

**Town of Wolfeboro
Capital Improvements Program Committee
September 10, 2021**

DRAFT MINUTES

Members Present: Linda Murray, Board of Selectmen's Representative, Brian Deshaies, Board of Selectmen's (Alternate) Representative, Mike Hodder, Planning Board Representative, Robert Loughman, Budget Committee Representative, Kathy O'Blenes, SAU 49 Representative, Paul Whalen, Chuck Sumner, Suzanne Ryan, Members.

Member Absent: Kathy Barnard, Chairman.

Staff Present: Tavis Austin, Director of Planning and Development, Jim Pineo, Town Manager, Kathy Carpentier, Finance Director, Catriona Lennon, Libby Museum, Lee Ann Hendrickson, Administrative Secretary.

Chairman Barnard called the meeting to order at the Great Hall at 8:00 AM.

I. Approval of Minutes

September 3, 2021

It was moved by Bob Loughman and seconded by Chuck Sumner to approve the September 3, 2021 minutes as submitted.

Discussion of the motion:

Paul Whalen requested the Committee reconsider its vote of the Pop Whalen Expansion project (Phase II) on the grounds the intent of the original vote may not have been understood by all members of the CIP Committee.

Mike Hodder stated Paul Whalen pointed out that the Committee recommended the Library project, however, did not recommend Phase II of the Pop Whalen project and both projects included fundraising efforts.

Suzanne Ryan stated she sees the Library project differently; noting the Library has secured the funds for their projects however, the Friends of Pop Whalen have not secured funding.

Mike Hodder stated he doesn't feel such is relevant.

It was moved by Mike Hodder and seconded by Paul Whalen to reconsider the Committee's vote on the Pop Whalen Expansion – Phase II project. Mike Hodder, Chuck Sumner, Paul Whalen, Bob

Loughman voted in favor. Suzanne Ryan opposed. Linda Murray abstained. The motion passed (4-1-1).

It was moved by Mike Hodder and seconded by Paul Whalen to recommend a vote of confidence for the Pop Whalen Expansion – Phase II project for \$2,212,940.

Discussion of the motion:

Suzanne Ryan asked if the vote is contingent upon anything and questioned the language “vote of confidence.”

Mike Hodder explained that a vote of confidence is a statement that the project is considered as a good idea/good project in principle however, there is no commitment of funding the project.

Suzanne Ryan asked when the CIP Committee starting voting on projects as a vote of confidence.

Mike Hodder stated the Committee did such last year with regard to the Community Center.

Chuck Sumner, Paul Whalen, Mike Hodder, Bob Loughman voted in favor. Suzanne Ryan opposed, Linda Murray abstained. The motion passed (4-1-1).

The Committee circled back to the motion for the approval of the September 3, 2021 minutes:

It was moved by Bob Loughman and seconded by Chuck Sumner to approve the September 3, 2021 minutes as submitted. Bob Loughman, Suzanne Ryan, Mike Hodder, Paul Whalen, Chuck Sumner voted in favor. Linda Murray abstained. The motion passed (5-0-1).

II. 2021-2030 Capital Improvements Program Development

2031 Libby Museum; \$2,984,000

Jim Pineo reviewed the history of the project and distributed information related to such. He stated on July 7, 2021 the BOS, as Trustees of the Libby Museum, voted to rescind the previously supported \$2.28 million project and voted in favor of new proposed project cost of \$2,984,000. He stated the change to the latter project is contingent on a 70%/30% funding split with the Friends of the Libby Museum (70% to be raised by the Friends of the Libby Museum). He stated at this time there is no agreement between the BOS and the Friends of the Libby Museum therefore, no funding mechanism has been agreed upon to move the project forward. He stated \$2,984,000 is a placeholder. He stated there is currently no Memorandum of Understanding between the Town and the Friends of the Libby. He stated there is a push for the Town to have a cash appropriation prior to the project date however, noted all other projects of this magnitude are bonded. He reviewed the annual appropriation at various bond terms.

Bob Loughman questioned the balance of the capital reserve fund.

Kathy Carpentier replied \$306,000.

Linda Murray stated the Friends of the Libby Museum provided information to the BOS secretary this week; noting the information included another request for periodic payments by the Town towards the project and confirmation of a \$1 million pledge for the project. She stated the BOS have not reviewed or acted upon the request. She stated personally she supports the project, however, has issues with the request for periodic payments; noting that how the project is paid for needs to be reviewed.

Suzanne Ryan stated the Friends of Libby Museum has \$200,000 cash and a \$1 million pledge and the Town has \$309,000 and based on everything the Town has asked them to do over the years feels that the project should be moved forward. She stated the voters supported the warrant article; 756 – yes, 547 – no. She stated it is derelict of the CIP Committee if they do not consider an appropriation for 2022.

It was moved by Suzanne Ryan to appropriate \$350,000 for 2022 and \$350,000 for 2023.

Discussion of the motion:

Mike Hodder stated the Committee does not have the authority to allocate funding or change the amount of the funding request, however, could change the project year.

Bob Loughman concurred stating that it would then become the responsibility of the BOS to develop a warrant article.

Suzanne Ryan withdrew her motion.

It was moved by Suzanne Ryan to move the Libby Museum project for \$2,984,000 to 2022. There being no second, the motion failed.

Paul Whalen stated the project is noted as urgent however, the project is scheduled for 2031.

Suzanne Ryan requested the Libby Museum be included on the Committee's September 17th agenda following the BOS review of the request submitted by the Friends of the Libby on September 15th.

Mike Hodder stated that if there are changes to the project submittal the Town Manager would bring forth those changes to the CIP Committee and the agenda would be revised accordingly.

It was moved by Suzanne Ryan to support the Libby Museum project and fundraising efforts in theory. There being no second the motion failed.

