

TOWN OF WOLFEBORO
Capital Improvements Program Committee
August 24, 2015
MINUTES

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

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 8:00 AM at the Wolfeboro Public Library.

I. Approval of Minutes

August 17, 2015

Corrections:

Page 2, 3rd paragraph; strike "noted" and replace with "asked if"

Page 4, 12th paragraph; strike "questioned the" and replace with "asked"

Page 5, 5th paragraph; strike "Len" and replace with "Lynn"

It was moved by Joyce Davis and seconded by Paul O'Brien to approve the August 17, 2015 Wolfeboro Capital Improvements Program Committee minutes as amended. Joyce Davis, Kathy Barnard, Jim Shildneck, Linda Murray, Paul O'Brien voted in favor. Bob Tougher abstained. The motion passed.

II. CIP Development Workshop

LIBRARY

Library Expansion; \$5,083,000

Project Justification:

The design capacity of the existing library building has been exceeded. We are unable to expand library services and programs to meet the current and growing needs of the community. Over the last five years the number of patron visits to the library increased by 9% with over 92,000 in 2014, questions asked increased by 18%, circulation increased by 2%, attendance at programs increased by 31%, and use of the internet increased by 40%. Noise issues, lack of workspace for the public, volunteers and staff, lack of storage space and insufficient public seating are growing problems. Major mechanical and structural issues need to be addressed.

Joyce Davis recused herself.

Mike Hodder noted the following items as part of the library expansion; completion of a structural analysis, expansion to the front of the building to include a children's room, expansion to the rear of the building to include and expanded and improved meeting room, mechanical elements including HVAC to be replaced, additional blocked study areas, history room, insulate and address current energy inefficiencies and new roofing structure. Relative to the latter, he stated the roof would continue to be shoveled. He noted alternative were reviewed however, the cost for a new roofing structure was \$500,000 therefore, it was decided to address the existing inadequacies of the building.

Cindy Scott stated that due to the width of the building a pitched roof would be too high.

Bob Tougher asked if solar energy has been considered.

Cindy Scott replied yes. She stated a sloped roof facing the south was researched however, due to the weight of the solar panels, such could not be installed on the flat roof.

Jim Shildneck questioned the type of fuel to be used.

Mike Hodder replied oil fire.

Cindy Scott stated geothermal was researched however, was informed such would not work on the site.

Paul O'Brien asked how the justification fits into the proposal.

Cindy Scott stated the number one complaint received is noise; noting the proposal includes relocating the children's room so that it is separate from the adult space. She stated there are restrooms, 2 new offices for staff and volunteers in addition to no exits located in the children's area. She stated the existing meeting room would become a storage area and kitchen.

Paul O'Brien asked if there would be additional seating.

Cindy Scott replied yes, noting the adult space will be doubled.

Paul O'Brien questioned the location of internet space with the library.

Cindy Scott noted such would be located throughout the building. She stated there will be 7 hard wired computers and wireless availability in and outside the building. She noted internet usage has increased 276%.

Linda Murray noted a contingency of \$1 million.

Cindy Scott stated many decisions have not been made; noting the contingency will change once the numbers are finalized.

Linda Murray asked how \$2.5 million will be raised and whether all the funds will be in hand by 2015.

John Sandeen stated pledging is anticipated over 2017, 2018 and 2019. He explained that a three year and 5 year pledge will be made available (noting the latter is contingent upon the passing of the warrant article). He stated the foundation currently has close to \$250,000 and is confident their contribution of the funds will be raised. He stated the fundraising campaign will be similar to the Town Hall renovations fundraising; noting incentives would be presented to the taxpayers. He stated he has met with Dave Owen and Pete Chamberlain regarding the issue of pledges. He stated a major donor campaign will begin now and a general donor campaign would begin in 2016.

Linda Murray confirmed construction is scheduled for 2017.

Cindy Scott stated the design is scheduled for summer 2017 and construction for spring 2018 (to run 18 months).

Mike Hodder stated a separate fundraising for landscaping is proposed.

Linda Murray recommended planning the presentation of the expansion to the voters.

PARKS & RECREATION

Foss Field Replacement Building; \$250,800

Project Justification:

The Foss Field Recreation Area has undergone a restoration in the past 8 years with installation of new field and court lighting, new bike and walking paths, reconstructed tennis and basketball courts, construction of a pickle ball court, significant view improvements and brush cutting, installation of irrigation, restoration of the baseball diamond infield and demolition of the old Foss Hut. This project will address the lack of an appropriate restroom and storage facility at Foss Field to serve the general public as well as our popular spring, summer and fall programs. The proposed pavilion will consist of a picnic pavilion with attached public restrooms and a storage facility for our spring, summer and fall programs hosted at Foss Field. On a busy summer day, upwards of 400 people utilize Foss Field for summer day camp, baseball games and tournaments, Movies in the Park, Sporty Shorties and general use of the playground, tennis courts, pickle ball courts and basketball courts. This facility would provide a clean public restroom facility in the Downtown core that would serve these patrons of the park as well as customers at area businesses. The Foss Field Replacement Building Fund has a current balance of \$101,197.

Ethan Hipple stated the proposed building would resemble the structure located at The Nick; noting such would include restrooms, kitchen area/snack shack (to be utilized by Cal Ripken Baseball League), storage area and a covered pavilion seating area. Ethan Hipple stated the project request is for fiscal year 2017.

Linda Murray questioned the path to the Pickle Ball courts; noting the condition of such has not been restored to its condition prior to construction.

