Town of Swanzey, New Hampshire

Capital Improvement Program Committee (CIPC)

Meeting Minutes – October 19, 2026

Whitcomb Hall, Main Street, Swanzey, NH

CALL TO ORDER

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

Members present: Chair Steven Bittel, Selectmen's Representative Mark LaBelle, Pat Ambrosio, Larry Crowder, Planning Board Representative Michael York, and Alternate Josh Guion.

Absent: Vice Chair Bruce Bohannon; The Chair seated Guion for Bohannon. Mark Scalera

Others Present: Assistant Planner Stephon Mehu, Water & Sewer Advisory Committee Chair Scott Self, Finance Director Andre Jaeger.

Minutes:

Ambrosio **moved** to approve the Minutes from October 12, 2026 with changes made by Crowder. There was a second by York. All were in favor. ***Motion passed*** unanimously.

Town Hall IMS – Jaeger reviewed the need for Town IT and he provided a spreadsheet for the need. He indicated a need of $31,000 in 2026 for replacement of servers and $35,000 for electronic signature in 2027. He spoke about $20,000 needed for 2027 for Timesheet module improvement conversion, and $24,000 in 2027 for lap/desktops. Bittel noted $35,000 for electronic sign would be preferred for 2026. $15,000 for cash contribution starting in 2027.

S**ummary for year over year**

Cash Contributions were discussed. Bittel pointed out Recycling Center and DPW cash contribution increases. Essentially break even Total. Debt service was discussed. Decrease in debt service is expected. He said the backlog of deferred expenses has been caught up with, and we have been paying off more than we are building up in debt. There is a decrease in debt service even with the issuance of DPW bonds. The Debt service for Water & Sewer is Enterprise account, which is separate from tax-impacted costs. Bittel said that message has to be conveyed to the general tax-paying public. Self spoke about a benefit to the North Swanzey residents with acquisition of the West Swanzey Water Company. An error in billing was briefly discussed.

There was a brief discussion about a pump station and the need for upgrade.

Debt Service holding steady is the main message to the tax-paying public. The backlog of needed projects has been addressed in the past so that the Town has caught up with the costs and now the Town is in a better financial position.

Water & Sewer Enterprise Accounts

Sewer

Bittel said he highlighted the fact that the rate payer will be funding the sewer project so there is no tax-payer impact. He said the issue is how to do it so that the rate payers manage costs. Bittel said the next phase is the design phase; then the construction phase follows. There will be Warrant Articles for every year for about three years. Grants will be needed. Bittel said if the voters deny the sewer project, the Town would need to rebuilt a new plant by default, which would cost more.

Water

Proposal to purchase the West Swanzey Water Company for $600,000. Bittel said the spreadsheet expresses one grant awarded but we probably will get more than one. He spoke about the increased rate to users due to the need to build reserves. Bittel spoke about phased approach. Buy in one year, return in next year for additional borrowing for updates to the system. Water storage was discussed.

Self said the goal is to increase storage capacity. There is plenty of water in the ground, but storage is the issue. We would need another 10,000 gallon underground tank which would be acceptable without putting up a large storage tank. Bittel spoke about some options like cisterns for holding capacity. North Swanzey would be used eventually for management of West Swanzey water thereby spreading their costs.

Department CAPEX Reviews:

Carpenter Home – Cash contribution is $5,000 per year.

Whitcomb Hall – Bittel noted the funds such as the NRFs, and P. Johnson fund. He asked Jaeger for the Revolving fund balance. Jaeger made a note to get that information. Cash contribution is $5,000, which appears to be sufficient for now. (Self left the meeting at 10:57 am.)

Emergency Communications and Facilities – Bittel said he wants to combine facilities and emergency services. Facilities line item has sufficient balance to cover radios for emergency services.

Bittel said DPW needs to be addressed by the Director. Crowder said the numbers are okay for the roads.

Next meeting: Monday, October 26 at 10 am at Whitcomb Hall – DPW facility management and other account clean-ups.

ADJOURNMENT
LaBelle **motioned** to adjourn, and Guion seconded the motion without further discussion. All were in favor. **Meeting adjourned** at 11:01 am.

Respectfully Submitted,



Recording Secretary