

**Town of Wolfeboro
Capital Improvements Program Committee**

**October 1, 2020
8:00 AM
Great Hall and Virtual Access**

APPROVED MINUTES

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

Members Absent: Paul O'Brien, Board of Selectmen's Representative, Kathy O'Blenes, GWRSD Representative.

Staff Present: Jim Pineo, Town Manager, Matt Sullivan, Director of Planning and Development, Lee Ann Hendrickson, Administrative Secretary.

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

I. Municipal Electric Department Generation Building Reuse

Mike Hodder stated he feels that since the Town voted for a \$25,000 engineering study it shows town support for something to be done at that particular site. He stated he doesn't believe the absence or the presence of the project on the CIP 10-year plan without a figure does anything to strengthen the Town's argument that the site should be developed and a community center built in its place. He stated that if this was a project for any other department coming before the CIP Committee without a figure attached to it, the Committee would suggest to go back to the Town Manager for review. He stated the Committee asked such of the Library regarding the generator proposal.

Linda Murray stated placeholders have been placed previously for larger projects. She stated if the project is not on the CIP then a major project that is coming in the future is not being shown.

Mike Hodder stated it is a desirable and good project but a number needs to be attached to it. He suggested a placeholder of \$3.8 million for 2026.

Bob Loughman asked if there is a number that can be used.

Matt Sullivan stated the Girl Scouts are working with Liz Venus to develop preliminary cost estimate.

Mike Hodder stated he is not concerned about the nature of the project rather, the proposal is not like any other proposal because it doesn't have a number. He stated if a number is included then his concerns go away.

Kathy Barnard questioned the name of the proposal.

Matt Sullivan stated the voters approved a feasibility study for a community center at that site. He stated the title is appropriate for this year however, noted the title could change following the results of the feasibility study.

It was moved by Bob Loughman and seconded by Mike Hodder to recommend the MED Generation Building Reuse CIP project scheduled for 2026 in the amount of \$3.875 million. Roll call vote: Kathy Barnard – yes, Paul Whalen – yes, Mike Hodder – yes, Chuck Sumner – yes, Bob Loughman – yes, Suzanne Ryan – yes, Linda Murray – abstain. The motion passed (6-0-1).

Jim Pineo asked that an asterisk be placed next to the project since the number is not a Town generated number.

II. Library Generator Project

Matt Sullivan stated Cindy Scott received an estimate for a stand-alone generator for the Library facility only. He stated the estimate is \$75,000; \$55,000 for the generator and \$15,000 for accessories (pad, labor, installation and connections). He stated there was a previous question as to whether the Library is part of the Emergency Operation Plan and Hazard Mitigation Plan and noted that the Library is not included in the plans. He stated the Committee also discussed a potential shared generator with the Public Safety Building however, the Fire Department is interested in a redundant system.

Bob Loughman stated he has a problem with a combined generator.

Mike Hodder agreed with Mr. Loughman and asked if between this CIP process and the budget process if the Library will have a firm cost for the \$15,000.

Matt Sullivan replied yes and noted Ms. Scott will get a detailed cost estimate if the project moves forward.

Mike Hodder stated the previous proposal was \$100,000 and recommended changing the figure to such to cover any additional cost if needed. He stated the figure could be refined as the process proceeds.

Bob Loughman stated he disagrees with changing the figure to \$100,000.

Matt Sullivan agreed that the number is more liberal however, expressed concern for the Committee changing a figure that is being presented.

Paul Whalen questioned the need for a generator if the Library is not a key shelter for the Town and noted he struggles with the \$70,000 request.

Mike Hodder stated it is a question of necessity because of the sprinkler system and possible freezing and flooding of the system.

Linda Murray stated the Committee should act on the proposal; noting the BOS can change the warrant article language if necessary.

Suzanne Ryan questioned whether the sizing should be increased in case of an additional facility on the Public Safety Building site. She asked if a wet system could be converted to a dry system and asked why a wet system was used.

Jim Pineo stated the failure that occurred was a result of an issue with the installer; noting the installer did not properly drain the system. He stated he doesn't know why the type of system was installed. He stated he feels strongly that the two buildings should share a generator however, the timing doesn't align; noting such is unfortunate.

It was moved by Bob Loughman and seconded by Chuck Sumner to recommend the Library Generator CIP project scheduled for 2021 in the amount of \$70,000. Roll call vote: Kathy Barnard – abstain, Paul Whalen – yes, Mike Hodder – yes, Chuck Sumner – yes, Bob Loughman – yes, Suzanne Ryan – yes, Linda Murray – abstain. The motion passed (5-0-2).

