

**Town of Wolfeboro
Capital Improvements Program Committee
September 19, 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, Chuck Sumner, Tim Cronin, Paul Whalen, Suzanne Ryan, Members.

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.

Others Present: Kathy O'Blenes, Business Administrator, Governor Wentworth Regional School District.

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

I. Consideration of Minutes

N/A

II. 2020-2029 Capital Improvements Program Development

SAU 49/Governor Wentworth Regional School District

Mike Hodder asked Ms. O'Blenes if she works for the School District or the School Board.

Kathy O'Blenes replied School District however, the Board has given permission to speak to the CIP Committee.

Mike Hodder asked if the Committee received such in writing.

Kathy O'Blenes replied no.

Mike Hodder requested such.

Matt Sullivan asked if it would be acceptable to receive the written authorization after the fact.

Mike Hodder replied yes. He asked Ms. O'Blenes her title at the School District.

Kathy O'Blenes replied Business Administrator.

Matt Sullivan asked Ms. O'Blenes to review the annual capital needs particularly in the upcoming year and for a ten year period.

Kathy O'Blenes stated each year the School District puts forth a warrant article for \$150,000 to be used for capital projects (since 2007). She stated this past year the District asked for \$200,000; noting such was approved by the District's voters. She stated the increase was due to larger capital needs; noting there are a lot of buildings in the district. She stated a lot of expenses are for the roofs of those buildings. She stated the District has not yet started their budget process however, the intent is to maintain the \$150,000 to \$200,000 level.

Matt Sullivan confirmed the \$150,000 would be a minimal ask from the District with the potential for an increase.

Kathy O'Blenes stated she doesn't foresee the funding request to be in excess of \$200,000. She noted the District also has an annual funding request in the amount of \$60,000 for the turf field however, that is using unreserved fund balance (surplus from the previous year) and not to raise and appropriate.

Suzanne Ryan stated the District, by law, carries its fund balance differently than the Town; noting the fund balance is returned in some fashion whereas the Town's fund balance goes to offset taxes.

Kathy O'Blenes stated the District's fund balance also offsets taxes but, when there is a warrant article that is voted on by the governing body (taxpayers of the District) the fund balance can be moved to the Trustees of the Trust Funds account for the special purpose noted in the warrant article.

Suzanne Ryan confirmed the District does not carry a fund balance.

Kathy Barnard asked if there are any future projects.

Kathy O'Blenes replied no. She stated that only the roofs of the buildings within the District will be addressed.

Robert Loughman asked if the \$60,000 and \$150,000 are capital reserve fund requests.

Kathy O'Blenes replied no and stated the funds are placed in the operating budget each year.

Tim Cronin asked what happens to unexpended funds.

Kathy O'Blenes stated it goes back to the unreserved fund balance. She stated the District has other capital reserve funds however, the District has not been allocating money to those funds.

Suzanne Ryan stated the Trustee of the Trust Funds report shows a Maintenance Fund, Special Education Fund, Debt Retirement Fund and a Turf Field Fund totaling \$724,516 (as of 2018).

Kathy O'Blenes stated funds have only been added to the Turf Field Fund.

Paul O'Brien stated the Town Manager met with the Superintendent and discussed solar.

Kathy O'Blenes confirmed that such was discussed; noting there would be no fiscal impact to the District and is funded by a financial funding source. She stated a solar array field, ground mounted, was approved for Effingham at the Board meeting on 9/16/19. She stated the District purchases solar kilowatt hours from purchase power agreement. She stated that year six the power can be purchased at a depreciated value (amount to be determined); noting the District has chosen Barrington Power.

Paul O'Brien questioned the size.

Kathy O'Blenes replied 127 kilowatt hours/year.

Tim Cronin confirmed that if the District participates in a buyout at the end of the six years that there would be an impact to the taxpayers.

Kathy O'Blenes stated that if after 25 years the SAU hasn't purchased it outright and doesn't choose to extend the contract then the District can say they are done and the power company removes the equipment.

Mike Hodder stated Interlakes School District runs its own district wide CIP and asked if the Governor Wentworth Regional School District has a similar mechanism in place.

Kathy O'Blenes stated the District has a Buildings and Maintenance Committee that is comprised of four Board members and two administrators.

Mike Hodder asked if the District projects out ten years.

Kathy O'Blenes stated the District hadn't been however, at their last meeting it was decided that the program would project out five, ten, fifteen and twenty years.

Mike Hodder asked if the Town's CIP Committee and the SAU share documents. He stated it would be helpful to have population trends of Wolfeboro's students.

