

**Town of Wolfeboro  
Capital Improvements Program Committee  
October 5, 2017  
Minutes**

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

**Member Absent:** Paul O'Brien, Member.

**Staff Present:** Dave Owen, Town Manager, Matt Sullivan, Director of Planning & Development, Lee Ann Hendrickson, Administrative Secretary.

*Chairman Barnard called the meeting to order at the Great Hall at 9:00 AM.*

**I. Consideration of Minutes**

**September 29, 2017**

**Corrections:**

Page 2, 8<sup>th</sup> paragraph; strike "asked if" & replace with "requested that" and strike "is for the" & replace with "be referred to"

**It was moved by Mike Hodder and seconded by Joyce Davis to approve the September 29, 2017 CIP Committee minutes as amended. Kathy Barnard, Joyce Davis, Linda Murray, Bob Tougher, Mike Hodder voted in favor. Jim Shildneck abstained. The motion passed.**

**II. Draft 2018-2027 Capital Improvements Program Plan Review**

Matt Sullivan distributed hard copies of the draft CIP Plan Review.

The Committee agreed to the following revisions;

- Page 3, 1<sup>st</sup> paragraph; strike "were critical to" & replace with "are responsible for"
- Page 7, 3<sup>rd</sup> paragraph, bullet #3; strike "to brief the Board on its recommendations for endorsement" and replace with "and Budget Committee"
- Page 8, Library Expansion and Renovation, 10<sup>th</sup> line; change "approximate" to "approximately" and strike "million dollars"
- Page 9, Annual Road Maintenance, 9<sup>th</sup> paragraph; strike "excess disbursements" & replace with "an additional distribution of transportation Block grant funds"
- Page 9, Dockside Building Restrooms Expansion/Improvements, 5<sup>th</sup> line; insert "ad hoc" prior to "Public" and add "s" to "Restroom"
- Page 10, Existing/Expanded Dock Engineering, 9<sup>th</sup> line; strike "not"
- Page 10, Existing/Expanded Dock Engineering, 12<sup>th</sup> line; add "ad hoc" prior to "Town"
- Page 10, Pine Street Water Line Replacement, 2<sup>nd</sup> line; change "piper" to "pipes"

- Page 10, Wastewater Treatment Plant Upgrades, 4<sup>th</sup> line; strike “forty” & strike the parentheses around 40
- Page 11, Wastewater Effluent Disposal Updates and Study, 5<sup>th</sup> line; change “, but” to “and”
- Page 11, 2019 “Horizon” Projects, 1<sup>st</sup> paragraph to read as follows; “The following projects have been requested by Department Heads for the 2019 year as part of the 2018-2027 Capital Improvement Program. These projects have not been reviewed by the Capital Improvement Program Committee.”
- Page 12; correct format issue
- Page 12, Bond Debt Service Projection Spreadsheet, 4<sup>th</sup> bullet to read as follows; “Projections assume total interest over the life of the bond to be 30% over the original bonded amount.”
- Page 13, Appendices; center title on page
- Page 15, Appendix A; center title on page

**It was moved by Bob Tougher and seconded by Linda Murray to endorse and recommend the 2018-2027 Capital Improvement Program to the Planning Board for their review and adoption. All members voted in favor. The motion passed.**

The Committee agreed to extend an invitation to the BOS, Budget Committee and EDC for the Planning Board’s public hearing of the 2018-2027 CIP on 10/17/17. The Board agreed to provide the Budget Committee with the project request forms and backup information.

Matt Sullivan stated a meeting would be scheduled in November to review the CIP review process and follow up with regard to the forms.

**It was moved by Mike Hodder and seconded by Bob Tougher to adjourn the October 5, 2017 CIP Committee meeting. All members voted in favor. The motion passed.**

There being no further business before the Committee, the meeting adjourned at 9:40 AM.

Respectfully submitted,

*Lee Ann Hendrickson*

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