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**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

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**TO:** Moultonborough CIPC  
**FROM:** Walter Johnson, Town Administrator *WJ*  
**RE:** DPW, Facilities and Waste Management Facility  
**DATE:** June 2, 2016  
**CC:** Scott Kinmond



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Good Morning Committee Members,

The following is a brief summary of my presentation on behalf of the Public Works Department and Road Agent.

**Existing Projects Report:**

1. **PSB Parking Lot Reconstruction:** The Town Engineer is currently preparing bid final plans and bid documents for the first phase of the parking lot reconstruction. Phase one is estimated to cost approximately \$175,000 which was appropriated in 2016 Town Meeting. Construction is expected to be completed by the winter of 2016-17. Phase two is on the CIP for 2017 at \$175,000.
2. **Energy improvements to the Recreation building** including new windows and door were completed in late 2015 and early 2016.
3. **Road Projects:** Work continues on three intersection reconstruction projects from the 2015 appropriation. Hopefully these projects will be completed by the end of June. \$358,944 was encumbered from 2015 capital appropriation to complete these projects.

**2017 Requests/Changes:**

1. **Item # 7:** \$175,000 for Phase Two of the PSB parking lot reconstruction. No Change
2. **Item # 8:** \$75,000 for Facilites Energy Improvements: No Change. The focus in 2017 is to address HVAC upgrades, insulation and window draft issues at the Town Hall, insulation issues at the PSB and other energy saving measures.
3. **Item #9:** \$50,000 for Lions Club Roof: No Change in the amount. In conjunction with the possible renewal of the lease of the property to the Lions Club, we will be doing a full building needs assessment in 2016 and request additional improvement funding in

2017/18. The roof condition will be determined at this time as well. I propose we rename this item to Lion Club Building Improvements.

4. **Item #13:** Road Projects: \$850,000. This amount represents a \$25,000 increase over the FY 16 amount but less than previous amount requested by the Road Agent of \$900,000. Increases are typically made to cover the increase in the cost of material which have stabilized some due to the reduction in petroleum costs.
5. **Item #20:** \$50,000 2017 1 Ton Truck, plow and sander. No Change
6. **Item #21:** \$28,000 7 Passenger van is now proposed to be replaced in 2019 vs 2017 as the vehicle is still in good condition and still meets the needs of the Town.
7. **Item #22:** 20 Ton Equipment Trailer (reconditioned) \$20,000. No Change.

**Special Note:** In the late fall and winter of 2015/16 approximately \$140,000 in capital improvements were made to the Waste Management Facility to provide for the change in operations for recycling to single stream. These capital cost paid for with funds from expended FY15 operating funds. It is expected that the overall future capital needs of the WMF will be significantly less with this change in operations. In the future some capital replacement funds for compacting equipment will be added to the CIP.

### Town of Moultonborough CIPC Project Request Form – FY 2012-2017

<b>Department:</b> Public Works	<b>Department Priority:</b> Select One of Select One projects <b>FY Request To Be Made in:</b> 2012    2013    2014    2015    2016    2017
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**Project Description: Public Safety Building Parking lot – Reclaim/Reconstruction**

**Narrative Justification: Due to substandard sub grade materials the parking lot and pavement has suffered serious heaving of surface and drainage failure.**  
(Please include additional attached pages.)

**Alternatives Considered or Impact if Project not Approved: The costs of roads relative to \$1 spent today verses \$4-\$8 spent later due to road deterioration and construction/asphalt costs.**  
(Please indicate if the need/rationale for the project/item can be met by any other means, including leasing, contracting, etc. Please include additional attached pages if necessary.)

