

**Town of Wolfeboro
Capital Improvements Program Committee
September 8, 2022
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, Chuck Sumner, Tim Cronin, Paul Whalen (arrived at 8:21 am), Suzanne Ryan, Members, Dennis Farrell, Alternate.

Staff Present: Jim Pineo, Town Manager, Kathy Carpentier, Finance Director, Amy Capone-Muccio.

I. Call to Order

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

II. Consideration of Minutes

August 26, 2022

September 2, 2022

Approval of the August 26, 2022 and September 2, 2022 minutes were tabled to September 15, 2022.

III. Departmental Presentations

Jim Pineo informed the Committee that Dave Ford is retiring December 31, 2022 and stated the remaining Public Works capital projects would be reviewed on September 23rd. He noted the projects would be presented by Scott Pike and Steve Randall.

Public Safety Building

Jim Pineo reviewed the status of the project, previous plans and a new plan to remain at its current location, see attached memo dated August 28, 2022. He stated he will have more information soon.

Kathy Barnard requested the information no later than September 30th.

2023 Libby Museum; \$3,936,000

Jim Pineo summarized the project, see attached project form.

A member of The Friends of the Libby read Alana Albee's letter, dated August 25, 2022, see attached.

It was moved by Suzanne Ryan and seconded by Kathy Barnard to recommend the 2023 Libby Museum project for \$3,936,000. Roll call vote: Kathy Barnard – yes, Mike Hodder – yes, Tim Cronin – yes, Chuck Sumner – yes, Suzanne Ryan – yes, Paul Whalen – yes, Bob Loughman – no, Linda Murray – abstained. The motion passed (6-1-1).

SAU 49

It was noted that the Committee did not receive the SAU 49 project form – review of such has been tabled to September 15th.

IV. Next Meeting

Next meeting scheduled for 9/15/22 at 8:00 AM at the Great Hall, Wolfeboro Town Hall. Agenda to include SAU 49 and Public Works.

V. Public Comment

None.

VI. Other Business

None.

It was moved by Suzanne Ryan and seconded by Kathy Barnard to adjourn the September 8, 2022 CIP Committee meeting. Kathy Barnard, Suzanne Ryan, Paul Whalen, Chuck Sumner, Tim Cronin, Bob Loughman voted in favor. Mike Hodder abstained. The motion passed.

There being no further business before the Committee, the meeting adjourned at 9:47 am.

Respectfully submitted,
Lee Ann Hendrickson
Lee Ann Hendrickson



*Town of
Wolfeboro*

BOARD OF SELECTMEN

David Senecal, Chair

Brad Harriman, Vice

Brian Deshaies

Luke Freudenberg

Linda Murray

James S. Pineo, Town Manager

TO: Capital Improvement Committee
From: James Scott Pineo-Town Manager
CC: PSB Building Committee, Wolfeboro Board of Selectmen, Banwell Architects
Date: August 28, 2022
RE: Public Safety Building

The Town of Wolfeboro has contracted with a new architect for the Public Safety Building planning. As a result of this transition, I have asked our new partner, Banwell Architects, to review previous documents, from the existing Public Safety Building site at 251 South Main Street to determine if any alternative options for the 29,000+/- square foot facility maybe operationally and financially viable. This parcel of land with the required setbacks contains 55,000+/- square feet of buildable space. As you can imagine, with our new Architect partner on board, there are a lot of moving parts and pieces. However, we fully intend on bring a project to the Wolfeboro voters in 2023. At this time, I can only provide you with historical projects and pricing, which I will outline for you in conjunction with the submission of Capital Improvement Documents.

- 1) PSB-CIP 1A- Police Station – Governor Wentworth Highway (2023)
- 2) PSB-CIP 1B -Renovation of Existing Public Safety Building into Fire Station (2024)
- 3) PSB-CIP 2A- Renovation & Expansion of Existing PSB South Main St. (2023)
- 4) PSB-CIP 3A -New Fire Department Sub-Station (placeholder)

1) PSB-CIP 1A-Police Station-Governor Wentworth Highway \$6,951,933 (2023)

This document outlines our current best estimate to construct a stand-alone Police Station with a small fire department substation as a singular project. The current best estimate for this project is \$6,951,933. With this project we would ask the voters to approved additional funds for further engineering and architectural design for PSB-CIP-1B, however we may not require further engineering and architectural funds should we have a balance remaining from the 2022 Warrant Article of \$300,000.

