

**WOLFEBORO PLANNING BOARD**

**October 28, 2014**

**MINUTES**

**Members Present:** Kathy Barnard, Chairman, Stacie Jo Pope, Vice-Chairman, Brad Harriman, Selectmen's Representative, Mike Hodder, John Thurston, Vaune Dugan, Paul O'Brien, Members, Chuck Storm, Alternate.

**Member Absent:** Dave Alessandroni, Alternate.

**Staff Present:** Linda Murray, Dave Senecal, BOS, Rob Houseman, Director of Planning & Development, Dave Ford, Director of Public Works, Lee Ann Keathley, Secretary.

**Others Present:** Jerome Holden, Cindy and Chris Patten, Steve Durgin, Mary DeVries, Rick Gagne, Teri Harriman.

*Chairman Barnard opened the meeting at 7:00 PM at the Wolfeboro Public Library.*

**Work Session**

**Sign Ordinance**

Brad Harriman recused himself.

Kathy Barnard reviewed the history of the Sign Ordinance.

Rob Houseman reviewed the following; 2009 Sign Ordinance, location of sign posts and signs and options such as amending the sign ordinance, placement of additional kiosks and maps (including names of businesses), Town owned sign posts and installation of signs, permitting and enforcement issues.

Dave Ford stated there are too many signs and questioned the effectiveness of the signs. He stated he stopped issuing permits due to safety concerns with regard to the height of the signs on the posts. He stated the signs clutter the little space that exists in the rights-of-way. He expressed concern with regard to maintaining safe travel for pedestrians and motorists.

Cindy Patten stated pedestrians use the signs, especially people who arrive on buses.

Stacie Jo Pope verified that street signs are allowed in the right-of-way.

Dave Senecal stated that if the Town owns and installs the posts in the Town's right-of-way, the Town has control over what is put on the posts. He stated the Town should own the posts; noting Curt Pike, former Public Works Director, installed sign posts.

Paul O'Brien asked how signs on private property would be addressed.

Dave Senecal stated those posts should be removed.

Paul O'Brien asked if the Town is authorized to do such.

Dave Senecal replied yes, if an ordinance exists.

Paul O'Brien stated the Town should enforce the existing ordinance and allow for the permitted signs; noting 75% of the signs do not have a permit. He stated the ordinance states signs on highways are not permitted therefore, such should be enforced. He stated the directional signs are for people to find their way around Town.

Mike Hodder questioned whether additional kiosks should be located in the Town. He stated the existing signs are a visual clutter and some of the signs compete with one another. He stated he is not in favor of the ordinance.

Kathy Barnard stated people rely on the signs, whether it is kiosks or wayfinding signs. She stated people use maps however, the maps currently do not provide enough information to direct them to restaurants, shops, etc. She asked if all buses park at the Railroad Station.

Mary DeVries stated the Chamber of Commerce has increased their database of drivers and tour buses to inform them of that location. She stated it is her experience at the Information Center that any one option does not replace another. She stated the kiosks are working as they exist today and walking maps are available 24/7 outside the Information Center.

Steve Durgin stated signs help quantify a pecking order and doesn't consider signs to be clutter. He stated he doesn't believe a few people should define clutter and what is appropriate for the Town. He recommended limiting the size of the signs.

Vaune Dugan stated she believes everyone has the same goal which is to move as many people to as many businesses and maximize such in an effective manner.

Stacie Jo Pope stated the Board is speaking to Downtown pedestrian wayfinding signage and believes that some people would want a paper map; noting she likes the idea of the kiosks including a paper map. She recommended the EDC develop a map of the Downtown. With regard to comments regarding visual clutter, she stated studies have proven that too many signs are distracting and questioned whether the number of signs should be limited.

Cindy Patten stated the Board wasn't thinking of mobile applications at the time the ordinance was created.

Dave Senecal stated he believes directional signs work however, the Town should own the posts and locate such in the Town's right-of-way.

Jerome Holden stated he likes the kiosks however, doesn't believe they are helpful because they are only for pedestrians and do not show the business names. He stated the signs are not wayfinding signs but, rather business directional signs for motorists. He stated he is in favor of the existing ordinance however, recommended changes to such, see attached. He stated he doesn't know how to address the height issue of the posts and recommended a first come first serve basis for businesses.

Dave Ford stated standards exist for street signs and noted the signs shouldn't be below 8' because of the sidewalk plow.

Rob Houseman stated that if the sign posts were taller, businesses would lose their visibility. He stated the signs should not be higher than a street sign; noting an E911 issue with regard to such.

Stacie Jo Pope recommended the Board review the location of the existing posts.

Vaune Dugan requested the names of the businesses be included on the maps located at the kiosks.

