

**Meeting Minutes**  
**Capital Improvements Program Committee (CIPC)**  
**October 9, 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) and Chuck McGee (Board of Selectmen Representative). Also participating in the meeting was Town Finance Director Andrea Picard.

The meeting was called to order at 1:00 pm. The minutes of the October 2<sup>nd</sup> CIPC meeting were approved, with Cody abstaining, upon a motion by Chuck, seconded by Peter. The minutes of the October 4<sup>th</sup> tour of the Department of Public Works (DPW) highway garage were approved, with Cody and Peter abstaining, upon a motion by Chuck, seconded by Mary.

The Committee then turned to follow-up items on the capital plan from DPW, the Police Department, and the Fire Department.

- DPW (Director Chris Theriault)
  - FY2027, Waste Management Facility (WMF), Three 40-Yard Open Top DEMO Containers (\$27,500). At the request of the CIPC, Transfer Station Supervisor Ken Filpula reached out to Waste Management (WM) to ask if the company would be willing to purchase three 40-foot containers for the Town. WM indicated it could purchase them and rent them to the Town at a monthly cost of \$100 per container for the 5-year term of the contract. Chris reported that the one-year cost savings from replacing the existing 30-foot containers with 40-foot containers, net of the rental cost, would be nearly \$22,000. DPW will move ahead to amend the current contract and CIPC will remove the containers as a capital request.
  - FY2027, Surveying, Engineering, and Permitting for WMF (\$200,100) and FY2028, WMF Compactor Area Improvements (\$1,200,000). Chris provided the CIPC the memo DPW had prepared for the Board of Selectmen, reviewing the CMA Feasibility Study and making recommendations with respect to its implementation. Chris also provided the link to the full presentation by CMA. Fred stated that he believes more work needs to be done with the Board of Selectmen on evaluating the benefits of the project. He also recommended using bonding for the project if it eventually proceeds.
  - FY2028, Parking Lot Pavement Reconstruction (\$370,000). Chris revised the cost estimate for FY2028 to \$273,000 and provided a detailed breakdown of the estimate for the Highway Garage Facility, Public Safety Building, Town Hall, and the Transfer Station. The chip seal preservation at Town Hall and the Transfer Station, estimated to cost \$186,000, can be pushed to FY2031.
  - FY2027, Columbarium and Cremation Garden, Middle Neck Cemetery (\$230,000). In response to Fred's request for a current cost estimate, split between the actual columbarium, landscaping, etc., Chris stated he has requested updated cost estimates and will send them to the Committee when they become available. In response to Mary's

request for an update on the number of full burial and cremation plots available, Chris reported that there are now a total of 45 double burial plots, 10 single plots, and 35 cremation spaces available at Shannon Cemetery.<sup>1</sup> The Committee also discussed the need to pursue developing a new cemetery at the 2-acre Lees Mill site, which would provide space for 320 full burial plots

- FY2027, 47K GVW Dump Truck with Plow, Wing and Sander (Trk#9) (\$200,000). Chris indicated that, if necessary, this vehicle could be pushed out one year.
- FY2027, 5500 Platform Bucket Truck (Trk#20) (\$150,000). Chris reported that a used 2021 bucket truck in excellent condition with mileage of 9,000 is available for \$145,000 and would be ideal for Moultonborough. The unit may be on consignment, however, so an interim lease may not be an option.
- FY2027, Two Zero-Turn Mower Replacements (\$24,000). Chris provided price estimates for the mower replacements.
- FY2027, Highway Garage Maintenance Bays and Truck Wash, Construction Phase (\$800,000 over FYs 2027-2030). Chris is gathering updated estimates, but the information will likely not be available for evaluation for FY2027. He did receive an updated estimate for the truck wash of \$494,000, a roughly \$100,000 increase since the original quote, bringing the total cost of a truck wash to \$640,000, up from \$540,000. Chris indicated vehicles are treated with a wax-oil treatment every other year to protect the vehicles against rust and corrosion. In response to a question from Peter, Chris stated that at least for personal vehicles, it is recommended that the vehicle not be washed for two months after a protective film is applied.
- FY2027, Flooring Replacement at the Town Hall and Public Service Building (PSB) (\$68,000). Chris provided a revised cost estimate of \$53,700 for the flooring based on an estimate provided by Home Beautiful.

- Police Department (Chief Peter Beede)

- FY2027, Replace Dispatch Radio, (\$35,000). The Chief reviewed his price estimate; with the expected discount, the estimated cost of the dispatch radio was reduced to \$30,000. The Chief commented that the radio was last replaced in 2020. The reason for replacing it is that the radio is not compatible with the current computer software. The plan would be to repurpose the old console at the Fire Department, whose radio console is at least 20 years old.

The Chief, along with Fire Department Chief Bengston, discussed the merits of converting Police Department Communication Capital Reserve Fund 120 to a Police/Fire/DPW Fund to cover all future radio purchases. All agreed this is a good idea, one that will need a warrant article at Town Meeting to accomplish.

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<sup>1</sup> This is down from a total of 64 lots (a combination of both single and double lots) at Shannon Cemetery as of November 2023.



- FY2027, Replacement of 2016 Police Interceptor Sedan 162, (\$90,000) and FY2027, Replacement of 2017 Ford 150 Pickup 171, (\$90,000). Chief Beede provided a breakdown of the cost of the vehicle and retrofit elements, including radar, a laptop, in-car video, etc. The price of the vehicle itself is \$52,500. The Chief indicated that most add-on equipment cannot be transferred from an old cruiser to a new one because of changes in both the cruisers and the need to update electronics. The pickup may be transferred to another Town Department.
- FY2027, Public Safety Drone, (\$17,500). The Chief confirmed the \$17,500 cost estimate to purchase a drone.
- FY2027, Replace 10 Shotguns, (\$15,000). A revised estimate of \$13,500 was provided to purchase 10 shotguns. Chief Beede informed the Committee that the reason for replacing the existing equipment is to make all shotguns a uniform model and make the entire firearm inventory (handguns, rifles, and shotguns) consistent.
- Fire Department (Chief David Bengston)
  - FY2027, Replace Boat #2, (\$75,000). Chief Bengston presented a detailed quote for a “whaly” boat. The revised cost is \$40,000, significantly less because the motor on the existing boat will be transferred to the new one. The boat will need to be funded from taxation because the Fire Department wishes to spend the \$75,000 in TF118, for which it is the agent to expend, to construct a training facility.
  - FY2027 – FY2036, Ambulance Services Contingency Fund. The Chief withdrew this request. If necessary, the Fire Fighting Capital Reserve Fund 106 can be used to address a shortfall.
  - FY2028, Installation of 15,000-Gallon Cistern & Pump at the Public Safety Building (PBS) (\$81,000). The Department has asked for updated quotes; the details from the \$83,000 2016 quote were provided to the CIPC.

Following these updates, the Committee returned to a discussion of how the projects for FY2027 should be ranked and funded, as well as a discussion of funding of capital reserves in the coming years to prevent spikes in the tax rate. Among the significant decisions made by the Committee is to recommend \$350,000 annually for CR144, the DPW Equipment Fund; \$200,000 annually for CR104, the Municipal Buildings Fund; and \$150,000 annually for CR106, the Fire Fighting Equipment Fund.

The CIPC will tour the School on Friday, October 10th at 2:30 pm. The next meeting of the Committee is tentatively scheduled for October 23<sup>rd</sup> at 1:00 pm, although a meeting may not be necessary if the members have agreed on the final report and recommendations to the Board of Selectmen.

Respectfully submitted,  
Mary Phillips