

**Town of Wolfeboro  
Capital Improvements Program Committee  
August 6, 2019  
Minutes**

**Members Present:** Kathy Barnard, Chairman, Paul O'Brien, Board of Selectmen's Representative, Linda Murray, Board of Selectmen's (Alternate) Representative, Mike Hodder, Planning Board Representative, Robert Loughman, Budget Committee Representative, Tim Cronin, Chuck Sumner, Paul Whalen, Members.

**Staff Present:** Matt Sullivan, Director of Planning and Development, Jim Pineo, Town Manager, Troy Neff, Finance Director, Barry Muccio, Municipal Electric Department, Lee Ann Hendrickson, Administrative Secretary.

**Others Present:** Suzanne Ryan.

*Chairman Barnard called the meeting to order at Abenaki Lodge at 8:00 AM.*

**I. Consideration of Minutes**

**January 11, 2019**

Mike Hodder asked if the Committee could expect the project files to be complete.

Matt Sullivan replied yes.

Referencing page 4 of the 1/11/19 minutes, Mike Hodder questioned whether the Committee would be provided balances and expenditures of capital reserve funds.

Matt Sullivan stated such has been included in the packet the Committee received.

***It was moved by Mike Hodder and seconded by Chuck Sumner to approve the January 11, 2019 Capital Improvements Program Committee minutes as submitted. Kathy Barnard, Paul Whalen, Robert Loughman, Tim Cronin, Mike Hodder, Chuck Sumner voted in favor. Paul O'Brien abstained. The motion passed.***

**II. Review of CIP Process**

Matt Sullivan provided an overview to the CIP process and reviewed the following documents; CIP Committee meeting schedule, Rules of Procedure, balances of Capital Reserve Accounts, MS-9, previous CIP spreadsheet.

**III. 2020-2029 Capital Improvements Program Development**

**Municipal Electric Department**

Barry Muccio stated the Department's projects are funded by the fund balance of the enterprise fund; noting there is no impact to the tax rate. He stated the following projects are built into the current rates.

Paul O'Brien asked Troy Neff if the balance sheet has been reviewed.

Troy Neff replied no.

Referencing the 390 Line project (previous CIP project), Barry Muccio stated the project has been completed and noted the improvements adds efficiency to the system and future load growth.

Paul O'Brien asked how the projects relate to the Master Plan.

Matt Sullivan stated the Master Plan calls for municipal and community energy reduction; noting the projects presented represent such. He requested Mr. Muccio to provide a narrative relative to such to quantify the projects and include in the Master Plan.

**2019-2023 Phase #5 Voltage Conversion; \$3,655,000**

Barry Muccio stated the voltage conversion would be occurring for the next five years; noting the first year of the project includes substation and feeders design and engineering, bid packages and contract administration.

**2020 Replace ME-2 Bucket Truck; \$260,000**

Barry Muccio stated such is a recurring cost; noting a ten year life expectancy of the vehicle. He stated the cost is subject to change.

**2021 Reconstruct Turtle Island Road Tap; \$400,000**

Barry Muccio noted such is a new project added to the CIP and proposes the project to be done in-house. He stated the project will result in a reduction in distribution losses; noting the net result is a much more efficient distribution system with increased capacity. He noted the Town's efficiency rating for last year was 5.1%. He stated from 2008-2018 an additional \$175,000 to \$200,000 /year was collected; noting this was uncollected revenue not being captured in the past.

Chuck Sumner asked how the Town compares to other communities.

Barry Muccio replied 8%-10%.

**2022 Submarine Cable Feeders; \$375,000**

Barry Muccio stated the project would include new cable riser assemblies, shoreline conduit and protective structures.

**2022 Reconstruct Melody & Keniston Island Overhead Electrical Distribution Systems; \$450,000**

Barry Muccio stated the infrastructure is old and repairing the lines is very difficult and reviewed the project.

**2024 Replace ME-3 Bucket Truck; \$275,000**

**2028 Replace ME-4 Digger/Derrick Truck; \$300,000**

**IV. Other Business**

Paul O'Brien stated he is the BOS Representative to the Police Commission and noted a CIP presentation/discussion has not occurred with the Commission.

Matt Sullivan stated he would speak with Dean Rondeau regarding such.

Mike Hodder stated the Police Department should have the authorization to present projects.

**V. Public Comment**

None.

Next meeting scheduled for 8/9/19 at 8:00 AM at Abenaki Lodge, 390 Pine Hill Road. Agenda to include Police Department and Fire Department.

**It was moved by Mike Hodder and seconded by Robert Loughman to adjourn the August 6, 2019 CIP Committee meeting. All members voted in favor. The motion passed.**

*There being no further business before the Committee, the meeting adjourned at 8:54 am.*

Respectfully submitted,  
*Lee Ann Hendrickson*  
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