Mary DeVries stated she doesn't expect all businesses to have directional signs and any proposal would be an enhancement and not an alternative.

Vaune Dugan stated there needs to be a process with regard to the location of the new posts.

Cindy Patten stated A-frame signs reduce clutter and are more effective.

Kathy Barnard asked the opinion of the public whether or not to include the business names of the maps.

Cindy Patten replied yes; noting such would optimize the kiosks and recommended using QR codes as well.

Vaune Dugan stated a paper map is necessary for the older generation.

Chuck Storm stated an inventory of businesses would need to be maintained.

Mary DeVries stated the people arriving by bus ask for the paper maps and the location of the bathrooms. She recommended improving the existing options.

Dave Ford recommended creating additional pocket parks, seating, sidewalk improvements and bathrooms.

The Board reviewed grandfathered signs/posts, sign size, signs/posts on private property and enforcement process.

Stacie Jo Pope noted a residential property owner is only allowed to post their street number and residence name and questioned whether posting a commercial property is permitted.

Rob Houseman noted the post on the corner of Mill Street and North Main Street is located in a commercial zoning district. He stated just because the sign post exists does not make it grandfathered; noting the signs on that post were not permitted. He questioned whether revenue created by a sign should be a concern of the Board.

Jerome Holden stated most of the signs predate the ordinance.

John Thurston recommended a lottery for sign placement and limit of one sign per business.

Dave Senecal recommended language relative to the size of the signs such as "maximum size of".

#### **Public Hearing**

#### **Capital Improvements Program 2015-2024**

Rob Houseman reviewed a presentation on the Capital Improvements Program 2015-2024, see attached.

**It was moved by Paul O'Brien and seconded by John Thurston to adopt the Capital Improvements Program 2015-2024 as presented and forward to the BOS. All members voted in favor. The motion passed.**

#### **Consideration of Minutes**

**October 7, 2014**

**It was moved by Mike Hodder and seconded by John Thurston to approve the Wolfeboro Planning Board October 7, 2014 minutes as submitted. All members voted in favor. The motion passed.**

**It was moved by Paul O'Brien and seconded by John Thurston to adjourn the October 28, 2014 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.**

There being no further business, the meeting adjourned at 9:04 PM.

Respectfully Submitted,

*Lee Ann Keathley*

Lee Ann Keathley

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

Changes recommended by JC Signs are in red.

E. Placement of signs.

[Amended 3-8-2011 ATM by Art. 11]

(1) All signs, except for business directional signs, shall be prohibited within the public right-of-way. Signs shall be permitted within the setback area provided its placement does not cause a safety hazard or impede the sight distance associated with the entrance/exit to the site or to the traveling public.

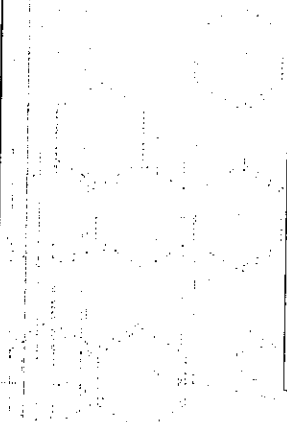
(2) Business directional signs shall be limited to one at each intersection where travelers must change direction from one public way to another to reach a particular business, to a maximum of two within the Town for the business. Such signs shall be uniform in size and shall conform to the following specifications:

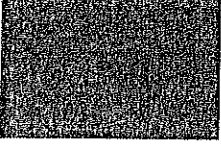
<b>Sign Element</b>	<b>Specification</b>
Width	36" exactly
Height	6" exactly
Letter height	Max of 4"
Material	½" to ¾" wood board or equivalent

(a) Directional information, sign must including one arrow figure, only one arrow shall be provided on each sign.

(b) The Town may remove a sign if it is not properly maintained or if business operations cease. ~~The location of all~~ Only new business directional sign posts ~~shall~~ must be approved by the Director of Public Works, and the posts shall be pressure treated, four inches by four inches, post painted white or Public Works approved alternative.

(c) Business directional signs mounted over a sidewalk must be 8 feet from ground.





**2015-2024**  
**Capital Improvements**  
**Program**  
 October 28, 2014  
 Planning Board Presentation

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**Capital Improvements Program**

**CIP Committee Members**

- o Kathy Barnard, Chairman, Planning Board Representative
- o Stacie Jo Pope, Planning Board Representative
- o Linda Murray, Board of Selectmen Representative
- o Joyce Davis
- o James Shildneck
- o Robert J. Tougher

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**CAPITAL IMPROVEMENT PROGRAM**

- o **What is it?** 10 yr Capital Plan forecasts major Town expenditures. The program, when adopted and fully utilized, serves to ensure that the necessary services and facilities meet the community's needs are provided in accordance with the Town's financial capabilities.
- o **Why?** Prioritize Capital Spending
- o Department Heads have submitted project requests 2015 to 2024 Capital Improvements (More than \$100,000.00 in total expense)
- o CIP is complete for use in the 2015 budget cycle

