



TOWN OF MOULTONBOROUGH

CAPITAL IMPROVEMENTS PROGRAM

COMMITTEE

TO: Board of Selectmen
FROM: Tom Howard
RE: Capital Improvements Program
DATE: September 30, 2020

The Capital Improvements Program Committee submits for your consideration our proposed Capital Improvements Program Report for Fiscal Years 2021 – 2026. The sum of all projects recommended is \$9,925,923.00 for the six-year program (capital spending year plus five planning years). Of this total, \$1,971,291 is recommended for year 2021.

All projects submitted this year to the CIPC for review have been deemed as Class 1, 2 or 3 recommended projects. All projects submitted have been deemed to have a tie-in to the Master Plan.

Our Form D Rating Sheet was revised at the end of last year's process to add clear weighting factors to each criterion that ensures priorities are more accurately measured by our members.

The CIPC used the changes (underlined) made during their process last year to classify the submissions: Class 1 – Priority Need – for health and safety; Class 2 – Justified Need – to sustain basic level & quality of services.

This year, the meeting minutes were provided by staff to ensure that committee members fully participated in discussions without the added responsibility of taking notes during meetings.

We began the CIP process late this year at the end of July for two reasons; the Town Meeting had not been held yet so there had not been a look-back at last year's program funding, and because of the Covid pandemic. The committee met with department and commission heads to learn and ask pertinent questions on the eleven submitted projects. The eleven projects submitted can be found on the rating-ranking compilation matrix included in this report. One submission, the Library Roof Replacement was not submitted by the deadline but was rated by the committee.

The committee rated each of the projects and ranked them using the median value of the ratings. From there, they strongly recommend the first ranked six projects as Class 1-priority need (for health and safety) or Class 2 – Justified Need – to sustain basic level & quality of services projects for funding for 2021. After that, the committee reviewed each project in the order of ranking, discussing each and then voting to determine if the project would be recommended or not. The remainder of the projects submitted for 2021 are recommended by the committee (by majority vote) as Class 2 or Class 3 except for the Library submission. The committee felt that because of the way the forms were worded that caused confusion on what was being proposed, the submission was premature. The committee's further consensus was that the project be recommended for no funding in 2021,

and that next year the Library should submit their project(s) in a timely manner that includes a more formalized plan that outlines all their future capital needs going forward.

The committee held extensive discussions on the Heritage Commission's two project submissions for the Taylor House. Ultimately, they felt it would be wiser in furthering the salability of the property to do the whole two-year project all together in the first year (2021). The CIPC recommends that the 2021 Taylor Property Maintenance at \$59,240 and the 2022 stabilization project move forward as a combined project for funding in 2021 at \$164,560.

Finally, the committee recommends that the Board of Selectmen address the Recreation Department's number one priority of a new recreation center and the Building Department proposal from last year for replacement of the Community Building at Old Rt 109, by beginning its planning effort soon. Majority votes at Town Meeting for both projects suggests that the timing is now. The CIPC discussed a capital line item for significant reserve fund set-asides for a three-year period to lead into an expenditure toward architectural and engineering planning in a fourth year.

The committee expresses their concerns with the process, policy, and assistance for the program, especially at the beginning each year. It is recommended that the Planner shall provide overall review of the process, guidance and assistance to the Department Heads and project submitters at the beginning of the process each year. In addition, the committee recommends that they begin their process next year by reviewing the Charge and Policy with the Select Board to ensure it is up to date and meets the needs of the Town, the Board and the committee.

The committee intends to review the minimum capital project dollar amount definition contained in the policy document to ensure it meets the needs of the Town for capital planning purposes.

The committee extends our thanks to our dedicated Department Heads who have embraced this process and made excellent presentations of their projects. Thanks also go to Town Planner, Bruce Woodruff and Finance Director, Heidi Davis for their support of this effort.

Capital Improvements Program Committee:

Tom Howard	Chair	Community At-Large
Edward Harrington	Member	Community At-Large
Charles McGee	Member	Board of Selectmen
Cody Gray	Member	Advisory Budget Committee
Amy Lindamood	Member	Planning Board
Jean M. Beadle	Alternate	Board of Selectmen
Paul Marshall	Alternate	Community At-Large
Al Hoch	Alternate	Planning Board

PROPOSED CAPITAL PROJECTS FOR 2021

OVERVIEW & COMMENTS

Below is an overview of the recommended projects by department with a brief description, the proposed project cost and the class and rank from the Capital Improvement Program Committee. The Class Definitions are broken down as follows:

- Class 1: Priority - need immediately for health and safety
- Class 2: Justified - need to sustain basic level and quality of service
- Class 3: Desirable - need to improve quality and level of service
- Class 4: Unprogrammed, not enough information provided to evaluate need
- Class 5: Prior Approved Expense (Lease Payment)
- Class 6: Not Considered
- Class 7: Not Recommended

The Committee ranked each project individually and by using a weighted score the projects were put into ranked order from 1 to 11. The ranking sheets are attached, by line item, ranking order and then by vote of the entire committee. The Library Roof Replacement (or CRF) project ranked at 8th is not recommended by the CIPC, and is not included below:

Department of Public Works

Project Title: Department of Public Works – Road Projects

Project Cost: \$975,000

Class: 1

Rank: 1

Description: Roadway construction and rehabilitation includes major repairs to the road surfaces, base gravels, and drainage facilities, while asphalt preservation extends the pavement life cycle of the roads that are still in good condition. Roads are selected based on the Road Surface Management Study, an in-house evaluation, and visual inspection. The programmatic treatment cycle for each paved road is 5-6 years. Roads in good condition ensure that safety and emergency personnel and vehicles can get to those in need.

Project Title: Department of Public Works – 2021 3/4 Ton Platform Body w/Toolboxes (Trk#8) Project

Cost: \$53,000

Class: 2

Rank: 6

Description: The DPW Fleet Pick-Up Series Trucks with plow & sander are utilized throughout the year in many aspects of the department operations. During winter operations, these trucks are utilized for plowing, sanding, and assisting with maintaining winter access on all the Town roads for emergency access as well as maintaining safe travel routes for school buses and the travelling public. These trucks are also utilized for keeping school parking lots and town parking lots and facilities safe and clear during winter storms. This truck, Truck #8, during spring/summer/fall operations is utilized as a utility truck for street

sign repair and replacement as well as the mechanics on-the-road service truck including diesel tank for equipment fueling. DPW's Existing Truck #3 will now take the place of Truck #8 operations. This new truck (RAM 2500, HEMI) will be set up in a similar fashion for use by the Director for the day-to-day and construction/survey purposes as well as having the capability of towing equipment trailers as needed.

Project Title: Department of Public Works – Lee's Mill Retaining Wall

Project Cost: \$290,000

Class: 2

Rank: 7

Description: The existing timber retaining wall is deteriorating and creating sink holes behind the wall that are becoming a hazard. It is deteriorating to the point of making it difficult to set and install the island docks. Portions of the wall are no longer protecting the shoreline from erosion and sedimentation to the lake. This project includes surveying, engineering, permitting, and construction for the replacement of the deteriorating timber retaining wall, along the island docks portion of the landing, with new concrete segmental and boulder retaining walls.

Project Title: Department of Public Works – 2021 Town Facilities 1 1/2" Pavement Overlays

Project Cost: \$104,000

Class: 2

Rank: 9

Description: Town Facilities 1 1/2" Pavement Overlays (1300 Ton).

Fire Department

Project Title: Fire Department – 2021 3/4 Ton Utility Pick Up with crew cab

Project Cost: \$60,500

Class: 1

Rank: 5

Description: The usefulness and multi-function abilities of a Utility truck have proven to be an effective resource in both non-emergency and emergency situations. When equipped with a plow during the winter months, this vehicle has been a critical resource to access hydrants, roads, and driveways during EMS incidents. Department incident data indicates that 16% of the calls are service calls, combined with incidents that require additional resources, the Utility truck has been an integral component of fire department operations. Acquiring a diesel-powered truck will greater engine efficiency, and reduced wear and tear upon the engine. No increased costs are anticipated.

Police Department

Project Title: Replace 2013 Cruiser

Project Cost: \$53,419

Class: 2

Rank: 2

Description: Replacement of the 2013 Ford Utility SUV which is on the replacement schedule.

Project Title: Replace 2015 Cruiser

Project Cost: \$53,419

Class: 2

Rank: 3

Description: Replacement of the 2015 Ford Utility SUV which is on the replacement schedule.

Project Title: Replace Public Safety Bldg. Security System

Project Cost: \$22,393

Class: 2

Rank: 4

Description: Replacement of the Public Safety Building Security System that is not working correctly and has outlived its useful life. The current security system at the public safety building has outlived its usefulness. The current system was installed when the building was built and has multiple failures that can no longer be repaired. New staff cannot be programmed into the system except by re-using former staff's credentials, there are several areas, including booking, where the system can no longer lock the doors. Officers pretend they are putting in a code so prisoners assume the door cannot be opened. Also, it is difficult to see the digital numbers especially in bright light, bent over, squinting into the code box to punch in a code while holding a prisoner is less than ideal.

Recreation Department

Project Title: Recreation Department - States Landing Phase 3

Project Cost: \$175,000

Class: 3

Rank: 10

Description: To complete the boat launch, swim area and park improvements project with a bathhouse and pavilion.

Moultonborough School District

No submissions for 2021.

Conservation Commission

No submissions for 2021

Heritage Commission

Project Title: Heritage Commission - 2021 Taylor House Maintenance & 2022 Stabilization Project

Combined. Project Cost: \$164,560

Class: 3

Rank: 11

Description: This project is a combination of the submitted 2021 Maintenance Project and the 2022 Stabilization project. Combining the two projects was a consensus recommendation by the CIPC. The project addresses deferred maintenance and stabilizes the structure on the Taylor Property to enhance its value for sale and reuse of the property in the center of the village. The project will make basic repairs to the building necessitated by several years of limited maintenance. Work includes roof replacement, significant porch repairs, chimney repointing and minor exterior work intended to prevent the building from deteriorating further. The building presents many opportunities for preservation and a return to service, for the Town or for private use through sale. The options get fewer as the existing weather exposure problems go unaddressed and unfixed. The project will make additional maintenance related repairs to enable the basic use of the building by the Town or a new owner. These costs could be recovered in the sale of the property to a third party while making the sales process less cumbersome to the Town. Several studies and surveys, as well as strong votes by the Town's legislative body, have shown that the Town wishes for the Taylor House to be preserved and repurposed for an active use. The Town's current approach ('restoration pledge agreement') may be cumbersome to a buyer/investor and may hinder the proposed sale. Doing the fundamentally required exterior work improves the visual character of the property, relieves the pressure to find a buyer immediately, and helps assure that the House markets itself to a potential investor.

TOWN OF MOULTONBOROUGH

An Order Creating a Capital Improvements Program Committee

Charge & Composition

1.) Purpose and Intent

A need has been identified to plan for the orderly implementation and financing of a capital improvements program in a manner which meets the needs of the Town and minimizes fluctuations of the tax rate and the impact thereof upon its taxpayers. In order to address that need, there is hereby established a Capital Improvements Program Committee (hereafter the "Committee").

2.) Authority

This Order is adopted pursuant to Warrant Article 10 of the March 14, 2009 Town Meeting authorizing the Board of Selectmen (hereafter the "SelectBoard") to appoint such a committee and the authority of the SelectBoard to make policy and issue directives to make and order its prudential affairs. The Committee shall operate under the framework of RSA 674:5, 6, 7 and 8 that set forth herein.

3.) Definitions

Words used in this Order shall be defined by the common usage under New Hampshire Statute unless otherwise defined herein. Wherever the masculine gender is used it shall include the feminine and vice-versa. Shall is mandatory; may is permissive or discretionary.

