

**Town of Wolfeboro
Capital Improvements Program Committee
October 12, 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, Suzanne Ryan, Paul Whalen, Members.

Staff Present: Matt Sullivan, Director of Planning and Development, Becky Merrow, Town Manager, Christine Collins, Director of Parks and Recreation, Dave Ford, Director of Public Works, Lee Ann Hendrickson, Administrative Secretary.

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

I. Consideration of Minutes

October 5, 2018

Corrections: Page 2, change "Rode" to "Ryan"

Page 4, Field Trip to Farmington Public Safety Building; add "Jim Shildneck requested to be included on the tour and recommended touring the Tuftonboro Fire Department."

It was moved by Mike Hodder and seconded by Robert Loughman to approve the October 5, 2018 Capital Improvements Program Committee minutes as amended. All members voted in favor. The motion passed.

Matt Sullivan stated he spoke to the Fire Chief regarding the trip to the Farmington Public Safety Building; noting all CIP Committee members are welcome to attend. He noted the trip is scheduled for 10/24 at 10 AM (meeting at the Wolfeboro Public Safety Building then traveling to Farmington.) He stated the Fire Chief will be scheduling a visit to the Tuftonboro Central Fire Station; date to be determined.

II. 2019-2028 Capital Improvements Program Development

Parks and Recreation Department

Pop Whalen Ice Arena

Christine Collins provided the Committee with the history of the Pop Whalen Arena and information on a 4-Phase project, see attached. She stated that even though the dehumidification system has been included in the CIP for some time, there are other improvements that need to take place prior to such. She stated she met with and received a cost estimate (this morning) of \$955,000 from Recco to replace and insulate the roof and walls of the arena.

Becky Merrow noted the current roof is at the end of its lifespan.

Kathy Barnard requested Ms. Collins email Matt Sullivan the information from Recco for distribution to the Committee.

Linda Murray stated it is necessary to know when the Town took over the rink.

Matt Sullivan confirmed the cost estimate for Phase I is \$955,000 and asked if a cost estimate for Phases II and III were provided.

Christine Collins replied no.

The Committee discussed solar power as it relates to Phase II and recommended Ms. Collins contact the Energy Committee and Bob Lemaire.

Mike Hodder asked if consideration has been given to demolishing the building and rebuilding the structure.

Becky Merrow stated the building is a Butler steel building and in great shape.

Christine Collins stated the building is structurally sound.

Linda Murray questioned the revenue from the facility and expressed concern that it's an Enterprise Fund which is supposed to pay for itself and now the Town is asking the taxpayers to fund the improvements. She stated she feels there may be resistance from the taxpayers.

Suzanne Ryan stated a complete business analysis overview is needed and questioned how the Town wants to manage itself.

Becky Merrow asked Ms. Ryan if she feels the Town should hire a consultant to complete an analysis.

Suzanne Ryan replied yes.

Christine Collins stated other towns have rink managers and are not run by the Director of Parks and Recreation. She stated there was a slight increase in the rates this year and will be further reviewing the rate structure next year. She stated a plan is needed for the facility.

Paul Whalen questioned the status of the Friends of Pop Whalen.

Christine Collins stated Back Bay Hockey Association is in the process of creating a 501C3 to become the Friends of Pop Whalen.

Matt Sullivan asked if the intent of the Enterprise Fund was to use the funds toward large capital expenses of the facility.

Linda Murray replied yes. She noted a system was previously in place in which five year bonds were taken out for a project and when the bond was paid another bond would be taken out for another project.

Robert Loughman stated outside expertise is needed to look at the viability of the building and the business.

Matt Sullivan stated the project request should include a study in 2019 however, is unsure of costs associated with the study.

Linda Murray questioned whether the study would be funded through the operating budget or a warrant article.

Jim Shildneck expressed frustration that the Committee has received a project request for a dehumidification system however, is discussing a project that hasn't been presented.

Robert Loughman asked if the project request form for the dehumidification system valid.

Matt Sullivan recognized the need for a more complete plan. He recommended removing the dehumidification project and presenting a project form for the study and removal and insulation of the roof and walls.

Linda Murray asked where Pop Whalen would be placed in the CIP in relation to the Public Safety Building; noting the Town is playing catch up from 2005 when the Town began addressing issues that hadn't been addressed for 15 years. She stated she does not want the Public Safety Building pushed out any further.

Suzanne Ryan recommended speaking with Back Bay Hockey Association regarding the cost estimate.