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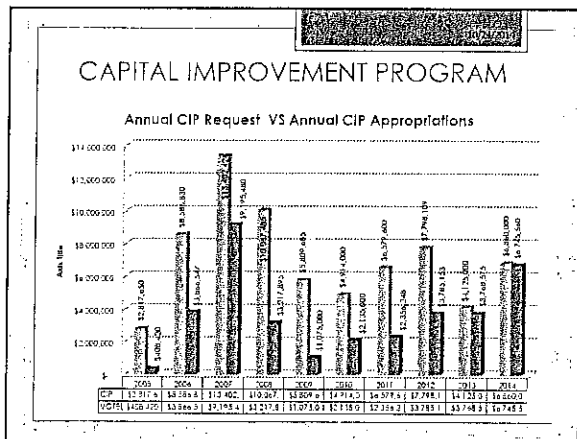
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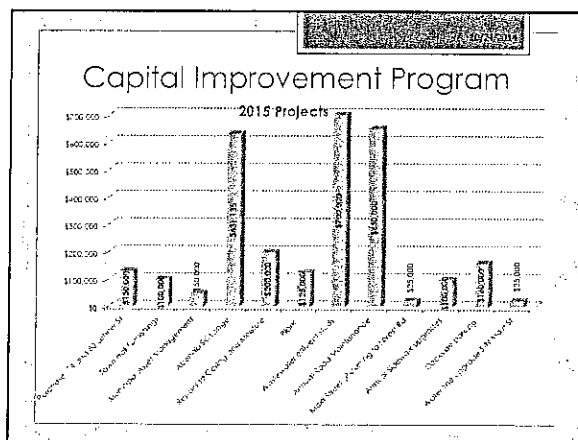
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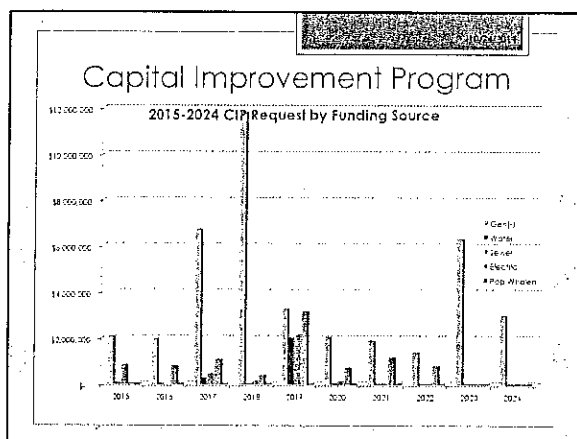
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# Capital Improvement Program

## 2015 RECOMMENDATIONS

General Government

a. **Purchase 74 and 80 Lehner Street** – Purchase and demolish. **Rationale:** The removal of these two buildings will enhance the recent improvements of Lehner St and the whole downtown area and will provide for the possible location of public bathrooms and the expansion of the fast field complex, including a possible site for public restrooms and storage. **Recommendation:** \$130,000 (Bond authorization)

b. **Town Hall Furnishing** – This is a placeholder until a recommendation is made by town manager. **Rationale:** The Capital Improvements Committee has not made a recommendation in this proposal. Town hall office employees are scheduled to return to their re-purposed offices at Town Hall in August 2015. As there are no funds for furnishings in the town hall renovation project town staff will have to bring back their old desks, chairs and other office furnishings to their newly renovated offices unless some provision is made for new office furnishings. **Recommendation:** \$100,000 (Current Revenue)

- o **Purchase 74 and 80 Lehnert Street** – Purchase and demolish

- o **Town Hall Furnishing** – This is a placeholder until a recommendation is made by Town Manager

**Recommendation:** \$100,000 (Current Revenue)

[illegible]

# Capital Improvement Program

## 2015 RECOMMENDATIONS

o **Libby Museum Ceiling and Moisture Repair**  
**Rationale:** The building is 100 + years old and has undefined problems with excessive moisture, deteriorating drop ceiling and structural issues, which if not corrected could lead to failure of the walls and roof. A historic preservation architect and structural engineer have been investigating the problem and their report and restoration plan is pending  
**Recommendation:** \$269,600 (Current revenue)

**Parks and Recreation**

o **New Abenaki Ski Area Lodge -**  
**Rationale:** Demolish existing ski lodge which is plagued with rot, settling frost heaves, mold and other safety and maintenance issues. In partnership with the Friends of Abenaki, construct a 4 season lodge to accommodate Abenaki's growing use.  
**Recommendation:** \$631,135 in 2015 (The Friends of Abenaki will raise \$350,000. Town share - current revenue)

