

**Town of Wolfeboro
Capital Improvements Program Committee
September 24, 2021**

APPROVED MINUTES

Members Present: Kathy Barnard, Chairman, Linda Murray, Board of Selectmen's Representative, Mike Hodder, Planning Board Representative, Robert Loughman, Budget Committee Representative, Kathy O'Blenes, SAU 49 Representative, Paul Whalen, Chuck Sumner, Suzanne Ryan, Members.

Member Absent: Brian Deshaies, Board of Selectmen's (Alternate) Representative.

Staff Present: Tavis Austin, Director of Planning and Development, Jim Pineo, Town Manager, Kathy Carpentier, Finance Director, 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

Draft Narrative

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

- 2023 Horizon Projects; change "S. Main Street Upgrades" to "S. Main Street/Route 28 Upgrades"
- Remove one of the Public Safety Building entries
- Add Fire Department and Police Department Capital Reserve Fund

It was moved by Mike Hodder and seconded by Chuck Sumner to adopt the 2022-2023 CIP Narrative as amended.

Discussion of the motion:

The Committee discussed whether to include a paragraph/statement noting that many of the Public Works projects are contingent upon State funding (to explain the large dollar amount being requested for projects).

Referencing the last sentence of the Sewer System Infiltration Reduction project, Linda Murray stated the sentence reads "The 2022 project proposal is to move toward construction in 2022, contingent upon other funding source availability." She recommended applying that same language for other projects that are applicable.

Mike Hodder amended his motion to include the adoption of the narrative as amended contingent upon the inclusion of language relative to the contingency of funding for applicable Public Works projects (language to be determined by the CIP Committee Chair and Vice-Chair).

Chuck Sumner seconded the amendment. Kathy Barnard, Bob Loughman, Suzanne Ryan, Mike Hodder, Paul Whalen, Chuck Sumner voted in favor. Linda Murray abstained. The motion passed (6-0-1).

2022-2031 CIP Spreadsheets

2022-2031 CIP Proposed Projects

Suzanne Ryan stated the Libby Museum project for \$2,984,000 was moved to 2026 however, the BOS voted at their 9/15/21 meeting that the Town's first payment towards the project would be 2023. She noted that such is justification for the CIP Committee to move the project to 2023.

Jim Pineo stated the Memorandum of Understanding (MOU) is being finalized.

Suzanne Ryan stated the terms and conditions of the MOU may be in flux however, the BOS agreed to 2023.

Jim Pineo stated the BOS agreed the first capital reserve appropriation would be 2023, not the construction of the project.

Suzanne Ryan read an excerpt of the BOS 9/15/21 minutes relative to the discussion of the Libby Museum.

Linda Murray noted the minutes have not yet been approved. She stated the BOS committed to a payment of the Town's share into the capital reserve account (30% of the amount that has been raised at that time by the Friends of the Libby Museum). She stated there was no discussion regarding the construction of the project.

Jim Pineo recommended the project be moved from this spreadsheet to the Capital Reserve Funding spreadsheet.

It was moved by Suzanne Ryan to move the Libby Museum project for \$2,984,000 to 2023.

There being no second, the motion fails.

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

- Remove Fire Department Breathing Apparatus
- Remove Fire Department Replace Engine 4
- Remove Fire Department total line
- Change South Main Street Improvements to South Main Street/Route 28 Improvements
- Place an asterisk next to projects not recommended by the CIP Committee (per the CIP Committee 9/10/21 meeting minutes)
- Insert Water Fund project, Revenue Type = Revenue, \$300,000 in 2022 column
- Insert Water Fund summary sheet
- Total CIP Proposed Projects 2022 figure; revise to reflect the removal of the Fire Department and SAU 49 projects
- Move SAU 49 project to below the Total CIP Proposed Projects line

2022-2031 Capital Reserve Funding

It was moved by Bob Loughman and seconded by Chuck Sumner to include the Libby Museum Capital Reserve Fund to the 2022-2031 Capital Reserve Funding spreadsheet. Kathy Barnard, Bob Loughman, Suzanne Ryan, Mike Hodder, Paul Whalen, Chuck Sumner voted in favor. Linda Murray abstained. The motion passed (6-0-1).

