

**Town of Moultonborough  
Board of Selectmen  
Meeting Agenda  
Thursday, November 21, 2024  
5:00 P.M.  
6 Holland St. Moultonborough, NH**

**REVISED AGENDA**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. REVIEW / APPROVAL MINUTES**
  - A. Date: 11/07/24 (+N/P)
- IV. CONSENT AGENDA**
  - A. Corrective Deed Middle Neck Cemetery Lot #206
  - B. Corrective Deed Middle Neck Cemetery Lot #208
  - C. Corrective Deed Middle Neck Cemetery Lot #120
  - D. Authorized Boat Fee Agents
    - i. DaSilva Motorsports
    - ii. Trexler's Marina
  - E. Disposal Agreement – MBLU# 115-029
  - F. New Hampshire Department of Revenue Administration – PA-29
    - i. Tax Credits/Exemptions
- V. NEW BUSINESS**
  - A. Presentation: CIPC
  - B. Action Re: Abatement Application
    - i. James & Marion Demond
  - C. Action Re: Comparison Community
  - D. Action Re: 2025 10-Wheel Dump Truck with Plow/Wing/Sander
  - E. 2025 Winter Maintenance Service Contracts
  - F. Action Re: Transfer Station Interim Review
  - G. Action Re: HOP Grant
- VI. OLD BUSINESS**
  - A. Administrative Vacancy Update
  - B. Donation of Land on Lake Kanasatka
  - C. ARPA Status Update
- VII. OTHER BUSINESS**
- VIII. CITIZEN INPUT**
- IX. NON-PUBLIC SESSION**
  - A. RSA 91-A: 3, II (b,c)

*Any person with a disabling condition who would like to attend this public meeting and needs to be provided reasonable accommodations to participate please contact the Moultonborough Town Hall at 603-476-2347 so accommodations can be made. Interested parties may view this meeting by going to Town Hall Streams.*

**Town of Moultonborough  
Board of Selectmen  
November 7, 2024**

## MEETING MINUTES

**Present:** Chairman of the Board Kevin D. Quinlan and members present were Vice Chairman Jon W. Tolman, Selectmen Charles M. McGee, Karel A. Crawford. Department Heads present were Robin Reade, HR Director and Carter Terenzini, Interim Town Administrator. Selectman, James Gray, was absent with prior notice.

I. **CALL TO ORDER:** Chairman of the Board Kevin D. Quinlan opened the meeting at 5:00 p.m. at the Moultonborough Town Hall in the Ernest Davis meeting room.

## II. PLEDGE OF ALLEGIANCE: The Board recited the Pledge of Allegiance.

### III. APPROVAL OF MINUTES:

### Motion: Selectman Tolman

**Motion:** Selectman Toman  
*To approve the meeting minutes of October 17, 2024, public and non-public*

Seconded: Selectman Crawford

Seconded.

Motion passed.

#### IV CONSENT AGENDA:

**CONSENT AGENDA:**

- A. Middle Neck Cemetery Lot Purchase #121 (\$1,600)
- B. Shannon Cemetery Sell back Lot #287 (\$400)

### **Motion: Selectman McGee**

### *Motion to approve the Consent Agenda.*

## Seconded: Selectman Tolman

Vote: 5-0

### **Motion passed.**

## VI. NEW BUSINESS:

#### A. Presentation on ADA Nature Trail at Kraine Meadow Park:

Presented by Max Hoene, Moultonborough resident and member of Conservation Committee. There is a need in Moultonborough for safe accessible walking. Proposed location of the Nature Loop Trail is a one mile loop trail at Kraine Meadow Park. The “all persons” trail design will meet ABA (architectural barriers act) standards and the US Forest Service trail accessibility guidelines for access (FSTAG). Which is the equivalent of ADA. Having an FSTAG certification allows for expansion of eligibility for a government funding grant. Looking for support and guidance from the Select Board on the next steps. Public input. Consensus of the Board that Carter Terenzini will work with the group to come up with a plan as to next steps.

B. 2024 Property Tax Warrant:

The tax rate has been set at \$5.65, which is .05 cents lower than last year. Chair read the Tax Rate Breakdown which is available on the Town's website under the Assessor/Tax Rate History.

1  
2 C. Proposed Revisions to Job Descriptions:  
3 i. Revisions to job descriptions  
4 Finance Director/Town Accountant updated job description to reflect title change  
5 **Motion:** Selectman Crawford  
6 *Motion to approve the change to Finance Director/Town Accountant job descrip-*  
7 *tion.*  
8 **Seconded:** Selectman McGee  
9 **Vote:** 4-0  
10 **Motion passed.**

11 ii. Payroll/AP Clerk part-time position  
12 Minor corrections to job description.  
13 **Motion:** Selectman Tolman  
14 *Motion to approve the Payroll/AP Clerk job description.*  
15 **Seconded:** Selectman Crawford  
16 **Vote:** 4-0  
17 **Motion passed.**

18  
19 D. Request for Participation in Tuition Reimbursement Program:  
20 Employee request from John Cavic, complies with policy.  
21 **Motion:** Selectman McGee  
22 *Motion to approve tuition reimbursement.*  
23 **Seconded:** Selectman Crawford  
24 **Vote:** 4-0  
25 **Motion passed.**

26  
27 E. Donation of Land on Lake Kanasatka:  
28 Discussion of whether to turn the land over to the State of NH directly. Table discussion  
29 for now. Carter T. to reach meet with the Conservation Committee to discuss. 12/2/2024  
30 Will bring information back to Selectmen first meeting in December.  
31

32 F. ARPA Update:  
33 Funds still left to use. There may be a balance of \$15k to expend. These funds must be  
34 fully expended or “committed” by 12/31/2024.  
35

