

**Town of Wolfeboro
Capital Improvements Program Committee
September 27, 2019
Minutes**

Members Present: Kathy Barnard, Chairman, Paul O'Brien, Board of Selectmen's Representative, Linda Murray, Board of Selectmen's (Alternate) Representative, Mike Hodder, Planning Board Representative, Robert Loughman, Budget Committee Representative, Chuck Sumner, Tim Cronin, Paul Whalen, Suzanne Ryan, Members.

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

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

I. Consideration of Minutes

N/A

II. Draft CIP Narrative Document

Linda Murray asked if the Town has an Asset Management Plan for sidewalks.

Matt Sullivan stated the Town has an inventory with a sidewalk condition index.

Mike Hodder read an article in the Granite State News on the GWRSD's capital reserve request for building maintenance. He stated the \$150,000 request hasn't gone through the formula process therefore, he has no confidence in that number. He questioned whether such should be included in the CIP program since the figure cannot be justified.

Linda Murray stated the request is not on the Town Warrant rather, it is on the School District's warrant.

Mike Hodder stated that such should be noted in the Town's CIP document.

Matt Sullivan stated the proportion formula is not available at this time.

Mike Hodder confirmed the allocation is district wide.

Following discussion of the content of the draft CIP narrative document, the Committee requested the following;

- Libby Museum; review of the two signed contracts with the Bever Foundation
- Libby Museum; clarify 2/3 cost contribution (contribution to the cost of the addition or to the full construction costs)
- Pine Street Sidewalks; review with Dave Ford to determine scope of project
- School District's definition of the allocation formula

- Include the School Districts capital reserve request for building maintenance; noting the Town's proportion will be less once the formula is applied

Following review of the draft CIP narrative document, the Committee agreed to the following revisions;

- Page 8, ME-2 Bucket Truck, 2nd paragraph; delete "Bond" and add "Electric"
- Page 8, Phase #5 Voltage Conversion Substation #4/Forest Road Conversion; simplify language
- Page 9, Annual Road Rebuilds/Upgrades/Maintenance, 1st sentence; add "based on the Town's Road Surface Management Plan" to the end of the sentence
- Page 9, Carry Beach Parking Lot and Beach Stormwater Improvements; add/include ADA mat to access the lake as part of the project
- Page 9, Recreational Dock Repair – Docks A-D; reference that the \$400,000 is an estimate
- Page 10, Dockside Parking Lot (CRA contribution), 1st paragraph; add "proactive stormwater treatment to protect the lake" at the end of the last sentence of the paragraph
- Page 10, Water Department Backhoe, 1st paragraph; clarify language
- Page 13, Libby Museum Building Renovation and Expansion project, 7th line; strike "rare"
- Page 13, Libby Museum Building Renovation and Expansion project, 10th line; insert "substantial" prior to "museum" and add "HVAC" following "gift"
- Page 13, Libby Museum Building Renovation and Expansion project, 11th line; insert "uncapped" prior to "construction" and change "Additional" to "Additionally"
- Page 13, Libby Museum Building Renovation and Expansion project, 12th line; insert "further" prior to "reduce"
- Page 13, Libby Museum Building Renovation and Expansion project, 15th line; insert "substantiated" prior to "private"
- Page 13, 2021 "Horizon" Projects, third bullet (Pine Street Sidewalks); review with Dave Ford
- Page 14, "Out" Year Projects, 1st paragraph; insert "for funding" prior to "between"
- Page 14, "Out" Year Projects, column header; change "Cost" to "Estimated Cost"
- Page 14, "Out" Year Projects, 2022 Crescent Lake/Pine Street Sidewalks; review with Dave Ford

Following review of the draft spreadsheets, the Committee agreed to the following revisions;

- Add footer to include date
- Debt Service spreadsheet; include Library bond payments
- Add library estimate and include language that makes it clear that the cost is an estimate (hard number to be provided from the Bond Bank by the end of November)
- Bond projections; include bond payment for Libby Museum and Carry Beach, separate cash from bonding, remove GWRSD's Building & Maintenance capital reserve request, provide prior year and coming year comparison, include table, provide summary of history of tax rate

Paul O'Brien and Jim Pineo left the meeting at 8:31 AM.

It was moved by Mike Hodder and seconded by Chuck Sumner to approve the Town of Wolfboro 2020-2029 Capital Improvements Program as amended on September 27, 2019. Mike Hodder, Linda Murray, Paul Whalen, Robert Loughman, Tim Cronin, Chuck Sumner, Kathy Barnard voted in favor. Suzanne Ryan abstained.

Suzanne Ryan stated she is comfortable with the product however, is not comfortable with the tax rate.

III. Follow-up to CIP Process

Following discussion of this year's CIP process, the Committee agreed to the following;

- Provide and adhere to a drop dead date to Department Heads
- Begin meetings one week earlier and possibly meet 2x/week
- Schedule those Departments that typically require additional meetings earlier in the meeting schedule
- Elect CIP Committee members in April
- Send information as it is received prior to the meeting schedule (ie: iterations of the Public Safety Building)
- Publish meeting schedule
- Schedule site visits
- Update and review the CIP narrative and spreadsheets throughout the process
- Follow-up meeting to be scheduled in January 2020

IV. Other Business

N/A

It was moved by Robert Loughman and seconded by Chuck Sumner to adjourn the September 27, 2019 CIP Committee meeting. All members voted in favor. The motion passed.

There being no further business before the Committee, the meeting adjourned at 9:22 am.

Respectfully submitted,
Lee Ann Hendrickson
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