4.) Composition & Term

a. Members, Appointment and Removal

The Capital Improvement Planning Committee shall be composed of five (5) permanent members and two (2) alternate members as follows:

- One (1) from the SelectBoard,
- One (1) from the Advisory Budget Committee,
- One (1) from the Planning Board,
- Two (2) from the at-large residents of the Town, and
- Two (2) alternate members from the at-large residents of the Town.

Except as otherwise provided herein, the members shall be appointed by a majority vote of the SelectBoard. The SelectBoard, Advisory Budget Committee and Planning Board members shall each be appointed by their respective bodies. Those three (3) bodies may also each appoint an alternate from their body to sit in the stead of such appointed member. The Advisory Budget Committee and Planning Board may not appoint any person serving upon their respective body in an ex-officio capacity to the Committee. Members may be removed for cause, after notice and a hearing, by the appointing authority.

In addition thereto, the Town Planner and the Finance Director shall serve as ex-officio non-voting members who shall otherwise enjoy full privileges to participate in the proceedings of the Committee provided that they may not be elected to any officer position nor be counted toward the quorum requirement.

None of the at large members or alternate members may be employed by the Town in a full-time elected or appointed position due to what some might perceive as a desire on their part to further the interests of their operational units without giving due consideration to the needs of the organization as a whole.

b. Term of Office

The term of office shall not commence until the member is sworn to the faithful performance of their office by the Town Clerk. The term of ex-officio members from the SelectBoard, Planning Board, and Advisory Budget Committee shall end annually upon the date of the Town Election. At-large members and alternates shall serve a term of three years to end on March 30th of a given year. The initial appointments shall be made in such a fashion that none of the terms of the permanent members shall expire in the same year and the terms of the alternate members shall not expire in the same year. Appointments to fill a vacancy shall be for the period remaining in the unexpired term.

c. Seating and Capacity of Alternate Members

Alternate at-large members shall be seated to participate in any matter where a permanent member has excused himself over a matter in which he has a conflict or to provide a full complement of five members to conduct business. The minutes shall reflect any alternate member seated to act in the stead of a permanent member and the reason therefore. A seated alternate member shall have all the rights and voting privileges of a permanent member.

d. Officers

The Committee shall elect a Chair from amongst its members, at its first meeting following March 30, a Chair and a Clerk. The Clerk shall record all proceedings and act as Chair in the absence of the Chair. In the absence of either officer the longest serving member of the Committee shall serve as Chair. Officers shall be eligible for re-election from year to year. Ex-Officio non-voting members are not eligible to serve as officers of the Committee.

5.) Powers and Duties

a. Annual Program

The Committee shall, in the year beginning on January 1, 2011 and then annually thereafter, prepare and submit to the SelectBoard, for their review and consideration, a report recommending a Capital Improvement Program (hereafter the "Program") for a period of no less than the coming six (6) fiscal years, including a Capital Improvement Budget for the next fiscal year, and the financing thereof. The purpose and effect of the Program shall be to aid the SelectBoard and the advisory budget committee in their financial planning and deliberations on annual budget requests.

The Program shall contain the estimated cost of each project and indicate probable operating and maintenance costs and probable revenues, if any, as well as existing sources of funds or the need for additional sources of funds for the implementation and operation of each project. The program may encompass both projects being currently undertaken and future projects to be undertaken with federal, state, county and other public funds. The Program shall classify projects according to their urgency and need for realization, shall recommend a time sequence for their implementation, and shall specifically comment on the relationship of the Program and budget to its consistency with the Town's Master Plan.

The Program shall include only those capital projects and improvements (hereafter the "Project") involving tangible assets and projects which (1) have a useful life of not less than five years and (2) cost over \$10,000 [or such other sum which conforms with Statement #34 of the Governmental Accounting Standards Board (GASB 34)] or such future equivalent capitalization schedules. It shall be an evasion of this Order to propose to finance an item meeting the foregoing definitions through normal operations or otherwise without first or, it shall submit the same to the Committee who shall study and report on the same to the SelectBoard forthwith.

The Program shall be submitted to the SelectBoard by September 1st of each year together with filing a copy with the Advisory Budget Committee, the Office of the Town Clerk, and the NH Office of Energy and Planning. In preparing and submitting its annual Program, the Committee shall hold at least one public hearing at least ten (10) days prior to submitting said Program to give warning of the public hearing with no less than ten (10) days notice. A copy of the proposed Program shall be available to the public at the time of the notice being published

In the time period prior to January 1, 2011, the Committee shall act diligently to: (a) obtain familiarity with the Town's current physical plant, infrastructure, and capital equipment, (b) review the Town's capital expenditures for the past ten (10) Fiscal Years, (c) review available documents detailing future capital needs including, but not limited to, the Town Master Plan, the Vehicle Replacement Plan and the like, (d) become familiar with state law with respect to how communities may finance Capital Improvements and establish reserves for the same, (e) review how various communities plan and finance their capital improvements, and (f) prepare and distribute an informative procedures manual to all describing the purpose of the committee and the expectations of it by the SelectBoard, what qualifies as a "Capital" expenditure, and how requests will be solicited received, reviewed and ranked, and then dealt with through the budgeting process.

b. Conferring with Town Department and Agencies

In preparing the Program, the Committee shall annually confer with the School Board and every municipal department, board, committee, or agency to solicit proposals for projects for the coming time period the subject of the Program. In soliciting such proposals, with at least thirty (30) days prior notice, the Committee shall solicit proposals for projects, upon forms designated by it, which describe the proposal, costs, operational benefits, cost increases or efficiency to be realized, relationship to the Master Plan or other objectives, proposed

sources of grant or other supplementary financing and such other information as the Committee may deem useful to its deliberations.

The committee shall study each proposed capital project, and shall advise the proposing entity concerning the relation of the recommendations of the master plan in relation to the proposed project and the relation of the project to the Capital Improvements Program being prepared. In other matters, the Committee shall confer, in a manner it deems appropriate, with the requesting agencies and such other parties as it deems advisable allowing a reasonable time for response. All Town Deparemtns shall cooperate in making a timely response to any such inquiries.

Proposals which may arise unexpectedly outside the annual solicitation process shall, nonetheless, be submitted to the Committee for its consideration together with an explanation as to why the proposal could not have been submitted during the normal and ordinary course of said process. The Committee shall expeditiously consider and submit to the SelectBoard its review of any such submissions.

c. Action by the SelectBoard

On or before February 15th following the receipt of the Committee's recommended Program, the Committee shall be advised by the Board of Selectmen as to what they are submitting for capital funding requests as part of the coming fiscal year budget.

d. Expenditures Authorized or Controlled

The SelectBoard shall not request an appropriation at a Town Meeting for a capital improvement purchase or project unless the proposed capital improvement or project has been submitted to the Committee for its consideration. This provision is not applicable to any capital improvements placed on the Town Meeting warrant by citizen petition, or otherwise governed by statute. Capital requests not recommended by the CIPC will appear on the warrant as a stand-alone warrant article.

Such Capital Improvement Program, after its approval by the SelectBoard, shall permit the expenditure on projects included therein from departmental budgets for preliminary or ancillary matters relating to the project or purchase, such as for surveys, architectural or engineering advice, options or appraisals; but no such expenditure shall be incurred which has not been so approved by the Town through the appropriation of sums in the current fiscal year or in prior years, or for preliminary planning for projects to be undertaken more than five years in the future.

e. Annual Report Publication and Filing

The Committee shall file a copy of its Report and the SelectBoard's recommended Capital Budget shall be published and made available in a manner consistent with the distribution of the Advisory Budget Committee Report. The Committee shall file its original Report with the Town Clerk. The Committee shall also file an executive summary of its annual activities for inclusion in the Annual Town report.

6.) Predecessors and Successors

Upon the effective date of this Order, the Municipal Needs Committee and the Recreation Strategic Planning Team are hereby dissolved. All records, property, equipment, and facilities owned by the Town and under the control of the offices, boards, or commissions which are abolished or superseded by this Order shall be transferred to and be under the control of the Committee.

7.) Severability

The provisions of this Order shall be severable. If any portion of this Order is determined by any court of competent jurisdiction to be unenforceable or illegal, then all other portions of this Ordinance not expressly found to be unenforceable or illegal shall remain fully in effect.

8.) Effective Date

Approved and adopted on the 21st day of January 2010.

Karel A. Crawford, Chairman
Town Moultonborough SelectBoard Chair

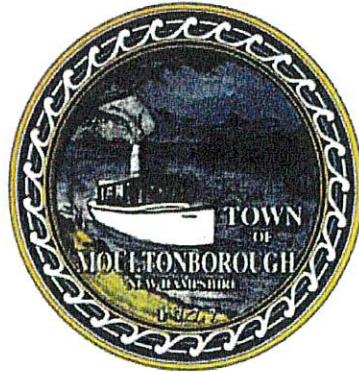
This Amended Order is effective on February 15, 2015 and supersedes all previous orders or policies relative to or in conflict with this matter and the procedures described herein.

Jonathan W. Tolman, Chairman
Moultonborough SelectBoard

Town of Moultonborough Public Works

P.O. Box 139, 68 Highway Garage Rd
Moultonborough, NH 03254
603-253-7445- Office
e-mail: ctheriault@moultonboroughnh.gov

Chris Theriault
Director of Public Works



To: Capital Improvement Program Committee
Cc: Robert Ward, Town Planner
Re: CIP Requests for 2020-2025
Date: July 30, 2020

Chairman Howard & Interim Planner Woodruff,

Please find attached the Public Works FY 2021-2026 Projects for CIPC (including equipment, annual roads program, projects, and facilities). Listed below are modifications/deletions from previous CIP requests which were submitted and managed under the Public Works Department. These are detailed as Facilities Projects, DPW Projects, DPW Equipment.

FY 2021-2026 FACILITIES PROJECTS

FY2022, FY2024

DELETED Facilities Flooring Replacement & Repainting. (*Bi-Annually*). This work now incorporated into the Facilities Annual Budget.

FY 2020-2025 DPW PROJECTS

FY2021

\$290,000 Lees Mill Landing Retaining Wall Replacement

The existing timber retaining wall is deteriorating and creating sink holes behind the wall that are becoming a hazard. It is deteriorating to the point of making it difficult to set and install the island docks. Portions of the wall are no longer protecting the shoreline from erosion and sedimentation to the lake. This project includes surveying, engineering, permitting, and construction for the replacement of the deteriorating timber retaining wall, along the island docks portion of the landing, with new concrete segmental and boulder retaining walls.

FY 2021-2026 DPW EQUIPMENT

FY2021

DPW Priority No. 1:

\$53,000 *¾ Ton Platform Body w/Tool Boxes*
Replacement of: #8 2003 Ford F350 4x4 w/Plow

The DPW Fleet Pick-Up Series Trucks with plow & sander are utilized throughout the year in many aspects of the department operations. During winter operations, these trucks are utilized for plowing,

sanding, and assisting with maintaining winter access on all the Town roads for emergency access as well as maintaining safe travel routes for school buses and the travelling public. These trucks are also utilized for keeping school parking lots and town parking lots and facilities safe and clear during winter storms. This truck, Truck #8, during spring/summer/fall operations is utilized as a utility truck for street sign repair and replacement as well as the mechanics on-the-road service truck including diesel tank for equipment fueling. Our Existing Truck #3 will now take the place of Truck #8 operations. This new truck (RAM 2500, HEMI) will be set up in a similar fashion for use by the Director for the day-to-day and construction/survey purposes as well as having the capability of towing equipment trailers as needed.

