

**Wolfeboro Capital Improvements Planning Committee**  
Regular Workshop Minutes – [Approved](#)  
Wolfeboro Town Hall Annex Meeting Room  
August 2, 2016 at 8 a.m.

**Members/Staff Present:** Chair Kathy Barnard, Joyce Davis, Jim Shildneck, Bob Tougher, Paul O'Brien, Linda Murray, Director of Planning and Development Rob Houseman; Finance Director Peter Chamberlin; Fire-Rescue Department Deputy Fire Chief Tom Zotti, Municipal Electric Department Director of Operations Barry Muccio, and Larissa Mulkern, recording secretary

**Call to order:** Chair Barnard called the meeting to order at 8 a.m.

**Meeting dates (new):** August 9, August 16, September 1, September 12 at 8 .m. at Town Hall Annex meeting room.

### **CIP Development Workshop**

**Wolfeboro Fire-Rescue Department:** Deputy Chief Zotti distributed a draft of Fire-Rescue/Public Safety Building CIP proposal for 2017-2026. The plan addressed major equipment and apparatus needs and follows the Master Plan. The annual request to all capital reserve accounts is \$186,000 for the next three years to make up the \$40,000 withdrawn from the fund to pay for a new car in 2015. In addition, the department is requesting \$30,000 for the Public Safety Building capital reserve account. This amount through 2020 will result in enough funds to conduct space needs assessment/stakeholder review, basic engineering and architectural review to develop a plan to present to voters in 2022. The threshold issue is whether the Fire-Rescue and Police Department continue to share a building. Deputy Chief Zotti explained the department has developed a plan to spread CIP projects out over the long term. The Public Safety Building project will be proposed in two phases: a review of site and space needs, and bringing forward a design and drawings for voters' review. Presumably the Public Safety building funding will be put forth as a bond issue. Mrs. Murray noted that putting funds for this purpose into a capital reserve account has received support from voters.

Apparatus replacement projects in the department's proposed CIP include: Project 1 – Engine 2 replacement in 2018, \$450,000; Project 2 – Ladder 1 replacement in 2020 for \$950,000; Project 3 – Engine 3 replacement in 2023, (no cost listed), Project 4 – breathing apparatus replacement in 2026 for \$175,000; Project 5 – Utility Truck 1 replacement in 2026 for \$155,000.

In other updates, Deputy Chief Zotti noted the department's new cordless 'Jaws of Life' equipment, which was half the cost and much lighter than the original equipment, works very well.

### **Municipal Electric Department**

Municipal Electric Department Director of Operations Barry Muccio joined the meeting. He said last year the department completed a systems study and will now use the study as a guide. No large CIP projects are in the budget for 2017. The one infrastructure improvement noted as "urgent" is the Line #390 reconstruction survey for \$90,000. Muccio added the existing power lines date back to the 1960 and show signs of age and weakening.

Overall, considering its age the line is reliable with outages varying on average of two hours. When the lines are updated switches will be added to allow crews to access the lines without waiting for Eversource crews to come out and open the switches.

In response to a query regarding power co-generation, Muccio said with rates going down co-generation would not be economically feasible. Project costs are built into the electric rates; currently the rates are designed for a \$350,000 profit.

Bob Tougher said the town should do a good job of explaining the revenue stream to voters. The Town Manager sends out an overview regarding general direction of the municipal budget. Tougher said the town should avoid another large increase in taxes, such as the 10.4 increase last year. There should be a zero percent increase in discretionary spending. Last November the tax rate increased by 94 cents. Finance Director Peter Chamberlin estimates an increase this year of 49 cents per thousand but there are some variables. Chamberlin added the town's surplus has been going down – the surplus is used to decrease the tax rate; the current estimate for surplus is \$200,000 a year.

In other business, Mrs. Murray noted some changes and corrections to CIP sheets. More information is needed on I & I projects. Mr. Houseman noted he will not be in attendance at the Aug. 9 CIP meeting.

Bob asked for more information on the library project before the trustees and building committee come before the CIP.

The meeting dates were adjusted: August 17 was changed to August 16, the August 30 meeting was changed to September 1, and the September 13 meeting was changed to September 12.

The workshop adjourned at 9:10 a.m.

Respectfully submitted:  
Larissa Mulkern  
Recording Secretary