

**Town of Wolfeboro
Capital Improvements Program Committee**

**July 28, 2020
8:00 AM
Abenaki Lodge and Virtual Access**

APPROVED MINUTES

Members Present (In-person): Kathy Barnard, Chairman, Paul O'Brien, Board of Selectmen's Representative, Mike Hodder, Planning Board Representative, Robert Loughman, Budget Committee Representative, Chuck Sumner, Paul Whalen, Members.

Members Present (Virtual): Linda Murray, Board of Selectmen's (Alternate) Representative.

Members Absent: Suzanne Ryan, Kathy O'Blenes, Members.

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

Chairman Barnard called the meeting to order at Abenaki Lodge at 8:00 AM.

**I. Consideration of Minutes
September 19, 2019**

It was moved by Mike Hodder and seconded by Chuck Sumner to approve the September 19, 2019 Capital Improvements Program Committee minutes as submitted. All members voted in favor. The motion passed unanimously.

September 27, 2019

It was moved by Mike Hodder and seconded by Bob Loughman to approve the September 27, 2019 Capital Improvements Program Committee minutes as submitted. All members voted in favor. The motion passed unanimously.

II. CIP Process Overview/Discussion

Matt Sullivan reviewed such and reviewed his memorandum dated 7/3/20, see attached, and issues related to debt service. He stated there is a new Fire Chief and an Interim Director at the Libby Museum.

Bob Loughman questioned whether an appropriation of \$300,000 to the Libby Museum Capital Reserve Account should be included in this year's CIP.

The Committee further discussed such.

Mike Hodder reviewed the Planning Board's recent decision to allow polling of Capital Improvement Committee members' recommendations for each department proposal presented for consideration for the upcoming budget year, see attached.

The Committee continued to discuss Mike Hodder's review of the Planning Board decision.

Paul O'Brien stated he supports the Board's decision.

III. CIP Committee Meeting Schedule

Matt Sullivan reviewed such and noted the Libby Museum would be reviewed in September.

IV. Other Business

Broadband Placeholder

Paul O'Brien stated we are currently awaiting a decision on CARES Act funding for the Town of Wolfeboro for broadband. He stated if the Town receives the funding for such, the question from residents will be "when do I get it?" He noted such is a capital cost and it could be a substantial cost and stated a placeholder number may be necessary. He stated he has not yet discussed the matter with his colleagues. He noted the Town would go from 93-94% to 95/96%. He stated the Town is provided an annual report that states the number of subscribers and noted the Town doesn't have the numbers of what would get us to 100%.

Matt Sullivan stated more information will be known/available in the next month.

V. Public Comment

None.

Next meeting scheduled for 7/30/20 at 8:00 AM at the Great Hall, Wolfeboro Town Hall. Agenda to include Municipal Electric Department.

It was moved by Mike Hodder and seconded by Robert Loughman to adjourn the July 28, 2020 CIP Committee meeting. All members voted in favor. The motion passed unanimously.

There being no further business before the Committee, the meeting adjourned at 8:43 am.

Respectfully submitted,
Lee Ann Hendrickson
Lee Ann Hendrickson

2021-2030 CIP MEMORANDUM

Date: July 3rd, 2020

To: James Pineo, Town Manager
Town Department Heads
Planning Board

From: Matt Sullivan, Director of Planning and Development

Please let this memorandum serve as the start of this year's CIP update.

Of critical importance are the following modifications to the process and documents:

- **All project forms shall be submitted in a timely manner at least 10 days in advance of the meeting at which the Department is scheduled to conduct their initial presentation.**
- **Please work with me to schedule a meeting with the Town Manager to review your submissions not less than ten (10) days prior to when you are scheduled to visit the CIP. All project forms and subsequent revisions will be reviewed by the Town Manager and endorsed via his signature.**
- **Project form formatting has NOT been adjusted for the 2021-2030 process.**

All submissions from last year can be reviewed OR reused (provided that you adjust the dates) by downloading them from the appropriate folder in the Google Drive here:

<https://drive.google.com/drive/folders/1XRJSSB5Cm2BhSgUKW7i1h6QQM-FzL7be?usp=sharing>

The Board of Selectmen, acting at their June 3rd, 2020 meeting, adopted the following guidelines as part of this year's Capital Improvement Program Process.