- Recommendation: \$200,000 (Current revenue)

- o New Abenaki Ski Area Lodge –

- Recommendation: \$631,135 in 2015 (The Friends of Abenaki will raise \$350,000. Town share - current revenue)

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# Capital Improvement Program

## 2015 RECOMMENDATIONS

Public Works Department and Sewer and Water Utilities

**a Waste Water Effluent Disposal Study**

**Rationale:** Post settlement agreement, the town's goal is to develop a long term solution for effluent disposal that will comply with State and Federal requirements. The town is proposing pilot testing of different technologies for groundwater discharge on town owned property adjacent to the Waste Water Treatment Facility.

**Recommendation:** \$700,000 (Funding from settlement agreement)

**a Municipal Asset Management**

**Rationale:** Start the development of a formal system to inventory and provide condition assessment, critically assessment, repair/replacement strategy of the municipal assets (sewer pipes, water pipes, buildings, docks, parks, roads, etc)

**Recommendation:** \$50,000 (Current revenue)

- o Waste Water Effluent Disposal Study

- Recommendation:** \$50,000 (Current revenue)

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## Capital Improvement Program 2015 RECOMMENDATIONS

**Public Works Department and Sewer and Water Utilities**

- Waste Water Effluent Disposal Study**  
**Rationale:** Post settlement agreement, the Town's goal is to develop a long term solution for effluent disposal that will comply with State and Federal requirements. The town is proposing pilot testing of different technologies for groundwater discharge on town owned property adjacent to the Waste Water Treatment Facility.  
**Recommendation:** \$700,000 (Funding from settlement agreement)
- Municipal Asset Management**  
**Rationale:** Start the development of a formal system to inventory, and provide conditions assessment, critically assessment, repair/replacement strategy of the municipal assets (sewer pipes, water pipes, buildings, docks, piers, roads, etc).  
**Recommendation:** \$50,000 (Current revenue)

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## Capital Improvement Program 2015 RECOMMENDATIONS

- Road Upgrades (annual road maintenance program)**  
**Recommendation:** \$650,000 (Current revenue)
- Sidewalk Upgrades (annual capital improvement and maintenance program)**  
**Rationale:** Complete repairs/upgrades to the South Main Street sidewalk and other sidewalks in disrepair.  
**Recommendation:** \$100,000 (Current revenue)

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## Capital Improvement Program 2015 RECOMMENDATIONS

**Infrastructure Improvements (Recommend in 2015)**

- Main Street (Pickering Corner to Forest Road)**
  - Preliminary design** Road \$ 25,000  
Water \$ 25,000**Rationale:** This project is part of the long range infrastructure improvement program and proposed to be a municipally managed project allowing the town to leverage 2/3rd State funds with Town funds. Site design scheduled for 2017 and construction scheduled for 2019.
- Dockside Parking Lot Improvement**
  - Design** \$180,000**Rationale:** This project is designed to address the existing condition of the parking lot, storm drainage system and public area, including loading. Final design shall be reviewed through stakeholder meeting and discussion of design alternatives. Total project cost is estimated at \$350,000. However, town staff has submitted a Transportation Alternative Program proposal as it will reduce the Town's cost to \$120,000. Funding award application shall be in the spring of 2015.

**Recommendation:** 2015 Bonded

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## Capital Improvement Program 2015 RECOMMENDATIONS

### o Sewer Plant Upgrade

**Rationale:** In 2007 Consultants told the Town that the WWTP could not meet new permit limits and because the plant was 35 years old and it needed to be replaced at a cost of \$14 million. Town staff and its Contract Operator made minor upgrades (\$190,000) and have been able to meet new permit limits, however, the plant is now over 40 years old and we need to make needed repairs and upgrades.

**Recommendation:** \$ 125,000 (Current revenue)

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## Capital Improvement Program 2015 RECOMMENDATIONS

### o Capital Reserve Accounts

**Rationale:** The use of Capital Reserve Accounts stabilizes annual capital appropriation expenditures by eliminating the need for bonding requests for rolling stock replacement and maintenance programs and maintenance programs.

