

Meeting Minutes
Capital Improvements Program Committee (CIPC)
February 2, 2023

CIPC Members in Attendance: Jean Beadle (Board of Selectmen Representative), Peter Claypoole (Planning Board Representative), Cody Gray (Member at Large), Mary Phillips (Advisory Budget Committee Representative), and Frederick Van Magness (Member at Large).

Town Staff Present: Charlie Smith (Town Administrator) and Heidi Davis (Finance Director).

The meeting was called to order at 8:05 am.

As the first order of business, Jean Beadle made a motion to elect Cody Gray CIPC Chairman for the fiscal year (FY) 2023-2024 budget cycle. Fred Van Magness seconded the motion and Mr. Gray was unanimously elected. Mary Phillips volunteered to serve as Clerk and was unanimously elected.

The Committee reviewed the process and documents that will again be used to evaluate and score departmental capital requests. Members stressed the need to focus not only on the current year, but the longer-term time horizon through FY2029 for planning purposes and to avoid fluctuations in the tax rate.

The Committee commenced discussions with department heads about their capital budget requests for FY2023-24 and the following five-years:

- Police Department, Chief Peter Beede

- Replacement of 2016 Ford Explorer Cruiser (\$68,910). Chief Beede proposes replacing the cruiser due to its age, ongoing electrical issues, and high maintenance costs (\$3,436/year). If a pending grant application is approved, the cost will come down \$8,000 to \$60,910.

The Chief noted that 3 of the Department's 9 vehicles were replaced last year, 2 with COVID funds and 1 through the town budget. Two vehicles are still awaiting delivery. In response to a question from Jean, Chief Beede indicated that the life of some of the vehicles may be extended a year or two because the current manpower shortage has resulted in vehicles not being used. The Chief also indicated he is considering replacing the 2017 pickup with a utility trailer.

- Body Worn Cameras (\$25,000). The proposal would replace 3 cruiser cameras and 14 body cameras. All body cameras are out of date because of a change in technology by Motorola. The Department has applied to the State for a \$50,000 grant; if approved, the grant will fund 50% of the cost. The Town may be able to fund its share with Federal fiscal recovery funds.

- Fiscal years 2025-29 proposals: For each of the forthcoming five years, the Department proposes the replacement of one vehicle at an estimated cost of \$70,000 per vehicle. Chief Beede proposed holding off consideration of renovating the cell block into the restroom until a more comprehensive review of the building's needs is conducted.

- Department of Public Works, Director Chris Theriault
 - Highway Garage Maintenance Bays and Truck Wash (\$1,250,000). The project consists of (1) adding 2 bays to the existing 4-bay maintenance garage as well as space in the building to allow DPW equipment to be stored indoors (\$717,000), and (2) the installation of a separate, self-contained equipment wash facility (\$540,000). Chris noted that the proposed project has had a placeholder in the capital budget plan since 2011 (at \$400,000). The maintenance and wash facility would be used by DPW, police, and fire (although the fire department subsequently informed the CIPC that it washes its own vehicles and has a special piece of equipment for cleaning the undercarriage). The plan and projected costs are the product of an engineering study conducted last year. In response to questions, Chris stated that the maintenance bay expansion and the wash facility could be considered as separate projects. Chris also indicated that the truck wash would not really cut down on maintenance costs - at least he could not put a number on it. However, washing could potentially extend the life of vehicles somewhat.
 - Public Safety Building Roof Replacement (\$146,000). The PSB roof is at the end of its useful life and needs to be replaced.
 - Waste Management Facility (WMF) Feasibility Study (\$30,000). The request is for funds to assess the layout, efficiency, and safety of the transfer station and potential upgrades. The project could involve changing how vehicles access the facility and adding another compactor. Chris expressed concern that during peak periods, traffic is backed up on Route 109. *This is a new project, not previously included in the 6-year plan.*
 - Road Projects (\$1,250,000). The program will permit 3,100 feet of full depth reconstruction (\$584,000), 3 miles of preservation (\$500,000), 6 miles of chip seal (\$422,000), and 6 miles of crack sealing (\$20,600).
 - Replacement of 7-Passenger Van (\$37,000). The project is to replace a van used primarily by the recreation Department for its programs and when traveling out of the area on town-related business. Several questions were asked regarding the van's usage, annual mileage, and maintenance expenses of \$1,000/year). Recreation Director Dan Sturgeon will follow up with the Committee.
 - Replacement of 2011 19.5K Dump w/Plow, Wing and Sander (\$160,000). This replacement is part of the department's scheduled annual plan for equipment replacement. However, *this project has been moved forward one year, from 2025 to this fiscal year.*
 - Replacement of 10-Wheel Dump Truck 55K w/Plow, Wing, Sander (\$350,000). This replacement is part of the department's scheduled annual plan for equipment replacement.
 - Lees Mill Landing Town and Fire Boat Dock Replacement (\$200,000). The project is to replace three concrete town docks, including the Fire Boat dock. Chris indicated this element was part of the original project to replace the deteriorating dock area, but *this element of the project is new to the 5-year plan.* Additionally, the previous descriptions of the project in 2020 and 2021 did not

