

WOLFEBORO BUDGET COMMITTEE
Budget Review Meeting
December 13, 2010
Minutes

Members Present: John MacDonald, Chairman, Dave Senecal, Selectmen's Representative, Robert Moholland, Brian Black, Jim Eisenhower, Allan Bailey, Frank Giebutowski, Bob Tougher, Members.

Members Absent: Scott Smith, Vice-Chairman (excused), Harold Parker, Member.

Staff Present: Rob Houseman, Acting Town Manager, Pete Chamberlain, Finance Director, Lee Ann Keathley, Secretary.

Staff Absent: Dave Owen, Town Manager.

Chairman MacDonald called the meeting to order at 6:11 PM at the Wolfeboro Inn Ballroom.

REVISIT LIST

- **Executive, 41301.117; Part Time Positions**

Zach Tartar stated the Board of Directors for the Wolfeboro Area Chamber of Commerce met and reviewed the request by the Committee and decided they are unable to take on the responsibility of employing additional staff at this time. He stated their funding cycle is October 1st to September 30th and the Board expressed concern that if the Town's budget was not voted in, it would then be the Chamber of Commerce's responsibility to make up the funding and they are unable to do such given that funds have not been allocated for such.

WARRANT ARTICLES

Article A; Renovation of Brewster Memorial Hall

John MacDonald read Article A; noting such was recommended by the BOS.

Rob Houseman reviewed the floor plans and presentation regarding such, see attached.

Josephine Amatucci stated Carpenter School has a special right to park at the Town Hall because they have been doing so for twenty years therefore, she requested the Town get in writing that the school will give up their legal right to park in the Town Hall parking lot.

Rob Houseman stated adverse domain does not apply to government land. He stated the superintendent of the school district has agreed to seek alternative parking. He stated the main objective of the parking lot at Town Hall is to serve the public need.

Bob Moholland questioned the issue of children being dropped off in the parking lot.

Rob Houseman stated the Safe Routes to School program is laying out a drop off zone. He stated the goal is to ensure a safe drop off zone if it is to be part of the parking area.

Bob Moholland questioned the length of construction and the amount to temporarily house the employees.

Rob Houseman replied less than one year. Referencing the latter, he stated he does not have a figure yet however, is working diligently to provide such.

Bob Tougher verified the auditorium work will be put on hold.

Rob Houseman stated the Friends of Wolfeboro Town Hall will pay for improvements to the auditorium.

Josephine Amatucci stated that when the warrant article was read at the Selectmen's meeting, it was said that the article is \$4+ million and a moving target. She stated they don't really know what the price is going to be.

Rob Houseman stated \$4 million is noted in the article and unless the figure is amended at Town Meeting the figure of \$4 million will be presented to the voters. He stated the Town has received two estimates from construction managers; noting both estimates are less than \$4 million. He stated the goal is to have a guaranteed maximum price for the Deliberative Session.

Brian Black questioned whether the parking includes the anticipation of future employees.

Rob Houseman replied no.

Joyce Davis, Chairman, Friends of Wolfeboro Town Hall, stated she is in favor of the warrant article. She stated the Friends of Wolfeboro Town Hall plan to raise the funds for renovation of the auditorium. She stated she believes there are a strong number of people who want this to happen and strongly endorse the project.

Jim Eisenhower questioned the total cost of improvements to the auditorium and the current fund balance.

Joyce Davis stated she is unaware; noting a fund balance of \$5,000. She stated fundraising for the improvements to the auditorium have not begun.

Jim Eisenhower questioned what the warrant figure includes for auditorium improvements.

Rob Houseman replied base plumbing, heating and HVAC for the building.

Suzanne Ryan questioned whether public input would be allowed prior to the Committee's vote on the article.

John MacDonald replied no.

Referencing the second & third floor, Suzanne Ryan stated the taxpayers are paying for their fair share of electric, heating, cooling and the elevator therefore; she believes there is no need to renovate the second floor and construct the third floor. She stated the existing space in the building can be enhanced.