Below please find the schedule for rolling stock, replacement and maintenance programs

	2015	2016	2017	2018
Fire Dept. Rolling Stock	\$175,000	\$175,000	\$175,000	\$175,000
Public Works Rolling Stock	\$170,000	\$175,000	\$180,000	\$185,000
Building Maintenance	\$150,000	\$150,000	\$150,000	\$150,000
Abenaki Snow Making	\$15,000	\$15,000	\$15,000	\$15,000

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## 2015 – 2024 Capital Improvements Program

### o Questions or Comments.....

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**2015  
Proposed Road Upgrade List**

Wolfeboro Proposed Road Improvements for 2015								
Revised 9-24-14								
Road	Distance (ft)	Width (ft)	Feet2 Yards2	Description of Work	Quantity	Unit Cost	Est. Costs	Cost/Foot
1 Beach Pond Road								
SW to Northline	1,056	23	24,288	Reclaim & Grade (Sq. Yd.)	2,699	2 \$	5,397	
			2,698.67	6" of CG	450	40	17,991	
				2" Base pave	308	75 \$	23,074	
				1 inch wearing coarse (tons)	154	84 \$	12,921	
				SW Driveways	1	5,000 \$	5,000	
				Drainage	1	25,000 \$	25,000	
							\$	
				Crushed Gravel for shoulder (yards)	39	50 \$	1,956	
				Traffic	1	4,000 \$	4,000	
				Sub-Total			\$ 95,339	\$ 90.28
2 Beach Pond Road	4,066	23	93,518					
Rt 109a to Furber Road			10,391			3 \$	-	
						75.00 \$	-	
				1.5 inch Shim & Overlay	888	\$ 75	66,632	
				Driveways	1	\$ 5,000	5,000	
				Drainage	1	\$ 25,000	25,000	
				Gravel - shoulder	151	\$ 40	6,024	
				Traffic	1	\$ 4,000	4,000	
							\$ 106,655	\$ 26.23
3 Grove Street	700	23	16,100					
			1,789	Reclaim & Grade (Sq. Yd.)	1,789	3 \$	5,367	
				2" Base pave	204	75 \$	15,295	
				1.5 inch Shim & Overlay	102	\$ 84	8,565	
				Driveways	1	\$ 10,000	10,000	
				Drainage	1	\$ 25,000	25,000	
				Gravel - shoulder	26	\$ 40	1,037	
				Traffic	1	\$ 2,000	2,000	
							\$ 67,264	\$ 96.09
4 Port Wedelin		21	-					
			-	Reclaim & Grade (Sq. Yd.)	-	\$	-	
			-	2" Base pave	-	\$	-	
			-	1 inch wearing coarse (tons)	-	\$	-	
			-	Temp Patch	1	\$	25,000	
			-	Drainage eng & Permit	1	\$ 40,000	40,000	
			-	6" of CG	-	\$	-	
			-	Gravel - shoulder	-	\$	-	
			-	Traffic	1	\$	-	
			-				\$ 65,000	#DIV/0!
5 Winter Haven	3,379	21	70,963					
			7,885	Partial Reclaim & Grade	933	3 \$	2,800	
			8,400	Partial Base Pave	106	75 \$	7,980	
			933.33	1.75 inch Shim & Overlay	787	\$ 84	66,067	
				Driveways	1	\$ 5,000	5,000	
				Drainage	1	\$ 20,000	20,000	
				Gravel - shoulder	125	\$ 50	6,258	
				Traffic	1	\$ 2,000	2,000	
							\$ 110,105	\$ 32.58
6 Old Lakeview Terrace	2,218	20	44,352					
			4,928	Reclaim & Grade (Sq. Yd.)	4,928	3 \$	14,784	
				2" Base pave	562	\$ 75.00	42,134	
				1 inch wearing coarse (tons)	281	\$ 84	23,595	
				Driveways	1	\$ 5,000	5,000	
				Drainage	1	\$ 30,000	30,000	
				Gravel - shoulder	82	\$ 50	4,107	
				Traffic	1	\$ 2,000	2,000	
							\$ 121,620	\$ 54.84
Sand/Chip Seal							\$ 50,000	
Contingency							\$ 34,017	
Total Feet	11,419	feet						
Total Miles Paved	2.16	miles		Total Estimated Costs			\$ 650,000	

## **SECTION I. Executive Summary**

Annually the Capital Improvements Program Committee reviews capital needs and recommends a program of capital improvement projects over a ten year period. As a preface to the proposed capital improvements program, it is important to note:

1. Approximately \$55600,037.00 of capital improvement projects have been identified by the various town departments over the next 10 years.
2. In 2014, municipal capital appropriations, exclusive of debt service, were \$6,745,560.00.

The CIP Committee continues to balance recommended capital improvements with their fiscal impact on the tax rate and rate payers. Despite historical public support for capital improvements, the unmet needs of our community are significant. The significant demands on our financial resources require prioritization of projects, phasing some projects, prefunding of purchases and improvements through the use of capital reserve accounts, bonding of projects when necessary, and in some instances, deferral of projects to subsequent years.

The CIP committee is very pleased with all departments management of its rolling stock and the CIP continues to recommend the used of Electric Departments records as a model for vehicle maintenance. This data provides clear justification for the fleet vehicle replacement recommendations.

