

**Town of Wolfeboro  
Capital Improvements Program Committee**

**August 13, 2020  
8:00 AM**

**Great Hall at Wolfeboro Town Hall and Virtual Access**

**APPROVED MINUTES**

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

**Members Present (Virtual):** Linda Murray, Board of Selectmen's (Alternate) Representative, Kathy O'Blenes, GWRSD Representative, Suzanne Ryan, Member.

**Staff Present:** Matt Sullivan, Director of Planning and Development, Jim Pineo, Town Manager, Dave Ford, Public Works Department and Water & Sewer Utilities, 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, 2020**

***It was moved by Mike Hodder and seconded by Paul O'Brien to approve the July 28, 2020 Capital Improvements Program Committee minutes as submitted. Roll call vote: Kathy Barnard - yes, Paul O'Brien - yes, Mike Hodder - yes, Bob Loughman - yes, Chuck Sumner - yes. Paul Whalen - abstained. The motion passed (5-0-1).***

**July 30, 2020**

***It was moved by Mike Hodder and seconded by Paul O'Brien to approve the July 30, 2020 Capital Improvements Program Committee minutes as submitted. Roll call vote: Kathy Barnard - yes, Paul O'Brien - yes, Mike Hodder - yes, Bob Loughman - yes, Chuck Sumner - yes. Paul Whalen - abstained. The motion passed unanimously (6-0).***

*Suzanne arrived to the meeting virtually.*

**II. 2021-2030 Capital Improvements Program Development  
Department of Public Works**

**2021 Park Street and High Street Water Upgrade; \$350,000**

Dave Ford stated the area for construction is tight and blasting will be required due to ledge. He stated the existing water lines are shallow and noted the sewer upgrade for Park Street and High

Street is a separate project. He stated a discussion needs to take place whether to combine the three projects in one warrant article with separate funding mechanisms.

Mike Hodder asked if NHDES is included the State Revolving Funds.

Dave Ford replied yes. He stated a pre-application was submitted yesterday.

Mike Hodder stated he has done basic research on the State Revolving Fund (SRF) and project rank; noting the project received a total score of 13 points out of a maximum of 120 points. He questioned how to increase the ranking in order to receive supplemental funding.

Dave Ford stated the current ranking is low however, the Town is working with the consultant to improve the ranking. He stated the Town has "shovel ready" plans noting that although another town may receive funding if that town isn't ready to begin the project then Wolfeboro could then move up in ranking.

Mike Hodder asked if a provisional recommendation on the project is being sought. He stated because funding is uncertain need, necessity and whether the project fits into the Master Plan has to be reviewed. He questioned the urgency of the project and whether it could be postponed. He expressed concern that the impact of the viral situation hasn't hit yet.

Dave Ford stated the roads can continue to be maintained and recommended the Committee to drive the roads. He stated the project is urgent in the Asset Management Plan.

Mike Hodder stated he is not questioning the value of the project or funding needs. He stated he has driven both streets; noting a limited number of residents. He questioned whether the project is urgent.

Referencing the Underwood Engineers report/scientific study, Chuck Sumner noted a value of 34 out of 100 for the project. He stated Dave Ford's documentation shows a value of 57 and questioned such.

Dave Ford stated the snapshot was from ten years ago. He stated funds were appropriated last year for engineering. He stated the RSMS and Asset Management Plan supports the projects (water, sewer and road upgrades to both streets).

Kathy Barnard stated the Committee approved the road upgrade portion of the project at its last meeting.

Mike Hodder asked when the Town would be notified if funding is approved.

Dave Ford replied next year.

Kathy Barnard questioned whether the project would move forward if State funding is denied.

Dave Ford stated the project may move to a warrant article.

Matt Sullivan stated the warrant article could be contingent upon SRF funding.

Dave Ford recommended combining the three projects (Park Street and High Street road, sewer and water upgrades) as a warrant article contingent upon funding to defray costs.

Mike Hodder stated he could support such.

