

Wolfeboro Board of Selectmen
Public Meeting Minutes-Unapproved
COVID-19 Meeting- GoToMeeting
October 7, 2020

Board Members present: Chairman Brad Harriman, Dave Senecal, Dave Bowers, Linda Murray and Paul O'Brien

Staff present: Town Manager Jim Pineo, Code Officer Steven Paquin, Planning Director Matt Sullivan and Recording Secretary Michele Chamberlain

Chairman Harriman opened the GoToMeeting at 6:30 PM.

Chairman Harriman read the following Preamble into the record:

MEETING PREAMBLE DURING COVID-19 EMERGENCY

Good Evening, as Chairman of the Wolfeboro Board of Selectmen, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of town government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

The Board Members gave a Roll call vote, Dave Senecal - present and alone in his office in his house, Linda Murray- present and alone in a room in her house, Brad Harriman – present and alone in a room in his house, Dave Bowers – present and alone in a room in his house but his wife might walk through and Paul O'Brien – present and alone in a room in his house.

Non-Public Session RSA 91-A: 3, II a, d, and I

Mr. Pineo stated a non-public session is needed to discuss public employee, property transaction and consideration of legal advice.

Consideration of Minutes

Chairman Harriman asked for approval from the Board of the September 9, 2020 GoToMeeting Minutes.

It was moved by Linda Murray and seconded by Paul O'Brien to accept the minutes of September 9, 2020 as written. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

Chairman Harriman asked for approval from the Board of the September 16, 2020 GoToMeeting Minutes.

It was moved by Dave Bowers and seconded by Paul O'Brien to accept the minutes of September 16, 2020 as amended. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

Chairman Harriman asked for approval from the Board of the September 23, 2020 GoToMeeting Minutes.

It was moved by Linda Murray and seconded by Paul O'Brien to accept the minutes of September 23, 2020 as amended. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

Chairman Harriman asked for approval for the amended minutes from the Board of the May 27, 2020 GoToMeeting Minutes.

Mr. Pineo stated an amendment is needed for the May 27th meeting minutes. We need an amendment to the motion clarifying the Town Manager is authorized to sign the document for the GOFERR Grant.

It was moved by Linda Murray and seconded by Paul O'Brien to accept the minutes of May 27, 2020 as amended. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

Public Hearing

- i. The Wolfeboro Board of Selectmen will hold a public hearing Wed. October 7, 2020 at 6:30 PM, virtually at the link <https://global.gotomeeting.com/join/447550261> regarding the consideration to grant an easement for a minor encroachment of the Latchaw Building owned by Cross Neck Road, Inc. into Lake Avenue, pursuant to Selectmen's authority under RSA 41:14-a.

Mr. Pineo stated this was reviewed by Attorney Puffer and he gave some recommendations to Attorney DeVlyder.

Kurt DeVlyder, Attorney for Chris Ahlgren, addressed the Board. Mr. Ahlgren is selling the Jo Green's building and a survey was done which discovered they encroached on about 4" of town property when it was redone. This creates a title issue and the building can not be moved so we are asking the Town to grant an easement for the encroachment so Mr. Ahlgren can sell the property. Attorney Puffer reviewed the easement that was drafted and did not have any issues. We are asking for tonight to be part of the two public hearings required.

Chairman Harriman opened the public hearing.

Chairman Harriman closed the public hearing.

Chairman Harriman stated there will be two public hearings to discuss this grant easement. Tonight is the first public hearing the next public hearing will be on October 21, 2020.

Ms. Murray stated the picture of the tax map that we were given makes this very confusing. She questioned if the only thing that changed it just the corner of the building.

Mr. DeVlyder stated correct. It appears that the tax map is somewhat incorrect of its depiction of the property.

Ms. Murray stated we are looking at the plan that was surveyed by White Mountain Survey.

Public Hearing- Temporary Event Permit

- i. The NH Lakes Region Pickle Ball Club to host their Annual Pickle Ball Tournament September 10-12, 2021 from 6:00 AM to 6:00 PM at the Foss Field courts, Lehner Street. Permit #2021-1

Joe Santoro, Representative of the NH Lakes Region Pickle Ball Club, addressed the Board. This will be our 7th year holding this tournament. He stated he is requesting to secure the dates for next year's tournament so the dates can be advertised. This year we had 202 participants from New England but because of COVID-19 we had to turn down over 60 players coming from Canada, Florida and the west coast. Next year we anticipate having over 250 participants if we don't have to worry about COVID-19. It is a three day event. We have support from the Parks and Recreation Department and many of the local businesses in Town.

Ms. Murray stated about a week before the event we need a copy of your insurance which we should make the motion contingent upon receiving it.

Mr. Santoro agreed. We get two kinds of insurance. One for the event and one for the players as well by Avery Insurance.

Chairman Harriman opened the public hearing.

Chairman Harriman closed the public hearing.

Ms. Murray stated we should put in the motion contingent upon COVID-19 guidelines if they are still in place.

It was moved by Dave Bowers and seconded by Paul O'Brien to approve a Temporary Event Permit application for The NH Lakes Region Pickle Ball Club to host their Annual Pickle Ball Tournament September 10-12, 2021 from 6:00 AM to 6:00 PM at the Foss Field courts, Lehner Street, contingent upon receiving an insurance certificate no less than 2 weeks prior to the event and any or all COVID-19 guidelines that may be in place at that time are followed (noting event maybe subject to review by the Board of Selectmen before the event). Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

- ii. The Abenaki Ski Team to host the Annual Ski and Skate Sale on November 14, 2020 (set up November 13, 2020) from 7:00 AM to 4:00 PM at Foss Field Pavilion. Permit #2027

Aynne DeBeer, Representative of the Abenaki Ski Team, addressed the Board. She stated this is usually held at the Kingswood Regional High School but they are not having any inside events because of COVID-19. A lot of the skate and skis sales are being held

outdoors this year in order to abide by all the social distancing requirements. We would like to hold this year's sale at Foss Field Pavilion in the grassy field. The ski shops will set up tents to sell their products.

Chairman Harriman opened the public hearing.

Chairman Harriman closed the public hearing

Ms. Murray questioned if there was a rain date.

Ms. DeBeer stated the event will be rain or shine.

Chairman Harriman stated COVID-19 guidelines will need to be in place so the motion should be contingent upon them being in place.

It was moved by Linda Murray and seconded by Chairman Harriman to approve a Temporary Event Permit application to The Abenaki Ski Team to host the Annual Ski and Skate Sale on November 14, 2020 (set up November 13, 2020) from 7:00 AM to 4:00 PM at Foss Field Pavilion contingent upon following Governor Sununu's orders for COVID-19 and the Town receive an insurance rider. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

Public Input

Limited to 3 Minutes per resident, not to exceed 15 minutes in total

Jim and Elizabeth Shannon addressed the Board. Ms. Shannon stated they would like to submit a permit to hand out candy for Halloween at the Clark Museum on Saturday, October 31, 2020. We would like to light a path so children could adhere to CDC guidelines for distancing. We all would be wearing masks and we would be handing out candy through a chute. She spoke with the president of the Historical Society and we toured the area and she loved the idea. Ms. Shannon asked for help with filling out the permit application and stated they would purchase all the candy themselves. We need time to plan the event. We would like to provide an option for parents for trick or treating. Ms. Shannon stated she has always been concerned about children crossing the street in the dark. She stated the children have already missed out on a lot because of the pandemic. She would like to provide a safe and fun event for kids.

Mr. Shannon stated we would like to give back to the community and put the kids first. He thanked the Board for their time.

Ms. Murray questioned if they had insurance. It would be like any other temporary event. Ms. Capone-Muccio can help with filling out the application.

Mr. O'Brien suggested moving the item up on the agenda.

The Board agreed to move Halloween up to Item A on the agenda.

Bulk Vote

A. Weekly Manifests

- i. September 18, 2020
- ii. September 25, 2020
- iii. October 2, 2020

B. Intent to Cuts/Warrant

Approvals

- i. 55 Sandstrom Rd. Tax Map 110 Lot 7,8 &11

C. Property Tax Credits/Exemptions

Denial

- i. 276 Pleasant Valley Rd Tax Map 234 Lot 7

Approvals

- i. 85 Whitten Neck Rd Tax Map 191 Lot 64
- ii. 530A N. Main Street Tax Map 172 Lot 42
- iii. 55 Sandstrom Rd Tax Map 110 Lot 8
- iv. 4 Council Tree Ln Tax Map 159 Lot 12
- v. 72 Fullerton Shores Tax Map 158 Lot 20

D. Property Tax Refund/Abatement

Approvals

- i. Stonehenge Rd Tax Map 260 Lot 10
- ii. 65 Trotting Track Rd Tax Map 147 Lot 6

E. Betterment Assessment-Warrant

- i. Westwood Drive \$26,754.25
- ii. Stonehenge Rd \$11,1159.50

F. Town Clerk Election-Warrant

- i. November 3, 2020 8:00 to 7:00 PM

Ms. Murray asked to remove item C -276 Pleasant Valley Road from the Bulk Vote was it could be voted on separately.

