Town of Swanzey, New Hampshire

Capital Improvement Program Committee (CIPC)

Meeting Minutes – September 29, 2025

Whitcomb Hall, 17 Main Street, Swanzey, NH

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

CALL TO ORDER

CIPC was called to order by Chair Steven Bittel at 10:00 am.

Members present: Chair Steven Bittel, Vice Chair Bruce Bohannon, Larry Crowder, Selectmen's Representative James Tempesta, Planning Board Representative Michael York.

Others present: Recording Secretary Beverly Bernard, Police Chief Joe Gonsalves, Town Administrator Lori Rautiola, Town Planner Adam Paquette, Fire Chief Eric Mattson, Stratton Library representatives David Hoyt and Susan Ellis, and Mt. Caesar Union Library representatives Mary Wood and Steve Wilson.

Absent: Pat Ambrosio

MINUTES

York **motioned** to accept the minutes from September 22, 2025. Second made by Crowder with no further discussion. All were in favor, **motion passed.**

CURRENT BUSINESS

Police

Police Chief Gonsalves said the funding looks adequate for IMS and Facilities. The meeting turned to Cruisers line item. The Chief noted cruisers are becoming more expensive. Cash contribution was upped to $75,000 but that doesn't work through 2031. The Chief spoke about leftover funds being a help. Crowder suggested going to $85,000 each year. Bittel said he was anticipating a 5% increase, but the Chief said the prices vary year-to-year depending on factors. He also said the Chevrolet Tahoe is a better vehicle to serve as a cruiser.

Fire

Fire Trucks were discussed. $800,000 was proposed for Engine 2. Fire Chief Mattson said the range is low $650,000 to low $800,000 for a new fire truck. He said a truck with a commercial cab is a less expensive truck. Engine 3 has a commercial cab that has held up well, but is short on equipment storage space. Bittel asked about used trucks. The Chief said he was quoting a new truck. Bittel said the Town would need to go for a bond for the truck. Bittel asked Chief Mattson to be as specific as possible for the requested truck. There is $130,000 in reserve now, but Squad 3's replacement will take most of that. Crowder suggested a photo will be helpful. Bittel asked about the delivery timeframe for a new truck. The Chief said there is a lot of

custom work so it could take some time. Bittel asked the Chief to consider whether or not a deposit is required for a truck purchase and to return with a more specific request.

Bohannon suggested the Chief attend a Fire Expo since there are bargains available. Chief Mattson said he was planning on it. Bittel asked the Chief to return in a couple of weeks with updated information.

Operating leases were discussed as a possibility. Bittel said he is in favor of a 20-year bond.

There was a brief discussion about the status of the building of the new fire station.

7 Year Capital Inclusive Budget Summary
Debt Service is now included in the summary. There was a discussion about some debt service being paid off in 2028 and 2030 which will lead to more funds being available for the Town.

Libraries – Stratton Library
Bittel said the funding is adequate, but timing is problematic. Hoyt said the Weatherization line item can be moved in part. Ceiling in main room needs to be investigated, but there is a water issue in the basement which needs to be addressed. He noted sealing windows and doorways and insulation are all important. It was suggested to move Weatherization out to 2027. Bohannon suggested splitting costs into two years $10,000 and $10,000.

Hoyt said he isn't sure how much the water intrusion fix is going to cost. He said he believes water is coming up through a crack in the basement floor. He said there is a suggested fix from a certified energy consultant to direct water to the sump pump. Bittel suggested $10,000 for 2026 and $10,000 2027 for Weatherization and $5,000 for 2027 Water Intrusion, which eases deficit plan for 2026 somewhat.

Rautiola suggested investigating grant money for weatherization. She said Eversource may be able to contribute toward costs. Bittel noted there will be overspending of $15,000 in 2025.

Libraries – Mt. Caesar Union Library
Bittel noted 2026 is a problem since all the expenditures are $385,000 for that year. Wilson said design work needs to be done before we know which year for expenditure and the schedule was submitted in error. Bittel asked for deferment of some of the costs. Discussion occurred around Youth Addition, elevator and excavation, 1st floor rest room renovation, and 2nd floor rest room line items. Wilson said the elevator is needed since some folks cannot climb stairs. Bittel said the Town is committed to helping the library get what it needs. He said they do a great job raising funds for the library and getting donations. Bittel asked the members to come back with numbers including estimated donations.

Paquette suggested applying for national registry for the library. He offered assistance to Hoyt and Wood if they wish to follow up.

Next: Recycling and Recreation will be covered next week. The following week Grange, Carpenter Home, Whitcomb Hall, and IMS Town Hall.

Paquette will work on the Tax Increment Revenue analysis.

ADJOURNMENT

Bohannon motioned to adjourn, and Crowder seconded the motion without further discussion. All were in favor. Meeting adjourned at 11:10 am.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

DRAFT