**It was moved by Mike Hodder and seconded by Kathy Barnard to recommend the Park Street and High Street Water Upgrade CIP project scheduled for 2021 in the amount of \$350,000. Roll call vote: Kathy Barnard - yes, Paul O'Brien - abstain, Mike Hodder - yes, Bob Loughman - yes, Chuck Sumner - yes. Paul Whalen – yes, Suzanne Ryan - yes. The motion passed (6-0-1).**

**2021 Park Street and High Street Sewer Upgrade; \$200,000**

**It was moved by Mike Hodder and seconded by Chuck Sumner to recommend the Park Street and High Street Sewer Upgrade CIP project scheduled for 2021 in the amount of \$200,000. Roll call vote: Kathy Barnard - yes, Paul O'Brien - abstain, Mike Hodder - yes, Bob Loughman - yes, Chuck Sumner - yes. Paul Whalen – yes, Suzanne Ryan - yes. The motion passed (6-0-1).**

**2021 Seasonal Water Line Upgrades; \$800,000**

Dave Ford stated there are 2,000 year round customers and 200 seasonal customers. He stated the seasonal water lines run above ground; noting an evaluation is being done on the existing twelve systems. He noted the twelve seasonal water line systems are not to code. He stated the Town has been requested to conduct a vulnerable assessment; noting the Town will be required to upgrade the systems. He stated the Asset Management Plan calls for the lines to be replaced every thirty years however, it is not wise to replace a deficient system. He stated a pre-application has been submitted to the State's Water Fund. He stated the Town needs to convert to a year round system or replace the systems to a less vulnerable system (below the frost line). He recommended the Albee Beach and Camp School Road water lines be upgraded first; noting the Albee Beach waterline ends at Cozy Cabins, runs across Route 28 and runs through a swamp. He noted the NH Boat Museum wants to make the building on Center Street year round.

Kathy Barnard questioned whether future years should include the other seasonal water lines that need to be upgraded.

Dave Ford stated he could provide such once the study has been completed.

Paul O'Brien questioned the number of connections that would be fixed for \$800,000.

Dave Ford replied two customers; noting both customers bring large populations to the Town.

Mike Hodder stated the two customers are powerhouses to the Town's summer economy; noting he has seen the water line to Albee Beach and it is a rusty old pipe.

Jim Pineo noted the two customers are high volume customers. He stated there are unseen savings; noting Dave Ford's staff spends a significant amount of time getting the water lines online

in the spring and offline in the fall each year. He stated a representative from NHDES stated the issue needs to be addressed and a permanent solution funded.

Dave Ford stated he would supplement the CIP request with a memo outlining how to address the remaining lines.

Chuck Sumner asked whether the seasonal water lines would be kept seasonal or changed to permanent.

Dave Ford stated each subarea may have a different solution; noting alternative methods will be determined. He reviewed examples of situations that could occur.

Bob Loughman questioned whether a capital reserve account should be considered due to the variables of the project.

Dave Ford a capital reserve fund has been established which could fund the program.

The Committee agreed to revisit the Seasonal Water Line Upgrades project.

**2021 Sewer Pump Station Upgrades; \$3,500,000**

Dave Ford stated the Town's two largest pump stations are Mill Street and Lehner Street; noting such were identified in the 2005 Master Plan and Asset Management Plan as needing to be replaced. He stated the stations need to be upgraded. He stated the Town has \$3.5 million in the bank for the RIB project and recommends using those funds to leverage the \$7 million project and move up in the CIP process.

Suzanne Ryan confirmed the recommendation is to use the RIB legal money to float/acquire funding for the sewer upgrades.

Dave Ford replied yes and noted SRF Funding would be requested as well.

Suzanne Ryan stated such puts the Town in a precarious situation to use RIB funds as a foundation to go forward to get money for a new project. She stated the money was originally received for the RIB and she doesn't want to interfere with those funds.

**It was moved by Bob Loughman and seconded by Mike Hodder to recommend the Sewer Pump Station Upgrades CIP project scheduled for 2021 in the amount of \$3,500,000. Roll call vote: Roll call vote: Kathy Barnard - yes, Paul O'Brien - abstain, Mike Hodder - yes, Bob Loughman - yes, Chuck Sumner - yes. Paul Whalen – yes, Suzanne Ryan - no. The motion passed (5-1-1).**

Paul O'Brien stated decisions on funding and funding strategies fall on the BOS and Budget Committee; noting he wants to ensure the Committee votes on the merits of a project and not on how the project will be funded.

