

**Town of Wolfeboro  
Capital Improvements Program Committee  
September 17, 2021**

**APPROVED MINUTES**

**Members Present:** Linda Murray, Board of Selectmen’s Representative, Brian Deshaies, Board of Selectmen’s (Alternate) Representative, Mike Hodder, Planning Board Representative, Robert Loughman, Budget Committee Representative, Kathy O’Blenes, SAU 49 Representative, Paul Whalen, Chuck Sumner, Suzanne Ryan, Members.

**Member Absent:** Kathy Barnard, Chairman.

**Staff Present:** Tavis Austin, Director of Planning and Development, Jim Pineo, Town Manager, Lee Ann Hendrickson, Administrative Secretary.

*Mike Hodder called the meeting to order at the Great Hall at 8:00 AM.*

**I. 2021-2030 Capital Improvements Program Development**

Mike Hodder stated last year the Community Center project for \$3,873,500 in 2026 was presented by the Town Manager and Girl Scouts; noting the Committee voted to support the project 6-0-1 and the project was moved out to 2028. He stated the project is not included in the current spreadsheet however is included in the narrative and questioned whether the project should be included on the spreadsheet.

**It was moved by Suzanne Ryan and seconded by Chuck Sumner to include the Community Center project for \$3,873,500 in 2028. Mike Hodder, Bob Loughman, Suzanne Ryan, Chuck Sumner, Paul Whalen voted in favor. Linda Murray abstained. The motion passed (5-0-1).**

Suzanne Ryan requested an update regarding the Libby Museum; noting the BOS discussed the most recent request from the Friends of the Libby at its September 15<sup>th</sup> meeting.

Jim Pineo stated the BOS agreed to sign the Memorandum of Understanding (MOU); noting the Friends of the Libby has a pledge of \$1 million toward the project. He stated the project has been placed in 2023.

Linda Murray stated the following plans will be done; feasibility, engineering and business.

Mike Hodder asked if this year’s project is affected by the BOS’ decision.

Jim Pineo replied no.

Linda Murray noted the MOU has not been signed.

Mike Hodder stated the Committee motioned to move the project to 2026 however, it is now scheduled for 2023 and asked if such needs to be changed.

Jim Pineo replied no.

**It was moved by Suzanne Ryan to move the Libby Museum project from 2026 to 2022/2023.**

***Discussion of the motion:***

Suzanne Ryan stated 2026 conflicts with the Public Safety Building project; noting the Libby Museum project should precede such given that the Chair of the Friends of the Libby have committed to completing their fundraising by December 2023.

**There being no second, the motion fails.**

**Draft Narrative**

Bob Loughman questioned the inclusion of the Abenaki Motor House.

Mike Hodder stated the Committee did not receive a project form for such.

Bob Loughman stated he has an issue that the project is not included knowing that such is a significant amount of money and feels that a placeholder should be included.

Jim Pineo stated he is not comfortable including the project with the current proposed cost and feels the inclusion of the project would be premature at this point. He stated it is not prudent to bring for the project in 2022.

Linda Murray stated the project should not be included in either the narrative or the spreadsheet.

The Committee reviewed the draft narrative and agreed to the following changes;

- Correct font and spacing throughout the document
- Page 7, 2022 Year CIP Project Presentations, 3<sup>rd</sup> sentence to read as follows; "Final project costs will be determined by the Board of Selectmen and sent to the Budget Committee for review."
- Page 7, 2022 Year CIP Project Presentations, 4<sup>th</sup> sentence; add "CIP" prior to "Recommendation"
- Page 7, Reconstruct Turtle Island Road Tap; un-italicize the paragraph
- Page 8, Town Road Upgrades; un-italicize the paragraph
- Page 8, Port Wedeln Drainage Upgrades, 10<sup>th</sup> line; change "form" to "from"
- Page 9, 1<sup>st</sup> paragraph, 2<sup>nd</sup> line; strike "and"
- Page 10, Water Resources Non-CRF; type should be in black not red
- Page 15, 2023 Horizon Projects; change "S. Main Street Upgrades" to "S. Main Street/Route 28 Upgrades"
- Page 15, 2023 Horizon Projects; delete Building Maintenance line
- Page 16; line up decimal points

**Spreadsheet**

The Committee reviewed the draft spreadsheet and agreed to the following changes;

- Add date/revision date to document

- Shorten the “Fund” column
- Revenue Type; change “donation” to “private donation”
- Use this year’s spreadsheet format rather than last year’s format
- Enlarge the font size
- Include Fire Department and Public Works Department spreadsheets for backup (as appendages)
- Include Town Road Upgrades numbers out to 2031
- Bay Street Sidewalks; strike 2023 figure/number
- Main Street Road Upgrades; strike 2023 figure/number
- Dispatch Console Replacement/Radios; 2022 figure should be “\$50,000)
- Public Safety Building; add “\$300,000” to 2023 and \$150,000 for architectural and engineering to the 2024 figure/number
- Community Center; move \$100,000 from 2022 to 2023
- Water Fund; add “Water System Upgrades” as a project and add “\$330,000” to 2022
- SAU; add “Building Fund maintenance contribution – Wolfeboro assessment, informational and current year only” and add “\$71,779 in 2022

**II. Other Business**

None.

**III. Approval of Minutes  
September 10, 2021**

The Committee tabled such to September 24, 2021.

**IV. Public Comment**

None.

Next meeting scheduled for 9/24/21 at 8:00 AM at the Great Hall, Wolfeboro Town Hall. Agenda to include narrative, spreadsheet and adoption of the 2022-2031 CIP.

**It was moved by Bob Loughman and seconded by Suzanne Ryan to adjourn the September 17, 2021 CIP Committee meeting. All members voted in favor. The motion passed.**

*There being no further business before the Committee, the meeting adjourned at 9:23 am.*

Respectfully submitted,  
*Lee Ann Hendrickson*  
Lee Ann Hendrickson