

**Town of Wolfeboro
Capital Improvements Program Committee
August 26, 2022**

APPROVED MINUTES

Members Present: Kathy Barnard, Chairman, 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, Chuck Sumner, Tim Cronin, Paul Whalen, Suzanne Ryan, Members, Dennis Farrell, Alternate.

Staff Present: Tavis Austin, Director of Planning and Development, 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 8:32 AM.

II. Consideration of Minutes

August 12, 2022

Correction: Page 2, 2nd paragraph, motion, 1st line; add "It was moved by" prior to "Mike Hodder"

It was moved by Chuck Sumner and seconded by Mike Hodder to approve the August 12, 2022 Capital Improvements Program Committee minutes as amended. All members voted in favor. The motion passed.

III. Departmental Presentations

Public Works Department – Sewer

2023 Smaller Sewer Pump Station Upgrades; \$340,000

Dave Ford stated the Town owns and operates nine sewer pump stations, all of which are in need of upgrades and two of which are undergoing upgrades. He stated the 2023 CIP project includes upgrades to four additional stations; Elm Street, Crescent Lake, Sewall Road, and Clark Road. He stated the upgrades would be funded through the Sewer Fund.

Bob Loughman asked whether the project would be presented as a capital outlay project.

Dave Ford stated he is proposing a warrant article however, it could be a capital outlay project.

Chuck Sumner questioned whether the remaining three pump stations would be upgraded.

Dave Ford replied yes, upgrades would be proposed for 2024.

Chuck Sumner asked if any of the stations are failed.

Dave Ford stated there was an issue with the control panel last year as well as a small discharge electrical malfunction. He stated if there is a failure the system would back up into Back Bay.

Linda Murray requested information regarding financing.

Dave Ford reviewed such.

Mike Hodder questioned the tax implications.

Dave Ford stated there would be no tax impact in 2023.

Suzanne Ryan asked if the money used from the RIB lawsuit is paid back.

Kathy Carpentier replied no, the funds are not replenished.

It was moved by Mike Hodder and seconded by Suzanne Ryan to recommend the 2023 Smaller Sewer Pump Station Upgrades project for \$340,000. Roll call vote: Kathy Barnard – yes, Bob Loughman – yes, Mike Hodder – yes, Tim Cronin – yes, Chuck Sumner – yes, Suzanne Ryan – yes, Paul Whalen – yes, Linda Murray - abstained. The motion passed (7-0-1).

2023 Sewer Line Upgrade, Main Street; \$1,500,000

Suzanne Ryan state the project form is not signed by the Town Manager.

Tavis Austin stated the Town Manager signed the form following the distribution of the materials to the Committee.

Dave Ford reviewed the project and noted that ARPA funds were used to conduct a study and it was found that the sewer system is cracking and backing up. He stated the project (I&I project) was submitted to NHDES however, does not currently know the amount of the loan forgiveness grant. He stated the project would start at Pickering Corner to the Congregational Church; noting the drain line wanders along a route middle to lakeside of the road. He stated the project would take two seasons to complete – construction to occur following Labor Day both years, one side of the road to be done one year and the other side of the road to be done the next year.

Mike Hodder questioned how much time the upgrades would buy for sewer and water expansion needs by treating the I&I.

Dave Ford stated the Town will continue to reduce I&I to obtain additional capacity in the current system and allow for additional hookups on that system. He stated there is no need to expand the system rather, there is a need to repair the system.

Mike Hodder asked if capacity has been reassessed.

Dave Ford stated such is currently being assessed and the information will be available later this year.

Linda Murray confirmed the project would include both sewer and drainage.

Chuck Sumner questioned the timeline of the project.

Dave Ford stated the Town has to show authorization (Town vote) to borrow the money in order to receive grants and loans. He stated following such the timeline includes 6 months for engineering and design and one year for construction.

Suzanne Ryan asked if the previous I&I issues have been remedied.

Dave Ford replied yes, the Town has reduced the I&I from 150 million gallons/year to 110 million gallons/year (40% reduction).

Suzanne Ryan asked if trees and overhead utility lines are included in the project.

Dave Ford stated he is proposing a separate warrant article to address trees along the corridor. He stated this project does include the relocation of utilities however, not the burying of the main line.

Suzanne asked if it could be engineered so that the drainage falls along the water and sewer lines.

Dave Ford stated there cannot be separate trenches.

Mike Hodder stated the project is ranked 45 out of 108 and has received a total of 25 points and asked the chances of receiving loan forgiveness with that ranking.

Dave Ford stated he is currently in discussions with the State and believes there is a high chance of receiving loan forgiveness.

It was moved by Suzanne Ryan and seconded by Mike Hodder to recommend the 2023 Main Street Sewer Line Upgrade project for \$1,500,000. Roll call vote: Kathy Barnard – yes, Bob Loughman – yes, Mike Hodder – yes, Tim Cronin – yes, Chuck Sumner – yes, Suzanne Ryan – yes, Paul Whalen – yes, Linda Murray - abstained. The motion passed (7-0-1).

