

Wolfeboro Capital Improvements Planning Committee

Regular Workshop Minutes – [Approved](#)

Wolfeboro Town Hall Annex Meeting Room

August 23, 2016 at 8 a.m.

Members/Staff Present: Chair Kathy Barnard, Joyce Davis, Jim Shildneck, Bob Tougher, Paul O'Brien, Linda Murray, Town Manager Dave Owen, Finance Director Peter Chamberlin; Parks and Recreation Director Christine Collins, and Larissa Mulkern, recording secretary

Call to order: Chair Barnard called the meeting to order at 8 a.m.

Meeting dates: Monday, August 29; Monday, September 12, 8 a.m. in Town Hall Annex meeting room.

Minutes: Approval of the August 9 workshop minutes was tabled.

Parks and Recreation Department Workshop

Foss Field Replacement Building

Ms. Collins distributed copies of Project Request documents and the Supplemental Project or Service Costing form. The Foss Field project will replace an old hut building that was demolished in 2010. The replacement building will consist of a picnic pavilion with public restrooms and Day Camp storage/headquarters. Ms. Collins obtained a preliminary 'ballpark' cost estimate only, from Bauen Corporation of Meredith. The project estimate of \$406,293 for the 1,944-square-foot structure includes site preparation, construction, electrical and plumbing, and a 10 percent contingency. Source of funding includes \$200,193 currently in a Capital Reserve account. Ms. Collins, Mr. Owen commented that the preliminary estimate is way too high.

Mr. O'Brien questioned whether the town has some one to review construction project estimates in general, someone who can ascertain their accuracy, or whether [Collins, other department heads] assess these themselves. Ms. Collins said Planning Director Rob Houseman reviewed the estimate and thought it was high as well. Public Works Director Dave Ford reviews many construction project estimates, as well as the Building Inspector, added Mr. Owen. Mr. Shildneck said there are handbooks available. Ms. Collins noted the project is not at all ready to go out to bid, but that she had sought out preliminary estimates. Discussion ensued related to the amounts listed on the spreadsheet versus the cover sheets and figures were adjusted. Mr. Owen said the appropriation request under capital reserve was \$100,000 for the Foss Field project so with just over \$200,000 already in the account the total appropriation request should be \$300,000. He suggested the \$100,000 request for the Capital Reserve account be deleted and instead request a straight appropriation for the balance.

Mr. Chamberlain noted that he would review the documents and update the spreadsheet.

In other comments, Ms. Collins said there might be some things that the department personnel can do themselves, i.e., build shelving. She will reach out to other companies for estimates. Ms. Davis suggested she contact the Milestone Engineering & Construction Company out of Concord. Members added that the number of bathrooms should not be reduced. Mr. O'Brien asked if the town could request an amount without a firm set of quotes for the project. Mr. Owen said the request can including wording "... cannot exceed the amount of ..."

Mrs. Murray added the project request form should list the building in the "urgent" category, as the need for public bathrooms has been identified as a high priority. She suggested some narrative be

added to state the need and demand for public bathrooms and for sanitation as a high number of youngsters use the facilities.

Pop Whalen Energy Efficiency and Bleachers

The project will be funded with a 10-year bond issue for minimal impact on the Pop Whalen Enterprise Fund, said Mr. Owen. Ms. Collins said the goal is to reconfigure the office and make space for seasonal workers. Mrs. Murray said that is a general office improvement and should come out of the General Government fund rather than the Enterprise Fund. Mr. Tougher agreed. The cost estimate for office reconfiguration is \$30,000.

The office reconfiguration is included in the project estimate of \$202,256; the project includes a retrofit of the ice arena with various energy efficiency measures to significantly decrease operating costs. A new professionally installed bleacher system with seating for 137 spectators will address safety and viewing problems.

Mr. Tougher was concerned that a low-e ceiling may create condensation, etc. Mr. Owen said the project is part of an engineering study conducted in 2011; members suggested the proposal be reviewed with other ice rink facility experts in the event new technology has arisen. Mrs. Murray said the estimate provides a placeholder and estimate.

Mr. Tougher asked whether the town should have a building facilities manager; Mr. O'Brien asked whether it is appropriate to ask department heads like Ms. Collins, whose main job is to generate programs, to estimate construction projects. Mr. Owen said while larger towns may employ project managers, Wolfeboro is not really of the size to rationalize hiring a project manager and department heads usually learn how to obtain estimates for construction projects.

Mr. O'Brien said Ms. Collins is doing a super job promoting events and on social media. Mr. Tougher said the Parks and Recreation Department attracts new residents and Ms. Collins agreed, stating that she hears new residents crediting the department for their reason for moving to Wolfeboro.

In conclusion, Mr. Chamberlain was tasked with updating the spreadsheet with capital reserve account balances and to reflect changes such as the date for the Dockside Parking Lot project (2017 or 2018?)

Ms. Davis said the Friends of the Wolfeboro Library and the Library Foundation will host a public information event on Oct. 15 with the architect for the new library.

Respectfully submitted:
Larissa Mulkern
Recording Secretary