were in favor. ***Motion passed.***

OLD BUSINESS

Swanzey Police Department Addition

Architect Katie Sutherland was present to speak about the design for an addition to the Police Station which was derived from meetings with the Police Chief. She spoke about a 900 square foot addition on the rear of the building and reworking some of the roof lines to correct water problems with appropriate drainage. She noted that too much water has been entering the building. She also noted that there will be about 1,000 square feet of renovations and two additional parking spaces. She pointed to a fence to separate police parking from public parking.

There was a discussion about an outbuilding that belongs to Emergency Management. Faulkner noted the placement of the outbuildings and said that moving snow around with a one-ton dump truck is a problem because there isn’t a lot of room to maneuver. Various snow storage/handling issues were discussed. Bohannon said he is happy with the outbuilding and it can be relocated but will need a new pad. \$450,000 is the budget for the project.

Sutherland provided descriptions of the plan for reconfiguring the interior of the building adding a men and women’s locker space. She noted a need for a records room for storage of files. She also noted improvements to the mechanical system. Booking and interview rooms are closer to sally port and there is a designated storage area as well. Evidence storage has already been moved to a separate space. A second new propane tank will be buried.

She showed a roof framing plan with trusses, replacing the sally port roof. She showed elevation views of the facility and insulation for the building. Bittel asked whether the estimates include a contingency and Sutherland said there are \$33,000 worth of contingency built into the plan. She also said a new

estimate is being obtained and the design has been somewhat simplified and therefore might come in at a lower estimate.

Faulkner again stressed snow removal is a problem and Sutherland said she would discuss with Dave Bergeron at Brickstone some way to make more room for maneuvering the plow. Faulkner said there is no place to put the snow. There was a discussion about the possibility of removing some trees to provide some space for snow. Sutherland said the plans will be left at Town Hall. There was a discussion about how drainage would run given removal of the trees and impact on the neighbor. Bittel thanked Sutherland for her work.

Review of 2017 Departmental Work Book

- **Bonds**

Bittel spoke about the cost of bonds and the committee reviewed the estimated expenditures as listed on page 2 of 25 in the workbook. He noted the dramatic increase in the fire department fire truck annual budget and asked if there was any way to reduce the amount. Bittel asked for comments. Faulkner questioned a bond vote as to whether or not there would be another bond later on and said it would be a difficult sell to the tax payers. Each bond would increase the capital budget by its annual debt service to the Town. Bohannon asked about the status of the dams with the DPW Director.

- **Upper and Lower Wilson Pond Dams**

Bittel addressed the costs associated with the Upper and Lower dams. There was a discussion about the possibility of removing the Upper dam and that would alleviate having to go back and do repairs in the future and eliminate State monitoring. Page raised the possibility of the Princeton Properties at Wilson Pond abutting the pond being impacted by removal of the dam. Bittel suggested Dunham might be flexible as to when to work on the dam and Bohannon suggested that the State is dictating maintenance for the dam and therefore might be setting a deadline. There was a discussion about how the water would be lowered gradually when the dam might be eliminated. Bohannon suggested getting Dunham to meet the committee to bring everyone up to date on current status. Bittel said that dams are not ready to bond for this coming year. Faulkner suggested pushing it out to 2022 and reviewing the possibility of removing the dam permanently. Page asked about the mandate from the State. It was agreed to remove it from the bond for this year. There is about \$259,000 in Capital Reserves which could cover repairs to the Lower Wilson Pond dam. There was a discussion about budgeting \$10,000 to add to the Capital Reserve but it was agreed to speak to Dunham about the idea.

- **DPW Facilities**

The committee decided to remove \$80,000 out of the proposed bond for DPW facilities and instead provide that amount to the Capital Reserve fund.

- **Christian Hill Bridge**

There was a discussion about Christian Hill Bridge. Bittel and Faulkner said \$400,000 is a high number as a cost for replacing the bridge and Branley said there is a committee investigating options with the bridge and once decided on, a better estimate can be obtained. It was agreed by the committee to remove the estimate for Christian Hill Bridge and put in \$25,000 into bridges until the bridge committee can come up with a number.

- **Whitcomb Hall**

There was a discussion about future funding. Branley mentioned needing \$30,000 to cover the painting and. Carbonneau said it is important to continue to contribute to the Capital Reserve since it is Town space. All agreed to annual funding and amounts between \$15,000 and \$25,000. There was a discussion about LCHIP funding. The committee decided on \$15,000.

- **Fire Trucks**

There was discussion about yearly contributions going from \$80,000 to \$200,000 for annual cash reserve funding fire trucks, which is a huge increase. Bittel noted that is a budget problem and was concerned that taxpayers are going to be unhappy with such a large increase. Branley raised the idea of a bond or lease/purchase as an alternative and Page noted that Fire Chief suggested buying a chassis and doing a lease/purchase for the rest of the truck. Bittel said that he didn't know that a lease/purchase is an efficient use of Town funds. Bittel said pay-as-you-go costs \$200,000 every year but bonding stretches it out over time. Bittel suggested the possibility of doubling the current \$80,000 per year to \$160,000 per year given it is possible that a truck could be obtained starting at \$300,000, instead of \$500,000. Bohannon said that it might be a good time to begin discussing bonding with taxpayers in order to pay for apparatus. Page said a bond to purchase a fire truck that will last 25 years might pass with the firemen. Page suggested adding it as a bond in the Warrant Article for 2017 to purchase. Branley suggested separate bonds. The committee agreed. Bittel agreed to run the numbers for standalone bonds and figure out the annual contribution given the trucks are bonded.

- **Town Hall**

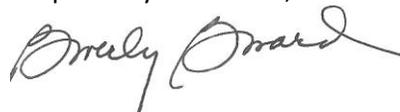
There was a brief discussion about critical repairs needed for Town Hall. Bittel noted there are adequate funds for repairs. He has allocated \$50,000 for painting and repairs to siding. Skiba spoke about an investigation into the possibility of land on Route 32 for Town Hall which hasn't been followed up on. Faulkner said if you don't do anything to Town Hall, the image is that the Town doesn't care. There was discussion about available land to build a new Town Hall. Skiba said the study done by the Municipal Facilities Review Committee learned that the cost of renovating Town Hall was more expensive than building a new Town Hall. There was a discussion about information sessions prior to the Deliberative Session to help taxpayers understand the issues involved with Town Hall.

Next Meeting: Monday, November 14, 2016 at 4:00 pm

ADJOURNMENT

Skiba made a motion to adjourn and Faulkner seconded the motion. All were in favor and **motion passed**. Adjournment occurred at 5:35 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary