



Planning and Development

*Town of
Wolfeboro*

October 17, 2013

Sarah M. Silk, Chairman
Board of Selectmen

John MacDonald, Chairman
Budget Committee

PO Box 629
Wolfeboro, NH 03894

RE: 2013-2022 Capital Improvements Program

Dear Ms. Silk and Mr. MacDonald:

Attached please find the Capital Improvement Plan adopted by the Planning Board on October 15, 2013.

Town officials and staff, like our counterparts in other communities in New Hampshire, expend a great deal of effort each year establishing a municipal budget. This budget must realistically balance the ever increasing needs and costs of delivering services to their constituents while at the same time staying within the financial constraints mandated by available tax revenues. In an acknowledgement of the precariousness of the annual budgetary process, the General Court authorized the use of a Capital Improvements Program (CIP) to aid town officials in scheduling the investment of Town resources.

Although this document must have the authorization of the local legislative body, its use **is entirely advisory**. The document is structured to provide a multi-year (ten years) recommended program of major capital projects and expenditures. RSA 674:5 states *"The sole purpose and effect*

*of the Capital Improvements Program **shall be to aid** the Board of Selectmen, Town Manager and the Budget Committee in their consideration of the annual budget."*

This CIP is the result of an in-depth review of proposals submitted by each Department Head. As with the past several CIPs the current state of the economy continues to raise concern about what the community can afford. This concern has caused the CIP Committee to prepare a CIP which continues to be responsive to the needs of the community while attempting to minimize the potential tax impact of the CIP by phasing of projects and the use of other funding mechanisms.

This CIP Committee and the Planning Board have been keenly aware of the Town's financial constraints over the past several years and has influenced our ranking process. This said, the Planning Board continues to strongly support the Town's creation and funding of realistic Capital Reserve Accounts which provide adequate funding to purchase rolling stock on a regular replacement schedule, replacement, repair or upgrade of facilities and create other funds for larger capital expenses to help offset larger expenditures. The use of Capital Reserve Accounts stabilizes annual capital appropriation expenditures by eliminating the need for bonding requests for rolling stock replacement and maintenance programs. The Planning Board supports maintaining a priority for a warrant article for repair and renovation of the Town Hall. Consistent with the BOS guidelines to the Department Heads, the CIP focuses on building maintenance and repairs to Town facilities and infrastructure in a move away from crisis management.

The Planning Board remains supportive of the development of a **Municipal Asset Inventory and Management Plan** or at least a facilities plan developed from an analysis of current conditions, community needs and department needs. This year's submittals again demonstrated the need for the development of the **Facilities Plan** that addresses the use and condition of the Town's buildings. It is clear that each department is making requests based on the condition of its own facilities. It is also clear that there continues to be no comprehensive approach to address these needs and set priorities for facilities that reflect the goals of the Board of Selectmen while balancing the community's ability to fund said facilities. Of particular concern is the scope and cost of the Abenaki Ski Lodge as it relates to the overall community needs. While there is a clear necessity

for a new ski lodge the Committee feels the submitted scope and associated price is beyond the demonstrated need.

As recommended last year, the Planning Board strongly believes that interdepartmental communication in the development of the facilities component of the Plan is critical to the development of an integrated facilities plan. Further, the CIP Committee and the Planning Board believes the Town Manager and the Board of Selectmen need to facilitate this dialogue. The CIP Committee and the Planning Board strongly recommends the establishment of a **Municipal Facilities Plan** that will serve as the road map for the development of new or improved facilities. We believe this is necessary to ensure that the Town's limited financial and property resources are used in a manner that provides the greatest benefit to the community. This Plan should use existing facilities and space needs reports and address:

- Existing site/building constraints and include non-Town facilities that can address the Town's needs
- Department needs, such as response time, material storage, neighborhood impact
- Community priority, such as meeting space, locations, size of the facility and economic viability

In addition, the CIP Committee removed the proposed street sweeper/catch basin cleaner from this plan since it will be a lease/purchase funded by the Operating Budget. The CIP Committee and Planning Board endorse the lease/purchase of the machine with the recognition that the vehicle will help to protect the overall water quality of the lakes. Further, the CIP Committee and Planning Board support the \$20,000.00 request by the Library Trustees for a design and feasibility study of a new library which will be funded by the Library Trust account.

In summary, the Planning Board recommends action on the following issues:

- The creation of a Municipal Facilities Plan
- The establishment of a Municipal Asset Inventory and Management Plan
- The establishment and funding of Capital Reserve Accounts
- Funding of Capital Improvements

Attached please find the Capital Improvement Plan for your consideration.

Respectfully,

Kathy Barnard

Kathy Barnard, Chairman

Stacie Jo Pope, Vice- Chairman

Brad Harriman, Selectmen's Rep

Christine Franson

Vaune Dugan

John Thurston

Paul O'Brien

Chuck Storm, Alternate

David Alessandrini, Alternate