For 2015, the Committee recommends projects in the amount of \$2,896,135.00.

## **SECTION II. HOW TO USE THIS DOCUMENT**

Sections II through V are largely devoted to introduction and process. These sections are particularly valuable to readers who are not familiar with capital improvement programming generally, and the concepts as they are applied in Wolfeboro. Sections VI and VII are more substantive and are specific to the current amendment cycle. Recommended amendments to the CIP are found in Section VIII.

## **SECTION III. PURPOSES OF THE CIP**

There are many significant community benefits that may be derived from preparing and maintaining a Capital Improvements Program:

1. Basic facilities and services, which ensure public health, safety and welfare, are a fundamental responsibility of local government. The CIP identifies and recognizes these needs as being the highest order of priority;
2. An informed, participatory decision making process is essential to

community wellbeing. The CIP will make voters aware of proposed improvements that may be of particular interest and about major proposals that will likely come before future Town or School District Meetings;

3. The CIP will help to maintain a stable property tax rate by avoiding untimely expenditures, which generate unstable property tax impacts. Major capital projects are forecasted within a flexible framework designed to distribute the tax burden attributable to capital expenditures over time;
4. Successful community planning necessitates a series of incremental steps designed to implement our shared vision for the future. The CIP provides linkage between planning for our future needs and spending on community improvements;
5. Cooperative project planning can result in cost savings and the avoidance of duplication of expenditures. Communication and coordination between Departments and Town and School officials is considered essential;
6. Communities demonstrating sound fiscal health and high quality facilities and services are attractive to investors of all kinds; homeowners, businesses and lending institutions. Decisions to invest in Wolfeboro may be influenced by improvements that enhance the quality of life for our citizenry, work force and business owners. Capital improvement programming supports and compliments broader community economic development objectives.

It is equally important to understand the limitations of a Capital Improvement Program:

1. The CIP process is not a means to micro-manage the budget development process. Preparation of the Town and School District annual budgets is the responsibility of elected officials and professional administrators.
2. The CIP process is not an allocation of funding for "wish list" projects that are neither needed nor likely to receive public funding and support.
3. Although the program provides a framework to guide activity, the CIP should not be rigid and inflexible. The CIP process cannot anticipate unusual changes in growth, economic conditions, political behavior, emergencies, non-tax revenue sources and opportunities not predictable enough to schedule.
4. Although the recommended CIP fits within reasonable fiscal constraints, it does not guarantee a level tax rate. There are many variables that determine the total tax rate (i.e., tax base, operating costs, revenues, etc). Capital expenditures constitute a relatively small portion of total, local spending.

#### **SECTION IV. CIP PROJECT DEFINITION**

Capital Improvements for the purpose of the CIP are defined as having the following characteristics:

1. Projects or improvements that are typically non-recurring in nature;
2. Projects or improvements that have a useful life of at least five years;
3. Projects or improvements that cost \$100,000 or more.

Capital Improvements meeting the above criteria can be generally categorized as follows:

- Construction and reconstruction of public infrastructure such as road, sewer, water, storm water and electric systems;
- The purchase, lease, construction, rehabilitation, and/or replacement of public buildings and facilities;
- The purchase or lease (including replacement of heavy equipment and rolling stock such as fire trucks, dump trucks, loaders, etc.);
- The acquisition or lease of land.

Finally, in order to be included in the CIP all items must meet the following standards:

1. All projects for improvement, repair, replacement, or upgrade shall be supported by the municipal asset inventory. Sewer, water, storm water, electric, and road systems, should be included in a current asset inventory.
2. All projects shall be submitted in detail and not general concepts such as road reconstruction or sidewalk repair. All elements of a project should be included as part of a single project, i.e. sewer, water, electric, and road.
3. Only projects recommended by the department head and endorsed by the Town Manager shall be included in the CIP.
4. The expenditure, potential revenue and reserves are to be included.
5. Historical records are to be included for the last 2 years or for the duration of the projects that remain open.
6. Projects carried forward from one year to another shall retain the original project # for tracking. The tracking # should start with year of submittal, proposed year of implementation, and project number, 00/00/00.
7. Town debt service information shall be submitted so that the high and low capital years can be synchronized with the high and low debt service years.

## **SECTION V. CIP PROJECT SELECTION CRITERIA**

New Hampshire RSA 674:6 requires that the Capital Improvements Program (CIP) classify projects according to urgency and need and to contain a time sequence for their implementation. The Wolfeboro CIP Committee adopted a classification system that used three (3) possible classifications as outlined below. In deliberations leading up to the CIP Committee's proposed capital allocations, each submitted project was assigned a class. After each project was classified, projects falling into the same class were reviewed against town needs as identified by the town master plan and further prioritization was established.