DELETED Waste Management Facility Loader/Backhoe
(Purchased in 2020)

FY2026
\$73,000 One-ton, DRW, Platform Dump Body w/Plow & Sander
Replacement of: #11 2016 Ford F350 DRW 4x4 w/Plow & Sander

Moultonborough Public Works - FY 21-26 Projects for CIPC - 7/31/2020

Please note that All costs are ESTIMATES. Actual schedule may vary from what's listed below due to changes in need, conditions, and priorities over time.

Year	Capital	Description	Type of Project
<u>Facilities</u>			
FY21	\$ 104,000.00	Town Facilities 1 1/2" Pavement Overlays (1300 Ton)	On-going Maintenance
<u>Roads</u>			
FY21	\$ 975,000.00	Annual Road Program	
FY22	\$ 1,000,000.00	Annual Road Program	
FY23	\$ 1,000,000.00	Annual Road Program	
FY24	\$ 1,000,000.00	Annual Road Program	
FY25	\$ 1,000,000.00	Annual Road Program	
FY26	\$ 1,000,000.00	Annual Road Program	
<u>Projects</u>			
FY21	\$ 290,000.00	Lees Mill Landing Retaining Wall Replacement	Retaining Wall Replacement
<u>Equipment</u>			
FY21	\$ 73,000.00	2021 3500 1-Ton Platform Body w/ Plow& Sander	Replaces (#8) vehicle
FY22	\$ 73,000.00	2022 3500 1-Ton Pick-up w/ Plow& Sander	Replaces (#4) vehicle
	\$ 28,000.00	2022 7-Passenger Fleet Van Replacement	Replaces (#18) vehicle
FY23	\$ 250,000.00	2023 55K GVW Dump w/ Plow, Wing & Sander	Replaces (#24) vehicle
FY24	\$ 50,000.00	2024 Skidsteer (Hwy/WMF)	Replaces (#25) equipment
	\$ 120,000.00	2024 19.5K GVW Dump w/ Plow, Wing & Sander	Replaces (#2) vehicle
FY25	\$ 175,000.00	2025 Backhoe w/Attachments (HWY)	Replaces (#12) equipment
	\$ 35,000.00	2025 Wood Chipper	Replaces (#17) equipment
	\$ 120,000.00	2025 19.5K GVW Dump w/ Plow, Wing & Sander	Replaces (#5) vehicle
FY26	\$ 73,000.00	2026 3500 1-Ton Platform Dump Body w/ Plow& Sander	Replaces (#11) vehicle

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity	DPW (FY 2021)	Date Prepared	7/31/2020		
Contact Person	Chris Theriault	Phone Number	253-7445		
1. Project Title & Reference No: 2500 4X4 Platform Body w/Toolboxes		4. Cost	Per Unit	Total	
2. Form of Acquisition (check appropriate)		Purchase price or annual rental	\$	53,000	53,000
Purchase		Plus: Installation or other costs	\$		
3. Number of Units Requested		Less: Trade-in or other discount	\$	2,000	2,000
5. Purpose of Expenditure (check appropriate)		Net purchase cost or annual rental	\$	51,000	51,000
<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.		6. Number of Similar Items in Inventory		1	
5a. Describe Alternatives Considered:		7. Estimated Use of Requested Item(s)			
Lease		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	Rental Costs
A. F350 4X4 Pick-up	Ford (#8)	2003	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 Position: DPW Director		Date: 7/31/2020	
11. Reserved					

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity	DPW (FY 2026)	Date Prepared	7/31/2020		
Contact Person	Chris Theriault	Phone Number	253-7445		
1. Project Title & Reference No: 3500 4X4 Platform Dump, Plow, Sander		4. Cost	Per Unit	Total	
2. Form of Acquisition (check appropriate)		Purchase price or annual rental	\$	73,000	73,000
Purchase		Plus: Installation or other costs	\$		
3. Number of Units Requested		Less: Trade-in or other discount	\$	7,000	7,000
5. Purpose of Expenditure (check appropriate)		Net purchase cost or annual rental	\$	66,000	
<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.		6. Number of Similar Items in Inventory		0	
5a. Describe Alternatives Considered:		7. Estimated Use of Requested Item(s)			
Lease		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	Rental Costs
A. F350 4X4 Platform Dump Body	Ford (#11)	2016	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: 7/31/2020	
Position: DPW Director					
11. Reserved					

FORM A
CAPITAL PROJECT REQUEST
Excluding Equipment

Department & Activity: DPW (FY2021 - FY2026)	Date Prepared: July 31, 2020	
Contact Person: Chris Theriault	Phone Number: 253-7445	
1. Project Title: Road Program	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"/> Modify a project already in the adopted program	
3. Department Priority		
4. Location: TBD		
5. Description: Annual Road Program		
5.a. Describe Alternatives Considered: Continue patching of unsafe or deteriorated areas.		
6. Justification & Useful Life: Roadway reconstruction and rehabilitation includes major repairs to the road surfaces, base gravels, and drainage facilities, while asphalt preservation extends the pavement life cycle of the roads that are still in good condition. Roads are selected based on the Road Surface Management Study, an in-house evaluation, and visual inspection. The programmatic treatment cycle for each paved road is 5-6 years.		
7. Cost & Recommended Sources of Financing		
BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY <u>2021</u>	<u>\$975,000</u>	
Program year FY <u>2022</u>	<u>\$1,000,000</u>	
Program year FY <u>2023</u>	<u>\$1,000,000</u>	
Program year FY <u>2024</u>	<u>\$1,000,000</u>	<u>General Fund</u>
Program year FY <u>2025</u>	<u>\$1,000,000</u>	
Program year FY <u>2026</u>	<u>\$1,000,000</u>	
TOTAL SIX YEARS	<u>\$5,975,000</u>	
After Sixth Year	<u>\$1M/Yr.</u>	
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 _____	taxes _____
purchase of service _____		other income _____
materials & supplies _____		Subtotal _____
equipment purchases _____		gain from sale of replaceable assets _____
utilities _____		Total _____ 0
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 7/31/2020
		Submitted by _____ Date _____
		DPW Director
		Position _____
		Signature _____
		11. Reserved

FORM A
CAPITAL PROJECT REQUEST
Excluding Equipment

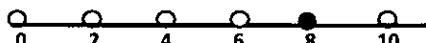
Department & Activity: DPW FY 2021	Date Prepared: July 31, 2020	
Contact Person: Chris Theriault	Phone Number: 253-7445	
1. Project Title: Lees Mill Landing Retaining Wall Replacement	2. Purpose of Project Request Form (Check One) <input checked="" type="checkbox"/> Add a new item to the program <input 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: Lees Mill Landing		
5. Description: Replacement of deteriorating timber retaining wall along the Island docks portion of the landing with new concrete segmental and boulder retaining walls. This project includes surveying, engineering, permitting, and construction.		
5.a. Describe Alternatives Considered: Continue using.		
6. Justification & Useful Life: The existing timber retaining wall is deteriorating and creating sink holes behind the wall that are becoming a hazard. It is deteriorating to the point of making it difficult to set and install the Island docks. Portions of the wall are no longer protecting the shoreline from erosion and sedimentation to the lake.		
7. Cost & Recommended Sources of Financing		
BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY <u>2021</u>	<u>\$290,000</u>	
Program year FY <u>2022</u>		
Program year FY <u>2023</u>		
Program year FY <u>2024</u>		<u>General Fund</u>
Program year FY <u>2025</u>		
Program year FY <u>2026</u>		
TOTAL SIX YEARS	<u>\$290,000</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 _____	taxes _____
purchase of service _____		other income _____
materials & supplies _____		Subtotal _____
equipment purchases _____		gain from sale of replaceable assets _____
utilities _____		Total _____ 0
other _____		
Subtotal () _____		
Indirect Operating Costs		10. Submitting Authority
fringe benefits _____		Chris Theriault 7/31/2020
general admin. Costs _____		Submitted by Date
other _____		DPW Director
Subtotal () _____		Position _____
Total Operating Cost _____		
Debt Service (P&I) _____		Signature _____
Total Operating Cost _____ 0		11. Reserved

CIPC Person Completing: _____

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

Project Name	2026 eDraulic battery-powered vehicle extrication rescue tools
Estimated Cost	\$108,181.00
	Department
	Fire Department

Major Considerations	Score	Weights	Weighted Score
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Priority/Impact to Department  8 **1.6** **9.6**

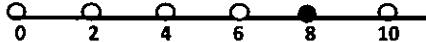
Rescue tools effective at cutting, moving and displacing today's materials that have entrapped driver and passengers directly impact the Fire Dept. primary mission, Life Safety

Risk to Public Health & Safety  8 **8.0** **16**

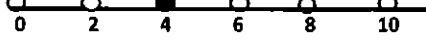
Entrapped occupants of vehicles often are injured and required immediate medical attention.
Notes: Delays by entrapment can have a severe impact on recovery of patients

Project's Useful Life  8 **1.4** **9.4**

Notes: 15 years

Well Researched/Planned  8 **1.2** **9.2**

Research of current industry best practice indicates the use of battery powered tools Increases effectiveness and versatility of the rescue capabilities of the rescuers

Effect on Operating/Maintenance Costs  4 **1.8** **5.8**

The integrated hydraulic pump in battery tools is a so-called 'closed system' that does not require yearly service, Therefore, annual maintenance costs are reduced.

Linkage to Master Plan  6 **1.0** **7**

2008 Master Plan, Implementation Matrix, Action Item #67. Ensure adequacy of service to residents

Total Score	47.4
--------------------	-------------

Scoring 0 = Least

Weighting 1 = Least

10 = Most

2 = Most

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity	Fire Department	FY 2023	Date Prepared	7/23/2020
Contact Person	David Bengtson-Fire Chief		Phone Number	476-5658
1. Project Title & Reference No. ??, 2026 Replacement of Hydraulic (Hurst) Rescue Tools		4. Cost		
		Per Unit	Total	
2. Form of Acquisition (check appropriate)		Purchase price or annual rental	\$ 108,181.00	108,181.00
Purchase		Plus: Installation or other costs	\$	
3. Number of Units Requested: 1 Spreader, 1 cutter, 2 Combi		Less: Trade-in or other discount	\$	
		Net purchase cost or annual rental	\$	
5. Purpose of Expenditure (check appropriate)		6. Number of Similar Items in Inventory 6		
<input type="checkbox"/> Schedule replacement <input type="checkbox"/> Present equipment obsolete <input type="checkbox"/> Replace worn-out equipment <input checked="" type="checkbox"/> Reduce personnel time <input type="checkbox"/> Expanded service <input type="checkbox"/> New operation <input checked="" type="checkbox"/> Increased safety <input type="checkbox"/> Improve procedures, records, etc.		N/A	Months per year	Estimated useful life in years
5a. Describe Alternatives Considered:		N/A	Weeks per year	
Continued use of 20 year old tools		N/A	Days per week	15
		N/A	Hours per day	
8. Replaced Item(s)		Prior Year's		
Item	Make	Age	Maint Costs	Breakdowns
A. 32" Hydraulic Spreader	Hurst	20	\$102.00	0
B. Cutters	Hurst	20	\$102.00	0
C. (2) Combi tools (Spreader/Shear)	Hurst	20	\$102.00	0
D. Ram, 41"	Hurst	20	\$102.00	0
E. Ram, 59"	Hurst	20	\$102.00	0
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"/> Sale	
10. Submitting Authority		Submitted by: <u>David Bengtson</u>		Date: <u>7/24/2020</u>
		Position: <u>Fire Chief</u>		
11. Reserved				

August 5, 2020

Dear CIPC,

The current security system at the public safety building has outlived it's usefulness. The current system was installed when the building was built and has multiple failures that can no longer be repaired. New staff cannot be programmed into the system except by re-using former staff's credentials, there are a number of areas, including booking, where the system can no longer lock the doors. Officers make believe they are putting in a code so prisoners assume the door cannot be opened. Also, it is very difficult to see the digital numbers especially in bright light, bent over, squinting into the code box to punch in a code while holding a prisoner is less than ideal.