It was moved by Suzanne Ryan to include an asterisk or notation for the Libby Museum project that there may be a warrant article in 2023. There being no second, the motion failed.

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

- Add Libby Museum project, 2020, \$300,000
- Remove SAU Maintenance Fund
- Revise the funding amount for Abenaki Ski Area 2022
- Change totals accordingly to reflect the changes noted above

Kathy Carpentier stated the balance of the Libby Museum Capital Reserve Fund is \$305,857.

2022-2031 CIP Project Funding

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

- Change title of spreadsheet to “2022-2031 CIP General Fund Project Funding”
- Remove asterisk next to Pop Whalen Renovation – Phase 1

Town of Wolfeboro Existing Debt Schedule

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

- Remove bold type on the Pop Whalen principal figures

Capital Reserve Fund

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

- Change title of spreadsheet to “Public Works/Highway Capital Reserve Fund”
- Remove asterisk next to Pop Whalen Renovation – Phase 1

Untitled Spreadsheet

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

- Add title of spreadsheet - “Fire Department Capital Reserve Fund”

It was moved by Chuck Sumner and seconded by Bob Loughman to accept the 2022-2031 CIP spreadsheets (2022-2031 CIP Proposed Projects, 2022-2031 Capital Reserve Funding, 2022-2031 CIP Project Funding, Town of Wolfeboro Existing Debt Schedule, Public Works/Highway Capital Reserve Fund, Fire Department Capital Reserve Fund) as amended and forward such to the Planning Board. Kathy Barnard, Bob Loughman, Mike Hodder, Paul Whalen, Chuck Sumner voted in favor. Linda Murray, Suzanne Ryan abstained. The motion passed (5-0-2).

II. Adoption of the 2022-2031 Capital Improvements Program

It was moved by Mike Hodder and seconded by Chuck Sumner to adopt the 2022-2031 Capital Improvements Program and forward such to the Planning Board. Kathy Barnard, Bob Loughman, Mike Hodder, Paul Whalen, Chuck Sumner voted in favor. Linda Murray, Suzanne Ryan abstained. The motion passed (5-0-2).

**III. Other Business
CIP Presentation**

Planning Board CIP public hearing scheduled for October 19th, CIP presentation to the BOS scheduled for October 20th and the CIP presentation to the Budget Committee has not been scheduled.

**IV. Approval of Minutes
September 10, 2021**

It was moved by Chuck Sumner and seconded by Paul Whalen to approve the September 10, 2021 CIP Committee minutes as submitted. Kathy Barnard, Bob Loughman, Suzanne Ryan, Mike Hodder, Paul Whalen, Chuck Sumner voted in favor. Linda Murray abstained. The motion passed (6-0-1).

September 17, 2021

It was moved by Mike Hodder and seconded by Chuck Sumner to approve the September 17, 2021 CIP Committee minutes as submitted. Kathy Barnard, Bob Loughman, Suzanne Ryan, Mike Hodder, Paul Whalen, Chuck Sumner voted in favor. Linda Murray abstained. The motion passed (6-0-1).

V. Public Comment

Alana Albee, Chair of the Friends of Libby Museum stated she is disappointed in the 2026 date for the Libby Museum's project. She stated the Friends of the Libby Museum have retained a \$1 million donor; noting they have now raised over 50% of the cost of the restoration. She stated such figure includes the capital reserve fund. She stated the donor is 90 years old and his only wish is to see the project completed prior to his passing.

Paul Whalen stated he would be willing to move the date of the project once things are finalized between the Town and the Friends of the Libby.

It was moved by Bob Loughman and seconded by Paul Whalen to adjourn the September 24, 2021 CIP Committee meeting. All members voted in favor. The motion passed.

There being no further business before the Committee, the meeting adjourned at 9:27 am.

Respectfully submitted,
Lee Ann Hendrickson
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