

**Town of Wolfeboro  
Capital Improvements Program Committee  
September 30, 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, Chuck Sumner, Suzanne Ryan, Members.

**Members Absent:** Kathy O'Blenes, SAU 49 Representative, Tim Cronin, Paul Whalen, Members, Dennis Farrell, Alternate.

**Staff Present:** Jim Pineo, Town Manager, Kathy Carpentier, Finance Director, Lee Ann Hendrickson, Administrative Secretary.

**I. Call to Order**

Chairman Barnard called the meeting to order at the Great Hall at 8:30 AM.

**II. 2023-2032 Capital Improvements Program**

**Draft Narrative**

The Committee reviewed the draft narrative and agreed to the following changes;

- Number the pages of the document
- Process; insert the three (3) criteria used by the CIP Committee to recommend/not recommend a project
- 2023 Year CIP Project Presentations; only include 2023 projects
- Include language/statement "best available information at the time"
- Electric Department, Reconstruct Melody & Keniston Island Electrical Distribution to 15kV Standards; remove from 2023 Year CIP Project Presentations (the project year is 2024)
- Main Street: Pickering Corner to Bridge; separate amounts to reflect funding of each, change vote to 7-0-1, strike 2<sup>nd</sup> period after "costs" (last word in paragraph)
- Filter Bed Road Upgrade and Parking Lot; insert "Not Recommended" in bold
- Sewer Pump Stations; strike last sentence
- Sewer Lines/Infiltration Reduction/Upgrades; strike "Settlement/Grant/SRF/Bond"
- Wastewater Treatment Plant Upgrade; remove from 2023 Year CIP Project Presentations (the project year is 2027), strike "Settlement"
- Fire Department Equipment Capital Reserve Fund Contribution; include language of 2023 \$750,000 expenditure (purchase/replacement of Engine 4)
- Libby Museum; add language reflecting the 70/30 split
- Library; remove from 2023 Year CIP Project Presentations (the project year is 2024)
- Horizon Projects list; change title to "2024 Horizon" Projects, add Public Safety Building project using \$12 million as a placeholder, add a line to reflect the total dollar amount of the projects

**2023-2032 CIP Proposed Projects Spreadsheet**

Following review of such, the Committee agreed to the following revisions;

- Remove Water Treatment Plant Upgrades project

- PW/HWY Department, Department Total; change 2031 amount to \$71,400 and 2032 amount to \$72,828
- Combine the MED Engineering, Design & Bid Services for Melody & Keniston Island Reconstruction project with the New Submarine Cable Feeders to Barndoor, Melody & Keniston Islands, insert \$50,000 in the 2023 column, insert \$490,000 in the 2024 column
- Sewer Pump Stations, Revenue Type; strike "Sewer"
- Include Public Safety Building project
- Exclude capital reserve funds, include a notation that such are included on the Capital Reserve Funding spreadsheet
- Filter Bed Road Upgrade and Parking Lot; separate out as a "not recommended" project and do not include in net number for projects

#### **2023-2032 Capital Reserve Funding Spreadsheet**

The Committee discussed capital reserve funds and inconsistencies with regard to annual funding versus actual project expenditure. The Committee agreed to add language to include the project expenditure.

Following review of such, the Committee agreed to the following revision;

- Include capital reserve funds being funded over \$100,000

#### **2023-2032 General Fund Project Funding Spreadsheet**

Following review of such, the Committee agreed to the following revision;

- Insert "Libby" prior to "Renovations" (10<sup>th</sup> project)

#### **Fire Trucks and Apparatus Capital Reserve Fund Spreadsheet**

Following review of such, the Committee agreed to the following;

- Remove such from/do not include in the spreadsheet packet (current and future years)

### **III. Next Meeting**

Next meeting scheduled for 10/7/22 at 8:30 AM at the Great Hall, Wolfeboro Town Hall. Agenda to include final review of the narrative and spreadsheet and adoption of the 2023-2032 Capital Improvements Program.

### **IV. Public Comment**

None.

### **V. Other Business**

None.

**It was moved by Bob Loughman and seconded by Chuck Sumner to adjourn the September 30, 2022 CIP Committee meeting. All members voted in favor. The motion passed.**

*There being no further business before the Committee, the meeting adjourned at 10:38 am.*

Respectfully submitted,  
*Lee Ann Hendrickson*  
 Lee Ann Hendrickson