

**Town of Wolfeboro
Capital Improvements Program Committee
October 5, 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, Paul Whalen, Members.

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

Chairman Barnard called the meeting to order at the Railroad Station at 8:46 AM.

**I. Consideration of Minutes
September 28, 2018**

It was moved by Mike Hodder and seconded by Joyce Davis to approve the September 28, 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 Road Upgrades; \$800,000

Dave Ford stated he had recommended decreasing the appropriation however, the CIP Committee recommended maintaining level funding and include BMP's in the scope of work. He reviewed the following proposed road upgrades; overlays for Keewaydin Road, College Road, Trotting Track Road and North Wolfeboro Road, reclaim and grade Allen Road, Pine Street and Lehner Street (follow-up to the water work done for the latter two streets), surveying and engineering for Bryant Road, High Street and Park Street and install three BMPs on Partridge Drive.

Mike Hodder asked when construction for Bryant Road is proposed.

Dave Ford replied 2020.

Mike Hodder asked what budget the remaining \$50,000 needed for the water portion of the work on High Street and Park Street.

Dave Ford replied it would be listed as a capital outlay item in the Water Department's budget.

Suzanne Ryan asked why would the Town upgrade new roads rather than completing roads the Town has already begun work on (ie: Stoneham Road from intersection of North Wakefield Road to the Town line).

Dave Ford stated that portion of the road was on the list however, it was removed because there are difficult issues to address that include drainage, slope and ledge.

Linda Murray questioned the status of the roads AMP.

Dave Ford stated such is only in a spreadsheet with no narrative provided. He stated he needs to associate costs to the projects and meet with the engineer regarding those costs. He noted each road would be scored based on road condition and drainage. He stated the Town phases road projects; noting Stoneham Road is a road that will need to be rebuilt and hopes to address in 2020.

Suzanne Ryan stated Stoneham Road is a thru road from Route 16 and is used as a turn-around for the Fire Department, Police Department and school buses.

Linda Murray confirmed that the road AMP would not be completed in time to submit to the CIP Committee this year.

Becky Merrow asked if traffic counts are conducted for Stoneham Road.

Dave Ford replied no.

2019 Dockside Docks Capital Reserve Fund; \$100,000

Dave Ford stated he is proposing an appropriation of \$100,000 to the capital reserve fund; noting the preliminary overall project cost is \$1,822,924 including a contingency. He stated the projects would be phased to include \$478,050 for dock repairs (remove decking, stringers, pile caps, rub strips, cross bracing), \$248,250 for dock extensions, \$369,755 for the Mount Washington berth realignment and \$244,330 for wall repairs. He stated he is seeking a boat infrastructure grant (minimum received is \$200,000).

Linda Murray questioned the sequencing of the projects and which is considered in worse condition according to the AMP.

Dave Ford replied dock repairs and noted that currently the Town has to limit the number of people at the end of each dock (weight restriction).

Beck Merrow asked if composite has been considered versus wood.

Dave Ford replied yes; noting there are pros and cons to such. He stated the options and costs are outlined in the document.

Jim Shildneck stated there was an indication of a problem with the finger docks and asked if such is included in the dock repairs.

Dave Ford replied yes.

Jim Shildneck asked if the substructure repairs would be done at the same time.

Dave Ford replied yes.

Suzanne Ryan stated the Mount Washington is a valuable asset and feels it ranks with importance. She asked if there is anything the State can do to help with the berth repairs; stating the State has an obligation for tourism to keep it in good repair.

Dave Ford stated the State has been reluctant to assist with the boat infrastructure grant therefore, feels the State would not be helpful.

Linda Murray stated the Town took over responsibility for the Mount Washington berth in 1996 when repairs were done.

Robert Loughman stated that based on the engineering cost estimate and immediate issues, additional funding should be requested.

Linda Murray agreed with Mr. Loughman to increase the funding appropriation.

Following further discussion regarding the increase in the funding request, the Committee agreed to increase such to \$175,000.

2019 Public Works Vehicle and Equipment Capital Reserve Fund; \$170,000

Dave Ford stated such relates to the ongoing Highway and Solid Waste vehicle equipment replacement program; noting the amount is based on a schedule, values and estimated useful life. He stated HD-10, HD-19 and SW-7 would be replaced in 2019.

Linda Murray asked if the vehicles are undercoated and rust proofed.

Dave Ford replied yes.

Referencing the front end loader, Linda Murray asked if such is being replaced or if an additional would be purchased.

Dave Ford stated it would be traded.

Robert Loughman questioned the balance of the fund.

Dave Ford replied +/- \$182,000.

2019 Dockside Parking Lot Capital Reserve Fund; \$50,000

Dave Ford stated the completion of the project would depend upon the dockside repair and expansion projects. He stated the capital reserve fund was established in 2016; noting a balance of \$153,000.

2019 Building Maintenance Capital Reserve Fund; \$75,000

Dave Ford stated such was established in 2016 for needed repairs and required maintenance of Town owned buildings.

Robert Loughman asked if funds from one capital reserve fund could be move to another capital reserve funds if a surplus balance is accrued.

Becky Merrow stated funds could be repurposed at Town Meeting.

Linda Murray asked if there are anticipated needs for the funds in 2019.

Dave Ford replied no.

Suzanne Ryan questioned the language of the warrant article relating to such.

Matt Sullivan read the warrant article.

III. Other Business

Pleasant Valley Road Bridge

Mike Hodder asked if the figure related to the project would be amended to reflect the soft costs; questioning what number the CIP Committee should work with.

Dave Ford replied \$1.1 million-1.2 million.

Electric Building

Kathy Barnard stated the building was placed on the CIP last year and questioned if it would be included in the CIP this year.

Becky Merrow stated the Town is in the initial stages of reviewing and studying the environmental issues for the Community Center and the Electric building. She stated a base assessment is needed.

Following further discussion, the Committee agreed to request a CIP project submittal for the Community Center and Electric building (progress report not to include cost estimate).

Upcoming Meeting

October 12th @ Railroad Station at 8:45 am: Parks and Recreation (Pop Whalen), Libby Museum, Dockside Restroom, Electric building, Community Center and the first draft of the CIP spreadsheet.

Field Trip to Farmington Public Safety Building

Robert Loughman stated a field trip has been organized to visit the Farmington Public Safety Building.

Jim Shildneck requested to be included on the tour and recommended touring the Tuftonboro Fire Department.

Paul Whalen recommended touring facilities comparable to Wolfeboro (full time Fire Department, full time Dispatch, full time Police Department, number of residents, etc.)

IV. Public Comment

None.

It was moved by Mike Hodder and seconded by Jim Shildneck to adjourn the October 5, 2018 CIP Committee meeting. All members voted in favor. The motion passed.

There being no further business before the Committee, the meeting adjourned at 9:57 am.

Respectfully submitted,

Lee Ann Hendrickson

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