

**Town of Wolfeboro  
Capital Improvements Program Committee  
August 13, 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, Troy Neff, Finance Director, Alana Albee, Libby Museum, Lee Ann Hendrickson, Administrative Secretary.

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

**I. Consideration of Minutes**

**August 9, 2019**

**Corrections:** Page 1, Police Department, 1<sup>st</sup> paragraph; change "until 2020" to "until 2022"  
Page 2, 5<sup>th</sup> paragraph; add "replied yes and" following "Dean Rondeau"  
Page 3, 7<sup>th</sup> paragraph; change "O'Brien" to "Whelan"  
Page 3, 10<sup>th</sup> paragraph; add "for capital intensive equipment" at the end of the sentence.  
Page 4, 4<sup>th</sup> paragraph; add "debt schedule"

**It was moved by Mike Hodder and seconded by Chuck Sumner to approve the August 9, 2019 Capital Improvements Program Committee minutes as amended. All members voted in favor. The motion passed.**

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

**Libby Museum**

**2020 Libby Museum Restoration; \$2,408,484**

Alana Albee stated a warrant article for a feasibility study was approved in 2019 and on 6/1/19 Alba Architects were contracted to perform that study and submit a grant application to LCHIP (submitted on 6/28/19 – request for \$350,000). She stated she has continued to seek other grants, with the approval of the BOS, which total \$1.32 million and have received pledges in the amount of \$350,000 (37 individual commitments); noting it is only the 7<sup>th</sup> week of the process. She expressed concern regarding movement in the floor; noting such has been reviewed engineers and is currently being addressed. She stated the movement in the walls were previously monitored (2013 & 2014); noting there has been a pattern of deferred maintenance of the building for many years (the Museum has been under the Town auspices since 1956). She stated the Museum currently has over 1,000 collection items; noting since she has begun working at the Museum an electronic inventory of the items have been completed and the broken glass (exhibits) have been replaced with shatter proof glass.

Kathy Barnard there has been some work done on the building; noting Dave Ford contracted such to be done.

Jim Pineo stated tie rods were previously installed however, it appears that the tie rods are no longer providing support.

Paul O'Brien stated \$300,000 has been spent since 2010 and referenced a previous study done by Bergeron Technical Services.

Robert Loughman asked if the soil is the issue.

Phil Bennett, Alba Architects, stated there is a lack of depth in the footings for the structure and noted the site is relatively wet however, the latter is not the sole issue. He stated the moisture levels are also having an effect on the structure and noted the movement of the structure since 2014 needs to be verified. He noted the infill between the columns do not expand to the roof therefore, the stress of the roof is transferred to the foundation through 8"x8" columns. He stated they are in the process of a structural review; noting the capacity of the columns and the tie beams at the top need to be determined.

Paul O'Brien asked if the capital number will increase.

Phil Bennett replied no. He stated the first phase of the project included the assessment report; noting such was done to satisfy LCHIP requirements. He stated LCHIP requires different information as part of their assessment report than the Town requires.

Paul O'Brien questioned whether the amount is enough.

Phil Bennett stated he could not respond in a definitive manner without further review.

Suzanne Ryan questioned whether the proposal would include gutting the building down to the studs?

Phil Bennett replied yes and noted a final cost would be known prior to going out to bid.

Suzanne Ryan confirmed that all substructures have been reviewed.

Phil Bennett stated foundation, soils, footings, etc. have been reviewed.

Suzanne Ryan asked if there are sills that the upright sits on.

Phil Bennett replied yes, noting there is an overhang cap.

Suzanne Ryan stated the building was built as a seasonal building and therefore the building would not be able to be retrofitted.

Paul O'Brien questions whether the investment is enough; noting more discovery is needed.

Robert Loughman asked if the Town is faced with imminent failure of the building.

Mike Hodder replied yes and questioned whether the building is safe for occupancy.

Jim Pineo stated there are concerns and a decision will have to be made as to whether the Museum will open next year.

Mike Hodder noted the report states possible structure failure and stated he does not want citizens in the building.

Phil Bennett stated the roof is not experiencing a loading issue and it is highly unlikely the building will fail this summer.

Mike Hodder referenced "highly unlikely" and stated he doesn't feel the Museum is safe and as a Town official he is worried about potential liability.

Tim Cronin asked if the building would be jacked up or the foundation patched.

Phil Bennett stated the area underneath would be excavated.

Alana Albee stated she requested the engineers to review the load and capacity limits. With regard to the wall movement, she stated she contacted the previous vendor to review whether the walls have moved since 2014. She stated there are no additional events scheduled inside the building for the remainder of the year. She noted the primary concerns are the floor and roof structures; noting that the roof doesn't meet current code. She stated a metal roof was installed which did help with the performance and feels confident the roof will not fail. She stated the Town received a grant this year to map all wildflowers and trees; noting four trees have been identified to be removed.

Tim Cronin asked if the crawl space is a dirt floor.

Alana Albee replied yes.

Tim Cronin noted such is a source of moisture.

Phil Bennett stated either the walls would be sealed, heavy duty vinyl layers would be installed or a concrete slab would be proposed. He stated the existing ventilation system is drawing air in through the crawl space and into the building. He noted the existing floor would be sealed.

Paul O'Brien questioned whether the artifacts would be stored in a museum storage facility when relocated.

Alana Albee stated she needs to further explore such; noting those items that cannot come out of the Museum will have to be internally crated. She stated she has looked at a barn located within two miles of the Museum that is temperature controlled; noting the rent for such has not been budgeted. She stated she has contacted Carroll County Glass and looked into onsite containers to be stored in the parking lot. She noted museum quality packing materials are needed.

