

**Town of Wolfeboro  
Capital Improvements Program Committee  
August 17, 2023  
APPROVED MINUTES**

**Members Present:** Kathy Barnard, Chairman, Linda Murray, Board of Selectmen's Representative, Brian Deshaies, Board of Selectmen's (Alternate) Representative, Robert Loughman, Budget Committee Representative, James Pitman, SAU 49 Representative, Chuck Sumner, Tim Cronin, Paul Whalen, Suzanne Ryan, Members.

**Staff Present:** Tavis Austin, Director of Planning and Development, Jim Pineo, Town Manager, Kathy Carpentier, Finance Director, Tom Zotti, Fire Chief, Lee Ann Hendrickson, Administrative Secretary.

**I. Call to Order**

Chairman Barnard called the meeting to order at the Great Hall at 9:00 AM.

**II. Consideration of Minutes**

**March 16, 2023**

**It was moved by Suzanne Ryan to approve the March 16, 2023 Capital Improvements Program Committee minutes as submitted. Kathy Barnard seconded the motion. Kathy Barnard, Bob Loughman, Suzanne Ryan, Paul Whalen, Linda Murray voted in favor. Tim Cronin, Chuck Sumner abstained. The motion passed (5-0-2).**

**III. Presentation of CIP Books**

**Process Overview**

Tavis reviewed the contents of the CIP binder provided to the Committee. He commended the Department Heads on their efforts with regard to project submittals. He distributed the 2024-2033 Master List.

Linda Murray stated the Municipal Electric Department (MED) previously provided a ten year plan. She confirmed the Committee received an updated plan.

**IV. Department Presentations**

**Fire Department**

**2024 Ambulance; \$100,000**

Jim Pineo stated the BOS are considering an in-house Fire-based ambulance service; noting the project would start a 10-year rotation schedule for two ambulances, one to be replaced every five years. He stated the replacement of the initial used ambulance purchase is scheduled for 2029. He noted the project contemplates the use of ambulance revenue to partially fund a capital reserve program.

Tom Zotti stated he is proposing the lease purchase of an ambulance; noting the funding request is a placeholder until following the August 16 BOS meeting when the proposal will be further discussed. He noted that policy decision relative to ambulance revenue lies with the BOS. He reviewed his memo

dated August 8, 2023 (revised). He stated a potential replacement of one ambulance was placed in 2029.

Tim Cronin questioned whether the program would fund itself.

Tom Zotti stated it would offset expenses, however, feels it is misleading to make the statement that it will completely fund itself; noting there are many variables in terms of what is collected from insurance, how billing and rates are set up. He stated it could conceivably fund most if not all of the capital improvement program.

Tim Cronin asked if the Town would contract with another Town to provide ambulance services.

Tom Zotti replied such is not currently being considered.

Jim Pineo stated there is typically a 48% collections rate to billing.

Chuck Sumner asked what is driving the request.

Tom Zotti stated Stewart's Ambulance will not be renewing their contract with the Town. He stated there were 2 responses to the Town's RFP; noting the cost started at \$900,000. He stated he felt there was an opportunity for the Town to submit the current proposal.

Linda Murray stated when the BOS were presented with the costs, it made sense for the BOS to get control of its ambulance services.

Chuck Sumner asked if the employees are trained EMTs.

Tom Zotti replied yes and noted there would be a number of policy decisions that would have to be made.

Chuck Sumner questioned the date of the public hearing.

Linda Murray replied the first public hearing is September 6 at 6:30 pm (at the Great Hall); noting a second public hearing will be scheduled in October.

Jim Pineo stated the department is in a position to purchase a used outfitted ambulance from a business that has closed for a very reasonable offer. He stated the question becomes the establishment of the capital reserve fund; noting such did not contemplate ambulance services. He stated Town Counsel has recommended with the BOS, as agents to expend, ambulance operations apparatus in a Fire Department is not an unreasonable ask however, the BOS should go to the citizens in a public format and allow the citizens to weigh in.

The Committee agreed to table their vote on the project until following further meetings/decisions by the BOS.

Linda Murray questioned the approximate cost for the used ambulance.

Tom Zotti replied \$80,000 fully equipped.

Suzanne Ryan questioned the mileage of the ambulance.

Tom Zotti replied approximately \$150,000; noting the vehicles are diesel.

Suzanne Ryan questioned the make of the vehicle.

Tom Zotti stated the vehicle is based on a Chevrolet chassis.