Following further discussion, the Committee agreed to the following;

- Submit project form for Phase I – to include cost estimate of \$955,000 for the removal and insulation of roof and walls
- Christine Collins to email Staff the cost estimate

Department of Public Works/Highway/Water/Sewer

2019 Dockside Restrooms Upgrades; \$295,000

Matt Sullivan stated the project form was revised to include the cost estimate from Milestone Engineering and Construction Inc.

Dave Ford reviewed the project request form, see attached.

Becky Merrow asked if the construction is all interior to the building.

Dave Ford replied no; noting a partial demolition of the roof.

Linda Murray asked who designed the restroom upgrade.

Dave Ford stated Greg Roark originally hired Tony Fallon and following such, the Town contracted Bergeron Technical Services.

Mike Hodder asked if \$272,000 is a guaranteed price.

Dave Ford stated it is the budgetary maximum price due to potential site issues.

Suzanne Ryan questioned the value of going out to bid.

Dave Ford replied there are pros and cons to such and noted to do such would be an additional cost.

Suzanne Ryan stated she supports the bidding process.

Becky Merrow questioned the amount of money appropriated for the project.

Dave Ford replied \$150,000.

Becky Merrow asked if money could be put in a capital reserve account and an additional funding request for the project be made.

Matt Sullivan questioned whether funds could be encumbered.

Becky Merrow replied yes, by year end fund could be encumbered if the Town has a signed contract.

Linda Murray stated she would request such be added as a discussion item on the BOS agenda.

2020 Pleasant Valley Road Bridge

Dave Ford stated he received an updated cost estimate and recommended the project for 2020; noting such includes a contingency, see attached.

Becky Merrow stated the construction of the bridge will be considered a single audit.

Linda Murray if the project will be bonded.

Dave Ford reviewed the funding and reimbursement schedule; noting an out of pocket expense for the Town of \$275,997.

Linda Murray questioned a cash flow issue.

Dave Ford stated soft costs need to be determined and interest rates reviewed.

Matt Sullivan stated he would revise the project form for the next meeting.

2019 Water Resources and Stormwater BMP Projects; \$75,000

Matt Sullivan stated the project form relative to such was revised.

Kathy Barnard confirmed the project would not be included on the CIP.

Libby Museum

Matt Sullivan stated he prepared a project request form however, with no cost associated with the project; noting the full scope and project cost is unknown at this time. He recommended including a placeholder in an out year.

Becky Merrow stated the Building Committee is actively working with Chris Williams regarding such.

Linda Murray requested further information regarding the \$118,000 gift be identified such as whether there are restrictions associated with the gift. She noted the feasibility study has already been funded.

The Committee agreed to a placeholder in 2025.

Municipal Electric Department Generation Building Reuse

Matt Sullivan stated he provided the Committee with the current status of environmental contamination of the site. He noted there is no cost associated with the reuse of the building.

The Committee agreed to a placeholder in 2028.

Mike Hodder asked if the contamination site extends to the Community Center.

Becky Merrow stated she recommended to the BOS to set aside \$3,000 to address asbestos and lead paint at the Community Center however, the request was voted out by the BOS.

Matt Sullivan stated he would like Phase I to include testing of the monitoring wells however, a better understanding of how such impacts the future use of the building is necessary.

Community Center

Mike Hodder stated the Community Center has been on the Town's radar for at least eleven years (2007 Master Plan update). He stated the BOS recommended to the CIPC in June 2018 that such is a priority project. He stated the voice of the public from the current Master Plan update forums requests a community center for seniors. He stated the Committee needs to look at the Community Center because there is a will in the Town to have such. He recommended a placeholder for the Community Center.

Suzanne Ryan expressed concern regarding the contamination of the site.

Mike Hodder stated the input relates to having a community center however, not specifically at the existing site.

Suzanne Ryan asked if the Master Plan subcommittee studied a space for such.

Mike Hodder replied no, such is not the responsibility of the committee.

The Committee agreed to a placeholder in 2028; noting Staff would submit a project form for such.

III. **Other Business**

Upcoming Meetings

October 18th @ Railroad Station at 8:00 AM.

October 26th @ Railroad Station at 8:45 AM.

IV. **Public Comment**

None.

It was moved by Robert Loughman and seconded by Mike Hodder to adjourn the October 12, 2018 CIP Committee meeting. All members voted in favor. The motion passed.

There being no further business before the Committee, the meeting adjourned at 10:22 am.