Judy Breuninger stated the past history of the Town Hall should not be dwelled upon. She stated if the voters approve this then grant funding can be sought. She stated she is in favor of the project.

Bob Moholland expressed concern regarding the amount of money for the project and future tax rate increases.

Betsy Booth stated the Town Hall is a landmark and that it is time to do something.

Josephine Amatucci agreed with Mr. Moholland's statement. She stated the Town doesn't have leadership. She stated economic development means to move forward and bring jobs to the Town however; the Town Hall is a stagnant building that will have problems forever.

Brian Black questioned whether grants have been sought.

Rob Houseman stated the Town Manager filed a grant for a backup generator.

Frank Giebutowski questioned the difference in operating costs from existing to proposed.

Rob Houseman stated such would be available in 6 weeks and noted the building is currently heated by electric and the windows are 110+ years old.

Jim Eisenhower questioned whether it is possible to make the building energy star efficient.

Rob Houseman stated the cost for LEED Certification doesn't provide merit; noting a higher level of efficiency can be achieved.

Referencing grants, Joyce Davis stated the Friends of Wolfeboro Town Hall are working with the NH Preservation Alliance to seek grants relative to historic buildings.

Bill Swaffield stated what is stagnant is ourselves for not moving forward with the project; noting the time is now for this prominent landmark in Wolfeboro.

Suzanne Ryan questioned whether the brick pointing is proposed to be scaled back.

Rob Houseman replied yes.

Roger Murray stated he is in favor of the article; noting he served as co-chairman of the Downtown Committee for the Master Plan. He stated the Town Hall is a social, civic and cultural center of the Town. He stated the Town Hall employees deserve a modern efficient work space.

Josephine Amatucci stated the Life Safety Codes are being addressed now because ADA has forced the Town to deal with the issues. She questioned when her warrant article would be addressed.

John MacDonald stated the Committee is not voting on Warrant Article A this evening. He stated the Committee has not received Ms. Amatucci's petition warrant article and such needs to be reviewed by the BOS first.

Article C; Pleasant Valley Road Electrical Conversion Project

John MacDonald read Article C; noting such was recommended by the BOS.

Rob Houseman stated there is no rate impact associated with the warrant article; noting such reflects the final improvements of the upgrade project.

Article E; Upgrade Parking Lots to ADA Standards

John MacDonald read Article E; noting such was recommended by the BOS.

Dave Ford stated the warrant article is associated with ADA compliance as part of the complaint filed against the Town; noting the improvements are mandated under the agreement between the Town and the US Department of Justice. He stated the article only addresses areas the Town is being cited on.

Article F; Municipal Buildings Maintenance Upgrades

John MacDonald read Article F; noting such was recommended by the BOS.

Dave Ford stated that per the Bergeron report, the warrant article reflects the cost to address code issues and deficiencies. He stated more than likely it will become an annual warrant article to address maintenance issues.

Rob Houseman stated the CIP Committee recommended the establishment of an annual fund to invest in for annual maintenance of Town owned buildings.

Bob Tougher stated the CIP Committee supports the warrant article; noting the school district does the same and has been successful with such.

Article G; Upgrade Town Roads

John MacDonald read Article G; noting such was recommended by the BOS.

Dave Ford stated the Town has over 60 miles of road and many are in poor condition. He stated the figure was increased in 2010 from \$400,000 to \$550,000; noting 5 miles of road has been completed and expects to complete 7.3 miles of road in 2011 with the increase to \$750,000.

Bob Moholland commended the Public Works Department for their maintenance of the roads.

Bob Tougher stated the CIP Committee supports the warrant article.

Article J; Sidewalk Upgrades – Downtown Core

John MacDonald read Article J; noting such was recommended by the BOS.

Dave Ford stated the Downtown sidewalks have been neglected for years; noting the warrant article addresses improvements to such.

