

**Town of Wolfeboro
Capital Improvements Program Committee
August 27, 2021**

APPROVED MINUTES

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

Staff Present: Tavis Austin, Director of Planning and Development, Kathy Carpentier, Finance Director, Lee Ann Hendrickson, Administrative Secretary.

Staff Absent: Jim Pineo, Town Manager.

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

I. Approval of Minutes

August 20, 2021

Correction: add Kathy Carpentier as absent

It was moved by Mike Hodder and seconded by Suzanne Ryan to approve the August 20, 2021 CIP Committee minutes as amended. All members voted in favor. The motion passed (7-0).

II. 2021-2030 Capital Improvements Program Development

Public Works Department - Highway

2022 Town Road Upgrades; \$1,300,000

Dave Ford stated such would be a cash appropriation. He stated the Asset Management Plan recommends annual funding of \$1,300,000 however, the Town continues not to fund the request at that amount. He stated drainage and shim overlays need to be addressed and proposes to rebuild Maplewood Drive, Berrywood Drive and Partridge Drive in 2023 (\$1 million), contract engineering plans for 2023 road construction (\$100,000) and shim overlays (\$200,000).

Bob Loughman stated the funding request is an increase of \$400,000 over last year.

Dave Ford stated last year's funding request was broken into two projects (\$650,000 for Town road upgrades and the remainder for the Hyde Street and Park Street project).

Linda Murray stated Mr. Ford has been consistent with his request for funding; noting the BOS has decreased the amount annually.

Chuck Sumner stated he supports the request of \$1,300,000.

Mike Hodder requested a summary of the roads that is typically presented to the Committee.

Dave Ford stated he is waiting on revisions from Stantec.

It was moved by Chuck Sumner and seconded by Kathy Barnard to recommend the 2022 Town Road Upgrades project for \$1,300,000. Kathy Barnard, Paul Whalen, Chuck Sumner, Mike Hodder voted in favor. Bob Loughman opposed. Linda Murray, Suzanne Ryan abstained. The motion passed (4-1-2).

2022 Port Wedeln Drainage Upgrades; \$430,000

Dave Ford stated the subdivision was approved in the 1970's and built in the 1980's without engineering. He stated the subdivision is located in Winter Harbor and is the worst area of stormwater pollution. Referencing a letter from the Port Wedeln Association, he stated the Association will pay \$100,000 to address the last 200' of the private portion of the Town road. He stated NHDES has guaranteed 15% loan forgiveness and noted the project scored #1 on the State's ranking system for SRF funding.

Linda Murray noted the cover sheet/index notes \$450,000 however the project form notes \$430,000.

Dave Ford stated \$430,000 is accurate.

Suzanne Ryan asked how the Association's portion (\$100,000) was calculated and if \$100,000 would cover the amount for the washed out area.

Dave Ford stated 20-30 acres drains into Winterhaven Road; noting the Association owns one acre and they are willing to pay \$100,000 to help correct the issue.

Linda Murray asked who performs the maintenance.

Dave Ford replied the Town would be responsible for the long term maintenance; noting the drainage is coming from the watershed. He stated all of the lots are impervious and the existing BMPs are not enough; noting conduit is needed to treat the stormwater. He stated the design would include an over flow and spillway.

Suzanne Ryan asked where the piping facility would be located.

Dave Ford stated on the private road portion.

Suzanne Ryan stated the Association should be responsible for the maintenance of such.

Mike Hodder asked Mr. Ford to define long term maintenance.

Dave Ford stated every year the sand would be cleaned out with sumps and debris would be cleared from the BMPs.

Mike Hodder verified the long term maintenance would occur in perpetuity on private property.

Dave Ford provided information regarding the SRF funding.

Mike Hodder stated he has the same concerns as last year; noting he is concerned about the precedent being set by proposing to expend Town funds to address problems in a private development.

Dave Ford stated the issues are within the Town's right-of-way.

Mike Hodder stated there are a series of developments in the Town that have not been developed properly and the solution proposed for this problem is to expend Town resources in perpetuity and establishing a precedent.