Respectfully submitted,

Lee Ann Hendrickson

Lee Ann Hendrickson

Pop Whalen Arena History

- 1984 US NPS 50% Matching Funds \$ 30,300
- 1987 Article 7 Install Roof over the outdoor rink
 - Wolfeboro \$ 50,000
 - Tuftonboro \$ 20,000
 - Brewster Academy \$ 10,000
- 1989 Town installed 3 Phase Power \$ 30,000
- 1990 Volunteers install Refrigeration Equipment (\$ 90,000)
- Back Bay Youth Hockey Takes out a Note for Refrigeration (\$ 77,000)
- Back Bay Youth Hockey Takes out a Loan for New Addition (\$ 20,000)
- 1991 Town Rehabs Dasher Boards with Poly Sheathing \$55,000
- 1992 1972 Zamboni purchase from Dover Arena
- 1993 Arena Addition is completed
 - Town of Wolfeboro Septic/Design \$ 51,573
 - Brewster Academy \$ 45,581
 - Back Bay Youth Hockey volunteer labor/cash \$ 62,313
 - 1998 Drainage and parking Lot paving \$ 50,000
- Rehab Boards with polyethylene and install acrylic glass \$ 18,000
- 2002 New Propane Fired Zamboni Purchased \$ 85,000
- 2001 GE Chiller (replacement) \$140,000
- 2007 New Floor/Dasher Boards/Lights \$480,900
- 2011 Fire Protection System
- 2013 Upgrade to Fire Protection System to Medium
- 2014 Locker Room Ventilation
- 2017 Furnace Replacement \$7,504
- 2017 Part of parking lot repaved \$21,730
- 2018 Rest of parking lot repaved \$13,650

POP WHALEN ICE AND ARTS CENTER

CIP 2018

BIG PICTURE...

Year Round facility to include...

October-March- Ice skating facility (options to open earlier or close later in season)

April-September- Cornhole league, roller hockey, indoor soccer, vendor events – antique car shows, home shows with vendors, hobby shows, flea market, etc...

CURRENT PICTURE...

Rink operates from October to March as skating facility

April –September- We currently offer programs only in April and late August /September when it is not too hot as the rink is not insulated.

PLAN FOR FUTURE...

Prior to my position as the director there has been a plan in the CIP for dehumidification for the Pop Whalen Ice and Arts Center, while I agree with this, as I researched further as we are closer to the project we need to do other things in order to fulfill this request.

The project should be done in phases...

Phase 1:

Replace and insulate roof and walls

Phase 2:

Power Upgrade/Solar Power

Upgrade Gas Requirements

Phase3:

E ceiling

Phase 4:

Dehumidification System

Pop Whalen Ice and Arts Center is a well-loved facility that is in need of some care. The plans to upgrade the facility will end up saving us money in the long run with energy costs and also give us the opportunity to make money with the facility being available for use all year long.

2019-2028 CIP Project Request Form

Project Title: Dockside Restroom Upgrades		Town Manager Authorization (Signature and Date of Signing)	
Project Department:	Public Works		
Project Contact Name:	DW Ford	Department Head Authorization (Signature and Date of Signing)	
Project Cost:			
Project Number:	To Be Completed by Planning	Original Form Date:	
Project Cost Estimate Source: (Vendor/Study/Etc.)	Staff	Form Revision Date(s):	

Project Description/Background: Currently the Town has 2 restrooms attached to the Dockside restaurant building, each one is uni-sex with one flush toilet. These units are heavily used and at the end of their useful life. The BOS formed a Restroom Committee and after much debate it was agreed that the proposed restroom upgrade, which will be heated and can be open year round, was the best alternative. This alternative effectively increases the capacity from 2 flush units to 6 flush units and adds baby changing stations. The Town had proposed to act as the construction manager and build this project in 2018 for \$150,000. Unfortunately the cost estimate was very low and town staff realized that they could not accomplish this project for the proposed budget in 2018. The Town has decided to use Milestone Engineering & Construction as the Construction Manager and propose to construct the project in the Fall of 2019 and be ready for use in the spring of 2020. The revised price with bonds and contingencies and Town contingencies is \$295,000

Other Information	
Project Location/Address:	Dockside
Project Start OR Equipment Purchase Year:	2019
First Year Funding is Requested (Bonds Only):	
Placeholder (Y/N)	Yes
Department Project Ranking (Rank 1-X for 2019 Projects Only)	1
Department Project Priority (Urgent/Necessary/Desireable):	Urgent
Asset Management Plan (Y/N):	N
Recommended by Asset Management Plan? (Y/N)	N
Asset Management Plan Recommendation Reference (Y/N):	N

Energy Considerations? (Y/N) - If Yes, Please Describe:	
Estimated Useful Life (Years):	50
Estimated Annual Operating Impact (\$):	

