

Town of Swanzey, New Hampshire
Capital Improvements Program Committee (CIPC)
Meeting Minutes – November 14, 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, Don Skiba, Deb Davis, Francis Faulkner and Selectmen's Representative Sylvester Karasinski. Jane Johnson joined the meeting at 4:04 p.m.

Absent: Bob Smith

Others Present: Director of Planning & Community Development Sara Carbonneau, Recording Secretary Beverly Bernard, Town Administrator Michael Branley.

Minutes:

Motion was made by Page to approve the minutes of November 8, 2016. There was a second to the motion by Faulkner and no further discussion. All were in favor except Davis who abstained. ***Motion passed.***

OLD BUSINESS

Review of 2017 Departmental Request Work Book

Discussion was held about Self-contained Breathing Apparatus (SCBA) which was paid for in the past by special warrant article of approximately \$230,000. Discussion was held about the idea of purchase of the total of 30 or so SCBAs needed on a rotating basis rather than all at one time. This was a capital expense of about \$7,000 a piece in the past and could be more expensive in the future. All of the current set of 30 will need to be replaced in about seven years. There is a 10 to 12-year life expectancy for the bottles. The face-masks and harnesses need to be compliant. Bohannon suggested it would be up to the Fire Chief to decide on as to when to replace the items. There was discussion about how to acquire the apparatus and whether it should be bonded down the road or put money into yearly reserves. \$225,000 is needed for 30 at \$7,500 a piece, which amounts to \$32,000 per year. \$35,000 per year was discussed. The current \$10,000 addition to the Fire Tools Expendable Trust just covers incidentals, not the SCBAs. Karasinski recommended a new capital reserve account with an initial contribution.

Motion was made by Johnson to create a new capital reserve account with an initial contribution of \$35,000. There was a second by Faulkner and no further discussion and all were in favor. ***Motion passed.***

There was a discussion about bridges and dams and not having enough information to make a decision for this year. Bohannon said that there could be hazard mitigation funds from Federal Emergency Management Agency (FEMA) for the Wilson Pond Dams. The Town would need enough money available to meet the grant, should the Town receive one.

Bohannon asked about whether appropriate supervisors are aware of the accounts that are being reduced in funding. Bittel reviewed the list. Bittel asked for comments/changes. There was a discussion about the summary written by Bittel and distributed to the members of the Committee including possible bonding. There was a discussion about funding request for the Monadnock Regional School District being high and hard to justify, especially with student population dropping.

There was a discussion regarding the Recycling Revenue Revolving Fund with a balance of \$424,000 for the Recycling Center and the fact that the fund is growing each year and the Recycling Center Improvements account which has \$49,000 balance as of 12/31/16. Bohannon suggested the idea of keeping a small amount of money in it as a place holder. The new roof will cost about half of the \$49,000 that is in the account. Bittel said that the Revolving Fund money comes from selling bottles and other recycling to third parties. Bohannon said he thought that a new facility would be paid for by the Revolving Fund and Davis agreed that was the purpose of the account. Branley said the typical use of revolving funds is to offset operating costs by using incoming revenue via a revolving fund, but the Recycle Revolver is a hybrid. The Committee agreed to take the roof out of the Recycling Center Improvements account and leave the balance in the account.

Motion was made by Bohannon to reduce the Recycling Center account by the amount a new roof will cost and to allow the balance to remain in the account. There was a second by Page, and no further discussion. All were in favor except Bittel who was opposed. **Motion passed.**

There was a brief discussion about removing the Insurance Deductible Reserve account and action for the Document Preservation account.

Motion was made by Bohannon to recommend removing the Insurance Deductible account and to keep the Document Preservation account. There was a second by Page and no further discussion. All were in favor. **Motion passed.**

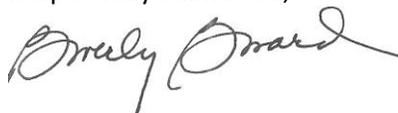
There was a discussion about next steps. The Committee decided to meet with the Board of Selectmen on December 7, 2016. Faulkner and Davis noted that they cannot attend that meeting. Skiba said he might not be able to as well. Bittel suggested finalizing the report with changes discussed and sending it to the Committee members. Once the Committee is in agreement regarding the finalized version it will be sent to the Selectman as a preliminary (draft) document.

Next Meeting: December 7, 2016

ADJOURNMENT

Johnson made a motion to adjourn and Skiba seconded the motion. All were in favor and **motion passed**. Adjournment occurred at 4:40 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary