

Meeting Minutes
Capital Improvements Program Committee (CIPC)
February 9, 2023

CIPC Members in Attendance: Cody Gray (Chairman), Mary Phillips (Clerk), Jean Beadle, Peter Claypoole, and Fred Van Magness

Town Staff Present: Charlie Smith and Heidi Davis

The meeting was called to order at 8:06 am following which the minutes of the February 2 and 3, 2023 meetings were unanimously approved.

The Committee then turned its attention to the main agenda item for the meeting, scoring and ranking capital projects proposed for fiscal year 2023-2024 (FY2024).

The discussion began with consideration of two capital projects not actually proposed for the coming year, but which will be essential in the foreseeable future: the replacement of two fire engines and the replacement of the roof on the Moultonborough Public Library.

After some discussion, the Committee voted to recommend to Fire Chief Bengston moving up the replacement of Engine 1 (a heavily-used tire truck purchased in 2007) to Fiscal Year 2025, and replacing Engine 4 (a less heavily-used 2001 purchase) in either FY2031 or the year recommended by the Chief. The Committee also voted, in view of the need to replace two fire engines in the coming years at an estimated cost of \$850k and \$950K respectively, to recommend that the Board of Selectmen (BOS) add \$150,000 annually for the foreseeable future to the Fire Fighting Equipment capital reserve.

With respect to the Library, the Committee voted to recommend that the BOS add \$35,000 to the Library Building capital reserve fund this year in anticipation of the need for a new roof.

To ensure that all recommended appropriations recommended by the Committee are reflected on the 6-year capital plan, the CIPC agreed to add recommended additions to capital reserve funds to the scoring sheet.

In scoring and ranking projects proposed for FY2024, the Committee made several key recommendations:

- Bifurcate the garage project into the garage expansion (\$710,000) and the truck wash (\$540,000), and hold off on both projects in FY2024;
- Progress the columbarium project in two phases. Phase I (\$200,000), in FY2024, to consist of 2 columbaria, associated hardscaping and plantings, and the installation of a well/watering system. Phase II (\$265,000), at a later date (possibly FY2029), would add an additional two columbaria and associated landscaping.
- Progress a portion of Phase VI of the States Landing Project in the coming year (\$230,000) and complete the project in FY2025 (\$208,000);

- Push replacement of the 10-wheel dump truck with plow, wing, and sander to FY2025, since it is a priority 3 for the Department of Public Works. Put off, at the present time, a roof for the ice rink and the installation of a mechanical gate at the Waste Management Facility.

The final scoring and ranking of FY2024 projects was:

Capital Improvement Plan Committee Master Sheet for Scoring 2024 Projects										
Department	Rank	Class	Project Description	Cost	Cody	Fred	Peter	Jean	Mary	Mean
Fire	1	1	Portable Radios	\$ 179,402	76.2	90	76.6	77.2	80	80
DPW-HWY	2	1	Road Projects	\$ 1,250,000	66.2	80.4	76.2	76.4	80.6	75.96
Police	3	1	Body Worn Cameras	\$ 27,217	71.6	90	63.6	76	78.6	75.96
Police	4	2	Police Cruiser	\$ 68,910	64.2	79.2	67.4	67.2	77.4	71.08
DPW-HWY	5	2	Public Safety Building Roof	\$ 146,000	69.2	51.6	64.6	73.2	80	67.72
DPW-HWY	6	2	Lees Mill Landing Town & Boat Dock Replacement	\$ 200,000	66.8	57.6	63	79.2	70	67.32
DPW-HWY	7	2	19.5K Dump w/Plow, Wing & Sander (truck#2)	\$ 160,000	57.8	41.2	70.6	68.8	77.8	63.24
DPW-HWY	8	7	10 Wheel Dump w/Plow, Wing & Sander (truck#3)	\$ 350,000	58.2	27.6	64.6	72.8	77.8	60.2
DPW-HWY	9	7	Highway Garage Maint. Bays	\$ 710,000	54.4	32	58.6	78.4	70.6	58.8
DPW-HWY	10	3	Cemetery Columbarium & Cremation Garden	\$ 200,000	52.4	40.8	60.2	71.2	53	55.52
Recreation	11	7	Ice Rink Improvements	\$ 941,000	55.8	39.2	58.4	52.4	52	51.56
Recreation	12	3	States Landing Improvements - Phase 3	\$ 230,000	53.4	33.2	59.8	48.8	62.4	51.52
DPW-HWY	13	7	Highway Garage Wash Station	\$ 540,000	45.4	24.4	55.2	63.2	61.8	50
WMF	16	2	Feasibility Study	\$ 30,000	49.6	0	49	66.8	71.4	47.36
DPW-HWY	14	2	7-Passenger Fleet Van	\$ 37,000	41.6	29.2	62.2	32	65.4	46.08
DPW-HWY	15	7	WMF Entrance - Mechanical Sliding Gate	\$ 30,000	34.6	12.8	56.4	42.8	54	40.12
<i>Total</i>				\$ 5,099,529						
<p>Class 1: Priority - need immediately for health and safety / Class 2: Justified - need to sustain basic level and quality of service Class 3: Desirable - need to improve quality and level of service / Class 4: Unprogrammed, not enough information provided to evaluate need Class 5: Prior Approved Expense (Lease Payment) / Class 6: Not Considered / Class 7: Not Recommended *(at this time)</p>										
MAX SCORE: 90										

Chairman Cody recommended the Committee hold a pre-kickoff meeting later in the year with the Department heads to discuss capital planning going forward, particularly the need to focus on long-term planning and preparation to avoid fluctuations in the tax rate.

The Committee discussed inviting the Hub to meet with the Committee to discuss its proposal for a community center. The consensus was to await the BOS' decision about whether to allow the Hub proposal to be added as a warrant for the town meeting.

CIPC's recommendations will be considered at a regularly scheduled meeting of the BOS.

The meeting adjourned at 11:36 am upon a motion by Fred seconded by Mary.