The police budget would be my recommended source of funding for this work. As we have been very short staffed, we will have a substantial surplus at year end.

I have also submitted a Capital Request to Walter for a replacement cruiser. I know it was differed this year but deferral will just mean we will have to replace two next year. Again, the police budget would be the funding source.

Thank you,

Chief Rick Stillman

Richard Stillman

Chief of Police

Moultonborough Police Department

Moultonborough, NH 03254

603-476-2400

FBINA 180th Session

IACP – Board of Directors

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity Contact Person	Police / Fire Rick Shillman	Date Prepared Phone Number	August 5, 2020 471-2400	
1. Project Title & Reference No. Public Safety Building Security System	4. Cost			
2. Form of Acquisition (check appropriate) Purchase	Per Unit Total			
3. Number of Units Requested one (1)	Purchase price or annual rental	\$ 22,393.00		
	Plus: Installation or other costs	\$ all inclusive		
5. Purpose of Expenditure (check appropriate)	Less: Trade-in or other discount	\$		
<input type="checkbox"/> Schedule replacement				
<input checked="" type="checkbox"/> Present equipment obsolete				
<input checked="" type="checkbox"/> Replace worn-out equipment				
<input type="checkbox"/> Reduce personnel time				
<input checked="" type="checkbox"/> Expanded service				
<input type="checkbox"/> New operation				
<input checked="" type="checkbox"/> Increased safety				
<input checked="" type="checkbox"/> Improve procedures, records, etc.				
5a. Describe Alternatives Considered:	6. Number of Similar Items in Inventory	0		
8. Replaced Item(s)	7. Estimated Use of Requested Item(s)			
	12 Months per year	Estimated useful life in years		
	52 Weeks per year	Ten		
	7 Days per week			
	24 Hours per day			
A. See attached quote	Prior Year's			
B.	Item	Make	Age	Maint Costs
C.				Breakdowns
D.				Rental Costs
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: Rick Shillman			Date: 8/5/2020
	Position: Chief of Police			
11. Reserved				

Security 101 LLC.
 101 Hunting Ridge Road
 Center Conway, NH 03813 US
 (877) 807-8115
 sales@security101llc.com
 www.security101llc.com



Estimate

ADDRESS

CHIEF RICK STILLMAN
 MOULTONBOROUGH
 POLICE DEPARTMENT
 1035 WHITTIER HWY.
 MOULTONBOROUGH, NH
 03254

ESTIMATE # 1474
 DATE 08/04/2020

ACTIVITY	QTY	RATE	AMOUNT
ACCESS:CV-A22K1 CDVI A22K KRYPTO HIGH SECURITY 2 DOOR CONTROLLER WITH 2 K1 READERS INSTALLED	9	1,735.00	15,615.00
ACCESS:CV-K1 CDVI K1 HIGH SECURITY READER INSTALLED	15	292.00	4,380.00
ACCESS:AX-ACM8 8 CHANNEL POWER SWITCH	3	104.00	312.00
ACCESS:AX-AL600ULXB ALTRONIX 12/24 VOLT POWER SUPPLY	2	249.00	498.00
ACCESS:AX-TROVE2CV2 ALTRONIX TROVE CABINET WITH CDVI/AX BACKPLANE TO MOUNT UP TO 5 CDVI DOOR CONTROLS AND 3 AX-POWER MODULES	2	389.00	778.00
BURG/FIRE ALARM:12V18AH 12VOLT 18 AH PANEL BATTERY	4	54.00	216.00
CONDUIT/BOX ALLOWANCE CONDUIT, BOXES AND MISC HARDWARE	1	245.00	245.00
ACCDPS281 LUXUL PRO16 PORT NETWORK SWITCH	1	349.00	349.00

PRICES INCLUDE USING EXISTING WIRING AND STRIKES,
 REMOVAL OF EXISTING KEYPADS AND CONTROL PANELS,
 CUSTOMER RESPONSIBLE FOR ANY HOLES LEFT IN DRYWALL
 IF PREVIOUS INSTALLATION USED HOLES LARGER THAN 2
 GANG TRADE SIZE. INCLUDES INSTALLATION OF 35 READERS,
 9 2 DOOR CONTROL BOARDS AND ALL PERIPHERALS

TOTAL **\$22,393.00**

REQUIRED, CUSTOMERS IT CONTRACTOR WILL NEED TO
ASSIGN IP ADDRESSING FOR CONTROL MODULES AT
CUSTOMERS EXPENSE. PD CONTROLLED PORTION INCLUDES
14 DOORS AND 24 READERS. FD CONTROLLED PORTION
INCLUDES 4 DOORS AND 5 READERS. CUSTOMER MAY BE
ASKED TO SUPPLY DEDICATED RECEPTICLE IF NONE
AVAILABLE.

Accepted By

Accepted Date

MEMORANDUM – MOULTONBOROUGH RECREATION

TO: Bruce Woodruff
FROM: Donna Kuethe, Recreation Director
RE: Recreation Dept. Capital Projects
DATE: 7/31/2020
CC: N/A

Please find attached the Capital Improvement Requests for the Moultonborough Recreation Dept.

They are as follows:

1. Resume the CRF for the Pathway Project in 2022.
2. I did not re-submit on CRF for States Landing as that has not changed
3. Combine Phase II and Phase III of the Rink Improvement Project with a date of 2022
4. The number one capital need and priority of the Moultonborough Recreation Dept is still and will be until we are successful in accomplishing it, a building with the minimum of the following: gym, program space, storage space and office space for the Recreation Dept. – I was instructed not to submit this project that it should come from the public.

2021-

CRF States – \$175,000.00

Priorities 2022

(#1) Recreation Building – not submitted

(#2 – tie) Rink Resurfacing, Roof, Maintenance Building Improvements and Warming/Spectator Area - \$406,000.00

(#2 – tie) CRF – Moultonborough Pathway Phase III - \$100,000.00

Total \$506,000

I look forward to meeting with you. Let me know what questions you have.

Thank you

DK

FORM A
CAPITAL PROJECT REQUEST
Excluding Equipment

Department & Activity <u>Heritage Commission</u>	Date Prepared <u>31 July 2020</u>	
Contact Person <u>Cristina Ashjian, Chair - Heritage Commission</u>	Phone Number <u>603-476-8446</u>	
1. Project Title: <u>Taylor House Deferred Maintenance</u>	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 : <u>1</u>		
4. Location: <u>Taylor House, 970 Whittier Highway</u>		
5. Description: The project will make basic repairs to the building necessitated by several years of limited maintenance. Work includes roof replacement, significant porch repairs, chimney repointing and minor exterior work intended to prevent the building from deteriorating further.		
5.a. Describe Alternatives Considered: Demolition of the building was rejected at Town Meeting 6/29/20. Selling the property is an option.		
6. Justification & Useful Life: The building was in good condition when the town purchased it in 2014, but years of neglect have left the building open to damage by weather. The building presents many opportunities for preservation and a return to service, for the Town or for private use through sale. The options get fewer as the existing weather exposure problems go undaddressed and unfixed. This project likely would have cost half as much if done three years ago and additional damage is likely between now and actual project start.		
7. Cost & Recommended Sources of Financing		
BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY <u>2021</u>	<u>\$67,880</u>	<u>municipal building maintenance fund</u>
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	<u>0</u>	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		
fringe benefits		Submitted by _____ Date _____
general admin. Costs		Position _____
other		Signature _____
Subtotal ()	<u>0</u>	11. Reserved
Total Operating Cost	<u>0</u>	
Debt Service (P&I)	<u>0</u>	
Total Operating Cost	<u>0</u>	

FORM A
CAPITAL PROJECT REQUEST
Excluding Equipment

Department & Activity <u>Heritage Commission</u>		Date Prepared <u>31 July 2020</u>
Contact Person <u>Cristina Ashjian, Chair - Heritage Commission</u>		Phone Number <u>603-476-8446</u>
1. Project Title: <u>Taylor House Stabilization</u>		2. Purpose of Project Request Form (Check One)
3. Department Priority : <u>2</u>		<input checked="" type="checkbox"/> Add a new item to the program
4. Location: <u>Taylor House, 970 Whittier Highway</u>		<input type="checkbox"/> Delete an item in a year already a part the program
5. Description: The project will make additional maintenance related repairs to enable the basic use of the building by the Town or a new owner. These costs could be recovered in the sale of the property to a third party while making the sales process less cumbersome to the Town.		<input type="checkbox"/> Modify a project already in the adopted program
5.a. Describe Alternatives Considered: Waiting for a buyer who would undertake the repairs.		
6. Justification & Useful Life: Several studies and surveys, as well as strong votes by the Town's legislative body, have shown that the Town wishes for the Taylor House to be preserved and repurposed for an active use. The Town's current approach ('restoration pledge agreement') may be cumbersome to a buyer/investor and may hinder the proposed sale. Doing the fundamentally required exterior work improves the visual character of the property, relieves the pressure to find a buyer immediately, and helps assure that the House markets itself to a potential investor.		
7. Cost & Recommended Sources of Financing		
BUDGET FY		TOTAL*
Program year FY		
Program year FY <u>2022</u>		<u>\$99,820</u>
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	<u>0</u>
	\$ amount	
purchase of service		
materials & supplies		
equipment purchases		
utilities		
other		
Subtotal	()	
Indirect Operating Costs		
fringe benefits		
general admin. Costs		
other		
Subtotal	()	<u>0</u>
Total Operating Cost <u>0</u>		
Debt Service (P&I) <u>0</u>		
Total Operating Cost <u>0</u>		
10. Submitting Authority		
Submitted by		Date
Position		
Signature		
11. Reserved		

CAPITAL IMPROVEMENT PROGRAM - DETAILED PROJECT DESCRIPTION
 (May be filled out by CIP Committee to summarize Project Information)
A. IDENTIFICATION & CODING INFORMATION

1. Date: 31-Jul-20
 2. Project Name: Taylor House Deferred Maintenance - Project price \$67,880
 3. Program: Taylor House Deferred Maintenance

B. EXPENDITURE SCHEDULE (000's)

Cost Elements	\$ Total	Thru FY 2021	Est. FY	Year 1		Year 2		Year 3		Year 4		Year 5		Year 6	
				Total 6 Years	FY 2021	Total 6 Years	FY 2022	Total 6 Years	FY 2023	Total 6 Years	FY 2024	Total 6 Years	FY 2025	Total 6 Years	Beyond 6 Years
1. plans & engineering															
2.															
3. Construction, Monitoring contract															\$ 67,880.00
4. Balance of purchase price															
5. Grant															
6. Total															

C. FUNDING SCHEDULES (000's)

General Fund:

Capital Reserve: \$67,880

Grant Funding: \$

Donations: \$

Debt Service:

Other:

Facility Costs:

Other:

Program Costs:

Other:

Debt Service:

Other:

Facility Costs:

Other:

Program Costs:

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Program Costs:

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CAPITAL IMPROVEMENT PROGRAM... DETAILED PROJECT DESCRIPTION
 (May be filled out by CIP Committee to summarize Project Information)

A. IDENTIFICATION & CODING INFORMATION

1. Date: 31-Jul-20
2. Project Name: Taylor House Stabilization - Project price \$99,820
3. Program: Taylor House Stabilization

Print Landscape**Heritage Commission****4. Department:****B. EXPENDITURE SCHEDULE (000's\$)**

Cost Elements	\$ Total	Thru FY 2022	Est. Total FY 6 Years	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
				FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
1. plans & engineering									
2.									
3. Construction, Monitoring contract									\$ 99,820.00
4. Balance of purchase price									
5. Grant									
6. Total									

C. FUNDING SCHEDULES (000's\$)

General Fund:

Capital Reserve: \$99,820

Grant Funding: \$

Donations: \$

D. DESCRIPTION & JUSTIFICATION

The project will make additional maintenance related repairs to enable the basic use of the building by the Town or a new owner. These costs could be recovered in the sale of the property to a third party while making the sales process less cumbersome to the Town. Strong public support exists for the Taylor House to be preserved and repurposed for an active use. The Town's current approach ('restoration pledge/agreement') may be cumbersome to a buyer/investor. This work improves the visual character of the property, relieves the pressure to find a buyer immediately, and helps assure that the Taylor House markets itself to a potential investor.

