

**Town of Wolfeboro  
Capital Improvements Program Committee  
August 17, 2018  
Minutes**

**Members Present:** Kathy Barnard, Chairman, Linda Murray, Board of Selectmen's Representative, Mike Hodder, Planning Board Representative, Robert Loughman, Budget Committee Representative, Jim Shildneck, Joyce Davis, Paul Whalen, Suzanne Ryan, Members.

**Staff Present:** Matt Sullivan, Director of Planning and Development, Becky Merrow, Town Manager, Deb Zabkar, Finance Director, Christine Collins, Parks & Recreation, Dean Rondeau, Mark Livie, Sherri Moore, Police Department, Lee Ann Hendrickson, Administrative Secretary.

*Chairman Barnard called the meeting to order at the Wolfeboro Public Library at 8AM.*

Mike Hodder noted the Bylaws allows for four elected officials and one BOS member representative therefore, Paul O'Brien should not be on the CIP Committee.

Linda Murray stated the BOS typically assigns an alternate in case the designated BOS member cannot attend the meeting. She stated BOS alternates are assigned to all other Boards.

Kathy Barnard noted that any member of the public can attend the meetings.

Mike Hodder stated the issue is Mr. O'Brien's status as a member of the CIP Committee.

Linda Murray asked if Mr. O'Brien could sit in her absence.

Suzanne Ryan asked if the Bylaws could be amended.

Kathy Barnard stated the Planning Board will discuss amending the Bylaws.

Matt Sullivan reviewed the 2019-2028 CIP Memorandum, dated 7/17/18, see attached.

Referencing #10 on page 2 of the memorandum, Suzanne Ryan questioned which facilities have Asset Management Plans.

Matt Sullivan replied Dockside, Town Hall, Wastewater Treatment System and Abenaki.

Referencing #12 on page 2 of the memorandum, Becky Merrow stated the final report on the Wolfeboro Bay Dock expansion is due in early September and the Town Docks Committee would be reconvening following the receipt of such.

Referencing #13 & #14 on page 2 of the memorandum, Linda Murray stated the BOS is looking for outer years to be better developed.

I. **2019-2028 Capital Improvements Program Development**

**Parks & Recreation Department**

**2021 Dehumidification & Insulation; \$574,600**

Christine Collins stated the project has been reduced in scope (removed relocation of offices); noting the proposal includes insulating the building, replacing the roof and installing a dehumidification system. She stated the roof is currently leaking. She noted she is scheduled to visit other local rinks run by municipalities and speak with vendors of those rinks. She stated she has requested an updated quote from the previous vendor.

Suzanne Ryan stated the building was built in 1987 as an outdoor rink; noting it appears it wasn't ideal to adapt the building as an Everett Arena. She asked if the building has been looked at by a professional to determine whether the Town should continue doing what it's doing and questioned the life of the building following the completion of the improvements.

Christine Collins stated Back Bay Youth Hockey Association helped construct what the Town has today and is in the process of becoming a 501C3 in order to raise funds to construct an addition to the building. She stated an Asset Management Plan is needed to know and plan for life expectancy. She noted the Fire Department and Joint Loss Committee walked through the building to note any issues.

Paul Whalen stated the Master Plan Facilities Committee is recommending that Pop Whalen become a year round facility and is seen as a huge draw for the Town. He noted a lot of Town buildings have not been maintained.

Mike Hodder stated he cannot make a decision on the project due to the lack of information; noting the information provided is dated 2012.

Linda Murray stated the BOS is reviewing the Pop Whalen rates; noting the fee structure needs to be reviewed. She stated the project could be identified for 2020 to include a list of information needed.

Becky Merrow stated she shares the concerns of the Committee and questioned the snow load of the roof; noting time consuming investigative work is needed.

The Committee agreed that Ms. Collins would return to the Committee with updated information.

