

**Town of Wolfeboro
Capital Improvements Program Committee
October 26, 2018
Minutes**

Members Present: Kathy Barnard, Chairman, Mike Hodder, Planning Board Representative, Linda Murray, Board of Selectmen’s Representative, Robert Loughman, Budget Committee Representative, Suzanne Ryan, Paul Whalen, Jim Shildneck, Members.

Member Absent: Joyce Davis, Member.

Staff Present: Matt Sullivan, Director of Planning and Development, Lee Ann Hendrickson, Administrative Secretary.

Chairman Barnard called the meeting to order at the Railroad Station at 8:51 AM.

I. Consideration of Minutes

October 12, 2018

It was moved by Mike Hodder and seconded by Robert Loughman to approve the October 12, 2018 Capital Improvements Program Committee minutes as submitted. All members voted in favor. The motion passed.

October 18, 2018

It was moved by Suzanne Ryan and seconded by Paul Whalen to approve the October 18, 2018 Capital Improvements Program Committee minutes as submitted. Kathy Barnard, Linda Murray, Robert Loughman, Suzanne Ryan, Paul Whalen voted in favor. Mike Hodder, Jim Shildneck abstained. The motion passed.

II. Receipt of Revised Forms

Department of Parks and Recreation

Pop Whalen Arena

Matt Sullivan stated based on the Committee’s previous meeting and additional information received from Recco, the project form was revised. Based on further analysis of the building by Recco, Phase III (E-ceiling) may not be required.

Suzanne Ryan expressed concern regarding the project. She stated at the last meeting the Committee discussed supporting a feasibility study for \$30,000 and questioned what would be studied. She stated the Back Bay Hockey Association (BBHA) has a member who is an engineer and did a considerable amount of work and presented a complete plan including a cost estimate.

She stated the Town now has additional information from Recco and asked why another study needs to be done.

Matt Sullivan stated the information submitted by the BBHA was related to the expansion project they were proposing.

Suzanne Ryan stated the Committee has not received a good recommendation and continues to receive updates regarding the project.

Mike Hodder stated the Committee can only make a recommendation to include the project in the CIP and recommend the CIP as a whole; noting the Pop Whalen Arena project is included in such.

Suzanne Ryan stated the feasibility study should be pushed out one year due to the lack of information for and organization of the project.

Mike Hodder stated it needs to be the consensus of the Committee to do such.

Jim Shildneck noted the figures relative to the cost of Phase I noted in the letter submitted by Recco, dated 10/18/18, are different from the figure noted on the project form.

Matt Sullivan stated he would review the figures.

It was moved by Robert Loughman and seconded by Mike Hodder to allow Staff to update the Pop Whalen Arena project form to reflect a revised total cost for Phase I improvements. All members voted in favor. The motion passed.

Community Center

Matt Sullivan stated the project form was revised to reflect 2028 as the project start year.

Libby Museum

Matt Sullivan stated the project form was revised to reflect the following addition to Project Description/Background; *"Please note that a gift of \$118,000 has been received to be applied to this project. This gift is via a check written from a Trust to the Wolfeboro Board of Selectmen."*

Robert Loughman recommended adding 2025 as the project start year.

The Committee agreed.

Road Upgrades

Matt Sullivan stated he included the project form for reference; noting the project form was previously revised and he is unsure if the Committee received the updated form.

Linda Murray questioned whether the \$75,000 figure includes a contingency.

Matt Sullivan stated the contingency is included in the engineering and construction costs.

Robert Loughman stated the backup information states the contingency is on construction only.

III. Review of CIP Document Narrative

The Committee agreed to the following changes to the Narrative;

- List the Capital Reserve Accounts (name of account and CRA contribution in bullet format)
- Page 4, Purpose, Supporting economic development, 2nd line; add “electricity and roads” prior to “broadband”
- Page 9, Pleasant Valley Bridge; add “/Heath Brook” to the title (title to read Pleasant Valley Road Bridge/Heath Brook)
- Page 11, Public Safety Building; change “\$102,000” to “\$100,000”
- Page 11, Pop Whalen; include/reference feasibility study, project phases, cost estimates for Phase I & IV and remove Recco letter
- Page 12, 2020 “Horizon” Projects, last bullet (Pop Whalen); change “\$955,000” to “\$940,000”
- Page 12, Libby Museum; review paragraph for clarity and 9th line; change “specimen” to “specimens”
- Page 13, MED Generation Building/Community Center Reuse, 12th line; reword “is the likely responsible”

The Committee discussed consistency between the Narrative and the CIP spreadsheet based on information provided and discussed during CIP Committee meetings.

Mike Hodder stated he hopes the Budget Committee and BOS review the Pop Whalen project carefully.

IV. Review of CIP Index Spreadsheet Draft Iteration #2

Matt Sullivan noted an error in the total Public Works and Highway expenditure; noting he mistakenly added the Pleasant Valley Road Bridge as a tax impact (which it is not). He noted the bond payments are estimated at last year’s bonds.

