

FORM A CAPITAL PROJECT REQUEST Excluding Equipment

Department & Activity Recreation Date Prepared 5/11/16		
Contact Person Donna Kuethe Phone Number 476-8868		
Project Title Baseball Field update	2. Purpose of Project Request Form (Check One)	
3. Department Priority in CIP already/	<input type="checkbox"/> Add a new item to the program	
4. Location Moultonborough Rec. Area	<input type="checkbox"/> Delete an item in a year already a part the program	
	<input checked="" type="checkbox"/> Modify a project already in the adopted program	
5. Description Revised figures - see attached		
5 a. Describe Alternatives Considered:		
6. Justification & Useful Life See attached		
7. Cost & Recommended Sources of Financing		
BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY 2017	75,000.00	Taxation
Program year FY _____	_____	_____
Program year FY _____	_____	_____
Program year FY _____	_____	_____
Program year FY _____	_____	_____
TOTAL SIX YEARS	_____	_____
After Sixth Year	_____	_____
If adjusted for inflation, indicate adjustment percentage here: _____		
*Interest cost not included.		
8. Net Effects on Operating Costs (+/-)		9. Net Effect on Municipal Income (+/-)
Direct Costs		
personnel: number _____		taxes _____
\$ amount _____		other income _____
purchase of service _____		Subtotal _____
materials & supplies _____		gain from sale of _____
equipment purchases _____		replaceable assets _____
utilities _____		Total _____
other _____		
Subtotal () _____		
Indirect Operating Costs		10. Submitting Authority
fringe benefits _____		Recreation Dept. _____
general admin. Costs _____		Submitted by Donna Kuethe Date 5
other _____		
Subtotal () _____		Position Recreation Director
Total Operating Cost _____		Recreation Director
Debt Service (P&I) _____		Signature <i>Donna J. Kuethe</i>
Total Operating Cost _____		11. Reserved

**2016 FORM A
CAPITAL PROJECT REQUEST
Excluding Equipment**

Department & Activity Recreation States Landing		Date Prepared 4/15/2015
Contact Person Donna Kuethe		Phone Number 476-8868
1. Project Title States Landing Project	2. Purpose of Project Request Form (Check One) Add a new item to the program Delete an item in a year already a part the program <input checked="" type="checkbox"/> Modify a project already in the adopted program	
3. Department Priority - 2		
4. Location States Landing Beach		
5. Description - This is a revised approach to the States Landing Beach and Park Project		
5.a. Describe Alternatives Considered: See attached		
6. Justification & Useful Life - see attached		
7. Cost & Recommended Sources of Financing		
BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY 2016	50,000.00	Taxation
Program year FY 2016	75,000.00 (est. CRF)	Taxation
Program year FY 2017	TBD	Taxation
Program year FY 2017	75,000.00 (CRF)	Taxation
Program year FY 2018	TBD	Taxation and grant funding
Program year FY 2018	75,000.00 (CRF)	Taxation
Total 6 years	TBD	Taxation and grant funding
After Sixth Year	TBD	see attached
If adjusted for inflation, indicate adjustment percentage here: N/A		
*Interest cost not included.		
8. Net Effects on Operating Costs (+/-)		9. Net Effect on Municipal Income (+/-)
Direct Costs - see attached		taxes (+)
personnel: number _____	\$ amount _____	other income <u>50/1,000</u>
purchase of service _____		Subtotal _____
materials & supplies _____		gain from sale of _____
equipment purchases _____		replaceable assets _____
utilities _____		Total _____
other _____		
Subtotal () _____		
Indirect Operating Costs - see attached		10. Submitting Authority
fringe benefits _____		Submitted by _____ Date _____
general admin. Costs _____		Donna Kuethe 4/15/15
other _____		Position _____
Subtotal () _____		Recreation Director
Total Operating Cost _____		<i>Donna J. Kuethe</i>
Debt Service (P&I) _____		11. Reserved
Total Operating Cost _____		

FORM C
CAPITAL IMPROVEMENT PROGRAM DETAILED PROJECT DESCRIPTION
 (May be filled out by CIP Committee to summarize Project Information)

A. IDENTIFICATION & CODING INFORMATION

1. Date: 4/15/2015
 2. Project Name: States Landing
 3. Program: _____
 4. Department: Recreation

B. EXPENDITURE SCHEDULE (000'S)

Cost Elements \$	Fy 2015	Est. FY	Total 6 Years	2016	2017	2018	2019	Year 5 FY	Year 6 FY	Beyond 6 Years
1. Planning Design & Supervision	\$ 50,000.00		TBD	\$125,000.00	\$75,000.00	\$75,000.00	\$75,000.00	TBD	TBD	TBD
2. Land										
3. Site Improvements & Utilities					TBD	TBD	TBD	TBD	TBD	TBD
4. Construction					TBD	TBD	TBD	TBD	TBD	TBD
5. Furniture & Equipment										
6. Total	\$50,000.00			\$125,000.00	\$75,000.00	\$75,000.00	\$75,000.00	TBD	TBD	TBD