Ethan Hipple stated he is in contact with the contractor, Tennis Courts of NH, regarding such.

Linda Murray asked how the architectural engineering is being funded.

Ethan Hipple stated funding for such will be included in the 2016 budget as a capital outlay item.

Dave Owen stated the wetlands on the property have been delineated.

Linda Murray recommended moving the project to either 2016 or 2018 to avoid having the project on the warrant the same year as the library expansion project.

Rob Houseman questioned the balance of the capital reserve account.

Ethan Hipple stated as of 8/13/15 the balance was \$101,197.

Dave Owen questioned whether the building needs to be the same scale as The Nick's structure. He stated that if the project is scaled down to \$200,000 the Town would then only be asking the taxpayers for \$100,000. He expressed concern for vandalism and recommended including security cameras for the building.

Ethan Hipple stated the permitting and design fees are scheduled for 2016 as a capital outlay project request.

Rob Houseman recommended increasing the funding to the capital reserve account over the next two years.

The Committee discussed alternatives to the project such as phasing the project (design/engineering, restroom construction, covered pavilion, etc.).

Kathy Barnard requested Staff provide additional options/alternative based on the discussion.

Rob Houseman questioned future plans for the Community Center.

Ethan Hipple stated bare minimum maintenance is currently being done on the property.

Bob Tougher stated the Master Plan update could address Town buildings and facilities.

Linda Murray stated the current Master Plan addressed such and recommended the implementation of a Facilities Plan; noting such has not been done. She stated the Town needs such.

Joyce Davis stated there needs to be a primary focus on the land use of the Town properties located on Lehner Street.

Linda Murray questioned the cost to construct the bathrooms.

The Committee requested the following information from Mr. Hipple;

- Submit pros and cons regarding a small building versus a large building
- Submit a proposal for a two phased project, include funding request for planning and design

Linda Murray recommended a two phased project in that Phase I would include the construction of the bathrooms and Phase II would include the construction of the pavilion.

Bob Tougher recommended an increase to the capital reserve account over the next two years.

Ethan Hipple stated the use will determine the scope of the project/size of the building. He stated the covered pavilion is an amenity however, noted that the Town is built on amenities.

Pop Whalen Energy Efficiency and Bleachers; \$202,256

Project Justification:

All measures recommended by Taitem Engineering have a payback period of between 1.9 and 12.6 years, with the vast majority in the 3-5 year range. Investing in energy efficiency equals long term savings, which ultimately results in lower rates at the arena. If all recommended energy efficient measures are implemented, annual savings of \$17,784 can be achieved. Capital Outlay will have been recouped in the form of energy savings in only 7.46 years. Installing safe seating systems at the rink improves the visitor experience and reduces liability related to unsafe seating arrangements.

Ethan Hipple stated the project request is for fiscal year 2021 due to the reduction in debt services for that year. He stated Pop Whalen Arena operates as an Enterprise Fund however, it is subsidized by the Town's purchase of recreational ice time. Therefore, he stated there is an impact to the Town's budget because the Town purchases approximately 1/3 of the ice time. He stated if the project is done before there is a reduction in the debt service, there would be an increase in the rate. He stated the Town's project is proposed to be in conjunction with the Back Bay Hockey Association's proposal for improvements to the lobby and locker room expansion. He stated the existing locker rooms pose a quality issue.

Linda Murray stated Back Bay Hockey Association submitted a proposal to the BOS without a cost estimate for the project.

Ethan Hipple stated the goal of the Association is to present 100% private funds for their proposed project.

III. New/Other Business

Rob Houseman distributed revised project requests from Dave Ford for the purchase of the Wolfeboro Oil building and roadway upgrades.

Bob Tougher reviewed the following information; 2015 operating budget, 2015 debt service, debt service percentage of budget, 2015 & 2016 cash warrant requests (CIP), 2014 tax rate and 2015 tax rate. He noted the tax rate for 2015 will be set in late October and will be affected by the Town wide assessed valuation and the amount of money in the unrestricted fund balance that is used to offset the tax rate. He recommended (for future planning purposes) to keep the cash warrant requests at a reasonable number not to exceed \$1,750,000 and never allow the Town's debt service to increase in excess of 20% of the Town's operating budget.

Linda Murray agreed with Mr. Tougher's comments and recommended looking at cash versus bonding for projects.

Jim Shildneck asked if there is a change in the total assessment of the Town.

Rob Houseman stated the Town is not in receipt of those figures. He noted the assessment and tax rate may not affect what is paid for taxes.

Linda Murray noted that abatements decreased from 2014 to 2015.

Bob Tougher stated he spoke to Tom Zotti with regard to pushing out the purchase of the ladder truck; noting John MacDonald, Budget Committee Chairman, requested the information. He stated Mr. Zotti stated the truck was purchased in 1994 and will be 26 years old when it is replaced; noting that it would be more expensive to maintain if the purchase is pushed out. Therefore, he stated Mr. Zotti does not recommend pushing out the purchase of the ladder truck.

Linda Murray noted the ladder truck has already been pushed out one year from the original request.

It was moved by Kathy Barnard and seconded by Paul O'Brien to adjourn the August 24, 2015 Wolfeboro Capital Improvements Committee meeting. All members voted in favor. The motion passed.

There being no further business, the meeting adjourned at 9:42 AM.

Respectfully Submitted,
Lee Ann Keathley
Lee Ann Keathley

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