It was moved by Linda Murray and seconded by Paul O'Brien to remove Item C -276 Pleasant Valley Road from the Bulk Vote. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

Ms. Murray stated she would like to read the Town Clerk Election Warrant to the public.

Chairman Harriman read the following: (See Attached Sheet)

It was moved by Paul O'Brien and seconded by Linda Murray to approve the Bulk Vote Items A-F minus Item C- 276 Pleasant Valley Road. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

It was moved by Dave Senecal and seconded by Paul O'Brien to approve the denial for the property tax credit for exemption Item C (276 Pleasant Valley Road). Linda Murray abstained. Roll call vote Brad Harriman – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

Board Appointments

Ms. Murray questioned if the Board was appointing long term committees or if they were appointing Ad-hoc committees to work for a short period of time. We have term limits listed.

The Board agreed to remove the term limits for the Public Safety Building Committee and the Dock Committee. These are really Ad-hoc Committees. When the project is done the committee will be over.

A. Public Safety Building Committee

- i. Kevin L. Sanzenbacher
- ii. Warren Gould
- iii. Bob Tougher (Budget Committee)
- iv. Bob Loughman (Budget Committee)

Mr. Sanzenbacher addressed the Board. He stated he would love the opportunity to support the Town. He thanked them for appointing him to the Committee.

Mr. O'Brien stated Mr. Sanzenbacher is retired Police Chief. We will have the benefit of his background for this committee and it is great to have him onboard.

It was moved by Paul O'Brien and seconded by Dave Senecal to approve appointing Kevin Sanzenbacher, Warren Gould, Bob Tougher and Bob Loughman to the Public Safety Building Ad-Hoc Committee. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

B. Dock Committee

- i. Adam Dow
- ii. John Thurston
- iii. Brian Black
- iv. Bob Tougher (Budget Committee)
- iv. Mary DeVries

Mary DeVries addressed the Board. She thanked the Board for her consideration to be appointed to the Committee. She welcomes the opportunity to relay the strategy behind the group to the business community.

It was moved by Paul O'Brien and seconded by Linda Murray to approve appointing Adam Dow, John Thurston, Brian Black, Bob Tougher and Mary DeVries to the Dock Ad-hoc Committee. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

Mr. O'Brien stated the Public Safety Committee will meet on Tuesdays at 10:00 AM and the Dock Committee will meet on Mondays at 10:00 AM. We will start meeting next week and it will be a virtual meeting for the first meeting.

C. Trustees of the Trust Funds

- i. Bree Schuette Resignation

Chairman Harriman thanked Ms. Schuette for her service to the Town.

It was moved by Linda Murray and seconded by Paul O'Brien to accept with regret her resignation. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

- ii. Karen Haskell Alternate to member

Ms. Haskell addressed the Board. She stated currently she is an alternate member and is happy to serve the rest of Bree's term which is up in March 2021.

It was moved by Linda Murray and seconded by Paul O'Brien to appoint Karen Haskell as a member of the Trustees of the Trust Funds until March 2021. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

New Business

A. Halloween – Trick or Treat

Chairman Harriman stated the Police Chief announced on Facebook that Halloween would continue. The Board put this on the agenda tonight to discuss from our last meeting.

Mr. Pineo stated there has been a lot of dialogue at the State Level about Halloween. There has been a consistent message that there is no real push to cancel Halloween but safety guards need to be put in place. We need to promote a happy, fun and safe Halloween. We need to empower the families and parents to encourage social distancing while trick or treating. We need to try to encourage one way foot traffic as much as possible. We need to define times for Halloween. They are encouraging the use of hand sanitizer and avoiding large groups. They are discouraging the use of gloves. People need to be respectful so if a door light is not on please do not go to their residence. Mr. Pineo stated he spoke with Chief Rondeau and Chief Skantze and they both agreed to continue with the event.

Ms. Murray stated she felt they should continue with trick or treat. It is similar to the school system with the choice of homeschool, to go remote or to go hybrid. Parents have the choice to go trick or treating or not. We need to have safety measures up on our Town Facebook and our Town website. She suggested having an article in the Granite State News as well.

Mr. O'Brien agreed. It would be great to list the conditions on the website. It should be a consist message from all of us. The message should be repeated so it reaches everyone. He suggested having the message in the paper and slips given out at the grocery stores. Everyone needs to know the rules and people need to be respectful of others.

Chairman Harriman agreed. He felt families would be cautious and remain in small groups. Parents should be able to decide.

Mr. O'Brien stated we need to give the Shannon's an answer.

Mr. Pineo questioned the time. Will we have Halloween on Saturday, October 31? What will the timeframe be?

Ms. Murray stated usually it is 5:00 – 7:00 PM. If a light is out then people need to respect that family's decision and not go on their property. Ms. Murray questioned the Shannon's use of Town property. They are not a 501c3 (non-profit) but if we want we could grant them a temporary permit. She questioned Mr. Pineo's opinion.

Mr. Pineo stated he is concerned with people crossing the road. The Fire and Police Department have a well-attended event where they hand out candy at the Public Safety Building. It could get a little busy with two big events. He asked the Shannon's to get in touch with the Fire Chief to make sure they coordinator with the Fire Department and the Police Department.

Ms. Murray stated Clark Road and East Clark Road are the main areas for Trick or Treating and then people cross somewhere on South Main Street. This is a very busy area. Parents need to decide if they want to go into these crowded areas. She agreed it should go through the Fire Department.

Mr. O'Brien questioned how they could provide an answer to the Shannon's.

Ms. Murray questioned if there was a way so no one would come out on South Main Street. It would be safer if there were not lines. She suggested having the entrance at the park side.

Mr. Pineo stated he could reach out to the Fire Chief so the Shannon's could coordinator a plan that could work for everyone involved. This may take some burden away from some of the homes on Clark Road which would be helpful.

Chairman Harriman questioned if they could add this item onto an agenda next week instead of waiting until October 21st since Ms. Shannon stated they needed time to plan for the event.

The Board agreed to add this item to the agenda on Thursday, October 15th.

It was moved by Linda Murray and seconded by Dave Senecal to hold Halloween Trick or Treating on Saturday, October 31, 2020 from 5:00 PM to 7:00 PM. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

B. Covenant to Protect Public Benefit Pursuant to RSA 79-E – Samuel Avery House, LLC

Mr. Pineo stated Mr. Cooke came before the Board in the spring regarding the easement for the tax relief incentive for the Samuel Avery House. The building is substantially complete. This was reviewed by Attorney Puffer.

Chairman Harriman stated Attorney Puffer did not have any issues with the request.

Ms. Murray questioned if they were going to use the base of the evaluation of the revaluation of 2020.

Mr. Pineo stated correct.

Mr. O'Brien thanked the Cooke's. This is a great thing for the Town.

It was moved by Dave Senecal and seconded by Dave Bowers to approve and sign the Covenant to Protect Public Benefit with Samuel Avery House (84 South Main Street), LLC pursuant to RSA CH. 79-E as provided at this meeting. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

Ms. Murray lost internet connection.

C. Inter-Municipal Agreement Between Tuftonboro and Wolfeboro

Mr. Pineo stated Ms. Murray was going to discuss this item. The current extension of the Inter-Municipal Agreement with Wolfeboro and Tuftonboro expired Sept. 30th and both parties on the Milfoil Joint Board agreed to another 5 year extension to expire September 30, 2025. It has been reviewed by legal counsel.

It was moved by Paul O'Brien and seconded by Dave Senecal to authorize the Wolfeboro Board of Selectmen's Chairman to sign the Inter-Municipal Agreement between Tuftonboro and Wolfeboro for the provisions of Aquatic Nuisance Plant Control with the term expiring on Sept. 30th 2025. Roll call vote Brad Harriman – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

Mr. Pineo stated the only major change to the agreement is that Moultonborough has withdrawn from the agreement.

Mr. Senecal stated it has been quite a few years.

Ms. Murray stated she lost power so she is on her phone now.

D. Introduction of Codes Officer

Mr. Pineo introduced the Codes Officer, Steven Paquin to the Board of Selectmen and the citizens of Wolfeboro.

The Board welcomed Mr. Paquin.