Kathy O'Blenes stated currently the population is slightly down.

Mike Hodder asked Ms. O'Blenes to provide the CIP Committee the cost of Wolfeboro's share of the bond payment for the school complex construction and upgrades.

Kathy O'Blenes state it is hard to determine the amount because it is based on student population; noting such fluctuates annually. She stated she could review the debt schedule that outlines what is paid back each year and based on that she could provide a calculation. She noted the formula changes during revaluation.

Matt Sullivan confirmed the following;

- \$200,000 for 2020 and \$150,000 every year thereafter for a period of ten years (making a notation that the figure cannot be changed by the Town's CIP Committee)
- Town's CIP Committee needs to communicate with the School District's Building and Maintenance Committee to access their capital plan and long term asset management plan
- School District to provide enrollment projection to understand the demand and change of Wolfeboro and the District
- Additional information re: Wolfeboro's share of the bond payment for the school complex construction and upgrades project

Robert Loughman questioned the variables that causes change to Wolfeboro's share of the bond payment.

Kathy O'Blenes replied the average daily membership (ADM) and the equalized valuation of the Town; noting such is the regional district formula to assess each town's portion.

The Committee and Ms. O'Blenes discussed donor town taxes.

Mike Hodder asked if the Business Administrator would always be the District's representative.

Kathy O'Blenes replied yes.

Mike Hodder asked if Ms. O'Blenes and her title could be carried as a member of the CIP Committee.

Matt Sullivan stated the Planning Board should consider such; noting he will place such on the Board's agenda.

Parks & Recreation

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

Kurt DeVlyder reviewed the history of efforts made by the Friends of Pop Whalen and distributed a summary budget worksheet outlining 2021 budget items and 2023 budget items. He distributed architectural drawings. He stated the immediate concern is the Town's portion and appropriating such in the 2021 budget; noting such includes basic building maintenance that has been deferred and need to be taken care of now in order to stabilize the facility. He stated the building is deteriorating; noting it will cost more money to remediate the issues if the facility is left in its current state.

Mike Hodder noted discrepancies in the subtotal figures provided by Mr. Drouin at the previous meeting and the figures provided today.

Matt Sullivan stated the prior subtotal was \$1.328 million and today's subtotal is 1.360 and the prior profit and overhead was 78 and today's figure is 81; noting an adjustment took place between the two iterations.

Tim Cronin asked if there is any impact on the interior of the building with the proposed improvements for 2021.

Kurt DeVlyder stated there is no intention of tearing down the building and further reviewed the proposed expansion. He stated improvements to stabilize the building in its existing envelope is proposed for 2021. He stated the Friends of Pop Whalen are expected to raise funds for the expansion project.

Paul O'Brien requested hard real numbers for cost savings projections.

Suzanne Ryan stated the expansion and improvements increases revenue because it broadens the use of the building.

Kurt DeVlyder stated the primary current users are the youth hockey association and curlers; noting the improvements will increase usage. He stated that by insulating the building and installing a dehumidification system the building can be used all four seasons; noting Everett Arena in Concord, NH receives \$4,000/event.

Paul O'Brien requested net operating expenses.

Paul Whalen stated the Town needs to offer an appropriate facility to keep users interested in continued use of the facility.

Tim Cronin asked if air conditioning is proposed.

Kurt DeVlyder replied no.

Suzanne Ryan stated Everett Arena is not air conditioned and noted the vendors had to pay for such.

Mike Hodder stated he feels 2021 is premature; noting cost analysis figures are needed.

Paul O'Brien stated he feels the Town is committed to the improvements but believes a justified business case is required.

Kurt DeVlyder stated the chiller needs R22 refrigerant; noting such is being phased out in January 2020. He stated any leak in the system in excess of fifty pounds (of refrigerant) will require a wholesale replacement of the system. He stated there are 30,000 feet of ¾" pipe in the concrete floor; noting those pipes hold the R22 refrigerant. He noted the contractor who inspected the system stated that the system is likely to fail.

Matt Sullivan stated it has been recognized that the 2021 upgrade is incredibly important and that it's been acknowledged that it's the Town's responsibility to address such. Having said that, he asked if the Friends of Pop Whalen are willing to contribute to the 2021 upgrade to ensure and expedite the project.

Kurt DeVlyder stated he couldn't speak to such.

Suzanne Ryan asked if the Friends of Pop Whalen have their 501C3 status.

Kurt DeVlyder replied no however, the application has been submitted.

Suzanne Ryan asked if the funding campaign has begun.