<b>Class</b>	<b>Category</b>	<b>Description</b>
Class I	Urgent	Cannot be delayed; needed immediately for health and safety needs.
Class II	Necessary	Needed within 3- 5 years to maintain basic level and quality community services.
Class III	Desirable	Needed within 6-10 years to improve quality and level of service.

## **SECTION VI. THE CIP CYCLE**

New Hampshire RSA 674:5 through 674:8 describes the preparation and effect of a capital improvement program. By statute the CIP is the responsibility of the Planning Board. The Wolfeboro Planning Board delegates the responsibility to annually review and update the CIP to a subcommittee of the Planning Board known as the CIP Committee. This seven member committee makes its recommendations back to the full Planning Board.

The Capital Improvements Program, while serving as a common sense forecasting tool, must also be responsive to the uncertainties that are inherent in all aspects of community development. It is important that the program be reviewed on an annual basis to remain both proactive and practical.

**Review of Town Meeting.** The annual review and update process begins in the spring of each year with a review of the decisions made at the Wolfeboro Town meeting. This review examines the capital improvement related decisions that were acted upon by the voters.

**Meetings with Project Sponsors.** Throughout the summer, the committee meets with Boards, Commissions, Committees and Department Heads to discuss any updates to existing information, and to review and discuss any newly identified projects.

**Formulation of CIP Recommendations.** By the end of the summer, the committee conducts final meetings with project sponsors if necessary. By consensus the committee develops its recommendations for the ensuing ten year program period.

**CIP Adoption.** The CIP Committee presents its recommended program to the Planning Board at a public hearing. This is an opportunity for the public to comment on the CIP prior to its adoption by the Planning Board. The notification and hearing requirement processes the CIP are the same process that used for the adoption of a Master Plan provided for in RSA 675:6. Once adopted, the CIP is filed with the Town Clerk and the NH Office of Energy and Planning.

**CIP and the Budget Process.** The adopted CIP is forwarded to the Town Manager, Board of Selectmen, Budget Committee for their consideration as part of the budget development processes. As the respective entities hold their budget workshops and hearings, the public has additional opportunities to comment on capital improvements.

One of the goals of the CIP is to recommend a stable program of improvements in terms of the associated tax rate impact. Although capital improvements represent a relatively small portion of Town appropriations, they can be easily targeted for budget reduction purposes. It is important that public officials consider needed capital expenditures within the context of the bigger spending picture. To the extent this is accomplished reasonably, tax rate stability can be achieved while decreasing the likelihood that action on needed capital improvements will be deferred.

**Town Meeting.** The budget processes culminate with the consideration of budgets presented by the Board of Selectmen and the Budget Committee, the Deliberative Town Meeting and Town ballot. It is at the Town elective vote where actual appropriations are made to fund capital improvements.

**Public Participation.** The people of Wolfeboro have the opportunity to participate in the development of the program and to review and comment on the setting of community needs and priorities. The value of public participation lies not only in allowing the project beneficiaries and taxpayers to express their desires, but also in obtaining continued public support for future investments in our community.

## **SECTION VII. PROGRAM FINANCE**

As mentioned previously, the CIP forecasts major capital projects within a flexible framework designed to distribute the tax burden attributable to capital expenditures over time. Towards this end, the Committee recommends a ten-year program that fits within reasonable fiscal constraints. Although a fiscally constrained CIP is not a statutory requirement, the Committee feels that it is a very important element of a balanced program.

**Project Financing.** Financing mechanisms will vary by project and circumstance including general fund revenues, special assessments, lease/purchases, and short and long-term borrowing.

**Non Property Tax Revenue Offsets.** Non-property tax revenues such as federal and state grants are identified in relation to specific projects. These projected revenue offsets are applied to project costs.

**Capital Reserve Funds.** The CIP makes considerable use of Capital Reserve Funds. Capital Reserve Funds are established by a vote of Town or School District Meeting and must specify a purpose and identify the agent that is authorized to expend from the Capital Reserve Funds. Monies are appropriated to the fund and accumulate over time. When the set-aside balance accumulates to a level that allows the project to move forward, funds are withdrawn from the Capital Reserve Funds in accordance with the specified



purpose. This approach accomplishes several important objectives: (1) voters participate in the setting of priorities through the creation of Capital Reserve Funds and the appropriation of funds thereto; (2) a level of predictability is achieved; (3) increased efficiencies associated with project development and departmental coordination; (4) reduced reliance on borrowing thereby lessening interest cost; and (5) potential cost savings may be achieved through increased ability to negotiate pricing.

## SECTION VIII. THE CIP

### 2015 RECOMMENDATIONS

#### General Government

- **Purchase 74 and 80 Lehner Street** – Purchase and demolish

**Rationale:** The removal of these two buildings will enhance the recent improvements of Lehner St and the whole downtown area and will provide for the possible location of public bathrooms and the expansion of the Foss Field complex including a possible site for public restrooms and storage.

