

CAPITAL IMPROVEMENTS PROGRAM COMMITTEE



TO: Board of Selectmen
FROM: Enid Burrows, Chair
RE: Capital Improvements Program
DATE: August 30, 2017

On behalf of the Capital Improvements Program Committee, I am pleased to submit our proposed Capital Improvements Program Report for Fiscal Years 2018 – 2023 for your consideration. The sum total of all projects recommended is \$11,953,903 for the six-year program (capital spending year plus five planning years) with \$3,421,966 of this recommended for 2018.

In our eighth year, our process of how we gather information and the process we utilize, remained similar to the efficient processes previously developed by former committees. We made some changes on Form D through which we score each project. As you can see from Form D found in the Appendix, there are six categories on which we rate each project: Priority, Risk to Public Health & Safety, Project's Useful Life, Well Researched/Planned, Effect on Operating/Maintenance Costs, and Linkage to Master Plan. In the past, each of these categories had the same weight. This year the committee decided that these six categories should carry different weights. For each person's rating on each category the weight of that category was multiplied by the score on that category. For example, if Joe Doe scored Project A as follows:

Category	Weight	Score	Weighted Score
Priority	1.6	6	9.6
Risk to Public Health & Safety	2.0	6	12.0
Project's Useful Life	1.4	8	11.2
Well Researched/Planned	1.2	10	12.0
Effect on Operating/Maintenance Costs	1.8	4	7.2
Linkage to Master Plan	1.0	0	0.0
Score of Project			52

Joe Doe's score on that project A would be one of the 7 committee member's scores. In the past, we considered the sum of all scores to determine a central tendency for the project. The sum of scores is equivalent to using the average. This year we used the median, rather than the average to determine the central tendency. The median is less affected by outliers than is the average. The rank order of the medians on all 17 projects determined the ranking of those 17 projects. The accompanying report and CIP spreadsheet shows the final rankings and the class for each project for 2018.

We thank all of the Department Heads for the presentations on their needs. Some of them returned to us, taking time from their daily workload, to answer questions and provide us with requested facts and figures. Without their full cooperation, we could not have completed this document. Special thanks to Gerald (Jerry) Coogan, Acting Town Planner who worked with us from April to mid-July to begin the process, and to Robert (Bob) Ward, new Town Planner, who came on in mid-July and worked with us through completion of the process. Also, thanks to Walter Johnson, Town Administrator, Heidi Davis, Finance Director, and Bonnie Whitney, Administrative Assistant to the Town Planner, for their valuable guidance and assistance.

Capital Improvements Program Committee:

Enid Burrows	Chair	Community At-Large
Fred Malatesta	Member	Community At-Large
Cody Gray	Member	Advisory Budget Committee
Joanne Farnham	Member	Planning Board
Jean Beadle	Member	Board of Selectmen
Edward Harrington	Alternate	Community At-Large
Thomas Howard	Alternate	Community At-Large
Heidi Davis	Ex-Officio	Finance Director
Robert Ward	Ex-Officio	Town Planner
Russell C. Wakefield	Alternate	Board of Selectmen

Composite with Weighted Scores --By Class Ranking

Project # and Name	Project Description	Total Project Cost	Rank by Median	Rank by Median	Class
#40 Forestry Fire Truck	This vehicle will replace two existing vehicles: F1 Forestry truck and E3 a pumper.	\$434,175	58.4	4	1
#08 Garage Generator	Replaces existing undersized generator to operate facility and equipment during power outages.	\$42,000	60.8	9	1
#07 Highway Garage Lift	Portable heavy equipment lift to allow for repair of fire and highway equipment by in house mechanic	\$75,000	48.4	16	1
#12 Road Projects	Annual paving and reconstruction of Town roads. List to be determined by Select Board and DPW Director	\$900,000	58.4	1	2
#59 Ford Police Interceptor	Cruiser replacement per schedule	\$42,721	70.8	2	2
#72 States Landing	Annual capital reserve contribution for dredging and park improvements.	\$175,000	66.8	3	3
#50 Taylor Property	Funding to conduct a community evaluation and use study of the property including: focus groups, site survey and engineering study, and preliminary design of the ultimate proposed use.	\$250,000	64.8	5	3
#75 Bathrooms at Playground	Operating bathrooms to replace porta potties as an addition to the existing pavilion	\$125,070	64	6	3
#73 Moultonboro Neck Pathway	Funding for a capital reserve account for future completion of the entire pathway project.	\$100,000	63.2	7	3
#19 Dump Truck w/ plow	Replace existing vehicle per schedule	\$180,000	63.2	8	2
#51 Purchase 37 Acre Parcel of Land	To fund a portion of the purchase of land for conservation in the Moultonborough Falls Watershed.	\$100,000	60.4	10	3
#21 Sidewalks	To construct sidewalks along Rt. 25 per a prior Town meeting vote from the Blake Road to Holland Street	\$670,000	58.4	11	3
#20 Leica GPS	Purchase GPS equipment for DPW for survey and engineering work in house	\$45,000	57.8	12	2
#22 Sidewalk Maintenance Tractor	To plow sidewalks in the village area if they are constructed.	\$185,000	54.6	13	3**
#23 Crew Cab Pickup	DPW vehicle replacement per schedule	\$40,000	54.4	14	2
#06 Floor Replacement and Painting	To replace or repair flooring and interior/exterior painting for all Town facilities as needed.	\$30,000	54	15	2

Town of Moultonborough

CIP/C Project Ranking 2018 - 2023

APPENDIX A

Composite with Weighted Scores –By Class Ranking

#	Project Description	To reduce the need to rent full size commercial busses for trips with a smaller group of participants	Score	Rank	Score	Rank	Score	Rank
#74 20	Passenger Coach Bus		\$28,000	46.8	17	3*		
3*	Project #74 -- Consider new or leased equipment rather than used equipment							
3**	Project #23 - Will only be purchased if the sidewalk construction is approved							
Class Definitions:								
Class 1 = Urgent Need immediately for health and safety								
Class 2 = Justified Need to maintain basic level and quality service								
Class 3 = Desirable to improve quality and level of service								
Class 4 = Unprogramed, not enough information provided to evaluate need								
Class 6 = Not Considered								
Class 7 = Not recommended								

