Town of Swanzey, New Hampshire

Capital Improvement Program Committee (CIPC)

Meeting Minutes – October 16, 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 11:00 am.

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

Others present: Recording Secretary Beverly Bernard, Assistant Town Planner Stephon Mehu and Town Administrator Lori Rautiola.

Absent: None

MINUTES

Tempesta **motioned** to accept the minutes from October 9, 2025. Second made by Bohannon with no further discussion. All were in favor, **motion passed.**

CURRENT BUSINESS

Stratton Free Library – Bittel said the library need is for $25,000 to $30,000 for structure repointing and rebuilding the chimney, rather than a smaller quote they provided earlier. A second quote will be obtained by a mason and the need is for earlier than 2027.

Summary of Issues to be Addressed

Open items: Town Hall stairs cost, Fire Department about engine 2, and breathing apparatus. He noted that the Golden Rod Grange basement estimated to cost $160,000. He noted that Department of Public Works (DPW) Director DiRusso is meeting with Grange folks to convey that information. They were thinking $25,000 would be sufficient. Bittel said structural engineers say that fixing the building will cost a lot of money.

Next meeting – better Town Hall numbers, grange resolution, libraries will need to be back with updated budgets and an update regarding the fire truck.

Major projects: Webber Hill repair, and Winchester and California Street repaving – all appear to be within budget.

Cash reserve contributions are up $125,000 – which includes a place holder for Town Hall at $150,000.

Bittel noted a need to include bond numbers for a $650,000 loan he had not been aware of. He noted the debt service on Fire Station 2 shows a downward trend for debt service. Capital expense is running about 30 – 37% as a percentage of taxes. Bittel said he would like to be able to compare the Town's numbers to the percentage of capital expenditures to taxes for other similar size towns.

IMS Town Hall

Rautiola said $26,500 was old quote for service. She said she has to consider a new vendor to provide a quote. She said $30-35,000 is a good amount. She spoke about building permit software being needed, which costs $16,000. $50,000 for the servers should remain in place. Code Enforcement module software would add $6,000. Bittel suggested adding an item for software that would cover both software needs at $25,000. Rautiola said documentation could be reduced by $20,000. $25,000 for software and reduce overall expenditure to $75,000, change $40,000 to $25,000 and move it out a to later.

Sewers - North

Sewer North budget was discussed. Pump replacement of $50,000 to be done in 2026. Crowder said he assumes it is time to replace it. He did not know if $50,000 is sufficient. Bittel noted to some extent this is self-funding. Bohannon said no funds go to the sewer. Bittel asked about what users are paying. Crowder said Joe DiRusso would know about that. Crowder said there is a Capital Reserve account for sewers, but he could not remember how much was in it, but that it was substantial. Bittel said he would check on that. One sewer pump upgrade plan for in 2026 and one in 2028. He noted cash contribution of $25,000 per year comes from the sewer commission and not from taxes. Mehu suggested that there was somewhere around $700,000 in the trust account for sewers.

Crowder said Keene wastewater plant numbers should be tracked. He said that it is showing as the same number each year and it should be changed year to year since it changes year to year. Bittel asked Rautiola to get an update.

Next week will need a sewer update and libraries update, and fire truck update, and grange update and hopefully Town Hall construction numbers for upstairs/downstairs. He noted that if we don't do a fire truck this year, we could spend some funds on Town Hall.

Tempesta gave a status on the progress of determining a stairway to downstairs in Town Hall (currently Fire Station). Bohannon noted Keith Bell was part of constructing the conference room in the fire station and might be able to offer help in determining a good place for the staircase. Tempesta said they are planning on cutting through the ceiling/floor to see where the stairway might go inside.

Bittel asked for a status on the Incremental Tax Revenue study he has asked for. He emphasized that he needs it. Mehu said it is at a standstill at the moment, but he can have it for Bittel next

week. Bittel said it's good finance practice to know how much new revenue the Town has received over the past three years and how much projections for the next three years will be. Bittel said it is good to see revenue increasing to assist in strategic thinking for the Town's finances.

There was a discussion about fees for connecting up to sewer and water for the Flatley project and how they should have been higher so that funds can be put back into capital for the Town.

Next: Next Thursday, October 23rd at 11 am in the Fire Station conference room.

ADJOURNMENT
Bohannon motioned to adjourn, and York seconded the motion without further discussion. All were in favor. Meeting adjourned at 12:00 pm.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

DRAFT