

**Town of Wolfeboro
Capital Improvements Program Committee
August 31, 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 Pittman, SAU 49 Representative, Chuck Sumner, Tim Cronin, Suzanne Ryan, Members.

Member Absent: Paul Whalen, Member.

Staff Present: Tavis Austin, Director of Planning and Development, Jim Pineo, Town Manager, Steve Randall, Director of Public Works, 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. Approval of Minutes
August 17, 2023**

It was moved by Bob Loughman to approve the August 17, 2023 Capital Improvements Program Committee minutes as submitted. Kathy Barnard seconded the motion. All members voted in favor. The motion passed (6-0-0).

August 24, 2023

It was moved by Bob Loughman to approve the August 24, 2023 Capital Improvements Program Committee minutes as submitted. Suzanne Ryan seconded the motion. All members voted in favor. The motion passed (6-0-0).

III. Presentation of CIP Projects

2024 Libby Museum; \$75,000

Jim Pineo stated the 2023 warrant article for \$4,000,000 to renovate and expand the Libby Museum did not receive 60% of the vote to pass bond. He stated on 9/7/23 Bergeron Technical Services will be meeting with Town Staff to discuss the creation of a scope of work; noting such would review the structure and systems to prioritize renovation in a phased approach, if possible. He stated the 2024 appropriation would be \$75,000 for architectural and engineering; noting most likely capital reserve funds would be used for such. He stated that at this time there is no known commitment from the Friends of Libby Museum and noted the 2019 Master Plan Implementation Chapter states; "2.8 Study expansion and site improvements for the Libby Museum." He stated the project was submitted at the request of the Committee to identify and maintain a placeholder.

Tim Cronin questioned the status of the lead donor.

Jim Pineo stated he believes the Friends of the Libby Museum have backed off of their fundraising efforts and have returned funds as a result of the failure of the warrant article.

Suzanne Ryan stated she doesn't feel there should be any more funds taken to perform another study; noting there have been several studies conducted and the Town is aware of the issues. She stated the building should be a priority and moved up on the CIP. She stated by popular vote the article passed and because it was bonded it did not have enough votes; noting the matter is an embarrassment to the Town.

Chuck Sumner stated the warrant article vote was short by 50 votes.

Bob Loughman asked if any money has been spent with regard to the original warrant article and questioned whether the information received from Alba Architects could be used.

Jim Pineo stated they proposed gutting the original building and constructing an addition that would stabilize the main building. He stated the only actual engineering study performed was by Bergeron Technical Services in 2012.

Linda Murray stated the BOS requested the Town Manager to contact Bergeron Technical Services since they have been involved previously.

Suzanne Ryan stated she believes the majority of the studies were paid for by the Friends of Libby Museum (Alba Architects performed an assessment in 2019, HEB Engineering performed an assessment in 2019 and Bergeron Technical Services also previously performed an assessment).

Tim Cronin confirmed the Museum does not make money.

Bob Loughman recommended the project in order to move the project forward with regard to the repair of the building.

Public Comment – Libby Museum

No public present.

It was moved by Bob Loughman to recommend the Libby Museum project in the amount of \$75,000. Kathy Barnard seconded the motion. Roll call vote: Kathy Barnard - yes, Bob Loughman - yes, Chuck Sumner - yes, Tim Cronin - yes, Suzanne Ryan – abstain, Linda Murray - abstain. The motion passed (4-0-2).

Public Works

Jim Pineo stated Steve Randall, Director of Public Works, has reviewed the Asset Management Plans, Road Surface Management Plan, and capital reserve funds.

2024 Sidewalk Improvements; \$100,000

Steve Randall stated in 2022 voters approved warrant article 32 which established a sidewalk capital reserve fund; noting the purpose of such is to maintain and repair the Town's 7.5 miles of existing sidewalks which are in various states of disrepair. He stated the Town has realized there are a number of sidewalks which may actually be on private property which creates a concern of ownership and the placement of tables/chairs, etc. He noted that many sidewalks will require deed research prior to rebuilding and stated that all sidewalks will be constructed ADA compliant.

