



TOWN OF MOULTONBOROUGH

CAPITAL IMPROVEMENTS PROGRAM

COMMITTEE (CIPC)

TO: Board of Selectmen
FROM: Cody Gray, CIPC Chairman
RE: Capital Improvements Program (CIP)
DATE: February 28, 2023

In keeping with the purpose and intent of the Capital Improvements Program Committee (CIPC) to plan for the orderly implementation and financing of a program of capital improvements in a manner which meets the needs of the Town and minimizes fluctuations of the tax rate and the impact thereon upon the taxpayers, we hereby submit for your consideration our proposed Capital Improvements Program Report for Fiscal Years 2024-2029. Of this total, \$5,099,529 was proposed for Fiscal Year 2024. While this report cannot reflect all of the individual views of the committee members, the collective evaluation of these projects is summarized below.

Eleven of the 16 projects submitted for consideration by the CIPC this year have been deemed as Class 1, 2 or 3 recommended projects. Five projects, due to their large financial implications and scope, have been ranked as Class 7...not recommended **at this time** ...and will need further review in subsequent years. The sum of all *recommended ranked* projects is \$2,528,529. In addition, two items were purposely not ranked... \$35,000 Library Roof and \$150,000 Fire Equipment replacement... but are recommended for annual addition to Trust Fund Capital Reserves. All projects submitted have been deemed to have a tie-in to the Master Plan.

Due to the recent change to the Town fiscal year (July 1 - June 30), we began the CIP process later this year on February 2, 2023. In several subsequent meetings, the committee met with department leaders to learn from their project presentations and to ask pertinent questions on the sixteen submitted projects. The FY2024 proposed projects are described in further detail within this report; are compared on a ranking compilation matrix; and are assigned priority codes for classification purposes.

The CIPC ranked the projects this year utilizing a mean of the weighted scoring by the five voting members. The committee classified three projects as Class 1 - Priority Need (for health and safety); six projects as Class 2 - Justified Need (to sustain basic level & quality of services); and two projects as Class 3 - Desirable (to improve quality and level of service). The CIPC recommends these 11 ranked projects.

As previously noted, the CIPC does not recommend at this time, five of the proposed projects: DPW Maintenance Bays at \$710K, DPW Truck Wash facility costing \$540K, Ice Rink Roof of \$941K, DPW truck #3 replacement at \$350K, and Waste Management Facility sliding entrance gate for \$30K. These projects represented \$2,571,000 of proposed costs that will potentially need further review and justification in future years.

The CIPC recommends an increase to the FY 2024 appropriation for annual road projects to \$1,250,000 for the purpose of accelerating the long-range road program and considering the rising costs of all petroleum based products, including asphalt.

The CIPC thanks our dedicated department leaders who made thorough presentations of their projects and provided additional information as requested by the committee. Thanks also to our ex-officio members, Town Planner Dari Sassan, Town Administrator Charles Smith, and Finance Director Heidi Davis, for their contributions to our meetings and administrative support of this effort; and all other staff who had a hand in assisting our committee.

Capital Improvements Program Committee:

Cody Gray	Chair	Community At-Large
Frederick Van Magness	Member	Community At-Large
Jean Beadle	Member	Board of Selectmen
Mary Phillips	Secretary	Advisory Budget Committee
Peter Claypoole	Member	Planning Board
Al Hoch	Alternate	Planning Board

PROPOSED CAPITAL PROJECTS FOR FY2024

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 **at this time**

Department of Public Works

Project Title: **Department of Public Works – Road Projects**

Project Cost: \$1,250,000

Class: 1

Rank: 2

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.

Project Title: **Department of Public Works - Public Safety Bldg. Roof**

Project Cost: \$146,000

Class: 2

Rank: 5

Description: The PSB roof is at the end of its useful life and needs to be replaced.

Project Title: **Department of Public Works – Lees Mills Landing Town and Boat Dock Replacement**

Project Cost: \$200,000

Class: 2

Rank: 6

Description: Replacement of three (3) deteriorating concrete Town docks Including the Fire Boat dock. NHDES Permitting has already been completed as part of the retaining wall project. This project includes surveying, engineering, lake bottom soil borings, and construction. New fixed aluminum dock structures will maintain the existing power supply at each structure. Existing NHDES Permits for these replacements expire May 2027. This will complete the Lees Mills project.

Project Title: **Department of Public Works – 19.5K Dump Truck w/Plow & Sander (Truck 2)**

Project Cost: \$160,000

Class: 2

Rank: 7

Description: This project is for replacement of Truck #2 - 2011 Ford F550 4x4 w/Plow, Wing & Sander. The DPW Fleet 550 Series 19.5K GVW Dump Trucks with plow, wing & sander are utilized throughout the year in many aspects of the departments operations. During winter operations, these trucks are utilized for plowing, sanding, and maintaining winter access on all the Town roads for emergency access as well as maintaining safe travel routes for school buses and the traveling public. This truck, Truck #2, during spring/summer/fall operations is utilized mainly for loading and hauling of materials to/from the road maintenance projects including roadway grading, ditching, and culvert work capable of maneuvering in smaller areas including cemeteries. It also holds the leaf/chip collection box to catch the leaf debris from the vacuum and the wood chips from the tow behind chipper during tree/brush removal operations.

