

**Town of Wolfeboro
Capital Improvements Program Committee**

**August 6, 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.

Member Present (Virtual): Linda Murray, Board of Selectmen's (Alternate) Representative.

Member Absent: Kathy O'Blenes, GWRSD Representative Suzanne Ryan, Member.

Staff Present: Matt Sullivan, Director of Planning and Development, Dave Ford, Director of Public Works 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. 2021-2030 Capital Improvements Program Development

Department of Public Works

2021 Road Upgrades; \$950,000

Dave Ford stated the request was cut from \$900,000 to \$850,000 last year. He stated the RSMS indicated the Town should be funding road upgrades at \$1.3 million/year in order to have a sustainable program. He stated the intent last year was to increase the funding request by \$50,000 annually until funding reached \$1.3 million. He noted \$50,000 would go to overlays to maintain roads in good condition.

Bob Loughman questioned Park Street and High Street.

Dave Ford stated both streets have poor infrastructure; noting the streets are dangerous to plow and maintain. He stated engineering that had been done last year found there are additional issues (water & sewer that would be funded separately). He questioned whether there should be a separate warrant article for the total project or if it should be funded by the annual road budget; noting he does not expect the Committee to vote on the project today. He noted the road upgrade project also includes engineering for Partridge Road, Maplewood Drive and Berrywood Drive (construction in 2022), rebuild East Clark Road and Goodrich Road, overlay Clark Road and rebuild Stoneham Road from Cotton Mountain Road to the Town line.

Bob Loughman recommended a warrant article for the Park Street and High Street project because it includes more than just the road upgrade. He asked if the rebuild of Stoneham Road will be bid out.

Dave Ford stated the intent is to bid out the project however, if the funding request gets cut then the project will be done in-house.

Mike Hodder asked if the High Street and Park Street project will be a warrant article.

Dave Ford stated the matter needs to be further discussed with the Town Manager and the BOS.

Chuck Sumner questioned the study that states \$1.3 million is needed to have a sustainable program.

Dave Ford stated Underwood Engineers provided a detailed inventory and recommendations of Town roads (RSMS). He stated the inventory was completed in 2018 and although it is now out of date however, recommendations and improvements remain ongoing. He stated the Town is currently spending a bulk of the funding toward reclaiming roads.

Chuck Sumner questioned whether the recommendations of the study (additional funding) is something we should be paying more attention to.

Dave Ford reviewed the Town road index and condition assessment as of July 2010; noting he uses such to review what has been done and how to move forward.

Paul O'Brien asked if grant funding is anticipated for road upgrades.

Dave Ford stated grant applications for stormwater, sewer and water projects in addition to High Street and Park Street upgrades. He noted the Town receives a block grant annually however, the funds are received as a revenue and the funds are not appropriated for road projects.

Paul O'Brien stated the project will have to be fully funded by the taxpayers.

Mike Hodder stated the NH Department of Revenue Administration (DRA) estimates the decline in highway funds by at least 8% therefore, the Town may not be receiving as much revenue as in the past. He stated he would like to know how the funding for Park Street and High Street will be funded and whether the road, water and sewer funding requests for such will be bundled in a warrant article. He stated the project meets the criteria of necessity, urgency and Master Plan recommendation and therefore, can vote to recommend the project.

It was moved by Mike Hodder and seconded by Chuck Sumner to recommend the Road Upgrades CIP project scheduled for 2021 in the amount of \$950,000. Roll call vote: Kathy Barnard – yes, Paul Whalen – yes, Mike Hodder – yes, Chuck Sumner – yes, Bob Loughman – no, Paul O'Brien – abstain. The motion passed (4-1-1).

Bob Loughman stated he voted against the motion because he feels strongly that the Park Street and High Street project should be a separate warrant article and be removed from the Road Upgrade project.

2021 Public Works Vehicle & Equipment Capital Reserve Fund; \$180,000

Dave Ford stated such relates specifically to the Highway and Solid Waste Departments.

Bob Loughman asked if the vehicle inventory is current.

Dave Ford replied yes.

It was moved by Bob Loughman and seconded by Mike Hodder to recommend the Public Works Vehicle and Equipment Capital Reserve Fund CIP project scheduled for 2021 in the amount of \$180,000. Roll call vote: Kathy Barnard – yes, Paul Whalen – yes, Mike Hodder – yes, Chuck Sumner – yes, Bob Loughman – yes, Paul O’Brien – abstain. The motion passed (5-0-1).

2021 Building Maintenance Capital Reserve Fund; \$75,000

Dave Ford stated such was established in 2016 to make needed repairs and required maintenance for Town buildings. He stated in 2020 the funds were used to install new roofs at Dockside Restaurant, painting at Clark Museum, new door for the Highway Garage and possibly roof repairs at the Pop Whalen Ice Arena. He stated the intent is to increase the fund by \$25,000 annually.

Mike Hodder stated the 2019 Master Plan, Community Facilities Chapter, recognized the need for a Facilities Manager and recommended such.

Dave Ford stated his department has been managing the projects associated with the request and is implementing Adam Tasker (existing staff) for the position.

It was moved by Mike Hodder and seconded by Chuck Sumner to recommend the Building Maintenance Capital Reserve Fund CIP project scheduled for 2021 in the amount of \$75,000 on the basis that the project satisfies the three CIP criteria. Roll call vote: Kathy Barnard – yes, Paul Whalen – yes, Mike Hodder – yes, Chuck Sumner – yes, Bob Loughman – yes, Paul O’Brien – abstain. The motion passed (5-0-1).

2021 Crescent Lake Road Sidewalk Extension/Connection; \$50,000

Mike Hodder asked why the CIP Committee is reviewing the project given the funding request is \$50,000.

