

Meeting Minutes
Capital Improvements Program Committee (CIPC)
September 25, 2025

CIPC Members in Attendance: Chairman Fred Van Magness (Member at Large), Clerk Mary Phillips (Advisory Budget Committee Representative), Peter Claypoole (Planning Board Representative), and Chuck McGee (Board of Selectmen Representative). Also participating in the meeting were Finance Director Andrea Picard and Interim Town Planner Bruce Woodruff.

The meeting was called to order at 1:00 pm. The minutes of the September 18th meeting were approved upon a motion by Chuck, seconded by Mary.

The Committee commenced its review of the capital request for the Department of Public Works.

- Department of Public Works (DPW), Director Chris Theriault, joined by Ken Filpula, Supervisor of the Transfer Station; Mike Kepple, Facilities & Grounds Team Leader; Craig Dunn, Highway Team Leader; and Scott Surrell, Lead Mechanic in the Fleet Division.
 - FY2027, Road Projects (\$1,300,000). Of the total requested, \$1.25 million would be used for asphalt overlays and \$72,300 would be used for pavement preservation and maintenance. Chris noted that DPW is working with Street Scan to update the road service management program, which determines the schedule for maintenance. Chris said we are one year away from all the town roads having been reclaimed or reconstructed in the past 10 years. After next season, the road program will be purely for preservation, a significant achievement. For the current fiscal year, the approved road budget is \$1.3 million including the approximate \$160,000 state highway grant.
 - FY2027, Highway Garage Maintenance Bays and Truck Wash, Construction Phase (\$800,000 over FYs 2027-2030). The project consists of (1) adding two mechanic bays to the existing 4-bay maintenance garage (two mechanic bays and two for vehicle maintenance) (\$260,000) and (2) the installation of a separate, self-contained equipment wash facility (\$540,000). Chris indicated the truck wash and storage area might be able to extend the life of DPW vehicles by one or two years but could not point to any definitive research. Chris noted that \$200,000 was approved at the March Town Meeting to construct a lean-to for storing DPW equipment. With the lean-to and the two extra bays, all equipment would be stored under cover. Fred requested full price quotes to support the project.
 - FY2027, Paving Overlay and Parking Lot Extension at the Function Hall (\$125,000). There has been a request from the public through Mary Bengston at the Recreation Department for expansion of the function hall parking lot. The repaving planned for 2023 was postponed. The lot would be rebuilt with a small expansion, one parking spot deep, on the side of the lot where the gazebo is located.
 - FY2027, Flooring Replacement at the Town Hall and Public Service Building (PSB) (\$68,000). The project would replace carpet at the Town Hall and police area of the PSB, and tile in the fire area of the PSB. Fred requested a price quote for the flooring, split between the PBS and Town Hall.

- FY2027, Waste Management Facility (WMF), Three 40-Yard Open Top DEMO Containers (\$27,500). The project would involve purchasing larger DEMO containers to replace the existing 30-foot containers to minimize the number of pulls by Waste Management and reduce haulage fees. Fred asked Ken to approach Waste Management about supplying the larger containers as part of its contract with the Town. The existing equipment is owned by Waste Management. If Waste Management denies the request, Fred asked that DPW provide a quote to support the purchase of the containers.
- FY2027, Columbarium and Cremation Garden, Middle Neck Cemetery (\$230,000). To address a growing shortage of burial space in Moultonborough, the project would create a cremation garden with two 64-niche columbaria for cremations at Middle Neck Cemetery. The project would free up space at Shannon Cemetery, the only town cemetery with any available space for full burials.

Fred asked for a current cost estimate, including backup quotations for the projects, split between the actual columbarium, landscaping, etc. Chris stated \$100,000 had been set aside for the project at the 2024 Town Meeting. However, Fred noted that Article 19 deposited \$400,000 (\$300,000 from unassigned fund balance and \$100,000 from taxation) into the Municipal Building Maintenance Capital Reserve Fund for a set of projects that might or might not include the columbarium. To date, no funds have been earmarked for the project.

Mary asked Chris to provide an updated count of the available burial and cremation spaces at Shannon and Middle Neck Cemeteries.

- FY2027, 5500 Platform Bucket Truck (Trk#20) (\$150,000). The vehicle is a 2007 model, for which the manufacturer no longer provides parts. The truck is used for placing flags, banners, and Christmas wreaths, and for tree trimming for roadside maintenance. The estimated useful life of the new truck is 15 years. Repair costs were \$11,000 last year. Chris gives this a Priority No. 1 rating. Fred asked for a price quote to support the proposal, as well as details about the \$11,000 in repair costs.
- FY2027, 47K GVW Dump Truck with Plow, Wing and Sander (Trk#9) (\$200,000). The vehicle is used throughout the year. During winter operations, these trucks are used for plowing, sanding, and maintaining winter access on all Town roads for emergency access as well as maintaining safe travel routes. At other times of the year, the truck is used for loading and hauling materials to/from road maintenance projects, including roadway grading, ditching, and culvert work. The vehicle dates to 2014 and mileage of 75,000. It had no out of service days in the past year. Chris gives this a Priority No. 2 rating. Fred asked Chris to evaluate whether the replacement could be pushed out one year. He also asked for a price quote or purchase order for a recently-purchased similar vehicle.
- FY2027, Two Zero-Turn Mower Replacements (\$24,000). The project would replace 2 mowers dating from 2019. The mowers are used daily in the spring, summer, and fall. Fred asked for multiple price quotes for the replacements.

- FY2027, Surveying, Engineering, and Permitting for WMF (\$200,100). The proposal is to fund preliminary work for the FY2028 transfer station improvement project detailed below.¹
- FY2028, WMF Compactor Area Improvements (\$1,200,000). The project would implement two modified recommendations from the 2024 feasibility study conducted by CMA Engineers. One of the feasibility study's recommendations was to "Relocate compactor area retaining wall and generator to create an additional compactor parking space and expanded exit lanes". The view of the DPW Chief and Transfer Station Supervisor is that a larger project, including a complete relocation of the compactors, is necessary. Therefore, the proposed project would relocate the compactors, pushing them back about 50 feet from their current location to create more parking and drop-off space in front of the contractors to improve traffic flows, safety, and visibility. Depending on the engineering, the expansion could provide 2 or possibly more parking spaces. The project also calls for, as recommended by the feasibility study, the installation of a roof extending over the compactors and one lane of traffic. The roof would eliminate the need for staff to clear snow off the packer boxes and between them and provide some protection from the elements. The cost of the roof is estimated to be \$350,000. Chris will submit a copy of the plan shared with the Board of Selectmen earlier this year. Fred asked for a copy of detailed cost estimate for the cost of the roof and relocation of the compactors.

Mary asked about relocating the swap shop to improve throughput. Ken indicated he is not in favor of moving the shop because staff would no longer be able to monitor what is dropped off and people will leave items that are inappropriate, such as electronics and pesticides.

Upon questioning by Bruce, Chris indicated the WMF project is not DPW's overall top priority nor is this a safety issue. Bruce suggested that funds could be set aside for several years to avoid a spike in the tax rate.

- FY2028, Parking Lot Pavement Reconstruction (\$370,000). The project would be to provide asphalt overlays, crack sealing, and chip sealing at the Town Hall, Transfer Station, and PBS. Overlays were last done in 2023 at the Town Hall and Transfer Station, and in 2019 at the PBS. Fred asked Chris to evaluate if these costs could be spread over several years.²

DPW will host a tour of the DPW garage and equipment for the CIPC on Saturday, October 4th at 8:00 am. The next meeting of the CIPC will be October 2nd at 1:00 pm to review the School's capital plans.

Respectfully submitted,
Mary Phillips

¹ See spreadsheet for the schedule of DPW projects for FYs 2028 – 2036 involving equipment replacements, including the scheduled replacement in FY2029 of a grader at an estimated cost of \$500,000.

² See spreadsheet for other buildings and grounds projects for FYs 2028 – 2036, each of which generally cost less than \$100,000.