<b>Type of Project:</b> (check one and please explain in narrative.)	<b>Primary effect of project is to:</b> <input checked="" type="checkbox"/> Replace or repair existing facilities or equipment <input checked="" type="checkbox"/> Improve quality of existing facilities or equipment <input type="checkbox"/> Expand capacity of existing services level/facility <input type="checkbox"/> Provide new facility or service capacity <input type="checkbox"/> Other (please describe)
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<b>Service Area of Project:</b> (check at least one)	<input type="checkbox"/> Region <input checked="" type="checkbox"/> Municipality <input type="checkbox"/> School District	<input type="checkbox"/> Neighborhood <input type="checkbox"/> Street <input type="checkbox"/> Other Area
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<b>Rationale for Project:</b> (check those that apply; elaborate below)	<input checked="" type="checkbox"/> Alleviates substandard conditions or deficiencies <input type="checkbox"/> Responds to federal or state requirement to implement <input type="checkbox"/> Improves the quality of existing services <input type="checkbox"/> Provides added capacity to serve growth <input checked="" type="checkbox"/> Reduces long-term operating costs Provides incentive to economic development <input type="checkbox"/> Eligible for matching funds available for limited time <input type="checkbox"/> Required to maintain current service levels <input type="checkbox"/> Other (please describe)
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<b>Cost Estimate:</b> Itemize as necessary)	<b>Capital Costs</b> Dollar Amount (in current \$)	<b>Impact on Operating &amp; Maintenance Costs or Personnel Needs</b> (Please elaborate in Project narrative)
<b>Quote or Estimate</b>	\$0.00 Planning/feasibility analysis	<input type="checkbox"/> Add personnel
<input type="checkbox"/> Quote	\$45,000 Professional services	<input type="checkbox"/> Increased O & M costs
X Internal Estimate	\$0.00 Real estate acquisition	<input type="checkbox"/> Reduce personnel
(Please indicate if item is quote, or estimate and attach quotes.)	\$0.00 Site preparation	<input type="checkbox"/> Decreased O & M costs
	\$220,000 Construction	<input type="checkbox"/> Contracted Costs/Labor
	\$0.00 Furnishings & equipment Vehicles & capital equipment	
	\$0.00 Capital Reserve Fund	Dollar Cost of Impacts and Duration:
	\$0.00 Other _____	+ \$0.00 annually
	<b>\$265,000 Total Project Cost</b>	(-) \$0.00 annually
		0 # of Years of Duration

<b>Sources of Funding:</b>		<b>Form Prepared By:</b>
Grant from: State Aid Block Grant	\$	<u>Scott D. Kinmond</u>
Loan from:	\$0.00	(Name)
Donation/bequest/private	\$0.00	
User fees & charges	\$0.00	(Signature)
Capital reserve withdrawal	\$0.00	<b>Road Agent/DPW Director</b>
Impact fee account	\$0.00	(Title)
Current revenue	\$0.00	<b>Public Works</b>
General obligation bond	\$0.00	(Department/Agency)
General Taxation	\$265,000	<b>2-4-11</b>
Special assessment	\$0.00	(Date Prepared)
Other	\$0.00	
<b>Total Project Cost</b>	\$0.00	
<b>Minus Revenue</b>	\$0.00	
<b>Project Cost</b>	\$265,000	

**Other Information:**  
(Please include additional attached pages, if necessary.)

**The Road Agent recommends that an expendable trust or capital reserve be established to prepare for the expenditure. The expenditure has been pushed out due to potential other construction on site which may occur**

# Town of Moultonborough CIPC Project Request Form – FY 2012-2017

<b>Department:</b> Public Works	<b>Department Priority:</b> Select One of Select One projects <b>FY Request To Be Made in:</b> 2012    2013    2014    2015    2016 <b>2017</b>
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**Project Description: Facilities energy upgrades**

**Narrative Justification: Upgrade windows to high energy efficiency.**  
(Please include additional attached pages.)

**Alternatives Considered or Impact if Project not Approved: Reduction to heating fuel consumption.**  
(Please indicate if the need/rationale for the project/item can be met by any other means, including leasing, contracting, etc. Please include additional attached pages if necessary.)

<b>Type of Project:</b>	<b>Primary effect of project is to:</b>
(check one and please explain in narrative.)	<input checked="" type="checkbox"/> Replace or repair existing facilities or equipment <input type="checkbox"/> Improve quality of existing facilities or equipment <input type="checkbox"/> Expand capacity of existing services level/facility <input type="checkbox"/> Provide new facility or service capacity <input type="checkbox"/> Other (please describe)

<b>Service Area of Project:</b>	<input type="checkbox"/> Region <input type="checkbox"/> Neighborhood <input checked="" type="checkbox"/> Municipality <input type="checkbox"/> Street <input type="checkbox"/> School District <input type="checkbox"/> Other Area
(check at least one)	

<b>Rationale for Project:</b>	<input checked="" type="checkbox"/> Alleviates substandard conditions or deficiencies <input type="checkbox"/> Responds to federal or state requirement to implement <input checked="" type="checkbox"/> Improves the quality of existing services <input type="checkbox"/> Provides added capacity to serve growth <input checked="" type="checkbox"/> Reduces long-term operating costs <input type="checkbox"/> Provides incentive to economic development <input type="checkbox"/> Eligible for matching funds available for limited time <input type="checkbox"/> Required to maintain current service levels <input type="checkbox"/> Other (please describe)
(check those that apply; elaborate below)	