III. Libby Museum

Jim Pineo stated the BOS brought to his attention a sentence within the form and made a motion to not include the language "if additional fundraising allows to go to \$2.9 million."

Linda Murray stated the BOS discussed the Libby project and the \$2.4 million vs. \$2.9 million figure; noting the latter would not have the support of the BOS or Budget Committee. She stated the Friends of the Libby will have one year to raise funds. She stated the vote to remove the language was 3-2.

Mike Hodder stated he doesn't see any purpose for the Committee to remove the language.

Bob Loughman stated the purpose of the Committee is to schedule projects for 10 years. He stated the Committee has already discussed and recommended the language as written and recommended letting the language stand as is.

It was moved by Mike Hodder and seconded by Bob Loughman to close debate and retain the language on the Libby Museum project proposal as presented on the project form and narrative. Roll call vote: Kathy Barnard – yes, Paul Whalen – abstain, Mike Hodder – yes, Chuck Sumner – abstain, Bob Loughman – yes, Suzanne Ryan – yes, Linda Murray – abstain. The motion passed (4-0-3).

IV. Public Comment

None.

V. Final Review of 2021-2030 CIP & Consideration of Recommendation Vote

Matt Sullivan stated he received a comment from Kathy Barnard as a result of the last meeting regarding the Library. Referencing the Narrative, Horizon Projects, he stated such should include a potential offset from a private foundation of the Library; noting he would amend the narrative to reflect such. He noted the Planning Board is scheduled to hold the public hearing for the CIP on 10/6/20.

Referencing the Pop Whalen narrative, Chuck Sumner recommended noting the proposal is for a new system.

Matt Sullivan stated he would amend to add dehumidification.

Chuck Sumner recommended amending the figure for the school district.

Matt Sullivan stated the district will left out of the out years and only include the figure in 2021.

Suzanne Ryan stated the State is basically bankrupt and doesn't foresee the Town getting tax revenue. She stated she will not support the CIP this year; noting that some of the projects could be postponed such as the Port Wedeln and Dockside Docks projects. She stated she is opposed to floating money to address the effluent issue.

Mike Hodder questioned the capital reserve account and tax rate impact spreadsheets.

Matt Sullivan stated he didn't include such this year because he doesn't have access to accurate numbers. He stated the capital reserve account spreadsheet is based on capital reserve balances and is concerned that by the time the spreadsheet gets to the BOS and Budget Committee for consideration the numbers will be outdated and cause confusion. He questioned whether the information will have value in the future. He stated the tax rate impact number concerns him because there are several projects this year that the funding source for those projects remains unclear. He stated as a result he would have to make substantial assumptions regarding a bonded project versus a cash project.

Jim Pineo stated there are also contractual obligations that will have an impact.

Suzanne Ryan questioned the total proposed project expenditure for 2021.

Matt Sullivan replied \$10,009,000 and noted that of that figure \$3.695 million will directly hit the tax rate in that year. He stated the total debt service payment is \$2.874 million independent of the CIP projects and the total outstanding debt service overall is \$16.378 million. He stated the total debt service that is on the spreadsheet through 2030 is an absolute assumption and misleading.

The Committee further discussed the debt service spreadsheet and agreed to keep both and add "total debt service payment based on 2020 year debt service." The Committee also agreed to remove and separate the debt service payment and outstanding debt service.

It was moved by Mike Hodder and seconded by Bob Loughman to recommend the 2021-2030 Capital Improvements Program to the Planning Board. Roll call vote: Kathy Barnard – yes, Paul Whalen – yes, Mike Hodder – yes, Chuck Sumner – yes, Bob Loughman – yes, Suzanne Ryan – no, Linda Murray – abstain. The motion passed (5-1-1).

It was moved by Bob Loughman and seconded by Mike Hodder to adjourn the October 1, 2020 CIP Committee meeting. Roll call vote: Kathy Barnard - yes, Paul Whalen - yes, Mike Hodder - yes, Bob Loughman - yes, Chuck Sumner – yes, Suzanne Ryan – yes, Linda Murray - yes. The motion passed (7-0).

There being no further business before the Committee, the meeting adjourned at 9:04 am.

Respectfully submitted,

Lee Ann Hendrickson

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