E. ANNUAL OPERATING BUDGET IMPACT (000's\$)

Program Costs:

Staff

0

Other

0

Maint.

0

Other

0

Debt Service

Total Costs

Other Revenue or Cost Savings

F. MAP Reference Code: Map xx Lot x

FORM A
CAPITAL PROJECT REQUEST
Excluding Equipment

Department & Acitivity <u>Heritage Commission</u>	Date Prepared <u>31 July 2020</u>																																
Contact Person <u>Cristina Ashjian, Chair - Heritage Commission</u>	Phone Number <u>603-476-8446</u>																																
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Position _____																																	
Signature _____																																	

FORM C - Updated July 27, 2020

CAPITAL IMPROVEMENT PROGRAM DETAILED PROJECT DESCRIPTION
(May be filled out by CIP Committee to summarize Project Information)

A. IDENTIFICATION & CODING INFORMATION											
Print Landscape											
1. Date:	31-Jul-20										
2. Project Name:	Taylor House Deferred Maintenance - Project price \$59,240										
3. Program:	Taylor House Deferred Maintenance										
4. Department: Heritage Commission											
B. EXPENDITURE SCHEDULE (000's)											
Cost Elements	\$ Total	Thru	FY 2021	Est. FY	Total 6 Years	Year 1 FY 2021	Year 2 FY 2022	Year 3 FY 2023	Year 4 FY 2024	Year 5 FY 2025	Year 6 FY 2026 Beyond 6 Years
1. plans & engineering											
2.											
3. Construction, Monitoring contract						\$ 59,240.00					
4. Balance of purchase price											
5. Grant											
6. Total											
C. FUNDING SCHEDULES (000's)											
General Fund: _____											
Capital Reserve: \$59,240											
Grant Funding: \$ _____											
Donations: \$ _____											
D. DESCRIPTION & JUSTIFICATION											
The project will make basic repairs to the building necessitated by several years of limited maintenance. Work includes roof replacement, significant porch repairs, chimney repointing and minor exterior work intended to prevent the building from deteriorating further. Years of neglect have left the building open to damage by weather. The building presents many opportunities for preservation and a return to service, for the Town or for private use through sale. The options get fewer as the existing weather exposure problems go unaddressed and unfixed. This project seeks to halt ongoing additional damage.											
E. ANNUAL OPERATING BUDGET IMPACT (000's)											
Program Costs:	Staff	0									
	Other	0									
Facility Costs:	Maint.	0									
	Other	0									
Debt Service											
Total Costs											
Other Revenue											
Or Cost Savings											
F. MAP Reference Code: Map xx Lot x											

FORM A
CAPITAL PROJECT REQUEST
Excluding Equipment

Department & Activity <u>Heritage Commission</u>	Date Prepared <u>31 July 2020</u>	
Contact Person <u>Cristina Ashjian, Chair - Heritage Commission</u>	Phone Number <u>603-476-8446</u>	
1. Project Title: <u>Taylor House Stabilization</u>	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 : <u>2</u>		
4. Location: <u>Taylor House, 970 Whittier Highway</u>		
5. Description: The project will make additional maintenance related repairs to enable the basic use of the building by the Town or a new owner. These costs could be recovered in the sale of the property to a third party while making the sales process less cumbersome to the Town.		
5.a. Describe Alternatives Considered: Waiting for a buyer who would undertake the repairs.		
6. Justification & Useful Life: Several studies and surveys, as well as strong votes by the Town's legislative body, have shown that the Town wishes for the Taylor House to be preserved and repurposed for an active use. The Town's current approach ('restoration pledge agreement') may be cumbersome to a buyer/investor and may hinder the proposed sale. Doing the fundamentally required exterior work improves the visual character of the property, relieves the pressure to find a buyer immediately, and helps assure that the House markets itself to a potential investor.		
7. Cost & Recommended Sources of Financing		
BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY		
Program year FY <u>2022</u>	<u>\$105,320</u>	municipal building maintenance 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	<u>0</u>	taxes
\$ amount		other income
purchase of service		Subtotal
materials & supplies		gain from sale of
equipment purchases		replaceable assets <u>105,320</u>
utilities		Total <u>+\$105,320</u>
other		
Subtotal	<u>() 0</u>	10. Submitting Authority
Indirect Operating Costs		
fringe benefits		Submitted by _____
general admin. Costs		Date _____
other		Position _____
Subtotal	<u>() 0</u>	Signature _____
Total Operating Cost	<u>0</u>	11. Reserved
Debt Service (P&I)	<u>0</u>	
Total Operating Cost	<u>0</u>	

FORM C - Updated July 27, 2020

CAPITAL IMPROVEMENT PROGRAM DETAILED PROJECT DESCRIPTION

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

A. IDENTIFICATION & CODING INFORMATION											
1. Date:	31-Jul-20										
2. Project Name:	Taylor House Stabilization - Project price \$105,320										
3. Program:	Taylor House Stabilization										
Print Landscape											
B. EXPENDITURE SCHEDULE (000's)											
Cost Elements	\$ Total	Thru	FY 2022	Est. FY	Total 6 Years	Year 1 FY 2021	Year 2 FY 2022	Year 3 FY 2023	Year 4 FY 2024	Year 5 FY 2025	Year 6 FY 2026 & Beyond
1. plans & engineering											
2											
3. Construction, Monitoring contract											
											\$ 105,320.00
4. Balance of purchase price											
5. Grant											
6. Total											
C. FUNDING SCHEDULES (000's)											
General Fund:											
Capital Reserve: \$105,320											
Grant Funding: \$											
Donations: \$											
D. DESCRIPTION & JUSTIFICATION											
The project will make additional maintenance related repairs to enable the basic use of the building by the Town or a new owner. These costs could be recovered in the sale of the property to a third party while making the sales process less cumbersome to the Town. Strong public support exists for the Taylor House to be preserved and repurposed for an active use. The Town's current approach ('restoration pledge agreement') may be cumbersome to a buyer/investor. This work improves the visual character of the property, relieves the pressure to find a buyer immediately, and helps assure that the Taylor House markets itself to a potential investor.											
E. ANNUAL OPERATING BUDGET IMPACT (000's)											
Program Costs:	Staff	0									
	Other	0									
Facility Costs:	Maint.	0									
	Other	0									
Debt Service											
Total Costs											
Other Revenue											
or Cost Savings											
F. MAP Reference Code: Map xx Lot x											

Taylor House Estimated Repair costs - 7/31/2020 -revised 8/14/2020

	Estimate	Task	Source/basis information
Deferred Maintenance	\$30,700.00	Main house and ell roofing	PREP Contractors Estimate 8/13/2020
	\$540.00	Remove Invasive shrubs	Chippers Proposal of 6/12/19
	\$12,000.00	Repair screen porch	Cahoon Construction Estimate 8/13/2020
	\$8,000.00	Rebuild west porch	Cahoon Construction Estimate 8/13/2020
	\$5,000.00	Painting of Porches	JLT Addendum to Estimate 8/14/2020
	\$3,000.00	Repair Chimneys	Robert Huston Masonry Estimate of 8/13/2020
	<hr/>	<hr/>	<hr/>
Stabilization for Sale	\$16,400.00	Asbestos abatement	All Demolition & Asbestos LLC proposal of 7/31/2020 (was \$15,220 in 2019)
	\$32,500.00	Repair siding	\$25,000 SMP Est. of 2017 + 30% inflation adjustment over 3 years
	\$7,150.00	Repair/replace exterior trim and windows	\$5,500 SMP Est. of 2017 + 30% inflation adjustment over 3 years
	\$25,000.00	Paint main house and ell exterior	JLT Painting Estimate of 8/7/2020
	\$13,670.00	Enhance first floor for commercial loading	Target New England proposal of 5/20/19 (confirmed still valid 7/31/2020)
	\$1,500.00	Investigate septic system and well	\$1,500 lump sum estimate
	<hr/>	<hr/>	<hr/>
	\$9,100.00	Install 200 Amp service with safe winter use.	1/5 of SMP \$35K system replacement +30% inflation adjustment
	<hr/>	<hr/>	<hr/>
	\$105,320.00		

The French-Taylor House

970 Whittier Highway,
Moultonborough, New Hampshire



Historic Building Condition Assessment

July 2017/ Revised February 2018

Sheerr McCrystal Palson Architecture
30 South Main Street, Building Two
Concord, New Hampshire



This report was funded, in part, by a grant from the New Hampshire Preservation Alliance, which receives support for its grants program from the New Hampshire Land and Community Heritage Investment Program (LCHIP).

Pruning overgrown shrubs would be easy and has the benefit of opening up visual access and future access to workers while also drying out the north side of the building a bit.

What are the priorities going forward? (see standards on page 6). Ideally, items 1-4 could be done concurrently, since work in one area can affect another.

1. Fix the roof. Re-shingling in-kind with asphalt shingles (30-year, 3-tab) over a complete layer of new ice and water shield would go the furthest to protecting the house. Low-pitched roofs over the two porches would benefit from modern membrane roofing, fully adhered. However, it is not recommended to re-roof the two areas until the underlying problems are solved: the poor framing of the south porch roof and the apparent displacement of the superimposed barn roof where the horse barn was added. Care should be taken to remove and replace the glass and metal lightning rods.
2. Stabilize the barn. As Team Engineering reports, the barn has the greatest deficiencies and is likely to be damaged first by winter snow loading. Their report identifies two basic problems: inadequate foundation support and undersized roof framing—the latter exacerbated by the fact that the loft is partially hung from the roof. Securing separated connections in the barn and restoring removed framing members is straightforward. The future use of the barn (which is an important piece of historic fabric of the site) is so far undetermined. Access to this area should be restricted until repairs are undertaken.
3. Restoring the house frame closer to plumb and level would be a prudent first step—certainly before tackling any finishes or doors or other aspects that would be affected by re-shaping the house. Jacking certain sagging areas as indicated in the plans is not a huge deal, provided it is undertaken slowly and prudently to protect existing finishes. More involved is the solution for inadequate ground support, namely the brick porch piers and the subsiding footings in the main house basement. Fortunately, neither of these locations has a high impact to the exterior historic fabric; corrective work would be concealed below grade or behind existing lattice. Temporary shoring and hand excavation is tedious and probably the most costly aspect of this work.
4. Repair chimneys. Loose brick need to be attended to before any brick loss. Pointing is a relatively minor bit of maintenance, though attention to the original mortar type and color is important. Temporarily capping the chimneys may also be a prudent step if a long period of vacancy is anticipated.
5. Pause to re-assess. Work following on this list is not as time sensitive, and may be affected by the intended re-use of the building. One would not want to spend time restoring a door that may not need to be operable in the final plan, for example. A comprehensive planning process to prepare for and evaluate possible uses for the building should be undertaken before going much further with the repair process. Informed decisions can then be made. Scheduling of building system replacement would move up if the intended use warranted it, or be put off if not. Much depends on which spaces are to be used or mothballed for further use.
6. Replace decayed wood exterior details in-kind. This is especially important around steps. Handrails are also important here. There is evidence they existed, though what

they looked like is not so clear. Barn windows also need attention, as do house basement windows. Apply the Secretary of the Interior's guidelines in dealing with partial or wholesale replacement. These are not onerous, but steer the way to appropriate (sometimes easier) decisions that clarify what is original and what is not.

