

Town of Wolfeboro
Capital Improvements Program Committee

August 25, 2017

Minutes

Members Present: Kathy Barnard, Chairman, Linda Murray, Board of Selectmen's representative, Joyce Davis, Bob Tougher, Mike Hodder, Jim Shildneck, Paul O'Brien, Members.

Staff Present: Matt Sullivan, Director of Planning and Development, David Owen, Town Manager, Peter Chamberlain, Finance Director, James Pineo, Fire Chief, Tom Zotti, Deputy Fire Chief, Cindy Scott, Library Director.

Chairman Kathy Barnard called the meeting to order at the Wolfeboro Public Library at 8:00 am.

I. 2018-2027 Capital Improvements Program Development

Wolfeboro Fire Rescue

Tom Zotti, Deputy Fire Chief presented the review for the 2018-2027 CIP the Wolfeboro Fire Rescue. He stated that the Department is asking for the same amount of money. To do this, they have moved things around. They are proposing \$186,000 for the 2018 warrant. This is to address the major equipment, apparatus needs.

Project 1:

We are proposing the replacement of Engine 2 in 2018. This vehicle is at its 20-year lifespan. We are investigating a revised cost estimate with recent sales and hope to have this on the Town warrant.

While we are looking at different options we need to keep in mind the size & water capacity as well as the reach of the boom when needed.

We have submitted a revised cost estimate of \$550,000.

Project 2:

The replacement of Ladder 1 in 2020 when the vehicle will be beyond its life span of 25 years. The estimated cost to be \$950,000. With the possible downsizing of the vehicle we will be able to use this truck as our first responder.

Project 3:

Replacement of Engine 3 in 2023 by this time the vehicle will be at its end of its lifespan.

We were successful with the replacement of the Breathing Apparatus. This now needs replacement every 15 years instead of every 10 years.

Our proposal to replace Utility 1 to a Chevy Silverado with the proper pump equipment. With this change, it will help to make up the difference for the placement of Engine 1.

Linda Murray asked if the department has a maintenance chart for Engine 2. Stating that Electric department supplies, a maintenance chart with replacement requests.

Tom Zotti stated Ladder 1 will reach its life expectancy in 2020.

Linda Murray would like to have the wording changed to reflect that time that Ladder 1 was out of service due to the accident.

Paul O'Brien asked what the maintenance costs per year is and what has been done to the vehicle.

Linda Murray asked if they could provide the maintenance records which will give us better information for review.

Bob Tougher stated the age of the ladder truck is 27 years and should be considered for replacement.

Tom Zotti noted the impact of the size of the vehicle will need to be considered. We need to take into consideration that the vehicle needs to fit into places in town that do not have a lot of space to maneuver.

Bob Tougher asked how tall the ladder extends.

Tom Zotti said it will reach 109'. And said that not just the height it also needs to be able to have access to other types of fires. When fighting a fire on a road where the driveway will not fit the truck having the length on ladder helps to fight these fires.

Linda Murray asked if other towns have ladder trucks.

Tom Zotti said that Alton, New Durham, & Center Ossipee. Center Ossipee truck is having certification problems. We also need to keep in mind that whatever vehicle is purchased we need to make sure that it will fit in the building.

Kathy Barnard stated the next CIPC meeting will be at the library and will include a site visit to the Public Safety Building.

Introductions of the New Fire Chief James Pineo were made to the committee.

Wolfeboro Public Library

Joyce Davis stepped down from the discussion.

Cindy Scott – Library Director, spoke of the issues with the current Library building that need to be addressed. The Library is one of the most visited buildings in town with over 90,000 visits per year. This proposal will cover all the needs instead of doing patching repairs as have been done in the past. This year we have had the HVAC system repaired 13 times. And are over our original budget of \$9000 by \$6000. In the previous year we have spent \$22,000 for repairs.

We have had volunteers quit because they are unable to work because of the non-existent work space. Also having many of our customer leave because of no dedicated quit work space.

This approach is the best way to do the project. We are proposing a Public and Private partnership to offset the cost.

John Sandeen, President of Wolfeboro Public Library Foundation, spoke as to the Library efforts for fundraising. They have

\$1,127,000 in booked donations, \$120,000 from pledges for a total of \$1,247,000.

We are planning a targeted campaign to solicit support for the library in 2018, 2019 & 2020. We hope to get support from the businesses in town.

Cindy Scott said there is a possibility of grants that have been applied for. But they want approved projects. We are hoping that the possibility of tax credits will help with donations.

Jim Shildneck asked if they have a figure in mind of what they are hoping for from the mailing.

John Sandeen said they are hoping for well over \$30,000.

Bob Tougher said if the project is over \$5,000,000 and if you raise \$2,000,000 the \$3,500,000 you are asking for is reasonable and he would support it.

Paul O'Brien what is done with the funds not collected?

Linda Murray said that the funds not collected are removed from the total of what will be owed.

Jim Shildneck asked what year will the debit service hit.

Peter Chamberlain, Finance Director said it will be in 2020.

Cindy Scott said they are still paying the engineering fees.

John Sandeen stated they will need to show the combined funds in order to have the correct information for the warrant.

