

**Town of Wolfeboro  
Capital Improvements Program Committee  
September 5, 2019  
Minutes**

**Members Present:** Kathy Barnard, Chairman, Mike Hodder, Planning Board Representative, Robert Loughman, Budget Committee Representative, Chuck Sumner, Tim Cronin, Paul Whalen, Suzanne Ryan, Members.

**Members Absent:** Paul O'Brien, Board of Selectmen's Representative, Linda Murray, Board of Selectmen's (Alternate) Representative,

**Staff Present:** Matt Sullivan, Director of Planning and Development, Jim Pineo, Town Manager, Christine Collins, Director of Parks & Recreation, David Ford, Director of Public Works, Lee Ann Hendrickson, Administrative Secretary.

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

**I. Consideration of Minutes**

**August 23, 2019**

**Corrections:** Page 3, 4<sup>th</sup> paragraph; add "and should be handled from revenue and not a Capital Reserve Fund that should be part of the water and sewer rate base" at the end of the sentence.

**It was moved by Mike Hodder and seconded by Chuck Sumner to approve the August 23, 2019 Capital Improvements Program Committee minutes as amended. All members voted in favor. The motion passed.**

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

**Parks & Recreation**

**2020 Pop Whalen Arena; Phase I Improvements/Study; \$1,132,750**

Christine Collins stated Back Bay Hockey Association is working to create a "Friends of Pop Whalen" to prepare plans to extend the back end of the building to construct additional locker rooms. She reviewed the existing conditions of the facility and noted she has been working with the Finance Director with regard to increasing revenue. She stated the holes in the roof have been filled.

Chuck Sumner asked if the facility is self-sustaining.

Christine Collins replied no.

Chuck Sumner asked if the goal is to become self-sustaining.

Christine Collins stated most rinks are not self-sustaining.

Matt Sullivan stated the facility have a healthier business model than it is currently.

Jim Pineo stated the opening and closing of the books for Pop Whalen needs to be streamlined and noted the facility operates on a season year however, the Town works on a calendar year.

Christine Collins stated the facility operates October – March.

Mike Hodder stated last year the CIP Committee agreed to a \$30,000 study prior to the approval of the project; noting such did not survive. He stated the Department is now back before the Committee asking for support of the project without the study. He stated it is important to know what is going on with the building; noting the energy audit is not a structural report of the building.

Christine Collins stated she has received two quotes that have noted the building is structurally sound and do not recommend the demolition of the building.

Mike Hodder read an excerpt from the 2020 proposed Master Plan Community Facilities Chapter; noting support for the facility. He recommended a study to better understand the issues.

Suzanne Ryan agreed with Mr. Hodder and expressed concern that the building was not retrofitted correctly when the rink was converted from an outdoor rink to an indoor rink. She stated she would like to see a cooperative effort with other Towns; noting the Town has put over \$1 million into the building from the time of the acceptance of the gift/facility. She recommended the appointment of a committee to study options for the building; noting there are many options that have not been reviewed.

Jim Pineo stated he questions whether the Town is at the point that a committee should be appointed to study the business operations; noting the Town should be reviewing the feasibility of the building. He questioned whether a committee would come back with the best option for the Town. He stated he doesn't believe that \$30,000 is enough to fund a study.

Robert Loughman questioned the cost of the study.

Jim Pineo noted the Public Safety Building Space Needs Assessment was \$70,000.

Paul Whalen stated Pop Whalen doesn't meet the spacial needs as the Public Safety Building.

Christine Collins stated she knows the potential of the rink however, the building is not insulated and cannot be used in the off season because of such.

Chuck Sumner stated if all the cost estimates are added, it does not equal the amount of the project request and asked for backup of the \$955,000 figure.

Matt Sullivan stated the amount reflects the phases of the project included in the cost estimate provided by Recco; noting there are subsequent items not included.

Tim Cronin agreed with Mr. Hodder relative to the request for a study.

Mike Hodder stated a harder number for the study is needed.

Tim Cronin asked if the rink is rented to other Towns and for events.

Christine Collins replied yes.

Following further discussion the Committee agreed to the following;

- Request for study in 2020
- Revised cost estimate for the study
- Scope of the study to include business plan for the facility
- Revise project form to reflect a construction cost of \$940,000
- Continue discussion to 9/12/19

## **Department of Public Works**

### **2020 Carry Beach Parking Lot Upgrades; \$400,000**

Dave Ford stated \$50,000 was appropriated for a study and survey of the beach area; noting the Town received the survey and conceptual plan however, he was not satisfied with the conceptual plan and parking layout. He stated a new plan will be submitted in two weeks. He stated the main issue is stormwater runoff; noting the intent of the project is to raise the parking lot by 18" with stone to act as a reservoir. He stated the project includes handicap accessibility to the lake.

Tim Cronin asked if the ADA access to the lake is State mandated.

