

**Town of Wolfeboro  
Capital Improvements Program Committee  
September 12, 2019  
Minutes**

**Members Present:** Kathy Barnard, Chairman, Linda Murray, Board of Selectmen's (Alternate) Representative, Mike Hodder, Planning Board Representative, Robert Loughman, Budget Committee Representative, Tim Cronin, Suzanne Ryan, Members.

**Members Absent:** Paul O'Brien, Board of Selectmen's Representative, Chuck Sumner, Paul Whalen, Members.

**Staff Present:** Matt Sullivan, Director of Planning and Development, Jim Pineo, Town Manager, Christine Collins, Director of Parks & Recreation, David Ford, Director of Public Works, Lee Ann Hendrickson, Administrative Secretary.

*Chairman Barnard called the meeting to order at Abenaki Lodge at 8:00 AM.*

**I. Consideration of Minutes  
August 27, 2019**

**It was moved by Mike Hodder and seconded by Tim Cronin to approve the August 27, 2019 Capital Improvements Program Committee minutes as submitted. Mike Hodder, Kathy Barnard, Robert Loughman, Tim Cronin voted in favor. Linda Murray abstained. The motion passed.**

**September 5, 2019**

**It was moved by Mike Hodder and seconded by Robert Loughman to approve the September 5, 2019 Capital Improvements Program Committee minutes as submitted. Mike Hodder, Kathy Barnard, Robert Loughman, Tim Cronin voted in favor. Linda Murray abstained. The motion passed.**

*Suzanne Ryan arrived.*

**II. 2020-2029 Capital Improvements Program Development  
Parks & Recreation**

**2020 Pop Whalen Arena; Phase I Improvements/Study; \$1,132,750**  
Christine Collins introduced Victor Drouin, Back Bay Hockey Association.

Victor Drouin, President of the Back Bay Hockey Association, stated he has been involved with the Association for 22 years as a coach and Board member. He stated the Association sees Pop Whalen as an expansion of the Abenaki Ski Area and hopes to transform the facility into a four season facility. He stated the goal is to increase its utilization to make the facility self-sustaining.

Tim Cronin asked what the yearly shortfall is currently.

Victor Drouin replied \$40,000-\$50,000.

Jim Pineo stated the facility is currently not self-sustaining in the range of \$40,000.

Victor Drouin stated the Friends of Pop Whalen was formed in 2011 and they met with Ethan Hipple in 2012 to discuss plans for expansion. He stated the Friends of Pop Whalen now provides skate sharpening at the rink. He stated Tony Fallon prepared plans in 2013 and in 2014 baseline budgeting was developed. He stated the project then halted because the then Head of School of Brewster Academy was not interested in the project. He stated the Friends of Pop Whalen re-approached Brewster Academy when Craig Gemmell became the Head of School; noting Peter Gilligan now represents Brewster Academy on the Friends of Pop Whalen (along with Kurt DeVlyder, Tom Roberts and Linda Murray as the Town's representative). He stated the Friends should have their 501C3 status by first quarter of 2020 and will have their EIN number shortly. He reviewed the architectural renderings, interior layout and exterior layout of the proposed expansion. He noted revenue would increase from the sale of ice time and year round usage.

Tim Cronin questioned the cost to rent ice.

Christine Collins replied \$190-\$203; noting the cost varies depending upon weekday versus weekend.

Victor Drouin stated the expansion includes additional locker rooms (2 dedicated locker rooms for Kingswood High School, 2 dedicated locker rooms for Brewster Academy and four additional locker rooms), meeting space, storage area for Back Bay Hockey Association and the curling club and bathrooms.

Suzanne Ryan asked if the entire site would be remodeled and brought down to the studs.

Victor Drouin replied no and stated the structural framework is in good shape. He reviewed two options for siding that have been looked into.

Mike Hodder questioned the timeframe for the project.

Victor Drouin replied 2021.

Suzanne Ryan asked what is anticipated for fundraising.

Victor Drouin replied \$2.2 million is the goal; noting \$1.4 million is anticipated for Town repairs to the building. He stated an additional \$150,000 has been budgeted for miscellaneous items. He reviewed the cost estimates for the upgrades/improvements and the expansion.

Suzanne Ryan asked if they foresee other hockey clubs and out of town skaters using the facility.

Victor Drouin replied yes.

*Kurt DeVlyder arrived.*

Mike Hodder stated at the 9/5/19 CIP meeting the Committee requested a hard number/cost estimate for the project; noting such has been provided. He recommended removing the funding request for the study.