Jim Pineo recommended the Committee review the HEB structural engineering report; noting the mold and rot issues are minor. He stated the recommendations to address other issues have been completed.

Bob Loughman stated the project is defined and in the CIP schedule; noting the financing of the project is not within the Committee's purview.

Catriona Lennon provided visitor numbers; noting an increase in such and revenue by 16% from 2019. She stated the majority of visits were due to a response from online advertising; noting she has created an online presence for the museum.

Linda Murray requested the Town Manager review the repairs that have been done.

Jim Pineo provided a summary of such.

Mike Hodder agreed that the Town has provided significant funds to the building.

Linda Murray stated the Libby Museum stated that if the Town doesn't agree to the MOU then their fundraising efforts would cease therefore, the project was moved to 2031.

Mike Hodder stated the date shouldn't be changed.

Suzanne Ryan stated there have been 13 studies performed on the building that outline various issues; noting the building is in urgent need of repair. She stated the Town has put a lot of superficial ill managed money into the building by the trustees. She stated the Trustees are now acting responsibly due to the push from the Friends of the Libby. She stated there should be incremental payments towards the project and feels the project should be moved to 2022.

Bob Loughman stated it has been suggested to appropriate \$300,000 to a capital reserve account and asked if such has been considered.

Mike Hodder stated he feels it is the pervue of the BOS for review by the Budget Committee. He stated this Committee has no authority to increase or change an amount.

Linda Murray stated the Friends of the Libby Museum is not asking for \$350,000 rather, a lesser amount. She stated the CIP Committee is reviewing a request based on the July 24, 2021 letter from the Friends of the Libby Museum. She stated the BOS need to review their most recent request and consider such; noting it would then be the responsibility of the BOS to present a warrant article appropriation.

Tom Goodwin, President, Friends of the Libby Museum, stated the intent is to raise 70% of the restoration and expansion costs. He stated fundraising efforts were suspended until recently when an unsolicited donor came forward. He stated such was a significant change and felt the matter should be brought to the BOS. He stated the goal is to fundraise \$425 by December 2022 and an additional \$425 by December 2023 in order to break ground in 2024. He stated that knowing the project is scheduled on the Town's CIP would encourage donors.

Bob Loughman asked if the Committee is open to moving the project date.

Linda Murray stated it would be appropriate for the Committee to do such.

Suzanne Ryan agreed.

It was moved by Suzanne Ryan to move the Libby Museum Renovation and Expansion project to 2023. There being no second the motion failed.

Brian Deshaies stated the Town has a fiduciary responsibility and the BOS are the Trustees of the Library; noting the BOS are not in the business of running a museum and need assistance with such. He stated the Friends of the Libby have requested \$172,000 as a placeholder for 2022 and \$185,000 as a placeholder for the following year. He stated an economic impact study needs to be done on the

museum that tells the visitor and tourism value and educational benefit of the museum. He stated the museum has a place in the community and the voters should decide.

Catriona Lennon stated the Committee would be having a very different conversation following the September 15th BOS meeting. She noted the museum is a nationally registered historic site and that its value goes beyond the Town.

2022 SAU 49/Governor Wentworth Regional School District; \$150,000

Kathy O'Blenes stated the request is for repairs to the HVAC system; noting Wolfeboro's proportion is 35.88%. She stated the District's budget process has not yet begun, and the funding request has not yet gone before the SAU Board.

III. Narrative and Draft Spreadsheet

Mike Hodder stated there is no narrative to review.

Referencing the spreadsheet, Bob Loughman requested the Committee discuss the scheduling of the Libby Museum's project.

Mike Hodder stated there is no absolute certainty that fundraising will go through and is unsure how the \$2,948,000 breaks down therefore, is reluctant to change the project year.

Bob Loughman recommended scheduling the project for 2026 to allow time for funds to be raised.

It was moved by Bob Loughman and seconded by Suzanne Ryan to move the Libby Museum project to 2026.

Discussion of the motion:

Mike Hodder stated the Committee is more than a scheduling operation; noting the Committee schedules projects based on impact to the tax rate. He stated the Committee hasn't considered a 30% impact on the 2026 budget.

Linda Murray stated she supports the motion; noting the project was placed in 2031 because the Town had been informed that the Friends of the Libby Museum were no longer going to fundraise however, they are now fundraising.

Chuck Sumner stated 2026 makes sense and noted that it would (and should) follow the Public Safety Building project.

Chuck Sumner, Paul Whalen, Bob Loughman, Linda Murray, Suzanne Ryan voted in favor. Mike Hodder opposed. The motion passed (5-1-0).

Kathy Carpentier reviewed the following spreadsheets; CIP Proposed Projects, Capital Reserve Funding, Project Funding for 2022-2031 and Existing Debt Schedule; noting the spreadsheets include all projects whether voted on or not.

The Committee agreed to the following revisions;

- Add SAU funding request of \$71,779
- Place an asterisk next to projects that are not recommended

IV. **Other Business**

None.

V. **Public Comment**

Brian Deshaies stated that when reviewing a project people need to put their personal opinions aside.

Next meeting scheduled for 9/17/21 at 8:00 AM at the Great Hall, Wolfeboro Town Hall. Agenda to include draft narrative and draft spreadsheet.

It was moved by Bob Loughman and seconded by Mike Hodder to adjourn the September 10, 2021 CIP Committee meeting. Chuck Sumner, Paul Whalen, Mike Hodder, Bob Loughman voted in favor. Suzanne Ryan opposed. Linda Murray abstained. The motion passed (4-1-1).

There being no further business before the Committee, the meeting adjourned at 9:32 am.

Respectfully submitted,
Lee Ann Hendrickson
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