

**Town of Wolfeboro  
Capital Improvements Program Committee  
April 18, 2024  
DRAFT MINUTES**

**Members Present:** Kathy Barnard, Chairman, Linda Murray, Board of Selectmen’s Representative, Robert Loughman, Budget Committee Representative, Suzanne Ryan, Tim Cronin, Members.

**Members Absent:** Brian Deshaies, Board of Selectmen’s Alternate Representative, James Pittman, SAU 49 Representative, Paul Whalen, Chuck Sumner, Members.

**Staff Present:** Jim Pineo, Town Manager, Kathy Carpentier, Finance Director, Lee Ann Hendrickson, Administrative Assistant.

**I. Call to Order**

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

**II. CIP Member Appointments**

Kathy Barnard stated the Planning Board has appointed the members of the CIP Committee.

Linda Murray stated the BOS have appointed her as the BOS Representative to the CIP Committee and Brian Deshaies as the Alternate BOS Representative to the Committee.

**III. CIP Process Review**

Tavis Austin reviewed the revised project form (mirroring the Town of Londonderry’s form). He stated the Department Heads will sign and submit the form electronically to the Town Manager for review.

Linda Murray confirmed the Town Manager’s signature will appear on the form following the recommendation of the CIP Committee.

Tavis Austin stated the form does not reflect an update to a previously recommended project.

Linda Murray questioned whether such should be included on the form.

The Committee agreed to the following;

- Include/add footer to address version control
- Page 2, Criteria; remove/delete “/increased tax base”
- For any future revisions to previously recommended projects the form will include a revision version number and amendment date (i.e.: MED 4A, 1, 2, etc.)
- Include Note section
- Spreadsheet will denote the final recommendations of the Committee and include previous year totals with current year totals for comparison purposes

**IV. Approval of Minutes**  
**November 16, 2023**

**It was moved by Bob Loughman to approve the November 16, 2023 CIP Committee minutes as submitted. Suzanne Ryan seconded the motion. All members voted in favor. The motion passed (5-0-0).**

**V. Other Business**  
**Authorized and Unissued Debt**  
The Committee reviewed such.

Jim Pineo noted the Water Main Upgrades and the Water Treatment Plant and Systems Upgrade has been included in the recent rate increase.

Linda Murray requested additional information on forgiveness loans.

Kathy Carpentier stated that with the exception of the Sewer Fund, the Electric, Pop Whalen, and Water Funds pay for their associated debt.

**VI. Public Comment**  
None.

**VII. Adjournment**

**It was moved by Bob Loughman to adjourn the April 18, 2024 CIP Committee meeting. Tim Cronin seconded the motion. All members voted in favor. The motion passed (5-0-0).**

*There being no further business before the Committee, the meeting adjourned at 10:04 am.*

Respectfully submitted,  
*Lee Ann Hendrickson*  
Lee Ann Hendrickson