Jim Eisenhower stated there is no current plan for the revitalization of Downtown or image of how the Downtown area will look therefore, questioned whether the warrant article is premature and whether it is necessary to spend \$100,000.

Rob Houseman stated it has become a liability issue that is trying to be addressed.

Dave Ford stated that part of the Downtown study included concrete sidewalks in the Downtown area. He stated improvements to the sidewalks cannot wait another 5-10 years.

Bob Tougher stated the sidewalks need to be fixed and cannot wait until a revitalization plan is developed.

Brian Black stated the Town has already endured insurance claims in regard to accidents due to the current conditions of the sidewalks; noting the need to maintain the sidewalks.

Suzanne Ryan questioned whether there is a way of taxation to Downtown property owners to contribute to the cost of such.

Linda Murray stated a TIF (Tax Increment Finance District) is a way to do such.

Article K; Reconstruct and Resurface Basketball and Tennis Courts at Foss Field

John MacDonald read Article K; noting such was recommended by the BOS.

Ethan Hipple stated the tennis courts are a huge asset to the Town, an attraction to both tourists and residents; noting the condition of the courts lends itself to the reputation and identity of the Town. He stated the Town spends \$5,000 yearly towards the maintenance of the courts; noting the courts are 30 years old. He stated 82 participants are enrolled in tennis programs and the courts are also used by the high school and other clubs and organizations. He stated it was placed on the warrant last year however, failed with only 27 votes short of passing. He stated the article last year was recommended by the BOS 5-0 and by the Budget Committee 6-0 with two abstentions. He stated the article will not be bonded.

Allan Bailey questioned whether the quotes will be valid in the spring.

Ethan Hipple replied yes.

Bob Moholland stated the warrant article includes the basketball courts and questioned whether the tennis courts or the basketball courts could be postponed one year.

Ethan Hipple stated both are in poor condition and recommended improvements to both; noting the basketball courts (2) is home to the summer day camp program that consists of 150 children.

John MacDonald questioned the dimension of the basketball courts.

Ethan Hipple replied 60'x100'.

Bob Tougher stated the CIP Committee conducted a site visit and found both courts to be in poor condition and the basketball courts are unusable.

Brian Black questioned when the courts were last resurfaced.

Rob Houseman stated over thirty years ago.

Brian Black questioned whether there is a guarantee from heaving or other issues. He recommended having the dimensions of the courts available at the Deliberative Session.

Ethan Hipple stated such would be part of the bidding process.

Jim Eisenhower questioned new nets and wind screens are included.

Ethan Hipple replied yes.

Article L; Design of Pine Street/Crescent Lake Road Improvement Project

John MacDonald read Article L; noting such was recommended by the BOS.

Dave Ford stated the warrant article is for developing an engineering design of improvements to the Pine Street/Crescent Lake Road corridor and would include surveying, easements, subsurface investigations, permitting, final design and bidding documents.

Allan Bailey verified the existing waterline is a detriment to the system due to its size and such would be addressed.

Brian Black noted the issue of storm water runoff down Pine Street.

Article M; Fire Trucks and Apparatus Replacement Capital Reserve Account

Article N; Public Works Vehicles and Equipment Capital Reserve Account

John MacDonald read Article M and N; noting such was recommended by the BOS.

Rob Houseman stated the CIP Committee requested the Fire Department and the Public Works Department review their rolling stock and develop a funding mechanism for such; noting the figure represents an annual allocation for replacement of fleet vehicles.

Chairman MacDonald tabled the following Warrant Articles (to be reviewed on 12/20/10);

- Article B; Install Fire Protection System at Pop Whalen Arena
- Article D; Interim Town Offices
- Article H; 2011 Operating Budget
- Article O; Radio Communications Improvements
- Article P; Police Union Contract Agreement
- Article Q; AFSCME Contract Agreement

It was moved by Bob Tougher and seconded by Frank Giebutowski to adjourn the December 13, 2010 Budget Committee meeting. All members voted in favor.