2023 Wastewater Treatment Plant Facility Upgrades; \$10,117,000

Dave Ford reviewed the project noting that the Town's Wastewater Treatment Facility located on Filter Bed Road was built in mid-seventies, with upgrades in 1993 and 2010. He stated over the last 9 years the Town set up a Capital Reserve Fund and has completed almost \$900,000 in upgrades, however the plant still continues to deteriorate because of use and time. He stated the Town hired HDR consultants in 2021 to assess facility and prepare a Master Plan; noting the report was issued the end of 2021. He stated the Town has received notification from NHDES for 30% loan forgiveness (\$3,035,000) to significantly reduce cost to taxpayers and noted engineering would occur in 2023 and construction in 2024-2025.

Bob Loughman questioned the architectural and engineering costs for \$1.7 million.

Dave Ford stated costs have increased significantly.

Bob Loughman questioned the impact to taxpayers and debt service.

Dave Ford stated that once the Town commits to the project additional grant money can be sought and noted that once the loan goes into effect the RIB loan will be ending.

Tim Cronin questioned the impact to the people tied into the sewer system.

Dave Ford stated rates will be increased per the water and sewer rate study; noting the study takes the project into consideration.

Mike Hodder asked if the project would move forward if the Town does not receive funding.

Dave Ford replied no.

Linda Murray stated it was identified in 2006/2007 that something needed to be done with the facility and noted the Town has continuously funded the capital reserve fund and make ongoing repairs.

It was moved by Suzanne Ryan and seconded by Bob Loughman to recommend the 2023 Wastewater Treatment Facility Upgrades project for \$10,117,000. Roll call vote: Kathy Barnard – yes, Bob Loughman – yes, Mike Hodder – yes, Tim Cronin – yes, Chuck Sumner – yes, Suzanne Ryan – yes, Paul Whalen – yes, Linda Murray - abstained. The motion passed (7-0-1).

2023 Wastewater Treatment Plant Capital Reserve Fund; \$175,000

Bob Loughman questioned the balance of the fund.

Dave Ford replied \$234,000 however noted some of that money is committed. He stated by year end there will be approximately \$50,000 in the account.

It was moved by Mike Hodder and seconded by Bob Loughman to recommend the 2023 Wastewater Treatment Plant Capital Reserve Fund project for \$175,000. Roll call vote: Kathy Barnard – yes, Bob Loughman – yes, Mike Hodder – yes, Tim Cronin – yes, Chuck Sumner – yes, Suzanne Ryan – yes, Paul Whalen – yes, Linda Murray - abstained. The motion passed (7-0-1).

Linda Murray exited the meeting. Brian Deshaies was appointed to sit in for her.

2023 Low Pressure Sewer Extensions; \$495,000

David Ford stated such would be funded by the connection fees and noted the BOS approved the study, survey, and engineering for the project; noting 20 properties would be connected to the system (system to be extended from Sewall and Forest Road to Carry Beach).

Suzanne Ryan asked if the connection fee is paid by the landowner.

Dave Ford stated the current connection fee is \$6,000 for a three-bedroom home. He stated a formula/equation is being proposed for the connection fee however, such has not yet been determined.

Suzanne Ryan asked if a special or betterment assessment would be placed on the landowner.

Dave Ford stated the entire cost would not be placed on the user rather, more than one funding source is being proposed.

Suzanne Ryan questioned the number of septic systems that are currently in failure and the number of homes that will be connecting to the system.

Dave Ford stated he is aware of two failed systems and noted 20 homes would be connected. He stated of those 20 homes only two or three have up to date septic systems (systems that have been installed in the last 20 years).

It was moved by Mike Hodder and seconded by Bob Loughman to recommend the 2023 Low Pressure Sewer Extensions project for \$495,000. Roll call vote: Kathy Barnard – yes, Bob Loughman – yes, Mike Hodder – yes, Tim Cronin – yes, Chuck Sumner – yes, Suzanne Ryan – no, Paul Whalen – yes, Brian Deshaies - abstained. The motion passed (6-1-1).

Public Works Department – Water

2023 Water Main Upgrades, Main Street, Pickering Corner to Bridge; \$1,600,000

Dave Ford stated the Town's water system dates back to 1890's when the original water lines were constructed. In 2022, he stated the Town received authorization to begin the design of vintage water mains and funded the engineering and construction of water lines on Green Street and River Street. He stated this project will fund the construction of water main replacement from Pickering Corner to Bridge on Main Street (1,500 feet) including a complete street rebuilding project which will also include replacing sewer, drainage, sidewalks, and roadway.

It was moved by Bob Loughman and seconded by Mike Hodder to recommend the 2023 Water Main Upgrades – Main Street to Pickering Corner project for \$1,600,000. Roll call vote: Kathy Barnard – yes, Bob Loughman – yes, Mike Hodder – yes, Tim Cronin – yes, Chuck Sumner – yes, Suzanne Ryan – yes, Paul Whalen – yes, Brian Deshaies - abstained. The motion passed (7-0-1).

2023 Water Main Upgrades, Highland Terrace to Maplewood Drive; \$200,000

The Committee will review this project on September 2nd CIP Committee meeting (a project form was not submitted).

IV. Next Meeting

Next meeting scheduled for 9/2/22 at 8:30 AM at the Great Hall, Wolfeboro Town Hall. Agenda to include Library and Public Works - Highway.

V. Public Comment

None.

VI. Other Business

None.

It was moved by Bob Loughman and seconded by Chuck Sumner to adjourn the August 26, 2022 CIP Committee meeting. All members voted in favor. The motion passed unanimously.

There being no further business before the Committee, the meeting adjourned at 10:07 am.

Respectfully submitted,
Lee Ann Hendrickson
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