Town of Swanzey, New Hampshire

Capital Improvement Program Committee (CIPC)

Meeting Minutes – October 26, 2026

Whitcomb Hall, 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 10:02 am.

Members present: Chair Steven Bittel, Vice Chair Bruce Bohannonl, Selectmen's Representative Mark LaBelle, Larry Crowder, Planning Board Representative Michael York, and Alternate Josh Guion. The Chair seated Guion for Scalera.

Absent: Mark Scalera, Pat Ambrosio

Others Present: Selectman Jim Tempesta, Assistant Planner Stephon Mehu, Department of Public Works (DPW) Director Joe DiRusso, Finance Director Andre Jaeger.

Minutes:

York **moved** to approve the Minutes from October 19, 2026. There was a second by LaBelle with change in the year over year summary, page 1, decrease even with issuance of DPW bonds, p 2, water and sewer enterprise accounts, sewer paragraph, should be rebuild instead of build. All were in favor. ***Motion passed*** unanimously.

Governance committee members said they meet tonight, York and Guion.

Rail Trails

Maintain contribution of $10,000. DiRusso said he does not recommend purchase of an excavator.

Town Hall IMS

Jaeger said there is a need for laptops in future years. And the Police Department will need a new in 2028 and the Chief is anticipating prices will rise. Jaeger said some of the computers won't be supported by Microsoft and will represent a security risk if not replaced. Desktops and laptops were discussed. The only server is the Police Department server. Bittel said each department should be requisitioning laptops and desktops. DiRusso said he thought all the laptops always fell under Town IT. Jaeger said it is suggested that all the department IT should be accounted for together, in an IT universal account. He noted staff member Christine Smith is serving as both IT coordinator and Assessor. Security is a big issue now. Bittel said he questions the timing. Bittel suggested putting in some extra cash into Town Hall IMS and dealing with an IT universal account next year. Annual contribution will be $20,000 starting next year.

Police IMS to remain at $10,000 for the annual contribution. Guion said that makes sense if there will be an IMS separate account next year. It was agreed by consensus to have a unified IT account for all the Town departments. Jaeger said he will keep the naming conventions which will help clarify which department needs what IT equipment.

Town Hall Expansion
DiRusso said once the stairs are complete, there will be plan for a downstairs bathroom. $150,000 for next year is planned for and all agreed on the amount.

DPW
DiRusso said he has no changes. Crowder said is okay with the plan.

Approval of draft report as Final Report to present to Board of Selectmen

Overall increase to capital reserve will be $12,500.

Bittel asked the members if the plan is ready to go to Selectboard. There was a brief discussion about permitting for fire ponds. Crowder said the plans need to have and easement, then need a survey and need to be designed. He said someone has to move forward with these steps. Fire Ponds line was increased to $30,000 for the 2027 year.

Bittel polled the members for their vote on the final recommendation.

> **Motion** by York to accept the final plan with the addition of an increase for IT of $5,000, second by Crowder, and all were in favor. ***Motion passed*** unanimously.

The CPIC committee will meet with the Selectmen on November 4, 2026 to review the Final Recommendations for 2027 Capital Funding withs them.

Bohannon thanked Bittel for his work as Chair of the Committee.

Next meeting:

ADJOURNMENT
LaBelle **motioned** to adjourn, and Crowder seconded the motion without further discussion. All were in favor. **Meeting adjourned** at 10:40 am.

Respectfully Submitted,

Recording Secretary