Budget Committee meeting scheduled for December 20, 2010 at the Wolfeboro Public Library @ 6:00 PM.

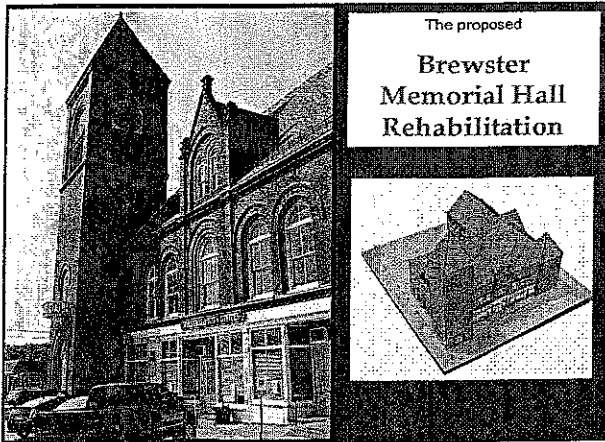
There being no further business before the Committee, the meeting adjourned at 8:15 PM.

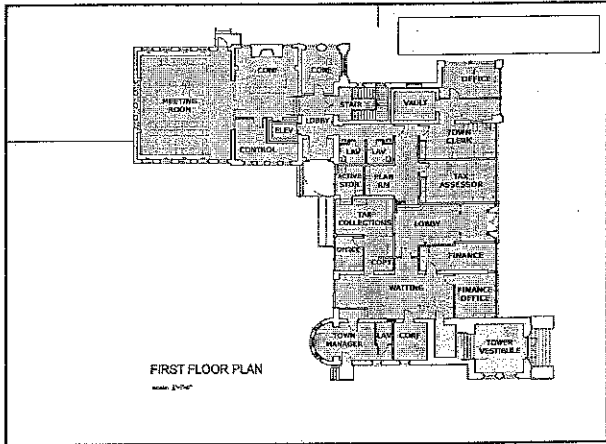
Respectfully Submitted,

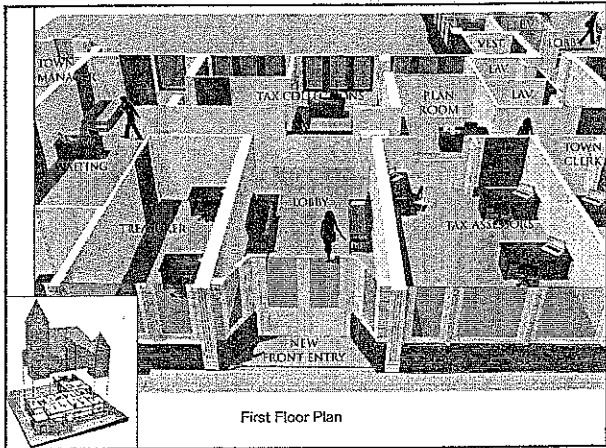
Lee Ann Keathley

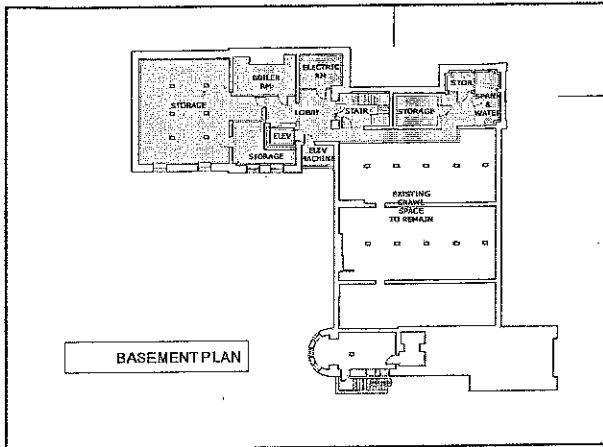
Lee Ann Keathley

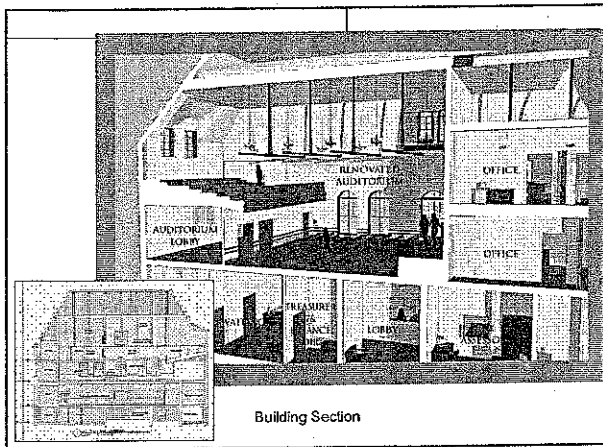
*****Please note these minutes are subject to approval and amendments at a later date.***

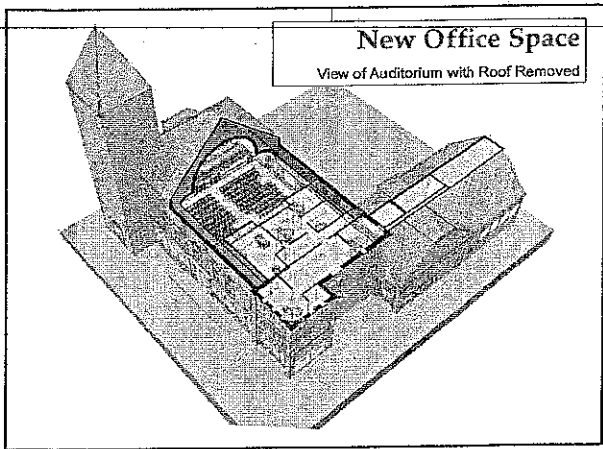












Brewster Memorial Hall
Rehabilitation
Overview of Project To Date

- McGinley Kalsow Architects Restoration Plan
 - Construction Detail Drawings
