

**Town of Wolfeboro  
Capital Improvements Program Committee**

**August 27, 2020**

**8:00 AM**

**Great Hall at Wolfeboro Town Hall 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, Bob Loughman, Budget Committee Representative, Chuck Sumner, Members.

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

**Staff Present:** Matt Sullivan, Director of Planning and Development, Jim Pineo, Town Manager, Cindy Scott, Library Director, Lee Ann Hendrickson, Administrative Secretary.

*Chairman Barnard called the meeting to order at the Great Hall at 8:00 AM.*

**I. Consideration of Minutes**

N/A

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

**Library**

Kathy Barnard stated she is on the Library Building Committee and will be on the Library Landscaping Committee therefore, she will recuse herself from the projects.

**2022      Library Solar Installation; \$183,300**

Cindy Scott stated the Library is using approximately 30% more electric/power than anticipated. She noted the figures are based on two winter months while the Library was under construction and three months the library was closed due to the coronavirus. She stated actual usage and costs are not clear therefore, the project has been pushed out one year to gather additional data to determine the size of the solar installation. She stated a 30% increase has been added to the project cost based on input from solar experts, increased electrical usage and the Frase Electric proposal. She stated pushing the project out would also allow more time for the Wolfeboro Public Library Foundation to fundraise for the project.

Mike Hodder asked if the Library would have hard numbers next year.

Cindy Scott replied yes.

Mike Hodder asked if public attendance remains down.

Cindy Scott replied yes and noted that a lot of people are not aware the Library is open. She stated the library is being used differently and usage patterns during the day has changed; noting more people are accessing the library virtually and many using the drop box.

Mike Hodder confirmed computer usage has decreased. He asked if attendance in the winter is anticipated to be down due to COVID.

Cindy Scott replied yes. She noted the library has had successful attendance on virtual programs.

Mike Hodder asked if 2022 is realistic.

Cindy Scott stated if the project needed, would be moved out to 2023.

Chuck Sumner asked whether the project would be based only the numbers recorded in the data or if a safety factor would be incorporated over the net zero.

Cindy Scott stated a safety factor would be included.

Chuck Sumner asked how the safety factor would be chosen.

Cindy Scott stated she would speak with experts in the field.

**2021 Generator; \$100,000**

Cindy Scott stated the cost estimate from the generator installer has been delayed therefore, the \$100,000 is a placeholder figure. She stated there has been one flood in the Library and to avoid having the sprinkler system freeze the installation of a generator is proposed. She stated there have also been discussion that the Library will be used for other purposes in an emergency.

Bob Loughman asked what other functions the Library would be used for in an emergency.

Cindy Scott replied a warming station for the public and/or a place for emergency personnel to rest.

Matt Sullivan stated the Town's Hazard Mitigation Plan and Emergency Operations Plan have identified emergency location sites; noting the Library has been identified as a secondary location site.

Paul O'Brien asked if the generator would service only the Library or whether it would also service the Public Safety Building. He recommended the generator service both buildings.

Matt Sullivan stated he would request an estimate for one generator for both facilities.

Cindy Scott stated she believes there are grants available.

Mike Hodder questioned the ability to spec for both facilities not knowing the demand.

Matt Sullivan replied yes and recommended tabling the discussion for two weeks.

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

**2021 Library Landscaping; \$266,000**

Cindy Scott stated the Library Landscape Committee’s first meeting is scheduled for September; noting she has received assurance that 50% of the cost can be raised for the initial landscape design (\$16,000). She stated the estimate from Woodburn & Company included a more elaborate design than desired; noting the cost noted on the CIP submittal has been reduced based on items that will not be included in the final design. She stated design work will be done over the winter for construction in 2021. She stated the property goes back to the Towns Garden and abutters will have to be involved in the decision; noting the landscaping will be phased.

Matt Sullivan stated the landscaping proposed as part of the building project that was bonded was completed in accordance with the plan. He noted the CIP submittal is a supplemental improvement to enhance the site. He stated the proposal focuses heavily on connecting the Towns Garden parcel to the rear and the Library site as it exists today. He stated the Town is currently working with the general contractor and all parties involved to correct some of the existing issues on the site that are covered under warranty.

