

**Town of Wolfeboro  
Capital Improvements Program Committee**

**September 3, 2020  
8:00 AM  
Abenaki Lodge and Virtual Access**

**DRAFT MINUTES**

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

**Members Present (Virtual):** Linda Murray, Board of Selectmen's (Alternate) Representative, Kathy O'Blenes, GWRSD Representative, Suzanne Ryan, Member.

**Staff Present:** Matt Sullivan, Director of Planning and Development, Dave Ford, Public Works Department and Water & Sewer Utilities, Lee Ann Hendrickson, Administrative Secretary.

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

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

**Department of Public Works**

**2021 Railroad Avenue Layout & Upgrade; \$100,000**

Dave Ford stated he revised and decreased the project cost by \$20,000 to \$100,000; noting the paving of the Bridge Falls Path has been removed from the proposal. He stated the Town is working with the Railroad Museum with regard to ADA accessibility. He stated the Railroad Museum has been asked to develop a plan that would meet ADA requirements.

**It was moved by Mike Hodder and seconded by Chuck Sumner to recommend the Railroad Avenue Layout & Upgrade CIP project scheduled for 2021 in the amount of \$100,000. Roll call vote: Kathy Barnard - yes, Paul O'Brien - abstain, Mike Hodder - yes, Bob Loughman - yes, Chuck Sumner - yes. Paul Whalen – yes, Suzanne Ryan - yes. The motion passed (6-0-1).**

**2021 Port Wedeln Beach/Drainage Upgrades; \$200,000**

Dave Ford stated Betterment Assessments apply strictly to roads; noting the Town does not intend to take over those roads. He reviewed options for cost sharing of the project; noting he will have more firm figures in the future and the Port Wedeln Association is addressing such as well. He stated the Town is proposing to only pay for the drainage upgrades and noted a long term plan is needed and as such, a capital reserve fund addressing such is being considered. He stated the figure noted on the project form is a placeholder for the drainage work.

Matt Sullivan recommended tabling a vote on the project.

Mike Hodder recommended moving the project into the water capital reserve fund to provide flexibility for spending. He stated he is uncomfortable voting on a placeholder number.

Kathy Barnard stated the capital reserve fund has not yet been established.

Dave Ford stated it is important for the taxpayers to understand spending for specific projects. He stated the establishment of the capital reserve fund addresses long term planning to protect the Town's water resources.

Mike Hodder stated he would withhold his concern and wait for more firm numbers from both the Town and the Port Wedeln Association.

Dave Ford stated the Port Wedeln Association consists of 110 members; noting that some decisions/proposals require a 100% vote of the Association.

The Committee tabled further discussion and vote on the Port Wedeln Beach/Drainage Upgrades CIP Project.

**2021 Seasonal Water Line Upgrades; \$125,000**

Dave Ford stated he reduced the project request from \$800,000 to \$125,000 however, is now recommending the project be withdrawn; noting the project will be included as a capital outlay in the water budget for 2021. He stated the project will be resubmitted next year as a CIP project.

Kathy Barnard stated the project should be in the 10 year plan.

**2021 Water Capital Reserve Fund; \$96,000**

Dave Ford stated the Water Department has an Asset Management Plan that has identified \$100 million of capital needs. He stated there is a lot of debt service however, such will drop off in the next 5-10 years. He stated the rates need to be reviewed and increased to pay for the operations budget; noting the Town agreed not to raise the rates this year due to the pandemic. He stated when looking at the capital needs there will be a need to bond some of the projects. He stated there is a need to review rates, revenues, staffing, certification of operators and budget issues; noting that depending upon the resolution of those issues the project request could increase up to \$129,000. He asked if it is required to have a specific amount designated for the project.

Matt Sullivan reviewed the existing debt service.

**It was moved by Bob Loughman and seconded by Mike Hodder to recommend the Water Capital Reserve Fund CIP project scheduled for 2021 in the amount of \$96,000.**

***Discussion of the motion:***

Referencing the existing debt service spreadsheet, Mike Hodder questioned the benefit of not returning the money back to the taxpayers. He stated he struggles with the concept of debt being retired but, acting as if it hasn't.

Dave Ford stated there is no tax rate impact and noted the debt has decreased \$200,000 over the last few years. He stated if the Town continues to not increase the rates then a bond will have to be taken out to complete projects. He stated the plan is to implement moderate rate increases in order to stabilize the rate; noting the proposal is a business plan.

Paul O'Brien referred to the Municipal Electric Department; noting the Department generates a surplus and the same could be accomplished with nominal increases to provide the ability to set money aside to perform necessary projects.

Mike Hodder asked if the BOS has discussed the matter.

Matt Sullivan stated the BOS created the fund two years ago and noted that such is recommended in the Master Plan.

Suzanne Ryan asked if the potential growth and expansion of water use has been factored in.

Dave Ford stated the Town doesn't anticipate any significant increase. He noted the Town has the capacity to expand however, there is no plan for such.

**Kathy Barnard - yes, Paul O'Brien - abstain, Mike Hodder - yes, Bob Loughman - yes, Chuck Sumner - yes. Paul Whalen – yes, Suzanne Ryan - yes. The motion passed (6-0-1).**

## **2022 South Main Street Upgrades; \$1,500,000**

Dave Ford stated NHDOT has a 10-year plan that is 100% federally funded and approved every two years; noting the Town is currently on said plan however, the project is capped. He stated the Town will have to contribute additional funds to supplement the project; noting the \$1,500,000 is a placeholder figure. He stated authorization is needed for funding in order to plan for the improvements. He stated a steering committee was established and met several times prior to the pandemic. He reviewed the sidewalks to be included in the project and stormwater management portion of the project.

Mike Hodder asked how much of the stormwater management will the Town pay for.

