

TOWN OF WOLFEBORO
Capital Improvements Program Committee
August 17, 2015
MINUTES

Members Present: Kathy Barnard, Chairman, Linda Murray, BOS Representative, Joyce Davis, Jim Shildneck, Paul O'Brien, Members.

Member Absent: Bob Tougher, Member.

Staff Present: Rob Houseman, Director of Planning & Development, Dave Owen, Town Manager, Pete Chamberlin, Finance Director, Lee Ann Keathley, Secretary.

Chairman Barnard called the meeting to order at 8:03 AM at the Wolfeboro Public Library.

I. Approval of Minutes

August 10, 2015

Corrections:

Page 1, Wolfeboro Fire-Rescue Department, 2nd line; insert "at the cost of \$155,000 to be taken from the capital reserve account" following "2016"

Page 1, Public Safety Building, 7th sentence; Place as its own paragraph (becoming the 2nd paragraph under Public Safety Building)

It was moved by Jim Shildneck and seconded by Joyce Davis to approve the August 10, 2015 Wolfeboro Capital Improvements Program Committee minutes as amended. All members voted in favor. The motion passed.

II. CIP Development Workshop

Public Works Department

Roadway Upgrades; \$850,000

Project Justification:

Town is responsible for 66.22 miles of road, 51.92 miles are paved, 14.3 miles are gravel. In the past 10 years the Town has spent over \$6 million on roads and finished paving 29.24 miles of road. However, the Town continues to fall behind therefore, an increase in the annual road budget is necessary. This year, the proposed road projects include major work on Port Wedeln, Winterhaven, Spruce and Tips Cove Roads as well as overlaying 2.2 miles of Beach Pond Road (the latter reclaimed and base paved in 2015).

Dave Ford stated he has requested an increase in the appropriation of such from \$650,000 to \$850,000; noting there are numerous roads that are in poor condition and residents are complaining. Referencing Spruce and Tips Cove Roads, he stated the Town received the roads as part of a lawsuit; noting the road condition has gone from substandard to deplorable since the Town has taken it over. He stated improvements to Port Wedeln Road and Winterhaven Drive will be done in-house. He noted road improvements for Keewaydin Road and Whitten Neck Road are scheduled for 2017. He reviewed the 2016 road projects and noted the following costs associated with such;

Spruce Road	\$179,431
Tips Cove Road	\$79,343
Beach Pond Road	\$182,521
Old Lakeview Terrace	\$36,169
Port Wedeln Road	\$211,339
Winterhaven Drive	\$161,196

Linda Murray verified the costs do not include a contingency and questioned whether such should be included.

Dave Ford stated he has spoken to Frank Carroll with regard to holding 2015 prices however; such would depend upon whether the cost for oil increases.

Paul O'Brien noted there is a risk that road projects may not be completed and questioned how such would be addressed.

Dave Ford stated the department is trying to complete the sidewalk projects from 2014 therefore, based on the quantity of work he would need to determine if the work would have to be contracted out.

Paul O'Brien asked when the department would know if the work has to be contracted out.

Dave Ford replied the middle of next year.

Linda Murray stated the project is labeled as "necessary" however, questions whether it should be changed to "urgent" since it is the first priority of the department.

The Committee and Dave Ford agreed to change the Department Priority to Urgent.

Dave Owen stated there has been an incremental increase to road upgrades previously and noted that he anticipates a major increase in the tax rate.

Paul O'Brien questioned the cause of the increase.

Dave Owen replied assessments, revaluation, Town Hall renovation project (bond coming due) in addition to other items.

Pleasant Valley Road Bridge; \$115,000

Project Justification:

NH DOT has evaluated the Pleasant Valley Road Bridge over Heath Brook and has classified it as being deficient and labeled as "red listed". The Town has contracted with a bridge engineer for the prerequisite engineering to qualify for the State Bridge Aid program; under this NHDOT Municipally Managed Program the Town would be reimbursed 80% of the project cost (total cost of project being \$115,000; Town's share being \$23,000 and the State's share being \$92,000).

Dave Ford stated the Town has made application however, such is pending. He stated once the preliminary engineering has been completed, a determination could be made as to whether temporary repairs are possible while waiting for State funding.

Joyce Davis asked if the grant money is secure.

Dave Ford replied no, not until the State commits to the project.

Dockside Parking Lot Upgrades; \$440,000

Project Justification:

The Dockside parking lot and docks have not seen an upgrade since the early 1990's when the docks were increased and rebuilt. The parking lot has many sinkholes that are filled in from year to year, these sink holes are a result of the lot being built on old fill, cribbing and rocks. The best way to fix this problem is to reclaim the existing pavement, fill in the voids and create a separation between the fill and the parking gravel base using appropriate construction fabric. Trex covered benches are also in disrepair and should be replaced. The proposed project is currently being developed with the assistance of public stakeholders, where problems and needs will be prioritized with the final design meeting these priorities.

Dave Ford stated the sewer line at Dockside has been identified as a significant inflow and infiltration loss. He stated a stakeholder public forum was held on 7/29/15 and problems and needs outside of infrastructure issues were identified; noting a following up meeting is scheduled for 9/15/15. He stated the project could be phased and would be bid out.

Linda Murray requested that potential designs for Dockside be available to the public.

Dave Ford stated such would be placed on the Town's website.

Paul O'Brien asked if the Town is adding untreated stormwater to the lake.

Dave Ford replied yes.

Paul O'Brien asked if such could be quantified; noting the damage currently being created should be quantified.

Dave Ford replied yes.

Mast Landing Parking Lot Upgrades; \$200,000

Project Justification:

Parking lot is getting more use because of the Cotton Valley path and is in serious need of an upgrade. Problems include a serious grade change between upper lot and lower lot, need for additional stormwater treatment and additional parking with realignment. Proposed engineering in 2016 and construction in 2017.

