

**Town of Wolfeboro  
Capital Improvements Program Committee  
August 24, 2023  
APPROVED MINUTES**

**Members Present:** Kathy Barnard, Chairman, Linda Murray, Board of Selectmen's Representative, Brian Deshaies, Board of Selectmen's (Alternate) Representative (*arrived at 9:19 am*), Robert Loughman, Budget Committee Representative, James Pittman, SAU 49 Representative, Chuck Sumner, Tim Cronin, Paul Whalen, Suzanne Ryan, Members.

**Staff Present:** Tavis Austin, Director of Planning and Development, Jim Pineo, Town Manager, Kathy Carpentier, Finance Director, Lee Ann Hendrickson, Administrative Secretary.

**I. Call to Order**

Chairman Barnard called the meeting to order at the Great Hall at 9:00 AM.

Kathy Barnard stated she was asked to check with the CIP Committee members regarding their thoughts as to whether Brian Deshaies should bring his dog to the CIP meetings.

Jim Pineo stated the Town does not have a policy with regard to such.

Bob Loughman stated that unless the dog is a support dog that the dog or animals should not be at the meetings.

Tim Cronin agreed with Mr. Loughman and stated that only support dogs should be allowed at the meetings.

Jim Pittman agreed with Mr. Loughman and Mr. Cronin and stated that it should be limited to support dogs.

Chuck Sumner agreed with Mr. Loughman, Mr. Cronin and Mr. Pittman and cautioned against the precedent setting to allow all animals in the building.

Suzanne Ryan stated she is in favor of allowing Brian Deshaies to bring the dog to the meetings.

Paul Whalen agreed with Suzanne Ryan considering there is no Town policy.

Linda Murray stated Mr. Deshaies brings his dogs to the Selectmen's meetings; noting the Selectmen have no issue with such. She stated she expects the dog to sit by Mr. Deshaies on a leash and under control.

Kathy Barnard stated she has no issues with such.

Suzanne Ryan questioned whether the Committee has the authority to decide such.

Kathy Barnard stated the Committee is split with regard to their opinions.

Suzanne Ryan recommended tabling the action.

**It was moved by Suzanne Ryan to table the issue as to whether Brian Deshaies is permitted to bring his dog to CIP meetings; noting the Board is split in their decision, the Town has no policy related to such, and the Committee is uncertain that they have the authority to make such a decision. Paul Whalen seconded the motion. Bob Loughman, Chuck Sumner, Kathy Barnard, Suzanne Ryan, Paul Whalen, Linda Murray voted in favor. Tim Cronin opposed. The motion passed (6-1-0).**

## **II. Approval of Minutes**

**October 7, 2022**

**It was moved by Bob Loughman to approve the October 7, 2022 Capital Improvements Program Committee minutes as submitted. Suzanne Ryan seconded the motion. Bob Loughman, Kathy Barnard, Suzanne Ryan, Paul Whalen, Linda Murray voted in favor. Tim Cronin, Chuck Sumner abstained. The motion passed (5-0-2).**

**August 17, 2023**

The Committee tabled such.

## **III. Presentation of CIP Projects**

Kathy Barnard questioned the status of the Libby Museum project.

Jim Pineo stated that currently there is no project; noting the voters voted down the expansion and renovation project.

Kathy Barnard stated she believes the project should remain on the CIP.

### **Library**

#### **2024 Library Landscaping; \$250,000**

Jim Pineo introduced Alison Rutley, Library Director.

Alison Rutley stated the project was originally submitted in 2021; noting the project was solely funded by grants and donations. She stated the trustees wish to suspend the project to be timed with the Public Safety Building project. She noted the drainage issues (flooding to the side of the parking lot) need to be addressed.

Bob Loughman questioned whether the landscaping project should be moved to 2025 or 2026.

Linda Murray questioned whether the project could be extended and timed with the Public Safety Building; recommending an extension of the project through a warrant article.

Jim Pineo agreed that a warrant article should be submitted/brought back to the voters and recommended a five-year extension. He recommended maintaining the project in 2024.

**It was moved by Bob Loughman to recommend the 2024 Library Landscaping project. Suzanne Ryan seconded the motion. Roll call vote: Kathy Barnard - yes, Bob Loughman - yes, Chuck Sumner - yes, Tim Cronin - yes, Paul Whalen - yes, Suzanne Ryan – yes, Linda Murray - abstain. The motion passed (6-0-1).**

Jim Pineo noted the generator for the Library will be delivered this fall however, the installation of the generator may require additional funding (the building was not constructed to support the generator).

Bob Loughman questioned the amount of additional funding.

Jim Pineo replied \$170,000.

**2024 Library Solar Installation; 190,000**

Alison Rutley reviewed the grant submittal process and noted the Library is coordinating with the Town's Energy Committee and Barrington Power.

*Brian Deshaies arrived at the meeting at 9:19 am.*

Chuck Sumner asked if a battery system is included in the project.

Barry Muccio replied no.

***Public Comment – Library Solar Installation***

No comment.

