

**Town of Wolfeboro
Capital Improvements Program Committee
September 7, 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, Paul Whalen, Suzanne Ryan, Members.

Staff Present: Tavis Austin, Director of Planning and Development, 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 9:00 AM.

**II. Approval of Minutes
August 31, 2023**

Suzanne Ryan stated the vote taken previously by the Committee relative to Brian Deshaies being allowed to bring his dog to the meetings should be revisited. She stated James Pittman voted however; he is a nonvoting member of the Committee therefore his vote does not count.

Lee Ann Hendrickson read the vote to the Committee (noted in the August 24, 2023 minutes); noting the chair asked each of the Committee members of their opinion regarding the matter and Mr. Pittman provided his opinion however, he did not vote on the motion.

It was moved by Bob Loughman to approve the August 31, 2023 Capital Improvements Program Committee minutes as submitted. Kathy Barnard seconded the motion. Bob Loughman, Tim Cronin, Chuck Sumner, Kathy Barnard voted in favor. Paul Whalen, Linda Murray, Suzanne Ryan abstained. The motion passed (4-0-3).

III. CIP Narrative and Spreadsheet

Tavis Austin reviewed the draft CIP Narrative.

The Committee reviewed the document and agreed to the following changes;

- "Out-Year" Projects; strike 2026 Public Works S. Main (Pickering to S. Main St. Bridge) project
- Add "Horizon" projects
- Add page number to page 17
- Page 17, Capital Reserve Accounts; update such/add to narrative
- 2024-2033 CIP Master List; strike/remove PW/HWY South Main Street, 2026, \$4,000,000
- 2024-2033 CIP Master List, Total CIP Proposed Projects, column 2026; change \$13,570,000 to \$9,570,000

Suzanne Ryan asked if the horizon project costs are valid.

Jim Pineo stated that question should have been asked of the Department Heads.

Suzanne Ryan stated she is disappointed that the Committee hasn't evaluated the out years and questions whether an additional meeting is necessary to further review the document.

Bob Loughman stated the Department Heads submitted the projects and feels the Committee should accept the information they provided.

Tavis Austin stated the Department Heads were only asked to provide projects new to this year. He stated the Public Works, Sewer, and Water projects were based on studies that have been conducted.

Linda Murray stated she has an issue with the placement of the projects; noting the Department Heads do not know each other's projects and it's the responsibility of the Committee to review the schedule of the projects.

Bob Loughman asked if the Committee is going to incorporate the capital reserve funding appropriations. He stated the capital reserve accounts should be on the spreadsheet as they are part of the process and have been voted on by the voters.

Tavis Austin stated the capital reserve funds could be included in the narrative, however, should not be included in the spreadsheet.

Kathy Carpentier stated she provided the funding sources for the projects and a 10-year trending of the capital reserve funds. She stated the narrative speaks to CIP projects.

Linda Murray questioned whether the capital reserve funding belongs on the spreadsheet or, whether the cost of the vehicle (current year expenditure) be included on the spreadsheet.

Bob Loughman stated the Budget Committee requested the CIP spreadsheet include the capital reserve funding.

Suzanne Ryan expressed concern for the significant spikes in the totals and recommended further review to level out the project spending throughout the ten years.

Brian Deshaies stated NHDOT's schedule affects the Town's ability to schedule town projects.

Jim Pineo stated there are 20 projects in 2024 and questioned whether it would be prudent to assign some of the 2024 projects out to Committee members to follow-up and provide their findings to the Committee (members conduct a peer review of the projects).

The Committee agreed to Mr. Pineo's recommendation and CIP Committee members were assigned to the following projects;

Bob Loughman

Electric Department, Replace MED ME-3 Bucket Truck; \$325,000

Public Works/Highway Department, Sidewalk Improvements; \$100,000

Public Works/Highway Department, Tree Removal; \$125,000

Tim Cronin

Public Works/Highway Department, Town Road Upgrades; \$900,000

Public Works/Highway Department, Port Wedeln; \$1,200,000
Public Works/Highway Department, Oak and River Street Rebuild; \$550,000
Water Utilities, Oak and River Street Water Rebuild; \$150,000

Chuck Sumner

Public Works/Highway Department, Public Works Vehicle Replacement (HD-7); \$250,000
Library, Library Landscaping; \$250,000
Library, Library Solar; \$190,000

Kathy Barnard

Parks and Recreation, Abenaki Groomer; \$220,000
Parks and Recreation, Community Center; \$100,000
Water Utilities, Seasonal Water Lines; \$150,000

Suzanne Ryan

Water Utilities, Water Treatment Plant Upgrades; \$100,000
Water Utilities, Highland Terrace; \$200,000
Sewer Utilities, Sewer Pump Stations; \$340,000

Paul Whalen

Sewer Utilities, Sewer Lines/Infiltration Reduction/Upgrades; \$1,500,000
Sewer Utilities, South Main Sewer Engineering; \$200,000
Libby Museum, Libby Museum Renovations; \$75,000

James Pittman

Governor Wentworth Regional School District SAU 49, Annual Building Capital Maintenance; \$200,000
(Wolfeboro's proportion: \$68,580)

IV. Redefining Priorities on Project Submittal Form

Suzanne Ryan stated the Town of Londonderry has a larger spectrum of projects as to how the projects are ranked. She stated the Town of Wolfeboro uses urgent, necessary, or desirable; noting the Town of Londonderry uses the same in addition to deferrable, premature, and inconsistent. She stated the CIP Committee would present any change to such to Kathy Barnard who in turn would present it to the Planning Board. She asked for the Committee to consider further review of such and asked the members to review the Town of Londonderry's project request sheet and process.

Kathy Barnard stated the Committee would discuss the matter on September 14.

V. Public Comment

None.

Next meeting scheduled for 9/14/23 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 September 7, 2023 CIP Committee meeting. Chuck Sumner seconded the motion. All members voted in favor. The motion passed (7-0-0).

There being no further business before the Committee, the meeting adjourned at 9:39 am.

Respectfully submitted,
Lee Ann Hendrickson
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