

**Town of Wolfeboro  
Capital Improvements Program Committee**

**August 25, 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, Kathy O'Blenes, GWRSD Representative, Mike Hodder, Planning Board Representative, Bob Loughman, Budget Committee Representative, Paul Whalen, Chuck Sumner, Members.

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

**Staff Present:** Matt Sullivan, Director of Planning and Development, Jim Pineo, Town Manager, Dean Rondeau, Police Chief, Mark Livie, Police Captain, Norman Skantze, Fire Chief, Tom Zotti, Deputy Fire Chief, Lee Ann Hendrickson, Administrative Secretary.

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

**I. Consideration of Minutes**

**August 13, 2020**

**Correction:** Page 4, motion: change "Suzanne Ryan – yes" to "Suzanne Ryan – no" & change vote count to "5-1-1"

**It was moved by Bob Loughman and seconded by Chuck Sumner to approve the August 13, 2020 Capital Improvements Program Committee minutes as amended. Roll call vote: Kathy Barnard - yes, Paul O'Brien - yes, Mike Hodder - yes, Bob Loughman - yes, Paul Whalen – yes, Chuck Sumner – yes, Suzanne Ryan - abstain. The motion passed (6-0-1).**

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

**Police Department**

**2021 Dispatch Console; \$154,000**

Dean Rondeau stated the funding request is \$154,000; noting last year the funding request was cut by \$52,000 by the Budget Committee. He stated the Budget Committee, at that time, asked that the money that was cut be included in this year's funding request.

Bob Loughman questioned the current balance of the capital reserve account.

Jim Pineo replied \$104,000 and noted the 2020 transfer (\$50,000) has not occurred yet.

Mike Hodder confirmed that \$152,000 has been approved.

**It was moved by Bob Loughman and seconded by Mike Hodder to recommend the Dispatch Console CIP project scheduled for 2021 in the amount of \$154,000. 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).**

## **Fire Department**

### **2021 Fire Trucks and Apparatus Replacement Capital Reserve Account; \$196,000**

Tom Zotti stated the Department is requesting its annual appropriation for such.

Mike Hodder asked if a project proposal request form is not needed.

Matt Sullivan stated in the past the Committee has not taken an independent vote on the \$196,000 contribution to the capital reserve account. Rather, he stated the Committee has accepted the project and therefore, a request form was not prepared.

Mike Hodder stated a form should be submitted because it is a capital reserve account that will be on the warrant.

**It was moved by Mike Hodder and seconded by Bob Loughman to recommend the addition of the Fire Trucks and Apparatus Replacement Capital Reserve Account CIP project scheduled for 2021 in the amount of \$196,000. 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 Ladder 1; \$1,380,000**

Tom Zotti stated the request to purchase Ladder 1 has been moved up from 2022 to 2021. He stated currently Ladder 1 is beyond its expected life span and the repairs needed to receive ladder certification and pass State inspection will cost in excess of \$40,000. He stated the apparatus has been appraised and the vehicle is not worth anything. He stated options were reviewed and it was felt that to remove the ladder truck from the fleet was an appropriate solution; noting it is a vital piece of equipment. He stated it was agreed to move forward with the purchase by using \$595,000 of the capital reserve funds that are currently in place and trade-in Engine 3 (estimated value of \$85,000) and finance the remaining balance of the purchase (\$700,000). He stated the financing of such would be a Town Manager and BOS decision. He stated the Department will be able to get a loaner vehicle until the truck comes in.

Bob Loughman asked if \$700,000 is coming from the capital reserve account.

Tom Zotti stated \$595,000 would come from the capital reserve fund and the remainder would be financed.

Mike Hodder confirmed the documentation from the Trustees of the Trust Funds does not include this year’s appropriation.

Jim Pineo stated the 2020 appropriations have not been transferred in to the capital reserve accounts.

Mike Hodder questioned the balance of the Fire Department's capital reserve account.

Jim Pineo replied approximately \$920,000.

Tom Zotti stated the fund balance after this year's appropriation will be \$922,000. He stated the balance following the purchase of Ladder 1 would be \$523,000 for the out years.

Jim Pineo reviewed funding options and costs associated with those options. He noted delivery would be March 2022.

Tom Zotti stated the primary issue with regard to the vehicle is corrosion. He noted the submission materials included the latest inspection report and the Town's Chief Mechanic as to the repairs needed to obtain an inspection sticker.

Chuck Sumner asked if this purchase is a direct replacement of Ladder 1.

Tom Zotti replied yes.

Chuck Sumner asked if there is anything that should be considered regarding either a down grade or upgrade from what the Town currently has.

Norman Skantze stated there is a Department Committee including a person in charge of the mechanical division of that committee. He stated the committee has been spending the better part of this past year in preparation of the specs for this purchase regardless of what year the vehicle was going to be replaced.

Chuck Sumner confirmed the vehicle is a piece of equipment that is needed as the specs denote.

**It was moved by Bob Loughman and seconded by Mike Hodder to recommend the Ladder 1 CIP project scheduled for 2021 in the amount of \$1,380,000. 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).**

**2024          Replace Engine 4; \$726,873**

Tom Zotti stated the cost of such has been updated per discussion with vendors.

Bob Loughman asked Mr. Zotti if he anticipates an issue with financing Engine 4.

Tom Zotti stated if the annual appropriation of \$196,000 holds then there will be funds available for the purchase.

**2030          Replace SCBA; \$234,240**

**III.    Other Business**

Matt Sullivan noted the following pending items; Fire Department Capital Reserve Account, broadband proposal, seasonal water lines, Public Safety Building, South Main Street upgrades, Community Center, Libby Museum, Parks and Recreation, Library.

Referencing the broadband proposal, Paul O'Brien stated the Town has not yet been notified of the disposition of such.

Mike Hodder asked if the Committee would be receiving a proposal for broadband.

Paul O'Brien replied possibly.

Mike Hodder asked which department would be submitting the broadband proposal.

Matt Sullivan stated such has not yet been determined.

Mike Hodder asked if the Library Director has submitted a letter of authorization from the Library Trustees so that a representative can speak on their behalf.

Matt Sullivan replied no.

Mike Hodder asked if an after-the-fact letter of authorization could be obtained from the Police Commission authorizing the Police Chief to speak on their behalf.

Matt Sullivan replied yes.

Mike Hodder asked that Staff request the letter of authorizations be submitted prior to their appearance before the CIP Committee.

Suzanne Ryan stated last year the Committee requested submittals from the school district.

Kathy Barnard asked if the Committee would be receiving such.

Matt Sullivan stated he needs to coordinate with Kathy O'Blenes; noting the Building Maintenance Fund would be submitted.

Mike Hodder asked if it is understood to apportion the amount requested and to only include Wolfeboro's portion.

#### IV. **Public Comment**

None.

**It was moved by Mike Hodder and seconded by Chuck Sumner to adjourn the August 25, 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 8:35 am.*

Respectfully submitted,

*Lee Ann Hendrickson*

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