Dave Ford stated the State will treat increased runoff of impervious areas however, the Town is arguing the treatment of existing runoff and recommending a cost sharing of such. He stated he would have better information next year.

Kathy Barnard asked if 2022 is realistic.

Dave Ford replied yes, to authorize the expenditure in order to go out to bid. He noted the State has committed to the budget but, not the scope of work.

The Committee discussed the scope of the project and planning aspect of the project.

Dave Ford noted the steering committee would be re-engaged.

Suzanne Ryan stated at present, she is not in favor of combined projects (projects including stormwater management and sidewalks, for example); noting the taxpayers and public need to understand the full ramifications separate as to how they vote their pocketbook.

*Suzanne Ryan left the meeting at 8:56 am.*

## **II. Draft Spreadsheet**

Matt Sullivan reviewed the draft CIP spreadsheet; noting the information on the spreadsheet reflects the Committee's discussions. He stated he added a column for the CIP Committee's recommendation of 2021 projects. He confirmed that the Committee would like to continue to include the inventory of equipment for each department. Referencing the Dockside Dock Expansion project, he stated he placed the project in 2023 for \$250,000; noting there wasn't clear direction from the Committee regarding the project however, felt that it should be maintained on the CIP.

Referencing the Dockside Dock Expansion project, Mike Hodder stated the Committee removed it from the plan; noting there was not a number or date assigned to the project.

Matt Sullivan stated it was clear from the Committee that the project was a lower priority however, he was not clear that it should be removed from the plan. He stated the \$250,000 is a real number provided last year by Tighe & Bond.

Kathy Barnard stated the Committee agreed it is a viable project however, is still being discussed and should be included in the plan.

Mike Hodder stated that following discussion of the project the Committee didn't decide to take it off the schedule or leave it on the schedule. He stated it was his understanding that the project would be discussed next year. He questioned the year placement.

Paul O'Brien agreed with placing the project in 2023.

Matt Sullivan stated last year's CIP included the project for \$250,000 in 2023. He stated to move it out any further seems more arbitrary.

Mike Hodder recommended leaving the project on the plan with no figure or date and open to further discussion as an open item with no commitment to a particular year.

Matt Sullivan recommended including the number rather than having a placeholder with no cost associated with the project.

Following further discussion, the Committee agreed to move the project to 2024.

Mike Hodder stated he did not see the Fire Department's Capital Reserve Fund request for \$196,000.

Matt Sullivan stated such is reflected in the total "capital reserve contribution plus lease purchase minus trade" line.

Mike Hodder questioned the Bridge Falls Pathway lighting.

Matt Sullivan stated the number reflected on the spreadsheet is \$80,000 which is the actual project expenditure whereas what will be reflected in the new capital project expenditures will include the annual \$20,000 contribution.

The Committee discussed debt service, existing debt service schedule; noting the spreadsheet will include any incoming bonds.

Mike Hodder stated he did a rough summation of all proposed projects over the next 10 year; noting there is \$200-300 million of projects. He stated the Town's anticipated tax revenue is \$330 million; noting concern for such.

Matt Sullivan asked if the operating budget is included in such.

Mike Hodder stated he included what is on the CIP.

Matt Sullivan stated he will review such because he believes the project total is \$60 million over the next 10 years. He noted the Trustees of the Libby Museum, at last night's BOS meeting, requested a delay in their presentation and as such has rescheduled the presentation for 9/24/20.

**III. Other Business**

September 10, 2020 meeting agenda to include Water Resource Capital Reserve Fund, Library Generator, CIP Narrative and CIP Spreadsheet. The meeting will be held at the Abenaki Lodge.

**IV. Public Comment**

None.

**V. Consideration of Minutes**

**August 20, 2020**

**Corrections:** Page 9, amend motion; "Mike Hodder – no" to "Mike Hodder – yes" & amend the vote  
Page 10, amend motion; "Mike Hodder – no" to "Mike Hodder – yes" and "Suzanne Ryan – no" to "Suzanne Ryan – yes" & amend the vote

**It was moved by Bob Loughman and seconded by Mike Hodder to approve the August 20, 2020 Capital Improvements Program Committee minutes as amended. Roll call vote: Kathy Barnard - yes, Paul O'Brien - abstain, Mike Hodder - yes, Bob Loughman - yes, Chuck Sumner - yes. Paul Whalen - yes. The motion passed (5-0-1).**

**August 25, 2020**

**It was moved by Bob Loughman and seconded by Mike Hodder to approve the August 25, 2020 Capital Improvements Program Committee minutes as submitted. Roll call vote: Kathy Barnard - yes, Paul O'Brien - yes, Mike Hodder - yes, Bob Loughman - yes, Chuck Sumner - yes. Paul Whalen - yes. The motion passed (6-0).**

**August 27, 2020**

**Correction:** Page 3, Library Landscaping, 6<sup>th</sup> paragraph, 1<sup>st</sup> line; change "Obrien" to "O'Brien"

**It was moved by Mike Hodder and seconded by Chuck Sumner to approve the August 27, 2020 Capital Improvements Program Committee minutes as amended. Roll call vote: Kathy Barnard - yes, Paul O'Brien - yes, Mike Hodder - yes, Bob Loughman - yes, Chuck Sumner - yes. Paul Whalen - abstain. The motion passed (5-0-1).**

**It was moved by Mike Hodder and seconded by Bob Loughman to adjourn the September 3, 2020 CIP Committee meeting. Roll call vote: Kathy Barnard - yes, Paul O'Brien - yes, Mike Hodder - yes, Bob Loughman - yes, Chuck Sumner - yes. Paul Whalen - yes. The motion passed (6-0).**

*There being no further business before the Committee, the meeting adjourned at 9:34 am.*

Respectfully submitted,

*Lee Ann Hendrickson*

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