

**Town of Wolfeboro  
Capital Improvements Program Committee  
September 15, 2017  
Minutes**

**Members Present:** Kathy Barnard, Chairman, Linda Murray, Board of Selectmen’s Representative, Joyce Davis, Bob Tougher, Paul O’Brien, Mike Hodder, Jim Shildneck, Members.

**Staff Present:** Dave Owen, Town Manager, Dave Ford, Public Works Department, Peter Chamberlain, Finance Director, Lee Ann Hendrickson, Administrative Secretary.

Chairman Barnard called the meeting to order at the Great Hall at 9:02 AM.

**I. Consideration of Minutes**

**August 25, 2017**

**Corrections:**

Page 1, Project 2; strike “With the possible downsizing of the vehicle” and add to Project 3.

Page 2, 3<sup>rd</sup> paragraph; strike “to have”

Page 3, 1<sup>st</sup> paragraph; change “quit” to “quiet”

Page 3, 4<sup>th</sup> paragraph; add “and pledges” following “donations” & change “pledges” to “building fund account”

Page 3, 9<sup>th</sup> paragraph, strike “over” & add “\$1.5 million-” prior to \$2,000,000

Page 3, 12<sup>th</sup> paragraph; strike “Jim Shildneck” & replace with “Bob Tougher”

Page 3, 16<sup>th</sup> paragraph; strike “promised” & replace with “donated”

Page 3, 17<sup>th</sup> paragraph; insert “they” prior to “have”, insert “donated” following “\$410,000”, insert “of” following “\$715,000” and add “s” to “pledge”

**It was moved by Mike Hodder and seconded by Jim Shildneck to approve the August 25, 2017 CIP Committee minutes as amended. All members voted in favor. The motion passed.**

**September 1, 2017**

**It was moved by Linda Murray and seconded by Mike Hodder to table the September 1, 2017 CIP Committee minutes. All members voted in favor. The motion passed.**

**II. 2018-2027 Capital Improvements Program Development**

**Public Works Department**

2018	Dockside Parking Lot Upgrades; \$250,000
2018	Dockside Restroom Upgrades; \$150,000
2018	Upgrade & Expand Dockside Docks; \$300,000

Dave Ford distributed and reviewed the Tighe & Bond Executive Summary and Appendix A of the Town Docks Inspection, Assessment & Asset Management Study. Referencing the loading capacity of the residential Town docks, he stated there can be no more than 15 people loading capacity within a 10' section; noting he would post signage at the docks today.

Paul O'Brien asked if 40 lbs. per square feet is a Town policy.

Dave Ford stated White Mountain Survey & Engineering designed the current docks; noting 40 lbs. /sf was based on the recommended engineering standard.

Linda Murray noted the current docks were designed in 1997.

Dave Ford reviewed the following repairs, associated cost including 20% contingency (excluding permitting and engineering);

- Immediate repairs of cross bracing and 2 piles; \$20,000 (noting the timber pilings remain in good shape)
- Near term replacement of superstructure; \$300,000 (includes all finger docks)
- Near term revetment construction; \$120,000 (includes logs crib wall, timber wall, and center seawall)
- Near term re-decking and cross bracing replacement on the Main Dock; \$20,000

Mike Hodder questioned the life expectancy of such of the cross bracing and piles.

Dave Ford replied 25 years or more.

Paul O'Brien asked if everything was physically inspected.

Dave Ford replied yes.

Paul O'Brien questioned whether the hydraulic pressure from the parking lot could be putting pressure on the seawall; noting he is trying to understand the cause of the deterioration of the seawalls.

Dave Ford replied yes.

Mike Hodder questioned the phasing of the project.

Dave Ford recommended \$20,000 for emergency repairs (2018) and engineering costs in 2018 for implementation of remaining repairs for 2019-2021. He recommended the parking lot project be put off until following the completion of the repairs; noting he would recommend a shim overlay in the interim.

Linda Murray requested the breakdown of repairs in specific years.

Paul O'Brien asked if there is an I&I issue with the parking lot.

Dave Ford replied yes and noted the project would be completed this fall.

Kathy Barnard asked if the shim overlay would be done this year.

Dave Ford replied yes, if there are funds available.

Dave Owen stated there is nothing in the report that precludes the restroom project moving forward in 2018. He noted the Dock Committee would schedule a meeting to review the report.

Joyce Davis asked if a dock capital reserve fund currently exists.

Dave Ford replied no, only a parking lot capital reserve fund exists.

Joyce Davis asked if a dock capital reserve fund would be proposed for 2018.

Linda Murray replied yes.

