

**Town of Wolfeboro  
Capital Improvements Program Committee  
August 5, 2022  
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, Kathy O'Blenes, SAU 49 Representative, Chuck Sumner, Tim Cronin, Paul Whalen, Suzanne Ryan, Members, Dennis Farrell, Alternate.

**Staff Present:** Tavis Austin, Director of Planning and Development, 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.

**II. Consideration of Minutes**

**September 24, 2021**

**Correction:** Page 2, 4<sup>th</sup> paragraph; change "influx" to "in flux"

**It was moved by Suzanne Ryan and seconded by Mike Hodder to approve the September 24, 2021 Capital Improvements Program Committee minutes as amended. All members voted in favor. The motion passed unanimously.**

**III. Review of CIP Process**

**Process Overview**

Kathy Barnard stated the Committee received the BOS guidelines and Planning Board guidelines.

Tavis Austin stated the project form was reformatted to address the priority of the request. He distributed the adopted CIP Guideline memorandum and polling procedure.

**Meeting Schedule**

Kathy Barnard stated the Committee received such.

**IV. Departmental Presentations**

**Police Department**

The Police Department did not submit any project requests and were not present at the meeting.

**Fire Department**

**2023 Replace Engine 4; \$200,000**

Tom Zotti stated the condition of Engine 4 continues to deteriorate and be problematic incurring costly repairs and recommends moving up the replacement to 2023 (originally recommended for 2024) with a placeholder of \$750,000. He reviewed and presented photographs of the current deficiencies (rust, engine). He reviewed two options for funding the purchase; Option #1 - a one-time increase of the annual capital reserve contribution of \$300,000 in 2023 with a decrease in the following years to

\$200,000 or, Option #2 - increase in the annual contribution to \$210,000 (to enter into a lease purchase agreement over four years). He noted the latter, per Town Counsel, would require approval of a warrant article at Town Meeting (60% required) to allow the use of capital reserve funds for a lease-purchase. He stated a draft warrant article has been submitted to legal counsel for review.

Suzanne Ryan expressed concern for the final cost of the lease purchase.

Tom Zotti stated there is a placeholder of \$750,000 however, the current total estimate cost is \$810,000.

Linda Murray stated the Funding Sources spreadsheet does not include funding beyond 2026.

Tom Zotti stated the next piece of equipment to be purchased is 2034.

Linda Murray asked that a note be added to the spreadsheet to reflect such.

Bob Loughman confirmed the increase of the capital reserve fund contribution from \$196,000 to \$300,000 for 2023 and \$200,000 for subsequent years.

Mike Hodder requested a project form for the increase in the contribution to the capital reserve fund.

**It was moved by Mike Hodder and seconded by Chuck Sumner to recommend Option #1 (increase of annual capital reserve fund contribution) for the Engine 4 Replacement project. Kathy Barnard, Mike Hodder, Bob Loughman, Chuck Sumner, Tim Cronin, Paul Whalen, Suzanne Ryan voted in favor. Linda Murray abstained. The motion passed (7-0-1).**

**2025 Replace Breathing Apparatus \$193,300**

Tom Zotti noted a reduction from last year's CIP submittal as a result of a decrease in the fleet and the number of units needed.

Chuck Sumner asked the number of units the Department currently has.

Tom Zotti replied a total of 28.

Chuck Sumner confirmed the request includes the replacement of all 28 units.

**V. Next Meeting**

Next meeting scheduled for 8/12/22 at 8:30 AM at the Great Hall, Wolfeboro Town Hall. Agenda to include Municipal Electric Department.

**It was moved by Mike Hodder and seconded by Chuck Sumner to adjourn the August 5, 2022 CIP Committee meeting. All members voted in favor.**

*There being no further business before the Committee, the meeting adjourned at 9:20 am.*

Respectfully submitted,  
*Lee Ann Hendrickson*  
Lee Ann Hendrickson