

**Town of Wolfeboro  
Capital Improvements Program Committee  
September 2, 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, Chuck Sumner, Tim Cronin, Paul Whalen, Suzanne Ryan, Members, Dennis Farrell, Alternate.

**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, Lee Ann Hendrickson, Administrative Secretary.

**I. Call to Order**

Chairman Barnard called the meeting to order at the Great Hall at 8:31 AM.

**II. Consideration of Minutes**

**August 26, 2022**

Approval of the August 26, 2022 minutes were tabled to September 8, 2022.

**III. Departmental Presentations**

**Library**

**2023 Library Solar Installation; \$190,000**

Joyce Davis and Cindy Scott presented the project noting the project includes the installation of a 96 kW rooftop solar system on the southeast sides of the Library building. The system includes solar panels, inverters, optimizers, a racking system, snow guards and a monitoring system. Funding for the project is anticipated to derive from donations and grants – the Wolfeboro Library Foundation currently has \$28,700 available and plans to raise additional funds. It was noted that one of the goals of the original renovation and expansion project was to have a carbon neutral facility. It was requested that the project be moved to 2024.

**It was moved by Mike Hodder and seconded by Kathy Barnard to move the Library Solar Installation project for \$190,000 to 2024. Kathy Barnard, Bob Loughman, Mike Hodder, Tim Cronin, Chuck Sumner, Suzanne Ryan, Paul Whalen voted in favor. Linda Murray abstained. The motion passed (7-0-1).**

**Public Works Department – Highway**

**2023 Filter Bed Road/Municipal Parking and Memorial Park; \$140,000**

Jim Pineo stated the Town's Wastewater Treatment Facility (300-acre parcel), abuts Filter Bed Road; noting there is an existing gravel parking lot at the old bio solids compost site that is used by cross country skiers and hikers. He stated he is proposing to pave Filter Bed Road and access to the municipal lot, provide 40 paved parking spaces and as many gravel spots; upgrade drainage and landscaping (to be coordinated with upgrades to the Wastewater Treatment Facility).

**It was moved by Mike Hodder and seconded by Bob Loughman to not recommend the 2023 Filter Bed Road/Municipal Parking and Memorial Park project for \$140,000. Roll call vote: Kathy Barnard – yes, Bob Loughman – yes, Mike Hodder – yes, Tim Cronin – yes, Chuck Sumner – yes, Suzanne Ryan – yes, Paul Whalen – yes, Linda Murray - abstained. The motion passed (7-0-1).**

**2023 Main Street Road Upgrades; \$5,785,000**

Jim Pineo stated there is a project coming forward for work on South Main Street from Pickering Corner. He stated the project has been reduced in scope, prices have escalated, additional funding is available and the project has been put on hold however, it is now coming back around. He stated a new stormwater system to replace pipes that are 100 years old is proposed; noting the project is being expanded to put in new infrastructure from Pickering Corner to the Smith River Bridge and down Center Street. He stated he is unsure if a contingency has been built into the project.

Mike Hodder asked when the Town will know the amount from NHDOT and questioned the expectation of payment from NHDOT.

Tavis Austin replied 2026 or 2027 however, the funds will be put aside in 2023/2024. He stated south of Pickering Corner has been funded; noting this project includes north of Pickering Corner.

Linda Murray stated the funds for South Main Street is expected next year. She stated the Town will not know the amount of funding prior to the completion of the CIP process.

Suzanne Ryan questioned whether the project should be pushed out and stated the amount of cost and materials are not a guarantee.

Mike Hodder disagreed and recommended retaining the project in 2024.

Jim Pineo stated the estimated cost includes \$95/ton for pavement (the current cost is \$75/ton).

Mike Hodder questioned whether the Committee should be separating the architectural and engineering costs from the total project cost.

**It was moved by Mike Hodder and seconded by Suzanne Ryan to recommend \$885,000 of the Main Street Road Upgrades project in 2023 and \$4,900,000 of the Main Street Road Upgrades project in 2024 as a placeholder.**

***Discussion of the motion:***

Bob Loughman expressed concern that if the Committee agrees to such that it could impact the amount of matching funds received for the project.

The Committee further discussed the impact of recommending the project in total versus separating out the costs.

Mike Hodder amended the motion as follows;

**Mike Hodder moved to recommend \$885,000 of the Main Street Road Upgrades project to the 2023 CIP proposal and \$4,900,000 to the 2024 CIP spreadsheet and recommend that the 2023 CIP Narrative incorporate language acknowledging that funding sources and timing should reflect any potential NHDOT contingencies that come to the attention of the BOS and Budget Committee in the future. Bob Loughman seconded the amendment. Roll call vote: Kathy Barnard – yes, Bob Loughman**

– yes, Mike Hodder – yes, Tim Cronin – yes, Chuck Sumner – yes, Suzanne Ryan – yes, Paul Whalen – yes, Linda Murray - abstained. The motion passed (7-0-1).

**2023 Water Main Upgrades, Highland Terrace to Maplewood Drive \$200,000**

Jim Pineo stated work is currently being done and noted such would enhance water quality and fire protection.

Chuck Sumner asked if it connects two systems.

Jim Pineo replied yes, the proposal is to connect two existing systems that will then create a loop.

Chuck Sumner questioned the length of the connection.

Jim Pineo replied 800' of 6" pipe.

Bob Loughman confirmed the funding source is the Water Enterprise Fund therefore, there is no impact on the taxpayers.

Linda Murray questioned whether the cost of the project would be included in the new rate study.

Jim Pineo stated he would ensure the project is included.