Linda Murray questioned whether the cost estimate should be included on the spreadsheet for 2021; recommending the original placeholder figure be removed and replaced with the estimates provided by Mr. Drouin.

Tim Cronin questioned the hourly rates at other rinks.

Victor Drouin stated rink rates are consistent around the State; noting such is \$220-\$225 for 60 minutes of ice. He noted Wolfeboro charges \$200 for 50 minutes of utilization.

Tim Cronin questioned the monthly electric bills.

Jim Pineo replied \$55,000/year.

Tim Cronin asked if the design will include solar.

Victor Drouin stated a solar assessment has not been done however, such should be reviewed.

Christine Collins stated solar could be considered.

Kurt DeVlyder stated the current users of the rink are handicapped by the facility. He stated the Association is stable however, it is not what it once was; noting they are losing kids to other organizations. He stated Brewster Academy once had five teams and are now down to two teams.

Christine Collins stated the facility is not currently utilized in the off season; noting the winter season could be extended in October and March.

Suzanne Ryan stated it needs to be shown that the facility can sustain itself.

Linda Murray stated she doesn't recommended placing the project in 2022 because of the Public Safety Building.

Mike Hodder recommended 2023.

Victor Drouin expressed concern regarding the electric issues and chiller by pushing the project out four years.

Robert Loughman recommended a business plan.

Referencing fundraising, Tim Cronin asked if there is a way to estimate such.

Victor Drouin stated such will be put together as part of the marketing plan.

Tim Cronin asked if the project could be moved to 2021 if the money is raised.

Christine Collins requested the Committee to phase the project; 1. Upgrades, 2. Expansion.

Jim Pineo asked if the project would be done during the off season.

Victor Drouin replied yes.

Jim Pineo questioned the life span of the improvements when completed.

Victor Drouin replied 40 years.

Jim Pineo noted there is gained efficiency in having a new chiller to offset electric costs.

Victor Drouin expressed concern for pushing off the chiller until 2023 due to the age of the unit; noting the Town runs the risk of major repairs to the chiller if the project is pushed out until 2023. He stated the project could be phased by performing the upgrades first.

Linda Murray stated in 2020 there will be a significant amount of bonds that will be paid off; noting an approximate decrease of \$200,000 in debt.

Robert Loughman asked if the mechanical and electrical issues could be done prior to the expansion.

Victor Drouin replied yes.

Suzanne Ryan stated she isn't in favor of phasing the project because the expansion portion of the project is what will bring increased revenues.

Mike Hodder recommended the project for 2023 at \$3.7 million.

Robert Loughman recommended addresses the repairs first and pulling out the mechanical and electrical costs from the total project.

Tim Cronin asked what other events could occur at the facility during the off season.

Christine Collins replied car/boat shows, fairs and indoor yard sales.

Tim Cronin asked if the ice would be covered.

Christine Collins stated it would depend upon the use; noting the floor is currently concrete.

**It was moved by Mike Hodder and seconded by Suzanne Ryan to place Pop Whalen Improvements and Expansion project in 2023 for \$3.7 million. All members voted in favor. The motion passed.**

Victor Drouin stated the project could be done in two phases and asked if the Town would entertain an RFP for an engineer for preparation of the project.

Following further discussion the Committee agreed to the following;

- Revise cost of project to reflect figures provided by Victor Drouin
- Separate costs for mechanical and electrical improvements/upgrades and chiller
- Cost for engineer

#### **Department of Public Works & Parks and Recreation Department**

##### **2020 Bridge Falls Path Lighting Improvements; \$132,681**

Christine Collins stated the project is presented jointly by her Department and the Public Works Department. She stated the project includes the reconstruction of three sections of lighting (34 lights) along the Bridge Falls Path beginning at the Chamber of Commerce to the Route 28 crossing. She stated the path has become increasingly popular and she wants it safely lit for users. She stated Daniels Electric inspected the system; noting the current system is old and outdated.

Mike Hodder asked if there is an urgent need for it this year.

Christine Collins stated the project needs to be done for the future.

Tim Cronin asked if the current lights are LED.

Christine Collins replied no.

Jim Pineo noted it costs \$1,000/year to light the path.

Mike Hodder recommended a \$50,000 contribution to a capital reserve account for the next three years.