Composite with Median Ranking and Class -- By Department

Project # and Name	Jean	Enid	Joanne	Cody	Ed	Tom	Fred	Median	Median	Rank by Class
DPW										
#06 Floor Replace	54.4	54	64.8	51.2	50	35.6	59.2	54	15	2
#07 Highway Garage Lift	70.4	47.2	49.2	48.4	42.8	44.4	64.8	48.4	16	1
#08 Garage Generator	71.6	60.4	66.4	52	60.8	67.2	55.2	60.8	9	1
#12 Road Projects	90	77.6	76.8	71.6	84.6	90	87.2	84.6	1	2
#19 Dump Truck w/ plow	67.6	63.2	67.2	58	65.4	55.4	60.4	63.2	8	2
#20 Leica GPS	44	48.8	71	41.2	57.8	62.2	60.4	57.8	12	2
#21 Sidewalks	72	46	38	54.4	67.6	65.2	58.4	58.4	11	3
#22 Sidewalk Maintenance Tractor	72	54.4	10	54.4	54.6	62.8	76.6	54.6	13	3**
#23 Crew Cab Pickup	61.2	51.6	50.4	54.4	44.2	55.4	70.4	54.4	14	2
Fire										
#40 Forestry Fire Truck	80	66.4	66.4	58.4	66.6	63	73.2	66.4	4	1
Land Use										
#50 Taylor Property	60.4	59.8	66.2	67.2	58.4	64.8	67.2	64.8	5	3
#51 37 Acre Purchase Red Hill Watershed	60.4	60.2	56	52.4	75.2	62.4	68	60.4	10	3
Police										
#59 Ford Police Interceptor	70.8	63.6	80	68	74	57.4	77.2	70.8	2	2
Recreation										
#72 States Landing	63.6	72.4	74	66.8	59.4	52.4	77.6	66.8	3	3
#73 Moultonboro Neck Pathway	62.8	71.8	69.2	64.8	56	63.2	51.6	63.2	7	3
#74 20 Passenger Coach Bus	28.4	54.8	46.8	64	44.6	37.6	58	46.8	17	3*
#75 Bathrooms at Playground	56.4	64	60.4	60.4	68.2	72	68.8	64	6	3

3* Project #74 – Consider new or leased equipment rather than used equipment

3** Project #22 – Will only be purchased if sidewalks are constructed

CIPC Person Completing: _____

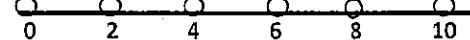
FORM D
Town of Moultonborough
CAPITAL IMPROVEMENT RATING SHEET
(To be filled out by CIP Committee)

Project Name _____

Estimated Cost _____

Department _____

Priority



1.6

Major Considerations

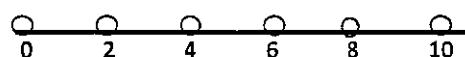
Score

Weights

Weighted Score

Notes: _____

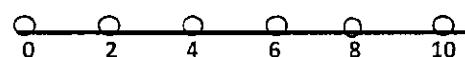
Risk to Public Health & Safety



2.0

Notes: _____

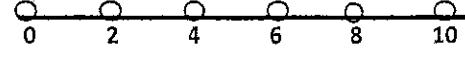
Project's Useful Life



1.4

Notes: _____

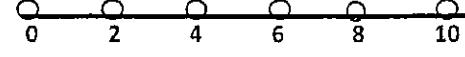
Well Researched/Planned



1.2

Notes: _____

Effect on Operating/Maintenance Costs



1.8

Notes: _____

Linkage to Master Plan



1.0

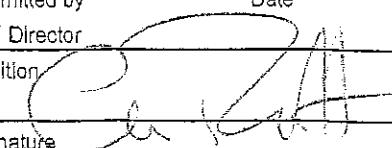
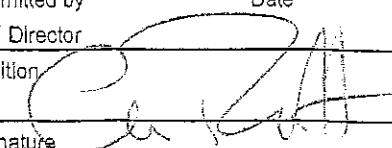
Notes: _____

Total Score _____

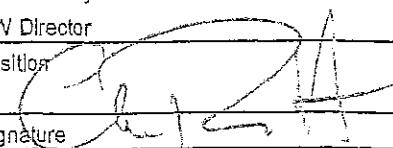
Scoring 0 = Least
10 = Most

Weighting 1 = Least
2 = Most

FORM A
CAPITAL PROJECT REQUEST
Excluding Equipment

Department & Activity: DPW (FY <u>2018</u>)		Date Prepared: May 9, 2017
Contact Person: Chris Theriault		Phone Number: 253-7445
1. Project Title: FY20 Facilities Floor/Paint	2. Purpose of Project Request Form (Check One)	
3. Department Priority	<input type="checkbox"/> Add a new item to the program <input type="checkbox"/> Delete an item in a year already a part the program <input checked="" type="checkbox"/> Modify a project already in the adopted program	
4. Location: HWY/PSB		
5. Description: Flooring and Painting Upgrades		
5.a. Describe Alternatives Considered: Continue using.		
6. Justification & Useful Life: Replace/Maintain Flooring and Wall Paint at HWY/PSB facilities.		
7. Cost & Recommended Sources of Financing		
<u>BUDGET FY</u>	<u>TOTAL*</u>	<u>RECOMMENDED SOURCES OF FINANCING</u>
Program year FY	<u>2018</u>	<u>30,000</u>
Program year FY	<u>2019</u>	
Program year FY	<u>2020</u>	<u>General Fund</u>
Program year FY	<u>2021</u>	
Program year FY	<u>2022</u>	
Program year FY	<u>2023</u>	
TOTAL SIX YEARS		<u>\$30,000</u>
After Sixth Year		
If adjusted for inflation, Indicate adjustment percentage here: _____		
*Interest cost not included.		
8. Net Effects on Operating Costs (+/-)		9. Net Effect on Municipal Income (+/-)
Direct Costs		
personnel: number		
\$ amount		
purchase of service		
materials & supplies		
equipment purchases		
utilities		
other		
Subtotal	()	
Indirect Operating Costs		
fringe benefits		
general admin. Costs		
other		
Subtotal	()	
Total Operating Cost		
Debt Service (P&I)		
Total Operating Cost		0
10. Submitting Authority		
Chris Theriault		5/9/2017
Submitted by		Date
DPW Director		
Position		
Signature		
11. Reserved		

FORM A
CAPITAL PROJECT REQUEST
Excluding Equipment

Department & Activity: DPW (FY 2018)	Date Prepared: May 9, 2017	
Contact Person: Chris Theriault	Phone Number: 253-7445	
1. Project Title: FY18 Facilities Portable Lifts	2. Purpose of Project Request Form (Check One) <input checked="" type="checkbox"/> Add a new item to the program <input type="checkbox"/> Delete an item in a year already a part the program <input type="checkbox"/> Modify a project already in the adopted program	
3. Department Priority		
4. Location: Highway Garage		
5. Description: Heavy Duty Mobile Column Vehicle Lifts (Set of 6 mobile column lifts, jack-stands, lifting beam, and front and back lifting adapters.).		
5.a. Describe Alternatives Considered: Continue using floor jack/creeper system.		
6. Justification & Useful Life: To provide a safer, more ergonomic, and more efficient environment to perform required fleet maintenance for entire town fleet including DPW trucks/equipment as well as Fire truck/fleet vehicles. These are Rotary Lift units to lift all trucks and fire equipment, this would make servicing trucks and equipment more productive and safer. These are wireless controlled units which means no cords to trip over and can be used anywhere in the shop. These portable units can be easily loaded and moved to other locations, if needed, to repair equipment. They can be expanded to up to 8 units. Lift expectancy: 20 years		
7. Cost & Recommended Sources of Financing		
<u>BUDGET FY</u>	<u>TOTAL*</u>	<u>RECOMMENDED SOURCES OF FINANCING</u>
Program year FY	<u>2018</u>	\$75,000
Program year FY	<u>20</u>	
TOTAL SIX YEARS	<u>\$75,000</u>	
After Sixth Year		
If adjusted for inflation, indicate adjustment percentage here: _____		
*Interest cost not included.		
8. Net Effects on Operating Costs (+/-)		9. Net Effect on Municipal Income (+/-)
Direct Costs		
personnel: number		
\$ amount		
purchase of service		
materials & supplies		
equipment purchases		
utilities		
other		
Subtotal ()		
Indirect Operating Costs		
fringe benefits		
general admin. Costs		
other		
Subtotal ()		
Total Operating Cost		
Debt Service (P&I)		
Total Operating Cost	0	
10. Submitting Authority Chris Theriault 5/9/2017		
Submitted by Date		
DPW Director		
Position		
Signature 		
11. Reserved		

FORM A
CAPITAL PROJECT REQUEST
Excluding Equipment

Department & Activity: DPW (FY 2018)	Date Prepared: May 9, 2017	
Contact Person: Chris Theriault	Phone Number: 253-7445	
1. Project Title: FY18 Facilities Generator	2. Purpose of Project Request Form (Check One) <input checked="" type="checkbox"/> Add a new item to the program <input type="checkbox"/> Delete an item in a year already a part the program <input type="checkbox"/> Modify a project already in the adopted program	
3. Department Priority		
4. Location: Highway Garage		
5. Description: DPW Generator Upgrade (Relocate existing generator to WMF; existing WMF generator has failed)		
5.a. Describe Alternatives Considered: Continue using existing generator.		
6. Justification & Useful Life: The Highway Garage is in need of a larger generator to handle the needs of the maintenance/repair facility. It was discovered this past winter that the current generator at the facility is not large enough to handle the maintenance/repair equipment such as the vehicle lift and compressor. Winter fleet repairs had to be sourced out during the winter storm power outage events, costing additional funds, which should have been able to have been completed in-house. The existing DPW generator would be relocated to the WMF whereas, the WMF generator has failed.		
7. Cost & Recommended Sources of Financing		
<u>BUDGET FY</u>	<u>TOTAL*</u>	<u>RECOMMENDED SOURCES OF FINANCING</u>
Program year FY	2018	\$42,000
Program year FY	20	General Fund
Program year FY	20	
TOTAL SIX YEARS		\$42,000
After Sixth Year		
If adjusted for inflation, indicate adjustment percentage here: _____		
*Interest cost not included.		
8. Net Effects on Operating Costs (+/-)		9. Net Effect on Municipal Income (+/-)
Direct Costs		
personnel: number		taxes
\$ amount		other income
purchase of service		Subtotal
materials & supplies		gain from sale of
equipment purchases		replaceable assets
utilities		Total
other		0
Subtotal	()	
Indirect Operating Costs		
fringe benefits		
general admin. Costs		
other		
Subtotal	()	
Total Operating Cost		
Debt Service (P&I)		
Total Operating Cost		0
		10. Submitting Authority
		Chris Theriault
		5/9/2017
Submitted by		
DPW Director		
Position		
Signature		
11. Reserved		

FORM A
CAPITAL PROJECT REQUEST
Excluding Equipment

Department & Activity DPW	Date Prepared April 17, 20134	
Contact Person Scott Kinmond	Phone Number 253-7445	
1. Project Title FY18 Road Program	2. Purpose of Project Request Form (Check One)	
3. Department Priority	<input type="checkbox"/> Add a new item to the program	
4. Location: TBD		
5. Description: Annual Road Projects-		
5.a. Describe Alternatives Considered: Continue patching of unsafe or deteriorated areas.		
6. Justification & Useful Life: Asphalt preservation to extend pavement life cycle.		
7. Cost & Recommended Sources of Financing		
BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY 18	\$900,000	Gen Fund
Program year FY		
TOTAL SIX YEARS		
After Sixth Year		
If adjusted for inflation, indicate adjustment percentage here:		
'Interest cost not included.		
8. Net Effects on Operating Costs (+/-)		9. Net Effect on Municipal Income (+/-)
Direct Costs		
personnel: number		taxes
\$ amount		other income
purchase of service		Subtotal
materials & supplies		gain from sale of
equipment purchases		replaceable assets
utilities		Total 0
other		
Subtotal ()		
Indirect Operating Costs		10. Submitting Authority
fringe benefits		Submitted by
general admin. Costs		SD Kinmond April 17, 2014
other		Position
Subtotal ()		DPW Director
Total Operating Cost		Signature
Debt Service (P&I)		
Total Operating Cost	0	11. Reserved

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

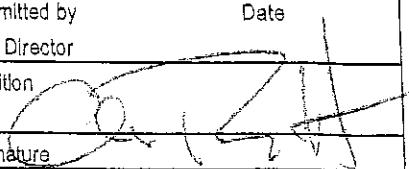
Department & Activity	DPW (FY 2018)	Date Prepared	5/9/2017	
Contact Person	Chris Theriault	Phone Number	253-7445	
1. Project Title & Reference No: DPW 35K GVW Dump Truck	4. Cost	Per Unit	Total	
2. Form of Acquisition (check appropriate)	Purchase price or annual rental	\$ 180,000	180,000	
Purchase	Plus: Installation or other costs	\$		
3. Number of Units Requested	Less: Trade-in or other discount	\$ 10,000	10,000	
	Net purchase cost or annual rental	\$	170,000	
5. Purpose of Expenditure (check appropriate)	6. Number of Similar Items in Inventory	4		
<input checked="" type="checkbox"/> Schedule replacement	7. Estimated Use of Requested Item(s)			
<input type="checkbox"/> Present equipment obsolete	12 Months per year	Estimated useful		
<input type="checkbox"/> Replace worn-out equipment	Weeks per year	life in years		
<input type="checkbox"/> Reduce personnel time	Days per week	13		
<input type="checkbox"/> Expanded service	Hours per day			
<input type="checkbox"/> New operation				
<input type="checkbox"/> Increased safety				
<input type="checkbox"/> Improve procedures, records, etc.				
5a. Describe Alternatives Considered:				
Lease				
8. Replaced Item(s)	Prior Year's			
Item	Make	Age	Maint Costs	Breakdowns
A. 35K GVW dump truck w/ plow, wing & Sander	GMC C8500	2000	on file	n/a
B.				
C.				
D.				
E.				
9. Recommended Disposition of Replacement Item(s)				
<input type="checkbox"/> Possible used by other agencies	<input checked="" type="checkbox"/> Trade-In	<input type="checkbox"/> Sale		
10. Submitting Authority	Submitted by: Chris Theriault			Date: 5/9/2017
	Position: DPW Director			
11. Reserved				

