

**Town of Wolfeboro
Capital Improvements Program Committee**

**July 30, 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, Member.

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

Member Absent: Suzanne Ryan, Member.

Staff Present: Matt Sullivan, Director of Planning and Development, Barry Muccio, Director of Operations Municipal Electric Department, Lee Ann Hendrickson, Administrative Secretary.

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

I. 2021-2030 Capital Improvements Program Development

Municipal Electric Department

2021 Phase #5 Voltage Conversion; \$1,850,000

Barry Muccio reviewed the costs associated with such (post-bid actual v. original estimated); noting that the estimated cost for the project came in \$1,854,629.50 less than the actual cost of the project as shown in the attached document. The original project was approved by the voters of the town as 3.65 million in total cost. He stated the largest discrepancy is found in the construction (labor) costs. He stated typically he opts to have the engineering portion of a project separated. However, in this case he combined the engineering in project scope, which he now regrets. He noted that inflation was holding steady for the past 7 years however, there has been a jump in the past 3 years. He stated when the engineering was done the scope of the project changed substantially, noting the pilings required at the substation as an example.

Bob Loughman asked Mr. Muccio if he is confident regarding the cost figures for the new substation. Barry Muccio replied in the affirmative.

Mike Hodder asked how the project would be financed.

Barry Muccio stated that the financing method is currently being discussed with town management and that typically in the past a project over \$1,000,000 would be bonded. He stated the unrestricted fund balance of the Electric Department needs to be determined but also noted bond rates are favorable at this time. He noted the Department has a fair amount of debt retiring in 2023; noting that at that time the Electric Department would have no outstanding debt.

The Committee and Mr. Muccio held a detailed discuss about factors in how the project would be funded and options/alternatives for funding.

Bob Loughman stated the BOS and Budget Committee will address the funding mechanism; noting the authority of the CIP Committee is to review the project's urgency, need, and priority, not to determine the final funding mechanism.

It was moved by Bob Loughman and seconded by Kathy Barnard to recommend the 2021 Phase 5 Voltage Conversion project for \$1,850,000. All members voted in favor. The motion passed unanimously.

2022 Reconstruct Turtle Island Road Tap; \$185,000

Barry Muccio stated the engineering for the project has been done and noted it is a worthwhile conversion project. He noted that the price per user is very low, but for the limited customers these are critical improvements.

2022 Submarine Cable Feeders; \$375,000

Barry Muccio stated the project would include new cable riser assemblies, shoreline conduit and protective structures.

2022 Reconstruct Melody & Keniston Island Overhead Electrical Distribution Systems; \$475,000

Mike Hodder inquired as to whether the project could be moved to 2021 with lower financing/resource costs.

Barry Muccio indicated that he often clerks his own projects and staff capacity does not allow for the proper management of multiple capital projects at one time.

Paul O'Brien noted that there is a 6% increase in price from the 2020-2029 CIP and stated the cost is not likely going down therefore, it becomes a resource availability conversation.

Matt Sullivan questioned whether a multi-year appropriation would allow the project to be bid earlier, thus limiting the inflation impact.

Mike Hodder asked if an Asset Management Plan would be appropriate for the project.

Matt Sullivan stated the project is already part of an Asset Management Plan, the System Planning Study.

Barry Muccio reiterated that the project is included in the System Planning Study and noted the plan was updated in 2016. He stated all the submitted projects are included in the system planning study.

2024 Replace ME-3 Bucket Truck; \$300,000

Mike Hodder asked if there is an Asset Management Plan the current vehicle.

Barry Muccio replied all equipment and rolling stock have an Asset Management Plan.

Mike Hodder stated the project form did not include whether there is an Asset Management Plan and that is why he asked the question. He asked that such is indicated on the form in the future.

2029 Replace ME-4 Digger/Derrick Truck; \$320,000

II. Other Business

MED Generator & Cold Storage Building

Mike Hodder stated that the Community Facilities Chapter of the 2019 Master Plan recommended a generator be installed on site at the MED building and that a cold storage building be constructed. He asked Mr. Muccio to provide a status update on these projects.

Barry Muccio stated that the generator was replaced in 2019. He stated he is waiting to construct the cold storage building until the outcome of the MED generation building on Lehner Street is determined.

CIP Committee 8/6/20 Meeting

The next CIP meeting is scheduled for August 6th, 2020 at 8AM at the Great Hall at Town Hall; the agenda will include the Public Works Department. A site visit will take place at Pop Whalen Arena following the 8AM meeting (site visit to be posted for 8/6/20 at 9:45 am).

Linda Murray stated she would ask the Friends of Pop Whalen to provide, if available, rough conceptual drawings depicting the proposed facility upgrades prior to the site visit.

It was moved by Bob Loughman and seconded by Mike Hodder to adjourn the July 30, 2020 CIP Committee meeting at 9:09AM. All members voted in favor. The motion passed unanimously.

Respectfully submitted,

Lee Ann Hendrickson

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Municipal Electric Department
Phase 5 Conversion Costs (Actual vs. Estimated) 7/22/20

New Substation	Actual Expenses	Estimated	Delta
PLM Engineering	\$ 112,000.00	\$ 104,000.00	\$ (15,850.00)
HEB (Surveying)	\$ 4,500.00	Included Above	
Geotech Services	\$ 3,350.00	Included Above	
Penn. Transformer	\$ 268,765.00	\$ 220,000.00	\$ (48,765.00)
Tatman (Structures & Devices)	\$ 233,580.00	\$ 240,000.00	\$ 6,420.00
PLC Construction	\$ 623,326.00	\$ 256,000.00	\$ (367,326.00)
Misc.	\$ 2,777.44	\$ -	\$ (2,777.44)
Estimated Fence/Landscape/Vegetation	\$ 50,000.00	\$ -	
Electrical Testing	\$ 5,000.00	\$ 5,000.00	
Contingency & Cost Escalation		\$ 325,000.00	
Total	\$1,303,298.44	\$1,150,000.00	\$ (153,298.44)
Distribution (Forest Road)	Actual Expenses	Estimated	Delta
PLM Engineering	\$ 130,000.00	\$ 156,000.00	\$ 26,000.00
Power Sales (Transformers)	\$ 16,057.00	See Below	
Wesco (Transformers)	\$ 24,628.00	See Below	
Graybar (Transformers)	\$ 110,200.00	See Below	
Graybar (Transformers)	\$ 33,963.00	\$ 246,000.00	\$ 61,152.00
USA (Construction)	\$ 1,490,234.90	\$ 678,000.00	\$ (812,234.90)
USA (Anticipated Additional)	\$ 35,000.00	\$ 35,000.00	
Misc.	\$ 1,904.16	\$ 11,000.00	\$ 9,095.84
Total	\$1,841,987.06	\$1,126,000.00	\$ (715,987.06)
Distribution (North Main)	Revised Estimate	Estimated	Delta
Construction	\$ 2,064,344.00	\$ 848,000.00	\$ (1,216,344.00)
Transformers	\$ 120,000.00	\$ 222,000.00	\$ 102,000.00
Engineering	\$ 50,000.00	\$ 130,000.00	
Contingency/Misc.	\$ 50,000.00	\$ 133,000.00	
Total	\$2,284,344.00	\$1,333,000.00	\$ (951,344.00)
Sub Decommissioning	Revised Estimate	Estimated	Delta
Total	\$ 100,000.00	\$ 66,000.00	\$ (34,000.00)
Grand Total	\$5,529,629.50	\$3,675,000.00	\$ (1,854,629.50)