2) PSB-CIP 1B-Renovation of Existing Public Safety Building into standalone Fire Station \$4,219,409 (2024)

This document outlines our current best estimate to renovate the existing Public Safety Building into a standalone Fire Station. Project 1A and 1B cannot take place simultaneously with any level of operational efficiency. This means the Police Station (project 1A) must be completed, the Police Department would move into the Governor Wentworth Highway location, then the current Police areas within the existing PSB would be renovated to meet Fire Department needs. Once this is complete the contractor would then renovate the current Fire Department areas to complete the project.

3) PSB-CIP 2A Renovation & Expansion of Existing PSB South Main Street \$16,200,000 (2023)

This document outlines the 2018 renovation and expansion to a standalone Fire/Police Public Safety Building. Our architect at the time provided an updated cost estimate of this project which has the following financial implications.

2018 Construction	\$10,640,539	\$357 Sq ft.
2021 Construction	\$12,046,564	\$408 Sq ft.
2023 Construction	\$16,116,801	\$542 Sq ft.

Note, option 2A will require a place holder for a Fire Department Sub-Station at the Governor Wentworth Highway location before the end of this decade.

To close, I am hopeful that a fresh set of eyes and ideas from Banwell Architects will be able to formulate a project which not only promotes operational efficiencies, but also can be completed in a logical and financially sound manner for the Town of Wolfeboro for decades to come.

JSP

Town of Wolfeboro, NH
2023-2032 CIP Project Request Form

Project Title:	Renov/Expansion	Town Manager Authorization (Signature and Date of Signing)	James Scott Pinea 8/28/2022
Project Department:	Libby Museum	Department Head Authorization (Signature and Date of Signing)	James Scott Pinea 8/28/2022
Project Contact Name:	Libby Renov/Expansion	Original Form Date:	8/28/2022
Project Cost (to be filled in by below):	\$ 3,936,000	Form Revision Date(s):	
Project Number:	To Be Completed by Planning		
Project Cost Estimate Source: (Vendor/Study/Etc.)	Vendors		

Project Description/Background: The Friends of the Libby Museum (FOLM) have been working with the Town, Alba Architects, and Cobb Hill Construction to develop pricing for the renovation/expansion of the Libby Museum. The Town is currently working with a Construction Management firm to review the project with a 2nd set of eyes in an effort to verify project costs. The renovation will remove all artifacts from the building the building will then have all interior finishes, electrical, and plumbing removed. An addition of approximately 1,200 Sq ft. will be constructed to the rear of the building, in the existing parking lot area. This new structure will serve as an "anchor" to stabilize lateral movement of the existing building. The building will be equipped with HVAC units capable of maintaining a year round museum quality atmosphere which will stabilize and extend the life of existing artifacts. At this time there are plans to extend operations into the shoulder seasons, however there is no intention at this time to be open to the public year round. The FOLM have advised they have time sensitive pledges and donations which require this project to come in front of the voters for a vote in 2023.

Other Information	
Project Location/Address:	755 North Main Street
Project Start or Equipment Purchase Year:	2023
First Year Funding is Requested:	2023
Placeholder (Full Cost Estimate Not Required) (Y/N)	No
Department Project Ranking (Rank 1, 2, 3, etc for 2023 Projects Only)	Libby (1) TM (2)
Department Project Priority (Urgent/Necessary/Desireable):	FOLM - Urgent TM - Necessary
Asset Management Plan (Y/N):	No
Recommended by Asset Management Plan? (Y/N)	No
Master Plan Recommendation Reference (Y/N):	2019 Master Plan Page 42 & 43

Urgent	Imminent Safety Risk to Address
Necessary	Part of Standard Replacement/Upgrade
Desireable	Would improve efficiency/operations

Energy Considerations? (Y/N) - If Yes, Please Describe: While the building will be renovated with energy efficiencies in mind, it is expected the town will observe increased energy costs as there are no HVAC systems in place at this time.

