
MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

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



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 Facilities 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

Cost Estimate: Itemize as necessary)	Capital Costs Dollar Amount (in current \$)	Impact on Operating & Maintenance Costs or Personnel Needs (Please elaborate in Project narrative)
	\$0.00 Planning/feasibility analysis	<input type="checkbox"/> Add personnel
Quote or Estimate	\$45,000 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.)	\$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
	\$265,000 Total Project Cost	(-) \$0.00 annually
		0 # of Years of Duration

Sources of Funding:

Grant from: State Aid Block Grant	\$
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	\$265,000
Special assessment	\$0.00
Other	\$0.00
Total Project Cost	\$0.00
Minus Revenue	\$0.00
Project Cost	\$265,000

Form Prepared By:
Scott D. Kinmond
(Name)


(Signature)

Road Agent/DPW Director
(Title)

Public Works
(Department/Agency)

2-4-11
(Date Prepared)

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

Cost Estimate: (Itemize as necessary)	Capital Costs Dollar Amount (in current \$)	Impact on Operating & Maintenance Costs or Personnel Needs (Please elaborate in Project narrative)
	\$0.00 Planning/feasibility analysis	<input type="checkbox"/> Add personnel
Quote or Estimate	\$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 _____	
	\$75,000 Total Project Cost	
		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
Total Project Cost	\$0.00
Minus Revenue	\$0.00
Project Cost	\$75,000

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

Department: Public Works	Department Priority: 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.)

Type of Project: (check one and please explain in narrative.)	Primary effect of project is to: <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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Service Area of Project: (check at least one)	<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
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Rationale for Project: (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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(Revised)

2017

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. Pickup Truck Replacement

2. Form of Acquisition (check appropriate)
 Purchase

3. Number of Units Requested
1

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:

4. Cost		Per Unit	Total
Purchase price or annual rental	\$	<u>50,000</u>	<u>50,000</u>
Plus: Installation or other costs	\$	<u>0</u>	<u>0</u>
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 2

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)

Item	Make	Age	Maint Costs	Prior Year's	
				Breakdowns	Rental Costs
A. <u>Pickup Truck w/ Plow + Sprayer</u>	<u>GM</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

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

FORM B

Department & Activity: DPW
 Contact Person: Scott Kinmond
 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 \$ 20,000.00
 or other costs \$ 20,000.00
 Total \$ 40,000.00

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. Kinmond
 Position: DPW Director
 Date: 4/17/2015

11. Reserved: New Request