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity	DPW (FY 2018)	Date Prepared	5/9/2017	
Contact Person	Chris Therlault	Phone Number	253-7445	
1. Project Title & Reference No: GPS RTK/GNSS (Base/Rover Kit)	4. Cost	Per Unit	Total	
2. Form of Acquisition (check appropriate)	Purchase price or annual rental	\$	45,000	
Purchase	Plus: Installation or other costs	\$	45,000	
3. Number of Units Requested	Less: Trade-In or other discount	\$		
5. Purpose of Expenditure (check appropriate)	Net purchase cost or annual rental	\$	45,000	
<input type="checkbox"/> Schedule replacement	6. Number of Similar Items in Inventory	0		
<input type="checkbox"/> Present equipment obsolete	7. Estimated Use of Requested Item(s)			
<input type="checkbox"/> Replace worn-out equipment	9. Months per year	Estimated useful		
<input type="checkbox"/> Reduce personnel time	Weeks per year	life in years		
<input type="checkbox"/> Expanded service	Days per week		10	
X <input type="checkbox"/> New operation	Hours per day			
<input type="checkbox"/> Increased safety				
<input type="checkbox"/> Improve procedures, records, etc.				
5a. Describe Alternatives Considered:				
Rental				
8. Replaced Item(s)	Prior Year's			
Item	Make	Age	Maint Costs	Breakdowns
A. N/A				
B.				
C.				
D.				
E.				
9. Recommended Disposition of Replacement Item(s)				
<input type="checkbox"/> Possible used by other agencies	<input type="checkbox"/> Trade-In	<input type="checkbox"/> Sale		
10. Submitting Authority	Submitted by: Chris Therlault Position: DPW Director			Date: 5/9/2017
11. Reserved				

FORM A
CAPITAL PROJECT REQUEST
Excluding Equipment

Department & Activity: DPW (FY 2018)		Date Prepared: May 22, 2017
Contact Person: Chris Theriault		Phone Number: 253-7445
1. Project Title: FY18 Village Sidewalk		2. Purpose of Project Request Form (Check One)
		<input type="checkbox"/> Add a new item to the program
3. Department Priority		<input type="checkbox"/> Delete an item in a year already a part the program
4. Location: Route 26 Village Corridor		<input checked="" type="checkbox"/> Modify a project already in the adopted program
5. Description: Village Sidewalk final design approval, secure property easements/agreements, utility pole relocation, advertisement for bld, and construction of the project.		
5.a. Describe Alternatives Considered:		
6. Justification & Useful Life: See attached Project Status Report and Plans dated March 3, 2017 by KV Partners for the Village Sidewalk Project.		
7. Cost & Recommended Sources of Financing		
<u>BUDGET FY</u>		<u>TOTAL*</u>
Program year FY		2018 \$670,000
Program year FY		20
TOTAL SIX YEARS		<u>\$670,000</u>
After Sixth Year		
If adjusted for inflation, indicate adjustment percentage here: _____		
*Interest cost not included.		
8. Net Effects on Operating Costs (+/-)		9. Net Effect on Municipal Income (+/-)
Direct Costs		
personnel:	number _____	taxes _____
	\$ amount _____	other income _____
purchase of service	_____	Subtotal _____
materials & supplies	_____	gain from sale of replaceable assets _____
equipment purchases	_____	Total 0 _____
utilities	_____	
other	_____	
Subtotal	() _____	
Indirect Operating Costs		10. Submitting Authority
fringe benefits	_____	Chris Theriault 5/22/2017
general admin. Costs	_____	Submitted by _____
other	_____	DPW Director _____
Subtotal	() _____	Position _____
Total Operating Cost	_____	
Debt Service (P&I)	_____	Signature _____
Total Operating Cost	0	11. Reserved

KV Partners

CONSULTING ENGINEERS

MEMORANDUM

To: W. Johnson, Moultonborough
From: R. Korber, KVPartners
Date: March 3, 2017
Re: Project Status Report
Village Sidewalk

The following is a project status report for the subject project.

A. Background:

A sidewalk study for the construction of a sidewalk or sidewalks in the Village area was completed in 2013. The scope of work performed for the study included: identification of the study area; completion of public meetings to solicit community input and provide feedback regarding sidewalk location, type and project implementation; review of previous work completed by the Town relevant to constructing sidewalks in the Village area; existing condition assessments to better define site constraints, challenges and opportunities for the construction of a sidewalk network; development of concept plans showing existing conditions information, alternative sidewalk routes and alignments and recommendations for the preferred sidewalk network; and order of magnitude estimates for probable project costs.

In March 2015 the Town approved a warrant article "for engineering, acquisition of rights of way or easements, legal costs, preparation of plans and specifications, and bidding for the purpose of sidewalk construction in Moultonborough Village. The intent is to provide a sidewalk along Route 25 within the ROW as possible, with a crosswalk located approximately halfway between the library and the Central School, generally outlined as Phase 1 (omitting segments S1A & S2A) of the Village Sidewalk Study dated Nov. 2013."

B. Status:

The Town retained KVPartners to complete the design and prepare bid documents of the selected alternative noted above. During the design development process, the Board of Selectmen and Town staff requested that a conceptual level evaluation be done on a possible north side alignment due to utility conflicts expected to be encountered on the preferred alignment. In the final analysis, the Town elected to move forward with the design of the preferred alignment as articulated in the 2015 Warrant Article.

The project has been designed (refer to attached plans) and draft bid documents developed. Issuance of bid documents is pending final approval by the Town and the New Hampshire Department of Transportation (NHDOT) and resolution of outstanding coordination issues. Outstanding coordination issues include:

1. The NHDOT is requiring that a passive flashing beacon (RRFB) with light pole be installed at the proposed crosswalk at the Bank of New Hampshire building. The Town has requested that the NHDOT reconsider this requirement.

Memorandum: Village Sidewalk Project

March 3, 2017

Page 2 of 3

2. Certain businesses within the project limits will be temporarily and permanently impacted by the construction of the proposed sidewalk as it relates to changes in property access and loss of parking along the sidewalk alignment. The Town has met with those property owners most impacted by the project. In summary, those discussions have gone well and there is general support for making the appropriate accommodations to complete the sidewalk project as proposed. Additional discussions are required to finalize the accommodations necessary to address property owner concerns. Additional discussions will commence when the Town commits to proceeding with the construction of the project.
3. Permanent and temporary construction easements will be required prior to authorizing the project for construction. These requirements will be addressed with the affected property owners when the Town commits to proceeding with the construction of the project.
4. Several utility poles need to be relocated. Preliminary coordination with the utility authorities has been completed and the Town understands the requirements for the pole relocations. Additional coordination will commence when the Town commits to proceeding with the construction of the project.
5. There has been discussion on how the Village Sidewalk Project impacts other Town initiatives such as the possible development of the former Taylor property, an emergency egress from the Moultonborough Academy campus, a Village Overlay District and the possibility of relocating overhead utilities underground in the Village area. The Town will complete the necessary evaluations of these impacts prior to moving forward with the sidewalk project as currently proposed.
6. The design of the sidewalk at the intersection with Blake Road is subject to revision based on final approval by the NHDOT of the proposed sidewalk to be installed by the developer of the Dollar General Store.
7. An engineer's opinion of probable costs has been completed for the sidewalk project. The cost estimate is based on the design completed to date and is subject to revision based on final discussions with utility companies, NHDOT and property owners. The estimate is itemized by the major elements of construction and includes the probable cost of construction, an estimate for engineering to complete the next phases of the project and a project contingency. The cost estimate is summarized as follows:

Sidewalk:	\$380,000
RRFB and Light Pole:	\$55,000
Off-Site Improvements:	<u>\$100,000</u>
Subtotal Construction:	\$535,000
Engineering (~15%):	\$80,000
Contingency (~10%):	<u>\$55,000</u>
Recommended Budget:	\$670,000

As noted, the estimate includes the RRFB and light pole that is currently being required by NHDOT as well as an allowance for off-site improvements to address property owner issues.

Memorandum: Village Sidewalk Project

March 3, 2017

Page 3 of 3

C. Next Steps:

The following are recommended next steps for the project:

1. Obtain final design approval by the Town and NHDOT.
2. Secure agreements with affected property owners regarding resolution of property impacts and temporary and permanent easements.
3. Obtain utility company authorization for pole relocations and schedule the work.
4. Advertise the project for bid and award a construction contract.
5. Construct the project.

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity	DPW (FY 2018)	Date Prepared	5/9/2017		
Contact Person	Chris Theriault	Phone Number	253-7445		
1. Project Title & Reference No: Tractor w/attachments	4. Cost	Per Unit	Total		
2. Form of Acquisition (check appropriate)	Purchase price or annual rental	\$ 186,000	186,000		
3. Number of Units Requested	Plus: Installation or other costs	\$			
5. Purpose of Expenditure (check appropriate)	Less: Trade-in or other discount	\$ 5,000	5,000		
X <input type="checkbox"/> Schedule replacement <input type="checkbox"/> Present equipment obsolete <input type="checkbox"/> Replace worn-out equipment <input type="checkbox"/> Reduce personnel time <input type="checkbox"/> Expanded service <input type="checkbox"/> New operation <input type="checkbox"/> Increased safety <input type="checkbox"/> Improve procedures, records, etc.	Net purchase cost or annual rental	\$ 180,000			
5a. Describe Alternatives Considered: Lease	6. Number of Similar Items in Inventory	0			
8. Replaced Item(s)	7. Estimated Use of Requested Item(s)				
Item	Make	Age	Maint Costs	Breakdowns	Prior Year's Rental Costs
A. 1320 4x4 tractor	Ford	1994	on file		n/a
B.					
C.					
D.					
E.					
9. Recommended Disposition of Replacement Item(s)					
<input type="checkbox"/> Possible used by other agencies	X <input type="checkbox"/> Trade-in	<input type="checkbox"/> Sale			
10. Submitting Authority	Submitted by: Chris Theriault			Date: 5/22/2017	
	Position: DPW Director				
11. Reserved					

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity	DPW (FY 2018)	Date Prepared	5/9/2017	
Contact Person	Chris Therlault	Phone Number	253-7445	
1. Project Title & Reference No: 1500 Crew Cab Pickup Truck	4. Cost	Per Unit	Total	
2. Form of Acquisition (check appropriate)	Purchase price or annual rental	\$ 40,000	40,000	
Purchase	Plus: Installation or other costs	\$		
3. Number of Units Requested	Less: Trade-in or other discount	\$ 5,000	5,000	
5. Purpose of Expenditure (check appropriate)	Net purchase cost or annual rental	\$ 35,000		
X <input type="checkbox"/> Schedule replacement <input type="checkbox"/> Present equipment obsolete <input type="checkbox"/> Replace worn-out equipment <input type="checkbox"/> Reduce personnel time <input type="checkbox"/> Expanded service <input type="checkbox"/> New operation <input type="checkbox"/> Increased safety <input type="checkbox"/> Improve procedures, records, etc.	6. Number of Similar Items in Inventory	0		
5a. Describe Alternatives Considered: Lease	7. Estimated Use of Requested Item(s)			
	12 Months per year	Estimated useful life in years		
	Weeks per year			
	Days per week	10		
	Hours per day			
8. Replaced Item(s)	Prior Year's			
Item	Make	Age	Maint Costs	Breakdowns
A. Ranger 4X4 Pick-up	Ford	2005	on file	n/a
B.				
C.				
D.				
E.				
9. Recommended Disposition of Replacement Item(s)				
<input type="checkbox"/> Possible used by other agencies	X <input type="checkbox"/> Trade-in	<input type="checkbox"/> Sale		
10. Submitting Authority	Submitted by: Chris Therlault Position: DPW Director			Date: 5/9/2017
11. Reserved				

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity	Fire Department	Date Prepared	5/3/2017		
Contact Person	Chief Bengtson	Phone Number	476-5658		
1. Project Title & Reference No.39 2500-gallon Tanker to replace Engine 3		4. Cost			
		Per Unit	Total		
2. Form of Acquisition (check appropriate) Purchase		Purchase price or annual rental	\$ <u>434,175.00</u>		
3. Number of Units Requested One (1)		Plus: Installation or other costs	\$		
5. Purpose of Expenditure (check appropriate)		Less: Trade-in or other discount	\$ <u>2,000.00</u>		
<input checked="" type="checkbox"/> Schedule replacement <input type="checkbox"/> Present equipment obsolete <input type="checkbox"/> Replace worn-out equipment <input type="checkbox"/> Reduce personnel time <input checked="" type="checkbox"/> Expanded service <input type="checkbox"/> New operation <input type="checkbox"/> Increased safety <input checked="" type="checkbox"/> Improve procedures, records, etc.		Net purchase cost or annual rental	\$ <u>432,175.00</u>		
5a. Describe Alternatives Considered: Continued use & maintenance		6. Number of Similar Items in Inventory <u>1</u>			
8. Replaced Item(s)		7. Estimated Use of Requested Item(s)			
		Months per year	Estimated useful life in years		
		Weeks per year			
		Days per week	<u>20</u>		
		Hours per day			
		Prior Year's			
Item	Make	Age	Maint Costs	Breakdowns	Rental Costs
A. 1,000 gal/1250 GPM Pumper	KME	24	07-17/\$93,568	\$1,417	
B.					
C.					
D.					
E.					
9. Recommended Disposition of Replacement Item(s)					
<input type="checkbox"/> Possible used by other agencies		<input checked="" type="checkbox"/> Trade-in		<input checked="" type="checkbox"/> Safe	
10. Submitting Authority					
Submitted by: <u>David Bengtson</u>		Date: <u>5/10/2017</u>			
Position: <u>Fire Chief</u>					
11. Reserved					