Cost Estimate	
Planning/Feasibility Analysis	
Architecture and Engineering	
Real Estate/Land Acquisition	
Equipment/Materials/Furnishings	
Vehicles and Capital Equipment	
Site Preparation	
Construction	\$ 295,000
Other- Deposit to Capital Reserve fund	
TOTAL	\$ 295,000

Project Rationale	
Reduces Liability (Y/N)	Y
Public Health or Safety (Y/N)	Y
External Mandate (State/Federal) (Y/N)	N
Growth in Service Demand (Y/N)	Y
Reduces Long Term Debt (Y/N)	
ADA Compliance (Y/N)	Y
Energy Use Reduction (Y/N)	
Other	

Project Type	
Building Projects (Y/N)	Yes
Rolling Stock Projects (Y/N)	
Road/Sidewalk Projects (Y/N)	
Electric Projects (Y/N)	
Other Infrastructure Projects (Y/N)	Y

Vehicles Only	
Make	
Year	
Current Mileage OR Hours	
Condition	
Annual Maintenance Costs (3-Yr Average)	

Attachment List (Studies, Supporting Spreadsheets, Etc.)		
Building Plans	2 - Cost estimate from Milestone	3

**TOWN OF WOLFEBORO, NH
PLEASANT VALLEY ROAD OVER HEATH BROOK
BRIDGE NO. 119/072, NHDOT Project No. 40617
BRIDGE REPLACEMENT PROJECT**

**Project Cash Flow Matrix (Planning Budget)
October 9, 2018**

Description	28' Precast Slab Bridge on Pile	Notes
	Costs/Fees	
Participating Work		
Estimated Construction Costs (PS&E Estimate)	\$ 867,004.11	
Eng. Study, Design & Permitting (Upfront Cost to Town)	\$ 136,773.00	Cash outlay in 2018-2019
Additional Permit Engineering	\$ 4,000.00	Cash outlay in 2018-2019
Bidding & Administration	\$ 8,933.00	Cash outlay in 2019
Municipal Administrative, Permit Fees, ROW and Legal Expenses	\$ 20,000.00	Cash outlay in 2018-2019
Construction Engineering & Testing	\$ 125,000.00	Cash outlay in 2019-2020
Total Opinion of Project Cost w/o Contingency (2018)	\$ 1,161,710.11	
Construction Phase Contingency (15%) (2018)	\$ 148,800.62	
Cost Escalation for 2020 construction (ave 3.0%)	\$ 69,475.01	
Total Opinion of Participating Project Cost w/Contingency (2026)	\$ 1,379,985.73	Estimated for FY 2020
 Total Estimated Cash Outlay for Design & Municipal Costs	 \$ 169,706.00	 Total Cash outlay in 2018-2019 (All design costs)
Municipal Reimbursement at Completion of Bid Plans		
Eng. Study, Design & Permitting @ 80% reimbursement	\$ 119,764.80	
Municipal Administrative & Legal Costs @ 80% reimbursement	\$ 16,000.00	
Initial NHDOT Municipal Reimbursement	\$ 135,764.80	Reimbursement 2019 @ approval of final plans (participating costs)
Municipal Reimbursement at Construction Contract Signing		
50% of Construction Costs @ 80% reimbursement	\$ 346,801.64	
NHDOT Municipal Reimbursement	\$ 346,801.64	Reimbursement 2019 @ contract signing
Municipal Expenses for Construction		
Construction Costs	\$ 867,004.11	
Construction Engineering & Testing	\$ 125,000.00	
Construction Phase Contingency (15%)	\$ 148,800.62	
Cost Escalation for 2020 construction (ave 3.0%)	\$ 69,475.01	
	\$ 1,210,279.73	Expended in 2019-2020 (construction year)
Municipal Disbursement for Const.	\$ 1,210,279.73	
Less NHDOT Reimbursements	\$ (482,566.44)	
Municipal Construction Cash Outlay	\$ 727,713.29	Cash outlay in 2019-2020 (construction year)
Municipal Reimbursement at Construction Completion		
Total Participating Project Costs w/contingency	\$ 1,379,985.73	
Total Project Reimbursement @ 80%	\$ 1,103,988.59	
Less initial NHDOT reimbursements	\$ (482,566.44)	
Final NHDOT Project Reimbursement	\$ 621,422.15	Final Reimbursement in 2027 at completion of construction
Final Cost of Project to Town	\$ 275,997.14	(includes project contingency @ 15% and escalation to 2026)