**It was moved by Bob Loughman and seconded by Chuck Sumner to recommend the 2023 Water Main Upgrades – Highland Terrace to Maplewood Drive project for \$200,000. Roll call vote: Kathy Barnard – yes, Bob Loughman – yes, Mike Hodder – yes, Tim Cronin – yes, Chuck Sumner – yes, Suzanne Ryan – yes, Paul Whalen – yes, Linda Murray - abstained. The motion passed (7-0-1).**

Referencing the Water Main Upgrades - Main Street, Pickering Corner to Bridge project for \$1,600,000, Mike Hodder stated project is ranked 20 out of 180 projects and noted that of the top 20 projects only 8 are from a disadvantaged community. He stated Wolfeboro is #1 of the 8 disadvantaged communities.

Jim Pineo stated the Town is considered disadvantaged because there are a limited number of users on the system.

Mike Hodder stated the NH median income level is factored into qualifying as a disadvantaged community.

**2023 Water Quality Improvements Capital Reserve Fund; \$50,000**

Jim Pineo stated such is ranked #1 as a priority.

Kathy Carpentier stated the balance of the fund is \$101,000 however, \$27,000 of such is committed for the 319 grant.

Linda Murray stated by having the fund the Town allows for matching grants for projects relative to stormwater and impact on water quality.

Mike Hodder questioned whether the Committee should be reviewing such given the amount of the request.

Tavis Austin stated he doesn't feel it should be included in the CIP however, there could be future projects that do meet the threshold for CIP review. He stated the Committee does not need to vote on the project.

Kathy Barnard asked that the project be withdrawn from the CIP.

**2023 Mini Excavator & Trailer Purchase; \$120,000**

Jim Pineo stated the Town rents a mini excavator often (6 weeks this past summer) and noted a capital reserve request will be coming forward for a new trailer (the current trailer is in poor condition). He stated the mini excavator would be an addition to the fleet. He stated he is in favor of the project.

Bob Loughman asked why the excavator is not being purchased through the CRF.

Jim Pineo stated the equipment was not identified previously through the CIP rather, the purchase is a result of additional growth within the department.

Linda stated the capital reserve fund is specifically for the replacement of existing equipment and feels the request relates to transparency on the Town's part.

Kathy Carpentier confirmed the warrant article language specifically states for DPW equipment replacement.

Mike Hodder asked if the funding source would be identified prior to the conclusion of this year's CIP process.

Jim Pineo replied yes.

**It was moved by Mike Hodder and seconded by Kathy Barnard to recommend the 2023 Mini Excavator and Trailer Purchase project for \$120,000. Roll call vote: Kathy Barnard – yes, Bob Loughman – yes, Mike Hodder – yes, Tim Cronin – yes, Chuck Sumner – yes, Suzanne Ryan – yes, Paul Whalen – yes, Linda Murray - abstained. The motion passed (7-0-1).**

**2023 Tree Removal & Replacement; \$100,000**

Jim Pineo stated a tree inventory was performed from McManus Road to North Main Street; noting the inventory is available on the website. He stated the inventory provided the condition of 660 trees and maintenance of such. He stated he feels the project is more urgent than necessary. He stated he is working with Christine Collins to start an Adopt a Tree program. He stated a portion of the funding would include an expansion of the tree inventory.

Tim Cronin asked if the trees are mostly Ash.

Jim Pineo stated the issue include all types of trees.

Suzanne Ryan asked if it would be a Town wide ongoing project.

Jim Pineo replied yes.

Suzanne Ryan stated she supports such and feels that it should be town wide.

Jim Pineo stated he has discussed with Christine Collins to hire a foreman in the Parks and Recreation Department with knowledge in trees.

Mike Hodder asked the timing of the launching of the adopt a tree program.

Jim Pineo replied by Fall Festival.

**It was moved by Suzanne Ryan and seconded by Mike Hodder to recommend the 2023 Tree Removal and Replacement project for \$100,000. Roll call vote: Kathy Barnard – yes, Bob Loughman – yes, Mike Hodder – yes, Tim Cronin – yes, Chuck Sumner – yes, Suzanne Ryan – yes, Paul Whalen – yes, Linda Murray - abstained. The motion passed (7-0-1).**

Bob Loughman recommended consideration of establishing a capital reserve fund.

*Paul Whalen exited the meeting.*

*Chairman Barnard appointed Dennis Farrell, Alternate, to sit in for Paul Whalen, Member.*

Referencing the tree removal and replacement CIP project, Dennis Farrell stated the project has a departmental ranking of 5 however, he believes the project should be ranked higher due to the safety issues. He expressed concern for liability since it has been publicly stated that the trees are high risk.

Kathy Carpentier stated the Town has property and liability insurance that would cover expenses.

**IV. Next Meeting**

Next meeting scheduled for 9/8/22 at 8 AM at the Great Hall, Wolfeboro Town Hall. Agenda to include SAU 49, Libby Museum and Public Safety Building.

**V. Public Comment**

Brian Deshaies thanked Jim Pineo for bringing the excavator and trailer purchase forward; noting the DPW employees had requested such.

**VI. Other Business**

**Police Department – Dispatch Console**

Jim Pineo asked if the Committee would like the dispatch console project included in the Public Safety Building capital project (currently identified as a soft cost in the project) or as a stand-alone project; noting he requested an updated quote.

The Committee agreed to maintain the project as a stand-alone project.

**It was moved by Bob Loughman and seconded by Mike Hodder to adjourn the September 2, 2022 CIP Committee meeting. All members voted in favor. The motion passed unanimously.**

*There being no further business before the Committee, the meeting adjourned at 9:48 am.*

Respectfully submitted,  
*Lee Ann Hendrickson*  
Lee Ann Hendrickson