Town of Swanzey, New Hampshire

Capital Improvement Program Committee (CIPC)

Meeting Minutes – November 6, 2025

Fire Station #2 Conference Room,

620 Old Homestead Highway

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, Selectmen's Representative James Tempesta, Pat Ambrosio, Larry Crowder, Mark Scalera and Planning Board Representative Michael York.

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

MINUTES

Tempesta **motioned** to accept the minutes from October 23, 2025. Second made by York with no further discussion. All were in favor, **motion passed.**

CURRENT BUSINESS

New Member

Bittel noted Scalera has joined the Committee and now the Committee is full.

Town Hall

Bittel asked if December 1, 2025 is deadline for estimates for work on the building. Rautiola said she is waiting for quotes for stairway from main floor to basement. There was a discussion about where the stairway might be located inside. Bittel suggested fire code needs to be considered when final plans are made.

Tax Increment Study

Bittel noted that in 3 years there is about $800,000 of incremental income coming into the town coffers. Bittel noted debt service analysis. 2026 budget will be impacted by debt service. He noted Safford Drive Tax Increment Finance District (TIF) loan will be paid off ($275,000 for this year to be paid). There will be a decrease in debt service 2026 for the Town with relatively small increases in 2027 and 2028.

Stratton Library

Library can accomplish what they need with $15,000 for the next three years.

Town Hall
Bittel said a bond can be considered for Town Hall renovations since there is a decrease in debt service. There was discussion about costs of paving of town roads. Tempesta noted the Department of Public Works (DPW) wants more funds for roads. Bohannon said we have been staying on plan for roads. Tempesta said DPW wants $130,000 more for paving. Crowder said we need to keep funding for road maintenance. Crowder said good looking roads suggests the Town cares.

DPW
Need final accounting for Webber Hill and N. Winchester/California Street rehabilitation.

Fire
On budget. Engine #2 custom cab replacement contingent on replacing Rescue1 with a combo use truck. Bohannon said the fire department needs to determine their need. Commercial cab was okay with the Fire Chief. Tempesta said costs are less when only single-purpose truck is needed.

Golden Rod Grange
Bittel said The Preservation Society is applying for an LCHIP grant for 2026. Match by the Town would not be needed until 2027. Bittel asked if a token amount be provided, $5,000 or $10,000, to support fund raising. He suggested the funding be in support of grant writing. Rautiola said an engineer will revisit the plan and some funds will be needed to update the plan. She noted one engineer didn't think the foundation needed complete rebuilding. The question was asked as to how this resource will benefit the townspeople. Bohannon suggested $5,000 be funded. Bittel said the Grange reflects the agricultural history of the town and therefore should be supported. Tempesta said this issue isn't going away and he agrees to keep the wheel rolling with small amounts of cash. Rautiola said the Town has many other priorities. Tempesta said by providing some funds it reduces any excuse that the Town isn't supporting the Grange. $7,500 was suggested, qualified that it would be used to raise money for studies to come up with a plan for the building.

> **Motion** was made by York to provide $7,500 for further studies and/or grant match, second by Crowder. All were in favor. ***Motion passed.***

Brown Field – no action, pending new data.

Police - no changes to what has already been agreed upon.

Mt Caesar Library – deferred to 2027.

Carpenter Home - No appropriations. Use other funds for maintenance.

Sewers - North funded and it is too soon to fund West.

General Discussion
Town Hall and revisit of roads need to be discussed with DPW Director Joe DiRusso. Crowder said he would speak to him about roads.

Bittel noted $95,000 increase of capital budget year over year.

Debt Service - Bittel said funding impact is fairly level and for current year is down 1.1% Cash reserves plus debt service. Jump will occur in 2027.

He noted percent of Cash + Debt Service to Operating Budget is 20.4% which is about where similar towns are at (20%). He noted even numbers throughout 2031. Mehu noted 2027 will be the time to deal with the water company again. Bittel said having future income information assists in evaluating costs to deal with in the future like possible acquisition of the water company to facilitate further development on State Route 10.

Roads were discussed. Tempesta asked about moving funds from operating budget to capital reserves for roads. Rautiola said that gives voters the decision as to how to spend money.

Crowder noted he has documented the status of the roads when they are rehabilitated. He said he and DiRusso drive the roads to assess the condition of the roads. He said you can set a dollar value to repairing roads.

There was a brief discussion comparing road assessment from DPW Director DiRusso to the Road Maintenance spreadsheet on page 13 in the Capital Funding Schedule.

Rautiola said we need estimates for renovations to Town Hall. Bittel said we can do it with reserves and not bonding

Next: Possibly next week if data on costs is available.

ADJOURNMENT
York **motioned** to adjourn, and Scalera seconded the motion without further discussion. All were in favor. Meeting adjourned at 12:15 pm.

Respectfully Submitted,

Beverly Bernard, Recording Secretary

DRAFT