C. FUNDING SCHEDULES (000'S)

GO Bonds: _____
 State Aid: _____
 General Fund: See attached
 Capital Reserve: * this reflects establishing a CRF for 75,000.00 for dredging
 Grant Funding: See attached

D. DESCRIPTION & JUSTIFICATION

See Attached

E. ANNUAL OPERATING BUDGET IMPACT (000'S)

Program Costs: Staff See attached
 Other _____
 Utility Costs: Maint. _____
 Other _____
 Debt Service _____
 Total Costs _____
 Other Revenue _____
 or Cost Savings _____

F. MAP Reference Code:

Capital Project Request Form A Attachments

Project Description: This was proposed in 2014 as follows: This is a multi-phased project with a rough estimate of the following occurring: Design and Engineering – 2015; Dredging Swim Area and Boat Launch 2016; Parking Area – 2016; Creating half of the Park and further parking 2017; Finish the park area 2018.

This request reflects a revised approach to the States Landing Project for the immediate future and requests the establishment of a Capital Reserve Account for the dredging. Our original thought had been that the dredging and addressing the boat launch issues needed to occur first with park development after. However, with the greatest one time estimated cost being the dredging (with no practical way to phase this), this request is being revised to allow for park development – in phases – while establishing a CRA to offset the onetime cost of the dredging.

The States Landing Project has involved the public and intends to continue to do so. On May 30, 2015 we have scheduled the third annual States Landing Clean-up Green Up Day and at that time will discuss updated plans and concepts regarding the park and beach area. The public's input will play an important role in the decisions to be made for the next phase of the project.

Alternatives Considered: A recommendation to do an engineering study to determine the future of the States Landing Swimming Area was included in the 2007 Recreation Dept. Strategic Plan. This study had been proposed by the Recreation Dept. in the past several budget years, but did not make it through the budget process.

During the Strategic Plan process many alternatives were considered including selling the property, not continuing to maintain it as a swimming area and to move towards only a park area with no swimming area; to turn the beach area in to a canoe/kayak launch.

Justification and Useful Life: States Landing is a 6.2 acre park with 279 feet of beachfront. There is also a public boat launch. The use of the beach has declined year by year as a result of aquatic growth and mucky lake conditions. The swimming area has been treated two times (successfully) for milfoil, but other problems have increased over time. The swimming area has been reduced greatly and docks and rafts removed. In 2009 the decision was made to no longer guard the beach due to an average of less than 9 swimmers per day.

However, the interest in this facility and the recognition of its potential as a prime recreation area has remained a priority for the Recreation Department. The Recreation Dept. has continued through the years to hear from residents in the vicinity of the beach requesting more attention be paid to the area.

In January 2013 a "Neighborhood Meeting" was held with between 35-50 people in attendance where we brainstormed ideas for the future of the area. See attachment. It was apparent from that meeting that the beach was very important to many residents.

We enlisted the state arborist and representative from NH Cooperative Extension to identify and recommend trees on the property that needed to be removed and have done so, as well as protecting the trees that remain.

On May 11, 2013 a very successful States Landing "Clean Up Green Up Day" was held with approximately 25-30 people in attendance. The day started with work – clearing brush, raking, picking up trash, cutting branches etc. Landscape Architect, Doug Greiner, talked with the workers and had done a lot of preliminary work. At lunch he presented some ideas on the future of the area. Police Chief Wetherbee and TA, Carter Terenzini all spoke to the group as well. We had a barbecue.

At the 2014 Town Meeting Article 16 passed in the affirmative which designated \$25,000.00 for improvements at the States landing Park and Beach Facility.

At the 2015 Town meeting \$50,000.00 was approved for continued study and improvements at States Landing.

Another Clean-up Day was held on May 31, 2014, with approximately 40+ people in attendance and working on improvements. Fences were installed, trees, plants and shrubs planted as well as a thorough sprucing up – raking, picking up trash, clearing brush etc. The improvements were notable. At the end of the work party, Landscape Architect, Doug Greiner presented an updated version of plans.

The 2015 Clean-Up Green-Up Days is scheduled for May 30, 2015. This year we plan to prep the area for the next phase of work that we anticipate will be establishing the rain gardens as well as doing general clean up and preparation for the upcoming swimming season.

