

**Town of Wolfeboro
Capital Improvements Program Committee**

**September 17, 2020
8:00 AM
Abenaki Lodge and Virtual Access**

APPROVED MINUTES

Members Present (In-person): Kathy Barnard, Chairman, Paul O'Brien, Board of Selectmen's Representative, Linda Murray, Board of Selectmen's (Alternate) Representative, Mike Hodder, Planning Board Representative, Bob Loughman, Budget Committee Representative, Kathy O'Blenes, GWRSD Representative, Chuck Sumner, Paul Whalen, Members.

Member Present (Virtual): Suzanne Ryan, Member.

Staff Present: Matt Sullivan, Director of Planning and Development, Catriona Lennon, Interim Director, Libby Museum, Lee Ann Hendrickson, Administrative Secretary.

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

I. Approval of Minutes

September 3, 2020

Correction: Page 5, insert new 7th paragraph; "Mike Hodder withdrew his inaccurate summation."

It was moved by Mike Hodder and seconded by Paul O'Brien to approve the September 3, 2020 CIP Committee minutes as amended. Roll call vote: Kathy Barnard - yes, Paul O'Brien - yes, Mike Hodder - yes, Bob Loughman - yes, Chuck Sumner – yes, Suzanne Ryan – yes, Paul Whalen - yes. The motion passed (7-0).

II. 2021-2030 Capital Improvements Program Development

2022 Libby Museum Restoration \$2,275,462 - \$2,908,467

Jim Pineo stated the proposal is not ready for the 2021 warrant. He stated the BOS discussed the project at their meeting last night; noting the BOS, as trustees of the Libby Museum, voted 3-2 for the scaled down project which includes the rehabilitation of the existing facility and an air handling system. He stated the BOS also voted to approve (4-1) a \$100,000 appropriation to the capital reserve fund; noting such is the current ask of the Committee. He noted the Friends of the Libby are currently fundraising for the project.

Kathy Barnard confirmed the \$300,000 has not been spent.

Jim Pineo noted the \$300,000 were earmarked for the renovation, repair and expansion.

Kathy Barnard asked if the scaled down project would require changes to the parking lot.

Matt Sullivan stated the scaled down project includes the addition of office space and such could trigger additional parking per the parking regulations. He stated the proposed cost estimate does not include changes to the parking lot and would argue that the proposed office space doesn't add a demand. However, he stated technically the office triggers a parking space.

Kathy Barnard questioned whether the building would be open year round.

Jim Pineo stated that while there could be expansion into the shoulder seasons, there is no immediate plan to have open year round access to the Museum. He stated the reason for the climate control is for the protection of the artifacts.

Bob Loughman confirmed the request is for a \$100,000 contribution to the capital reserve account and questioned why a \$2.3 - \$2.9 million project is being presented to the Committee.

Jim Pineo stated the BOS met as the Trustees to the Libby Museum last week to discuss the matter and then further discussed the matter last night. He stated a decision wasn't made until last night's meeting.

Bob Loughman stated as a Budget Committee representative, he would not support the request as written and recommended a project request form for \$100,000 be submitted.

Mike Hodder agreed with Mr. Loughman.

Paul O'Brien stated the plan is now clear; the BOS is supporting the Libby Museum rehabilitation project (\$2.3-\$2.4 million) subject to the Friends of the Libby to fundraise the next year. He stated the BOS will hold public information sessions.

Suzanne Ryan asked if a placeholder would be placed in the CIP for \$2.4 million.

Kathy Barnard and Bob Loughman agreed that a placeholder should be placed in the CIP.

Jim Pineo stated the BOS discussed such; noting the earliest the project would come forward is 2022 however, such would be contingent upon funding raised by the Friends of the Libby. He expressed concern regarding pushing out the project because of the timing of the Public Safety Building project; noting the latter project should not be pushed out to meet the needs of the Libby Museum.

Paul O'Brien stated the BOS constituted a committee last night to include two members of the BOS, 2 members of the Budget Committee, Fire Chief, Police Chief and two members of the general public.

Jim Pineo stated the BOS has provided a clear direction that they are supportive of the \$2.4 million project. He stated that if a capital campaign comes forth that exceeds the fundraising efforts then the BOS, as Trustees of the Museum, would entertain discussion of the \$2.9 million project.

