

**Town of Wolfeboro  
Capital Improvements Program Committee  
September 21, 2023  
DRAFT 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, Suzanne Ryan, Paul Whalen, Tim Cronin, Members.

**Members Absent:** James Pittman, SAU 49 Representative, Chuck Sumner, Members.

**Staff Present:** Tavis Austin, Director of Planning and Development, Jim Pineo, Town Manager, Kathy Carpentier, Finance Director.

**I. Call to Order**

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

**II. CIP Narrative and Spreadsheet**

The Committee reviewed such and agreed to the following changes;

- Page 3, remove Public Safety Building from the guidelines
- Page 7, include what the asterisk defines (similar to page 13)
- Page 8, Oak and River Street project; strike "current revenue" and replace with General Fund/Water Fund
- Page 10, Groomer; move asterisk to \$130,000
- Page 11, Highland Terrace project; remove "grants"
- Page 11, South Main Street project; should state "General Fund from Sewer Fund"
- Page 13, Projects Summary 2024; place asterisk next to Replace HD-7
- Page 14, Out-Year Projects; place asterisk next to Sidewalk Improvements and Tree Removal/Replacement
- Page 14, Out-Year Projects, Town Road Upgrades; change from \$125,000 to \$900,000
- Page 14, Out-Year Projects, change Public Works Christian Ridge Road \$550,000 to Public Works/Water Anagance Road Complete Build \$750,000 and remove Anagance Lane Upgrade
- Page 14, Out-Year Projects, change South Main Street Project \$900,000 to South Main Complete Engineering \$300,000
- Page 15, Fire Ambulance; add two asterisks and note that the funding source has not yet been determined
- Page 15, combine Public Works Crescent Lake Water Rebuild and Crescent Street Water Main for \$900,000 in 2027 and rename to Public Works/Water Crescent Lake Complete Street
- Page 15, combine Public Works Varney Road Section 1 Rebuild and Public Works/Water Varney Road Section 2
- Page 15, remove 2029, 2030, 2031 & 2032 Water Seasonal Water Lines and replace with Water Treatment Plant for 2029, 2030, 2031 & 2032
- Page 16, Library; change the department from Libby to Libby Trustees
- Page 17; add at the top of the page Attachments: CIP Master Spreadsheet, Capital Reserve Funding Planning Document, and Capital Reserve Funding Document

- Page 18, Spreadsheet Overview CIP Index, 1<sup>st</sup> line; change proposed to proposed/projected
- Page 18, change 2024-2032 to 2024-2033
- Update the Seasonal Water Line project to reflect the discussion below

Referencing Water Utilities, specifically Seasonal Water Lines, Jim Pineo stated new narrative has been submitted for such; noting the narrative was changed to reflect Museum Shores rather than Moose Point Road. He stated the balance of the bond is \$163,000 and an additional \$150,000 is needed. He questioned whether the Committee should vote/re-voted based on the change to the project.

Suzanne Ryan asked if the homes on the seasonal water lines would be able to convert to year-round if the project passed.

Jim Pineo replied yes.

Tavis Austin noted by State mandate.

Tavis Austin recommended the Committee vote on the new project form because the project changed even though the cost of the project didn't change. He questioned whether the project should be reflected as a \$150,000 project or \$300,000 project (as noted in the project request form).

Linda Murray recommended noting the project as \$150,000 and include the entire cost of the project in the summary/description; noting it should also include "x" amount from the enterprise fund and "x" amount from bond proceeds.

**It was moved by Bob Loughman to replace the original submitted project form for Seasonal Water Lines that included Moose Point Road with the updated project request form that includes Museum Shores. Kathy Barnard seconded the motion. Roll call vote: Suzanne Ryan – no, Bob Loughman – yes, Paul Whalen – yes, Kathy Barnard – yes, Tim Cronin – yes, Linda Murray – abstain. The motion passed (6-1-1).**

Jim Pineo reviewed the Wastewater Treatment Plant project.

The Committee reviewed the Fire Ambulance project and capital reserve funds.

**It was moved by Bob Loughman to accept the 2024-2033 Capital Improvements Program as amended. Kathy Barnard seconded the motion. Roll call vote: Suzanne Ryan – yes, Bob Loughman – yes, Paul Whalen – yes, Kathy Barnard – yes, Tim Cronin – yes, Linda Murray – abstain. The motion passed (4-0-1).**

*Suzanne Ryan exited the meeting at 9:58 am.*

2024-2033 CIP presentation to the Planning Board scheduled for October 3 at the Great Hall at 7pm, presentation to the BOS scheduled for October 18 at the Great Hall at 6:30pm, and presentation to the Budget Committee scheduled for October 24 at the Library at 6pm.

### **III. Public Comment**

None.

*Next CIP Committee meeting scheduled for 11/16/23 at 9:00 AM at the Great Hall, Wolfeboro Town Hall, agenda to include process review.*

***It was moved by Tim Cronin to adjourn the September 21, 2023 CIP Committee meeting. Paul Whalen seconded the motion. All members voted in favor. The motion passed (5-0-0).***

*There being no further business before the Committee, the meeting adjourned at 10:09 am.*

Respectfully submitted,  
*Lee Ann Hendrickson*  
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