FORM C

CAPITAL IMPROVEMENT PROGRAM DETAILED PROJECT DESCRIPTION

(May be filled out by CIP Committee to summarize Project Information)

IDENTIFICATION & CODING INFORMATION

1. Date: 5/3/2017

2. Project Name: Taylor Property Development

3. Program: Design and Engineering

4. Department: ODS Recreation

B. EXPENDITURE SCHEDULE (000'S)

Cost Elements	\$ Total	Thru FY 2018	Est. FY	Total 6 Years	Year 1 FY	Year 2 FY	Year 3 FY	Year 4 FY	Year 5 FY	Year 6 FY
1. Planning Design & Supervision		\$250,000								
2. Land										
3. Site Improvements & Utilities										
4. Construction										
5. Furniture & Equipment										
6. Total		\$250,000.00								

C. FUNDING SCHEDULES (000'S)

GO Bonds:

State Aid:

General Fund:

Capital Reserve:

Grant Funding:

D. DESCRIPTION & JUSTIFICATION

See Attached

E. ANNUAL OPERATING BUDGET IMPACT (000'S)

F. MAP Reference Code:

Program Costs: Staff _____

Facility Costs: Other _____

Debt Service _____

Total Costs _____

Other Revenue or Cost Savings _____

Taylor Property Development Project

Feasibility Study/Design and Engineering

Description – This proposal is for further design and engineering for the Taylor Property to include the following

- o A structural building study and use assessment of the existing structure (Taylor home)
- o One or more buildings to be used for recreation and community activities (Community Center)
- o A community green/park/walking trails space
- o Emergency access/egress to the MA campus
- o Off street village parking
- o Other options

Justification –

The property was purchased by the town with various uses expressed during the purchase process. It is time to develop a plan for the property. The community has expressed many thoughts regarding the use and the feasibility of those uses.

The need for a community center has been well documented. In addition to the back-up materials provided for former presentations to the CIP etc., we have the following which can be provided: 2008-2013 Recreation Strategic Plan; Report of the Blue Ribbon Commission 2011; UNH Needs Assessment 2014 – all with similar recommendations. Although the last proposal was defeated at town meeting in 2015, the need for this project remain, if not having increased. Among the concerns expressed in public meetings leading up to the 2015 vote, were that the design plans were not “detailed enough” and more definitive design and cost estimate were needed. This is designed to provide that.

In addition to the reports and data provided in the past, the following is now the case: the Lion's Club has voted to not continue its lease of the Lion's Club building and the Board of Selectmen has made the decision to not make significant investments for improvements and upgrades to that building.

Alternatives Considered – No alternatives to the study, many alternatives to the community center have been studied in great detail with no feasible alternatives provided

Cost Estimates – For the project would be part of the study

Useful Life – Well in excess of 50 years

FORM A
CAPITAL PROJECT REQUEST
Excluding Equipment

Department & Activity	Conservation Commission	Date Prepared	April 24, 2017	
Contact Person	Marie Samaha	Phone Number		603-707-1324
1. Project Title	2. Purpose of Project Request Form (Check One)			
Moultonborough Falls Conservation Area/Lee's Pond Preserve	<input checked="" type="checkbox"/> Add a new item to the program <input type="checkbox"/> Delete an item in a year already a part the program <input type="checkbox"/> Modify a project already in the adopted program			
3. Department Priority				
Score - 100 No other projects				
4. Location				
Moultonborough Map 76 Lot 4				
5. Description	<p>Purchase 37 acres of undeveloped land with 3800 feet of shoreline on Lee's Pond and the Red Hill River and frontage on Route 25 in the Moultonborough Falls area. The land is located in a high priority conservation zone as indicated in the 2016 Natural Resources Inventory and 2013 Wildlife Action Plan as it borders sensitive wetlands that mitigate stormwater runoff and provide diverse wildlife habitats and wildlife corridors. The parcel completes the Red Hill River Conservation Area and Watershed. It has historic value as it is the site of early settlement in the area. The property is assessed at \$287,000.</p>			
5.a. Describe Alternatives Considered:	<p>The Commission has already purchased a 100 foot easement along the water's edge for \$50,000. However, the Commission supports conserving the whole parcel to protect water quality, wildlife habitats and historic sites and provide recreational opportunities for all.</p>			
6. Justification & Useful Life	<p>This parcel completes the Red Hill River Conservation Area and Watershed that provides protection of water quality along the Red Hill River from Sandwich into Moultonborough Bay, protection of wildlife habitats and corridors and protection of historic sites. This Watershed includes Garland Pond, a Nature Conservancy area. It provides recreational opportunities for all through planned walking trails and sites for fishing, hunting, launching kayaks and canoes and other recreational activities. Other plans include inviting the school and other organizations to use the area as an outside environmental classroom and to partner with The Nature Conservancy, which protects Garland Pond, to connect walking trails. The Moultonborough Master Plan goals include support for the preservation, protection and enhancement of existing natural... environmental features.</p>			
7. Cost & Recommended Sources of Financing				
BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING		
Program year FY 2018	\$100,000	Town support		
Program year FY 2018	\$90,870	Fund raising		
Program year FY				
Program year FY				
Program year FY				
Program year FY				
TOTAL SIX YEARS	\$190,870			
After Sixth Year				
If adjusted for inflation, indicate adjustment percentage here:				
*Interest cost not included.				
8. Net Effects on Operating Costs (+/-)		9. Net Effect on Municipal Income (+/-)		
Direct Costs				
personnel: number		taxes		
\$ amount		other income		
purchase of service		Subtotal		
materials & supplies		gain from sale of		
equipment purchases		replaceable assets		
utilities		Total		
other				
Subtotal ()				
Indirect Operating Costs		10. Submitting Authority		
fringe benefits		Moultonborough Conservation Commission		
general admin. Costs		Submitted by	Date	
other		Marie Samaha	May 2, 2017	
Subtotal ()		Position Chair	<i>Marie Samaha</i>	
Total Operating Cost		Signature		
Debt Service (P&I)				
Total Operating Cost		11. Reserved		

FORM C

CAPITAL IMPROVEMENT PROGRAM DETAILED PROJECT DESCRIPTION

(May be filled out by CIP Committee to summarize Project Information)

A. IDENTIFICATION & CODING INFORMATION

Date:

2-May-17

2. Project Name: Moultonborough Falls Conservation Area/Lee's Pond Preserve

3. Program:

4. Department: Conservation Commission

B. EXPENDITURE SCHEDULE (000'S)

Cost Elements	\$ Total	Thru FY 2014	Est. FY	Total 6 Years	Year 1 FY 2015	Year 2 FY 2016	Year 3 FY 2017	Year 4 FY 2018	Year 5 FY	Year 6 FY	Beyond 6 Years
1. Planning Design & Supervision	\$1,970				\$5,297	\$3,687			\$3,500		
2. Land						\$25,000	\$25,000	\$237,000			
3. Site Improvements & Utilities									\$44,500		
4. Construction											
5. Furniture & Equipment											
6. Total	\$1,970				\$5,297	\$28,687	\$25,000	\$285,000			

C. FUNDING SCHEDULES (000'S)

GO Bonds:

State Aid:

General Fund:

Capital Reserve:

Grant Funding: \$40,000 (LCHIP)

D. DESCRIPTION & JUSTIFICATION

The Moultonborough Falls Conservation Area/Lee's Pond Preserve extends the Red Hill River Conservation Area and watershed. This area protects water quality, provides wildlife habitats and maintains historic sites. It will provide recreational and educational opportunities for all.