1. *To have all departments spread their projects over 10 years, and where asset management plans are available, to base project requests on them.*
2. *New general fund and sewer fund capital projects requiring bonding should, whenever possible, be programmed into the 'out' years of the CIP, following the Public Safety Building in 2023.*
3. *To phase large projects into smaller, more fiscally manageable programs, that will be completed in a high quality and timely manner while giving consideration to natural division points in a project and cost differences between a phased and un-phased projects.*
4. *To continue the use of capital reserve accounts as a method to spread the cost of capital projects over multiple years.*
5. *To propose no more than one bonded general fund project per year.*
6. *To maintain funding for Town road infrastructure upgrades based on the Road Asset Evaluation and Management Plan.*
7. *To focus on building maintenance and repairs of Town facilities based on asset management plans whenever possible, while continuing to ensure that they are ADA compliant.*
8. *To base the Wolfeboro Bay Dock repairs, upgrades, and possible expansion on the recommendations from the Tighe and Bond Dock Asset Management Plan.*
9. *To incorporate energy efficiencies into capital project submissions, where applicable.*
10. *To consider prioritizing projects that include funding from private and/or grant funding sources or those projects that may be identified as shovel-ready for stimulus funding.*
11. *To promote stormwater and other infrastructure planning activities and projects that protect water quality.*
12. *Department Heads will, in a timely manner, complete CIP forms and supporting documentation completely and with signed authorization from the Town Manager.*

With this in mind, I would ask that each of you review your potential 2021-2030 submittals and determine:

- If circumstances have changed that would result in the elimination of a current CIP project.
- If circumstances have changed that would result in moving forward or back a current CIP project within the new 10-year plan cycle.
- If new technical support data exists (detail engineering, specifications, etc.) that should be submitted to support the project.

Please provide your recommendations for specific capital projects to be undertaken over the next 10 years, and cost estimates where possible. For the purpose of this CIP, "capital projects" have been defined as those

projects outside normal operations and maintenance, and having the following characteristics:

- Projects or improvements that are typically non-recurring in nature;
- Projects or improvements that have a useful life of at least five years;
- Projects or improvements that cost \$100,000 or more.

Capital Improvements meeting the above criteria can be generally categorized as follows:

- Construction and reconstruction of public infrastructure such as road, sewer, water, stormwater and electric systems;
- The purchase, lease, construction, rehabilitation, and/or replacement of public buildings and facilities;
- The purchase or lease (including replacement of heavy equipment such as fire trucks, dump trucks, loaders, etc.);
- The acquisition or lease of land.

Finally, in order to be included in the CIP all items must meet the following standards:

- Sewer, water, stormwater, electric and road systems should be included in a current asset inventory or Asset Management Plan.
- All projects shall be submitted in detail and not in the form of generalized concepts such as road reconstruction or sidewalk repair.
- Placeholder projects may be submitted, but should include a preliminary cost estimate.
- All elements of a project should be included as part of a single project, i.e. sewer, water, electric, and road to increase efficiency and lower costs.
- Only projects recommended by the Department Head and endorsed by the Town Manager shall be included in the CIP.

If the project is eligible for any Federal or State grants, matching funds, or loans, please indicate this on the form. One summary sheet should be completed per project, with separate sheets added for explanation where and when necessary.

Please note that the CIP is an advisory document only. As each of you are aware, the inclusion of any particular project on your list or its listing in the CIP does not commit the Town to that expenditure.

I am always available to assist with form completion and any other questions you have regarding this year's process.

I look forward to working with you to plan Wolfeboro's future capital projects.

Sincerely,



Matt Sullivan, Director of Planning and Development

DATE: July 24th, 2020

TO: CIP Committee Members, Finance Director, Town Manager

FROM: Matt Sullivan, Director of Planning and Development

CIP VOTING MEMORANDUM

Dear CIP Committee Members:

At its meeting on July 21, 2020 the Planning Board unanimously approved a motion allowing polling of Capital Improvements Committee members' recommendations for each department proposal presented for consideration for the upcoming budget year. Polling was not approved for 'out' year proposals. At the conclusion of each year's C.I.P. process the Committee will vote as before on the entire Program on a single motion to recommend or not recommend. Polls taken on specific projects will have no direct effect on the final vote on the program.

The sole role of the Capital Improvements Program is to aid the Board of Selectmen and the Budget Committee in crafting the annual budget [RSA 674:5]. The Capital Improvements Program Committee is charged to "...classify projects according to the urgency and need for realization and to recommend a time sequence for their implementation...and [the program] shall take into account public facility needs indicated by the prospective development shown in the master plan..." [RSA 674:6].

Accordingly, the Planning Board established three criteria to be applied to the member's consideration of each departmental proposal:

1. Were the data presented sufficient to establish the project's urgency?
2. Were the data presented sufficient to establish the project's need?
3. Were the data presented sufficient to establish the project's relation to needs indicated in the Master Plan?

The procedure will work this way. Following the final presentation of a proposal and the conclusion of its discussion by Committee members the Chair will poll each member for his/her opinion of the proposed coming year project. Members may register their opinions by stating "Recommended" or "Not Recommended". Poll results will be published in the final Capital Improvements Program underneath each project's narrative description.

The Planning Board expects this procedural innovation will offer the consumers of the Program, the Board of Selectmen and the Budget Committee, a more granular appreciation of the Committee's project deliberations than they currently have without having to read through pages of the Committee's Minutes. The Board also feels that this level of detail will offer a better understanding of each project when the Board discusses the Program prior to recommending it to its end users.

Thank you and please inform me if you have further questions.

Sincerely,
Matt Sullivan
Director of Planning and Development