7. Prep and repaint exterior. A decision should be made about the final state of the siding before this is started. This step may follow item 8 below, if that is undertaken. More forensic investigation is needed around the building to determine what may lie beneath the transite shingles. Depending on what is found, the Town may elect to keep the siding in place (depending on the hazardous materials recommendation). This would preserve the walls of the house for some future project. Or we may find clapboards beneath, ready for prep and paint. That would be ideal. An approach to enhancing the building's insulation should also be undertaken at this time. Exterior access to the wall cavities would seem to be the path of least resistance. Decisions need to be made over which portions of the building will be conditioned for year-round use and which will be allowed to get cold in the winter.
8. Remove and replace/restore clapboard siding.
9. Replace electrical service and branch wiring where substandard. Care will be needed to avoid damage to sensitive areas. Likely a 200 amp service would be sufficient, depending on intended use.
10. Repair boiler and steam lines or re-purpose radiators to a hot water system.
11. Confirm that septic system is compliant. This may be through town records or some sub surface investigation.
12. Confirm that domestic water source is compliant.
13. Repair interior finishes and features. This would include the main entry doors, the main stair balusters. Should follow electrical/plumbing work if possible. Barn floor work may be included here. Some period wallpaper should be researched and protected where important. Again, apply the Secretary of the Interior's guidelines.
14. Address basement floor deterioration. By this point, new footings will have been placed in the west basement. A new concrete slab would clean up the space and aid in providing dry useful storage.
15. Develop a site plan to accommodate anticipated parking for convenience and minimal impact. This may be done any time after the future uses are determined, as with item 16 below.
16. Develop a strategy for accessibility, if the new use involves a public accommodation. The building is too small to require a lift to the second floor (and there are some historic dispensations), but provisions for 1. Parking, 2. A safe path to the primary entrance and 3. Access into the building should be solved, in that order.

This is by necessity an overview of the steps to get the building from where it is to restored usefulness, and defining that usefulness will have a large impact on the decision process.

16. Accessibility				
	Ramp access	To kitchen	1500	5000
<i>Anticipated Range</i>			156,400	341,300

The budget reflects a reasonably high level of uncertainty due to several factors:

- The extent of deterioration or condition of systems is not always visible.
- The design of various structural remedies has not been fully determined.
- The work required spans several trades, and those subcontractors have not weighed in.
- The building has not been accurately measured.
- The scope of remediation has not been defined (no line item for this).
- The future use of the building is not defined.
- The current construction climate is volatile and prices have been escalating.
- The degree to which we can count on local volunteer effort is not known.
- Owner choices (e.g. siding replacement type) have not been made.

Each of these is an action item that should be checked off in short order if we are serious about getting the most out of the building. Delay will decrease the value of this public asset, and delay will also cause the target to recede as prices go up. We also know that this is not a million-dollar project, or even a half-million dollar project, and we can put that fear aside.

There are some unknowns, as noted above. Nonetheless, we can conclude that items requiring immediate attention make up roughly half the cost of completing the job, assuming a low intensity use going forward. Stopping mid-way will cost more, and should be avoided, from a construction efficiency, financial efficiency or building utility point of view.

The French-Taylor House exhibits typical problems one would expect from a building of this age. Most of the immediate challenges can be solved with some carpentry and concrete work, well within reach of knowledgeable builders in the area. The barn could readily be made serviceable at a basic level by a timber framer familiar with barn foundation and joinery work. If the community rallies behind this project, we could beat the budget through volunteer or pro bono efforts. This is a worthwhile effort that will be appreciated by future generations of Moultonborough residents.

The French-Taylor House is a town-owned historic building that is eligible for the NH State Register of Historic Places, and this determination of its historical and architectural significance should be a matter of community pride. Also, any work performed on the house should be at a level of workmanship that adheres to the Secretary of the Interior's Standards for Rehabilitation (see pages 5-6). This is not an onerous restriction, as is often misunderstood, but instead consistent with good building practices.

This existing conditions report can point the way to a rational decision process, and is intended to assist the Town as it moves toward a community input process to determine future uses for the property. Once appropriate potential uses for the buildings are identified, a detailed Re-use or Feasibility Study is the next step to assess and advance those options.



ROOFING - PAINTING - BUILDING - REMODELING
SIDING - REPLACEMENT WINDOWS

536-PREP



CONTRACT / PROPOSAL

"You're headed in the right direction with P.R.E.P."

WORK TO BE PERFORMED:

ROOFING ON HOUSE FRENCH TAYLOR—NO PORCH ROOFS INCLUDED

DATE SUBMITTED:

8-13-2020

NAME:

TOWN OF MOULTONBOROUGH

ADDRESS:

PO BOX 139

CITY, STATE, ZIP

MOULTONBOROUGH, NH 03254

PHONE:

603.476.2347 (WALTER J)

ALT PHONE:

[REDACTED]

FAX:

[REDACTED]

EMAIL:

W.JOHNSON@MOULTONBOROUGHNH.GOV

JOB LOCATION:

TOWN HOUSE MOULTONBOROUGH

P.R.E.P. CONTRACTORS, LLC
208 DANIEL WEBSTER HIGHWAY
PLYMOUTH, NH 03264
603-536-7737 (phone)
603-536-7780 (fax)

We hereby propose to perform all the labor necessary and supply the materials for the completion of:

- Remove existing roofing shingles, underlayment and nails down to wood decking; check for damaged or un-nailed decking and repair/replace if necessary at a rate of \$65.00 per man hour and materials costs + 20%.
- On shake eaves—if necessary replace on a time and materials basis of 65\$ per man hour and materials costs + 20%.
- All shingles removed from jobsite and disposed of in accordance with state and local laws.
- Install new 8" galvanized drip edge on all rakes.
- Install CertainTeed starter Swift Start shingles.
- Install **CertainTeed High Temp** ice and water shield in the following areas:
 - 6ft on all eaves
 - 18" up the length of inner walls
 - Curbed up all four sides of chimneys
 - 3ft up the length of all valleys
- Install Synthetic paper to all areas of roof not already covered by ice and water shield.
- Install **CertainTeed Limited Lifetime Landmark Architectural** fiberglass based asphalt roofing shingles to complete roofing area; color to be charcoal black and installed with 1-1/4" pneumatic galvanized roofing nails.
- Clean up and remove jobsite debris on daily basis.
- Five year workmanship warranty.

Main House	=	\$ 22,500.00
Main House to Ridge Connection	=	\$ 8,200.00

Notes:

⇒ Price is based on 1 layer of existing shingles to be removed—2 layers cost will increase.



Price. P.R.E.P. Contractors, LLC shall supply the materials and labor listed above in accordance with the listed drawings and/or specifications for the following price; \$ pricing page #1.

Change Orders. All modifications to the above specifications that involve extra costs require written change orders. Modifications will be charged at \$65.00 per man hour and material costs + 20%.

Payment Schedule. Statements will normally be issued every week. Each statement /invoice must be paid within 7 days of the statement date.

OR

Deposit: \$ _____
Final \$ COMPLETION

Non-Compliance with Payment Schedule. Payments not made in accordance with the preceding Paragraph 3, at the option of P.R.E.P. Contractors, LLC, shall constitute a default and breach of this Agreement. If a statement is not paid within fifteen (15) days of its date, interest calculated at the rate of two percent (2.0%) per month, compounded monthly, will be applied to any unpaid balances (to include accrued interest) from the date of the statement, until such time as the outstanding balance is paid in full, including during any litigation up to a judgment. Customer is responsible for any and all collection fees and costs incurred by P.R.E.P. Contractors, LLC, including but not limited to administrative costs, lost work time, and reasonable attorney's fees and court costs, up to the point of court judgment, if any. Customer is to cooperate fully in completing necessary documentation to expedite the financing institutions release of funds.

Insurance. P.R.E.P. Contractors, LLC is responsible for obtaining workers' compensation insurance and public liability insurance.

Force Majeure. P.R.E.P. Contractors, LLC is not responsible for any delay caused by action or inaction on the part of any governmental entity, strike, riot or other civil disturbance, material shortages, accidents, war, disaster, or other natural calamity.

Resolution of Alleged Construction Defects. New Hampshire Law, RSA 359-G contains important requirements you must follow before you may file a lawsuit or other action for defective construction against the contractor who constructed, remodeled, or repaired your home. Sixty days before you file your lawsuit or other action, you must serve on the contractor a written notice of any construction conditions you allege are defective. Under the law, a contractor has the opportunity to make an offer to repair and/or pay for the defects. There are strict deadlines and procedures under State law, and failure to follow them may affect your ability to file a lawsuit or other action.

Notices and Communications. Any notice or other communication regarding breach or default, shall be in writing and shall be hand-delivered or sent to one of the above addresses. Email notices will be deemed received when sent; U.S. Mail will be deemed received 3 days after being sent.

Entire Agreement. This Agreement constitutes the full, entire, and integrated understanding and agreement between the parties with respect to the subject matter of this Agreement, and supercedes all prior and contemporaneous agreements and understandings, inducements, or conditions, express or implied, oral or written, except as contained in this Agreement. No part of this Agreement may be changed or amended except by written agreement signed by both parties.

Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of New Hampshire. Both parties agree to exclusive jurisdiction in Grafton County Superior Court.

P.R.E.P. Contractors, LLC reserves the right to withdrawal the contract/proposal if not accepted within (30) thirty days.

The above prices, specifications and conditions are satisfactory and are hereby accepted.

<u>Acceptance of Proposal</u>	<u>Customer</u>
Name	Date
The above prices, specifications and conditions are satisfac-	

<u>Acceptance of Proposal</u>	<u>P.R.E.P.</u>
Name	Date



Proposal

Town of Moultonborough
Walter Johnson
PO Box 139
Moultonborough, NH 03254

June 12, 2019
Job Name: Town of Moultonborough 19061
Work Site: 953 & 970 Whittier Highway
Moultonborough, NH 03254
Salesperson: Tim Bergquist

This proposal reflects the recommended care of your trees and/or landscape and has been personally prepared by me, your Chippers representative, for the health and beauty of your property. Please take a brief moment to review the following recommendations based on my recent complimentary review of your property or work done in the past.

Item #	Plant	Service Description	Cost
1	Invasives	LAND- labor.misc <i>Landscape bed front of Moultonborough Town House and Middle Neck School: Pull as much bittersweet vines and roses from planting beds as possible and rake all mulch back into place.</i>	\$375.00
2	Invasives	PHC A11- herbicide.special.invasive.fall <i>Treat all bittersweet and wild rose in planting bed front of Moultonborough Town House and Middle Neck School</i> Fall: Nonselective herbicide application to reduce invasive and native weeds including, but not limited to, Japanese knotweed, poison ivy, goutweed, buckthorn, and barberry. In most cases, several applications may be required for adequate control.	\$105.00
3	Tree(s)	TW- pruning/removal <i>French-Taylor House:</i> - Maple and ash trees growing into Lilacs and rhododendrons: remove - Lilacs on left side of building: remove all except large center one, prune out dead wood. - Apple tree on left side front of building: prune back and lift off of building.	\$540.00

Total: **\$1,020.00**

You can approve the entire list of proposed services or simply cross off those you do not want. If you have any questions about this proposal, please write a note on this proposal, call or email contactus@chippersinc.

