

**Town of Wolfeboro  
Capital Improvements Program Committee  
September 3, 2021**

**APPROVED 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, Paul Whalen, Chuck Sumner, Suzanne Ryan, Members.

**Member Absent:** Kathy O'Blenes, SAU 49 Representative.

**Staff Present:** Tavis Austin, Director of Planning and Development, Jim Pineo, Town Manager, Kathy Carpentier, Finance Director, Barry Muccio, Municipal Electric Department, Christine Collins, Parks and Recreation 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**

**Parks and Recreation**

**2022 Pop Whalen Renovation – Phase I; \$1,562,060**

**2022 Pop Whalen Expansion – Phase II; \$2,212,940**

Jim Pineo stated there are two projects associated with Pop Whalen; a renovation project and an expansion project. He stated the Town is working with the Friends of Pop Whalen (501C3 organization) with regard to the expansion project. He stated the BOS accepted \$100,000 from the Friends of Pop Whalen to continue with the engineering of the expansion project. He noted the building is in poor condition. He distributed and reviewed information regarding the rates, see attached, noting that such was reviewed by the BOS in July. He stated that Phase II would only come forward when the Friends of Pop Whalen have raised the funds to complete the work.

Bob Loughman asked if Phase I and Phase II would be done concurrently.

Victor Drouin stated such would depend upon the funds that are raised for the expansion project. He stated the goal is to be able to begin the expansion at the same time as the renovation.

Bob Loughman confirmed the Town is only financially responsible for the renovation costs.

Paul Whalen stated Mr. Drouin held a fundraising kickoff event and pulled together a board to assist with the fundraising.

Mike Hodder questioned the confidence in the \$1.562 million figure.

Jim Pineo stated it is a guaranteed pricing model.

Victor Drouin stated Banwell Architects will complete the construction drawings and provide hard numbers to the Town in the fall for the expansion project; noting the presentation will include both phases. He stated the Energy Committee has presented recommendations; noting such could adjust/increase the cost estimate. He stated the goal is to have enough funds committed to move forward with the expansion project at the same time as the renovation project. He stated fundraising began one month ago and currently there is \$600,000 committed; noting meetings with donors have not yet begun.

Mike Hodder confirmed that Phase I could be a stand-alone project if Phase II does not occur. He asked if an economic impact study has been completed.

Victor Drouin replied no.

Mike Hodder asked if comparable rates from other ice arenas were reviewed when the BOS reviewed the rates for the facility.

Jim Pineo stated a rate survey was included in the information provided to the Committee.

Christine Collins reviewed the current rate structure and has proposed to move to a two rate structure (currently a four rate structure).

Suzanne Ryan asked at what point who pays what percent and what share with regard to capital costs and maintenance and operational costs.

Jim Pineo stated the goal is to have the facility pay for all capital costs (roof, siding, electrical, etc.). He stated the operating costs (boards, chiller, etc.) would fall under the Enterprise Fund. He stated the operating costs need to be further defined.

Suzanne Ryan stated at the BOS meeting she asked the Friends of Pop Whalen what benefit would be received by the expansion.

Victor Drouin explained the tournament fundraising process; noting the facility is not currently equipped to host tournaments which results in a loss in revenue. He stated once the building is renovated, the facility could be opened earlier in the season and stay open later in the season. He stated there is currently a \$20-30,000 loss in revenue from tournaments alone. He stated ice utilization is at 26% and the goal is to increase such.

Christine Collins stated October and March are a struggle due to weather. She stated having the larger locker rooms equates to a faster transition between games/ice usage.

Suzanne Ryan asked if the renovation project could be phased.

Jim Pineo replied yes, however advised against such due to the mobilization costs. He stated he would ask the architect if the renovation project could be phased.

Linda Murray stated the warrant article language will clearly state the amount from taxpayers and the amount by a private funding source. She stated that if it is not economically viable to phase the project, then Phase I will not be phased.

Christine Collins recommended against phasing the project.

Mike Hodder stated he is opposed to phasing Phase I of the project and doesn't believe the architect should be asked the question.