Paul O'Brien stated there is a plan of record that the BOS has endorsed; the BOS has endorsed a \$2.4 million rehabilitation campaign for the Friends of the Libby to raise money.

Mike Hodder asked what numbers do the BOS expect from the Friends of Libby.

Paul O'Brien stated the criteria to be used is how much the voter will support which the BOS hopes to receive following the public information sessions. He stated the Town has to listen to the community.

Mike Hodder reviewed the history of the fundraising efforts for the Library and noted there is no project goal for the Friends of Libby to raise. He stated he has a fundamental issue with the entire process. He stated the BOS has a prudential oversight on the affairs of the Town however, is also acting as Trustees for a project that will be using Town funding. He stated that is a conflict. He stated a Selectman at the meeting stated there are conflicting projects. He stated there may be more worthy projects such as a community center or Public Safety Building. He stated he is having a difficult time justifying even a \$100,000 warrant article; noting the attendance records of the Libby are half of what they were fifty years ago. He urged the BOS, Budget Committee and CIP Committee to consider the history of the Libby Museum and the project and how the Town got into the position of having to spend \$2.4 million. He stated the Museum was intended to be a generating self-funding operation with any needs were to be run by the Friends as it was in 1956.

Kathy Barnard asked if the Friends of the Libby are supportive of the plan.

Catriona Lennon stated she doesn't believe the Friends of the Libby expected a decision to be made at last night's BOS meeting. She stated it was her understanding that the only decision being made today at the CIP meeting was whether \$100,000 would be appropriated for 2021 or do nothing. She stated the Friends have discussed community engagement and fundraising to gain the support of the community.

Paul O'Brien recommended the Town Manager take Ms. Barnard's question directly to the Friends of the Libby.

Matt Sullivan clarified that the CIP Committee is only considering a \$100,000 contribution to the capital reserve account for 2021.

Bob Loughman asked if the capital reserve fund has been funded this year. He stated if a warrant article is proposed the language has to be clear that it is for the repair of the Museum.

Jim Pineo stated this year's appropriation has not been transferred. He stated a lot of repairs were addressed. He stated another capital reserve account will have to be established if the language of the warrant article strictly addresses repairs. He stated the current language of the warrant article for the existing capital reserve account include the term "expansion".

Mike Hodder stated it appears that immediate safety needs are not being addressed if this year's appropriation hasn't been transferred.

Paul O'Brien stated the voter ultimately has to decide.

Mike Hodder stated when the Town previously took on the Libby, the Town asked the voters if they wanted the Town to take over the Libby. He recommended the Town hold informational sessions to find out what the voters want.

Kathy Barnard stated the Town has an obligation to the building and saving it regardless if the Town owns it or controls it.

Catriona Lennon stated it will be difficult to fundraise for the project if the Town doesn't contribute to the capital reserve account; noting there is value to potential donors if the Town funds the capital reserve account and accepting their responsibility.

Suzanne Ryan stated the Town could cut their losses and bail out from the project or the Town could continue to vest the project. She stated that even if the people vote not to continue to support the Libby, the BOS as Trustees have to go before a judge and be absolved from any obligation. She stated in the years that the Town has been raising funds, those warrant articles have continuously passed. She stated she supports the project as presented to the Committee and supported by the BOS.

Paul Whalen stated he supports the project and feels there is value to it. He confirmed that the Committee is being asked to support a \$100,000 contribution to the capital reserve account and place the \$2.4 million project in an out year.

Referencing the 2020 funds for the capital reserve fund, Jim Pineo stated those funds were made available by the voters when they voted in March. He stated the funds exist.

It was moved by Kathy Barnard and seconded by Suzanne Ryan to recommend the Libby Museum Capital Reserve Account CIP project scheduled for 2021 in the amount of \$100,000. Roll call vote: Kathy Barnard – yes, Paul Whalen – yes, Mike Hodder – no, Chuck Sumner – yes, Bob Loughman – no, Suzanne Ryan – yes, Paul O'Brien – abstain. The motion passed (4-2-1).

