

TOWN OF WOLFEBORO
Capital Improvement Program Committee
September 14, 2026
Meeting Minutes

CALL TO ORDER

Chair Webster called the meeting to order at 9:02 AM.

ROLL CALL

- I. Members Present:** Steve Webster-Chair & Planning Board Representative, Robert Loughman-Budget Committee Representative, Tim Cronin, Chuck Sumner, Paul Whalen, Suzanne Ryan-Members
- II. Members Absent:** Brian Deshaies-Select Board Representative Alternate, Paul O'Brien-Select Board Representative, Kathy Barnard-Planning Board Representative
- III. Staff Present:** Jeffrey Hinderliter-Director of Planning & Development, Barry Muccio-Interim Town Manager, Suzanne Murdough-Recording Secretary

APPROVAL OF MINUTES

- I. August 17, 2026**
No Amendments
- II. August 24, 2026**
 - Line 241 change "outwears" to "outgears".
 - Correct all instances of Druan to Drouin.
- III. August 31, 2026**
 - Line 180 – change 14 to 21.

It was moved by Steve Webster to accept the August 17, 24, and 31, 2026 minutes as amended. Bob Loughman seconded. All were in favor.

DEPARTMENT PRESENTATION OF CIP PROJECTS

I. Parks and Recreation (Revisits: Pleasant Valley School House; Ice Rink Chiller)

School house – Christine Collins said she removed bond as requested and didn't include any money from historical society.

Gene Denu, treasurer of the Wolfeboro Historical Society spoke and said they have a firm estimate. He stated they are starting a fundraising program and have a goal of \$70,000.00 to ease the burden on the taxpayers. Mr. Denu explained that they opened a separate bank account which has \$10,000.00 in it and they have \$40,000.00 in pledges currently.

Steve Webster asked him to explain how people can donate.

Mr. Denu said they can mail in a check or donate through the Historical Society website.

The committee, Christine Collins and Gene Denu continued to discuss the warrant articles, wording for the warrant article, a narrative explaining that they are raising money to offset the cost

Ice rink – info rink expanded in use and revenue.

Christine Collins, Jess Shearn, and Victor Drouin (Friends of the Pop Whalen) presented. Victor Drouin presented a previous six-year history of the Pop Whalen's financials and said they had an average net loss of \$5000 per year during that time. He explained that looking forward the audited 2024 financials showed a revenue of \$470,000.00 which is almost double the previous year's revenue. He said they have doubled the use of the facility. Mr. Drouin mentioned the major repair cost of the Zamboni and chiller.

Christine Collins, Jess Shearn, and Victor Drouin explained the efforts to increase usage during the off season of the Pop Whalen and the repairs needed to accomplish this. They discussed the large hockey camp that has reached out to rent the facility during the summer. They said this is a camp of 300 participants from across the country that would run for 6 weeks every year. They said they are meeting with the camp this afternoon to finalize details.

Mr. Drouin explained the current fixed costs for the Pop Whalen such as depreciation and bond interest. He said these expenses happen every month whether the Pop is open or closed and by extending the season, these cost can be offset with additional revenue.

The committee discussed warrant articles,

Christine Collins said the chiller equipment is an aging system, and they have made all the fixes they can fix. If anything else goes wrong, they may have to close. Tim Cronin suggested writing something in the warrant to the taxpayer explaining the situation.

The committee and department representatives discussed the chiller systems. Victor Drouin said he has been talking to the Concord hockey group. They bought the ammonia system to install next summer. He said he will get the committee some updated projections.

No public comment

II. Library (Parking Lot Improvements)

Alison Rutley, Director of the Wolfeboro Public Library, handed out an update on the parking lot project. She said they requested to move this project out to beyond 2026 last year. She mentioned the original design for the parking lot and said it was not adhered to when the building was constructed. This resulted in puddling and they had a fall last year due to the black ice. Ms. Rutley said that the information the committee has in front of them now is the July study from Stantec, the town's road engineers. She explained the project and stated that the work would be done by the town's Department of Public Works (DPW) and they believe it would fix the issue of standing water. She said this may not be a permanent fix, and her recommendation is to push the \$160,000.00 full-scale parking lot project out to the future. There will still be an issue of stormwater discharge.

Alison Rutley said that she is reporting to the Board of Selectmen this afternoon, the town owns the parking lot.

It was moved by Suzanne Ryan to put a placeholder for the full-scale project for 2029. Chuck Sumner seconded. All were in favor.

Chuck Sumner asked about any safety issues. Alison Rutley said they have fixed the safety issue. Paul Whalen asked why the library presented since the parking lot is owned by the town. Ms. Rutley explained that it is a cooperative issue, the town owns the land, but the Board of Trustees owns the building. They work hand in hand.

Suzanne Ryan left at 9:55 AM

III. Town Hall (Software Upgrades)

Barry Muccio said he did not give a submittal for the software yet, Adam Comolli, Finance Director is working on pricing. Mr. Muccio explained that the current system is antiquated and needs work, but Adam Comolli has only been in the position for 6 weeks and needs time to understand all the town's systems to make the best decision. He said they are proposing it for 2028. The current system contains multiple pieces that do not talk to each other which requires a lot of manual entry across systems every month.

Mr. Muccio said they would like to put in a \$500,000.00 placeholder. He explained Wolfeboro is a unique municipality because they have water and electric utilities so many municipal software systems on the market will not meet the need.

It was moved by Bob Loughman that pursuant to proper paperwork being submitted to put a \$500,000.00 placeholder for new town hall software. Paul Whalen seconded. All were in favor.

OTHER BUSINESS

I. Calendar Amendments

Jeffrey Hinderliter, Director of Planning and Development, explained the changes made to the CIP calendar. He said that no new material had been submitted by either the police department or SAU49, but they are on the calendar. He explained that he is working on the spreadsheet but there are multiple copies on multiple computers. He and the committee talked about locating the most recent copy.

PUBLIC COMMENT

No public present.

ADJOURNMENT

It was moved by Steven Webster to adjourn at 10:12 AM. Bob Loughman seconded. All were in favor.

There being no further business before the CIP Committee, meeting was adjourned at 10:12 AM

Respectfully submitted,

Suzanne Murdough

Suzanne Murdough, Recording Secretary