

**Town of Wolfeboro
Capital Improvements Program Committee**

**September 25, 2020
8:00 AM
Great Hall and Virtual Access**

APPROVED MINUTES

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

Members Present (Virtual): Kathy O'Blenes, GWRSD Representative, Suzanne Ryan, Member.

Staff Present: Jim Pineo, Town Manager, Matt Sullivan, Director of Planning and Development, Dave Ford, Director of Public Works, Lee Ann Hendrickson, Administrative Secretary.

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

**I. Approval of Minutes
September 10, 2020**

It was moved by Chuck Sumner and seconded by Mike Hodder to approve the September 10, 2020 CIP minutes as submitted. 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).

II. 2021-2030 Capital Improvements Program Development

2021 Sewer Pump Station Upgrades; \$100,000

Dave Ford stated the pump stations are critical infrastructure for the Town and are located near waterbodies (Lehner Street and Mill Street). He stated the pump stations were constructed in the 1930's (original infrastructure) with DRA funds. He stated at that time the Town's wastewater ran into Back Bay and the State sued the Town and funded the construction of the pump stations. He stated he proposes it to be a SRF project; noting such allows the Town to bond the project. He stated there is a chance there will be stimulus money and hopes to schedule construction in 2022.

Suzanne Ryan questioned the life expectancy after the upgrades are completed.

Dave Ford replied fifty years.

It was moved by Bob Loughman and seconded by Mike Hodder to recommend the Sewer Pump Station Upgrades 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 Port Wedeln Beach/Drainage Upgrades; \$250,000

Dave Ford reviewed the history of the Port Wedeln development and current runoff and drainage issues. He stated originally he proposed a partnership with the Port Wedeln Association however, now proposes the Town take responsibility for the drainage only. He stated the Town submitted a SRF grant application that has been approved with a 15% loan forgiveness.

Kathy Barnard asked if the issues with erosion are a result of the lack of maintenance by the Town or the Port Wedeln Association.

Dave Ford replied both; noting that once the drainage improvements are installed the infrastructure will have to be maintained.

Mike Hodder asked if the Town will receive 10% or 15% loan forgiveness.

Dave Ford replied 10% for stormwater and 15% for sewer.

Mike Hodder asked if the money is guaranteed or if further State approval is required.

Dave Ford stated the Town is included in the top 10 and is preapproved; noting if the warrant article is approved in March the application will need to be approved by the Governor and Executive Council.

Mike Hodder asked what the Town will be responsible for relative to long term maintenance.

Dave Ford stated the Town will be responsible for the operations, maintenance and capital replacement of the BMP structures (drainage and treatment systems to include pipes, drainage, outfall, etc.); noting the Town’s responsibility is in perpetuity. He stated the road is not the Town’s responsibility.

Mike Hodder asked if the Port Wedeln Association is a legal association.

Dave Ford replied yes and noted the association has bylaws which allows for the collection of dues to make improvements however, the association cannot borrow money. He stated once the association has capital the road improvements can be completed. He stated easements obtained would define the Town’s role regarding drainage and the association’s role regarding the roads.

It was moved by Bob Loughman and seconded by Paul Whalen to recommend the Port Wedeln Beach/Drainage Upgrades CIP project scheduled for 2021 in the amount of \$250,000. Roll call vote: Kathy Barnard – yes, Paul Whalen – yes, Mike Hodder – no, Chuck Sumner – yes, Bob Loughman – yes, Suzanne Ryan – no, Paul O’Brien – abstain. The motion passed (4-2-1).

2021 Abenaki Ski Area Capital Reserve; \$20,000

Matt Sullivan noted an increase in the funding request due to future anticipated larger expenses. He stated the last increase was in 2015.

Bob Loughman recommended the request.

Paul Whalen stated the amount should be increase in a couple of years to keep up with inflation.

Matt Sullivan stated the CIP Committee follows the recommendation of the Department Head and noted that at this time the Department Head is not recommending such.

It was moved by Mike Hodder and seconded by Bob Loughman to recommend the Abenaki Ski Area Capital Reserve CIP project scheduled for 2021 in the amount of \$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).

2023 Public Safety Building; \$11,899,198

Jim Pineo reviewed the history of the project request; noting a feasibility study was performed in 2018 and a site suitability analysis for alternative properties to explore the potential for separating the Police and Fire Departments on two sites was performed in 2019. He stated at the last BOS meeting it was agreed upon to reconvene the committee and noted the committee would include two BOS members, 2 Budget Committee members, Fire Chief and Police Chief. He stated there is no funding request for 2021; noting the voters approved \$100,000 in 2020 and such was a two year appropriation.