Jim Pineo stated the State of NH has a very rigorous inspection program.

## **Parks and Recreation**

### **Abenaki**

#### **2024 Alpine Groomer; \$220,000**

Chuck Smith, Operations Director for Pop Whalen and Abenaki, stated he found a used groomer from Wachusett Mountain (2019 Prinoth). He stated the biggest issue with the current groomer is the availability of repair parts and noted the machine has previously broken down.

Linda Murray stated the current groomer was an initial gift from the Friends of Abenaki and noted that most of the equipment is gifted to the Town.

Tim Cronin asked if the facility operates at a profit or loss currently.

Jim Pineo replied loss.

Tim Cronin questioned the amount of the operating loss.

Jim Pineo stated the total operating cost is \$105,000; noting he doesn't have the figures at this time as to the operating loss.

Suzanne Ryan asked if the groomer would be used for Abenaki only or if it would be also used on the cross-country ski trails.

Chuck Smith replied yes and noted the Cross Country Ski Association has purchased their own groomer. He stated the Town's groomer is too large to access the cross country trails.

Jim Pineo noted that the Cross Country Ski Association has assisted the Town when the Town's groomer has broken down. He stated additional repairs need to be done for the upcoming season and noted the groomer was previously repaired in 2019 and 2022.

Bob Loughman confirmed the capital reserve fund would fund \$90,000 of the cost and \$130,000 is being funded by current revenues (taxes).

**It was moved by Bob Loughman to recommend the 2024 Alpine Groomer project as presented. The motion was seconded by Chuck Sumner. Roll call vote: Chuck Sumner - yes, Kathy Barnard - yes, Paul Whalen - yes, Tim Cronin - yes, Bob Loughman - yes, Suzanne Ryan - yes, Linda Murray - abstain. The motion passed (6-0-1).**

**2024 Community Center; \$4,100,000 (Space Needs Assessment; \$100,000)**

Jim Pineo stated Tighe & Bond is currently completing a Phase II Environmental Study of the Community Center and MED building and anticipates receipt of the study within 4-6 weeks. He stated the Master Plan identifies the MED building for future consideration as a teen center, senior center, or general community center. He stated the existing Community Center was identified as outdated with public support of the demolition and re-use of the site as a general community center. He stated a space needs assessment study needs to be done; noting the anticipated cost for such would not exceed \$100,000. He reviewed the funding for the project and noted the \$4,100,000 is a placeholder.

Tim Cronin asked if the environmental study is covering the waste oil issue.

Jim Pineo stated the study is covering the entire parcel.

Tim Cronin asked if there is a clean-up cost associated with such so that the clean-up process could start next year.

Jim Pineo stated the report will provide that information. He noted the BOS authorized funds via the capital reserve funding for the community center and MED monies to conduct the study for the entire property. He stated there are monitoring wells on the grounds of the properties; noting such are monitored regularly.

Bob Loughman confirmed the current year proposal is a \$100,000 funding request.

Suzanne Ryan questioned whether the project is desirable or necessary; noting she feels the project is desirable.

Jim Pineo stated the project is noted as desirable.

Tim Cronin stated the clean-up is necessary.

**It was moved by Bob Loughman to recommend the 2024 Community Center Space Needs Assessment project. The motion was seconded by Chuck Sumner. Roll call vote: Chuck Sumner - yes, Kathy Barnard - yes, Paul Whalen - yes, Tim Cronin - yes, Bob Loughman – yes, Suzanne Ryan – no, Linda Murray - abstain. The motion passed (5-1-1).**

**V. Public Comment**

Brian Deshaies stated the BOS allow for public comment and asked the Committee to consider such.

The Committee agreed to such.

Jim Pineo asked if the Committee would accept public input prior to or after the Committee's vote on the project.

The Committee agreed to allow for public input prior to each vote.

**VI. Discussion of Presenter(s) for August 24, 2023 Meeting**

Next meeting scheduled for 8/24/23 at 9:00 AM at the Great Hall, Wolfeboro Town Hall. Agenda to include Library and Municipal Electric Department.

**It was moved by Suzanne Ryan to adjourn the August 17, 2023 CIP Committee meeting. Paul Whalen seconded the motion. All members voted in favor. The motion passed.**

*There being no further business before the Committee, the meeting adjourned at 10:21 am.*

Respectfully submitted,  
*Lee Ann Hendrickson*  
Lee Ann Hendrickson