E. 2021-2030 CIP Review

Kathy Barnard, Chairman of the Planning Board, addressed the Board. She stated the Planning Board approved the 2021-2030 CIP Document last night. This is an advisory plan that is planned yearly to serve as a guide for the Board of Selectmen and the Budget Committee. The plan was developed by the Planning Board's CIP Committee after discussions with the Town Manager and Department Heads. She thanked the Department Heads, Town Manager and the members of the committee for all their hard work. This ten

year plan is recommended for municipal projects over \$100,000.00 and the projects are spread out by considering the needs of the Town and the impact on the taxpayers. There are several Capital Reserve Accounts to balance tax rate impacts and avoid the traditional practice of 'crisis management' through a proactive funding strategy that lessens the need for bonding requests. There is a spreadsheet at the end of the document that includes all of the known Town projects spread out over a ten year period. She hopes this will help with the budget discussions for 2021 and into the future.

Matt Sullivan, Planning Director, addressed the Board. He reviewed the document. (See Attached sheets)

Mr. Sullivan stated all proposals were reviewed by the Town Manager which created a high level of value with the projects which ultimately lead to these projects being supported. All projects were recommended for 2021. One thing that was new this year was the Planning Board provided guidance to the CIP by asking them to take a vote on all of the upcoming year projects (2021). The Planning Board asked the committee to recommend or not recommend this year's projects. This was to give a clear indication to the Board of Selectmen and Budget Committee which projects were recommended. Factors that were considered were a projects need, a projects urgency and a projects relationship to the Master Plan. Many of the budget figures and the project scope presented in the plan are preliminary. These projects may be redefined as the go to the Board of Selectmen and the Budget Committee.

Mr. Sullivan reviewed the 2021 proposed projects. (See Attached spreadsheet)

Electric – Phase #6 Voltage Conversion Supplemental Request - \$1,850,000.00

PW/HWY – Capital Reserve Contribution - \$180,000.00 (80,000- Replace HD-1 -50,000 and Replace SW-9 Trash Compactor)

PW/HWY – Crescent Lake/Pine Sidewalks - \$50,000.00

PW/HWY – Bay Street Sidewalks - \$55,000.00

PW/HWY – Port Wedeln Beach/Drainage Upgrades - \$250,000.00

PW/HWY – Railroad Avenue Layout and Upgrade - \$100,000.00

PW/HWY – Building Maintenance Capital Reserve Fund - \$75,000.00

PW/HWY – Annual Road Maintenance/Upgrades - \$950,000.00

PW/HWY – Dockside Docks Upgrades - \$250,000.00

PW/HWY – Dockside Parking Lot - \$100,000.00

Water – Water Main Upgrades – Park and High Street - \$350,000.00

Sewer – Sewer line Upgrade – South & North Main Street - \$100,000.00

Sewer – WWTP Asset Management Plan Grant - \$30,000.00

Sewer – Capital Reserve for WWTP Upgrades - \$250,000.00

Sewer – Effluent Disposal Long Term Upgrades - \$3,500,000.00

Sewer – High Street upgrade - \$200,000.00

Fire – Replace Ladder 1 - \$1,380,000.00

Police – Communications Capital Reserve Contribution - \$154,000.00

Pop Whalen – Pop Whalen Roof, Dehumidification and Compressor- \$850,000.00
Parks – Abenaki Ski Capital Reserve Account - \$20,000.00
Library – Generator Project - \$75,000.00
Libby – Libby Museum Building Renovation and Expansion - \$100,000.00
Plan/PW – Water Resources Capital Reserve Fund - \$50,000.00

Total Capital Project Expenditures in 2021 - \$10,009,336.00
The proposed number that will impact the tax rate is \$3,695,000.00

Mr. Sullivan stated this number lines up well with past CIP plans. He thanked all the CIP Committee for all their hard work and hoped it would be a value tool going through the budget process this year and beyond.

Ms. Barnard stated the entire plan is on the website. She thanked Mr. Sullivan for all his hard work on improving the CIP process.

F. Commercial Vessel Landing Permit Fees 2020

Mr. Pineo stated because of the pandemic we have only observed one of the commercial vessel units coming into and utilizing the docks. He questioned the Board's opinion of refunding their fees for this year.

Mr. O'Brien questioned if there was an ask from any of the boat owners.

Mr. Pineo stated at this point there has not been but we feel they were providing a service to the community and they pay for that space. We felt being good neighbors since they could not create revenue this year we felt it would be important to help them out.

Chairman Harriman agreed they should refund the fees. They were not able to produce any revenue this year.

Mr. Senecal agreed.

Mr. O'Brien agreed. It could be a refund or a credit to the purchase for the next year. If they asked then we should cut them a check.

Ms. Murray agreed. We should give them the money back this year.

Mr. Senecal agreed because that is the cleanest way.

It was moved by Paul O'Brien and seconded by Dave Senecal to authorize refunds on 2020 Commercial Vessel Landing Permits as follows:

1. **\$560.00 NHBM-Mille B**
2. **\$651.73 Winnepesaukee Flagship Corp d/b/a Mt. Washington Cruises**
3. **\$1,300 HCC d/b/a the Winnepesaukee Belle**

Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O’Brien - yes. Being none opposed, the motion passed.

G. Henry F. Libby Estate/Libby Museum Annual Filing

Mr. Pineo stated we received some correspondence requesting the documents associated with our annual filing to the NH State Department of Justice. Unfortunately we discovered this has not been done since 2012. He thanked Ms. Capone-Muccio for working with NH DOJ and Attorney Puffer to getting this straighten out. She worked with Paul O’Brien as the member of the Libby Trustee in getting this cleaned up so we can be in compliance with the estate moving forward.

Mr. O’Brien thanked Ms. Capone-Muccio. There are penalties associated with not doing this so thank goodness we got those fees waived. We are filing an annual report tomorrow and we are asking for extensions for prior years. We need to put a reminder so the annual report gets completed each year. We are running a museum and we have a trust obligation. We should ask the auditor if this is something we should have picked up during the audit process. He apologized to the public for not filing for the past ten years.

Other Business

Mr. O’Brien stated in the Capital Improvement Document for the Libby there is the amount of \$2.9 million. The Board of Selectmen authorized a capital campaign of \$2.3 million dollars which is the plan of record for the Libby. He wanted to bring to everyone’s attention that the Federal Communications Commission sends out questions for public input and they are called notice of proposed rulemaking or NOI’s. These are important questions that are asked of the public and businesses. We are members of the Carroll County Broadband committee. A member of the Carroll County Broadband Committee filed a brief with the Federal Communications Commission and then communicated that file to the members of the Carroll County Broadband Committee after the brief had been filed. There were no drafts circulated and no stakeholders had input or any public input. The rationale for the filing was that they were at a deadline which is not acceptable. The Town of Wolfeboro would not have agreed to this so he has asked to have the Town of Wolfeboro removed from the pleading. He was told that they can’t remove the Town of Wolfeboro so the best way to get the pleading removed is to set us aside from the Carroll County Broadband Committee. He will write a letter to the chairman of the Carroll County Broadband committee. We should have the opportunity to read a draft, discuss it among ourselves and then give input. We will give the Carroll County Broadband Committee time to remove the Town of Wolfeboro from the pleading.

Ms. Murray questioned about having budget committee meetings all virtual. She felt it was difficult to hear at the Town Hall so she would like to have all the budget meetings virtual. It will be easier for our department heads and we will be able to hear each other better.

The Board agreed.

Mr. O'Brien questioned if this was a tech issue because if we need to have hybrid meetings and the quality is horrible then we need a solution.

Chairman Harriman stated a motion is not needed since we all agree.

Ms. Murray stated she received the history of the EDC using minutes from 1991 through 2020 from the alternate member of the EDC. She sent this information to the Town Manager and she requests that he send this information out to the rest of the Board. There were recommendations for the Board of Selectmen. One member wanted to do rules of procedures for the EDC. Ms. Murray recommended doing rules of procedures and make adaptations and have things rules of procedures for all town committees excluding committees that are under RSA's. She would like permission to work with Ms. Capone-Muccio and make a draft to bring back to the committee for our next meeting so we can look at it.

The Board agreed.

Committee Reports

Mr. Senecal stated he has been working on budget meetings but no committee meetings.

Mr. O'Brien stated he attended several CIP Meetings, Budget Meetings and a Carroll County Broadband Committee Meeting.

Ms. Murray stated she attended several CIP Meetings with Mr. O'Brien. She attended the meeting on the Lake Winnepesaukee report on their asset management plan for Winter Harbor and sections of Moultonborough Bay. The Special Events Committee is working on its virtual program and they will start doing some fundraising for this year for Last Night Wolfeboro. She was on the panel for hiring the Assistant Parks and Recreation Director. We had a lot of good candidates and Ms. Collins will be making her selection soon. She attended a meet and greet for Families in Transition to meet the new executive director, Maria Devlin.