**Police Department**

**2018 Dispatch Console; \$304,000**

Dean Rondeau stated the dispatch console serves as the hub of communications and the emergency notification system off hours. He stated on average the Department receives 50,000-80,000 calls for service and 12,000 visitors on a monthly basis; noting such are all maintained in logs and controlled by the console. He stated the life expectancy of the current console is 2022; noting the previous console operated for 30 years and failed in the middle of a fire. He recommended putting money aside each year for the project; noting the console is a critical part of the Town's infrastructure.

In the case of failure, Linda Murray questioned whether the new system could be installed in the current facility and be moved.

Dean Rondeau replied yes.

Suzanne Ryan asked how long it would take to replace the system.

Dean Rondeau stated he is unsure; noting it took one year to replace the system when it failed previously.

Paul Whalen noted redundancy with Carroll County Sheriff's Department.

Mark Livie stated the current system is an XP; noting there are no available parts for the system. He stated the last upgrade to the system was done last year.

Becky Merrow noted the ability to bring in a mobile unit if needed from Grafton County.

Dean Rondeau confirmed there is a mobile dispatch command post that could be deployed in an emergency through Grafton or Carroll County. He noted that just because there is a redundant system the Town does not own the system therefore, if another crisis occurs the mobile system may be used for that other emergency.

Jim Shildneck asked how long it would take for the new system to get online.

Mark Livie replied two months maximum. He stated 2-Way Communications provided a quote of \$304,000 not including 3%/year for inflation; noting such would be broken down to four years and includes the cost of labor (\$100,000).

Mike Hodder expressed concern at the estimate of the remaining useful life of the system and asked if they are confident the system would last an additional five years.

Mark Livie stated he received the five year estimate from 2-Way Communications last year when the final update of the system was done.

Mike Hodder questioned the cost and difficulty to connect central dispatch to the Fire Department if the Police and Fire Departments are separated.

Dean Rondeau stated central dispatch will always do dispatch for the Town and the system can be put anywhere. He noted the cost to connect the system is \$100,000.

Linda Murray recommended establishing a capital reserve account for \$150,000 and recommended the language of such be flexible to include future projects in addition to the current project proposed.

Mike Hodder stated the cost for the potential relocation of the system should be included.

Robert Loughman questioned other replaceable items for the Police Department.

Dean Rondeau replied dispatch console, fleet of cruisers (four are needed in 2019) and tasers. Mark Livie noted the total cost for 15 tasers is \$33,000.

Paul Whalen questioned whether the Fire Department should be sharing the cost of the console.

Dean Rondeau replied no, the Police Department; noting the components of the Department include Communications, Animal Control and Police Department. He stated the Fire Department follows the Police Department's policies and procedures and the Police Department owns communications.

The Committee agreed to the following;

- Develop a Capital Reserve Account for Police Department equipment and technology
- Police Department to develop a CIP for department related projects

## **II. Other Business**

- Next CIP Committee meeting scheduled for August 23, 2018, 8 AM at the Wolfeboro Public Library

*There being no further business before the Committee, the meeting adjourned at 9:30 a.m.*

Respectfully submitted,  
*Lee Ann Hendrickson*  
Lee Ann Hendrickson

## **2019-2028 CIP MEMORANDUM**

**Date:** July 17<sup>th</sup>, 2018  
**To:** Becky Merrow, Town Manager  
Town Department Heads  
Planning Board  
**From:** Matt Sullivan, Director of Planning and Development

Please let this memorandum serve as the start of this year's CIP update. Attached to this form you will find two documents, a revised CIP Form (both PDF and Excel versions), and a "findings" memo that I have drafted that documents some "lessons learned" and issues raised by the CIP Committee following last year's process.

Of critical importance are the following modifications to the process and documents:

- Department Heads will have more staff support from the Planning and Development Department for form revisions to ensure that Departments complete and use forms in a consistent manner. This will also ensure that forms can easily be amended without adding work to Department Heads.
- All project forms and subsequent revisions will be reviewed by the Town Manager and endorsed via signature.

