

**Town of Wolfeboro
Capital Improvements Program Committee
September 28, 2018
Minutes**

Members Present: Kathy Barnard, Chairman, Linda Murray, Board of Selectmen’s Representative, Mike Hodder, Planning Board Representative, Robert Loughman, Budget Committee Representative, Jim Shildneck, Joyce Davis, Suzanne Ryan, Members.

Member Absent: Paul Whalen, Member.

Staff Present: Matt Sullivan, Director of Planning and Development, Becky Merrow, Town Manager, Dave Ford, Director of Public Works, Lee Ann Hendrickson, Administrative Secretary.

Chairman Barnard called the meeting to order at the Railroad Station at 1:00 PM.

**I. Consideration of Minutes
September 21, 2018**

It was moved by Mike Hodder and seconded by Joyce Davis to approve the September 21, 2018 Capital Improvements Program Committee minutes as submitted. All members voted in favor. The motion passed.

II. 2019-2028 Capital Improvements Program Development

Department of Public Works/Highway/Water/Sewer

2019 Water Resources Capital Reserve Account; \$125,000

Dave Ford stated three objectives are included in this capital reserve account; assessment, directive action and education. He stated the Town would join the Town of Tuftonboro and Lake Winnepesaukee Association in developing a watershed management plan for Winter Harbor. He stated this year Winter Harbor had a documented Cyanobacteria outbreak and a warning was issued by NHDES; noting concerned citizens are working with Town Staff in efforts to provide BMP designs. He stated the Town needs to be proactive; noting the proposed capital reserve account would be an annual appropriation for the protection of lakes and ponds and assessing watersheds and impacts on surface waters. He stated the intent is to set up an account to receive and expend funds without being restricted by the rules of a warrant article.

Joyce Davis stated establishing a capital reserve account brings attention to the matter.

Mike Hodder stated he supports a warrant article in 2019 for \$125,000 however, is unsure about an annual contribution of \$125,000.

Robert Loughman and Suzanne Ryan agreed with Mr. Hodder.

Robert Loughman recommended looking at a warrant article on an annual basis to assess needs.

Dave Ford agreed stating there are many issues with stormwater and noted that \$125,000 will not cover those issues.

Linda Murray stated she would like to see the money spent.

Suzanne Ryan agreed to put forth a warrant article and work through the matter.

Linda Murray asked if the warrant article could be non-lapsing.

Becky Merrow replied yes.

2019 Carry Beach – Engineering for Stormwater and Septic System; \$50,000

Dave Ford stated the parking lot for the beach is a gravel and grass surface with no formal drainage system. He stated surface water runs towards the beach and on an annual basis stormwater erodes the beach and sends one thousand pounds of material into the lake. He stated the septic system for the beach is modest and most likely does not meet current NHDES standards; noting the beach was closed in 2018 due to an E-coli warning. He stated the proposal includes surveying, analyzing and permitting the site to determine if the septic system should be replaced, connected to the municipal system or replaced by a community septic system. He stated the parking lot would also be redesigned to mitigate and treat stormwater and sediment runoff into the lake.

Mike Hodder stated the Community Facilities subcommittee looked at Carry Beach, its septic system and parking lot and asked why a warrant article isn't being considered. He noted the CIP reviews projects over \$100,000 and questioned why the Committee is reviewing a project under that amount.

Dave Ford stated the proposed project is \$50,000 however, it will lead to a larger project therefore, he thought he should have the discussion with the Committee.

Linda Murray stated the Committee looks at multi-year projects. She requested the project include studying handicap access to the lake.

Mike Hodder asked Ms. Murray if she recommends including the project in the CIP.

Linda Murray replied yes, and suggested considering phasing of the project.

Becky Merrow verified the scope would include septic design, ADA accessibility to the water and stormwater pollution.

Dave Ford recommended including building renovation of the bathhouse.

Suzanne Ryan stated the Natural Resource subcommittee has discussion the issue and expressed concern for expansion of the parking lot and degradation to the beaches. She stated the Committee wants to ensure that residents have access to the beaches.

Matt Sullivan stated an expansion of the parking lot runs counter to correcting the issue of stormwater pollution.

Dave Ford stated the entire area would be studied and evaluated to mitigate runoff.

Joyce Davis asked if there is a reasonable formula to determine the number users and number of vehicles based on water frontage.

Dave Ford replied no.