Suzanne Ryan questioned whether the project could be done in-house.

Steve Randall replied yes, and noted the Town currently repairs the sidewalks in the Downtown area.

Chuck Sumner asked if such would include maintenance of sidewalks in addition to new construction.

Steve Randall replied yes.

Chuck Sumner asked if the project includes the Back Bay extension.

Steve Randall replied no.

Linda Murray requested a spreadsheet (for the future) of sidewalks that would be addressed and when they would be addressed.

Public Comment – Sidewalk Improvements

No public present.

It was moved by Suzanne Ryan to recommend the 2024 Sidewalk Improvements project. Chuck Sumner seconded the motion. Roll call vote: Kathy Barnard - yes, Bob Loughman - yes, Chuck Sumner - yes, Tim Cronin - yes, Suzanne Ryan – yes, Linda Murray - abstain. The motion passed (5-0-1).

2024 Tree Removal; \$125,000

Steve Randall stated the project includes the continued removal of dead and dying trees in the Town's Right-of-Way and replanting with new trees.

Public Comment – Tree Removal

No public present.

It was moved by Bob Loughman to recommend the 2024 Tree Removal project. Chuck Sumner seconded the motion. Roll call vote: Kathy Barnard - yes, Bob Loughman - yes, Chuck Sumner - yes, Tim Cronin - yes, Suzanne Ryan – yes, Linda Murray - abstain. The motion passed (5-0-1).

2024 Port Wedeln; \$1,200,000

Steve Randall stated in 2022 the voters approved warrant article 14 in the amount of \$430,290 for the purpose of securing drainage easements and constructing an adequate storm water drainage system in Port Wedeln. He stated that as Stantec Engineering began working on the project it was determined that the initial proposal was not adequate and would not deliver the intended results. He stated Stantec Engineering has further designed the system with a series of "step down culverts and catch basins"; noting said design results in a much higher than anticipated cost of the project. He stated the Town will seek additional grant funding and will utilize the State Revolving Loan Fund.

Suzanne Ryan stated that originally the residents of the development were going to contribute to the project and questioned such remains true.

Jim Pineo stated it is his understanding that the residents remain supportive of the project and would be contributing financially to such.

Chuck Sumner asked if the culverts are necessary.

Steve Randall stated the original design was not sufficient to handle large storm events.

Jim Pineo stated Stantec is pursuing additional grant funding.

Bob Loughman confirmed the funding sources noted on the project submittal form including the potential of additional grant funding.

Public Comment – Port Wedeln

No public present.

It was moved by Bob Loughman to recommend the 2024 Port Wedeln project. Chuck Sumner seconded the motion. Roll call vote: Kathy Barnard - yes, Bob Loughman - yes, Chuck Sumner - yes, Tim Cronin - yes, Suzanne Ryan – yes, Linda Murray - abstain. The motion passed (5-0-1).

2024 Oak and River Streets Rebuild; \$700,000

Steve Randall stated the 2016 Water System Asset Management Plan indicates that Oak and River Streets should have had new water lines installed in 2023; noting both lines are 1900 vintage 6" line and likely contain lead goosenecks; noting there is a NHDES mandate to remove lead from the water system. He stated the cost for the Oak and River Streets Rebuild Project is \$550,000 and the cost for the Oak and River Streets Water Rebuild is \$150,000. He stated Oak Street will have 330 linear feet of new 6" pipe installed and River Street will have 260 linear feet of new 6" pipe installed. He stated the 2019 Road Surface Management Plan indicates Oak Street to be in good condition and not on the ten-year plan and River Street is scheduled for improvements in 2027. He stated only the impacted portion of River Street will be re-done at this time. He stated the goal is to complete the water/sewer/stormwater projects in conjunction with road surface work.

Bob Loughman questioned the funding sources.

Steve Randall stated the project is a split contribution; noting 79% of the project would be funded via the General Fund and 21% funded by the Water Fund.

Public Comment – Oak and River Streets Rebuild and Water Rebuild

No comment.

