

**Town of Wolfeboro  
Capital Improvements Program Committee  
August 6, 2021**

**APPROVED MINUTES**

**Members Present:** Kathy Barnard, Chairman, Linda Murray, Board of Selectmen's Representative, Brian Deshaies, Board of Selectmen's (Alternate) Representative, Mike Hodder, Planning Board Representative, Robert Loughman, Budget Committee Representative, Kathy O'Blenes, SAU 49 Representative, Paul Whalen, Chuck Sumner, Suzanne Ryan, Members.

**Staff Present:** Tavis Austin, Director of Planning and Development, Jim Pineo, Town Manager, Kathy Carpentier, Finance Director, Lee Ann Hendrickson, Administrative Secretary.

*Chairman Barnard called the meeting to order at the Great Hall at 8:00 AM.*

**I. Consideration of Minutes**

July 28, 2021

July 30, 2021

The Board table consideration of the above noted minutes.

**II. 2021-2030 Capital Improvements Program Development**

**Police Department**

**2022 Dispatch Console; \$352,000**

Dean Rondeau stated an Asset Management Plan would be implemented moving forward towards the purchase of the next console. He stated the original schedule for such was 2022 however, due to the Public Safety Building project this project has been moved to 2023.

Bob Loughman confirmed the change of start date for the project is 2023 however, the request for \$50,000 is for 2022.

Dean Rondeau replied yes and stated that if there is a catastrophic failure in 2022 then there would be enough funds to purchase the console. However, he stated he waiting to install the console until 2023 when the Public Safety Building is addressed; noting the cost to uninstall and reinstall the console is expensive (\$50,000 to uninstall and an additional \$50,000 to reinstall).

Mike Hodder questioned the realistic start date of the project.

Dean Rondeau replied 2022.

Linda Murray questioned the contingency plan if the system fails prior to 2022.

Dean Rondeau stated that if the console has a non or near catastrophic failure prior to 2022 then it would need to be determined how much it would cost to repair the system (temporary fix) to bring the system back online. He stated that if there is a total catastrophic failure then there would be a combination of dispatching with a mobile system/unit from the Carroll County Sheriff's Department and/or the CCSD would dispatch for Wolfeboro in a limited capacity. He noted a mobile unit could be used for 2-4 weeks.

Linda Murray questioned the cost of the mobile unit.

Mark Livie stated there is no cost.

Suzanne Ryan stated she feels the project is necessary and urgent.

**It was moved by Bob Loughman and seconded by Suzanne Ryan to recommend the 2022 Dispatch Console project for \$50,000.**

***Discussion of the motion:***

Mike Hodder requested confirmation from Dean Rondeau that the project date is 2022.

Dean Rondeau replied yes.

Mike Hodder stated the CIP includes projects over \$100,000; noting that the request is \$50,000 and shouldn't be considered by the CIP Committee.

Suzanne Ryan disagreed.

Linda Murray stated the capital reserve account is specifically for the dispatch console.

Mike Hodder stated the \$50,000 falls under the CIP threshold and recommended submitting another request for additional funds to be put aside.

Suzanne Ryan stated it has continuously been in the CIP and feels the project should be completed as part of the CIP project.

Mike Hodder stated the BOS previously cut the amount by \$50,000.

Jim Pineo stated the capital reserve account was funded last year in the amount of \$152,000 (\$50,000 of such was to make up for the previous year's cut by the BOS). He stated this year's request is on target with the scheduled project request. He noted the Committee should focus on the total cost of the project and not this year's appropriation.

Paul Whalen agreed with Mr. Pineo; noting he feels the request is appropriate due to the total cost of the project.

Dean Rondeau stated he could request \$100,000; \$50,000 for this year's request and \$50,000 to be put toward the Asset Management Plan.

Suzanne Ryan stated the Committee should not deviate from the request.

Chuck Sumner asked if the console would be purchased and installed in 2022.

Jim Pineo stated the console could be purchased and installed in 2022 if there is a catastrophic failure.

Chuck Sumner questioned the lead time for the unit.

Dean Rondeau stated the unit could be received in a short time.

**Kathy Barnard, Mike Hodder, Bob Loughman, Chuck Sumner, Paul Whalen, Suzanne Ryan, Kathy O'Blenes voted in favor. Linda Murray abstained. The motion passed (7-0-1).**

#### **Fire Department**

Tom Zotti stated there are no projects proposed for 2022 and 2023.

Mike Hodder asked if there will be a break in the annual \$196,000 request given there are no capital requests beyond 2025.

Tom Zotti recommended maintaining the annual \$196,000 contribution; noting that if such is maintained it will bring the Town to 2038 before showing a negative balance. He noted the CIP Committee reviews projects up to ten years out however, the Department's equipment lasts longer than ten years.

Linda Murray stated that in 2025 there will only be \$44,000 in the account and noted that when the ladder truck was purchased there was not enough money in the account. She asked if a capital outlay request would be submitted for the rehab of the boat.

Tom Zotti replied yes.

Paul Whalen questioned whether work to the substation would be included in the CIP.

Tom Zotti stated the substation will be addressed as part of the Public Safety Building project.

#### **2024        Replace Engine 4; \$792,454**

Tom Zotti stated the vehicle would be replaced with a similar vehicle to Engine 1.

#### **2025        Replace Breathing Apparatus \$216,400**

Tom Zotti stated he moved such up from 15 years to 10 years in order to keep up with latest standards and safety features.

Chuck Sumner asked how often other towns replace their breathing apparatus.

Tom Zotti stated ten years and noted there is a fifteen year warranty.

Suzanne Ryan questioned how many such will serve.

Tom Zotti replied 28 including the RIT (Rapid Intervention Team) kit.

Paul Whalen asked if there are face masks for each firefighter.

Tom Zotti replied yes, in addition to spare masks on each of the engines.

III. **Other Business**

None.

IV. **Public Comment**

None.

Next meeting scheduled for 8/13/21 at 8:00 AM at the Great Hall, Wolfeboro Town Hall. Agenda to include the Department of Public Works, Water and Sewer Department.

**It was moved by Bob Loughman and seconded by Mike Hodder to adjourn the August 6, 2021 CIP Committee meeting. All members voted in favor. The motion passed unanimously.**

*There being no further business before the Committee, the meeting adjourned at 8:56 am.*

Respectfully submitted,  
*Lee Ann Hendrickson*  
Lee Ann Hendrickson