**It was moved by Bob Loughman to recommend the 2024 Library Solar Installation project. Paul Whalen seconded the motion. Roll call vote: Kathy Barnard - yes, Bob Loughman - yes, Chuck Sumner - yes, Tim Cronin - yes, Paul Whalen - yes, Suzanne Ryan – yes, Linda Murray - abstain. The motion passed (6-0-1).**

**Municipal Electric Department**

**2024 Replacement of ME-3 Bucket Truck; \$325,000**

Barry Muccio stated the request is a standard request; noting the vehicles are on a ten-year rotation.

***Public Comment – MED Replacement of ME-3 Bucket Truck***

No comment.

**It was moved by Bob Loughman to recommend the 2024 Replacement of ME-3 Bucket Truck project. Tim Cronin seconded the motion. Roll call vote: Kathy Barnard - yes, Bob Loughman - yes, Chuck Sumner - yes, Tim Cronin - yes, Paul Whalen - yes, Suzanne Ryan – yes, Linda Murray - abstain. The motion passed (6-0-1).**

**2025 Reconstruct Distribution Systems Melody & Keniston Islands to 15kV Standards; \$525,000**

Barry Muccio stated the project was pushed out a year due to supply chain issues with electrical equipment. He stated large scale transformers are difficult to acquire.

Linda Murray noted a discrepancy of the cost for the project; noting the spreadsheet reflects \$490,000 however, the submittal form reflects \$525,000.

Barry Muccio stated he would correct such; noting the correct figure is \$525,000.

**2025 Storage Building; \$200,000**

Barry Muccio stated the storage building would be used for dry storage and there would be no running water (size of a 2-car garage).

Linda Murray requested a project form for such.

Tavis Austin noted the project was originally submitted as a 2026 project.

**2026 New Submarine Cable Feeders To Barndoor, Melody, Keniston Islands; \$420,000**

Barry Muccio stated he expects the cost of the project to continue to escalate until the project begins.

**2027 Photovoltaic/Renewable Energy Project; \$1,000,000**

Barry Muccio stated such is a placeholder; noting he placed a request for information for vendor recommendations.

**2028 Reconstruction of Roberts Cove Road to 15kV Standards; \$750,000**

Barry Muccio stated the reconstruction is due to the age and infrastructure; noting such is in need of an upgrade.

**2029 Replacement of ME-4 Digger/Derrick Truck; \$350,000**

Barry Muccio stated such is included in a ten-year rotation schedule.

**2030 AMI Meter Project; \$870,000**

Barry Muccio the technology for the current system (AMR – Automated Meter Reading) will be obsolete in the next ten years and will no longer be supported. He stated the Town needs to look at the AMI (Advanced Metering Infrastructure) system as a solution; noting such would replace the drive-by meter reading technology and would eliminate the operational costs associated with monthly meter reads. He stated the meter reading will be accomplished remotely from the Billing office location without vehicles and personnel needed. He noted the conversion will be timed with the retirement of the current meter readers.

**2031 Replacement of ME-2 Bucket Truck; \$375,000**

Barry Muccio stated such is included in a ten-year rotation schedule.

**2032 Voltage Conversion to 12kV – Pine Hill Road/Beach Pond, Trotting Track/N. Line Road; \$2,480,000**

Barry Muccio stated the project is a placeholder.

Brian Deshaies asked why some upgrades are 12kV and others are 15kV.

Barry Muccio stated all upgrades are to current kV standards and he uses the terms interchangeably in that he references one when he is meaning the other.

#### IV. **Public Comment**

Suzanne Ryan asked if the Committee would receive estimated revenues.

Kathy Carpentier stated she prepares estimated revenues for the BOS in September/October.

Linda Murray noted that the projects do not include whether the projects are bonded, donated or cash.

Tavis Austin stated most of the project request forms include such on the back of the form.

Kathy Carpentier confirmed Ms. Ryan is requesting the funding source for the projects; noting she would provide such.

The Committee discussed the bonding of the Public Safety Building project.

Suzanne Ryan questioned debt service.

Kathy Carpentier stated debt service includes \$1M for sewer extensions and \$7M for the Public Safety Building (new debt).

Jim Pineo stated the notes reflect the following; \$7M Public Safety Building Expansion and Renovation less premium of \$594,000 for a total principal payment of \$6,085,000 with interest charges of \$1,879,000.

Tim Cronin questioned the interest rate on the \$7M bond.

Jim Pineo replied 3.1%.

Bob Loughman questioned when the Committee would receive the project spreadsheet.

Tavis Austin replied following the review of the 2024 projects.

*Next meeting scheduled for 8/31/23 at 9:00 AM at the Great Hall, Wolfeboro Town Hall. Agenda to include Libby Museum, Public Works, Water, and Sewer.*

**It was moved by Bob Loughman to adjourn the August 24, 2023 CIP Committee meeting. Suzanne Ryan seconded the motion. All members voted in favor. The motion passed (7-0-0).**

*There being no further business before the Committee, the meeting adjourned at 10:07 am.*

Respectfully submitted,  
*Lee Ann Hendrickson*  
Lee Ann Hendrickson