Jim Shildneck questioned the total figure for the Pleasant Valley Road Bridge project.

Matt Sullivan replied \$1.379 million; noting the Town has already spent money on the project therefore, the remaining project cost is less. Relative to the spreadsheet, he asked how the Committee would like to look at the project cost.

Jim Shildneck expressed concern regarding the figures; noting the numbers are different than what was presented in August.

Linda Murray stated the Town is only responsible for 20% of the construction costs therefore, the Committee needs to confirm the amount.

Matt Sullivan stated the warrant article will reflect the amount of the project less what the Town has already paid.

Linda Murray stated it is her understanding that the amount of money being asked for is the cost of construction.

Mike Hodder expressed concern regarding Bay Street sidewalks; noting he feels the project is premature given the issues associated with the project and recommended either moving out the project or removing the project.

Linda Murray stated Dockside Restrooms is labeled as necessary yet should be labeled as urgent since the Town has already appropriated \$150,000. Referencing the Wastewater Treatment Plant Upgrades, she stated no explanation is provided regarding the \$125,000 Capital Reserve Account contribution.

Following further discussion, the Committee agreed to the following;

- Pleasant Valley Road Bridge; request Dave Ford to review the figures, confirm updated figures and provide an explanation of the funding and expenditures
- Staff to revise the Pleasant Valley Road Bridge information on the spreadsheet and project form (CIP members instructed to discard all previous information provided to them)
- Bay Street Sidewalks; put as a placeholder in 2021
- Dockside Restrooms; decrease funding appropriation request to \$145,000
- Wastewater Treatment Plant Upgrades Capital Reserve Account; provide an explanation of Capital Reserve Account contribution.
- Police Department; note that the tax impact reflects the payment toward the Capital Reserve Account
- Fire Department; note that the tax impact reflects the payment toward the Capital Reserve Account
- Sewer; note that the tax impact reflects the payment toward the Capital Reserve Account

It was moved by Suzanne Ryan and seconded by Linda Murray to move the Pop Whalen Arena Feasibility Study in the amount of \$30,000 to 2020 and move the Pop Whalen Arena Phase I in the amount of \$940,000 to 2021.

Discussion of the motion:

Mike Hodder asked what such would accomplish.

Suzanne Ryan stated that everything the Committee has received has been tentative, in disarray and incomplete. She stated pushing out the projects for one year would allow time for BBHA to become a 501C3 and allow the Parks and Recreation Department to get things in order. She stated it may be determined in the next year that a study is not needed.

Jim Shildneck agreed with Ms. Ryan however, noted he is in favor of the study. He recommended leaving the study in for 2019 and pushing out Phase I to 2021.

Mike Hodder stated the current needs of the building need to be addressed rather than Phases II, III and IV.

Robert Loughman stated it is already known that \$940,000 address the current problem; noting the Committee plans the expenditures of projects. He recommended removing the \$30,000 for the feasibility study and submitting a warrant article for \$940,000 for Phase I.

Linda Murray stated she has an issue with such because the Town is asking the taxpayers to pay for the project when it should be paid for by the Enterprise Fund. She stated the Town would be sending a message that the Enterprise Fund can't afford it.

Robert Loughman stated the Fund is running a loss.

Mike Hodder recommended removing the \$30,000 for the study and focus on the current needs of the building by submitting a warrant article for \$940,000 for Phase I.

Paul Whalen confirmed the study would only address Phases II, III and IV.

Matt Sullivan stated the study would further define Phase I and provide a cost estimate in addition to Phases II, III and IV.

Paul Whalen recommended moving the study to 2020 and Phase I to 2019.

Suzanne Ryan stated the discussion reaffirms her motion.

It was moved by Suzanne Ryan and seconded by Linda Murray to move the Pop Whalen Arena Feasibility Study in the amount of \$30,000 to 2020 and move the Pop Whalen Arena Phase I in the amount of \$940,000 to 2021. Robert Loughman, Jim Shildneck, Suzanne Ryan, Mike Hodder voted in favor. Kathy Barnard, Paul Whalen, Linda Murray opposed. The motion passed.

Matt Sullivan stated he would revise the project form to reflect the motion.

V. Action Item

- a) **Endorsement of 2019-2028 CIP Document**
The Committee tabled such.

VI. Other Business

a) **Next Meeting**

The Committee scheduled a meeting for October 31st at 8:30 am at the Railroad Station to review changes to the Narrative and CIP spreadsheet as discussed at today's meeting.

b) **Schedule Debrief/Follow-up Meeting**

The Committee discussed scheduling a debrief/follow-up meeting and agreed to schedule such for January 11, 2019, 8:45 AM at the Railroad Station.

c) **Public Comment**

None.

It was moved by Mike Hodder and seconded by Robert Loughman to adjourn the October 26, 2018 CIP Committee meeting. All members voted in favor. The motion passed.

There being no further business before the Committee, the meeting adjourned at 10:38 am.

Respectfully submitted,

Lee Ann Hendrickson

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