

Meeting Minutes
Capital Improvements Program Committee (CIPC)
November 6, 2023

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

Town Staff Present: Charlie Smith (Town Administrator) and Dari Sassan (Town Planner).

The meeting was called to order at 8:05 am. The minutes of the November 2nd meeting were approved upon a motion from Fred Van Magness, seconded by Peter Claypoole.

The Committee commenced consideration of departmental capital project requests for the 2025 (FY) fiscal year and the following five fiscal years.

- Police Department, Chief Peter Beede

- FY 2025, Replacement of 2016 Ford Police Interceptor Sedan (\$80,000). Chief Beede proposes replacing the cruiser due to its age, mileage (103,000 miles), and maintenance costs (\$5,000/year). Note: this vehicle was endorsed for replacement this year by the CIPC but was dropped by the Board of Selectmen since the department had been understaffed and vehicle usage was down. When fully staffed the Department will have eleven full-time and two part-time officers; currently, the Department has eight full-time officers. The Department fleet consists of nine vehicles.

- FY 2025, Police Cruiser Capital Reserve Fund (\$50,000). The Chief proposes establishing a capital reserve fund to provide a steady source of capital to help cover the scheduled annual replacement of police cruisers, with initial funding of \$50,000.

- FY 2025, Replace All Police Department Handguns (\$22,250). Chief Beede proposes replacing all fifteen handguns, which are 5 years old. The current model of handgun has been the target of lawsuits alleging the guns can accidentally discharge. New handguns would also improve the firing accuracy of the officers. The handguns would be replaced with Glock 45 9-millimeter equipment.

- FY 2026-30 Proposals: For the succeeding five years, the Department proposes the following:

	2026	2027	2028	2029	2030	Grand Totals
Vehicle Replacements	\$ 160,000	\$ 160,000	\$ 80,000	\$ 160,000	\$ 80,000	\$ 640,000
Capital Reserve Contribution	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Total	\$ 210,000	\$ 210,000	\$ 130,000	\$ 210,000	\$ 130,000	\$ 890,000

Fred presented a cash-flow analysis showing that with the recommended capital reserve fund, the annual impact on taxation would remain steady at about \$130,000 per year.

- Executive Department, Charlie Smith

-- FY 2025, Municipal Sewer Expansion Feasibility Study (\$30,000). A study is proposed to evaluate the feasibility and cost of extending the sewer system from Center Harbor to the commercial area of Moultonborough around the intersection of Route 171 and Route 25, and along Routes 109 and 171 to Balmoral and Suissevale, possibly as far as the border with Tuftonboro for the purposes of protecting the water quality of area lakes and drinking water, as well as allowing for economic development. Charlie recommended moving the study as a capital project on the Town Warrant for transparency and public awareness of what would likely be a very significant capital project. The long-term nature of any sewer expansion was also emphasized.

-- FY 2025, Traffic Calming Signage, (\$13,218). Dari brought forward a proposal to add two traffic calming signs at either end of the village on Route 25 at King Stoneworks and Sutherland Garden. The proposal follows an evaluation of a number of traffic calming alternatives, including speed bumps and an island.

-- FY 2026-30 Proposals:

- FY 2026, Comprehensive Update of Master Plan. Dari advocated working with the Planning Board to develop a robust master plan process, including bringing in the community, market the plan, and revamp the plan with a consultant.
- TBD, Space Needs Evaluation. Space at the Municipal Building is tight, and Dari recommended a review of the Town's space needs, including reconfiguring existing space or adding space.

The meeting adjourned at 9:59 am upon a motion by Fred Van Magness, seconded by Jon Tolman. The next meeting of the CIPC will be Monday, November 13th at 1:00 pm to review Department of Public Works and Fire Dept. capital plans.

Respectfully Submitted,
Mary Phillips, CIPC