

**Town of Wolfeboro  
Capital Improvements Program Committee  
September 21, 2018  
Minutes**

**Members Present:** Kathy Barnard, Chairman, Linda Murray, Board of Selectmen's Representative, Mike Hodder, Planning Board Representative, Robert Loughman, Budget Committee Representative, Jim Shildneck, Joyce Davis, Paul Whalen, Suzanne Ryan, Members.

**Staff Present:** Matt Sullivan, Director of Planning and Development, Becky Merrow, Town Manager, Deb Zabkar, Finance Director, Dean Rondeau, Mark Livie, Police Department, Jim Pineo, Tom Zotti, Andre de Beer, Fire Department, Lee Ann Hendrickson, Administrative Secretary.

*Chairman Barnard called the meeting to order at the Railroad Station at 8:45AM.*

The Board discussed rescheduling the September 27<sup>th</sup> meeting and agreed to reschedule such to Friday, September 28<sup>th</sup> at 1 PM at the Railroad Station.

**I. Consideration of Minutes  
September 13, 2018**

***It was moved by Jim Shildneck and seconded by Mike Hodder to approve the September 13, 2018 Capital Improvements Program Committee minutes as submitted. All members voted in favor. The motion passed.***

**II. 2019-2028 Capital Improvements Program Development  
Fire/Rescue**

**2022 Public Safety Building; \$11,899,198**

Matt Sullivan stated he prepared the CIP for the project; noting the figures are based on the feasibility study and based on a 30,000 SF building on the existing site (current building is 13,000 SF, 30% of the proposal is dedicated to fire apparatus). He stated the project includes the Police Department, Central Dispatch and the Fire Department. Following presentation of the project to the BOS, the BOS agreed to explore the feasibility of separating the departments and other sites.

Linda Murray asked the difference between urgent and necessary and whether the project moves to urgent based on the condition of the building and not being ADA compliant.

Matt Sullivan stated last year the CIP Committee took issue with categorizing projects as necessary v. urgent and agreed that any project scheduled beyond one year would be categorized as necessary.

Dean Rondeau stated there are significant structural issues with the building and the building sits on poor soil. He stated it has been agreed to look at other options however, those options need to be feasible. He stated there is a misconception that the Police Department and Fire Department can be separated. He noted the building is not to code; stating the Town holds people responsible to comply with code.

Linda Murray stated the BOS need to sell the price tag therefore, due diligence needs to be done and based on research that is done the BOS will present the best option that meets the Town's needs.

Suzanne Ryan requested a list of State and Federal requirements that are needed within this type of facility and relevant to Police and Fire.

Jim Pineo stated he commissioned a study at the request of Dean Rondeau and under Dave Owen; noting the scope of the study was met (through capital reserve funds). He stated the capital reserve funds have been depleted from commissioning the study and expressed concern for continual depletion by funding soft costs and additional studies to determine an alternative location. He stated he is very open to all concepts at this point. He noted an efficiency standpoint by keeping the departments together however, there is also merit to separating the departments.

Kathy Barnard questioned State and Federal requirements.

Jim Pineo stated there are ADA requirements and series of best practices.

Matt Sullivan stated the intent is to continue to fund the capital reserve account from 2019 to 2022 however, proposes incremental increases.

Becky Merrow stated there are State rules relative to housing juveniles and requirements by the Department of Justice.

Dean Rondeau stated the Police Department has State and Federal requirements on the size of cells and separation of females/males and juveniles (spacial requirements). He noted there are also best practices relative to logging in and storing evidence.

Kathy Barnard confirmed that the issues are being addressed with the consultant.

Suzanne Ryan asked if the departments would split the allocation and questioned the cost to build a Fire Department.

Jim Pineo stated the study was commissioned to evaluate the existing plot of land; noting the study reviewed a significant amount of options such as phasing the project or demolishing the building. He stated there was a minimal difference in cost for those options.

Dean Rondeau stated there was a \$500,000 savings.

Paul Whalen stated best practices are set by NFPA and noted there is no question that something needs to be done. He asked how to move forward to determine a definitive plan.

Linda Murray stated the BOS agreed to set funds in the 2019 operating budget to fund an additional study to avoid drawing down the capital reserve fund.

Relative to space needs, Jim Shildneck requested a comparison of what the Town has now and what is needed, including technical aspects.

Linda Murray stated the BOS need to determine where the soft and hard costs go and regardless of such, the funds in the capital reserve fund could go towards either the soft or hard costs.

Mike Hodder asked if the Committee votes on the capital reserve account.

Matt Sullivan replied yes, through the endorsement of the CIP.

Jim Pineo read the warrant article.

Mike Hodder asked if the \$11,899,198 would remain on the CIP.

Matt Sullivan replied yes.

The Committee requested the following information;

- State and Federal requirements for a Public Safety Building
- Information on existing space
- Circulate warrant article establishing the capital reserve account

#### **Police Department**

##### **2022 Dispatch Console; \$406,360**

Matt Sullivan stated there is a potential cost to remove the dispatch console if the Public Safety Building moves therefore, the cost has been amended to \$406,360. He stated a capital reserve account has been recommended.

Dean Rondeau stated the proposal addresses a new dispatch console in addition to having funds available in case of a catastrophic failure.

Mike Hodder stated he is favor of the radio replacement however, asked if \$50,000 is necessary.

Dean Rondeau replied yes; noting one radio costs \$3,500.

Mark Livie stated they have submitted a CIP plan for equipment.

*\*\*Robert Loughman arrived to the meeting at 9:40 am.*

Dean Rondeau noted he'd like to move away from leasing vehicles and proposed a four year contribution in the amount of \$104,000 into a capital reserve account for equipment.

Becky Merrow recommended adding "and related equipment" to the language of the warrant article.

**III. Other Business**

**Libby Museum**

Becky Merrow stated the Museum received an unexpected gift in the amount of \$118,000; noting she and the Director are trying to determine how best to expend the funds (interior mezzanine or a self-contained climate control bump out).

**Community Center**

Mike Hodder requested the Community Center be placed as an agenda item for discussion, referencing the BOS guidelines that included “evaluate the need for a new community center.” He stated the Planning Board is in the process of updating its Master Plan and as part of such is reviewing the Town’s facilities. He stated the Master Plan subcommittee is recommending a multi-age community center emphasizing on senior needs. He recommended discussing how to include such in the CIP spreadsheet.

Linda Murray noted such was previously included in the CIP.

The Committee agreed to place the Community Center as an agenda item.

Suzanne Ryan questioned the CIP Committee’s role at the end of the process.

Matt Sullivan stated he would recirculate his memo that was previously distributed which details the process of the CIP; noting the CIP Committee would endorse the projects following review of the draft CIP.

Joyce Davis stated responsibilities are assigned to a particular group(s) as part of the Master Plan Implementation process and questioned how it would be studied; noting the CIP Committee receives requests from various departments.

Linda Murray stated the request would come from the Town Manager.

**IV. Public Comment**

Paul O’Brien recommended that when the Police Department meets with AT&T to ask whether there is a need to replace the console to FirstNet specifications.

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

Respectfully submitted,  
*Lee Ann Hendrickson*  
Lee Ann Hendrickson