Mike Hodder asked what the number is pledged and what has been promised.

John Sandeen said that have \$410,000 in the account with \$715,000 pledged.

Bob Tougher asked about the sewer main under the building.

Cindy Scott stated that Dave Ford has been working on it to make sure there will be no problems.

Paul O'Brien asked about the increased cost for services with the new building.

Cindy Scott stated the architect has been looking into these costs.

Paul O'Brien asked who they call now for building repairs.

Cindy Scott said they contact Dave Ford, Public Works Director.

Linda Murray said they are working on asset management plan for the Town Hall, Abenaki building and would like the Library to be included in this plan. There was a warrant article 3 years ago and the asset management plan was approved by the voters.

Mike Hodder asked if they are confident of the \$4,300,000 number for the project.

Cindy Scott that they will make it work.

Alan Harding stated the Library will remain open during the construction.

Cindy Scott said they have chosen this architectural firm because of their experience in working around the building operating during construction.

Kathy Barnard ask about the parking area.

Cindy Scott there were problems with drainage when the existing parking lot was enlarged. With the new plans these issues would be corrected. And the cost of \$300,000 to \$325,000 being offset and would solve the drainage issue and also meet town codes. The parking lot will not increase in size and the change will also help the abutters.

Kathy Barnard asked about traffic safety.

Cindy Scott said there will be a change for the entrance & exits. There will also be a drop box for book returns.

Mike Hodder asked about the wetlands on the property.

Cindy Scot said they have had them looked at with the possibility of one being removed and the other turned into a rain garden.

Kathy Barnard thanks the Friends of the Library and the Library Trustees for attending.

Joyce Davis rejoined the table for the discussion.

Approval of Minutes

Kathy Barnard asked if there were corrections for meeting minutes.

David Owen said he has some from August 4, 2017

Page 1 - Municipal Electric Department 5th line – Should state Wolfeboro/Tuftonboro

8th line – Add comma after necessary.

12th line – change to coma after structure.

Page 2 – 18th line add semicolon after property.

Page 3 - 4th line Change substation No.3 expansion to Phase #5 voltage could be funded from that surplus.

Next line change -That year to - in 2023.

Line 11 change this line to Dave Owen stated the fee structure *is set to* generate a surplus of *about* \$300,000/year.

Line 16 change to He stated the Town received *an additional* \$153,000 from the State to be used specifically for roads.

Line 20 – Linda Murray asked why the funding request *for the road surface management plan engineering study* is not a capital outlay request of the operating budget.

Line 23 Add Dave Owen expressed concern for the projected increase in 2019 to \$1 million and *its* impact to the tax rate.

Page 4 – Line 20 & 21 – Matt Sullivan stated by reclaiming the parking lot the Town is committing to a 20 year decision; therefore, *we* recommended deferring the project and further explore options.

Last paragraph – Dave Ford stated the project includes one urinal, one stall, one ADA *stall* and baby changing station for the men's restroom and two stalls, one ADA *stall* and baby changing station for the women's restroom.

August 11, 2017

Page 1 -5th Paragraph – change period to a question mark to end of the paragraph.

Page 2 – Parks and Recreation – Christine Collins stated Pop Whalen was recently inspected; noting the building was found structurally sound; however, she is waiting for the final report. She stated there are issues currently with regard to the water (not having enough water). She stated Back Bay Hockey Association, within 3 years, is proposing to raise \$2.5 million for improvements; however, she expressed concern regarding the infrastructure issue. She stated the facility is being used in the off season for youth soccer and corn hole tournaments; however, due to no humidification system the facility is not usable in July.

Kathy Barnard made a motion to approve the August 4th & August 11th minutes with the changes, Seconded by Mike Hodder. All voted Favor and the motion passed.

Other Business

Matt Sullivan informed the committee that there were some missing material from the Waste Water Treatment Capital Reserve. Dave Ford will be here next week to present this information and to setup a field trip to Public Safety Building. It will include Dockside Plot Upgrades, Railroad Ave Extension. Solid Waste Backup information.

We will also be reviewing a plan for the Municipal Electric Building reuse project. There will be spreadsheets ready for review for the next meeting.

Linda Murray would like copy of the amended information.

Matt Sullivan said the only amendments will be for the Dockside Phasing. The date of the next CIPC meeting will be Friday September 1 at the Library with site visit to the Public

Safety Building. He will be away for the September 8th & 15th meeting dates. The spreadsheets will be ready for the meeting on the 22nd.

Kathy Barnard said if a meeting is needed while Matt is gone they could meet on September 15th at 9:00 am.

Linda Murray would like to meet on the 15th at 9 am.

Matt Sullivan said they will also meet when he gets back on the 22nd at 9 am. He will also need to check with Dave Ford to make sure that he has all the information needed for the meeting.

The Board discussed the possible changes to the CIPC forms.

Kathy Barnard said the next meeting of the CIPC will be on Friday September 1st at 9:00 am at the library. This meeting will include the tour of the public safety building.

Mike Hodder made the motion to adjourn, seconded by Paul O'Brien. All the members voted in favor.

Respectfully submitted,

Terry Tavares

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