

**Town of Wolfeboro
Capital Improvements Program Committee
September 23, 2022
APPROVED MINUTES**

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

Members Absent: Linda Murray, Board of Selectmen's Representative, Kathy O'Blenes, SAU 49 Representative, Dennis Farrell, Alternate.

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

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

Correction: Page 2, 4th paragraph; strike "financial"

It was moved by Kathy Barnard and seconded by Bob Loughman to approve the August 26, 2022 Capital Improvements Program Committee minutes as amended. All members voted in favor. The motion passed.

September 2, 2022

Corrections: Page 1, Filter Bed Road project, 1st paragraph, 1st sentence; strike "Dave Ford"
Page 2, 1st paragraph (motion); strike "reject" & replace with "not recommend"
Page 5, 8th paragraph; insert "departmental" prior to "ranking"

It was moved by Bob Loughman and seconded by Chuck Sumner to approve the September 2, 2022 Capital Improvements Program Committee minutes as amended. All members voted in favor. The motion passed.

September 8, 2022

Correction: Page 1, Libby Museum; strike 2nd paragraph

Mike Hodder asked that the documents Suzanne Ryan submitted into the record as noted in the minutes be removed. He stated the Committee did not vote to include them in the minutes, the documents were not addressed to the Committee and the source of the documents are not known.

Suzanne Ryan stated the documents were discussed and portions of the letters were read; noting they are public documents and are from the Libby Museum.

Mike Hodder stated the letters were not part of the Libby Museum's presentation and were not discussed in detail.

Suzanne Ryan stated there was no objection at the meeting.

Mike Hodder stated the Chair approved including the documents in the minutes without a vote of the Committee.

It was moved by Mike Hodder and seconded by Bob Loughman to remove the following letters from the September 8, 2022 CIP Committee minutes; letter from George Elkins, dated October 6, 1989, and letter from the Attorney General Department of Justice, dated March 28, 2022. Mike Hodder, Bob Loughman, Tim Cronin, Chuck Sumner voted in favor. Kathy Barnard, Suzanne Ryan, Brian Deshaies opposed.

Brian Deshaies asked that the members speak for themselves and not for the Committee.

It was moved by Mike Hodder and seconded by Chuck Sumner to approve the September 8, 2022 Capital Improvements Program Committee minutes as amended. All members voted in favor. The motion passed.

III. Departmental Presentations

Paul Whalen arrived at the meeting at 8:11 am.

Jim Pineo informed introduced the Committee to Steve Randall and reviewed the goals of the Public Works Department for the upcoming year, specifically the road maintenance and vehicle replacement program.

2023 Highway Equipment Capital Reserve Fund; \$350,000

Jim Pineo stated the department has a fleet of vehicles that have aged out; noting three vehicles need to be replaced in 2023.

Bob Loughman questioned the current capital reserve fund contribution.

Jim Pineo replied \$185,000 and noted there is no money currently in the account.

Chuck Sumner questioned the annual contribution thereafter.

Steve Randall stated the intent is to reassess next year.

Suzanne Ryan questioned the vehicles that would be replaced.

Steve Randall replied HD2, HD7 and HD12.

Bob Loughman recommended removing the out-year contributions from the spreadsheet.

It was moved by Mike Hodder and seconded by Bob Loughman to recommend the 2023 Highway Equipment Capital Reserve Fund project for \$350,000 and remove the out-year projected contributions from the CIP spreadsheet. Roll call vote: Kathy Barnard - yes, Bob Loughman - yes,

Mike Hodder - yes, Tim Cronin -yes, Chuck Sumner - yes, Suzanne Ryan - no, Paul Whalen - yes. Brian Deshaies abstained. The motion passed (6-1-1).

2023 Sidewalk Capital Reserve Fund; \$125,000

Jim Pineo stated a bid opening is scheduled for next week however, the project cannot be completed prior to winter. He stated a significant amount of work could be done by Memorial Day 2023. He noted the Town is meeting with Stantec to discuss a sidewalk surface management plan. He stated the Town's Highway Department would address some repairs prior to winter to address safety issues. He stated the out-year figures are not valid at this time.

It was moved by Bob Loughman and seconded by Mike Hodder to recommend the 2023 Sidewalk Capital Reserve Fund project for \$125,000 and remove the out-year projected contributions from the CIP spreadsheet. Roll call vote: Kathy Barnard - yes, Bob Loughman - yes, Mike Hodder - yes, Tim Cronin -yes, Chuck Sumner - yes, Suzanne Ryan - yes, Paul Whalen - yes. Brian Deshaies abstained. The motion passed (7-0-1).

2023 Tree Removal and Replacement Program; \$125,000

Jim Pineo stated he met with the arborist from the City of Portsmouth who recommended continuing the program created by Bartlett Tree in addition to removing additional trees than noted in the program. He stated the Adopt A Tree program would be completed this winter.

Bob Loughman confirmed the request increased from \$100,000 to \$125,000 from the previous project presentation.

It was moved by Bob Loughman and seconded by Mike Hodder to recommend the 2023 Tree Replacement Program project for \$125,000. Roll call vote: Kathy Barnard - yes, Bob Loughman - yes, Mike Hodder - yes, Tim Cronin -yes, Chuck Sumner - yes, Suzanne Ryan - yes, Paul Whalen - yes. Brian Deshaies abstained. The motion passed (7-0-1).

2023 Mini Excavator and Trailer Purchase; \$130,000

Bob Loughman stated the project request is an increase of \$10,000 from the previous vote to recommended by the Committee.

