

**Meeting Minutes**  
**Capital Improvements Program Committee (CIPC)**  
**September 18, 2025**

CIPC Members in Attendance: Chairman Fred Van Magness (Member at Large), Clerk Mary Phillips (Advisory Budget Committee Representative), Peter Claypoole (Planning Board Representative), Cody Gray (Member at Large) by phone, and Chuck McGee (Board of Selectmen Representative).

The meeting was called to order at 1:04 pm. The minutes of the April 3rd meeting were approved upon a motion by Chuck, seconded by Mary.

Fred kicked off the FY2027 CIPC process by reviewing the proposed schedule for meeting with Town Departments. Several have been asked to submit 10-year capital plans. Fred noted that the Heritage Committee has no funding requests or planned expenditures from the expendable trust fund in FY2027. The six capital reserve accounts approved at Town Meeting for elimination have now been dissolved, although for tracking purposes, the funds will continue to show on the Capital Reserves report for the rest of the year. Additionally, thanks to Fred's extensive research, historical information regarding all capital reserve and trust fund accounts is now posted on the CIPC website.

Fred noted that Mike Kepple, the Department of Public Works (DPW) Facilities & Grounds Team Leader, has prepared a comprehensive 10-year facilities inspection and replacement schedule for all Town buildings other than the Library (Town Hall, Public Safety Building, Recreation Building, Highway Garage, Function Hall, Moultonborough Neck Fire Station, and the Transfer Station). Fred also noted that the approved FY2026 capital program for the Town added \$0.34 to the tax rate. School capital associated with repayment of the outstanding bond added \$0.12 to the tax rate.

The Committee then reviewed the capital request for the Police Department.

- Police Department, Lieutenant Mark Cavic (in lieu of Chief Beede who was away)
  - FY2027, Police Cruiser Capital Reserve Fund (\$50,000). The Chief proposes adding \$50,000 to the police capital reserve fund to have enough set aside to be able to replace 1 cruiser in the event of an emergency. \$25,000 was approved for the fund at the most recent Town Meeting; the current balance in the capital reserve fund is \$29,000.
  - FY2027, Replacement of 2016 Police Interceptor Sedan 162, (\$90,000). The vehicle's mileage is over 100,000 and will be approximately 120,000 by the time it is replaced next year. The sedan would be replaced with an SUV.
  - FY2027, Replacement of 2017 Ford 150 Pickup 171, (\$90,000). This is the lieutenant's vehicle, and the mileage is over 100,000.
  - FY2027, Replace Dispatch Radio, (\$35,000). Police are having difficulty communicating with the dispatch center, in part because the dispatch radio dates from about 2005 has required frequent repairs (there are also problems because there are dead spots in town). The dispatch radio

consists of a central radio console and an associated component that records transmissions. This is a newly added capital project.

- FY2027, Replace 10 Shotguns, (\$15,000). The Lieutenant indicated the existing equipment is old and should be replaced, although the shotguns are still functional. This is a newly added project.
- FY2027, Public Safety Drone, (\$17,500). The drone would be used for search and rescue missions, including locating individuals who are lost or injured, locating individuals fleeing from a crime scene, reconstructing motor vehicle accidents, and assisting in water rescues. Other Departments would also be able to use the drone. The estimated cost has come down significantly since the project was proposed last year.

*The team requested follow-up information regarding maintenance repair costs for the vehicles proposed for replacement; a breakdown of the cost of a cruiser vs. the cost to retrofit the vehicles with radios, radar systems, computers, etc.; information regarding any new technology or equipment that will have to be added to the new cruisers; information to support the cost estimate for the new dispatch radio and the expected life of the equipment; details on the cost, maintenance, and replacement schedule for the drone; and justification for the estimated cost of new shotguns, the age of the current equipment, and how often the shotguns are used.*