mention replacement of the docks as part of the project. The original project, approved 2 years ago, was budgeted at \$290,000. Actual expenditures, including this year's request, will total \$695,000.

-- Shannon Cemetery Columbarium and Cremation Garden (\$465,000). To address a growing shortage of burial space in Moultonborough, the project would create 526 spaces for cremation interment at Shannon Cemetery, as well as a cremation garden and an irrigation system. (Only 80 double lots remain at Shannon Cemetery (2 full burials or 8 cremations per double lot). Shannon is the only cemetery with available lots. A search for land to purchase for additional cemetery space did not identify any realistic opportunities for additional cemetery space. The town currently has approximately 25 burials per year, and 80-90% are now cremations.). Chris indicated that all 4 niche structures would not need to be completed in the upcoming fiscal year. The costs of the columbarium project would be at least partially offset by fees. CIPC members were encouraged to review the department's on-line presentation. *This is a new project, not previously included in the 6-year plan.*

-- WMF New Mechanical Sliding Gate (\$30,000). The project is to replace the existing manual gate with a mechanical, key-pad operated sliding gate, for purposes of convenience and safety for town personnel accessing the facility. The existing gate was damaged 2 years ago. *This project is a new project, not previously included in the 6-year plan.*

-- Fiscal Years 2025-2029. Planned expenditures for the 2025-2029 time frame include replacement of the WMF truck scale in FY2026 (\$80,000) and annual equipment replacements, one per year for the next four years, with 4 equipment replacements planned for 2029.

- Fire Department, Chief David Bengston

-- Portable Radios (\$222,862). Chief Bengston reported that last year's FEMA grant application was not approved, resulting in the project being added to this year's capital request. The proposal would supply new radios to 35 firefighters to be delivered about a year after order. The Chief indicated that the number of radios needed could probably be reduced to more closely reflect the anticipated number of active firefighters. Jean noted that it might be possible to use unencumbered funds available this year to fund the purchase.

-- Fiscal Years 2025-2029.

-- Optimus 360 Joystick Control System for Fire Boat in 2025 (\$25,155). The project would fund the purchase of a joystick to allow the Fire Boat to maneuver around obstacles in the water. The Chief indicated the cost of the joystick may be a bit higher than originally forecast.

-- Replace Engine 4 in 2027 (\$850,000). Engine 4 was purchased in 2001. The Fire Department looks to replacing heavily-used fire trucks every 25 years, and more lightly-used fire trucks every 30 years. The chief then mentioned the possible need to replace Engine 1, purchased in 2007, sooner than anticipated, perhaps in 2027, due to heavy usage and mechanical issues. The committee then discussed the need to start putting funds aside in anticipation of both engine replacements.

-- Pole Barn Equipment Storage in 2028 (\$60,000). The justification for the project is the need for additional equipment storage space.

-- First Responder Medical Vehicle in 2029 (\$663,619). The Chief stated that Moultonborough does not have the need for an ambulance today but proposes keeping it in the capital plan as a placeholder.

The meeting adjourned at 11:30 am upon a motion by Mary Phillips, seconded by Peter Claypoole. The next meeting of the CIPC will be February 3, 2023 at 8:00 am.

Respectfully Submitted,
Mary Phillips, CIPC