Mr. Bowers stated he did not have any committee meetings this week.

Chairman Harriman attended the Friends of the Libby Museum Annual Meeting. It was a virtual meeting on Zoom. There is a video of Doctor Libby in today's timeframe played by Fred Fernald and it is tremendous. He encouraged people to watch it on Wolfeboro Community Television. He attended a Planning Board Meeting last night. He attended the Budget Committee Meeting on Monday with everyone else.

Town Manager Report

Mr. Pineo stated the following:

We have been working on budgets.

The auditors are in house today and tomorrow (10/9 & 10/10) Pete Chamberlin has gotten the books in order for 2019 so they auditors can finish the 2019 audit. Mr. Greene hopes to be able to report to the Selectmen at the second meeting in November.

There are multiple projects being buttoned up. He suggested people going to look at the sea wall at the Libby. It looks fantastic and Belknap Landscape did an excellent.

Next Tuesday he will be meeting with Chris Pappas about shovel ready projects to see if there will be any stimulus money available.

Mr. O'Brien stated it is great that Mr. Pineo is meeting with Chris Pappas the congressman.

Questions from the Press

Ms. Pacquette stated she will get in touch with Mr. Pineo in another week to see the route that has been established for Halloween.

Mr. Pineo agreed.

She would like to be able to publicize this information.

Ms. Pacquette questioned if the terms were going to be removed from the Public Safety Committee and the Dock Committee.

Chairman Harriman stated yes.

Public Input

Limited to 3 Minutes per resident, not to exceed 15 minutes in total

NA

It was moved by Paul O'Brien and seconded by Dave Senecal to enter into non-public session. Roll call vote, Linda Murray – yes, Brad Harriman – yes, Dave Bowers – yes, Dave Senecal – yes and Paul O'Brien - yes. Being none opposed, the motion passed.

The Board re-entered public session at 9:40 PM.

Linda Murray moved the Wolfeboro Board of Selectmen to seal the minutes of the October 7, 2020 non-public meeting. Dave Senecal seconded. Roll call vote, Linda Murray – yes, Brad Harriman – yes, Dave Bowers – yes, Dave Senecal - yes and Paul O'Brien – yes. Being none opposed, the motion passed.

It was moved by Dave Senecal and seconded by Chairman Harriman to adjourn at 9:42 PM. Roll call vote, Linda Murray – yes, Brad Harriman – yes, Dave Bowers – yes, Dave Senecal - yes and Paul O'Brien – yes. Being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain

Amy Capone-Muccio

From: Matthew Sullivan
Sent: Wednesday, September 30, 2020 6:17 PM
To: Amy Capone-Muccio
Cc: James Pineo
Subject: BOS Agenda Request: 2021-2030 Capital Improvements Plan

Good evening Amy:

I'd like to request to add the 2021-2030 CIP to the 10/07 Board of Selectmen Agenda.

Please note that I will be making edits to the document sometime after the CIP's vote tomorrow (Thursday), but I anticipate that it will be available for Friday at 12PM.

In prior years I provided the full document with all backup. This year, I will be presenting the document only.

Thank you and please let me know if you have any final questions-

mat sullivan | DIRECTOR OF PLANNING AND DEVELOPMENT | TOWN OF WOLFEBORO | 84 SOUTH MAIN ST. | P.O. BOX 629 | WOLFEBORO, NH 03894 | PLANNINGDIRECTOR@WOLFEBORONH.US | 603-569-5970 (EXT: 121) |

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\$200,000 funding requests will focus on New Durham Elementary School (NDE) and the installation of Variable Frequency Drives (VFD) for the hot water pumps that heat the building. This is a cost saving upgrade that will minimize electricity usage and minimize wear on the equipment. The School will also receive an upgrade with an automated HVAC system. Further, the District will continue to install security measures by installing pass-through windows at two additional schools within the District.

***CIP Committee Recommendation: 2021, Current, General Fund
Master Plan Chapter Basis: Community Facilities***

LIBRARY

Library Generator Project: \$75,000

This proposal includes the installation of an emergency generator to maintain the Library heating system and ensure that the building remains operational during extended power outages and that the heating system remains operation to prevent further damage. This equipment would also allow the building to be used for various purposes during an emergency if necessary.

RECOMMENDED 5-0-2

***CIP Committee Recommendation: 2021, Current, General Fund
Master Plan Chapter Basis: Community Facilities***

LIBBY MUSEUM

**Building Renovation and Expansion Project: \$100,000 Capital Reserve Contribution
(\$2,275,462 Total Project Cost)**

In 2020, the voters of the Town of Wolfeboro supported the creation of a \$300,000 Capital Reserve Fund "for the purpose of renovating, expanding, and repairing the Libby Museum". The Trustees of the Libby Museum (Board of Selectmen) subsequently re-engaged Alba Architects to prepare a revised cost estimate for construction for comparison to the 2019 full technical plan and building assessment. The revised scope includes the installation of and creation of an area for HVAC equipment, addition of a small office space (within the required HVAC area), other renovation-oriented improvements, to the Museum but excludes space for a dedicated children's learning area, exhibit storage, artists' display room and reduces the exhibit display area. This scope of work was prepared by Alba Architects and cost estimate has been prepared by Cobb Hill Construction. The revised cost estimate is \$2,275,462 (a savings of \$633,035 from the 2019 estimate). At this time, all parties appear to agree that the construction should be delayed until at least the 2022 year, until adequate community support can be demonstrated for the project. It is possible that the original construction scope may be considered if substantial private funds are made available at that time. Ultimately, the Trustees will re-evaluate the project over the upcoming year to determine its status. Please note that this request form includes \$100,000 capital reserve account contribution only, with the full project construction taking place in 2022.

RECOMMENDED 4-2-1

***CIP Committee Recommendation: 2021, Bond, General Fund
Master Plan Chapter Basis: Community Facilities, Arts and Heritage***

PLANNING AND PUBLIC WORKS DEPARTMENTS

Water Resources Capital Reserve Account Creation and Contribution: \$50,000

The Town should continue to plan proactively for stormwater mitigation and water quality improvements by investing in assessment, corrective action, and education. Therefore, this project recommends the creation of a Water Resource Capital Reserve Account. This funding account would allow for more flexibility and dynamic activity than the current single-time appropriation does not. It would also allow for us to capitalize on public/private partnerships with landowners that might arise during the year that could result in the improvement of water quality. Ultimately, a stormwater Asset Management Plan will be available that will prescribe specific year-to-year projects (including BMP design, BMP construction, Grant Matching Funding, Assessment, Outreach, and Education), in much the same method as the Road Upgrade/RSMS. In addition to the creation of this Capital Reserve Fund, this project proposes an incremental increase in funding of \$25,000 per year for the ten (10) year CIP period to ensure adequate availability of funding.

RECOMMENDED 6-0-1

*CIP Committee Recommendation: 2021, Current Revenue, General Fund
Master Plan Chapter Basis: Natural Resources and Future Land Use*

2022 'HORIZON' PROJECTS

The following projects have been proposed by Department Heads for the 2022 year as part of the 2021-2030 Capital Improvement Program:

- Reconstruction of Turtle Island Tap: \$185,000 (No Tax Impact)
- Melody/Kenniston/Barn Door Island Reconstruction: \$475,000 (No Tax Impact)
- Submarine Cable Feeders: \$375,000 (No Tax Impact)
- Public Works Vehicle Capital Reserve Contribution: \$185,000
- South Main Street NHDOT Ten Year Plan (TYP) Supplemental Funding: \$1,500,000
- Crescent Lake and Pine Street Sidewalk Construction: \$150,000
- South Main Street Sidewalk Design and Engineering: \$100,000
- Bay Street Sidewalk Construction: \$300,000
- Building Maintenance Capital Reserve Account Contribution: \$100,000
- Annual Road Upgrades: \$1,000,000
- Dockside Docks Phase #3: \$250,000
- Dockside Parking Lot Capital Reserve Account Contribution: \$244,000
- Water Capital Reserve Account Contribution: \$159,692
- Sewer Pump Station Upgrade Construction: \$3,500,000
- Capital Reserve for Wastewater Treatment Plan Upgrades: \$150,000
- Fire Apparatus Capital Reserve Contribution: \$196,000
- Police Communications Capital Reserve Contribution: \$102,000
- Library Solar Project: \$183,300 (Offset by Wolfeboro Public Library Foundation)
- Library Supplemental Landscaping Project: \$125,250 (Offset by Wolfeboro Public Library Foundation)

CAPITAL RESERVE ACCOUNTS

The CIP Committee supports the following Capital Reserve Accounts in the context of the 2021-2030 Capital Improvement Plan:

PARKS AND RECREATION

Bridge Falls Path Lighting Project Capital Reserve Account Contribution: \$20,000

This project proposes to continue the contribution to the Bridge Falls Path Lighting Capital Reserve Account at a level of \$20,000 annually until year 2024 at which time new lighting would be purchased in alignment with the final construction with the Railroad Avenue Layout and LRMRM projects. The current lighting system is more than 25 years old and requires complete replacement based on existing electrical condition.