**It was moved by Paul Whalen and seconded by Suzanne Ryan to recommend the Pop Whalen Renovation – Phase I project for \$1,562,060. Kathy Barnard, Mike Hodder, Bob Loughman, Chuck Sumner, Paul Whalen, Suzanne Ryan voted in favor. Linda Murray abstained. The motion passed (6-0-1).**

**It was moved by Paul Whalen and seconded by Chuck Sumner to recommend a vote of confidence for the Pop Whalen Expansion – Phase II project for \$2,212,940. Kathy Barnard, Chuck Sumner, Paul Whalen voted in favor. Suzanne Ryan, Mike Hodder, Bob Loughman opposed. Linda Murray abstained. The motion failed (3-3-1).**

## **2022 Bridge Falls Path Lighting Replacement; \$250,000**

Christine Collins stated the lighting is over twenty years old and needs to be replaced. She stated the electrical boxes are on the outside of the telephone poles and have been repaired by using duct tape.

Barry Muccio distributed a plan of the Bridge Falls Path. He stated the poles that support the lights are thirty years old in nature, set in the ground and a wire circuit is fed from two different sources (edge of Foss Field and a service at the end of Willow Street). He noted the Willow Street service is in very poor condition. He stated the 34 lights are of various types and styles. He stated there are no slip joints or frost sleeves that are typically required therefore, the conduit in and out of the junction boxes have broken and are exposed. He stated a lighting engineer has not yet been engaged and does not propose to change the number of lights. He recommended replacing the service at the end of Willow Street, new underground conduit, concrete foundations below the frost line, post mounted light with a fluted bottom, 18" trench line and connection to new services. He stated the cost estimate is reflective of today's pricing; noting it is a total project cost. He stated the lighting style mimics the style of lights along Railroad Avenue and noted that all lights will meet LED and dark sky requirements.

Christine Collins stated an Adopt A Light program is being discussed however, a price margin needs to be determined; noting that she has had many people asking to donate a bench however, there is no more room for benches.

Chuck Sumner asked if there could be a need for more than 34 lights.

Barry Muccio stated he highly doubts it.

Paul Whalen stated it is stunning at the amount of people that are on the path at night and supports the Adopt A Light program.

Linda Murray asked if the lights would be on a timer.

Barry Muccio stated such could be accommodated.

Bob Loughman asked if the capital reserve account remains in existence.

Christine Collins replied yes.

Suzanne Ryan asked if solar has been considered.

Barry Muccio stated the issue with solar is the longevity and reliability of solar lighting for a pathway.

Suzanne Ryan stated the pathway is a rural pathway rather than a Downtown pathway and discussed examples of lighting that may not be as elegant as what is proposed.

Mike Hodder stated the pathway is a major asset to the Town and asked if alternatives were reviewed than what is in the estimate package to keep the cost down.

Barry Muccio stated last year's proposal included a downgraded light however, he disagreed with the quality of the light that had been proposed.

Mike Hodder requested a motion detected sensor so not to disturb/minimize disturbance to the wildlife habitat.

Barry Muccio stated such speaks to the intensity of the light; noting that a 5,000K or less light doesn't impact wildlife; noting he is recommended a 4,000K light.

Suzanne Ryan asked why the electrician costs are so expensive.

Barry Muccio stated the job is a large job. He stated the Town Electric employees are not authorized to perform the electrical work therefore the work has to be contracted out.

**It was moved by Mike Hodder and seconded by Chuck Sumner to recommend the Bridge Falls Path Light Replacement project for \$250,000. Kathy Barnard, Mike Hodder, Bob Loughman, Chuck Sumner, Paul Whalen, Suzanne Ryan voted in favor. Linda Murray abstained. The motion passed (6-0-1).**

## **2022 MED – Community Center; \$100,000**

Christine Collins stated \$25,000 had been appropriated to assess the MED building on Lehner Street; noting the Town contracted Bergeron Technical Services and is awaiting their report. She stated the request for \$100,000 is to move forward to the next phase of the project and develop a plan. She noted the Girl Scouts intend to raise \$75,000 of the \$100,000.