- Structures North Engineers, Structural Engineering
- Newport Collaborative Architects Rehabilitation Plans

Brewster Memorial Hall
Rehabilitation
Overview of Project To Date

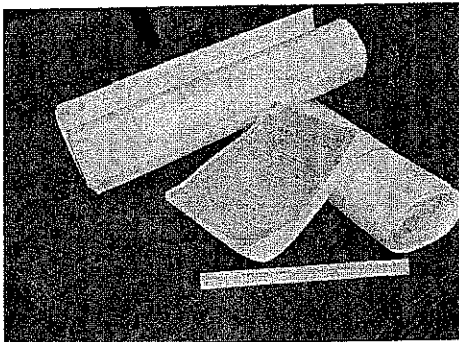
- Committees
 - Town Hall Restoration Committee (McGinley/Kalsow Plan)
 - Town Hall Options Committee
 - Friends of Town Hall Citizen's Committee
 - BOS Town Hall Advisory Committee
 - Town Staff – Town Hall Subcommittee

Brewster Memorial Hall
Rehabilitation
Overview of Project To Date

- Funding
 - \$500,000.00 Town Funding (2007 funding approval)
 - \$45,000.00 Private Funding (FTH)

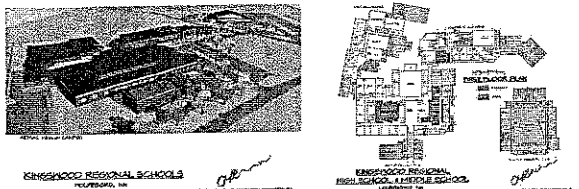
The proposed
Town Hall Rehabilitation
Overview of Project To Date

•Much more detail
than the School
District's project.