Paul O’Brien confirmed the Planning Board approved the existing landscaping plan through the Site Plan Review process.

Cindy Scott stated the original landscaping plan was minimal knowing that a separate landscaping project would be developed.

Paul O’Brien stated the commentary that would be made to a voter is “that’s what you got for the money you paid for the Library. If you want something better, you have to pay more.”

Matt Sullivan disagreed with Mr. O’Brien’s comment. He stated the comment is not accurate because there will be investments made in the landscaping this fall that will enhance the site greatly before this CIP project will be proposed to the voter. He stated there is a remaining budget in the bonded warrant article and the additional funds will be used to beautify the site. He noted incremental enhancements will be made this fall.

Paul O’Brien stated the question will be asked “why didn’t we do this right the first time?”

Mike Hodder stated he feels the project is premature and there is not adequate information to support \$250,000 of construction costs. He stated the construction costs are based on a design that doesn’t exist. He recommended Ms. Scott request the Library Foundation fund the cost of the design and submit the project to the CIP next year. He stated there is nothing firm in the proposal that addresses invasive species and the construction costs are unsupported.

Paul O’Brien agreed and recommended waiting for the design to then address funding. He stated he feels the original landscape plan wasn’t thought through.

Cindy Scott stated the original landscape plan only addressed landscaping around the building and not the entire site.

Bob Loughman asked if there are funds currently available to address the landscaping next to the street. He verified the CIP proposal is an “extra”.

Matt Sullivan replied yes (to both questions).

Bob Loughman agreed with both Mr. Hodder and Mr. O’Brien’s concerns.

Suzanne Ryan recommended a title change of the project to “Site Plan Improvements & Pathway Access” when the project is resubmitted. She stated “landscaping” is misleading.

Matt Sullivan agreed with Ms. Ryan that the form should be clarified. He recommended the Committee either push out the project to 2022 or not recommend the project for 2021.

Mike Hodder expressed concern for a “not to recommend” vote because the vote will be seen by the BOS and Budget Committee. He asked if the proposal should be withdrawn.

Matt Sullivan replied no, the project year should be adjusted.

Cindy Scott asked what to do if someone would like to plant trees in the spring.

Matt Sullivan stated the donation of trees do not require a vote from the voters because it is considered a gift.

Cindy Scott confirmed the funds raised by the Foundation could be gifted to the Town.

Mike Hodder recommended changing the project year to 2022.

Cindy Scott stated she is agreeable to such.

Kathy Barnard confirmed the CIP submittal form could be amended administratively.

Mike Hodder asked if a letter of authorization from the trustees has been received.

Matt Sullivan stated he would work with the trustees to retrieve an after-the-fact letter of authorization.

Mike Hodder asked that next year both the Library and Police Department submit the letters of authorization prior to their CIP presentation.

## **Parks & Recreation**

### **2021 Pop Whalen Arena – Emergency Repairs; \$850,000**

Christine Collins stated the original submittal included (last year) included the roof, insulation, compressor and chiller. She stated last year the roof leaked and the roof was repaired by sealing the holes in the roof. She noted the contractor informed the Town that the repair process has been extended as much as possible. She stated the roof is 33 years old and the locker rooms were

damaged from the water leaks. She stated the project was separated from the expansion project and noted the compressor replacement is not included in the proposal because it is currently running. However, she stated if the compressor fails the rink will shut down. She stated the proposal includes the replacement of the roof, insulation and dehumidification of the building; noting it is an emergency repair. She noted there is debt service coming off this year and is hoping to bond the project.

Kathy Barnard noted that Chuck Sumner, Paul O'Brien, Paul Whalen and she visited the facility.

Paul O'Brien asked if the numbers have been vetted.

Matt Sullivan stated the estimate was prepared by a reputable contractor.

Paul O'Brien questioned the current debt service, how much is coming off and how much of the mortgage payment on the existing debt service can be rolled over to pay for the mortgage payment on this project. He stated such would leave a net amount that would have to be raised by either asking the voter, raising fees or cutting costs or, a combination of the three. He asked how the incremental bill gets paid for. He stated the BOS will need to see that information.

Bob Loughman stated a business plan is needed and has been needed for years. He stated the Budget Committee will also need to see the information noted by Mr. O'Brien.