<b>Cost Estimate:</b> (Itemize as necessary)	<b>Capital Costs</b> Dollar Amount (in current \$)	<b>Impact on Operating &amp; Maintenance Costs or Personnel Needs</b> (Please elaborate in Project narrative)
	\$0.00 Planning/feasibility analysis	<input type="checkbox"/> Add personnel
<b>Quote or Estimate</b>	\$0.00 Professional services	<input type="checkbox"/> Increased O & M costs
<input type="checkbox"/> Quote	\$0.00 Real estate acquisition	<input type="checkbox"/> Reduce personnel
X Internal Estimate	\$0.00 Site preparation	<input type="checkbox"/> Decreased O & M costs
(Please indicate if item is quote, or estimate and attach quotes.)	25,000 Construction	<input type="checkbox"/> Contracted Costs/Labor
	\$0.00 Furnishings & equipment	
	\$0.00 Vehicles & capital equipment	
	\$0.00 Capital Reserve Fund	
	\$0.00 Other _____	
	<b>\$75,000 Total Project Cost</b>	
		Dollar Cost of Impacts and Duration:
		+ \$0.00 annually
		(-) \$0.00 annually
		0 # of Years of Duration

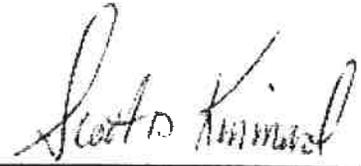
**Sources of Funding:**

Grant from:	\$0.00
Loan from:	\$0.00
Donation/bequest/private	\$0.00
User fees & charges	\$0.00
Capital reserve withdrawal	\$0.00
Impact fee account	\$0.00
Current revenue	\$0.00
General obligation bond	\$0.00
General Taxation	\$75,000
Special assessment	\$0.00
Other	\$0.00
<b>Total Project Cost</b>	<b>\$0.00</b>
<b>Minus Revenue</b>	<b>\$0.00</b>
<b>Project Cost</b>	<b>\$75,000</b>

**Form Prepared By:**

Scott D. Kinmond

(Name)



(Signature)

**Road Agent/DPW Director**

(Title)

**Public Works**

(Department/Agency)

**3-4-11**

(Date Prepared)

**Other Information:**

(Please include additional attached pages, if necessary.)

### Town of Moultonborough CIPC Project Request Form – FY 2012-2017

<b>Department:</b> Public Works	<b>Department Priority:</b> Select One of Select One projects FY Request To Be Made in: 2012    2013    2014    2015    2016 <u>2017</u>
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**Project Description:** Road Projects.

**Narrative Justification:** Road Projects based upon the Road Surface Management System, with expense applied as 60% preservation and 40% toward reconstruction. I have attached a preliminary annual summary for the next three years. This summary may change relative to roads and types of work based upon a updated assessment of the road surfaces in 2015.  
(Please include additional attached pages.)

**Alternatives Considered or Impact if Project not Approved:** The costs of roads relative to \$1 spent today verses \$4-\$8 spent later due to road deterioration and construction/asphalt costs.  
(Please indicate if the need/rationale for the project/item can be met by any other means, including leasing, contracting, etc. Please include additional attached pages if necessary.)

<b>Type of Project:</b> (check one and please explain in narrative.)	<b>Primary effect of project is to:</b> <input type="checkbox"/> Replace or repair existing facilities or equipment <input checked="" type="checkbox"/> Improve quality of existing facilities or equipment <input type="checkbox"/> Expand capacity of existing services level/facility <input type="checkbox"/> Provide new facility or service capacity <input type="checkbox"/> Other (please describe)
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<b>Service Area of Project:</b> (check at least one)	<input type="checkbox"/> Region <input checked="" type="checkbox"/> Municipality <input type="checkbox"/> School District	<input type="checkbox"/> Neighborhood <input type="checkbox"/> Street <input type="checkbox"/> Other Area
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<b>Rationale for Project:</b> (check those that apply; elaborate below)	<input checked="" type="checkbox"/> Alleviates substandard conditions or deficiencies <input type="checkbox"/> Responds to federal or state requirement to implement <input type="checkbox"/> Improves the quality of existing services <input type="checkbox"/> Provides added capacity to serve growth <input checked="" type="checkbox"/> Reduces long-term operating costs <input checked="" type="checkbox"/> Provides incentive to economic development <input type="checkbox"/> Eligible for matching funds available for limited time
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Required to maintain current service levels

Other (please describe)

**Cost Estimate:**

(Itemize as necessary)

**Capital Costs**

Dollar Amount (in current \$)

\$0.00 Planning/feasibility analysis

\$120,000 Professional services

\$0.00 Real estate acquisition

\$0.00 Site preparation

\$755,000 Construction

\$0.00 Furnishings & equipment

Vehicles & capital equipment

\$0.00 Capital Reserve Fund

\$0.00 Other \_\_\_\_\_

**\$875,000 Total Project Cost**

**Impact on Operating & Maintenance**

**Costs or Personnel Needs**

(Please elaborate in Project narrative)

Add personnel

Increased O & M costs

Reduce personnel

Decreased O & M costs

Contracted Costs/Labor

Dollar Cost of Impacts and Duration:

+ \$0.00 annually

(-) \$0.00 annually

0 # of Years of Duration

**Quote or Estimate**

Quote

X Internal Estimate

(Please indicate if item is quote, or estimate and attach quotes.)