RECOMMENDED 6-0-1

*CIP Committee Recommendation: 2021, Current Revenue, General Fund
Master Plan Chapter Basis: Community Facilities*

Pop Whalen Ice Arena Roof Repairs, Compressor Repairs, and Dehumidification: \$850,000

The Town's Ice Rink (Pop Whalen Arena) has served the community since 1980's and has gone through a few expansions/upgrades, however, critical components of the Facility have reached the end of their useful life and need to be repaired/replaced/upgraded. Specifically, there is a critical need to repair the roof, add insulation, add dehumidification, and make repairs to the compressor/cooling tower. The proposed 2021 project includes the following project elements: repairing the main roof and insulating the roof and walls (\$390,000), add of a dehumidification system repair/cooling tower work (\$300,000), rebuilding the compressor (\$100,000), engineering and project management (\$50,000), and general project contingency (\$10,000).

RECOMMENDED 6-0-1

*CIP Committee Recommendation: 2021, Bond, Enterprise Fund
Master Plan Chapter Basis: Community Facilities*

Abenaki Ski Area Capital Reserve: \$20,000

This project recommends the annual contribution to the Abenaki Capital Reserve Account for equipment replacement, from which critical vehicles and equipment are replaced on a schedule based on their useful life at the Abenaki Ski Area. The project proposes an increase to the funding of the Capital Reserve account from \$16,750 to \$20,000 to ensure an adequate funding balance for larger upcoming purchases. In 2019, the Department completed short-term repairs to extend the life of the groomer to ensure adequate funding to purchase a used groomer. In 2021, the Department hopes to purchase an ATV that is winterized to help with events, programs, snowmaking, and operations on the Abenaki Ski Hill.

RECOMMENDED 6-0-1

*CIP Committee Recommendation: 2021, Current Revenue, General Fund
Master Plan Chapter Basis: Community Facilities*

GOVERNOR WENTWORTH REGIONAL SCHOOL DISTRICT

Annual Building Capital Maintenance Proposal: \$200,000 (\$71,933 Wolfeboro Portion)

On an annual basis, Governor Wentworth Regional School District requests funding for larger capital projects that are not budgeted in the operating budget. In 2021, the

FIRE DEPARTMENT

Fire Department Equipment Capital Reserve Account Contribution: \$196,000

The Department has requested to continue the \$196,000 contribution to the Fire Department Apparatus Capital Reserve Account based on expected equipment purchases over the ten (10) year period. In 2021, a portion of the Capital Reserve Account balance will be used to reduce the tax impact of the Ladder 1 replacement, while SCBA and Engine 4 replacements will be funded exclusively from the CRA in 'out' years of the CIP.

RECOMMENDED 6-0-1

*CIP Committee Recommendation: 2021, Current Revenue, General Fund
Master Plan Chapter Basis: Community Facilities*

Ladder 1 Replacement: \$1,380,000

Ladder 1 is a 1994 Central States/Spartan aerial apparatus (quint). It has served as the town's only aerial device since delivery, responding to many emergency calls. Its replacement was moved forward to 2021 as significant repairs are needed and to allow for the reduction of the size of the fleet. The proposal is to replace the Ladder with similar apparatus and also trade in Engine 3 toward the new piece. Ladder 1 reached its life expectancy in 2019. Since last year, the vehicle cannot pass the State of NH inspection without significant repairs. It is out of service at this time. The proposal is to use the existing Capital Reserve Account funding, trade in the existing ladder, and enter into a lease purchase agreement for the remaining funding gap.

RECOMMENDED 6-0-1

*CIP Committee Recommendation: 2021, Current Revenue/Trade-In/Lease Purchase,
General Fund
Master Plan Chapter Basis: Community Facilities*

POLICE DEPARTMENT

Communication Capital Reserve Account Establishment and Contribution: \$154,000

This is for a replacement Dispatch console for the Wolfeboro Central Dispatch Center; the present console is approximately seventeen (17) years old. The proposed funding plan has been to incrementally fund the replacement console at \$102,000 for a period of four (4) years. In 2020, only \$50,000 was appropriated. Any remaining monies after replacement in 2022 would be used for de-installation costs, if any, plus any components such as wires, cables, mounts, antennas that need to be replaced or repaired. This request is for a warrant article in 2021 to fund the current Capital Reserve Account with \$154,000 and subsequently for a \$102,000 appropriation in 2022 to allow for purchase of the equipment in that year, as planned.

RECOMMENDED 6-0-1

*CIP Committee Recommendation: 2020, Current Revenue, General Fund
Master Plan Chapter Basis: Community Facilities*

The Town's Treated Wastewater Effluent Discharge Site known as the Rapid Infiltration Basins (RIB) site went online in March of 2009; experienced "Unexpected Issues", and is in violation of our Groundwater Discharge Permit. The New Hampshire Department of Environmental Services and the Town agreed on an Administrative Order by Consent (AOC No. 15-011WD), requiring the Town to make upgrades to site to bring it into compliance with Permit. The Town won a Jury verdict against the Design Engineer and after paying Lawyers received \$5.5 million in settlement funding. The proposed project is estimated at \$3.5 million. The project is in its final stages of design and permitting, and the plan is to bid the project this fall. Updated construction cost estimates will refine the \$3,500,000 figure as they become available.

RECOMMENDED 6-0-1

***CIP Committee Recommendation: 2021, Settlement/Grant
Master Plan Chapter Basis: Transportation and Public Infrastructure***

Sewer Pump Station Upgrade Engineering: \$100,000

The Town's sewer system has two (2) major pump stations, Mill Street and Lehner Street. Both stations were built in the 1940's with substantial upgrades done in the 1990's. Both stations are beyond their useful life and have been recommended to be upgraded by Sewer System Asset Management Plan performed by Underwood Engineers. Pump Station upgrades have been delayed as we resolved the RIB system, however, based on continued degradation, there is a need to expedite the design and construction of both stations. The Town has applied for State Revolving Fund (SRF) Loan/Grant and Stimulus money to help reduce cost impact to the taxpayers. The 2021 project proposal is to conduct preliminary engineering in 2021 and construction in 2022 (to be bonded), contingent upon other funding source availability.

RECOMMENDED 6-0-1

***CIP Committee Recommendation: 2021, Bond, Settlement/Grant/SRF
Master Plan Chapter Basis: Transportation and Public Infrastructure***

High Street Sewer Main Upgrades: \$200,000

Park and High Streets are two older Town roads that are in poor condition including pavement, drainage, water and sewer (High Street particularly), and are in very poor shape and need replacement urgently. The proposed sewer main upgrades will be done in conjunction with Road Upgrades (\$250,000) and water upgrades (\$350,000) for a total project cost of \$800,000 based on the engineer's probable cost estimate.

RECOMMENDED 6-0-1

***CIP Committee Recommendation: 2021, Current Revenue, General Fund
Master Plan Chapter Basis: Transportation and Public Infrastructure***

Wastewater Treatment Plant Asset Management Plan Grant: \$30,000

The New Hampshire Department of Environmental Services offers \$30,000 Asset Management Plan grants. This proposed \$30,000 grant will be used to complete a detailed inventory of equipment at the Wastewater Treatment Plant, including developing useful life, repair and/or replacement cost, and a financial plan to support needs.

RECOMMENDED 6-0-1

CIP Committee Recommendation: 2021, NHDES Asset Management Grant Funding

Plan Rt. 28 project and the reconstruction of Crescent Lake Ave.

RECOMMENDED 5-0-1

***CIP Committee Recommendation: 2021, Current Revenue, General Fund
Master Plan Chapter Basis: Transportation and Public Infrastructure***

WATER DEPARTMENT

Water Main Upgrade Park and High Streets: \$350,000

Park and High Streets are two older Town roads that are in poor condition including pavement, drainage, water and sewer (High Street particularly), and are in very poor shape and need replacement urgently. The proposed water main upgrades will be done in conjunction with Road Upgrades (\$250,000) and sewer upgrades (\$200,000) for a total project cost of \$800,000 based on the engineer's probable cost estimate.