Mike Hodder stated the Town is providing usage for 1500 visitors per weekend day and the roof is leaking, a compressor that may fail at any time and a dehumidifier that is not working. He stated the facility is a potential economic driver for the Town and expecting it to pay for itself is an ideal situation, however it cannot do so at this time. He stated he supports the project.

Kathy Barnard reminded the Committee that the roof is 33 years old and not insulated.

Matt Sullivan stated 50% of the existing debt service will be retired in 2022 and 100% of the debt service will be retired by 2028. He stated the current debt service payment is approximately \$40,000 to \$45,000 which will be reduced to \$20,000 in 2022 and subsequently reduced in 2028. He stated it is not possible to determine if it is adequate to pay for the expected bond payments for the proposed improvements unless the Town has a substantially long note. He stated there will be a need to identify a funding strategy for the project however, due to the urgency and need of the project. He stated the improvements need to be done immediately and recommended support of the project.

Paul O'Brien requested information on how the project will be paid.

Bob Loughman stated a business plan may be premature at this time however, it will be needed.

Suzanne Ryan asked if the roof has been temporarily repaired.

Christine Collins replied yes however, the roof still leaks.

Suzanne Ryan asked if the project could be phased.

Christine Collins stated the project is already proposed to be phased and noted Phase I includes the roof replacement and insulation and dehumidification of the building. She stated Phase II includes the replacement of the compressor.

Matt Sullivan stated he does not recommend separating the roof replacement from the insulation and dehumidification of the building.

Christine Collins stated Phase I opens the opportunity for the building to be used for other events and attract additional revenue.

Suzanne Ryan recommended replacing the roof and compressor and pushing out the dehumidification another year.

Matt Sullivan stated he doesn't see the advantage of phasing the project if it is bonded.

Suzanne Ryan stated the Town should not be paying what it has been on the Enterprise Fund; noting the facility should be funding itself. She stated the facility needs to be run like a business.

Paul O'Brien stated he does not support the phasing of the project.

Mike Hodder stated that as a member of the Community Facilities Chapter Committee of the Master Plan he has background and knowledge of the facility; noting it is clear that the facility is important to the Town. He stated Ms. Collins has provided usage figures; noting she estimates the facility is used by 65,000 people/year. He stated he would challenge anybody to find another facility in Town that gathers that amount of people per year.

Chuck Sumner stated the project is a worthy project that needs to be funded now. He asked if the refrigerant is an issue; noting at the site visit it was stated that the refrigerant is only available in small quantities and hard to get.

Christine Collins stated that if it fails, the whole system will have to be replaced.

Chuck Sumner asked if the new compressor would work on the new refrigerant as well as the old.

Christine Collins stated the new equipment would work.

Paul Whalen stated the project is worthwhile and recommended it be submitted as one project.

Suzanne Ryan asked if the building has had a full assessment for viability for the full expansion and asked if the expansion would bring in more funding.

Christine Collins replied yes to both questions.

Paul O'Brien stated the repairs proposed to be done now will not need to be fixed later.

Matt Sullivan stated the repairs take a significant amount of the maintenance issues out of the proposal that was submitted last year. He stated if the expansion project moves forward in the

future the Town has already done a majority of the work that would need to be done to accommodate the expansion without creating redundant work.

**It was moved by Mike Hodder and seconded by Chuck Sumner to recommend the Pop Whalen Arena Emergency Repairs CIP project scheduled for 2021 in the amount of \$850,000 and recommended the project to be bonded.**

*Discussion of the motion:*

Suzanne Ryan stated she thought the CIP Committee wasn't supposed to recommend the funding source.

Mike Hodder stated per the email from Suzanne Ryan, the statute allows for the Committee to recommend the funding source.

Matt Sullivan stated Ms. Ryan's issue is that the motion includes a specific funding source. He noted that ultimately the Committee will vote to recommend a funding source.

Mike Hodder stated he will not amend the motion to exclude the funding source since the Committee will eventually have to vote on a funding source for the project.

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

#### **2023 Bridge Falls Path Light Replacement; \$20,000**

Christine Collins noted the lighting system is 25 years old and is requesting another contribution towards the project in the amount of \$20,000. She stated

Bob Loughman asked if the capital reserve was funded when the project was originally submitted.

