

**Town of Wolfeboro  
Capital Improvements Program Committee  
October 18, 2018  
Minutes**

**Members Present:** Kathy Barnard, Chairman, Linda Murray, Board of Selectmen's Representative, Robert Loughman, Budget Committee Representative, Joyce Davis, Suzanne Ryan, Paul Whalen, Members.

**Members Absent:** Mike Hodder, Planning Board Representative, Jim Shildneck, Member.

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

*Chairman Barnard called the meeting to order at the Railroad Station at 8:00 AM.*

**I. Consideration of Minutes  
October 12, 2018**

The Committee tabled consideration of the October 12, 2018 minutes.

**II. Department Form Revisions**

**Department of Parks and Recreation**

**2019 Pop Whalen Feasibility Study & 4-Phase Project; \$985,000**

Matt Sullivan stated the project form has been revised to reflect a 2019 Warrant Article request in the amount of \$30,000 for a feasibility study. He noted the project has been broken down into four phases; Phase I to include insulation of roof and walls, Phase II to include Power Upgrade/Solar Power Upgrade/Gas Requirements, Phase III to include E-ceiling and Phase IV to include Dehumidification System. He stated the cost estimate received from Recco, via a letter dated 10/1/18, is applicable to Phase IV of the project and the cost estimate received from an email from Alan Page, Recco, dated 10/12/18) is applicable to Phase 1 of the project.

Linda Murray stated the spreadsheet notes the funding source as General Fund however, it is an Enterprise Fund. She stated she feels it is a large burden is on the taxpayers if the funding source is the General Fund.

Robert Loughman requested the Project Title be revised to reflect the inclusion of Phase I.

Paul Whalen recommended review of the other phases following the completion of Phase I.

Suzanne Ryan questioned the order of the phases.

Linda Murray stated a complete plan is needed.

Paul Whalen asked how the Friends of Pop Whalen would be factored in.

Linda Murray stated the project should move forward on its own merits and the full amount of the cost has to be appropriated. If funds are raised by the Friends of Pop Whalen then those funds will be put toward the project.

Matt Sullivan stated a cost estimate for all four phases of the project will not be received this year and recommended a placeholder. He noted the contractor has come out to the site twice and reviewed plans with Ms. Collins.

Linda Murray confirmed that \$30,000 for a feasibility study is being recommended.

Matt Sullivan recommended \$30,000 in 2019 for the feasibility study, \$955,000 in 2020 for Phase I and Phases II, III and IV are incremental in following years.

Following further discussion, the Committee agreed to the following;

- Increase the cost estimate of Phase IV (Dehumidification System) from \$232,000 to \$250,000 because the estimate does not include a contingency.
- Schedule Phase II for 2026
- Schedule Phase III for 2027
- Schedule Phase IV for 2028
- Revise form to reflect Phase I, change funding source for Phase I and include a description of each phase

Paul Whalen volunteered to meet with the Friends of Pop Whalen and the Town Manager to assist in facilitating their 501C3 status.

Suzanne Ryan asked why the funding source of the feasibility study is the General Fund.

Linda Murray replied to determine if the taxpayers will buy into the change in funding source.

The Committee discussed the funding source for the \$30,000 appropriation for the feasibility study and it was the consensus of the Committee the funding source would be the General Fund.

Robert Loughman recommended informing voters of the full project beyond the feasibility study.

Matt Sullivan stated the study would formulate a plan for the next ten years and outline the phases of the total project.

*Joyce Davis arrived at 8:39 AM.*

### **Libby Museum**

Matt Sullivan stated he prepared a project form for the Libby Museum outlining its history, need for improvements and how funding was received. He stated the project is scheduled for 2025 with no cost associated with it.

Becky Merrow stated the Libby Museum Building Committee is actively working on the project.

### **Community Center**

Matt Sullivan stated prepared a basic project form for the Community Center with a placeholder for 2028.

Linda Murray recommended placing the year on the form.

Becky Merrow stated she met with a vendor regarding installing a vapor barrier to determine the location of the leaks; noting a report would be prepared.

Kathy Barnard questioned the timeframe for such.

Becky Merrow stated there is no time frame set. She noted the building fits the criteria of an historic building; noting the Town will have to work with the Heritage Commission regarding such.

### **III. Review of CIP Spreadsheet**

Linda Murray asked if the amount of the tax rate and Enterprise Funds be included.

Matt Sullivan stated the spreadsheet shows the capital reserve expenditures and contribution being made (tax impact). He noted all capital reserve accounts were handled in that manner. Relative to bonds, he asked whether the Committee preferred the lump sum impact on the year be shown on the spreadsheet or, show it as a decreasing bond payment for the length of the bond.

Linda Murray replied the latter for projects proposed in the next 1-2 years. She stated bond years need to be established. She questioned the tax impact percentage for the Pleasant Valley Road bridge project.

Beck Merrow stated such is a municipally managed project and recommended a footnote be included on the spreadsheet explaining such.

Referencing the Sewer Rehabilitation (I/I) project, Robert Loughman stated Dave Ford decreased road upgrades from \$800,000 to \$500,000 because of this project however, the road upgrades were then increased back to \$800,000. He stated Mr. Ford also pulled the cost for the High Street and Park Street projects from water and sewer and requested clarification regarding the shifting of funds for the projects.

Matt Sullivan stated he would seek clarification from Mr. Ford.

Suzanne Ryan asked when the Committee would be discussing the debt being carried.

Matt Sullivan replied at the 10/26/18 CIPC meeting.

Suzanne Ryan stated the tax rate impact doesn't include State and local school tax impact and recommended including a footnote relative to such. She requested a pie chart of expenditures and debt services.

Matt Sullivan reminded the Committee that the Police Department is requesting the establishment of a capital reserve account.

Linda Murray stated the language of the warrant article for said capital reserve accounts needs to be expanded to included equipment other than the dispatch console.

Becky Merrow requested a debriefing regarding meeting procedure and process.

**IV. Other Business**

**Upcoming Meeting**

Next CIP Committee meeting scheduled for Friday, October 26<sup>th</sup> at 8:45 AM at the Railroad Station. Agenda to include; new project form for Pop Whalen, schedule debrief meeting, Capital Reserve tax impact, pie chart on project expenditures and debt service, CIP narrative, adopt CIP spreadsheet.

**V. Public Comment**

None.

**It was moved by Robert Loughman and seconded by Suzanne Ryan to adjourn the October 18, 2018 CIP Committee meeting. All members voted in favor. The motion passed.**

*There being no further business before the Committee, the meeting adjourned at 9:27 am.*

Respectfully submitted,

*Lee Ann Hendrickson*

Lee Ann Hendrickson