RECOMMENDED 6-0-1

***CIP Committee Recommendation: 2021, Current Revenue, Water Fund
Master Plan Chapter Basis: Transportation and Public Infrastructure***

Water Capital Reserve Fund Contribution: \$129,336

The Board of Selectman created a Water Capital Reserve Fund (CRF) in 2018. The Town completed a detailed Asset Management Plan in 2017 defining \$100 million dollars of Capital Projects over the next 100 years. The proposed plan is to fund the CRF with the budget reductions in Debt service for the Water Department. In 2021, Debt service will drop by just over \$129,000. This project will authorize that amount to be deposited in CRF with future debt retirement to correspond to an increase in the CRA contribution.

RECOMMENDED 6-0-1

***CIP Committee Recommendation: 2021, Current Revenue, Water Fund
Master Plan Chapter Basis: Transportation and Public Infrastructure***

SEWER DEPARTMENT

Wastewater Treatment Plant Upgrades: \$250,000 Annual Capital Reserve Account Contribution

This Capital Reserve Account was established in 2013 with \$125,000 to fund capital projects as listed on the facility inventory. The original \$1,000,000 plan over 8 years starting in 2014 will end in 2021. In 2017, the Headworks project was completed and in 2018, the focus was on replacing aeration tank diffusers and replacing all air piping. In 2019, upgrades were made to the sludge storage building. In 2020 money was not appropriated, and the request is to compensate for that with a request for \$250,000 in 2021. This proposal recommends continuing the existing contribution and increasing Capital Reserve contributions beyond 2022 with increases of \$25,000 annually.

RECOMMENDED 6-0-1

***CIP Committee Recommendation: 2021, Current Revenue, Capital Reserve Account
Master Plan Chapter Basis: Transportation and Public Infrastructure***

Rapid Infiltration Basin (RIB) Site - Long Term Upgrades: \$3,500,000

used to install new roofs at Dockside Restaurant, complete painting at Clark Museum, add a new Highway Garage Door, and make emergency repairs to the roof at Pop Whalen Arena. The 2021 project proposes to add a \$75,000 deposit to the Account, with a list of possible building projects attached and includes Railroad Station deck replacement, Public Works garage floor leveling, Solid Waste floor refurbishment, and Town Hall dehumidification. The ten (10) year plan proposes an increase in CRF deposit by \$25,000 annually moving forward.

RECOMMENDED 5-0-1

***CIP Committee Recommendation: 2021, Current Revenue, General Fund
Master Plan Chapter Basis: Community Facilities***

Port Wedeln Beach/Drainage Upgrades: \$250,000

Currently, stormwater runoff from Winterhaven Road flows to a closed drainage system at the transition of the Town road to a private road. The drainage system between the Town road and Lake has failed three (3) times in last 10 years resulting in significant erosion in the area, loss of beach sand, and ultimately the water quality pollution of Winter Harbor. This area has been identified as a "Hot Spot" in the Winter Harbor Watershed Management Plan and requires immediate attention or the problem will persist and potentially become more problematic. Underwood Engineers (UEI) has developed a preliminary design plan and cost estimate for: engineering, permitting, and construction. The Town will secure a drainage easement from the Association to perform this work and will be responsible for the long term maintenance. Any other improvements for Association benefits will be funded directly by the Association.

RECOMMENDED 4-2-1

***CIP Committee Recommendation: 2021, Current Revenue, General Fund
Master Plan Chapter Basis: Natural Resources***

Bay Street Sidewalk Right of Way Survey, Engineering, and Construction Documents: \$55,000

Town appropriated \$45,000 in 2018 to design and permit sidewalks along Bay Street. The Town has held two (2) Public Stakeholder Meetings and has developed 4 alternative options. The majority of stakeholders have expressed support for an expanded paved shoulder on each side of road versus a full curb and sidewalk. The project was delayed in 2019/2020 based on the need for re-prioritization of funding to other projects. The proposed \$55,000 would be for performing a detailed topography, right-of-way survey, and development of construction and bid documents. Construction is then proposed in 2022 and has been reduced from \$650,000 to \$300,000 based on the preferred design concept from the stakeholder meetings.

RECOMMENDED 4-1-1

***CIP Committee Recommendation: 2021, Current Revenue, General Fund
Master Plan Chapter Basis: Transportation and Public Infrastructure***

Crescent Lake Road Sidewalk Extension and Connection: \$50,000

Pine Street was upgraded in 2019 -2020 through the Town road upgrade program. This project proposes to extend the sidewalk on Pine Street to Crescent Lake Avenue. The sidewalk work will require modification of the right-of-way and cooperation with Hearthstone Homes of Wolfeboro, clearing trees, and installing a gravel pathway connection. The final curb and paved sidewalk work would be performed in conjunction with the NHDOT Ten Year

Master Plan Chapter Basis: Transportation and Public Infrastructure

Dockside Dock Capital Reserve Account Contribution: \$250,000

Town docks have been evaluated by consultants Tighe & Bond and issued an Assessment and Asset Management Study, dated 2017. The report provides condition assessment of Docks and seawalls. The Docks do not meet current building codes and are beyond their useful life. The Town appropriated funds in 2020 for constructing Phase 1 upgrades, (finger docks A-D) including decking, pile caps, stringers and fender piles at a cost of \$400,000. The proposal is to construct Phase 2 of dock upgrades in 2021 which will include the balance of recreational finger docks. In 2022, the project will focus on reinforcing the seawall along Smith River for \$250,000.

RECOMMENDED 5-0-1

CIP Committee Recommendation: 2021, Current Revenue, General Fund
Master Plan Chapter Basis: Greater Downtown

Railroad Avenue Layout and Upgrade: \$100,000

Railroad Avenue has a gravel section that is not a Town right-of-way. The Town has purchased a portion of the road from Wolfeboro Oil and was prepared to lay out a Town road in 2016. However, the coordination of the project with the Lakes Region Model Railroad Museum partially delayed the project. In 2021, the Town proposes to contract with a Licensed Land Surveyor and work with Town counsel to complete the final road layout design and engineering. The project includes installation of drainage and gravel prior to paving. It also includes reclaiming all paved portions from the Back Bay boat ramp to the Bridge Falls Path.

RECOMMENDED 5-0-1

CIP Committee Recommendation: 2021, Current Revenue, General Fund
Master Plan Chapter Basis: Greater Downtown

Dockside Parking Lot (\$100,000 Capital Reserve Account Contribution in 2021)

In 2016 the Town authorized the preliminary design of Dockside Parking Lot. The construction of parking lot has been delayed until other projects at Dockside can be completed, including the dockside docks. The voters authorized the creation of a Capital Reserve Fund (CRF) for this project in 2016. As of December 2019, there was \$159,300 in CRF. The total project cost was estimated at \$400,000 (but will escalate naturally. The Capital Reserve Account was not funded in 2020. Currently the Planning and Public Works Departments are working with adjacent property owners to expand outdoor seating and create additional public community space. Therefore, the request is to expedite the project, while taking a two phase approach. Phase 1 will be in 2021 for \$150,000 and Phase 2 will be in 2022 for \$244,000. The Town is currently developing a new conceptual plan for the parking lot and adjacent community areas.

RECOMMENDED 4-1-1

CIP Committee Recommendation: 2021, Current Revenue, General Fund
Master Plan Chapter Basis: Greater Downtown

Building Maintenance Capital Reserve: \$75,000 Capital Reserve Account Contribution

In 2016, the Town authorized the creation of Capital Reserve fund for making needed repairs and required maintenance for Town buildings. In 2020, maintenance funds were

Improvements Committee members' recommendations for each departmental proposal presented for consideration for the upcoming budget year, 2021 in the case of this Program iteration. At the conclusion of each year's CIP process the Committee will continue to vote as per precedent action on the entire Program on a single motion to recommend. Individual votes taken on specific projects will have no effect on the final vote on the program. The Committee used the criteria of urgency, need, and support from the Master Plan to evaluate whether or not to recommend a project. **As a result, each 2021 project is accompanied by a *Recommend or Not Recommend* vote.**

The following projects are not based on final market-based bid prices but are based on quotations or cost estimates. Final project costs will be determined during the Board of Selectmen and Budget Committee review process.

ELECTRIC DEPARTMENT

Phase #6 Voltage Conversion Supplemental Request: \$1,850,000

This project requests supplemental funding to complete the work of the voltage conversion approved by the voters in 2019 as part of a \$3,650,000 approval by the voters. A substantial cost overage resulted in the project as actual bid pricing substantially exceeded estimates.

RECOMMENDED 5-0-1

*CIP Committee Recommendation: 2021, Bond, Enterprise Fund
Master Plan Chapter Basis: Transportation and Public Infrastructure*

PUBLIC WORKS DEPARTMENT

Public Works Vehicle Capital Reserve Purchases: \$80,000

The Highway/Solid Waste Capital Reserve Account is based upon the Department of Public Works Replacement Schedule and Equipment Index. The basis for prioritization of equipment is its useful life. In 2021, proposed expenditures include the replacement of HD-1, a one (1) ton truck and the replacement of SW-8, a trash compactor. Please note that Capital Reserve Account contributions are proposed to increase by \$5,000 annually for ten (10) year duration of the plan.