E. ANNUAL OPERATING BUDGET IMPACT (000'S)

F. MAP Reference Code:

Program Costs: Staff

Other

Facility Costs: Maint.

Other

Debt Service

Total Costs

Other Revenue or Cost Savings

\$96,130 - donations/grants to date. Need to raise \$90,870 to purchase land if we receive CIPC support

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity	POLICE	Date Prepared	5/9/2017																																				
Contact Person	Chief Wetherbee	Phone Number																																					
Cruiser Replacement FY18		4. Cost																																					
		Per Unit	Total																																				
2. Form of Acquisition (check appropriate)		Purchase price or annual rental	\$ 28,000 28,000																																				
3. Number of Units Requested One		Plus: Installation or other costs	\$ 13,271 13,271																																				
5. Purpose of Expenditure (check appropriate)		Less: Trade-in or other discount	\$																																				
<input checked="" type="checkbox"/> Schedule replacement <input type="checkbox"/> Present equipment obsolete <input type="checkbox"/> Replace worn-out equipment <input type="checkbox"/> Reduce personnel time <input type="checkbox"/> Expanded service <input type="checkbox"/> New operation <input type="checkbox"/> Increased safety <input type="checkbox"/> Improve procedures, records, etc.		Net purchase cost or annual rental	\$ 42,721																																				
5a. Describe Alternatives Considered:		6. Number of Similar Items in Inventory																																					
		7. Estimated Use of Requested Item(s)																																					
		12 Months per year	Estimated useful life in years																																				
		52 Weeks per year																																					
		7 Days per week	8																																				
		10 Hours per day																																					
8. Replaced Item(s)		Prior Year's																																					
<table border="1"> <thead> <tr> <th>Item</th> <th>Make</th> <th>Age</th> <th>Maint Costs</th> <th>Breakdowns</th> <th>Rental Costs</th> </tr> </thead> <tbody> <tr> <td>A. 2013 Sedan Cruiser</td> <td>Ford</td> <td>5</td> <td></td> <td></td> <td></td> </tr> <tr> <td>B.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>C.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>D.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>E.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Item	Make	Age	Maint Costs	Breakdowns	Rental Costs	A. 2013 Sedan Cruiser	Ford	5				B.						C.						D.						E.							
Item	Make	Age	Maint Costs	Breakdowns	Rental Costs																																		
A. 2013 Sedan Cruiser	Ford	5																																					
B.																																							
C.																																							
D.																																							
E.																																							
9. Recommended Disposition of Replacement Item(s)		<input type="checkbox"/> Possible used by other agencies <input type="checkbox"/> Trade-in <input type="checkbox"/> Sale																																					
10. Submitting Authority		Submitted by: <u>LeONANN Wetherbee</u> Date: <u>5-9-17</u> Position: Chief of Police																																					
11. Reserved																																							

FORM A
CAPITAL PROJECT REQUEST
Excluding Equipment

Department & Activity	Recreation	States Landing	Date Prepared	4/11/16
Contact Person	Donna Kuethe			
Contact Person	Phone Number 476-8868			
1. Project Title	States Landing Project			
2. Purpose of Project Request Form (Check One)				
<input type="checkbox"/> Add a new item to the program <input type="checkbox"/> Delete an item in a year already a part the program <input checked="" type="checkbox"/> X Modify a project already in the adopted program				
3. Department Priority #2				
4. Location	States Landing Beach Area			
5. Description	See previously submitted requests and attached information			
5.a. Describe Alternatives Considered: See Previously submitted requests				
6. Justification & Useful Life	See previously submitted requests and attached information This changes the amount in 2017 to \$300,000 and revises the others...please see attached			
7. Cost & Recommended Sources of Financing				
BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING		
Program year FY 2018	175,000	Taxation		
Program year FY 2018	175,000.00	"		
Program year FY 2019	175,000.00	"		
Program year FY 2020	175,000.00	"		
Program year FY				
Program year FY				
TOTAL SIX YEARS				
After Sixth Year				
If adjusted for inflation, indicate adjustment percentage here: _____				
*Interest cost not included.				
8. Net Effects on Operating Costs (+/-)		9. Net Effect on Municipal Income (+/-)		
Direct Costs				
personnel:	number			
	\$ amount			
purchase of service				
materials & supplies				
equipment purchases				
utilities				
other				
Subtotal	()			
Indirect Operating Costs				
fringe benefits				
general admin. Costs				
other				
Subtotal	()			
Total Operating Cost				
Debt Service (P&I)				
Total Operating Cost				
10. Submitting Authority				
Recreation				
Submitted by	Date			
Donna Kuethe	revised 5/11/16			
Position				
Recreation Director				
Signature <u>Donna J. Kuethe</u>				
11. Reserved				

FORM C
CAPITAL IMPROVEMENT PROGRAM DETAILED PROJECT DESCRIPTION

(May be filled out by CIP Committee to summarize Project Information)

A. IDENTIFICATION & CODING INFORMATION

1. Date: 4/15/2015 revised 5/11/2016
2. Project Name: States Landing
3. Program: States Landing Improvements

B. EXPENDITURE SCHEDULE (000'S)

Cost Elements	\$ Total	Fy 2017	Est. FY	Total 6 Years	2018	2019	2020	2022	Year 5 FY	Year 6 FY	Beyond 6 Years
1. Planning, Design & Supervision			TBD	\$175,000.00	\$175,000.00			TBD	TBD	TBD	TBD
2. Land							TBD	TBD	TBD	TBD	TBD
3. Site Improvements & Utilities						TBD	TBD	TBD	TBD	TBD	TBD
4. Construction	\$ 300,000.00					TBD	TBD	TBD	TBD	TBD	TBD
5. Furniture & Equipment											
6. Total	\$300,000.00			\$175,000.00	\$175,000.00	\$175,000.00	\$175,000.00	TBD	TBD	TBD	TBD

C. FUNDING SCHEDULES (000'S)

GO Bonds:

State Aid:

General Fund: See attached

Capital Reserve: *this reflects continuing to deposit in CRF

Grant Funding: See attached

D. DESCRIPTION & JUSTIFICATION

See Attached

E. ANNUAL OPERATING BUDGET IMPACT (000'S)

Program Costs: Staff See attached

Facility Costs: Other

Maint. Other

F. MAP Reference Code:

FORM A
CAPITAL PROJECT REQUEST
Excluding Equipment

Department & Activity Recreation		Date Prepared 5/9/17
Contact Person Donna Kuethe		Phone Number 476-8868
1. Project Title Pathway Phase III		2. Purpose of Project Request Form (Check One)
3. Department Priority 4		<input type="checkbox"/> Add a new item to the program
4. Location Moultonborough Neck Rd		<input type="checkbox"/> Delete an item in a year already a part the program
5. Description See attached		<input checked="" type="checkbox"/> Modify a project already in the adopted program
5.a. Describe Alternatives Considered: see attached		
6. Justification & Useful Life see attached		
7. Cost & Recommended Sources of Financing		
BUDGET FY		TOTAL*
Program year FY		see form C attached
Program year FY		_____
TOTAL SIX YEARS		_____
After Sixth Year		_____
If adjusted for Inflation, Indicate adjustment percentage here: _____		
*Interest cost not included.		
8. Net Effects on Operating Costs (+/-)		9. Net Effect on Municipal Income (+/-)
Direct Costs		see attached
personnel:	number	taxes
	\$ amount	other income
purchase of service	_____	Subtotal
materials & supplies	_____	gain from sale of
equipment purchases	_____	replaceable assets
utilities	_____	Total
other	_____	
Subtotal	()	10. Submitting Authority
Indirect Operating Costs		Submitted by
fringe benefits	_____	Date
general admin. Costs	_____	5/9/2017
other	_____	Position
Subtotal	()	<i>Donna J. Kuethe</i>
Total Operating Cost	_____	11. Reserved
Debt Service (P&I)	_____	
Total Operating Cost	_____	

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity At Person	Recreation (Trips) Donna Kuethe	Date Prepared Phone Number	4/14/2016 476-8868
------------------------------------	------------------------------------	-------------------------------	-----------------------

Coach Bus	4. Cost		
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2. Form of Acquisition (check appropriate)	Purchase price or annual rental		
--	------------------------------------	--	--

3. Number of Units Requested - 1	Plus: Installation or other costs		
----------------------------------	--------------------------------------	--	--

5. Purpose of Expenditure (check appropriate)	Less: Trade-in or other discount		
---	-------------------------------------	--	--

<input type="checkbox"/> Schedule replacement	\$ n/a		
---	--------	--	--

<input type="checkbox"/> Present equipment obsolete	Net purchase cost		
---	-------------------	--	--

<input type="checkbox"/> Replace worn-out equipment	or annual rental \$ 28,000.00		
---	-------------------------------	--	--

<input type="checkbox"/> Reduce personnel time	6. Number of Similar Items in Inventory 0		
--	---	--	--

<input type="checkbox"/> Expanded service			
---	--	--	--

<input type="checkbox"/> New operation			
--	--	--	--

<input type="checkbox"/> Increased safety			
---	--	--	--

<input type="checkbox"/> Improve procedures, records, etc.			
--	--	--	--

5a. Describe Alternatives Considered: see attached	7. Estimated Use of Requested Item(s)		
---	---------------------------------------	--	--

	12 Months per year	Estimated useful
--	--------------------	------------------

	20+ Weeks per year	life in years
--	--------------------	---------------

	varies Days per week	
--	----------------------	--

	varies Hours per day	
--	----------------------	--

8. Replaced Item(s)	Prior Year's		
---------------------	--------------	--	--

Item	Make	Age	Maint Costs	Breakdowns	Rental Costs
A.					
B.					
C.					
D.					
E.					

9. Recommended Disposition of Replacement Item(s)			
---	--	--	--

<input type="checkbox"/> Possible used by other agencies	<input type="checkbox"/> Trade-In	<input type="checkbox"/> Sale	
--	-----------------------------------	-------------------------------	--

10. Submitting Authority			
--------------------------	--	--	--

Submitted by: Donna J. Kuethe	Date: 4/14/2016		
-------------------------------	-----------------	--	--

Position: Recreation Director			
-------------------------------	--	--	--

11. Reserved			
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FORM C

CAPITAL IMPROVEMENT PROGRAM DETAILED PROJECT DESCRIPTION

(May be filled out by CIP Committee to summarize Project Information)

IDENTIFICATION & CODING INFORMATION

1. Date: Revised 5/9/2016

2. Project Name: Coach Bus

3. Program: Recreation Dept. Trips

4. Department: Recreation

B. EXPENDITURE SCHEDULE (000's)

C. FUNDING SCHEDULES (000's)

GO Bonds:

State Aid:

General Fund:

Capital Reserve:

Grant Funding:

D. DESCRIPTION & JUSTIFICATION

See Attached

E. ANNUAL OPERATING BUDGET IMPACT (000's)

F. MAP Reference Code:

Program Costs: Staff See attached

Other

Facility Costs: Maint. See attached

Other

Debt Service

Total Costs

Other Revenue

or Cost Savings

approx. 17,500.00/yr

FORM A
CAPITAL PROJECT REQUEST
Excluding Equipment

Department & Activity Recreation		Date Prepared 6/20/17
Contact Person Donna Kuethe Phone Number 476-8868		
1. Project Title Pavilion and Rest Rooms	2. Purpose of Project Request Form (Check One)	
3. Department Priority 1	<input type="checkbox"/> Add a new item to the program <input type="checkbox"/> Delete an item in a year already a part the program <input checked="" type="checkbox"/> Modify a project already in the adopted program	
4. Location Playground Dr		
Description - revision based on septic-replaces flush toilets with composting		
5.a. Describe Alternatives Considered: see backup formerly submitted		
6. Justification & Useful Life See formerly submitted		
7. Cost & Recommended Sources of Financing		
BUDGET FY		TOTAL*
Program year FY 2018		125,070
Program year FY _____		Taxation/Volunteers
Program year FY _____		_____
Program year FY _____		_____
Program year FY _____		_____
Program year FY _____		_____
TOTAL SIX YEARS		125,070.00
After Sixth Year		
If adjusted for Inflation, Indicate adjustment percentage here: _____		
*Interest cost not included.		
8. Net Effects on Operating Costs (+/-)		9. Net Effect on Municipal Income (+/-)
Direct Costs		
personnel:	number _____	taxes _____
	\$ amount _____	other income _____
purchase of service	_____	Subtotal _____
materials & supplies	\$100.00 (approx)	gain from sale of
equipment purchases	_____	replaceable assets \$2310.00
utilities	_____	Total _____
other maintenance	1200.00/yr	
Subtotal ()	_____	
Indirect Operating Costs		
fringe benefits	_____	Submitted by _____
general admin. Costs	_____	Date 6/20/17
other	_____	Position _____
Subtotal ()	_____	Recreation Director
Total Operating Cost	_____	Signature <i>Donna J. Kuethe</i>
Debt Service (P&I)	_____	
Total Operating Cost	_____	11. Reserved