- As part of the Town Manager Review process, opportunities for integration and consolidation of projects where appropriate/possible, will be done.
- Per meeting “load” will be minimized for CIPC meetings to ensure that Departments and projects are given adequate consideration by the Committee.
- The following form revisions have been made that address specific concerns of the CIP Committee following the 2018-2027 process.
  - Asset Management Planning Consideration
  - Simplification of Project Ranking
  - Operations and Maintenance Costs
  - Master Plan Linkage
  - Energy Considerations
  - Increased Funding Source Information to allow for reflection of multiple funding sources
  - Increased options for Project Rationale
  - Vehicle-Specific Project Information

The Board of Selectmen, acting at their June 14, 2018 meeting, adopted the following guidelines as part of this year’s Capital Improvement Program Process.

1. To have all departments spread their projects over 10 years, and where asset management plans are available, to base project requests on them.
2. New capital project submissions should, whenever possible, be programmed into the ‘out’ years of the CIP.
3. To continue to try to phase large projects into smaller, more digestible pieces and give consideration of natural division points in a project and cost differences between a phased and un-phased projects.
4. To encourage the use of capital reserve accounts as a method to spread the cost of a project over a number of years.
5. To look at developing smaller projects into yearly appropriations instead of every other year, e.g. sidewalk projects.
6. To propose no more than one major building project per year.
7. To plan departmental projects based on the assumption that the Public Safety Building project is scheduled in 2022.
8. To maintain focus on achieving and keeping ADA compliance at all Town facilities.
9. To maintain funding for Town road infrastructure upgrades.
10. To focus on building maintenance and repairs of Town facilities based on asset management plans whenever possible.
11. To base the Wolfboro Bay Dock repairs and upgrades on the Tighe & Bond asset management plan.
12. To base Wolfboro Bay Dock expansion on the Town Docks Committee’s expansion design.
13. To consider the future re-use of the electric generation building on Lehner Street.
14. To evaluate the need for a new community center.

With this in mind, I would ask that each of you review your potential 2019-2028 submittals and determine:

- If circumstances have changed that would result in the elimination of a current CIP project.
- If circumstances have changed that would result in moving forward or back a current CIP project within the new 10-year plan cycle.
- If new technical support data exists (detail engineering, specifications, etc.) that should be submitted to support the project.

Please provide your recommendations for specific capital projects to be undertaken over the next 10 years, and cost estimates where possible. For the purpose of this CIP, "capital projects" have been defined as those projects outside normal operations and maintenance, and having the following characteristics:

- Projects or improvements that are typically non-recurring in nature;
- Projects or improvements that have a useful life of at least five years;
- Projects or improvements that cost \$100,000 or more.

Capital Improvements meeting the above criteria can be generally categorized as follows:

- Construction and reconstruction of public infrastructure such as road, sewer, water, stormwater and electric systems;
- The purchase, lease, construction, rehabilitation, and/or replacement of public buildings and facilities;
- The purchase or lease (including replacement of heavy equipment such as fire trucks, dump trucks, loaders, etc.);
- The acquisition or lease of land.

Finally, in order to be included in the CIP all items must meet the following standards:

- Sewer, water, stormwater, electric and road systems should be included in a current asset inventory or Asset Management Plan.
- All projects shall be submitted in detail and not generalized concepts such as road reconstruction or sidewalk repair.
- Placeholder projects may be submitted, but should include a preliminary cost estimate.
- All elements of a project should be included as part of a single project, i.e. sewer, water, electric, and road to increase efficiency and lower costs.
- Only projects recommended by the Department Head and endorsed by the Town Manager shall be included in the CIP.

If the project is eligible for any Federal or State grants, matching funds, or loans, please indicate this on the form. One summary sheet should be completed per project, with separate sheets added for explanation where necessary.

Please note that the CIP is an advisory document only; the inclusion of any particular project on your list or its listing in the CIP does not commit the Town to that expenditure.

**Please submit project information on the project forms by August 10<sup>th</sup>, 2018 to the Planning and Development Office.**

**I am available to assist with form completion and any other questions you have regarding this year's process.**

I look forward to working with you to plan Wolfeboro's future capital projects.