

**Town of Wolfeboro
Capital Improvements Program Committee**

September 29, 2017

Minutes

Members Present: Kathy Barnard, Chairman, Linda Murray, Board of Selectmen's Representative, Joyce Davis, Mike Hodder and Bob Tougher Members.

Staff Present: Matt Sullivan, Director of Planning and Development, David Owen, Town Manager, Terry Tavares, Administrative Assistant,

Members Absent: Paul O'Brien, Jim Shildneck, Peter Chamberlain, Finance Director

Chairman Kathy Barnard called the meeting to order at the Great Hall at 9:00 am.

Minutes:

September 1, 2017

Page 1: change sprawling to spalling.

Page 2: delete 4th line- He states he sees

Middle of page: Change line to -Bob Tougher questioned the number of gallons we pumped to lagoon from the waste water treatment plans.

Add; to 5th line from bottom between together; however

Page 3: Insert comma (,) after needs on first paragraph 3rd line after needs.

Bob Tougher made a motion to accept the corrections to the September 1st, 2017 minutes. Seconded by Mike Hodder, the members voted all in favor. The motion passed.

September 15, 2017

Bob Tougher made a motion to accept the minutes of September 15, 2017, seconded by Mike Hodder. The members voted all in favor and the motion passed.

September 22, 2017

Page 1: correct spelling of spreadsheet.

Page 2: Insert Funding & Scheduling table from Dave Ford's 9-19-17 memo.

Project Number	Year	Amount	Area	Description	Funding	Comments
1	2018	\$ 150,000	Dockside Building- Public Restrooms	Upgrade and expand restrooms	Cash	Need to eng. Now to build in Spring
2	2016	\$ 40,000	Residential/Commercial Docks	Make emergency repairs per T & B AMP report	Cash	Capital Outlay Request
2	2018	\$ 50,000	Commercial/Residential Docks and Retaining Walls	Engineer and permit repairs as identified in AMP report	Cash	
2	2018	\$ 25,000	Residential/Commercial Docks	Engineer and Permit Dock Expansion	Cash	
2	2019	\$ 420,000	Commercial/Residential Docks and Retaining Walls	Construct repairs	Bond	
3	2019	\$ 250,000	Residential/Commercial Docks	Construct Dock expansion	Bond	
4	2020	\$ 250,000	Dockside Parking Lot	Rebuild parking lot, no amenities	Cash	Capital reserve acct. has \$103,000. Add \$50K/year
	Total	\$1,185,000				

Page 3: Changes

Bay Street Sidewalks – to Design & Engineering 2018 & construction in 2019

Remove Railroad Avenue Extension – it will be combined in the Road Upgrades Articles

Correct Pine/Crescent Streets to Pine Street Water line construction – moved to 2018

Pine/Crescent Streets - add Sidewalk & Streets –

Joyce Davis made a motion to accept the minutes of September 22, 2017, seconded by Linda Murray. The members voted all in favor and the motion passed.

Matt Sullivan stated he has received an updated project memo from David Ford for the Effluent Disposal & Sewer Rehabilitation which needs to be discussed.

Linda Murray asked if the sewer rehabilitation study is for the I & I.

Bob Tougher would like a clarification of the dates of the project.

Linda Murray thought the project would be complete by 2021

David Owen said we could carry it over if needed.

Matt Sullivan asked that the CIP table be reviewed as to when the projects are happening. David Ford had a different total and is now spreading it out to 2021.

Linda Murray asked if this money is going to come out of the capital outlay account. She feels it should come out of the law suit account and not the operating budget.

David Owen said this can be done by a warrant article.

Linda Murray said if he is asking for \$50,000 that it will need to be by a warrant article.

Matt Sullivan reviewed the budget & funding schedule and with a contingency fund, it is smaller budget than they projected. (see attachment).

Matt Sullivan would like to review the CIPC Draft document. He has had a memo from Cindy Scott for the Library and the Public Safety Building. Also he would like to modify the schedule the CIP is going to go to the BOS.

David Owen said the CIP was going to the Planning Board on 10/3 and is scheduled to then go to the BOS on 10/4. This does not give the Planning Board time to make any comments. He would like to have the CIP go to the BOS at the 10/18 meeting. This way the Planning Board can make their approval at their 10/17 meeting.

Kathy Barnard was concerned that the Planning Board would not have time to review everything before it goes to the BOS.

Matt Sullivan would like to have one more CIPC meeting on Thursday 10/5 for a final review. He will have the requested changes done by then.

David Owen, Matt Sullivan, Bob Tougher, Mike Hodder Linda Murray, Joyce Davis & Kathy Barnard will be able to attend.

Matt Sullivan started the review of the draft documents.

The Board reviewed the document for changes. Discussion & comments were made on the addition, removal and correction of information. These changes will be included the final documents and spread sheets.

The Goals, Project Definitions, Process, Financing, 2018 CIP Project Recommendations, Bond Debt Projection Spreadsheet & CIP Requested/Funded History Spreadsheet were discussed.

Linda Murray asked if any corrections or comments to the list are needed to have Matt make the changes. She asked that the Capital Reserve projects be removed from project list. If you are taking money out from an account to use for projects that have no impact on taxes it needs to be listed differently. This money is being moved from an existing account to be used and should be done by warrant article.

Kathy Barnard said the next meeting will be on Thursday, October 5 for a 30 minute review.

With no other business a motion was made to adjourn.

Bob Tougher made a motion to adjourn, seconded by Mike Hodder. All the members votes in favor. The motion passed.

The meeting ended at 10:45 am.

Respectfully submitted,

Terry Tavares

Terry Tavares

Town of Wolfeboro Wastewater Effluent Disposal Upgrades

Funding & Schedule

Description	Costs	2018	2019	2020	2021
RIB Site Upgrades - Design & Permitting	\$ 300,000	\$300,000			
RIB Site - piloting , stabilization & wetlands restoration	\$ 100,000	\$100,000			
Detailed Studies on contaminants/environment	\$ 100,000	\$100,000			
Rib Site Upgrades - Construction	\$ 2,400,000		\$ 1,200,000	\$1,200,000	
RIB Site Upgrades - Construction Eng.	\$ 400,000		\$ 200,000	\$ 200,000	
RIB Supplemental Upgrades	\$ 400,000				\$400,000
TOTALS	\$ 3,700,000	\$500,000	\$ 1,400,000	\$1,400,000	\$400,000

FUNDING

Net Proceeds from Lawsuit (after legal fees)	\$ 5,300,000
March 2015 Authorization	\$ 700,000
March 2017 Authorization	\$ 500,000
Interest earned (approximately)	\$ 100,000
Balance for Eng/Permit/Const Final Plan	\$ 4,200,000

PROPOSED SPENDING

Sewer Rehab (2018 thru 2021)	\$ 300,000
RIB Land Negotiations	
RIB eng, permit and Construct long term solution	\$ 3,700,000
Contingency	\$ 100,000
Balance	\$ 100,000