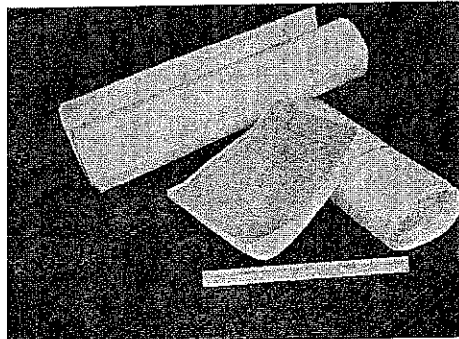
Brewster Memorial Hall
Rehabilitation
Overview of Project To Date

- Are the plans 100% complete?
NO, nor should they be under the CM process.
Kingswood Regional Schools project is being developed using the
CM process with concept drawings only for new construction and
renovations to existing the building complex.



Brewster Memorial Hall
Rehabilitation
Overview of Project To Date

- What did the
money get us?
- Full construction
drawings and bid
specifications
from McGinley
Kalsow
- Revised project
scope plans from
Newport
Collaborative



**Brewster Memorial Hall
Rehabilitation
What is the next step**

- Hire a Construction Manager
- What is Construction Management
Construction Management (CM) is the contracting method utilized by clients who want the benefits of having a contractor on-board before the planning and design phase is finished.

This provides cost savings through streamlining efficiencies and value engineering.

**Brewster Memorial Hall
Rehabilitation
Overview of CM Process**

The Construction Management Program provides for:

- Optimum use of available funds
- Control of the scope of the work
- Project scheduling
- Optimum use of design and construction firm's skills and talents
- Avoidance of delays, changes and disputes
- Enhancing project design and construction quality
- Optimum flexibility in contracting and procurement

**Brewster Memorial Hall
Rehabilitation
Overview of CM Process**

Work to be completed under the CM process:

- Firm up the design and create bid documents
- Design the HVAC system (to be based on performance standards)
- Design the Electrical system

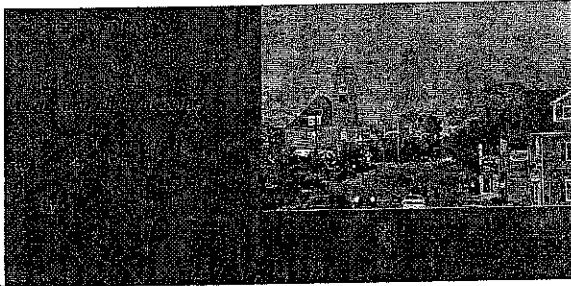
- The goal is a cost effective, energy-efficient Town Hall.

Brewster Memorial Hall
Rehabilitation
Cost Estimate

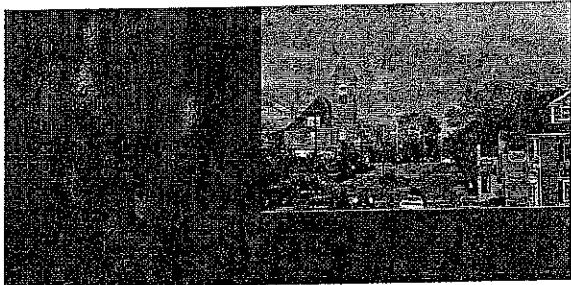
Total payment based on assessed
valuation over the life of the Bond

Assessed Value	Total Cost (20 yrs)
\$100,000.00	\$271.00
\$200,000.00	\$542.00
\$300,000.00	\$812.00
\$400,000.00	\$1,084.00
\$500,000.00	\$1,357.00

Brewster Memorial Hall
Rehabilitation
Town Master Plan



Brewster Memorial Hall
Rehabilitation
Purpose



End of presentation.....

• Common Perceived Issues:

- Parking, not an issue since the School District is prepared to address its parking needs if this project goes forward.
- Heating and Cooling, we don't have all the answers but are engaging professionals to give us clear guidance on this matter

Site Plan

