

**Town of Wolfeboro
Capital Improvements Program Committee
January 11, 2019
Minutes**

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

Members Absent: Joyce Davis, Jim Shildneck, Members.

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 Great Hall at 8:45 AM.

**I. Consideration of Minutes
October 31, 2018**

It was moved by Robert Loughman and seconded by Mike Hodder to approve the October 31, 2018 Capital Improvements Program Committee minutes as submitted. All members voted in favor. The motion passed.

II. 2019-2028 CIP Debrief

Member CIP Process Comments & Delivery of Materials

Matt Sullivan stated the Committee debriefed last year and adjusted the process for this year. He requested general comments and acknowledged that at times the process was rushed.

Robert Loughman stated a key issue is the promptness of information; noting he would like to be able to review the information.

Linda Murray stated they try to get the guidelines out in May; noting such remains an area for continued improvement.

Kathy Barnard stated the timing is late to get the CIP to the BOS and Budget Committee.

Paul Whalen stated it seems the Committee sends back forms that are not complete and questioned whether the Department Heads need more guidance.

Suzanne Ryan agreed with Mr. Whalen and stated there should be a drop dead date; noting that the BOS, Budget Committee, Planning Board and CIP Committee all have statutory deadlines therefore, the Departments should as well.

Linda Murray stated the CIP requests need to go through the Town Manager. She stated the spreadsheets are too small.

The Committee discussed starting the CIP process earlier. The Committee agreed to schedule those departments, based on historical presentations, which typically provide all of the information first.

Suzanne Ryan questioned whether the Committee and Town Manager should meet with the Department Heads together due to the numerous presentations the Department Heads have to make.

Jim Pineo stated that as a Department Head, he would meet with the CIP Committee prior to meeting with the Town Manager to discuss the projects which can be an issue. He recommended creating a calendar for the year for Department Heads.

Linda Murray stated the projects absolutely have to go to the Town Manager first.

Mike Hodder questioned how the schedule and duration of the Committee's term would be addressed and stated the Department Heads should know in advance.

Matt Sullivan stated the Department Heads were informed in advance this year however, it didn't run smoothly.

Referencing the vote on the CIP, Mike Hodder stated the Committee currently takes a single vote at the end of the process. He recommended a roll call vote on each project and providing those votes to the BOS and Budget Committee.

Kathy Barnard stated that is not the Committee's job. She stated the Committee's job is to lay out the project over ten years.

Mike Hodder stated if that's the case then the Committee is offering a unanimous vote when some of the members do not support all of the projects.

Suzanne Ryan agreed with Mr. Hodder.

Mike Hodder recommended voting on individual projects and then vote on the entire CIP.

Suzanne Ryan asked if the statute says that individual votes can't be taken.

Matt Sullivan replied no.

Mike Hodder stated the purpose of the CIP is protected by the vote on the entire CIP proposal. He recommended voting on each individual project and then taking a general vote on the CIP.

Kathy Barnard recommended recording the Committee's comments in the spreadsheet.

Paul Whalen stated he supports Mike Hodder's recommendations.

Linda Murray stated a project could be moved out if the Committee doesn't agree with the project.

Kathy Barnard stated if there are concerns it should be noted in the final report. She stated the CIP is presented as a guide to use in an advisory manner.

Matt Sullivan stated the vote is no longer germane if the project or language in the warrant article changes and expressed concern for such.

Suzanne Ryan asked what harm can be done if the vote is nonbinding.

Matt Sullivan stated the CIP Committee's recommendation is significant.

Jim Pineo stated providing comments to Department Heads would better prepare them moving forward.

Membership

Kathy Barnard stated Joyce Davis and Jim Shildneck have informed her they would not be requesting reappointment to the CIP Committee.

Matt Sullivan stated appointments are made in May.

School District Capital Projects

Matt Sullivan stated he met with the District's business administration one month ago.

Suzanne Ryan stated the School District's gross capital needs should be in the CIP.

Mike Hodder stated any expenditure by the School District, both capital and operational, will impact the tax payers. He stated the Meredith School District meets with the CIP Committee and recommended the Town request the District's budget request and capital expenditure projects.

Linda Murray stated the District's operational and capital budgets may not be known at the time the CIP Committee meets. She stated the District does not have their operational budget until November.

Mike Hodder stated there is a data set available to the Town that is not being examined that affects the tax impact.

Suzanne Ryan stated some towns invite a school board official to attend the CIP Committee meetings; noting such would be valuable. She stated the Town and School District should work together to stagger capital projects; noting currently there is no communication.

Mike Hodder stated the District's capital projects should be reviewed; noting such has not been done since 2008.

Matt Sullivan stated he and Kathy Barnard would meet with a representative from the School District and request a representative of the District attend the CIP Committee meetings.

Jim Pineo questioned the amount of additional work or meetings the concept would put on the Committee.

Suzanne Ryan stated the statute calls out for a member.

Jim Pineo questioned whether a representative of the County should be included.

Mike Hodder stated the statute doesn't give the authority to look at the County budgets.

The Committee discussed whether a school board member or staff from the School District would serve on the Committee and whether that individual would be a voting member of the CIP Committee; noting Matt Sullivan would research such.

Project Inclusion

Matt Sullivan stated the project inclusion section has been inconsistent with Departments and questioned whether it is appropriate for this Committee to review capital reserve fund expenditures. He noted the Budget Committee is asking for the expenditures from the funds.

Linda Murray stated she wants everything included.

Robert Loughman stated a concern of the Budget Committee is the expenditure of funds prior to project purchases.

Linda Murray stated she feels the issue started with the Abenaki Capital Reserve Fund when a small amount of funds were taken for a repair that should have been included in and paid for out of the operating budget.

Suzanne Ryan stated it's been suggested that each project provides revenues that assist the project.

Matt Sullivan stated the Town identifies the revenue source for each project. He asked if funding has no impact, is the project included in the CIP.

The Board agreed the project would be included in the CIP if the funding for such has no impact.

III. Public Comment

Seamus O'Scalaidhe requested the balances, and possibly the expenditures, of each capital reserve fund be posted on the website; noting more transparency the better.

The Committee agreed.

Matt Sullivan stated there needs to be more oversight of the capital reserve funds; noting he would provide the balances and expenditures of such to the Committee.

Suzanne Ryan requested the Impact Fee account also be included.

It was moved by Mike Hodder and seconded by Paul Whalen to adjourn the January 11, 2019 CIP Committee meeting. All members voted in favor. The motion passed.

There being no further business before the Committee, the meeting adjourned at 10:15 am.

Respectfully submitted,

Lee Ann Hendrickson

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