Matt Sullivan stated he would revise the project form to reflect the \$100,000 contribution to the capital reserve account in 2021.

2021 Governor Wentworth Regional School District \$200,000

Kathy O'Blenes stated the School District puts on the warrant a funding request for projects that aren't in the operating budget to address the needs of the District. She stated the District's 2021 request is \$200,000 to fund the installation of an upgrade to the automated heating system at the New Durham Elementary School, install a Variable Frequency Drive (VFD) for the hot water pumps at the New Durham Elementary School and install two pass-through windows at the main entrances at the high school and Ossipee Elementary School. She stated Wolfeboro's proportion is based on the formula for the regional school district; noting Wolfeboro's proportion is 35.96% (\$71,933).

Mike Hodder thanked Ms. O'Blenes for submitting the 5-10 year Capital Improvements schedule.

III. Narrative and Spreadsheet Review

Matt Sullivan stated he would amend the spreadsheet to reflect today's discussion regarding the Governor Wentworth School District.

Mike Hodder recommended removing the school district from the spreadsheet if the Town has no control or authority relative to such.

Bob Loughman recommended leaving the school district on the spreadsheet but moving it to after the "total" (calculation) figure as an informational item only; noting the figure will get buried if it's placed in the narrative.

Mike Hodder noted the Community Center is not listed on the spreadsheet.

Matt Sullivan stated the Community Center has been combined with the Municipal Electric Generation Building project; noting such is a pending item for review by the Committee. He stated he would include the Libby Museum \$2.4 million project in 2022.

IV. Other Business Meeting Schedule

September 24, 2020 meeting is CANCELLED.

Next meeting scheduled for September 25, 2020, 8AM at the Great Hall; Library Generator, Community Center, Port Wedeln Beach/Drainage Upgrades, Abenaki Capital Reserve Fund and the Public Safety Building.

Additional meeting scheduled for October 1, 2020, 8AM at the Great Hall.

Police Commission Letter of Authorization

Matt Sullivan reviewed such.

EDC Dock Expansion Letter

Bob Loughman asked how the EDC arrived at the statement that the expansion of the Town docks (to allow for 20 additional boats) would increase the Town's seasonal revenue by \$600,000.

Mike Hodder stated as an alternate member of the EDC, the numbers are based on continuous usage of the dock (2-hour parking time limit) and average tourist dollar per visit expenditure figure is derived from the State's Department of Tourism. He stated the individual pieces of information provided to formulate that basis could be argued. He stated speaking personally, the number is hypothetical.

Bob Loughman stated he has an issue with a hypothetical number offsetting a real number of \$250,000.

Mike Hodder stated individual pieces can be justified however, woven together it becomes a hypothetical. He stated at last night's meeting, the BOS discussed rolling all of the dock work into one large bond, including the expansion, for 2021. He expressed concern regarding the economic downturn and cautioned earmarking the public's tax dollars.

Bob Loughman stated he believes the repairs and expansion of the Town docks are two separate issues and combining the projects loses transparency and disagrees with such.

Paul O'Brien stated four phases of the dock project were originally proposed. He stated one of the phases was eliminated. He stated the BOS is constituting a dock committee consisting of two BOS members, two Budget Committee members, EDC member and a member of the general public. He stated it is time to disposition the matter and ultimately have clarity on the project.

Mike Hodder stated he feels there is clarity regarding the dock project by the Public Works Director and doesn't believe that having another dock committee will bring clarity; noting the BOS should listen to the Department Head.

V. Public Comment

Referencing the Libby Museum project, Linda Murray agreed that the Town needs to go out to the public with the project plans to find out the type of support there is in the community for the project. She noted a similar approach occurred with the Library.

It was moved by Bob Loughman and seconded by Mike Hodder to adjourn the September 17, 2020 CIP Committee meeting. Roll call vote: Kathy Barnard - yes, Paul O'Brien - yes, Mike Hodder - yes, Bob Loughman - yes, Chuck Sumner – yes, Suzanne Ryan – yes, Paul Whalen - yes. The motion passed (7-0).

There being no further business before the Committee, the meeting adjourned at 9:32 am.

Respectfully submitted,

Lee Ann Hendrickson

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