It was moved by Bob Loughman to recommend the 2024 Oak and River Streets Rebuild project (including water rebuild). Kathy Barnard seconded the motion. Roll call vote: Kathy Barnard - yes, Bob Loughman - yes, Chuck Sumner - yes, Tim Cronin - yes, Suzanne Ryan – abstain, Linda Murray - abstain. The motion passed (4-0-2).

Linda Murray asked if there are other streets that are in need and not in good condition given the fact that the project states that Oak Street is in good condition.

Steve Randall stated there are other roads in worse condition in need of a water line however, the proposed roads are short roads and not as costly.

Suzanne Ryan requested prioritization of projects (referencing urgent, necessary, or desirable).

Jim Pineo stated the project forms note the project ranking.

Chuck Sumner asked if the Town has identified all lines with lead fittings.

Steve Randall stated there are multiple options to do such and reviewed those options.

2024 Town Road Upgrades; \$900,000

Steve Randall stated based on the 2019 RSMS report the project will include an overlay of Pleasant Valley Road, reclaim and pave upper Hailes Hill Road, continue dirt road upgrades, and engineering for 2025 projects.

Tim Cronin asked if there is a system to determine the amount of water leakage.

Steve Randall replied yes and reviewed such.

Public Comment – Town Road Upgrades

No comment.

It was moved by Bob Loughman to recommend the 2024 Town Road Upgrades project. Chuck Sumner seconded the motion. Roll call vote: Kathy Barnard - yes, Bob Loughman - yes, Chuck Sumner - yes, Tim Cronin - yes, Suzanne Ryan – yes, Linda Murray - abstain. The motion passed (5-0-1).

2024 PW Vehicle Replacement; \$370,000

Steve Randall stated the request is for the replacement of HD-7 dump truck.

Tavis Austin stated the master spreadsheet reflects \$370,000 for 2024 however, only \$250,000 is for the purchase of HD-7 and questioned whether the Committee would like to include the latter amount or, include the total appropriation of \$370,000 for vehicle replacement.

Chuck Sumner noted a discrepancy in the figures presented (\$370,000 v. \$380,000).

Linda Murray stated capital reserve funds are savings accounts to allow for the accumulation of funds for future purchases. She stated the BOS will be discussing the structure and use of capital reserve funds on September 6 and recommended tabling such until following the BOS meeting.

Bob Loughman asked whether the \$380,000 is a contribution to the capital reserve fund.

The Committee further discussed the matter and with regard to the master spreadsheet, agreed to remove the \$370,000 from 2024, remove \$390,000 from all following out years and only add purchases over \$100,000, and add \$250,000 in 2024 for the purchase of HD-7.

Public Comment – PW Vehicle Replacement

No comment.

It was moved by Chuck Sumner to recommend the 2024 Purchase HD-7 project (\$250,000). Bob Loughman seconded the motion. Roll call vote: Kathy Barnard - yes, Bob Loughman - yes, Chuck Sumner - yes, Tim Cronin - yes, Suzanne Ryan – yes, Linda Murray - abstain. The motion passed (5-0-1).

Water Department

2024 Seasonal Waterlines; \$150,000

Steve Randall stated the Department will continue to upgrade the Town's seasonal waterlines and noted the project would include directional drilling from the vicinity of the terminus hydrant on Center Street to behind the NH Boat Museum and along Moose Point. He stated the system serves three houses and will provide Town water to the museum property and improve access for water main maintenance. He stated the Town Manager recommends that the project be shifted to Museum Shores to remove a larger number of users from the seasonal system.

Public Comment – Seasonal Waterlines

No comment.

It was moved by Bob Loughman to recommend the 2024 Seasonal Waterlines project. Chuck Sumner seconded the motion. Roll call vote: Kathy Barnard - yes, Bob Loughman - yes, Chuck Sumner - yes, Tim Cronin - yes, Suzanne Ryan – no, Linda Murray - abstain. The motion passed (4-1-1).