Becky Merrow confirmed the following points to include in the warrant article;

- survey area
- identify sensitive areas such as wetlands
- identify causes of and prevention of beach erosion to include stormwater runoff from parking areas, nonpoint water pollution,
- determine ways to manage septic to include possible connection to existing Town infrastructure (sewer)m collector/community system with abutters and improvements to existing septic
- ADA improvements and construction
- Conceptual cost estimate for said improvements

2019 Road Upgrades; \$500,000

Dave Ford stated he would be reviewing road upgrades at the next CIP meeting however, noted he is recommending decreasing the amount to \$500,000 (from \$870,000 in 2018).

Linda Murray recommended maintaining the existing level of funding and include improvements to Partridge Drive.

Robert Loughman stated the road upgrades warrant article needs specificity.

Linda Murray stated specific information is provided.

Robert Loughman recommended naming the roads and amount of mileage in the warrant article.

Linda Murray stated such would increase the number of ballots being handed to the voters and expressed concern for such.

Suzanne Ryan stated each year at Town Meeting since 2007 she has asked when the Town is getting the RSMS and questioned how it is determined which roads are done.

Dave Ford stated the RSMS was delivered to him last week however, he needs to review such prior to distributing such. He stated the RSMS is recommending \$1.2 million/year for road upgrades. He also stated that ultimately it is he and his staff who makes the final decision as to road improvements.

2019 Pleasant Valley Road Bridge; \$1,180,000

Dave Ford stated the Town appropriated \$140,000 in 2016 for the engineering and permitting of the project. He stated 80% of the project is being funded by the State; noting the wetland permits for the project have been approved. He stated a temporary bridge would be built to allow for the construction of the new bridge.

Linda Murray confirmed the impact to the tax rate is minimal because of the State's financial commitment to the project.

Dave Ford stated money may need to be added for soft costs.

Becky Merrow stated she is meeting with the bond counsel next week.

2019 Wastewater Treatment Facility Capital Reserve Account; \$125,000

Dave Ford stated the Wastewater Treatment Facility Capital Reserve Account was established in 2013; noting the focus in 2019 would include electrical systems upgrades. He stated there needs to be a discussion regarding funding such at a higher rate due to ongoing needs. He noted the Town received a \$30,000 grant for an Asset Management Plan for the facility.

2019 Sewer Rehabilitation; \$300,000

Dave Ford noted such is not required by the Administrative Order. He stated the project is scheduled for 2019 however, the Town's engineer has recommended holding off until 2020.

2019 RIB Effluent Disposal Upgrades; \$500,000

Dave Ford proposed a non-lapsing warrant article for such. He stated the concept plan has been designed and pilot program implemented. He stated in 2018 the Town authorized \$500,000 for land purchase, pilot testing, permitting and engineering; noting in 2019 the pilot program would continue, monitoring of wetland mitigation, final engineering and permitting and development of construction documents.

Suzanne Ryan asked if the upgrades would handle the existing and future capacity.

Dave Ford replied the system would sustain capacity of 300,000 gallons/day.

Linda Murray stated the spray fields would be kept.

Dave Ford stated the Town purchased five acres of land in Tuftonboro to mitigate wetlands.

2019 Wastewater Treatment Plant Asset Management Plan; \$30,000

Dave Ford stated the Town has applied for and been accepted to receive a NHDES \$30,000 Grant/SRF loan; noting that once the AMP is complete, the SRF loan is forgiven.

2019 Park and High Street Reconstruction; \$100,000

Dave Ford stated he originally proposed to fund 50% of the cost through the water fund and 50% through the General Fund however, it has been recommended to fund 50% out of the road upgrades warrant article and incorporate the other 50% as a capital outlay request.

Matt Sullivan confirmed the project would be removed from the CIP.

III. Other Business

Upcoming Meetings

October 5th @ Railroad Station at 8:45 am: Department of Public Works to include Dockside parking lot, Road Upgrades, Highway Equipment – spreadsheet to be updated to reflect today’s discussion

October 12th @ Railroad Station at 8:45 am: Libby Museum, Parks and Recreation

CIP Process

Suzanne Ryan questioned the conclusion of the CIP process; noting the bylaws do not have a prescriptive process.

Matt Sullivan stated the final CIP document would include more specificity.

IV. Public Comment

None.

It was moved by Suzanne Ryan and seconded by Robert Loughman to adjourn the September 28, 2018 CIP Committee meeting. All members voted in favor. The motion passed.

There being no further business before the Committee, the meeting adjourned at 2:14 pm.

Respectfully submitted,
Lee Ann Hendrickson
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