Christine Collins replied no however, a citizen has approached the BOS regarding the request for such; noting the Town has an aging community.

Dave Ford stated the Town will eventually be forced to comply with ADA regulations. He noted NHDES permits will be required for the project and stated the bathroom upgrades have been deferred and the project may be phased to address stormwater and mitigation.

Suzanne Ryan recommended the Town rank the beaches to outline capacity.

Mike Hodder stated Carry Beach could be made a "residents only" beach and asked if the project is being recommended for 2020 or 2021.

Dave Ford stated he is meeting with the engineer today and would know more following the meeting.

Kathy Barnard recommended keeping the project on for 2020 due to water quality issues.

Mike Hodder stated the Master Plan describes the project as a necessity.

Tim Cronin agreed with a 2020 designation.

Robert Loughman questioned the status of the cyanobacteria issues.

Dave Ford reviewed such.

### **2020 Road Upgrades; \$900,000**

*\*\*Note: continuation of Road Upgrades discussion from August 27, 2019*

Dave Ford reviewed the Town Road Index and Condition Assessment as of July 2010 and Funding History spreadsheets, see attached.

### **2020 Dockside Docks; \$400,000**

Referencing the phasing plan for the project, Robert Loughman questioned whether the repairs should occur prior to the extension of the docks.

Dave Ford stated the project is geared toward maximizing grant funding therefore the dock extension is included in the phasing. He stated Phase I would include work on the seawall and finger docks. He stated the wall repairs are critical however, permitting for such is going to be a nightmare; noting Phases I and II only require a Permit By Notification.

Robert Loughman stated Phases I, II and IV should be done prior to the dock extension.

Dave Ford stated the realignment of the Mount Washington docks is very expensive; noting he spoke with the representative for the Mount Washington who agreed that such is not critical.

Suzanne Ryan asked if the parking lot would be damaged when the seawall is repaired.

Dave Ford stated the parking lot would be constructed following the wall repair and noted a lot of repairs will be done from the water.

Tim Cronin asked when the docks would be worked on.

Dave Ford replied during the off season (fall).

Mike Hodder questioned the status of the grants.

Dave Ford reviewed such.

The Committee and Dave Ford discussed funding for the different phases of the project.

Chuck Sumner questioned whether \$250,000 is enough for Phase II; referencing the square footage of the phases and costs associated with such.

Following further discussion the Committee requested the following;

- Staff to review Phase II funding figure
- Revise Funding Source spreadsheet (change 2021 to 2022 and change 2022 to 2023)

#### **2020 Bay Street Sidewalks; \$55,000**

*\*\*Note: continuation of Bay Street Sidewalks discussion from August 27, 2019*

Dave Ford stated the Town appropriated \$45,000 in 2018 to permit sidewalks along Bay Street; noting the lower section of Bay Street (up to the first entrance of King Street) provides an opportunity for sidewalks and the remainder of the street would provide for an expanded paved shoulder. He stated the \$55,000 that is being requested would include detailed topography of the area, a right-of-way survey and development of construction and bid documents.

Matt Sullivan questioned whether the project cost of \$625,000 should be considered a placeholder.

Dave Ford stated that figure is conservative.

Mike Hodder stated all the project forms have been labeled urgent however, this project appears to be “desirable”; noting that “urgent” reflects a project needed to be done in one year.

Jim Pineo stated that upcoming development on Bay Street (NH Boat Museum) is pushing the designation of the project to urgent.

Suzanne Ryan stated the NH Boat Museum has not even raised the funds for the construction of the site.

Following further discussion the Committee requested the following;

- \$55,000 to be designated for 2020
- \$625,000 to be designated for 2021
- Change “Placeholder” to “No” on the project form
- Continue discussion to September 9/19/19

**2020 Public Works Vehicle & Equipment Capital Reserve Fund; \$175,000**

Dave Ford stated such is the ongoing Highway and Solid Waste vehicle and equipment replacement program; noting an increase from \$170,000 to \$175,000 for 2020 with an increase of \$5,000 each year thereafter. He stated the Department is going to a lease-purchase program and reviewed the replacement schedule.

**III. Other Business**

Suzanne Ryan questioned the life expectancy of the Wastewater Treatment Plant.

Dave Ford stated he is proposing a \$25,000 increase (per year) next year to the capital reserve fund in order to build in place for the next fifty years.

Suzanne Ryan questioned the cost to rebuild.

Dave Ford stated it costs \$400,000/year to sustain the facility; noting a determination will need to be made whether the \$400,000 is sufficient to include sewer collection and pump stations.

**It was moved by Mike Hodder and seconded by Paul Whalen to adjourn the September 5, 2019 CIP Committee meeting. All members voted in favor. The motion passed.**

*There being no further business before the Committee, the meeting adjourned at 9:55 am.*

Respectfully submitted,

*Lee Ann Hendrickson*

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