

**Town of Wolfeboro
Capital Improvements Program Committee
July 28, 2021**

APPROVED MINUTES

Members Present: Kathy Barnard, Chairman, Linda Murray, Board of Selectmen's Representative, Mike Hodder, Planning Board Representative, Robert Loughman, Budget Committee Representative, Kathy O'Blenes, SAU 49 Representative, Chuck Sumner, Suzanne Ryan, Members.

Members Absent: Brian Deshaies, Board of Selectmen's (Alternate) Representative, Paul Whalen, Member.

Staff Present: Tavis Austin, Director of Planning and Development, Jim Pineo, Town Manager, Kathy Carpentier, Finance 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

September 17, 2020

Correction: Page 4, Narrative Spreadsheet Review, 2nd paragraph; change "since" to "if"

It was moved by Mike Hodder and seconded by Chuck Sumner to approve the September 17, 2020 Capital Improvements Program Committee minutes as amended. All members voted in favor. The motion passed unanimously.

September 25, 2020

It was moved by Mike Hodder and seconded by Chuck Sumner to approve the September 25, 2020 Capital Improvements Program Committee minutes as submitted. All members voted in favor. The motion passed unanimously.

October 1, 2020

It was moved by Mike Hodder and seconded by Bob Loughman to approve the October 1, 2020 Capital Improvements Program Committee minutes as submitted. All members voted in favor. The motion passed unanimously.

II. CIP Process Overview/Discussion

Kathy Barnard stated the following information has been provided to the members; Planning and Zoning Local Land Use Planning and Regulations, CIP Guidelines, Rules of Procedure, NHMA publication, Polling Procedure for CIP.

Suzanne Ryan asked if the Committee will be provided estimated revenues for departments that receive revenue in order to determine a balance of spending with potential revenue stream.

Jim Pineo stated he believes such would only apply to enterprise funds; noting he would discuss such with staff.

Linda Murray stated revenue goes to the operating budget; noting there is no revenue typically for capital projects.

Kathy Carpentier stated the MS-4 is due in September therefore, 2021 revenues have not yet been adjusted. She stated she sends a revenue report to the BOS monthly; noting she could forward such to the Committee. She noted that some grants may be foreseen however, future revenue is not yet calculated. She stated she would provide the Committee the revenues as of June 2021.

Mike Hodder requested current capital reserve account balances and last year's index spreadsheet.

Jim Pineo stated the audit would be presented to the BOS at the 8/4/21 BOS meeting.

Bob Loughman asked if consideration has been given to include funding sources on the project form and questioned whether such should be included in the "1st year funding is requested" field.

Mike Hodder requested both an electronic copy and hard copy of the 10-year projected projects (the spreadsheet that accompanied the narrative last year).

Linda Murray recommended reviewing the projects that the BOS moved forward.

III. CIP Committee Meeting Schedule

The Committee reviewed such and made the following changes;

- 8/6/21: agenda to include Police Department & Fire Department (not Public Works)
- 8/27/21: agenda to include Public Works - Water & Sewer projects
- Pop Whalen scheduled for 9/3/21

IV. Other Business Meeting Time

Linda Murray stated Brian Deshaies is the BOS Alternate Representative to the CIP Committee and is unable to attend 8 am meetings due to a conflict with work. She stated that he asked her to inform the Committee of such and ask if the meetings could be changed to either 7:30 am or later in the afternoon.

Mike Hodder asked if Mr. Deshaies understands that he is an alternate to the BOS and is considered a member of the public.

Linda Murray replied yes.

It was moved by Bob Loughman and seconded by Suzanne Ryan to maintain the existing CIP Committee meeting schedule (including time of the meeting). Kathy Barnard, Bob Loughman, Kathy O'Blenes, Suzanne Ryan, Chuck Sumner voted in favor. Linda Murray, Mike Hodder abstained. The motion passed (5-0-2).

BOS Goals

Jim Pineo reviewed such including the American Rescue Fund and funding associated with such, private/public partnerships and making grant funding and State Revolving Fund funding for shovel ready projects a priority.

Suzanne Ryan asked if federal stimulus funds have been researched.

Jim Pineo replied yes, stated federal funds would be managed by the State Revolving Fund. He stated metropolitan areas would receive funds directly from the federal government however, other towns receive the funds from the State (the federal Treasury provides the money to the State and the State distributes the funds to the towns that have applied for the funds).

Mike Hodder stated the CIP Committee had been presented with two water projects that were partially funded by State grants. He stated when the rankings came out for the State projects, the Town's water projects came in really low; noting he doesn't believe such grant funding sources should be included as the funding efforts in a project request if they are not competitively ranked. He stated the Committee should also receive indication of the likelihood of funding coming through for the projects.

Jim Pineo stated the State's preliminary ranking was announced yesterday; noting the Town scored very high on some projects and very low on others. He stated if other communities back out throughout the process then Wolfeboro could move up in ranking quickly; noting such is hard to predict.

Mike Hodder requested the Department Heads present the ranking of the projects.

Next meeting scheduled for 7/30/21 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 Bob Loughman to adjourn the July 28, 2021 CIP Committee meeting. All members voted in favor. The motion passed unanimously.

There being no further business before the Committee, the meeting adjourned at 8:52 am.

Respectfully submitted,
Lee Ann Hendrickson
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