Dave Ford stated with regard to precedent, the Town is the means of getting SRF funding for the Association. He stated the Town is meeting a community need; noting for the past ten years the Wentworth Watershed Association has been creating BMPs that the Town is now responsible for.

Chuck Sumner questioned the \$87,000 for design modification and \$53,000 for construction.

Dave Ford stated currently a conceptual plan exists however, a detailed engineering plan needs to be done (which will include the concept plan). He stated a 20% contingency is included.

Referencing the photographs that depict the damage from the stormwater runoff, Chuck Sumner asked who is responsible for addressing the damage.

Dave Ford replied the Association.

Chuck Sumner asked if the repairs are outside the scope of the \$100,000.

Dave Ford replied yes and noted the \$100,000 does not include restoration costs. He stated the Association has a separate budget for beach and dock restoration.

Paul Whalen stated that although the BMP is located on private property, the problem is upland on community Town owned property. He stated it is admirable of the Association to contribute \$100,000.

Bob Loughman questioned the cost of the annual maintenance.

Dave Ford replied 200 hours/year.

Suzanne Ryan asked who installed the original drainage system.

Dave Ford stated he doesn't know.

Suzanne Ryan stated each landowner has some responsibility.

Linda Murray asked if paying for half of the maintenance has been discussed with the Association. She recommended a Memorandum of Understanding be executed with the Association. She noted that Wolfeboro Waters would support the project.

Dave Ford replied no.

It was moved by Bob Loughman and seconded by Paul Whalen to recommend the 2022 Port Wedeln Drainage Upgrades project for \$430,000. Kathy Barnard, Paul Whalen, Bob Loughman, Chuck Sumner voted in favor. Suzanne Ryan, Mike Hodder opposed. Linda Murray abstained. The motion passed (4-2-1).

2022 Docks/Dockside Docks Upgrades – Phase 3; \$600,000

Dave Ford stated the Docks/Dockside Docks were evaluated in 2018 and a phased funding and construction plan was developed. He stated Phase 3 of the project includes the rehabilitation of the commercial docks and wharf.

Mike Hodder asked if the rip rap is visible to the public.

Dave Ford stated that some of the rip rap can be seen if a person is looking down on it however, when the water level is high it cannot be seen.

Mike Hodder asked if scouring was going to be increased.

Dave Ford stated it would impact the flow of the stream.

Bob Loughman stated that \$500,000 is noted on the infrastructure sheet and the form states \$600,000.

Dave Ford stated \$600,000 noted on the index is correct.

Linda Murray asked if the project could be divided into two phases.

Dave Ford stated the river side can be done separately.

Linda Murray requested breaking out the cost to separate the projects.

It was moved by Mike Hodder and seconded by Chuck Sumner to recommend the 2022 Docks/Dockside Docks Upgrades Phase 3 project for \$600,000. Kathy Barnard, Paul Whalen, Bob Loughman, Chuck Sumner, Suzanne Ryan, Mike Hodder voted in favor. Linda Murray abstained. The motion passed (6-0-1).

2022 Highway/Solid Waste Vehicle/Equipment Capital Reserve Fund; \$185,000

Dave Ford stated the capital reserve fund was set up in 1996; noting an increase in the funding request of \$5,000 to keep up with inflation and the cost of new vehicles. He stated in 2022 HD-4, HD-12, HD-16 and SW-6 are scheduled for replacement.

It was moved by Mike Hodder and seconded by Chuck Sumner to recommend the 2022 Highway/Solid Waste Vehicle/Equipment Capital Reserve Fund project for \$180,000. Kathy

Barnard, Mike Hodder, Bob Loughman, Chuck Sumner, Paul Whalen, Suzanne Ryan voted in favor. Linda Murray abstained. The motion passed (6-0-1).

2022 Dockside Parking Lot Upgrades Capital Reserve Fund; \$100,000

Dave Ford stated the Town authorized the preliminary design of the parking lot in 2016 however, the construction of such has been delayed until other projects at the site can be completed. He stated the capital reserve fund was established by the BOS in 2016; noting the fund balance in 2019 was \$159,300. He stated the capital reserve account was not funded in 2020 or 2021 and noted the funding request reflects the start of the electrical work in 2022 (balance of funding to be requested in 2023 in the amount of \$150,000 with a total construction budget of \$400,000).