**2021 RIB Long Term Upgrades; \$3,500,000**

Dave Ford reviewed the history and alternatives to remedy the system. He reviewed the pilot testing program that has been underway for three years. He stated five systems will be installed; noting the plans will be bid out this fall in order to have construction numbers by Town Meeting.

Referencing the pilot project, Chuck Sumner asked if the project is scalable.

Dave Ford replied yes. He stated the pilot was for 70 gallons/minute; noting such is more than needed. He noted the spray fields will continue to be used.

Mike Hodder asked if the Town is applying for SRF funding.

Dave Ford replied yes.

Mike Hodder questioned the capacity once the project is completed.

Dave Ford stated the system was originally designed for 600 gallons/day. He stated through the reduction of I&I flow, the site is permitted for 340 gallons/day.

Mike Hodder questioned the life of the system.

Dave Ford replied 20-50 years. He stated the Town doesn't anticipate large projects in the future.

Mike Hodder asked if the Town is successful in attracting workforce housing could that size project be accommodated by the RIB improvements.

Dave Ford stated the system could support fifty units however, couldn't support 200 units. He stated build out in zoning has already been reviewed and analyzed; noting such is included in the proposal.

Mike Hodder asked if \$200,000 for architectural and engineering costs is adequate.

Dave Ford replied yes because the design engineering has already been funded.

Referencing the cost of \$3,300,000 for construction, Mike Hodder asked if the Town would have updated numbers for Town Meeting and asked Mr. Ford if he has any idea what the increase or decrease would be.

Dave Ford stated he hopes the price will come in lower however, he does not know. He stated each pilot produces 70 gallons/minute however, five pilots equals 504 gallons per day however, the Town is only asking to be permitted 340 gallons/day.

Mike Hodder questioned whether the Town could get permitted for a higher number once the project is completed.

Dave Ford stated the Town is not looking to expand capacity; noting 340 gallons is a responsible number.

**It was moved by Bob Loughman and seconded by Mike Hodder to recommend the RIB Long Term Upgrades CIP project scheduled for 2021 in the amount of \$3,500,000. Roll call vote: Roll call vote: Kathy Barnard - yes, Paul O'Brien - abstain, Mike Hodder - yes, Bob Loughman - yes, Chuck Sumner - yes. Paul Whalen – yes, Suzanne Ryan - yes. The motion passed (6-0-1).**

**2021 Wastewater Treatment Plant Capital Reserve Fund; \$250,000**

Dave Ford stated the facility was built fifty years ago and in 2006 the Town planned to replace the Wastewater Treatment Plant therefore, a Capital Reserve Fund was established to perform upgrades to the facility. He noted in 2016 the Town received Plant of the Year Award. He stated in 2013 a short term Asset Management Plan was developed which included a work program; noting the next upgrade scheduled is the electrical work. He stated the capital reserve fund was not funded last year therefore, he is requesting \$250,000 this year to make up for the lack of funding last year. He stated the Town needs to continue to add funds to address the replacement of the facility and look at the Master Plan to see where the Town is going in the next twenty years. He stated the RIB has taken all of the Town's attention for the past ten years and has put off the Wastewater Treatment Plant.

**It was moved by Bob Loughman and seconded by Mike Hodder to recommend the Wastewater Treatment Plant Capital Reserve Fund CIP project scheduled for 2021 in the amount of \$250,000. Roll call vote: Kathy Barnard - yes, Paul O'Brien - abstain, Mike Hodder - yes, Bob Loughman - yes, Chuck Sumner - yes. Paul Whalen – yes, Suzanne Ryan - yes. The motion passed (6-0-1).**

**III. Other Business**

Mike Hodder asked if a broadband placeholder will be inserted into the CIP.

Matt Sullivan stated the Town Manager will submit the request later in the process.

Paul O'Brien stated the Town should know by Monday, August 17<sup>th</sup> if the Town met the bid specs.

Matt Sullivan announced his resignation from the Town of Wolfboro; noting his last day in the office is September 17, 2020.

**IV. Public Comment**

None.

**It was moved by Mike Hodder and seconded by Bob Loughman to adjourn the August 13, 2020 CIP Committee meeting. All members voted in favor. The motion passed.**

*There being no further business before the Committee, the meeting adjourned at 9:25 am.*

Respectfully submitted,

*Lee Ann Hendrickson*

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