

**Town of Wolfeboro
Capital Improvements Program Committee
October 7, 2022
DRAFT MINUTES**

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

Members Absent: Kathy O'Blenes, SAU 49 Representative, Chuck Sumner, Member.

Staff Present: Jim Pineo, Town Manager, Lee Ann Hendrickson, Administrative Secretary.

I. Call to Order

Chairman Barnard called the meeting to order at the Great Hall at 8:30 AM.

Chairman Barnard appointed Dennis Farrell, Alternate, to sit in for Chuck Sumner, Member.

**II. Approval of Minutes
September 13, 2022**

It was moved by Mike Hodder and seconded by Kathy Barnard to approve the September 13, 2022 Capital Improvements Program Committee minutes as submitted. Kathy Barnard, Mike Hodder, Bob Loughman, Dennis Farrell, Tim Cronin, Paul Whalen voted in favor. Suzanne Ryan opposed. Linda Murray abstained. The motion passed (6-1-1).

September 30, 2022

It was moved by Mike Hodder and seconded by Kathy Barnard to approve the September 30, 2022 Capital Improvements Program Committee minutes as submitted. Kathy Barnard, Mike Hodder, Bob Loughman, Dennis Farrell, Suzanne Ryan voted in favor. Linda Murray, Tim Cronin, Paul Whalen abstained. The motion passed (5-0-3).

III. 2023-2032 Capital Improvements Program

2023 SAU 49 Annual Building Capital Maintenance Program; \$200,000

It was moved by Mike Hodder and seconded by Suzanne Ryan to recommend the 2023 SAU 49 project as presented for \$200,000. Roll call vote: Kathy Barnard – yes, Mike Hodder - yes, Tim Cronin - yes, Dennis Farrell - yes, Suzanne Ryan - yes, Paul Whalen - yes, Bob Loughman – yes, Linda Murray - abstained. The motion passed (7-0-1).

IV. Final Review of CIP Narrative and Spreadsheet

Draft Narrative

The Committee reviewed the draft narrative and agreed to the following changes;

- Pages to be numbered
- Table of Contents, “2023” Horizon Projects; remove quotes around 2023 and strike Horizon
- Mini Excavator; delete the text “attached is a quote”
- Sidewalk Capital Reserve Fund; delete last sentence & 5th line down insert “for Director of Public Works”
- Vehicle Equipment Capital Reserve Fund; delete last sentence
- Main Street project; rename the title to Main Street: Pickering Corner (the intersection of South Main Street and Route 28) to the Smith River Bridge, delete “attached are cost estimates” & add a new sentence at the end “project costing and funding as presented represents the best available information at this time.”
- Town Road Upgrades; delete last sentence, delete JSP, and add “project costing and funding as presented represents the best available information at this time.”
- Retain the Filter Bed Road project
- Water Line Upgrades; 5 lines down delete period after 1500’, insert “as part of a”, lower case “c”, delete the word “settlement”
- Sewer Pump Stations; add the following as the last sentence; “The CIPC recognizes that the Department may modify this proposal and its costs subsequent to this CIP cycle.”
- Sewer Lines/Infiltration Reduction/Upgrades; add last sentence to read add “Project costing and funding as presented represents best available information at this time.”
- Confirmed the cost/number for the Public Safety Building is \$12,000,000
- Change 2023 Horizon Projects to 2023 Projects Summary
- Remove MED Melody and Keniston Islands project for \$50,0000 and remove MED Submarine Cable project for \$75,000
- Edit “total” on 2023 Projects Summary
- Out-year projects; delete second \$10,117,000 project and insert “Voltage Conversion” prior to the MED project titled Pine Hill, Beach Pond, Trotting Track, add “road” following “Trotting Track”
- Remove Water Resource, Building Maintenance and other capital reserve funds that do not meet the CIP monetary threshold

It was moved by Suzanne Ryan and seconded by Kathy Barnard to approve and present the 2023-2032 CIP Narrative as amended October 7, 2022. All members voted in favor. The motion passed.

2023-2032 CIP Proposed Projects Spreadsheet

Following review of such, the Committee agreed to the following revisions;

- PW/HWY Department, Department Total line; delete all zeros in columns 2024 through 2032
- Library, Solar Installation; move Library project from 2023 to 2024
- Town Manager, Public Safety Building; delete language following “Public Safety Building” and change total amount to \$12,000,000, delete the number in the total Town Manager column, insert “DEPT TOTAL” in cell/field below “Town Manager”, delete “total General Fund” in project name field, delete the number in the 2023 column and insert in that column “15,936,000”
- Water Fund, Water Treatment Plant Upgrades; delete project line
- Electric Fund, 1st project; delete \$50,000 entry in 2023

- Electric Fund, 3rd project; delete entire project line
- Sewer Fund, Wastewater Treatment Plant Upgrade (2nd project); delete \$495,000
- Sewer Fund, Sewer Extension: Forest and Varney Roads; change number to \$495,000

It was moved by Suzanne Ryan and seconded by Kathy Barnard to approve and present the 2023-2032 CIP Proposed Projects as amended October 7, 2022. All members voted in favor. The motion passed.

Suzanne Ryan questioned the total for the CIP proposed projects.

Jim Pineo replied \$27,511,000.00.

It was moved by Suzanne Ryan and seconded by Dennis Farrell to amend the previous motion to approve and present the 2023-2032 CIP Proposed Projects totaling \$27,511,000.00 as amended October 7, 2022. All members voted in favor. The motion passed.

2023-2032 Capital Reserve Funding Spreadsheet

The Committee discussed such and noted the spreadsheet is not inclusive of all capital reserve funding requests. The Committee noted errors on the spreadsheet and agreed to not include such on the documentation submitted to the Planning Board.

V. 2023-2032 CIP Presentations

Planning Board – October 18, 2022

BOS – October 19, 2022

Budget Committee – October 25, 2022

VI. Public Comment

None.

VII. Other Business

The Committee discussed out-year projects that have not been carried forward such as the Community Center and South Main Street projects that have previously been submitted and included on the spreadsheet. The Committee agreed to add those projects to the spreadsheet next year and request current and future projects in the BOS guidelines.

It was moved by Suzanne Ryan and seconded by Paul Whalen to adjourn the October 7, 2022 CIP Committee meeting. All members voted in favor. The motion passed.

There being no further business before the Committee, the meeting adjourned at 9:41 am.

Respectfully submitted,
Lee Ann Hendrickson
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