Mike Hodder replied yes, \$20,000.

Bob Loughman asked if the funds are in the account now.

Matt Sullivan replied no.

Bob Loughman confirmed the balance of the account is unknown.

Matt Sullivan stated the interest is unknown however, the appropriation of \$20,000 that approved by the voters is known.

Mike Hodder asked if the project is premature given the railroad museum that is in the process of being created.

Matt Sullivan replied no and noted the work is proposed for 2023.

Mike Hodder asked if the request is to put a placeholder of \$20,000 for 2023.

Matt Sullivan replied no, the request is to contribute \$20,000 to the capital reserve account.

Mike Hodder noted the project form states a proposal for 2023 with a value of \$20,000.

Matt Sullivan stated such could be clarified; noting the request is to contribute \$20,000 to the capital reserve fund in 2021 with a construction year of 2023.

Mike Hodder asked why the project is before the Committee since the project is not \$100,000+.

Matt Sullivan stated last year the Committee discussed and agreed that all capital reserve fund contributions would come to the CIP Committee for review regardless of the amount of the contribution.

Kathy Barnard asked that the project form be amended to reflect 2021.

**It was moved by Bob Loughman and seconded by Mike Hodder to recommend the Bridge Falls Path Light Replacement CIP project, as amended to reflect 2021 as the Project Start/Equipment Purchase Year, in the amount of \$20,000.**

*Discussion of the motion:*

Suzanne Ryan requested clarification as to how far the lighting will go and how far it currently goes.

Christine Collins stated currently the lighting goes from the railroad station/beginning of the Bridge Falls Path to Route 28 at the bridge.

Mike Hodder asked if \$80,000 will be adequate by March 2023.

Christine Collins stated such will be determined by the completion of the railroad project and is in the ballpark.

Paul O'Brien asked if the charrette will occur.

Matt Sullivan replied no, however a contract will be signed for such to occur next spring. He reviewed the purpose of the charrette and noted the lighting project would proceed regardless of the outcome of the charrette.

Paul O'Brien stated the wire is two conductor wire; noting several of the terminal boxes are open and a lighting pole that is leaning at 30 degrees. He asked if there is a safety concern regarding such.

Christine Collins replied yes.

Paul O'Brien asked if the lighting would improve issues currently occurring on the path after hours.

Christine Collins stated one of the questions is whether the path is adequately lit and will be working with the Police Department to ensure there is adequate coverage.



Suzanne Ryan asked if the project would get pushed out if the total cost of \$115 is needed; noting the goal at the current rate of funding is \$60,000.

Christine Collins stated the project could ultimately be phased if necessary.

Mike Hodder stated the current balance of the account is \$20,000 therefore, the total amount will be \$80,000. He stated the CIP Committee agreed to fund the project at \$50,000 last year however, it was cut to \$20,000.

Suzanne Ryan stated the last portion of the funding may have to be raised.

Bob Loughman stated option 1 noted on the estimate from Daniels Electric would be funded with remaining funds left over if appropriations continue at \$20,000.

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

### **III. Other Business**

#### **September 3, 2020 CIP Committee Meeting**

Matt Sullivan stated the next CIP Committee (9/3/20) will not be held at the Great Hall due to a conflict with election set up; noting the location of the meeting is to be determined. The meeting will include the following; draft spreadsheet and South Main Street Upgrades, Seasonal Waterline Upgrades, Port Wedeln Stormwater Rehabilitation, Railroad Avenue Path Upgrades and the Water Capital Reserve Account funding.

#### **Dave Ford Memo re: Back Bay Sewer Overflow**

Kathy Barnard stated she forwarded an email to the Committee regarding the sewer overflow in Back Bay.

### **IV. Public Comment**

None.

**It was moved by Bob Loughman and seconded by Mike Hodder to adjourn the August 27, 2020 CIP Committee meeting. Roll call vote: Kathy Barnard – yes, Paul Whalen – yes, Mike Hodder – yes, Chuck Sumner – yes, Bob Loughman – yes, Suzanne Ryan – yes, Paul O’Brien – yes. The motion passed (7-0). The motion passed.**

*There being no further business before the Committee, the meeting adjourned at 9:24 am.*

Respectfully submitted,

*Lee Ann Hendrickson*

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