RECOMMENDED 5-0-1

*CIP Committee Recommendation: 2021, Current Revenue, Capital Reserve Account
(\$180,000 Annual Contribution)
Master Plan Chapter Basis: Transportation and Public Infrastructure*

Annual Road Rebuilds/Upgrade/Maintenance: \$950,000

The Town of Wolfeboro is responsible for over 66 miles of road, 52 miles are paved, and 14.3 miles are gravel. The Town has been rebuilding roads by reclaiming old pavement, adding crushed gravel, and replacing and adding drainage where necessary and paving. In 2021, the Highway Department proposes to rebuild Stoneham Road from Cotton Mountain Rd to the town line; overlay Clark Road, rebuild East Clark and Goodrich. Additionally, upgrades to High and Park Streets are proposed, with additional funding for water and sewer upgrades. Also proposed is engineering for the Partridge/Maplewood/Berrywood neighborhood, with construction in 2022. The intent is to increase the allocation at a rate of \$50,000 a year going forward.

RECOMMENDED 4-1-1

CIP Committee Recommendation: 2021, Current Revenue, General Fund

- d. A first draft of the CIP Document, based on the Index Spreadsheet, is drafted and presented to the CIP Committee.
- e. The CIP Committee refines the CIP Document, approves a final version of the CIP Committee Spreadsheet, and develops additional referential spreadsheets as included in the appendices
- f. The CIP Committee endorses the final draft document.
2. The 'final' draft is presented to the Planning Board at a Public Hearing for adoption with notification pursuant to RSA 675:7. The value of public participation lies not only in allowing the project beneficiaries and taxpayers to express their desires, but also in obtaining continued public support for future investments in our community.
3. The adopted plan is presented to the Board of Selectmen and Budget Committee.
4. A copy of the final report is transmitted to the Department Heads, the Board of Selectmen, the Budget Committee, and the Planning Board.
5. As the respective entities hold their budget workshops and hearings, the public has additional opportunities to comment on capital improvements.

The process culminates with the consideration of the warrant articles at the Deliberative Session and Town Vote. It is at the Town elective vote where actual appropriations are made to fund these capital improvements.

FINANCING

The CIP plans major capital projects within a flexible framework designed to distribute the tax burden attributable to capital expenditures over time. Towards this end, the Committee recommends a 10-year program that fits within reasonable fiscal constraints. Although a fiscally constrained CIP is not a statutory requirement, the Committee feels that it is a very important element of a balanced program. Financing mechanisms will vary by project and circumstance including General Fund revenues, special assessments, lease/purchases, and short and long-term borrowing. Non-property tax revenues such as federal and state grants are identified in relation to specific projects. These projected revenue offsets are applied to project costs.

The CIP recommends the use of Capital Reserve Account funds whenever appropriate. Capital Reserve Funds are established by a vote of Town Meeting and must specify a purpose and identify the agent that is authorized to expend from the Capital Reserve Funds. Funds are appropriated to the fund and accumulate over time. When the set-aside balance accumulates to a level that allows a project or projects to move forward, funds are withdrawn from the Capital Reserve Funds in accordance with the specified purpose. This approach accomplishes several important objectives:

1. Voters participate in the setting of priorities through the creation of Capital Reserve Funds and the appropriation of funds thereto;
2. A level of predictability is achieved;
3. Increased efficiencies associated with project development and departmental coordination;
4. Reduced reliance on borrowing thereby lessening interest cost; and
5. Potential cost savings may be achieved through increased ability to negotiate pricing.

2021 YEAR CIP PROJECT RECOMMENDATIONS

The following projects are prioritized for the 2021 year as part of the 2021-2030 CIP in the context of the Town of Wolfeboro 2019 Master Plan goals and recommendations. On July 21, 2020 the Planning Board unanimously approved a motion allowing polling of Capital

Capital Improvements meeting the above criteria can be generally categorized as follows:

- Construction and reconstruction of public infrastructure such as road, sewer, water, storm water and electric systems;
- The purchase, lease, construction, rehabilitation, and/or replacement of public buildings and facilities;
- The purchase or lease of rolling stock (including replacement of heavy equipment such as fire trucks, dump trucks, loaders, etc.);
- The acquisition or lease of land.

Finally, in order to be included in the CIP all items must meet the following standards:

- Sewer, water, stormwater, electric and road systems should be included in a current asset inventory.
- All projects shall be submitted with details (where and when available) and not simply be general concepts such as road reconstruction or sidewalk repair.
- Only projects recommended by the Department Head and endorsed by the Town Manager shall be included in the CIP.
- The expenditure, potential revenue and reserves are to be included.
- Historical records are to be included for the last 2 years or for the duration of the projects that remain open.

PROCESS

As specified in NH RSA 674:5, the Town of Wolfeboro Planning Board is charged with guiding the capital improvements planning process. This guidance is to be grounded in the community Master Plan goals and recommendations. The CIP process begins annually in June that includes review, revisions, and adoption of the CIP Departmental Guidelines by the Board of Selectmen. The Planning and Development Department then begins the project solicitation process with the distribution of a request letter to all Department Heads in July. The Planning Board at that time then reviews Committee membership and establishes the CIP Committee for that annual cycle.

The Committee begins regular meetings in late summer with a goal of presenting its final draft Capital Improvements Plan for public and Planning Board review in the fall. The CIP Committee convenes meetings with Department Heads that submit project requests during this time.

The Committee's review process commences in late summer of the year with the intent of balancing department needs, municipal financial constraints (stabilizing a projected tax rate), and reasonable implementation of time frames for those projects. The Plan is intended to guide the Budget Committee, Board of Selectmen, Departments, and citizens in their decisions for capital project spending over the 10-year plan period.

The CIP is an advisory document by definition under statute. For projects requiring bonding the tax impact is noted the year after the warrant article is presumed to pass which is when the tax rate impact occurs.

The following is a summary of the CIP process in the Town of Wolfeboro:

1. The CIP Committee prepares the 'final' draft report with the assistance of the Department of Planning and Development generally using the following process:
 - a. Departmental presentations are made to the CIP Committee
 - b. CIP Committee schedules 'revisits' for projects that lack adequate detail or require further information
 - c. The CIP Committee develops a draft of the CIP Index Spreadsheet

It is equally important to understand the limitations of a Capital Improvement Program:

- The CIP process is not a means to micro-manage the budget development process. Preparation of the Town's annual budget is the responsibility of elected officials and professional administrators.
- The CIP process is not an allocation of funding for "wish list" projects that are neither needed nor likely to receive public funding and support.
- Although the program provides a framework to guide activity, the CIP should not be rigid and inflexible. The CIP process cannot anticipate unusual changes in growth, economic conditions, political behavior, emergencies, non-tax revenue sources and opportunities not predictable enough to schedule.
- Although the recommended CIP fits within reasonable fiscal constraints, it does not guarantee a level tax rate. There are many variables that determine the total tax rate (i.e., tax base, operating costs, revenues, etc.). Capital expenditures constitute a relatively small portion of total, local spending.

DEPARTMENTAL GUIDELINES

The Board of Selectmen, acting at their June 3rd, 2020 meeting, adopted the following guidelines as part of this year's Capital Improvement Program Process.

1. *To have all departments spread their projects over 10 years, and where asset management plans are available, to base project requests on them.*
2. *New general fund and sewer fund capital projects requiring bonding should, whenever possible, be programmed into the 'out' years of the CIP, following the Public Safety Building in 2023.*
3. *To phase large projects into smaller, more fiscally manageable programs, that will be completed in a high quality and timely manner while giving consideration to natural division points in a project and cost differences between a phased and un-phased projects.*
4. *To continue the use of capital reserve accounts as a method to spread the cost of capital projects over multiple years.*
5. *To propose no more than one bonded general fund project per year.*
6. *To maintain funding for Town road infrastructure upgrades based on the Road Asset Evaluation and Management Plan.*
7. *To focus on building maintenance and repairs of Town facilities based on asset management plans whenever possible, while continuing to ensure that they are ADA compliant.*
8. *To base the Wolfeboro Bay Dock repairs, upgrades, and possible expansion on the recommendations from the Tighe and Bond Dock Asset Management Plan.*
9. *To incorporate energy efficiencies into capital project submissions, where applicable.*
10. *To consider prioritizing projects that include funding from private and/or grant funding sources or those projects that may be identified as shovel-ready for stimulus funding.*
11. *To promote stormwater and other infrastructure planning activities and projects that protect water quality.*
12. *Department Heads will, in a timely manner, complete CIP forms and supporting documentation completely and with signed authorization from the Town Manager.*

PROJECT DEFINITION

For the purpose of this CIP, "capital projects" have been defined as those outside normal operations and maintenance and having the following characteristics:

- Projects or improvements that are typically non-recurring in nature;
- Projects or improvements that have a useful life of at least five years;
- Projects or improvements that cost \$100,000 or more.