It was moved by Mike Hodder and seconded by Bob Loughman to recommend the 2022 Dockside Parking Lot Upgrades Capital Reserve Fund project for \$100,000. Kathy Barnard, Mike Hodder, Bob Loughman, Chuck Sumner, Paul Whalen, Suzanne Ryan voted in favor. Linda Murray abstained. The motion passed (6-0-1).

2022 Water Resources Non-Capital Reserve Fund; \$50,000

Dave Ford stated the Town created the fund in 2021 with an initial deposit of \$50,000 to fund a watershed management plan, engineering, permitting, education and BMPs for stormwater drainage and nutrient mitigation. He noted the fund is seed money for 319 grants and matches.

Linda Murray stated Wolfeboro Waters would support the request.

It was moved by Chuck Sumner and seconded by Kathy Barnard to recommend the 2022 Water Resources Non-Capital Reserve Fund project for \$50,000. Kathy Barnard, Bob Loughman, Chuck Sumner, Paul Whalen voted in favor. Linda Murray, Mike Hodder, Suzanne Ryan abstained. The motion passed (4-0-3).

2022 Building Maintenance Capital Reserve Fund; \$100,000

Dave Ford stated the capital reserve fund was established in 2016 for making necessary repairs and required maintenance for Town buildings. He stated he is proposing to increase the requested funding by \$25,000 a year moving forward. He stated upgrades to the Solid Waste Facility restrooms is being proposed for 2022 in the amount of \$60,000.

It was moved by Mike Hodder and seconded by Chuck Sumner to recommend the 2022 Building Maintenance Capital Reserve Fund project for \$100,000. Kathy Barnard, Mike Hodder, Bob Loughman, Chuck Sumner, Paul Whalen, Suzanne Ryan voted in favor. Linda Murray abstained. The motion passed (6-0-1).

2022 Town Sidewalks Capital Reserve Fund; \$50,000

Dave Ford stated that although the funding request is only \$50,000, he looks at the total impact of the project which will be a multimillion dollar project. He stated the Town is responsible for 7 miles of sidewalks; noting the Department developed the Sidewalk Asset Inventory in 2014 and the percentage of poor sidewalks has increased from 53% to 65%. He stated he is proposing to establish a capital reserve fund with an initial request of \$50,000 and proposing to increase the requested funding by \$25,000 a year moving forward. He stated the funds would be used for planning, surveying, permitting, engineering and construction of existing sidewalks.

Bob Loughman stated he has no issues with the concept however, would prefer to maintain the \$50,000 annually and revisit the amount each year the project is presented.

Dave Ford noted the need to grow the fund for the construction of the sidewalks.

Linda Murray stated the Building Maintenance Capital Reserve Fund request was noted as necessary on the project form however, the project form for this request states urgent.

Dave Ford stated this project is more urgent due to the trip hazards and public safety.

Mike Hodder expressed concern regarding the project; noting the \$50,000 request does not rise to the CIP's threshold. He recommended either the BOS review such or funding request be increased to \$100,000 for CIP consideration.

It was moved by Suzanne Ryan and seconded by Mike Hodder to deny the 2022 Town Sidewalks Capital Reserve Fund project for \$50,000. Suzanne Ryan, Mike Hodder, Bob Loughman voted in favor. Kathy Barnard, Chuck Sumner opposed. Paul Whalen, Linda Murray abstained. The motion passed (3-2-2).

2022 Municipal Parking Lot and Employee Memorial Park; \$100,000

Dave Ford stated the Town owns the Wastewater Treatment Facility site including 300 acres abutting Filter Bed Road. He stated there is an existing gravel parking lot that is used for cross country skiers and hikers. He stated the proposal includes paving Filter Bed Road and access to the municipal lot, provide 40 paved parking spaces and additional gravel parking spaces, upgrade drainage and landscaping and develop plans for a Municipal Employee Memorial Park. He noted the Town lost three long term employees this past year and the intent is to create a space to plant trees in memory of their long term dedication to the Town. He distributed a site plan to the Committee.