There is significant back up material about the States Landing Project available on the Town's website. \

Funding – Much of this project will be eligible for Land and Water Conservation Grant Funding. However, the amount that will be available through this federal grant source is unknown at this time – as is the future of the grant. Based on the most recent grant funding available, I anticipate that the bulk of this project will be funded through taxation.

Direct and Indirect Costs – There will be additional Operating Costs associated with the beach and park as the facility is improved including bringing lifeguards back on the beach, more maintenance etc. however, these are not known at this time and cannot be estimated.

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity Recreation Play Equipment Date Prepared 4/14/2014
 Contact Person Donna Kuethe Phone Number 476-8868

1. Project Title & Reference No.

Purchase Play Equipment - 2017

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:
 see attached

4. Cost

		Per Unit	Total
Purchase price or annual rental	\$	75,000.00	75,000.00
Plus: Installation or other costs	\$	volunteers -0	volunteers - 0
Less: Trade-in or other discount	\$	n/a	n/a
Net purchase cost or annual rental	\$	75,000.00	75,000.00

6. Number of Similar Items in Inventory 1

7. Estimated Use of Requested Item(s)

	Estimated useful life in years
<u>8</u> Months per year	<u>25 +</u>
<u>32</u> Weeks per year	
<u>7</u> Days per week	
varies Hours per day	

8. Replaced Item(s)

Item	Make	Age	Maint Costs	Prior Year's	
				Breakdowns	Rental Costs
A. Play Equipment (LS '90)		24	varies		
B.					
C.					
D.					
E.					

9. Recommended Disposition of Replacement Item(s)

- Possible used by other agencies Trade-in Sale

10. Submitting Authority

Submitted by: Donna Kuethe Date: 4/14/2014
 Position: Recreation Director

11. Reserved

FORM A CAPITAL PROJECT REQUEST Excluding Equipment

Department & Activity <u>Recreation/ Park Improvements</u> Date Prepared <u>4/11/16/Revised 5/2/16</u>																												
Contact Person <u>Donna Kuethe</u> Phone Number <u>476-8868</u>																												
1. Project Title <u>Pavilion/Bathrooms</u>	2. Purpose of Project Request Form (Check One) <input checked="" type="checkbox"/> Add a new item to the program <input type="checkbox"/> Delete an item in a year already a part the program <input type="checkbox"/> Modify a project already in the adopted program																											
3. Department Priority #1 _____																												
4. Location <u>Moultonborough Recreation Area</u>																												
5. Description See attached																												
5.a. Describe Alternatives Considered: See attached																												
6. Justification & Useful Life See attached																												
7. Cost & Recommended Sources of Financing																												
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">BUDGET FY</th> <th style="text-align: center;">TOTAL*</th> <th style="text-align: left;">RECOMMENDED SOURCES OF FINANCING</th> </tr> </thead> <tbody> <tr> <td>Program year FY <u>2017</u></td> <td style="text-align: center;"><u>3500.00</u></td> <td><u>Taxation/volunteer</u></td> </tr> <tr> <td>Program year FY <u>2018</u></td> <td style="text-align: center;"><u>102,170.00</u></td> <td><u>Taxation/volunteer</u></td> </tr> <tr> <td>Program year FY _____</td> <td></td> <td></td> </tr> <tr> <td>TOTAL SIX YEARS _____</td> <td style="text-align: center;"><u>105,670.00</u></td> <td></td> </tr> <tr> <td>After Sixth Year _____</td> <td></td> <td></td> </tr> </tbody> </table>	BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING	Program year FY <u>2017</u>	<u>3500.00</u>	<u>Taxation/volunteer</u>	Program year FY <u>2018</u>	<u>102,170.00</u>	<u>Taxation/volunteer</u>	Program year FY _____			TOTAL SIX YEARS _____	<u>105,670.00</u>		After Sixth Year _____											
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8. Net Effects on Operating Costs (+/-)	9. Net Effect on Municipal Income (+/-)																											
Direct Costs personnel: number _____ \$ amount _____ purchase of service _____ materials & supplies <u>approximately \$100.00/year</u> equipment purchases _____ utilities _____ other (janitorial) <u>approximately \$600.00</u> Subtotal () _____	taxes <u>(+) approx.,04/yr</u> _____ other income _____ Subtotal _____ gain from sale of replaceable assets <u>\$2,310.00 (see attach.)</u> Total _____																											
Indirect Operating Costs fringe benefits _____ general admin. Costs _____ other _____ Subtotal () _____ Total Operating Cost _____ Debt Service (P&I) _____ Total Operating Cost _____	10. Submitting Authority Recreation Submitted by Date <u>Donna Kuethe</u> <u>4/14/16/rev. 5/3/16</u> Position Recreation Director Signature <u>Donna Kuethe</u>																											
	11. Reserved																											