Estimated Useful Life (Years):	75-100
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Total Cost Estimate	
Planning/Feasibility Analysis	-
Architecture and Engineering	311,000.00
Real Estate/Land Acquisition	-
Equipment/Materials/Furnishings	-
Vehicles and Capital Equipment	-
Site Preparation	-
Construction	3,625,000.00
Other	-
TOTAL	\$ 3,936,000

*See attachments for detail

Project Rationale*	
Reduces Liability (Y/N)	NO
Public Health or Safety (Y/N)	NO
External Mandate (State/Federal) (Y/N)	NO
Growth in Service Demand (Y/N)	NO
Reduces Long Term Debt (Y/N)	NO
ADA Compliance (Y/N)	NO
Energy Use Reduction (Y/N)	NO
Other	

*details to be in narrative (if yes, describe)

Project Type	
Building Project (Y/N)	Yes
Material Stock (Y/N)	No
Road/Sidewalk Project (Y/N)	No
Electric Project (Y/N)	No
Other Infrastructure Project (Y/N)	No

Vehicles Only	
Make	
Year	
Current Mileage OR Hours	
Condition	
Annual Maintenance Costs (3-Yr Average)	

Attachment List (Studies, Supporting Spreadsheets, Etc.)

1 Alba & Cobb Hill Estimate (June 2022)	2 Memorandum of Understanding	3 Assessment Reports
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**Town of Wolfeboro, NH
2023-2032 CIP Funding Sources**

Funding Source(s)	%	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
General Obligation Bond		880,800										880,800
Grants												-
Current Revenue (Taxes)												-
Capital Reserve Fund		300,000										300,000
Expendable Trust Fund												-
Electric Enterprise Fund												-
Water Enterprise Fund												-
Sewer Enterprise Fund												-
Revolving Fund												-
Special Assessment												-
Other (describe below)		2,755,200										2,755,200
TOTAL	0%	3,936,000	-	-	-	-	-	-	-	-	-	3,936,000

Other (describe below)

Please see Memorandum of Understanding between the Board of Selectmen and Friends of Libby Museum

THE *Libby* MUSEUM
of Natural History

Copy for
Forum
file

The oldest natural history museum in New Hampshire! Under the stewardship of the Town of Wolfeboro, NH.
Libby Trustees/Board of Selectmen, Wolfeboro
c/o James Pineo, Town Manager
PO Box 629
Wolfeboro, NH 03894

August 25, 2022

Subject: Friends of the Libby Museum support to the Restoration Project of The Libby Museum

Our thanks to the Board of Selectmen for supporting the Libby Museum project, for voting in favor of funding to cut the trees around the Museum, and for an estimate on the moving and storage of the collection. We are pleased to help with the MCR (moving and storage) contractor's work in early September and look forward to hearing when the tree work will commence.

The Friends of the Libby listened to the Board of Selectmen/Trustees meeting on August 17th and appreciate the need for clear numbers to present to the voters. The following progress report on our fundraising activities may be of assistance in finalizing a warrant article for March 2023.

Cobb Hill provided an updated cost estimate to the Town Manager which was shared with us in June, thank you. That estimates the project's full cost to be \$3.1 million, a 20% increase over the original (2020) estimate from Alba Architects. Using the \$3.1 million estimate as a fixed target, the Friends revised their fundraising goal upwards to \$2.2 million which is 70% of the Cobb Hill estimate. Based on that estimate the Friends contacted the remaining potential donors in our database.

To date, the Friends have raised \$1,837,233 in cash and signed pledges. We are making a good-faith effort to raise \$2 million by November 2022, and an additional \$200,000 by March 1, 2023, in time for the Warrant. Time is tight but we are optimistic we can provide the 70% funding for the Cobb Hill estimate.

We hope these numbers provide the information the Board of Selectmen/Libby Trustees require.

We will endeavor to keep you posted on our progress and, if there are questions, please let us know and we will provide additional information. We are happy to attend the CIP if it would be helpful to the Trustees and yourself in moving the project forward in 2023.

Thank you for all your work.



Alana Albee
Chairperson, Friends of the Libby Museum, Inc.