Matt Sullivan stated the request is part of a larger capital project.

Dave Ford stated the BOS requested the project be broken down. He stated Crescent Lake Avenue is a critical part of a drainage system from South Main Street; noting NHDOT is currently engineering South Main Street for a project that will go out to bid in 2023 and construction in either 2023 or 2024. He stated the NHDOT project will extend from Pickering Corner to at least the High School (\$10 million budget). He stated drainage from the Library heads down Crescent Lake Avenue and eventually drains into Crescent Lake. He stated he hopes the State will assist with the improvements. He noted the project would extend the sidewalk on Pine Street to Crescent Lake Avenue and connect to the existing sidewalk on Crescent Lake Avenue. He stated the project would require the modification of the ROW (ROW adjustments), clearing trees and installing a gravel pathway connection; noting the final curb and paved sidewalk would occur in conjunction with the NHDOT 10-year Route 28 project and rebuild of Crescent Lake Avenue. He stated the Town is working with Huggins Hospital in an arrangement to use a one-acre upland parcel for a stormwater treatment system.

Mike Hodder asked if the project is part of the ten-year plan for the rebuild of Route 28.

Dave Ford replied the drainage, ROW work and South Main Street is included however, the rebuild of Crescent Lake Avenue is not.

Mike Hodder confirmed the Governor has signed a revised 10-year plan in the past week which has changed some of the years in which funding is to be appropriated. He asked Mr. Ford if he is familiar with the changes and whether the changes have been built into the overall project.

Dave Ford stated the 10-year plan gets reauthorized every two years; noting the Town has been included in such and has funded the engineering for the project. He stated the only thing that could derail the project is federal funding; noting if the Federal Transportation project doesn't pass it would affect this project and could be at risk.

Mike Hodder stated he reviewed the 10-year plan signed by the Governor last night, specifically the Wolfeboro section/Route 28, and noted that \$575,000 for the ROW is scheduled for 2022 and \$6 million in 2024 and \$1 million in 2025 for construction. He stated it appears that dates and amounts have been moved around to address their own financial problems. He asked if those figures have been included in the calculations in the Route 28 project that is the Town's responsibilities.

Dave Ford stated he needs to review such and wasn't aware of the changes.

Mike Hodder asked if the project would be bonded.

Dave Ford replied no, cash.

Mike Hodder stated the CIP project form is incorrect; noting it states first year funding is to be bonded.

It was moved by Bob Loughman and seconded by Mike Hodder to recommend the Crescent Lake Road Sidewalk Extension/Connection project scheduled for 2021 in the amount of \$50,000. Roll call vote: Kathy Barnard – yes, Paul Whalen – yes, Mike Hodder – yes, Chuck Sumner – yes, Bob Loughman – yes, Paul O'Brien – abstain. The motion passed (5-0-1).

2022 South Main Street Upgrades; \$1,500,000

Dave Ford stated this long term project was taken off the 10-year plan in 2007 and put back in the plan in 2011 and was flat funded in 2017 as a \$10 million project (originally a \$7 million project). He noted the engineering started last year. He stated the Steering Committee identified a cross section with needs, wants and recommendations at \$20 million. He stated the road cost and drainage is going to be significant. He stated the soft costs would include overhead wire mitigation, landscaping and sidewalks. He stated it would have to be a bonded project; noting there are transportation enhancement and 319 grants available to apply for. He stated he feels the Town has to champion the project.

Bob Loughman confirmed the year of the project could change and be impacted by Mike Hodder's comments relative to the DRA and expressed concern for timing of the project.

Kathy Barnard questioned whether the project should be moved out now.

Dave Ford stated he wants to research Mike Hodder's comments made earlier regarding the DRA projections and also wants to review the long term debt schedule.

Matt Sullivan confirmed the bulk of the construction costs are scheduled for 2024.

Mike Hodder expressed concern for the timing of the project and the State facing a shortage in State revenue (Business Profit tax is down estimated at 17%, meals and rentals tax is down 15%, Highway fund down 8 %). He stated the projection is for the coming year; noting such could affect all projects.

Dave Ford stated luckily, the Town doesn't count on a lot of State revenue; noting most of the Town's revenue is generated by property tax. He stated the collection of such has been solid.

Referencing the Railroad Avenue freight building, Paul O'Brien questioned the status of the roads and parking and the funding for such.

Dave Ford stated Railroad Avenue was omitted from the Road Upgrades CIP project; noting a warrant article will be submitted for the project. He stated this year the Town plans to install the drainage around the drip edge and provide water and sewer stubs to the building; noting funding is through this year's operating budgets. He stated next year the Town will go through the road layout process (boundary line adjustments and ROW work), install additional drainage and upgrade the road. He stated originally a sidewalk was proposed however, the design of such is inadequate and unsafe and proposes paving the Bridge Falls path from the Railroad Station to the Glendon Street Extension parking lot. He stated the paved pathway would also for snowplowing and access to additional parking.

It was moved by Bob Loughman and seconded by Mike Hodder to table the South Main Street Upgrade CIP project for further discussion this year until receipt of additional information and inclusion into the 2021-2030 CIP plan. Roll call vote: Kathy Barnard – yes, Paul Whalen – yes, Mike Hodder – yes, Chuck Sumner – yes, Bob Loughman – yes, Paul O'Brien – yes. The motion passed unanimously.

II. Other Business

Kathy Barnard stated the Pop Whalen Arena site visit is scheduled for 9:45 am today.

III. Public Comment

None.

Next meeting scheduled for 8/13/20 at 8:00 AM at the Great Hall, Wolfeboro Town Hall. Agenda to include Public Works Department (presentation #2).

There being no further business before the Committee, the meeting adjourned at 9:23 am.

Respectfully submitted,

Lee Ann Hendrickson

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