The authorizing party acknowledges that he or she has read, understands and agrees to the foregoing contract as well as to the terms and conditions set forth herein.

Customer Signature Town of Moultonborough 190612-tb	Date	wjohnson@moultonboroughnh.gov
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Email *To better serve you please make any necessary changes to your email address.

Please return this signed proposal or we are happy to now provide an online approval option.
www.chippersinc.com/proposal/.

Thank you for considering Chippers! For up-to-date green care information for your trees, turf, garden, forest or land, visit our website www.chippersinc.com or our blogs at thisoldyard.net and mrgrassblog.net. Please call with any questions or concerns. Concord 603.225.9600, Lebanon 603.448.4800, Meredith 603.279.7400, New London 603.526.4500, Woodstock 802.457.5100.



Terms and Conditions

It is agreed by and between Chippers Inc. and the authorizing party (customer and/or customer's agent) that the following provisions are made as part of this contract:

Insurance by Contractor: Chippers Inc. warrants that it is insured for liability resulting from injury to person(s) or property and that all employees are covered by Workers' Compensation as required by law. Certificates of coverage are available upon request.

Cancellation Fee: Chippers Inc. kindly requests that the authorizing party provide at least 24 hours advance notice of any full or partial work cancellation. If a crew has been dispatched to the job site, the authorizing party will be assessed a mobilization fee of \$200.00 for incurred expenses.

Completion of Contract: Chippers Inc. agrees to do its best to meet any agreed upon performance dates, but shall not be liable in damages or otherwise for delays because of inclement weather, labor, or any other cause beyond its control; nor shall the authorizing party be relieved of completion for delays. All work operations will be performed according to ANSI A300 Tree Care Standards (found at www.chippersinc.com or by contacting your Chippers Inc. consultant).

Tree Ownership: The authorizing party warrants that all trees listed in this proposal are located on the client's property, and, if not, that the authorizing party has received full permission from the owner to allow Chippers Inc. to perform the specified work. Should any tree be mistakenly identified as to ownership, the authorizing party agrees to indemnify Chippers Inc. for any damages or costs incurred from the result thereof.

Safety: Chippers Inc. warrants that all arboricultural operations will follow the latest version of the ANSI Z133.1 Industry Safety Standards. The authorizing party agrees to not enter the work area during arboricultural operations unless authorized by the crew leader on-site.

Stump Removal: Unless specified in this proposal, stump grinding is not included in the price quoted. Grindings from stump removal are not hauled away unless specified in this proposal. Surface and subsurface roots beyond the stump are not removed unless specified in this proposal.

Concealed Contingencies: Any additional work or equipment required to complete the work, caused by the authorizing party's failure to make known or caused by previously unknown foreign material in the trunk, the branches, underground, or any other condition

not apparent in estimating the work specified, shall be paid for by the customer on a time and materials basis. Chippers Inc. is not responsible for damages to underground sprinklers drain lines, invisible fences or underground cables unless the system(s) are adequately and accurately mapped by the authorizing party and a copy is presented before or at the time the work is performed.

Clean Up: Clean up shall include removing wood, brush, and clippings, and raking of the entire area affected by the specified work, unless noted otherwise on this proposal.

Lawn Repair: Chippers Inc. will attempt to minimize all disturbances to the customer's lawn. Lawn repairs are not included in the contract price, unless noted otherwise on this proposal.

Terms of Payment: Unless otherwise noted on this form, the authorizing party agrees to pay the account in full within 30 days of work completion. Failure to remit full payment within the payment term will result in a finance charge of 1.50% per month. Balances for services rendered remaining unpaid after 90 days will be considered in default and authorizing party is liable for the balance due, finance charges, and collections and/or legal fees. These terms remain valid for the duration of the relationship between the authorizing party and Chippers Inc.

Lien: Chippers Inc. shall have a lien on client's real property to secure payment of work performed by Chippers Inc. pursuant to terms and conditions of this contract. Said lien shall, in all respects, be treated as a "mechanic's lien" as provided by Title 9 V.S.A. & 1921 et. Seq.

Returned Check Fee: There will be a \$50.00 fee charged for all checks returned to our office for non-sufficient funds.

Valid Term: This proposal is valid for ninety (90) days from the date written.





JLT Painting

John L. Thompson
64 Patten Rd., Alexandria, NH 03222
603-630-4311 jltpaint@gmail.com

August 7, 2020

Moultonborough Heritage Commission
Moultonborough, New Hampshire

PROPOSAL

Prep and paint for main house and ell:

- *scrape loose paint, hand sand wood to remove gray patina*
- *Prime entire surface with oil-based primer*
- *Caulk cracks, spackle holes*
- *Apply one coat Sherwin-Williams Duration exterior acrylic paint as topcoat*

<i>TOTAL</i>	<i>\$25,000.00</i>
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<i>Barn: same treatment</i>	<i>\$15,000.00</i>
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<i>If trim only is done on main house: Scrape, prime, caulk, finish:</i>	<i>\$12,000.00</i>
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Includes porch exteriors

Assumptions:

- *Clapboards will be ready for priming and painting. No scraping, filling of holes, etc. will be required*
- *If it is decided to try and reuse existing clapboards with nail holes from asbestos siding, there will be an extra charge for filling of holes, repairs, etc. This can't be determined until asbestos siding is removed.*
- *Porch on west side will be replaced, and ready for paint*
- *No work will be done on the interior of the east side porch.*

Proposal is valid for one calendar year after the above date.



11 Estella Lane
Moultonboro NH 03254
11 Estella Lane Moultonboro NH 03254

Robert Huston Masonry

Estimate

For: Taylor Home Moultonboro Estimate No: 358
Date: 08/13/2020

Description	Quantity	Rate	Amount
Cost to repoint two chimneys	1	\$3,000.00	\$3,000.00
Cost to tear down to roof flashing same brick	1	\$5,000.00	\$5,000.00
Cost to tear down two chimneys and use new brick and new flashing	1	\$7,000.00	\$7,000.00
	Subtotal		\$15,000.00
	Discount		\$15,000.00
	TAX 0%		\$0.00
	Total		\$0.00
	Total		\$0.00

All Demolition & Asbestos Services LLC

Daryl, Ernest & Andrew HOITT

159 Joe Jones Road, PO Box 189, Gilmanton, NH 03237

(603) 267-1271 cell (603) 630-1612

AllDemolitionAsbestos@gmail.com

www.All-Demolition-Asbestos.com

Asbestos Inspector Licenses #AI 000399, AI 000459 & AI 000462

Asbestos Abatement Entity NH License #AC-272

Asbestos Supervisor NH License #AS 001800, AS 001971 & AS100100

Asbestos Abatement Proposal

Date: July 31, 2020

Proposal Submitted to:

Heritage Commission

603-476-8446

Cristina Ashjian Chair

Cristina.Ashjian@gmail.com

Site Addresses: 970 Whittier Hwy, Moultonborough, NH

Scope of Work:

Contractor will make all necessary notifications to DES & EPA.

Contractor will Abate & Dispose of asbestos containing material specifically ~490 SF transite siding. Asbestos & material will be disposed of at an EPA approved landfill.

Customer will receive Waste Shipment Manifest.

All tipping & disposal fees for abatement are included.

Water & Electric supplied by customer, unless otherwise specified on contract. _____(Initials).

Driveway and access to entry will be clear of obstruction.

Total Price: \$16,400.

Payment Terms: 50% upon acceptance of contract; 100% for DES notification. Balance due day of completion of abatement. Make payment to: ALL DEMOLITION AND ASBESTOS SERVICES.

Submitted by: Hoitt

Date

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order and will become an extra charge over and above the estimate. All agreements contingent upon accidents or delays beyond our control. Proposal may be withdrawn by us if not accepted within 90 days. Owner agrees to pay all costs associated with collection.

Please reply (via email, mail or in person) to confirm Acceptance of Proposal.

Received & Approved by: Authorized agent for

Signature

Date

The above prices, specifications & conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above. *If contract is breached, any costs incurred i.e. DES, time and material will be deducted from deposit. Late fee for invoices over 10 days 3% of total immediately and for each month.*

FISHER ENGINEERING, P.C.

The existing side entry porch floor framing and roof framing should be replaced, and a ramp added for Code required accessibility. The porch floor, porch roof, and ramp construction will require isolated piers and footings to support the columns which will support the floor and roof framing. The piers and footings can be single precast concrete units which are easily erected with light duty equipment.

Our Scope of Services is specifically limited to the observation of the main building foundation and first floor, and does not include the attached barn structure. No other review or analysis of the existing structure has been performed.

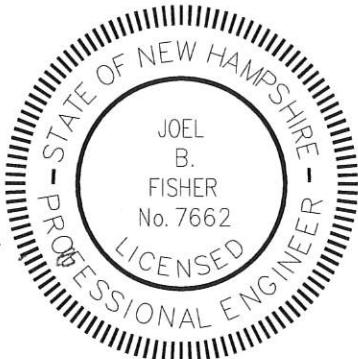
Please feel free to call if you have any questions or require further assistance.

Thank you.

Sincerely,

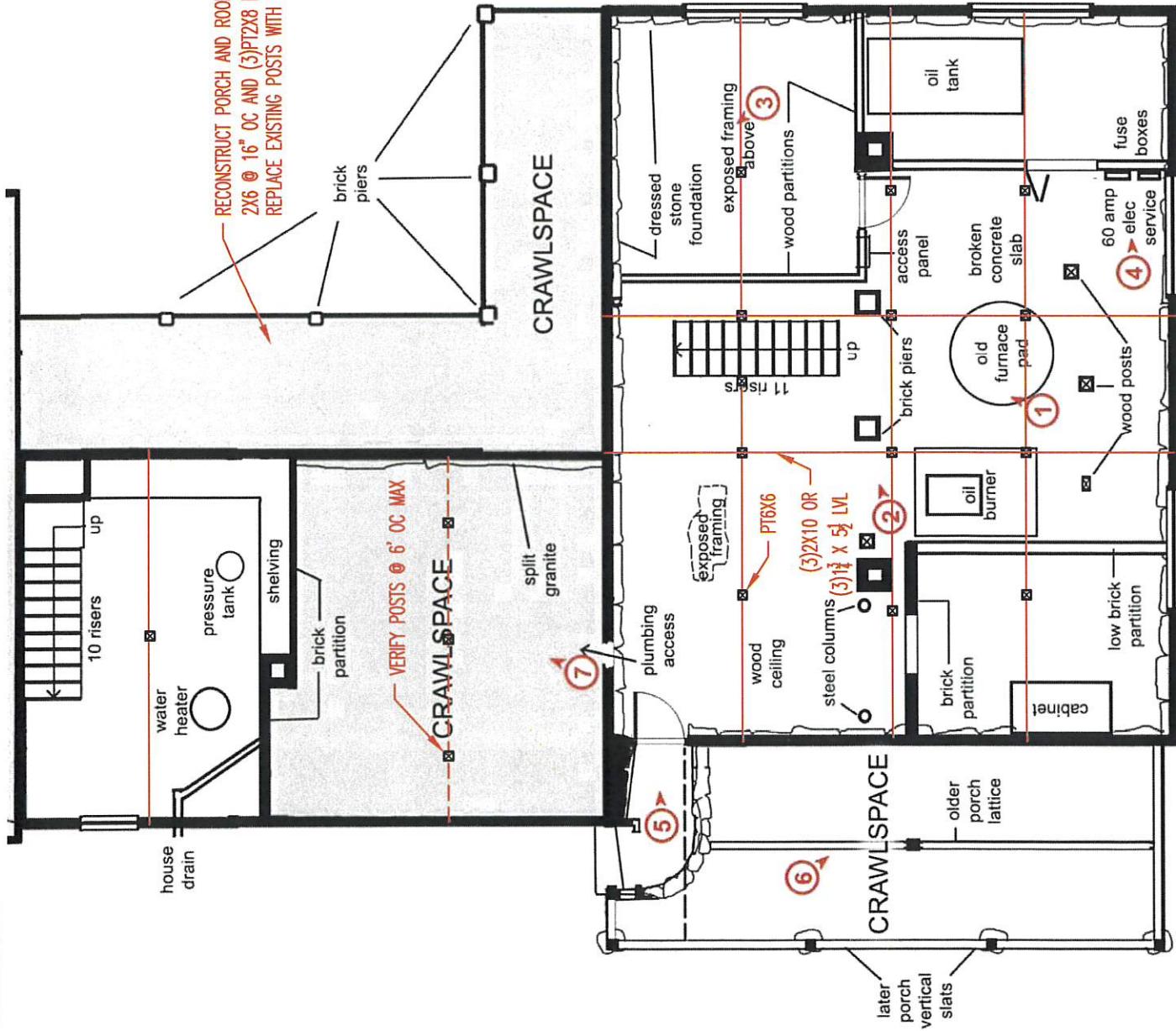


Joel B. Fisher, P.E.
Principal



NOT FOR CONSTRUCTION

- RESTRUCT PORCH AND ROOF WITH
2X6 @ 16" OC AND (3) PT228 BEAMS.
REPLACE EXISTING POSTS WITH PT6X6 ON PRECAST PIERS.