**Sources of Funding:**

Grant from: State Aid Block Grant

\$145,000

Loan from:

\$0.00

Donation/bequest/private

\$0.00

User fees & charges

\$0.00

Capital reserve withdrawal

\$0.00

Impact fee account

\$0.00

Current revenue

\$0.00

General obligation bond

\$0.00

General Taxation

\$735,000

Special assessment

\$0.00

Other

\$0.00

**Total Project Cost**

\$0.00

**Minus Revenue**

\$0.00

**Project Cost**

\$875,000

**Form Prepared By:**

Scott D. Kinmond

(Name)



(Signature)

**Road Agent/DPW Director**

(Title)

**Public Works**

(Department/Agency)

**3-4-11**

(Date Prepared)

Reduced to \$850,000

2017

Line Item 20

(Revised)

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity DPW Date Prepared 3-31-14  
 Contact Person Scott Kinnard Phone Number 253-7445

1. Project Title & Reference No. <u>Pickup Truck Replacement</u>	4. Cost	
	Per Unit	Total
2. Form of Acquisition (check appropriate) <u>Purchase</u>	Purchase price or annual rental	\$ <u>50,000</u> <u>50,000</u>
3. Number of Units Requested <u>1</u>	Plus: Installation or other costs	\$ <u>0</u> <u>0</u>
5. Purpose of Expenditure (check appropriate) <input checked="" type="checkbox"/> Schedule replacement <input type="checkbox"/> Present equipment obsolete <input type="checkbox"/> Replace worn-out equipment <input type="checkbox"/> Reduce personnel time <input type="checkbox"/> Expanded service <input type="checkbox"/> New operation <input type="checkbox"/> Increased safety <input type="checkbox"/> Improve procedures, records, etc.	Less: Trade-in or other discount	\$ <u>3,000</u> <u>3,000</u>
	Net purchase cost or annual rental	\$ <u>47,000</u> <u>47,000</u>
	6. Number of Similar Items in Inventory	<u>2</u>
5a. Describe Alternatives Considered:	7. Estimated Use of Requested Item(s)	
	Months per year	Estimated useful life in years
	Weeks per year	
	Days per week	<u>10</u>
	Hours per day	

8. Replaced Item(s)	Prior Year's				
	Item	Make	Age	Maint Costs	Breakdowns
A. <u>Pickup Truck w/ Plow + Spreader</u>	<u>GMC</u>	<u>12</u>			
B.					
C.					
D.					
E.					

9. Recommended Disposition of Replacement Item(s)  
 Possible used by other agencies  Trade-in  Sale

10. Submitting Authority  
 Submitted by: Scott Kinnard Date: 3-31-14  
 Position: DPW - Director

11. Reserved

Line Item 22

2017

# FORM B CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity: DPW  
 Contact Person: Scott Kinnmond  
 Date Prepared: 4/17/2015  
 Phone Number: 253-7445

1. Project Title & Reference No: 20 Ton Equipment Trailer (Reconditioned) - 2017  
 2. Form of Acquisition (check appropriate)

3. Number of Units Requested: 1

4. Cost  
 Purchase price or annual rental or other costs \$ 20,000.00 \$ 20,000.00 \$ 20,000.00  
 Total  
 Less: Trade-in or other discount \$  
 Net purchase cost or annual rental \$ 20,000.00  
 6. Number of Similar Items in Inventory: 0  
 7. Estimated Use of Requested Item(s)  
 6 Months per year Estimated useful life in years  
 Weeks per year  
 Days per week 20  
 Hours per day

5. Purpose of Expenditure (check appropriate)  
 Schedule replacement  
 Present equipment obsolete  
 Replace worn-out equipment  
 Reduce personnel time  
 Expanded service  
 New operation  
 Increased safety  
 Improve procedures, records, etc.  
 5a. Describe Alternatives Considered:  
 Lease

8. Replaced Item(s)

Item	Make	Age	Maint Costs	Prior Year's	
				Breakdowns	Rental Costs
A.					
B.					
C.					
D.					
E.					

9. Recommended Disposition of Replacement Item(s)  
 Possible used by other agencies  
 Trade-in  
 X Sale

10. Submitting Authority  
 Submitted by: S. Kinnmond  
 Position: DPW Director  
 Date: 4/17/2015

11. Reserved: New Request