Dave Ford stated he proposes to phase the project; noting Phase I would include planning /feasibility analysis and Phase II would include architecture and engineering.

Dave Owen stated the Town has received ADA complaints; noting such would be addressed as part of this project.

Solid Waste Building Expansion; \$150,000

Project Justification:

The Solid Waste and Recycling Facility on Beach Pond Road handles over 4,000 tons of material each year; approximately 40% of it is recycled. The Town received over \$100,000 for the sale of recyclables in addition to a cost avoidance of \$137,000. Additional storage space would allow staff to stockpile recycled material and obtain best pricing. This building expansion would also straighten out drop off area and allow better access for customers.

Dave Ford stated the facility is currently using trailers; noting the proposal includes a 40'x28' addition. He stated the proposal allows for additional parking and more window space. He noted the project could be phased (Phase I to include engineering and Phase II to include construction).

Purchase Wolfeboro Oil Building (to convert to public restrooms); \$650,000

Project Justification:

The Town has a public restroom in the Railroad Station building with two stalls for women and two urinals and one stall for men. This facility is woefully undersized for a tourist community like Wolfeboro. When the tour buses come in to Town the Railroad Station is their first stop and long lines develop quickly. Portable toilets have been added during peak season and events however; such is not a long term solution. Building and maintaining a "first class" public restroom facility would improve the Town's image as one of the best summer vacation destinations in the Lakes Region.

Dave Ford stated the property is prime real estate located in the Downtown core; noting the structure is considered an historic building (reviewed by Aaron Sturgis). He stated the proposal includes the

purchase of the Wolfeboro Oil building (Town has First Right of Refusal) and renovating the building to accommodate either a 3 or 4-season structure to include restrooms. He stated options for the property include razing the building to provide additional parking in the Downtown core, relocating the building or renovating the building in its existing location.

Linda Murray recommended Town staff (Public Works and Parks and Recreation Departments) review such; noting that a number of things should be evaluated prior to determining the disposition of the building. She stated she has no issue with the purchase of the land.

Jim Shildneck questioned whether the project scope/cost should be broken down to only the purchase of the building.

The Committee and Dave Ford discussed Mr. Shildneck's question and agreed to include only the purchase of the building in the project request; noting the project request would be revised accordingly.

Paul O'Brien recommended an overall plan for the entire area (Dockside and Wolfeboro Oil building site); noting the overall plan of the Downtown core should be considered. He stated plans drive actions.

Rob Houseman stated the opportunity to acquire property in the Downtown core occurs infrequently. He stated there may not be an ultimate solution for the property when it is acquired however; if the Town doesn't acquire the property then an opportunity is lost.

Dave Owen requested Staff speak to Mr. Bean.

Linda Murray stated the purchase of the land is priority.

Dave Owen asked if a price could be negotiated prior to the 2016 budget review.

Rob Houseman replied yes.

Dave Owen requested removal of the oil tanks be included in an agreement.

Paul O'Brien questioned the whether the Town would assume responsibility of on-site contaminants.

Rob Houseman stated an environmental assessment is conducted prior to purchase.

Whitten Neck Road Waterline Upgrade; \$550,000

Project Justification:

The existing waterline is an unlined cast iron pipe and has caused discolored water for customers serviced by this line in addition to significant waterline breaks on this section of pipe in the winter. The pipe was constructed in ledge and was backfilled with broken ledge in some areas which causes breaks. The road will be rebuilt following the replacement of the waterline.

Dave Ford stated he is proposing to rebuild the waterline on Whitten Neck Road to Olsen Lane; noting the project priority as "urgent". He stated the road is subject to frost heaves and his department has received numerous complaints from its residents. He stated the project would be bid out based on the engineer's estimate (provided by Underwood Engineers); noting Phase I would include engineering in 2016 and Phase II would include construction in 2017.

Linda Murray asked whether a water rate increase is anticipated.

Dave Ford stated he is working with the engineers with regard to such however; he is not anticipating a rate increase this year.

Kathy Barnard asked if the project includes road improvements.

Dave Ford replied yes, base pavement and overlay (the latter via Highway budget funds).

Linda Murray recommended a contingency be included in the roadway upgrades project request.

Dave Ford agreed with Ms. Murray and noted he would revise such.

Len Johnson, Crystal Shore Road, stated that on behalf of the residents he urges the Town to move forward with the improvements.

Lorraine Desrosiers, Whitten Neck Road, stated the road is heavily traveled by pedestrians that use the Town's trail that passes through Whitten Neck Road.

Rich Lampardy noted there are 140 homes off Whitten Neck Road. He stated the residents have brown water; noting the flushing of the hydrants has helped however; there is still an odor and discoloration of the water. He stated rocks come out through the pavement; noting there has been three water breaks (two breaks in the last two years). He stated he has had to drive off the road to avoid 6-8" deep ruts.

Edward Desrosiers, Whitten Neck Road, stated the road services a lot of people and provides a lot of taxes. He stated the last time the road was skim coated it didn't last long; noting he needed to get a front end alignment because of the road conditions.

Steve Arsenault, Holden Shore Road, stated the road seemed to deteriorate considerably following the construction of the bridge. He stated the condition of the road is the worst he has ever traveled.

Public Works Department project requests continued to August 31, 2015.

III. New/Other Business

Dave Owen distributed a revised Project Request for Foss Field Replacement Building.

It was moved by Paul O'Brien and seconded by Jim Shildneck to adjourn the August 17, 2015 Wolfeboro Capital Improvements Committee meeting. All members voted in favor. The motion passed.

There being no further business, the meeting adjourned at 9:17 AM.

Respectfully Submitted,
Lee Ann Keathley
Lee Ann Keathley

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