FISHER ENGINEERING, P.C.

TYPIICAL POST AND BEAM DETAIL

TAYLOR HOUSE SCHEMATIC DESIGN

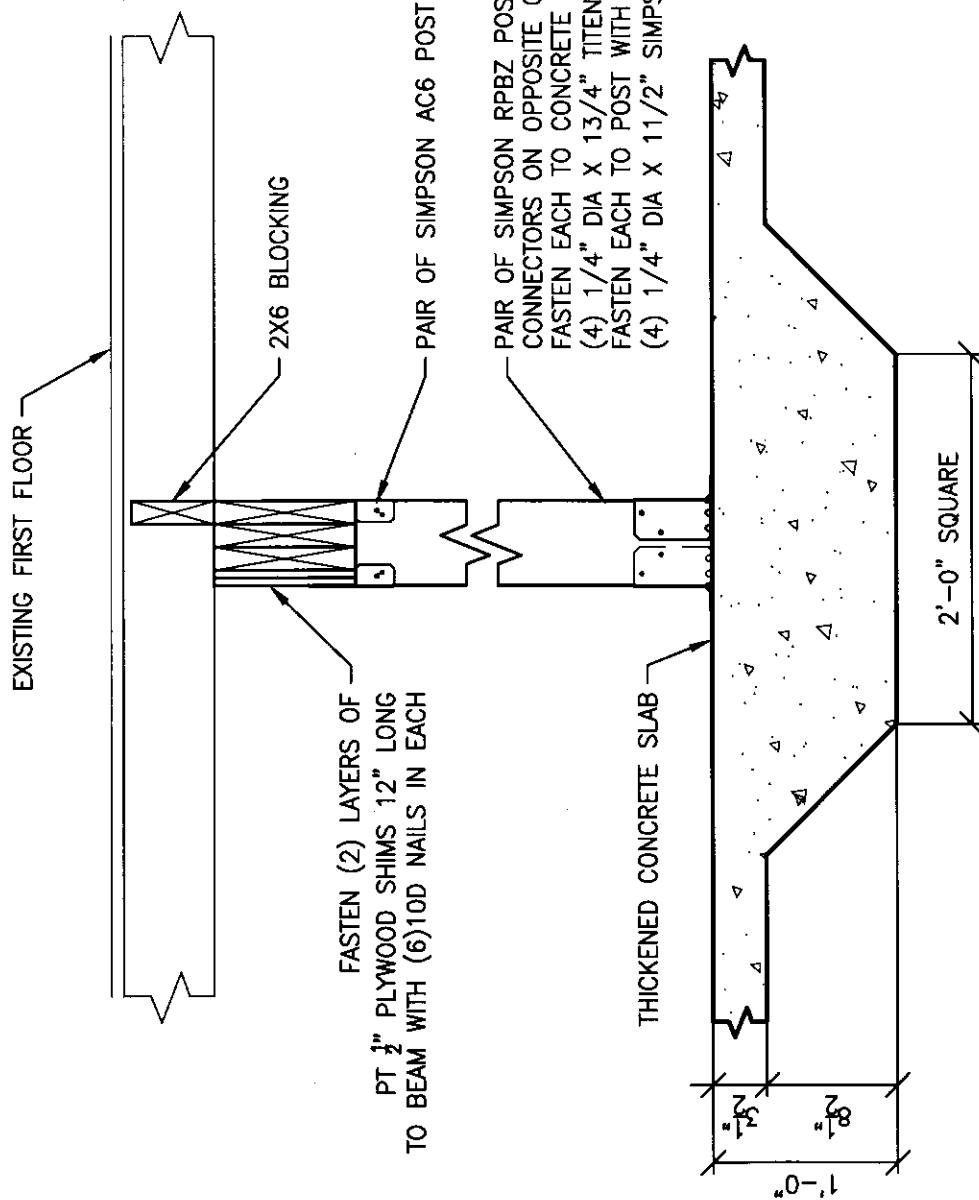
FIRST FLOOR RETROFIT

ROUTE 11B

MULTONBOROUGH, NEW HAMPSHIRE

SCALE: 1"=1'-0"
SKETCH 2 OF 2
DATE: 11/07/19

NOT FOR CONSTRUCTION





TARGET NEW ENGLAND

Historical Restorations

Moultonborough Heritage Commission

May 20, 2019

Moultonborough, NH 03254

PROPOSAL

The following is a proposal to stabilize and to give strength to the existing floor system at French Taylor House, 970 Whittier Highway, Moultonborough, NH 03254.

Scope of Work:

- Access crawl space
- Install (6) six concrete footings with rebar beneath the L floor
- Install one new 6 X 6 center joist beneath the L floor
- Install (6) six 6 X 6 posts beneath the L floor
- Install (2) two new footings and posts in the main basement
- Clean and secure area

Proposed Price.....\$13,670.00

This proposed price includes all labor, materials and insurance.

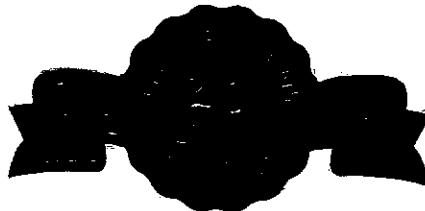
If you have any further questions, please call me at (603) 387-0664.

Thank you,



James Doherty, Owner

Target New England, Historical Restorations



(603) 387-0664
targetnewengland@gmail.com

PO Box 136
Alton Bay, NH 03810

Town of Moultonborough

Capital Improvement Plan Committee
Master Sheet for Scoring 2021 Projects

(by Rank-Median)

1	A	B	C	D	E	F	G	H	I	K	L	M	N	O	P	Q	R	S	T	U	V	W			
																		CAPITAL YEAR REQUESTS			FIVE YEAR				
3	BLDG	REMOVED	Facilities Flooring Replacement & Repainting Removed	\$ 30,000.00	2	\$ -	3	\$ -	3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4	BLDG	NEW	2018 Highway Garage Portable Rotary Lift	\$ 75,000.00	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5	BLDG	UPGRADE	2018 Highway Garage Generator Upgrade	\$ 42,000.00	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
6	BLDG	UPGRADE	2019 PSB Boiler & Hot Water Tank Upgrades	\$ -	\$ -	\$ 112,950.00	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
7	BLDG	UPGRADE	2021 Town Facilities 1 1/2" Pavement Overlays	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
8	BLDG	UPGRADE	2022 &2023 Highway Garage Maint. Bays & Renovations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
9				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10				Subtotal	\$ 147,000.00		\$ 112,950.00		\$ -									\$ 104,000.00		\$ 20,000.00		\$ 400,000.00		\$ -	
11																									
12	DPW		2018 35 K GVW Dump w/Plow, Wing & Sander	\$ 180,000.00	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
13	DPW		2018 Leica GPS RTK/GNSS (GS16 Base/Rover Kit)	\$ 26,527.00	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
14	DPW		2018 1500 Crew Cab Pick Up	\$ 40,000.00	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
15	DPW		2019 19.5 K GVW Dump Truck w/Plow, Wing and Sander	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
16	DPW		2019 3500 1-Ton Pick Up w/Plow and Sander	\$ -	\$ -	\$ 73,000.00	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
17	DPW		2019 47 K GVW Dump Truck w/Plow, Wing and Sander	\$ -	\$ -	\$ 175,000.00	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
18	DPW		2019 Lease Purchase of Volvo ECR145EL Excavator	\$ -	\$ -	\$ 146,500.00	3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
19	DPW		2019 Lease Purchase of Volvo SD75B Roller	\$ -	\$ -	\$ 78,100.00	3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
20	DPW	ANNUAL	Road Projects	\$ 900,000.00	2	\$ 925,000.00	2	\$ 500,000.00	2	\$ 975,000.00	1	1	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00		
21	DPW	REPLACEMENT	2020 19.5 K GVW Dump Truck w/Plow, Wing and Sander	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
22	DPW	REPLACEMENT	2020 47 K GVW Dump Truck w/Plow, Wing and Sander	\$ -	\$ -	\$ -	\$ -	\$ 139,000.00	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
23	DPW	REPLACEMENT	2023 3/4 Ton Platform Body w/Tool Boxes (Trk#8)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,000.00	2	6	\$ 290,000.00	2	7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
24	DPW	REPLACEMENT	2021 Lees Mill Landing Retaining Wall Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
25	DPW	REPLACEMENT	2022 7-passenger Fleet Van Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
26	DPW	REPLACEMENT	2022 3500 1-Ton Pick Up w/Plow & Sander	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
27	DPW	REPLACEMENT	2023 10 Wheel Dump Truck 55k GVW w/Plow, wing, sander	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
28	DPW	REPLACEMENT	2024 Skid Steer (WMF)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
29	DPW	REPLACEMENT	2024 19.5 K GVW Dump Truck w/Plow, Wing & Sander (Trk#2)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
30	DPW	REPLACEMENT	2025 Backhoe w/Attachments eqpmnt. #12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
31	DPW	REPLACEMENT	2025 Morbark Chipper eqpmnt. #17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
32	DPW	REPLACEMENT	2025 19.5 K GVW Dump Truck w/Plow, Wing & Sander	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
33	DPW	REPLACEMENT	2026 3500 1-Ton Platform Dump Body w/Plow & Sander (Trk#11)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
34	DPW	REPLACEMENT	Transfer Station Loader (SEE NOTE 5)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
35				Subtotal	\$ 1,146,527.00		\$ 1,397,600.00		\$ 956,000.00		\$ 1,318,000.00		\$ 1,101,000.00		\$ 1,250,000.00		\$ 1,170,000.00		\$ 1,330,000.00		\$ 1,073,000.00				
36																									
37	FIRE	REPLACEMENT	2018 Replacement of Forestry Vehicle (combine replacement of F1&E3)	\$ 495,000.00	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
38	FIRE	REPLACEMENT	2019 Replacement of First Responder Medical Vehicle with Intial Attack Apparatus	\$ -	\$ -	\$ 279,830.00	1	\$ -	\$ -	\$ -	\$ -	\$ -</td													