2024 Water Treatment Plant Upgrades; \$100,000

Steve Randall stated the project includes plant upgrades and maintenance.

Public Comment – Water Treatment Plant Upgrades

No comment.

It was moved by Bob Loughman to recommend the 2024 Water Treatment Plant Upgrades project. Kathy Barnard seconded the motion. Roll call vote: Kathy Barnard - yes, Bob Loughman - yes, Chuck Sumner - yes, Tim Cronin - yes, Suzanne Ryan – yes, Linda Murray - abstain. The motion passed (5-0-1).

2024 Highland Terrace Water Main; \$200,000

Steve Randall stated the project includes the installation of approximately 800' of 6" waterline creating a water system main loop between Maplewood and Highland Terrace. He stated the project would improve the water quality, pressures, and eliminate a water bleed which must be operated on Highland Terrace.

Public Comment – Highland Terrace Water Main

No comment.

It was moved by Bob Loughman to recommend the 2024 Highland Terrace project. Kathy Barnard seconded the motion. Roll call vote: Kathy Barnard - yes, Bob Loughman - yes, Chuck Sumner - yes, Tim Cronin - yes, Suzanne Ryan – yes, Linda Murray - abstain. The motion passed (5-0-1).

2024 Oak and River Streets Water Rebuild; \$150,000

***The Committee previously approved such via the vote on the Public Works Oak and River Streets Rebuild project.*

Sewer Department

2024 South Main Wastewater Engineering; \$200,000

Steve Randall stated the project includes wastewater engineering for the next phase of the South Main Street/Pickering to bridge project. He noted the project is recommended by Stantec Engineering.

Public Comment – South Main Wastewater Engineering

No comment.

It was moved by Tim Cronin to recommend the 2024 South Main Wastewater Engineering project. Chuck Sumner seconded the motion. Roll call vote: Kathy Barnard - yes, Bob Loughman - yes, Chuck Sumner - yes, Tim Cronin - yes, Suzanne Ryan – yes, Linda Murray - abstain. The motion passed (5-0-1).

2024 Sewer Pump Stations; \$340,000

2024 Sewer System Infiltration Reduction; \$1,500,000

Tavis Austin stated the Committee previously reviewed the projects (last year) however, did not vote on the projects and recommended a motion to include both.

It was moved by Bob Loughman to recommend the 2024 Sewer Pump Stations and 2024 Sewer System Infiltration Reduction projects. Kathy Barnard seconded the motion. Roll call vote: Kathy Barnard - yes, Bob Loughman - yes, Chuck Sumner - yes, Tim Cronin - yes, Suzanne Ryan – yes, Linda Murray - abstain. The motion passed (5-0-1).

Tavis asked whether the Committee wants to review the Department's outyear placeholder projects.

The Committee agreed to formally review the projects during the current year funding request.

2024 SAU 49/Governor Wentworth Regional School District; \$68,580

James Pittman stated the SAU doesn't begin its budgeting until the end of October.

Tavis Austin stated the SAU is proposing site improvements in the amount of \$200,000; noting that Wolfeboro's proportion of such is 34.29%. He asked if the Committee would like to include their project request as a placeholder of \$68,580.

It was moved by Suzanne Ryan to recommend the 2024 SAU 49/Governor Wentworth Regional School District Site Improvements project. Bob Loughman seconded the motion. Roll call vote: Kathy Barnard - yes, Bob Loughman - yes, Chuck Sumner - yes, Tim Cronin - yes, Suzanne Ryan – yes, Linda Murray - yes. The motion passed (6-0-0).

IV. Public Comment

None.

Next meeting scheduled for 9/7/23 at 9:00 AM at the Great Hall, Wolfeboro Town Hall. Agenda to include CIP Narrative and spreadsheet.

It was moved by Bob Loughman to adjourn the August 31, 2023 CIP Committee meeting. Tim Cronin seconded the motion. All members voted in favor. The motion passed (6-0-0).

There being no further business before the Committee, the meeting adjourned at 10:31 am.

Respectfully submitted,
Lee Ann Hendrickson

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