- FY2028 – FY2032, Replacement of Cruisers. The Department's plan calls for replacement of one cruiser in FY2028; two in FY2029; and one each in FYs2030-32.
- Fire Department, Chief David Bengston
  - FY2027 through FY2036, Firefighting Equipment Capital Reserve Contribution (\$150,000). The Chief proposes adding \$150,000 each year to the capital reserve fund to smooth the impact of anticipated equipment purchases on the tax rate.
  - FY2027 – FY2036, Ambulance Services Contingency Fund. The Chief proposes adding \$47,000 annually to CR162 to cover anticipated additional costs under a new contract with Stewart's. Fred questioned why the additional recurring expenses would not be included in the Department's operating budget rather than the capital budget. The Chief indicated more information will be forthcoming when contract negotiations are concluded. Until then, the CIPC will make no decisions on the issue.
  - FY2027, Replace Boat #2, (\$75,000). Fireboat #2, a donated 1997 Boston whaler, would be replaced with a "Whaly" watercraft suited for rescue operations.<sup>1</sup> The plan would be to transfer the existing motor to the new fireboat. Fred asked for more detail on the cost estimate.

---

<sup>1</sup> The boat is 42 years old and had \$100 in maintenance costs last year. The boat is not ideal because the boat is not designed to allow rescued individuals to lie flat in the vessel. Note that the estimated cost of the project has nearly tripled from last year's estimate of \$26,154 and that the estimated cost shown on Form A is \$52,250. The estimated life of the new boat is 15 years.

Fred noted that there is a \$75,000 trust fund (TF118) from a donation and suggested that the funds be used to replace fireboat 2. The Chief indicated that the Department would rather use those funds to replace the current training facility.

- FY2028, Installation of 15,000-Gallon Cistern & Pump at the Public Safety Building (PBS) (\$81,000). The project would add a cistern and pump at the PSB to allow refilling of fire apparatus water tanks on-site, rather than at Lee's Mills and Playground Drive.<sup>2</sup>
- FY2029, Replace Rescue 3 (\$127,000). The Chief reported that a cost-benefit analysis had been completed regarding replacement of Rescue Units 2 and 3. Both are intended to primarily be used for medical responses but each carry 400 gallons of water and a fire pump, allowing them to respond to fires as well. The estimated replacement cost would be \$550,000 for each unit. The analysis found that replacing the units would not be cost-effective, given the amount of time the units are used for fire suppression. Instead, the Chief proposes replacing the units with Ford F350 or F550 body with a capped pickup bed with a slide-out unit for the equipment. The units would be similar to the current units but without fire suppression capability. Now that the Department has 24/7 coverage, the Department is better able to respond without the current units. The units are on a 15-year replacement cycle.<sup>3</sup>
- FY2030, Turnout Gear Washer, (\$25,000). The Fire Department uses a roughly 20-year old special washing machine to remove chemicals and carcinogens from firefighting apparel. The machine was obtained through a grant from the Federal Emergency Management Agency (FEMA). It does not meet current standards and is proposed for replacement. The expected life of the new washing machine is 15 years.

---

<sup>2</sup> Note that the projected cost of the project has nearly doubled from last year's \$45,610 cost estimate.

<sup>3</sup> Rescue 3, a rapid response apparatus, is 13 years old, and had 4 breakdowns in the past year. The new equipment would have an expected life of 15 years.

- FY2031, Radio Propagation Study and Vehicular/Fixed Site Repeaters (\$84,000). The study would examine how to improve radio communications and where to install repeaters to ensure complete coverage in the community.<sup>4</sup>
- Moultonborough Public Library, John Buckley (Chairperson, Board of Trustees) and Brittany Durgin (Library Director), accompanied by Peter Olsen (Trustee) and Bob LaFlamme (Trustee)

Before addressing its ongoing capital plan and library renovations, the library leadership discussed amending the language that established the Library Building Capital Reserve Fund (CR159) to allow the funds to be used to purchase new computers. John noted that fees for use of the copier will cover the cost of replacing the copier/fax machine. The library plans to replace all of the computers this year, funded by contributions from the Friends of the Library and Library Trustee Funds. The amended language would apply to future computer purchases.

---

<sup>4</sup> **Other Fire Department projects included in the Department's 10-year plan but not discussed at the meeting:**

FY2032, Base & Mobile Radios (\$72,000). The funds would replace 16 base and mobile radios at a cost of \$4,500 apiece. The current equipment is 19 years old, had \$15,000 in maintenance costs and 4 breakdowns in the prior year. Note that the purchase of 35 portable radios was approved on the 2022 Warrant at a cost of \$190,170. CIPC will ask the Chief for additional information about the project.