Suzanne Ryan asked why the Town isn’t being proactive and putting money aside for the project.

Jim Pineo stated such was brought forward a couple years ago however, it wasn’t supported. He stated given the current funding requests and COVID he felt it would be better to be conservative with the request.

Suzanne Ryan stated the Town is being delinquent in their duty by not putting more money in the capital reserve account.

Paul O’Brien stated Ms. Ryan makes a good point and such warrants a conversation.

Bob Loughman stated he agrees in principal however, we are not in normal circumstances. He stated until the Committee reconvenes it is premature to put money aside.

Suzanne Ryan recommended \$500,000 be put back in and questioned the impact of \$500,000 on the tax rate.

Jim Pineo replied \$0.25; noting such is \$0.05/\$1,000.

Matt Sullivan stated the Committee’s cannot initiate funding; noting such is the responsibility of the Department Head.

Due to significant expenses and increases in operational budgets and the purchase of a ladder truck and dispatch console, Jim Pineo stated he can’t support a funding request this year without data and information as to whether two facilities or a stand-alone facility will be proposed.

III. Review of Narrative/Spreadsheet Amendments

Following review of such, the Committee requested the following changes;

- Page 2, revise the school district’s figure from \$200,000 to \$71,933 and show nothing in 2022 columns and onward

- Insert “Current Year Only” column
- Insert “Projects with Impacts on Tax Rate” column and remove “not including”

IV. **Other Business**

Library Generator

Matt Sullivan stated the generator would only serve the Library and will be discussed at the 10/1/20 CIP meeting.

Paul O’Brien stated the Committee requested a cost estimate for a generator that would service both the Library and Public Safety Building. He asked how the Committee is supposed to consider a project when the Committee is not being given what they asked.

Mike Hodder stated the Committee voted on such and questioned how to spec a generator when the future of the Public Safety Building is unknown. He recommended the Committee act on only the generator for the Library. He stated the Emergency Management Plan states the Library is a location for an emergency warming facility.

Suzanne Ryan stated she thought the second floor of the Town Hall was going to be a place to take refuge. She asked if the Town Hall has a generator.

Matt Sullivan replied yes.

Jim Pineo stated that when the Town’s Emergency Operations Plan was updated in 2019 the primary location for a warming place was Kingswood Arts Center. He stated the Great Hall can still be utilized to an extent however, there is a strong push to keep separation between government and emergency shelter locations.

Mike Hodder asked if the Library is considered a public shelter location or secondary location.

Matt Sullivan replied no.

Mike Hodder questioned whether a generator is needed for the Library.

Chuck Sumner confirmed the reason for the request was due to the pipes freezing last winter; noting if there is an extensive outage the sprinkler system could freeze and without a generator the system would have to be drained. He asked if the price is for a stand-alone generator at the Library.

Matt Sullivan replied yes.

Kathy Barnard stated the Town Manager and Matt Sullivan have not yet had the opportunity to review the cost estimate.

It was moved by Mike Hodder and seconded by Bob Loughman to table discussion of the Library Generator CIP request until October 1, 2020. Roll call vote: Kathy Barnard - yes, Paul O’Brien - yes, Mike Hodder - yes, Bob Loughman - yes, Chuck Sumner – yes, Suzanne Ryan – yes, Paul Whalen - yes. The motion passed (7-0).

Meeting Schedule

Next meeting scheduled for October 1, 2020, 8AM at the Great Hall; agenda to include Community Center, Library Generator and final review and adoption of the CIP.

Governor's Recommendation

Kathy Barnard stated she forwarded such to the Committee as an informational item.

V. Public Comment

None.

It was moved by Bob Loughman and seconded by Kathy Barnard to adjourn the September 25, 2020 CIP Committee meeting. Roll call vote: Kathy Barnard - yes, Paul O'Brien - yes, Mike Hodder - yes, Bob Loughman - yes, Chuck Sumner – yes, Suzanne Ryan – yes, Paul Whalen - yes. The motion passed (7-0).

There being no further business before the Committee, the meeting adjourned at 9:10 am.

Respectfully submitted,

Lee Ann Hendrickson

Lee Ann Hendrickson