**Recommendation:** \$130,000 (Bond authorization)

- **Town Hall Furnishing** – This is a placeholder until a recommendation is made by town Manager

**Rationale:** The Capital Improvements Committee has not made a recommendation this proposal. Town Hall office employees are scheduled to return to their renovated offices at Town Hall in August 2015. As there are no funds for furnishings in the Town Hall renovation project Town staff will have to bring back their old desks, chairs and other office furnishings to their newly renovated offices unless some provision is made for new office furnishings.

**Recommendation:** \$100,000 (Current Revenue)

- **Libby Museum Ceiling and Moisture Repair**

**Rationale:** The building is 100 + years old and has undefined problems with excessive moisture, deteriorating drop ceiling and structural issues, which if not corrected could lead to failure of the walls and roof. A historic preservation architect and structural engineer have been investigating the problem and their report and restoration plan is pending

**Recommendation:** \$200,000 (Current revenue)

## Parks and Recreation

- **New Abenaki Ski Area Lodge –**

**Rationale:** Demolish existing ski lodge which is plagued with rot, settling, frost heaves, mold and other safety and maintenance issues. In partnership with the Friends of Abenaki, construct a 4 season lodge to accommodate Abenaki's growing use.

**Recommendation:** \$631,135 in 2015 (The Friends of Abenaki will raise \$350,000. Town share - current revenue)

## Public Works Department and Sewer and Water Utilities

- **Waste Water Effluent Disposal Study**

**Rationale:** Post settlement agreement, the Town's goal is to develop a long term solution for effluent disposal that will comply with State and Federal requirements. The town is proposing pilot testing of different technologies for groundwater discharge on Town owned property adjacent to the Waste Water Treatment Facility.

**Recommendation:** \$700,000 (Funding from settlement agreement)

- **Municipal Asset Management**

**Rationale:** Start the development of a formal system to inventory, and provide conditions assessment, criticality assessment, repair/replacement strategy of the municipal assets (sewer pipes, water pipes, buildings, docks, parks, roads, etc).

**Recommendation:** \$50,000 (Current revenue)

- **Road Upgrades (annual road maintenance program)**

**Rationale:** See attachment for project list in appendix C.

**Recommendation:** \$650,000 (Current revenue)

- **Sidewalk Upgrades (annual capital improvement and maintenance program)**

**Rationale:** Complete repairs/upgrades to the South Main Street sidewalk and other sidewalks in disrepair.

**Recommendation:** \$100,000 (Current revenue)

## Specific Infrastructure Projects

- **Infrastructure Improvements** (Recommend in 2015)

- Main Street (Pickering Corner to Forest Road)
  - Preliminary design      Road      \$ 25,000
  - Water      \$ 25,000

**Rationale:** This project is part of the long range infrastructure improvement program and proposed to be a municipally managed project allowing the Town to leverage 2/3rds State funds with Town funds. Final design scheduled for 2017 and construction schedule for 2019.

**Recommendation:** 2015 Current revenue (½ general fund ½ water fund).

- Dockside Parking Lot Improvement
  - Design      \$ 160,000

**Rationale:** This project is designed to address the existing condition of the parking lot, storm drainage system and public areas, including seating. Final design shall be developed through stakeholders meeting and discussion of design alternatives. Total project cost is estimated at \$350,000. However, town staff has submitted a Transportation Alternative Program proposal as that would reduce the Town's cost to \$120,000 (Funding award notification shall be in the spring of 2015).

**Recommendation:** 2015 Bonded

- Sewer Plant Upgrade

**Rationale:** In 2007 Consultants told the Town that the WWTP could not meet new permit limits and because the plant was 35 years old and it needed to be replaced at a cost of \$14 million. Town staff and its Contract Operator made minor upgrades (\$190,000) and have been able to meet new permit limits, however, the plant is now over 40 years old and we need to make needed repairs and upgrades.

**Recommendation:** \$ 125,000 (Current revenue)

## Capital Reserve Accounts

**Rationale:** The use of Capital Reserve Accounts stabilizes annual capital appropriation expenditures by eliminating the need for bonding requests for rolling stock replacement and maintenance programs and maintenance programs.

Below please find the schedule for rolling stock replacement and maintenance programs.

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Fire Dept. Rolling Stock	\$175,000	\$175,000	\$175,000	\$175,000
Public Works Rolling Stock	\$170,000	\$175,000	\$180,000	\$185,000
Building Maintenance	\$150,000	\$150,000	\$150,000	\$150,000
Abenaki Snow Making	\$15,000	\$15,000	\$15,000	\$15,000