FY 2033, Zoll Cardiac Monitors (\$151,000). The project would replace the Department's two 10-year old cardiac monitors. The new monitors would also have an expected life of 10 years. CIPC will ask the Chief for additional information about the project.

FY 2034, Replace Rescue 2 (\$186,000). As with Rescue Unit 3, Unit 2 will be replaced with a rescue vehicle not equipped with fire suppression capability. Rescue 3, a rapid response apparatus, is 15 years old, and had maintenance costs of \$22,000 and 6 breakdowns in the past year. The new equipment would have an expected life of 15 years.

FY2034, Hovercraft Replacement – Boat 3 (\$211,000). The project would replace the 15-year old hovercraft that had \$2,250 in maintenance costs and 4 breakdowns last year. The expected life of the new equipment would be 15 years. CIPC will ask the Chief for additional information about the project. *(Was this donated and in what year?)*

FY2035, Replacement of Forestry Fire Truck (\$125,000). The project would replace a firefighting vehicle designed for use in forested areas. The truck is 15 years old and had maintenance costs of \$4,500 last year. The expected life of the new truck would be 15 years. CIPC will ask the Chief for additional information about the project.

FY2036, Replace Stair Chairs (\$57,000). The project would replace 2 stair/evacuation chairs that are currently over 20 years old and had \$12,000 in maintenance costs and 2 breakdowns last year. The new chairs would have an expected life of 15 years. CIPC will ask the Chief for additional information about the project.

Library, continued:

- FY2027 – FY2036, Additions to Library Capital Reserve Fund, (\$68,000 in FY2027; \$98,000 in FY2028; \$98,000 in FY2029; \$75,000 in FY2030; and \$30,000 in each of FY2031 – 2036) to fund the capital improvements described below.
- FY2027, Bathroom Renovations (\$50,000). The project would renovate the library's 4 restrooms to both update them and ensure they are handicapped accessible. The initial plan was to use a grant for the project, but a survey indicated that a higher priority for accessibility is accessibility to programs. The more extensive renovations would be in the older part of the library; consideration is being given to combining the two bathrooms in the old part of the library to have a single, handicapped-accessible restroom.
- FY2027, Installation of a Generator (\$60,000). The library currently does not have a generator and considers one necessary. The building could be a critical building in times of emergency. Many in the community also rely on the library's WiFi for internet access. The library has received two quotes; the cost of a pad is not included. The library will obtain estimates for the pad and any other ancillary expenses associated with a generator.
- FY2027 and FY2028, Replacement of AHU and Condensers 1 and 2, New Building (\$18,000 and \$19,000 respectively). All 6 of the library's AHU and condensers are being replaced. One is planned for next year and one in FY2028. By the end of this fiscal year, the other four will have been replaced, two with grant funding.
- FY2028, Roof Replacement, (\$125,000). The 20-year old library roof will be replaced. The expected life of the new roof is 20 to 30 years. The library has been planning for this project for a number of years. The library has received two quotes for the replacement.
- FY 2029, Replacement of Boiler in New Building (\$50,000). The existing boiler dates to the construction of the building addition and is approximately 20 years old.
- FY 2030, Replacement of Pressure Tank, Old Building (\$1,500); Replacement of Pressure Tank, New Building (\$1,500); Replacement of Pressure Tank New Building Basement Stacks (\$1,500).
- FY2030, Replacement of Boiler, Old Building (\$35,000). The existing boiler is approximately 20 years old.
- FY2034, Roof Repairs (\$2,500).
- FY2036, Replacement of Entrance Doors and Openers, (\$8,500). The doors will be 30 years old by the time of replacement.

At the conclusion of the presentation, John announced that Brittany has been named Library Director of the Year for New Hampshire. All enthusiastically congratulated her for her work.

Fred noted that the CIPC will tour the Library and Police and Fire Departments on Saturday, September 20<sup>th</sup>. Fred, Mary, and Chuck will attend.

Upon a motion by Chuck, seconded by Peter, the CIPC adjourned at 4:00 pm. The next meeting of the CIPC will be on September 25<sup>th</sup>, when the Committee will hear presentations from the Department of Public Works and the Recreation Department.

Respectfully Submitted,  
Mary Phillips, CIPC