Mike Hodder asked where people would be coming from relative to parking overflow.

Dave Ford stated it would be used for overflow of large events in addition to additional parking to offset the twelve parking spaces Downtown that should be eliminated due to safety issues.

Mike Hodder stated he has been walking the path for 25 years and usually his car is the only car in the parking lot; noting such is underutilized and therefore, doesn't feel the parking lot is necessary for event overflow. He stated he recently observed that trees were gone and bulldozed from the site; noting there was no notice in the newspaper or to the Planning Board.

Linda Murray agreed with Mr. Ford; noting safety issues at crosswalks and the need to locate additional parking. She stated the owners of Molly the Trolley is looking at purchasing a second trolley to bring people to a drop off location. She stated she would agree to eliminate parking spaces Downtown if additional parking can be found elsewhere.

Mike Hodder asked Ms. Murray if the BOS propose to feed the parking lot by using Molly the Trolley.

Linda Murray stated it is a conceptual plan and the BOS have not yet discussed the matter.

Kathy O'Blenes stated the School District was contacted and asked if employees of Downtown businesses could park at the schools and be brought Downtown by the trolley to alleviate the parking issues.

Paul Whalen referenced the Master Plan with regard to the matter.

It was moved by Kathy Barnard and seconded by Paul Whalen to recommend the 2022 Municipal Parking Lot and Employee Memorial Park project for \$100,000. Kathy Barnard, Paul Whalen voted in favor. Mike Hodder, Bob Loughman, Chuck Sumner, Suzanne Ryan opposed. Linda Murray abstained. The motion failed (2-4-1).

2022 Bay Street Sidewalk Upgrades; \$55,000

Dave Ford stated the Town appropriated \$45,000 in 2018 to study and design alternatives for sidewalks along Bay Street; noting there are opportunities for sections of curb and sidewalk on the lower section from Mill Street and Varney to the Taylor Home. He stated the funding request would complete the design of the project, prepare and obtain easements and prepare construction bid documents.

Suzanne Ryan stated at a recent ZBA meeting the Boat Museum stated they do not have the funds to begin their project in the near future therefore, there is no urgency for a sidewalk to go up to the Boat Museum's property.

Dave Ford stated he is proposing a curbed sidewalk to the Taylor Community.

Mike Hodder asked how close Mr. Ford is to obtaining the necessary easements.

Dave Ford stated there have been public meetings and there is public support however, he does not have any easements in writing.

It was moved by Bob Loughman and seconded by Chuck Sumner to recommend the 2022 Bay Street Sidewalk Upgrades project for \$55,000. Kathy Barnard, Paul Whalen, Bob Loughman, Chuck Sumner, Suzanne Ryan voted in favor. Mike Hodder opposed. Linda Murray abstained. The motion passed (5-1-1).

2022 South Main Street Engineering; \$50,000

Dave Ford stated the request is less than \$100,000 however, it is part of a larger project. He stated South Main Street from Pickering Corner to the bridge has drainage pipes that are 100 years old and being used to convey South Main Street stormwater from Crescent Lake Avenue to Smith River under the Downtown Bridge. He stated the location and details of the drainage system are only partially known. In addition, he stated there are foundation drains from the Town Hall that are connected to the sewer system. He stated prior to the system failing, he is proposing surveying and engineering to locate all utilities in the right-of-way and develop a plan for the upgrade.

Bob Loughman questioned the foundation drains at the Town Hall.

Dave Ford stated such was never addressed during the renovation of the Town Hall.

Mike Hodder asked if \$50,000 is sufficient.

Dave Ford stated the funds are for a detailed survey (engineering and survey to map out the corridor).

Linda Murray stated the condition of the pipes needs to be known; noting such is a safety issue. She stated the BOS has discussed the issue and supports such.

It was moved by Suzanne Ryan and seconded by Mike Hodder to recommend the 2022 South Main Street Engineering project for \$50,000. Kathy Barnard, Paul Whalen, Bob Loughman, Chuck Sumner, Suzanne Ryan, Mike Hodder voted in favor. Linda Murray abstained. The motion passed (6-0-1).