Project Title: **Department of Public Works – Cemetery Columbarium and Cremation Garden**

Project Cost: \$200,000

Class: 3

Rank: 10

Description: Build Cremation Garden with (2) 64-Niche Columbariums for cremation Internments in the Shannon Cemetery. Available space in our town cemeteries is reducing annually, with space only available for purchase in Shannon Cemetery. With very limited real estate options to purchase for a new cemetery, we are looking at implementing multiple options for burial space in our existing cemeteries. The original project requested 4 Niche Columbariums, but further analysis determined that doing only 2 now along with foundations for future growth along with landscaping and water supply would provide sufficient space and resources for cremation burials for a number of years.

Project Title: **Department of Public Works – WMF Feasibility Study**

Project Cost: \$30,000

Class: 2

Rank: 14

Description: Feasibility study to assess the layout, efficiency, and safety of the transfer station and look at the needs for potential upgrades to the facility, especially due to the increase in use over the past several years.

Project Title: **Department of Public Works – 7 Passenger Fleet Van**

Project Cost: \$37,000

Class: 2

Rank: 15

Description: The project is to replace a 2010 Dodge Caravan (Truck 18) used primarily by the Recreation Department for its programs and other departments when traveling out of the area on town-related business. This 13 year old vehicle is experiencing significant maintenance costs and replacement is now needed.

Fire Department

Project Title: **Fire Department – Portable Radios**

Project Cost: \$179,402

Class: 1

Rank: 1

Description: Portable radios allow firefighters inside to communicate with personnel on the outside who may have a better vantage point from which to assess conditions- the size and location of the fire and building conditions. Information from outside can prevent crews from advancing into dangerous conditions inside. NIOSH cites ineffective communications on the fire-ground as one of the leading causes of firefighter injuries and death. Effective and reliable communications provide a safer environment for both the public and firefighters. Project provides 32 total portable radios (10 apparatus, 22 personnel), chargers, microphones, spare batteries, carry cases & straps, 3-yr software subscription, and one time programming charge.

Project Title: **Fire Department Engine #1 Replacement - Capital Reserve Trust Fund # CR106**

Project Cost: \$150,000

Class: **Not assigned**

Rank: **Not ranked**

Description: Fire Fighting Trust Fund is being funded annually to provide adequate funds for the replacement of Engine 1 and, 4 years thereafter, Engine #4. Prudently setting aside these funds annually should cover most if not all of the engine replacement costs, estimated to be over \$1.8M for the two pieces of equipment. Current balance in Trust Fund CR106 from prior funding is \$562K.

Library

Project Title: **Library – Library Building Maintenance / Roof - Capital Reserve Trust Fund #CR159**

Project Cost: \$35,000

Class: **Not assigned**

Rank: **Not ranked**

Description: Library Trustees have requested annual Capital Reserve funding associated with the anticipated replacement of the library roof and other major maintenance items. Trust Fund CR 159 was established in 2021 and has a current balance of \$34K.

Police Department

Project Title: **Police Department – Body Worn Cameras**

Project Cost: \$27,217

Class: 1

Rank: 3

Description: The proposal would replace 3 cruiser cameras and 14 body cameras. All body cameras are out of date because of a change in technology by Motorola. Effective and reliable body worn cameras with updated technology provide a safer environment for both the public and police officers.

Project Title: **Police Department – Cruiser Replacement (Replacing 2016 cruiser #161)**

Project Cost: \$68,910

Class: 2

Rank: 4

Description: This request is to replace a 2016 cruiser utilized by the Police Chief with a 2023 Ford Interceptor, including all necessary police electronics. The current cruiser #161 has over 97,000 miles and has electrical issues that impact performance. Due to long lead times, it is proposed to replace this cruiser as soon as possible to enhance public safety.

Recreation Department

Project Title: **Recreation Department - States Landing Improvements**

Project Cost: \$230,000

Class: 3

Rank: 12

Description: The FY24 phase includes the Pavilion/Bathrooms at \$170K and the Trail System at \$60K. This would get the major earth work completed as soon as possible within our NHDES Permit. Total warrant in 2022 at \$230,000. The Final phase in FY25 is estimated to cost \$208,000 and would include the remainder of the recreational items including playground equipment of \$173K and recreational courts at \$35K. FY25 should end the capital allocation for this project.

Moultonborough School District

No submissions for FY24

Heritage Commission, Conservation Commission, Milfoil Committee

No submissions for FY24

Summary

The CIPC worked efficiently this year to assess, deliberate, and rate the projects for the upcoming fiscal year. I appreciate the collective effort of the committee. This program, however, can be improved through earlier communication with the department heads regarding their future capital needs. The committee unanimously supports the need for more complete planning in the range of two to six years in the future. We very much look forward to engaging with the town staff and departments regarding projects that have been postponed and those that require significant time to program. I also recommend that the Select Board begin to again allocate funds from taxation to the various CRFs that have been paused during the pandemic.

Respectfully Submitted,

Cody Gray

CIPC Chairman