Suzanne Ryan stated she is nervous about the low estimate and asked if there is a sense if the public is supportive of the project. She stated she would like to see the figure increase however, the increase needs to be justified.

Kathy Barnard expressed concern for the amount of 2020 capital projects.

Jim Pineo stated a warrant article was approved 2018 to conduct a feasibility study that is currently being done. He stated in December 2018/January 2019 the Town released the previous architect because they were not meeting the threshold. The Town put out a RFP and two firms submitted proposals, of which Alba Architects were awarded the bid. He stated there is an opportunity for funding mechanisms to offset the costs and that is why the project is moving forward.

Kathy Barnard expressed concern for existing issues, the proposed addition and conversion to a year round building to maintain the artifacts. She asked if the contribution from the Biber Foundation is only available if the Town constructs the addition to the building.

Alana Albee replied yes.

Kathy Barnard asked if the 2/3<sup>rd</sup> contribution from the Biber Foundation is for the whole project.

Alana Albee stated such is still being worked out. She stated the Foundation offered 200 North American mammals that require year round maintenance.

Kathy Barnard stated the figure provided from the Foundation does not equal 2/3<sup>rd</sup>.

Alana Albee stated the LCHIP application needed a definitive cost; noting the Foundation agreed to the amount that was included in the application.

Mike Hodder stated that due to the number of outstanding items and insufficient data he could not support the project.

Robert Loughman agreed with Mr. Hodder.

Suzanne Ryan asked if the commitments would go away if the warrant article was not put forth in 2020.

Alana Albee replied yes.

Kathy Barnard asked when LCHIP would make its decision.

Alana Albee replied November; noting that if approved, LCHIP will park the money for up to three years.

Suzanne Ryan asked how to move the project forward due to the risk of losing funding.

Paul O'Brien asked if there will be a need for parking facilities if the project is successful.

Kathy Barnard replied yes.

Paul O'Brien asked if the parking facilities should be or will be included in the project.

Alana Albee stated parking arrangements should be considered.

Kathy Barnard asked if the project could be phased or moved out one year.

Jim Pineo stated the agreement with the Biber Foundation includes milestones that need to be met. He read #7 of the contract.

Paul O'Brien stated based on #7 of the contract the parking should be included.

Phil Bennett asked when the CIP process ends.

Matt Sullivan replied October 1<sup>st</sup>.

Phil Bennett stated he is unsure if there will be a realistic competitive number for the cost of the project by October 1<sup>st</sup>.

Suzanne Ryan stated the parking could be phased for another year.

Alana Albee stated trailer parking changed this year without consultation with the Museum; noting trailer parking is now allowed for up to seven days. She stated such has become problematic.

Mike Hodder stated the placeholder could be \$2.5 million pending receipt of a cost analysis.

Kathy Barnard recommended speaking with Matt Sullivan regarding the number of parking spaces that will be required; noting such will be an issue and will need to be addressed.

Suzanne Ryan stated the parking issue is a policy issue in addition to a planning issue.

Mike Hodder stated the underlying safety of the building is an issue and noted the CIP Committee would have benefited from receipt of the agreement with the Biber Foundation.

Troy Neff asked if the \$1.32 million of pledges and grants includes the \$350,000 from LCHIP.

Alana Albee replied yes.

Troy Neff stated \$800,000 remains outstanding; noting such needs to enter into the equation and whether it is a bonding issue.

Paul O'Brien asked if the receipt of the additional mammals would occur prior to or after construction.

Alana Albee replied after construction assuming construction is completed within the next five years.

Paul O'Brien recommended further review of storage costs.

Tim Cronin questioned whether the artifacts would be insured.

Mike Hodder asked if there are additional costs required by the National Register of Historic Places.

Alana Albee replied no, only to the extent that if the LCHIP grant is received that the construction be monitored very closely. She stated the National Register of Historic Places would only have an issue with regard to the demolition of the building.

**It was moved by Suzanne Ryan and seconded by Chuck Sumner to hold the construction cost for the Libby Museum Restoration project at \$2.5 million until October 1, 2019. Kathy Barnard, Mike Hodder, Suzanne Ryan, Robert Loughman, Tim Cronin, Chuck Sumner, Paul Whelan voted in favor. Paul O'Brien abstained. The motion passed.**

Matt Sullivan noted the Libby Museum would be placed on the last meeting agenda to revisit the funding of the project.

Tim Cronin asked if the Museum has admission fees.

Alana Albee reviewed the admission costs and operating budget. She stated there are no available funds to produce a business plan however, recommended such be done.

Paul O'Brien stated both capital costs and operating costs need to be known; noting he is not comfortable with the capital costs at this time.

Robert Loughman stated the Budget Committee will want to know operating costs.

Linda Murray thanked Alana Albee for all her work; noting she supports the project. She noted the Town has \$1.2 million of repairs to be done to the Museum regardless if the expansion project occurs. She stated those repairs need to be addressed. She stated the BOS review warrant articles in November therefore, the amount of the warrant article can continue to be refined until the bond hearing. She stated the CIP Committee can recommend the project.

Suzanne Ryan stated the number can be changed at the Deliberative Session.

III. **Other Business**

Matt Sullivan provided information relative to the CIP process to the Committee.

Suzanne Ryan asked if RSA 674:7 was included.

Matt Sullivan replied no.

**It was moved by Paul O'Brien and seconded by Robert Loughman to adjourn the August 13, 2019 CIP Committee meeting. All members voted in favor. The motion passed.**

*There being no further business before the Committee, the meeting adjourned at 9:14 am.*

Respectfully submitted,

*Lee Ann Hendrickson*

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