Robert Loughman questioned the costs included in the project form; noting the cost to replace the fixtures is noted as \$53,650 however, the total project cost of \$115,375 includes a "lighting option #2".

Christine Collins stated the additional cost is to replace the existing telephone/utility poles with more aesthetically pleasing poles.

Mike Hodder recommended approving \$53,650 for the repair and upgrades.

Jim Pineo stated the path is a gateway to Town therefore, it was thought it would be better to have a more aesthetically pleasing look.

Suzanne Ryan recommended the higher cost estimate.

Linda Murray recommended putting it off for one year because a charrette is being held for the area. She stated changing the poles makes sense.

Kathy Barnard stated the Committee could recommend a Capital Reserve Fund.

Dean Rondeau stated solar is the way to go; noting there are some really high efficient solar poles that are aesthetically pleasing. He noted that once they are installed they are virtually maintenance free.

***It was moved by Mike Hodder and seconded by Robert Loughman to recommend a Capital Reserve Fund for lighting improvements to the Bridge Falls Path; \$50,000 for three years. All members voted in favor. The motion passed.***

#### **Police Department and Fire Department**

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

Jim Pineo stated the Town has entered into an agreement with Lavallee Brensinger Architects to review multiple sites for a stand-alone Police Department, stand-alone Fire Department and combined Public Safety Building; noting the contract will produce six plans.

Robert Loughman stated the project form reflects \$150,000 in 2020 for architecture and engineering costs however, the backup reflects 2021.

Jim Pineo stated 2020 and 2021 reflects preliminary costs; noting \$1.5 million is budgeted for architectural and engineering costs.

Robert Loughman stated he has an issue with \$1.5 million without backup.

Tim Cronin asked other facilities have been visited.

Jim Pineo stated they have been to the Farmington Public Safety Building and he has been in contact with the Moultonborough Fire Chief. He stated the Moultonborough Fire Department is running into a lot of problems with the building and structural issues.

Tim Cronin questioned the cost of the Farmington Public Safety Building and how it would compare.

Robert Loughman stated the Farmington Public Safety Building cost \$2.3 million. He stated an alternate plan should be reviewed due to the cost of the project.

Jim Pineo stated Tuftonboro's Central Fire Station cost \$1.5 million; noting that a lot of things in that building did not meet standards for the police department. He stated the building was built as a garage and two police officers couldn't pass in the hallway.

Matt Sullivan stated the costs associated with the \$1.5 million is broken down and provided in the packet. He stated the figure will be modified based on the project budget and noted such includes escalation costs.

Dean Rondeau stated the \$12 million includes escalation costs and noted the construction costs were based on \$300 per square foot. He stated he doesn't believe it will cost \$12 million.

Tim Cronin asked if the building would be located on its current site.

Jim Pineo stated such is being reviewed.

Tim Cronin asked if the cost includes the purchase of land.

Jim Pineo replied no.

Tim Cronin asked if there is a cost savings for having both departments together.

Matt Sullivan replied yes, there is a space savings however, not a savings in staffing.

Mike Hodder asked if there will be four separate presentations in January 2020.

Jim Pineo stated there will be six proposals presented.

Kathy Barnard asked if 2022 is still possible.

Jim Pineo replied yes. He stated the warrant article allows for land purchases and noted the following proposed contributions to the capital reserve fund; \$150,000 in 2020 and \$150,000 in 2021.

The Committee discussed capital reserve fund funding and agreed to fund \$150,000.

Linda Murray recommended the Committee review the bonding schedule.

Mark Livie asked the Committee to be aware of staffing issues when comparing other facilities; noting Farmington has already outgrown their facility.

**It was moved by Mike Hodder and seconded by Robert Loughman to allocate \$150,000 to the capital reserve fund in 2020, allocate \$150,000 to the capital reserve fund in 2021 and put \$11.8 million as a placeholder for 2022. All members voted in favor. The motion passed.**

### III. **Other Business**

Mike Hodder requested a letter of authorization from SAU 49 for their designated representative to speak on behalf of the SAU.

Suzanne Ryan distributed a handout on the Enterprise Funds.

Jim Pineo asked if the information is from the audit report.

Suzanne Ryan replied yes.

**It was moved by Mike Hodder and seconded by Robert Loughman to adjourn the September 12, 2019 CIP Committee meeting. All members voted in favor. The motion passed.**

*There being no further business before the Committee, the meeting adjourned at 9:35 am.*

Respectfully submitted,

*Lee Ann Hendrickson*

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