Kurt DeVlyder replied no. Referencing the Public Safety Building, he stated both are very different projects and feels there is plenty of distinction between the two projects to separate it in the voter's minds.

Robert Loughman stated the Budget Committee is having an issue with projects that are bundled (projects that include needs and wants). He stated the 2021 proposed improvements falls into the needs category.

Christine Collins stated she and the Friends of Pop Whalen is working with the Town Manager and Finance Director to develop a business plan.

Following further discussion the Committee agreed to the following;

- 2021; \$1.068 million (necessary upgrades/improvements)
- 2023; \$2.707 million (expansion project)

Department of Public Works

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

Dave Ford stated money has been appropriated for surveying and design and review of the septic system; noting the septic tank was replaced last year. He stated there are no septic system upgrades proposed.

Paul O'Brien verified the septic system is not a contributor to the water quality issues.

Dave Ford stated the surface of the parking lot remains in question. He stated traffic flow would be one-way (loop) and there would be porous pavement treatment underneath the parking lot. He stated the parking lot would be used as a storage treatment system that will drain into the wetland; noting sediments are filtered out and water/runoff is slowed down which eliminates erosion. He stated infiltration trenches are proposed to address runoff from Forest Road. He stated wind is an issue and erosion of beach sand. He stated an ADA accessible mat to the water is proposed in the area of the current erosion, a portable toilet and outdoor shower area to rinse off.

Paul O'Brien questioned the use of porous pavement in an area with sand and questioned clogging of such.

Dave Ford stated such is a concern; noting the final design of the surface of the parking lot has not been determined.

Suzanne Ryan asked if there would be a gain or a loss of parking spaces.

Dave Ford replied a loss of parking spaces.

Suzanne Ryan asked if the parking spaces would be marked.

Dave Ford replied yes.

Mike Hodder stated the parking lot and beach sand replenishment were identified as problems in the Master Plan; noting the project addresses both.

Suzanne Ryan asked if there is State funding/grants available for the project.

Dave Ford stated the Town may be able to qualify under the 319 Grants however, such is under threat of being cut.

Mike Hodder expressed concern regarding attracting tourists and visitors to Carry Beach and asked the BOS consider making the beach a resident only beach.

Suzanne Ryan asked if the Town would be held accountable to make the other beaches ADA accessible.

Dave Ford stated he does not know.

Following further discussion the Committee agreed to the following;

- \$450,000 for project cost

2020 Dockside Docks; \$400,000

Dave Ford stated the dock expansion is in as a floater depending upon receipt of grants; noting the request for such is from a special interest group. He stated the priority is to fix the existing docks/structures.

Paul O'Brien stated that last year it was stated the Smith River wall was not in good shape and in failure (the wall is bending).

Dave Ford stated he has a detailed report that speaks to its condition; noting the wall is at the end of its useful life; noting the wall is over 150 years old.

Paul O'Brien verified that the repair of such can be included in Phase IV of the project. He confirmed the docks were shored up this past spring and asked if the warning signs are no longer required.

Dave Ford stated the engineer would indicate the signs should still be up.

Tim Cronin questioned the project length to repair the wall and asked if it would block the Smith River from boating.

Dave Ford replied no, the restricted area will be 5' off the wall and stated the length of time for construction will be part of the discussions with the engineer.

Suzanne Ryan asked if the plan includes stormwater runoff.

Dave Ford replied no.

Suzanne Ryan asked why and whether it could be included.

Dave Ford stated the parking lot improvements will address stormwater runoff.

Suzanne Ryan asked if stormwater improvements are included in the cost estimate of the parking lot.

Matt Sullivan replied partially.

Paul O'Brien recommended taking a count as to the number of times the docks are filled.

Robert Loughman stated valet parking should be considered.

III. Other Business

The Committee agreed to schedule two additional meetings; September 25th and September 27th at 8 AM at Abenaki Lodge. The Committee discussed and agreed to include the MED building and Community Center on the spreadsheet.

Matt Sullivan noted the MED building is having a Phase I Environmental Site Assessment done to determine what the existing recognized environmental contaminants are and the potential impact of such on the redevelopment of the site.

Linda Murray stated the annual meeting of the Friends of Libby is this evening.

It was moved by Mike Hodder and seconded by Paul O'Brien to adjourn the September 19, 2019 CIP Committee meeting. All members voted in favor. The motion passed.

There being no further business before the Committee, the meeting adjourned at 9:56 am.

Respectfully submitted,

Lee Ann Hendrickson

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