**2018 Effluent Disposal Study; \$4,000,000**

Dave Ford stated that he will be discussing the project with the BOS and NHDES; noting he hopes NHDES will agree to a three year schedule. He stated he is working with the Tuftonboro Conservation Commission regarding testing for personal care products and pharmaceuticals in 19 Mile Brook (testing to occur at the beginning and end of treatment).

Mike Hodder expressed concern regarding the testing given that there is no State or federal standards.

**Planning & Development**

**2019, 2025, 2026 Municipal Electric Building Reuse; \$2,050,000**

Project/proposal to include an environmental and building re-use feasibility study for the Electric Generation building in 2019, engineering and design for a community /senior center or alternative use in 2025 and construction in 2026. The study would include remediating contaminants and/or hazardous materials within the existing structure as well as review existing reports and documents related to other on-site contaminants. The vacant building offers the opportunity to the Town for a community oriented use in close proximity to the Downtown area and Foss Field recreation area and parking facilities.

Dave Owen stated the building has been decommissioned and is currently being used for storage.

Paul O'Brien confirmed the Town is not considering the sale of the property.

Linda Murray stated the Town is examining the feasible use of the property.

Dave Owen stated the property has contamination issues however, such does not have to be a barrier to redevelopment. He noted that currently there are monitoring wells on-site.

Joyce Davis stated a needs assessment is necessary in addition to reviewing the usage records of the Community Center.

Paul O'Brien questioned the needs of kids after school.

Dave Owen stated a senior citizens group is currently operating a meals program out of the church; noting the Town does not offer such a program.

Linda Murray noted there is no gym space during the winter for specific age groups.

Jim Shildneck recommended reviewing uses other than a community center and questioned whether the scope should be further defined.

Linda Murray stated the senior citizens center would need to be separated from other programs.

Joyce Davis recommended the formation of a Citizens Committee to explore options.

### **CIP Spreadsheet Review**

**2018 Bay Street Sidewalks; \$45,000**

**2019 Bay Street Sidewalks; \$400,000**

Linda Murray recommended moving out Bay Street Sidewalks to 2019 and 2020 (from 2018 and 2019); noting the NH Boat Museum has not yet broken ground.

Dave Owen recommended moving forward with the project.

The Committee discussed placing the funding appropriation in the operating budget.

Bob Tougher stated engineering costs for capital projects is not an operational budget item and feels such should be a warrant article.

Paul O'Brien noted the project is labeled as "desirable". He stated he supports the project as proposed for 2018 and 2019.

Kathy Barnard stated the Master Plan supports the project.

Mike Hodder recommended constructing the sidewalks in tandem with the construction of the NH Boat Museum.

The Committee agreed to revisit the project and discussion the possibility to include funding in the Road Upgrades Warrant Article for 2019.

**2018 Route 28 Construction; \$482,460**

Linda Murray stated she spoke to Dave Ford who informed her the funding of the project is through a grant and at this time the Town is not constructing curbing or sidewalks. She questioned whether the project should be removed from the spreadsheet.

Dave Owen stated the State is now doing the work themselves.

**2018 Railroad Ave. Extension**

The Committee discussed funding such through the Town Road Upgrades Warrant Article in 2019 and agreed to revisit this item.

**2019 Pine / Crescent Water Line; \$260,000**

The Committee agreed to remove “Crescent” from the project title (following confirmation of such) since the Committee recalls that work will only be done on Pine Street.

**III. Other Business**

- Next CIP Committee meeting scheduled for September 22, 2017, 9 AM at the Great Hall; agenda to include Town Docks and revisit Bay Street

The Committee requested the following information;

- Forward Town Docks Inspection, Assessment & Asset Management Study (full report) to CIPC, Town Dock Committee and BOS
- Department of Public Works; revise project sheets for Dockside Parking Lot Upgrades, Expansion of Town Docks, Dockside Public Restroom Upgrades and projects associated with the recommendations of the Town Docks Inspection, Assessment & Asset Management Study (include funding appropriate and phasing schedule)
- Department of Public Works; revise project sheet for Effluent Disposal Study
- Consideration of/proposal for Town Docks Capital Reserve Account
- Route 28 Construction; should project be removed from the spreadsheet if fully funded through the State
- Railroad Ave. Extension; revisit as to whether such could be included in the 2019 Town Road Upgrades Warrant Article
- Pine/Crescent Water Line; confirm the project does not include Crescent Lake Avenue and only includes Pine Street

**It was moved by Bob Tougher and seconded by Paul O'Brien to adjourn the September 15, 2017 CIP Committee meeting. All members voted in favor. The motion passed.**

*There being no further business before the Committee, the meeting adjourned at 10:43 AM.*

Respectfully submitted,

*Lee Ann Hendrickson*

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