

**Town of Wolfeboro  
Capital Improvements Program Committee  
September 14, 2023  
DRAFT MINUTES**

**Members Present:** Kathy Barnard, Chairman, Brian Deshaies, Board of Selectmen's (Alternate) Representative, Robert Loughman, Budget Committee Representative, James Pittman, SAU 49 Representative, Chuck Sumner, Tim Cronin, Suzanne Ryan, Members.

**Members Absent:** Linda Murray, Board of Selectmen's Representative, Paul Whalen, Member.

**Staff Present:** Tavis Austin, Director of Planning and Development, Jim Pineo, Town Manager, Kathy Carpentier, Finance Director.

**I. Call to Order**

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

**II. Approval of Minutes**

**September 7, 2023**

**It was moved by Bob Loughman to approve the September 7, 2023 Capital Improvements Program Committee minutes as submitted. Chuck Sumner seconded the motion. Bob Loughman, Chuck Sumner, Tim Cronin, Kathy Barnard voted in favor. Brian Deshaies abstained. Suzanne Ryan opposed. The motion passed (4-1-1).**

**III. CIP Narrative and Spreadsheet**

The Committee reviewed their project assignments (assigned at the CIP September 7 meeting) as follows.

Bob Loughman stated there were no issues with the MED ME-3 Bucket Truck replacement and Public Works/Highway Department Tree Removal projects. Referencing the Public Works/Highway Department Sidewalk Improvements project he stated the project should reflect that it is funded through the capital reserve account.

Tim Cronin reviewed typographic errors in the narrative relative to his project assignments (Town Road Upgrades, Port Wedeln and Oak and River Streets Water and Street Rebuild) and noted the vote for the Oak and River Streets Water and Street Rebuild should be 4-0-2. He stated he forwarded his changes to Tavis Austin.

Brian Deshaies confirmed the Committee did not receive Linda Murray's recommended changes and reviewed such.

Jim Pineo recommended the articles for the Oak and River Street water and street rebuild projects be combined.

Chuck Sumner reviewed typographical errors in the narrative relative to the projects he reviewed (Library Landscaping and Solar projects and Public Works Vehicle Replacement (HD-7). He noted a discrepancy in the latter in the total number to be funded; noting the narrative should reflect \$380,000.

Brian Deshaies reviewed notes relative to such and recommended both spreadsheets be included as an appendage.

Bob Loughman discussed the inclusion of capital reserve accounts and how such should be reflected on the spreadsheet.

Kathy Barnard stated the narrative for the Abenaki Groomer states the project is funded by \$130,000 from taxes and \$90,000 from capital reserves. Referencing the Community Center, she expressed concern regarding the placeholder amount for 2026 and feels it should be moved further into the future.

Brian Deshaies reviewed Linda Murray's comments regarding such.

Jim Pineo stated the project is listed under General Fund cash and noted the work being done now is being done through the balance of capital reserve funding and a proportional share to the MED because both buildings at the location are being evaluated. He stated the funding source for 2024 is current revenue taxes (100%). He stated there is a balance of \$89,000 in the capital reserve account. He stated it will be the decision of the BOS as to whether half would be funded by the capital reserve account. He noted the project is marked as desirable.

**It was moved by Bob Loughman to move the Community Center project (\$4,000,000) to 2027. Suzanne Ryan seconded the motion. All members voted in favor. The motion passed (6-0-0).**

Referencing the Seasonal Water Lines project, Kathy Barnard confirmed the name of the street should be changed to Museum Shores Road. She stated the project form reflects the cost of the project as \$100,000 however, the spreadsheet reflects \$150,000.

Jim Pineo confirmed the cost of the project is \$150,000.

Kathy Barnard questioned whether the narrative should reflect that the project was brought to the Town's attention in 2021 by a NHDES survey.

Kathy Carpentier stated the word grants needs to be removed.

Suzanne Ryan stated the figures provided correspond to the narrative (Water Treatment Plant Upgrades, Highland Terrace and, Sewer Pump Stations).

Tavis Austin stated he received Paul Whalen's comments for his project assignments today and reviewed such (Sewer Lines/Infiltration Reduction/Upgrades, South Main Sewer Engineering, and Libby Museum Renovations).

Jim Pineo stated the \$1.5 million project and the \$200,000 project is the same project (South Main Sewer project). He stated the South Main Water I&I project should be combined as a \$4.2 million

project (\$1.5 million sewer infiltration, \$200,000 wastewater engineering, and \$4 million South Main wastewater).

Tavis Austin confirmed the project would change to a 2025 project for \$5.2 million.

Jim Pineo stated 2024 should reflect \$200,000 for engineering so that the Town can score better on State Revolving Funds. He stated the language for the projects can be merged.

Brian Deshaies reviewed Linda Murray's comments.

Jim Pineo questioned whether there should be another funding line that says sewer fund interfund transfer or something similar.

Suzanne Ryan questioned the status of the ambulance project and whether such should be noted as a 2025 project.

Jim Pineo stated the ambulance is an expansion of an existing service and is not identified yet as a project. He stated the voters will get the choice to take on ambulance services through the Fire Department or through contracted services in March.

Tim Cronin questioned whether there have been discussions with Huggins Hospital.

Jim Pineo stated Huggins Hospital has no intent to contract ambulance services.

Kathy Barnard asked that the South Main Street project be renamed to South Main Street – Route 28 project.

Jim Pineo recommended adding NHDOT to the title as well.

Brian Deshaies reviewed Linda Murray's comments to pages 3, 7, and 8 of the CIP narrative.

#### **IV. Redefining Priorities on Project Submittal Form**

Kathy Barnard stated Suzanne Ryan provided the CIP ranking definitions.

Jim Pineo recommended the Committee meet following the close of this year's process to evaluate the current process.

#### **V. Public Comment**

None.

*Next meeting scheduled for 9/21/23 at 9:00 AM at the Great Hall, Wolfeboro Town Hall. Agenda to include CIP Narrative and spreadsheet and 2024-2033 CIP Adoption.*

**It was moved by Bob Loughman to adjourn the September 14, 2023 CIP Committee meeting. Chuck Sumner seconded the motion. All members voted in favor. The motion passed (6-0-0).**

*There being no further business before the Committee, the meeting adjourned at 10:05 am.*

Respectfully submitted,  
*Lee Ann Hendrickson*  
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