Linda Murray stated a charrette is scheduled for October and feels the presentation of this project is premature. She recommended waiting until after the charrette to determine whether the project should come forward.

Mike Hodder agreed.

Amy Muccio stated she is agreeable with tabling the project; noting the intent was to keep the project on everyone's radar. She stated the Girl Scouts have been trying to establish a 501C3 however, there have been difficulties with such and are now considering working with Senior Meals who is an established nonprofit organization. She stated the funding would be absorbed into the Senior Meals budget request. She stated the Town is also waiting for the results of the Hazardous Mitigation Plan.

Jim Pineo stated the trustees are reviewing a fund that could be used towards funding the project (the trust fund is noted on the MS-9) and reviewing another fund to determine whether the funds could be repurposed (original intent of the warrant article needs to be reviewed).

Suzanne Ryan asked for an update on the environmental study of the MED building.

Jim Pineo stated the current study is not yet complete and noted there will always be monitoring at the site.

Suzanne Ryan confirmed there are two issues for the site – inside the building (pit) and the land behind the building.

Jim Pineo confirmed the pit and the plume are the issues.

Amy Muccio stated Bergeron Technical Services are currently contracted to test the materials inside the building. She stated the monitoring wells are managed by the MED and will always require monitoring. She noted the issues are currently manageable however, there could be an issue if excavation occurs. She stated she has recently been approached by individuals who would like to donate to the community center.

**It was moved by Mike Hodder and seconded by Suzanne Ryan to postpone the MED – Community Center project for \$100,000 to 2023. Kathy Barnard, Mike Hodder, Bob Loughman, Chuck Sumner, Paul Whalen, Suzanne Ryan voted in favor. Linda Murray abstained. The motion passed (6-0-1).**

**2022 Abenaki Capital Reserve Fund; \$74,000**

Christine Collins stated she requested an increase to such last year to \$20,000 and this year is requesting an increase to \$74,000 to help pay for a new electric motor and a new motorhouse; noting she is awaiting final plans for the latter.

Jim Pineo stated the BOS accepted a significant amount of money to expand the snowmaking at Abenaki and noted a used facility to purchase at a reduced cost is being considered.

Bob Loughman asked if Abenaki is an Enterprise Fund.

Jim Pineo replied no.

Bob Loughman stated he has an issue with the increase in the funding request.

Linda Murray stated that when the capital reserve account was established, the Town had been given all of the snowmaking equipment; noting that the intent was to save money over time to replace the equipment in the future. She stated she supports an increase to the capital reserve account however, questioned whether the motorhouse project should be a stand-alone project.

Mike Hodder agreed; noting the appropriation to the capital reserve fund should be kept for the original purpose of such. He questioned whether the Friends of Abenaki have been approached.

Christine Collins replied no and noted the Friends of Abenaki are currently fundraising for snowmaking and lighting.

Mike Hodder recommended reducing the funding request to \$20,000 and tabling the project to allow time for the Friends of Abenaki to fundraise for the project.

Linda Murray recommended the establishment of a separate capital reserve fund to address the motorhouse project.

Jim Pineo stated the current project will be withdrawn and he would present a new project request representing such.

**II. Other Business**  
**Debt Service**

Mike Hodder requested the current debt service based on this year's recommended projects.

Kathy Carpentier stated she and Tavis Austin are working on such and will present such next week.

**III. Approval of Minutes**  
**August 27, 2021**

***It was moved by Mike Hodder and seconded by Suzanne Ryan to approve the August 27, 2021 CIP Committee minutes as submitted. All members voted in favor. The motion passed (6-0-1).***

**IV. Public Comment**  
None.

Next meeting scheduled for 9/10/21 at 8:00 AM at the Great Hall, Wolfeboro Town Hall. Agenda to include Libby Museum, SAU 49, draft narrative and draft spreadsheet.

***It was moved by Mike Hodder and seconded by Bob Loughman to adjourn the September 3, 2021 CIP Committee meeting. All members voted in favor. The motion passed unanimously.***

*There being no further business before the Committee, the meeting adjourned at 9:40 am.*

Respectfully submitted,  
*Lee Ann Hendrickson*  
Lee Ann Hendrickson