INTRODUCTION

The Capital Improvement Program (CIP) plan forms the foundation of the Town of Wolfeboro's short and long-term capital and community planning processes. As authorized by NH RSA 674:5, the Town of Wolfeboro Planning Board, with the support of the Department of Planning and Development and CIP Committee, prepares its 10-year plan on an annual basis.

The Plan includes capital improvement projects reviewed by the CIP Committee based on its analysis of project requests submitted and presented by Town Department Heads. These include the following: Town Manager, Public Works (Highway, Sewer, and Water), Municipal Electric Department, Libby Museum, Fire Department, Police Department, Library, Governor Wentworth Regional School District, and the Parks and Recreation Department. The CIP includes major projects currently underway and future projects to be undertaken, in most cases with public funds.

PURPOSE

The Town of Wolfeboro CIP must address the goals and recommendations of the Town of Wolfeboro Master Plan. The CIP should provide the following benefits to the community (as noted in *The Planning Board in New Hampshire, A Handbook for Local Officials*, produced in 2019 by the New Hampshire Office of Strategic Initiatives):

- **Preserving public health, safety and welfare**

The provision of basic services which ensure citizen health and safety is perhaps the most fundamental duty of municipal government. Therefore, CIP projects associated with maintenance, upgrades and expansion of government programs, facilities, and services are a critical component of this plan.

- **Anticipating the demands of growth**

Viewed in the context of the community Master Plan, the CIP process works to anticipate investments in community facilities necessary to meet the needs and demands of planned growth and development within the community.

- **Improving communication and coordination**

Coordination and communication fostered by the capital improvement programming process is intended to increase cooperation between Department Heads, the Board of Selectmen, Budget Committee, and other boards, public officials, and citizens.

- **Avoiding undue property tax increases/Developing a fair distribution of capital costs**

The CIP is an important tool in preventing unexpected property tax 'spikes' as projects are balanced over the 10-year program period.

- **Building a foundation for growth management and impact fees**

The adoption of a capital improvements program is a statutory prerequisite to the enactment of growth management and impact fee ordinances.

- **Identifying "scattered and premature" development**

The CIP is a tool the Planning Board may use to evaluate whether a proposed project or development is scattered or premature based on the presence or absence of essential public services and infrastructure.

- **Supporting economic development**

Decision making for private and non-profit investment is driven not only by the availability of 'hard' infrastructure (roads, broadband, electricity, water, and sewer) but also on 'soft' community infrastructure such as high-quality schools, recreational, cultural, and historical amenities, and responsive and accountable public safety services.

ACKNOWLEDGMENTS

The Town of Wolfeboro Capital Improvement Program (CIP) Committee wishes to acknowledge and extend a thank you to Wolfeboro's Department Heads, Town support staff, Police Commissioners, Library Trustees, and Governor Wentworth Regional School District Board members for their assistance to and support of the 2021-2030 Capital Improvement Program process. Their flexibility and commitment to attending meetings and providing information and updates on an ongoing basis is invaluable to the development of this Plan. The following individuals are responsible for the development of this plan:

Capital Improvements Program (CIP) Committee:

Kathy Barnard, Chairman, Planning Board Representative
Mike Hodder, Planning Board Representative
Paul O'Brien, Board of Selectmen Representative
Linda Murray, Board of Selectmen (Alternate)
Robert Loughman, Budget Committee Representative
Charles Sumner, Member-at-Large
Paul Whalen, Member-at-Large
Suzanne Ryan, Member-at-Large

Planning Board:

Kathy Barnard, Chairman
Mike Hodder, Vice-Chairman
Brad Harriman, Selectmen's Representative
Vaune Dugan
Peter Goodwin
Susan Repplier
John Thurston
Julie Jacobs, Alternate

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TOWN OF WOLFEBORO

2021-2030

CAPITAL IMPROVEMENT PROGRAM

PREPARED BY: CAPITAL IMPROVEMENT PROGRAM COMMITTEE

ADOPTED BY: WOLFEBORO PLANNING BOARD

ADOPTED DATE: OCTOBER 6TH, 2020 (*PENDING*)



DEPARTMENT OF PLANNING AND DEVELOPMENT

MEMORANDUM

DATE: October 2nd, 2020
TO: Planning Board
FROM: Kathy Barnard, CIP Committee Chair
SUBJECT: 2021-2030 Capital Improvement Plan (CIP) Document

Dear Members of the Board:

Attached please find the draft 2021-2030 Capital Improvement Plan for your consideration.

The Capital Improvements Plan (CIP) is intended to aid town officials in scheduling the investment of Town resources. By definition, the CIP is an advisory planning tool. Under the law, "[t]he sole purpose and effect of the capital improvements program shall be to aid the mayor or selectmen and the budget committee in their consideration of the annual budget."

The adopted CIP must be submitted to the Board of Selectmen and the Budget Committee "for consideration as part of the annual budget." The projects and the priority identified in the CIP are not 'set in stone'. The 2021-2030 CIP provides a ten-year guide for capital investments. In this document you will see a variety of projects, phasing, and funding mechanisms, all intended to balance the impact of the tax rate, while ensuring the community continues to be provided with the necessary services.

At its October 1st, 2020 meeting, the Capital Improvement Plan Committee (CIPC) completed final adjustments to the plan and subsequently recommended this draft CIP document. This document is the product of hours of time spent discussing projects with respective Department Heads, project prioritization discussion, and multiple phases of review.

The CIP Committee continues the use of Capital Reserve Accounts to balance tax rate impacts and avoid the traditional practice of 'crisis management' through a proactive funding strategy that lessens the need for bonding requests.

Further, the CIP Committee continues to support the development of Asset Management Plans to support the CIP development process and allow Department Heads and decision makers to effectively prioritize and plan future investments. More than ever, it is critical that Asset Management plans guide the prioritization of projects across departments to avoid the common 'silo-ed' approach that so often results from Department Head based requests.

Attached to this plan, you will find several supplemental spreadsheets and materials. These are intended to enhance your understanding of the plan and like the Plan, are advisory only.

Thank you Planning Board members for your consideration of the adoption of this plan.

Respectfully,

Kathy Barnard
Chair, CIP Committee

Mike Hodder, Planning Board Representative
Paul O'Brien, Board of Selectmen Representative
Linda Murray, Board of Selectmen Alternate
Robert Loughman, Budget Committee Representative
Suzanne Ryan, Member-at-Large
Charles Sumner, Member-at-Large
Paul Whalen, Member-at-Large

- Public Works Vehicle Capital Reserve: \$180,000
- Police Communications Capital Reserve: \$154,000
- Fire Department Equipment/Apparatus Capital Reserve: \$196,000
- Dockside Parking Lot Capital Reserve: \$150,000
- Dockside Docks Capital Reserve: \$250,000
- Wastewater Treatment Plant Capital Reserve: \$250,000
- Water Capital Reserve Account: \$129,336
- Building Maintenance Capital Reserve: \$75,000
- Bridge Falls Path Lighting Capital Reserve: \$20,000

SPREADSHEET OVERVIEWS

CIP INDEX SPREADSHEET

The CIP Index Spreadsheet lists all projects proposed as part of the 2021-2030 Capital Improvement Program. Projects are grouped by the submitting Department. Project totals are listed by year, project, and department.

Further, selected projects are color-coded by the following types: docks, rolling stock, buildings, sidewalks, roads, and other special projects.

Fields include: project name, priority (urgent, necessary, or desirable), funding mechanism (current revenue, bond, or Capital Reserve Account, and funding source (enterprise fund, general fund, or settlement). Placeholder projects are indicated in 'out' years with a "P" in the estimated project year.

EXISTING DEBT SERVICE SPREADSHEET

The Existing Debt Service Spreadsheet is based on debt service for existing projects. The sheet then displays debt service on annual basis for the ten (10) year period of the plan. Please note that at the time of the drafting of this plan, the bond of the Library improvement had not been finalized and is therefore not included in these figures.

DRAFT 10.01.2020

APPENDICES

DRAFT 10.01.2020

APPENDIX A: CIP INDEX SPREADSHEET

DRAFT 10.01.2020

APPENDIX B: EXISTING BOND DEBT SERVICE SPREADSHEET

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