2022 South Main Street Upgrades; \$1,500,000

Dave Ford stated NHDOT is working on upgrades of Route 28/South Main Street from Pickering Corner to Pleasant Valley Road; noting such is a NHDOT 10-year project funded 100% by the State and Federal budgets however, the budgets have been capped for road improvements only. He stated that trees, ROW upgrades and sidewalk upgrades are no longer included in the project. He stated that if the Town appropriates the funding request then NHDOT will design the upgrades and include them in their project; noting the Town needs to authorize the scope of work no later than 2023. He noted he is meeting with the steering committee on September 8th.

Mike Hodder stated the Committee postponed the project last year due to lack of absolute funding source; noting the issue remains with this year's funding request. He stated it is hard to recommend a project without knowing how it will be funded.

Linda Murray stated the project request form notes the project as desirable.

Dave Ford stated such is subjective; noting it comes down to infrastructure. He stated the drainage issues are urgent however, the sidewalks and trees are desirable. He stated shade trees reduce the temperature of the pavement and the breakdown of such.

Linda Murray stated the latter information should be included in the presentation of the project.

Suzanne Ryan asked if the project could be phased.

Dave Ford replied yes.

Mike Hodder asked if postponing the project until 2023 until the funding source is determined would hinder NHDOT's project schedule.

Dave Ford replied no.

It was moved by Mike Hodder and seconded by Kathy Barnard to postpone consideration of the South Main Street Upgrades project for \$1,500,000 to 2023 pending funding source determination with the understanding that the CIP Committee favors the project in principle. Kathy Barnard, Paul Whalen, Bob Loughman, Chuck Sumner, Suzanne Ryan, Mike Hodder voted in favor. Linda Murray abstained. The motion passed (6-0-1).

Library

Kathy Barnard recused herself; stating she sits on the landscaping and solar project committees for the Library.

Mike Hodder chaired this portion of the meeting.

Mike Hodder stated the CIP Committee received authorization from the Library Trustees for Cindy Scott to speak on their behalf.

2022 Library Landscaping; \$250,000

Cindy Scott stated limited landscaping was done as part of the building construction project; noting that it was envisioned that full landscaping would be a separate project following the completion of the project. She stated a grant was recently received from the Wolfeboro Public Library Foundation for the development of a landscaping plan (to be completed in October 2021). She stated the project will be fully funded by grants and donations.

It was moved by Mike Hodder and seconded by Chuck Sumner to recommend the 2022 Library Landscaping project for \$250,000. Kathy Barnard, Mike Hodder, Bob Loughman, Chuck Sumner, Paul Whalen, Suzanne Ryan voted in favor. Linda Murray abstained. The motion passed (6-0-1).

2023 Library Solar Installation \$190,000

Cindy Scott stated project includes the installation of a 96 kW rooftop solar system on the southeast and south sides of the library building. She stated the system includes solar panels, inverters, optimizers, racking system, snow guards and monitoring system. She stated funding for the project will be from grants and donations; noting the Wolfeboro Public Library Foundation currently has \$28,700 available and intends to raise additional funds for the project.

Suzanne Ryan asked if the \$28,000 is earmarked for the project.

Cindy Scott replied yes.

Suzanne Ryan asked how long it will take to raise the additional funds.

Cindy Scott stated she doesn't think it will take long because people seem to be extremely supportive of the project.

Mike Hodder asked if 96 kW was based on usage.

Cindy Scott replied yes, it is based on the past year's usage (one full summer & one full winter).

Mike Hodder verified the project would be funded 100% by grants and donations.

III. Other Business

None.

IV. Public Comment

None.

Next meeting scheduled for 9/3/21 at 8:00 AM at the Great Hall, Wolfeboro Town Hall. Agenda to include Parks and Recreation.

It was moved by Mike Hodder and seconded by Suzanne Ryan to adjourn the August 27, 2021 CIP Committee meeting. All members voted in favor (7-0).

There being no further business before the Committee, the meeting adjourned at 9:50 am.

Respectfully submitted,
Lee Ann Hendrickson
Lee Ann Hendrickson