It was moved by Bob Loughman and seconded by Mike Hodder to recommend the 2023 Mini Excavator project for \$130,000. Roll call vote: Kathy Barnard - yes, Bob Loughman - yes, Mike Hodder - yes, Tim Cronin -yes, Chuck Sumner - yes, Suzanne Ryan - yes, Paul Whalen - yes. Brian Deshaies abstained. The motion passed (7-0-1).

2023 Annual Road Upgrades; \$1,430,000

Jim Pineo stated he is unsure if the Town will be able to complete the 2022 scheduled road upgrades due to staff shortages and tight budgets.

Suzanne Ryan stated she has issues with taking on private roads when the Town is having difficulty maintaining its public roads.

The Committee discussed last year's budget allocation and agreed to maintain the \$1,430,000 figure as a placeholder.

It was moved by Mike Hodder and seconded by Bob Loughman to recommend the 2023 Annual Road Upgrades project for \$1,430,000. Roll call vote: Kathy Barnard - yes, Bob Loughman - yes, Mike Hodder - yes, Tim Cronin -yes, Chuck Sumner - yes, Suzanne Ryan - no, Paul Whalen - yes. Brian Deshaies abstained. The motion passed (6-1-1).

Mike Hodder confirmed that the narrative will state that the \$1,430,000 is an estimate that would be revised.

2023 Main Street Road Upgrades (Pickering Corner to Main Street Bridge); \$7,978,775

Jim Pineo stated the request includes three projects; Main Street Sewer Line Upgrade (\$1,500,000), Main Street Water Main Upgrade (\$1,600,000) and Main Street Road Upgrades. He noted the Town secured a \$1.6 million grant to help with I&I; noting the project would be a two-season project. He stated the Town is working with Stantec to solidify a comprehensive project and hard number.

Suzanne Ryan questioned impact to the water and sewer rates.

Jim Pineo reviewed such.

Mike Hodder reviewed the previous vote of the Committee and recommended that the Committee not revisit the entire project and let the three previous votes stand with the understanding that the numbers would be refined post the CIP process.

Chuck Sumner stated the Committee previously approved \$885,000 in 2023 and a placeholder of \$4,900,000 in 2024. He questioned whether the project is a 2023 or 2024 project.

Jim Pineo stated the voters could be asked to approve the project in 2023 as a two-year project.

It was moved by Mike Hodder and seconded by Suzanne Ryan to reaffirm the Committee's August 26, 2022 vote on the project and include in the narrative that the figures would be refined following the CIP process.

Discussion of the motion:

Suzanne Ryan requested clarification on the numbers.

Mike Hodder replied \$1,600,000 for the water main upgrade project and \$1,500,000 for the sewer line upgrade project.

The Committee discussed the payment process, bonding, and voter authorization to expend funds.

Roll call vote: Kathy Barnard - yes, Bob Loughman - yes, Mike Hodder - yes, Tim Cronin -yes, Chuck Sumner - yes, Suzanne Ryan - yes, Paul Whalen - yes. Brian Deshaies abstained. The motion passed (7-0-1).

Mike Hodder stated on September 2, 2022 the Committee approved the Main Street Road Upgrades project for \$5,785,000 in 2024. He recommended the Committee reaffirm the vote with a change of date from 2024 to 2023.

It was moved by Mike Hodder and seconded by Chuck Sumner to reaffirm the Committee's September 2, 2022 vote on the project (\$5,785,000) with a change of date from 2024 to 2023. Roll

call vote: Kathy Barnard - yes, Bob Loughman - yes, Mike Hodder - yes, Tim Cronin -yes, Chuck Sumner - yes, Suzanne Ryan - yes, Paul Whalen - yes. Brian Deshaies abstained. The motion passed (7-0-1).

Wastewater Treatment Plant Facility Upgrades; \$10,117,000

Jim Pineo stated the project has been removed as a 2023 project.

The Committee agreed to place the project in 2027 with a placeholder of \$10,117,000.

It was moved by Mike Hodder and seconded by Suzanne Ryan to post the Wastewater Treatment Plant Facility Upgrades project for \$10,117,000 in 2027. Roll call vote: Kathy Barnard - yes, Bob Loughman - yes, Mike Hodder - yes, Tim Cronin -yes, Chuck Sumner - yes, Suzanne Ryan - yes, Paul Whalen - yes. Brian Deshaies abstained. The motion passed (7-0-1).

Water Main Upgrades, Highland Terrace to Maplewood Drive; \$200,000

Jim Pineo stated the project was pushed out one year to 2024.

It was moved by Bob Loughman and seconded by Chuck Sumner to move the Highland Terrace to Maplewood Drive Water Main Upgrades project for \$200,000 to 2024. Roll call vote: Kathy Barnard - yes, Bob Loughman - yes, Mike Hodder - yes, Tim Cronin -yes, Chuck Sumner - yes, Suzanne Ryan - yes, Paul Whalen - yes. Brian Deshaies abstained. The motion passed (7-0-1).

IV. Next Meeting

Next meeting scheduled for 9/30/22 at 8:30 AM at the Great Hall, Wolfeboro Town Hall. Agenda to include SAU 49, draft narrative, and draft spreadsheet.

V. Public Comment

None.

VI. Other Business

None.

It was moved by Mike Hodder and seconded by Bob Loughman to adjourn the September 23, 2022 CIP Committee meeting. All members voted in favor. The motion passed.

There being no further business before the Committee, the meeting adjourned at 9:37 am.

Respectfully submitted,
Lee Ann Hendrickson
Lee Ann Hendrickson