36 G. Proposed Advert Design/Build ADA Bathrooms @ Function Hall:  
37 Design/build for the ADA unisex bathroom in the Function Hall.  
38 **Motion:** Selectman McGee  
39 *Motion to approve the advertising.*  
40 **Seconded:** Selectman Tolman  
41 **Vote:** 4-0  
42 **Motion passed.**

43  
44 H. FY'26 Budget Guidance (COLA, SB Projects, Review Dates):  
45 Discussion on the FY'26 Budget Guidance. Cost of Living, Selectboard projects, review  
46 dates, etc. Carter needs to know COLA amount to calculate reserve needed, what is needed  
47 for review schedule, need to set up some dates with departments. Are there special projects  
48 that need to be included, such as bathrooms at Function Hall, the Pathway, can we get the  
49 easements in writing, then can make a decision from there. Get the projects in progress  
50

1 done, instead of anything new. Others, States Landing bathroom (no bidders), Transfer  
2 Station. Need budget schedule.

3 I. Administrative Vacancies:

4 There was a discussion about the vacancies. Carter gave Selectmen options for hiring.  
5 Town Administrator pool is thinning. Open competition from surrounding communities.  
6 This time of year is hard to recruit for.

7 **V. CITIZEN'S INPUT:**

8 None

9 **VI. NON-PUBLIC SESSION:**

10 **Motion:** Selectman Tolman

11 *Motion to go into non-public under RSA 91-A:3, II (b,c) adjournment following.*

12 **Seconded:** Selectman McGee

13 **Vote:** 4-0

14 **Motion passed.**

15 **VII. ADJOURNMENT:** – meeting adjourned at 6:55 p.m.

16 **Motion:** Selectman Crawford

17 *To adjourn the meeting.*

18 **Seconded:** Selectman McGee

19 **Vote:** 4 – 0

20 **Motion passed.**

21 *Written on behalf of the Selectman by Robin Reade, HR Director.*

22 Approved  
23 Kevin D. Quinlan, Chairman

24 Date



# TOWN OF MOULTONBOROUGH

## CAPITAL IMPROVEMENTS PROGRAM

### COMMITTEE (CIPC)

TO: Moultonborough Board of Selectmen  
FROM: Frederick Van Magness, CIPC Chairman  
RE: Capital Improvements Program (CIP) FY26-FY31  
DATE: November 12, 2024

The Capital Improvements Program Committee (CIPC) hereby submits for your consideration the proposed Capital Improvements Program Report for Fiscal Years 2026-2031. The report is in two sections.....one for the Town/Library and one for SAU45.

We recognize that there will be differences between various Department requests and the CIPC priority recommendations along with funding considerations contained herein, which the committee has made in accordance with our charge to "present a plan that meets the needs of the town and minimizes fluctuations in the tax rate and the impact thereof on the taxpayers". The Committee stands ready to assist the Board in their Capital deliberations for the FY26 Town Meeting Warrant and is available for questions or discussion on any or all specifics within this report as the board deems necessary. As you go through the details and make final warrant decisions, ***every \$67,500 up or down to the overall Capital program as presented results in a \$0.01 change in the forecasted tax rate.***

Respectfully submitted on behalf of the full committee,  
Frederick Van Magness, CIPC Chair

**Capital Improvements Program Committee:**

Frederick Van Magness	Chair	Community At-Large
Cody Gray	Member	Community At-Large
Chuck McGee	Member	Board of Selectmen
Mary Phillips	Member & Clerk	Advisory Budget Committee
Peter Claypoole	Member	Planning Board

Cc: Moultonborough Town Administrator



# TOWN OF MOULTONBOROUGH

## CAPITAL IMPROVEMENTS PROGRAM

### COMMITTEE (CIPC)

TO: Board of Selectmen  
FROM: Frederick Van Magness, CIPC Chairman  
RE: Capital Improvements Program (CIP)  
DATE: November 12, 2024

In keeping with the mission of the Capital Improvements Program Committee (CIPC) to plan for the orderly implementation and financing of a program of capital improvements in a manner that meets the needs of the Town and minimizes fluctuations of the tax rate and the impact thereon upon the taxpayers, the Committee hereby submits for your consideration our proposed Capital Improvements Program Report for Fiscal Years 2026-2031. Significant capital expenditures are proposed by the Town's Departments. It has been challenging to decide how best to prioritize projects while keeping the impact on tax rate steady.

For the Fiscal Year 2026 (July 2025-June 2026) town/library departments requested 20 capital projects totaling \$6,469,386 plus the CIPC added one project (revised total 21 projects) for \$1,000,000 as an increase in the Municipal Building CFR104. While this report cannot reflect all the individual views of the committee members, the collective evaluation of these projects is summarized below.

Nineteen of the 21 town projects submitted for consideration by the CIPC this year have been deemed to meet the criteria of Priority 1-3 recommended projects, although some projects have been purposely deferred from a cash flow perspective to outer years. The committee classified two projects as Priority 1 - Urgent (cannot be delayed; needed immediately for health and safety); eleven projects as Priority 2 - Necessary (to maintain basic level & quality of services); and six projects as Priority 3 – Desirable (to improve quality or level of service). The CIPC recommends portions of or all of these 19 ranked projects. Two projects have been ranked as Priority 4 Deferrable (can be placed on hold but support community needs) and will need further review in subsequent years. The sum of all recommended FY26 projects is \$4,911,300. Included are four Capital Reserve items, \$22,000 for Town-wide technology, \$68,000 for the Library Building CR159, \$350,000 for the Fire Fighting CR106, and \$1,000,000 for the Municipal Building CR104 that are recommended for addition to Trust Fund Capital Reserves. All projects submitted have been deemed to have a tie-in to the Master Plan. The estimated tax impact of the recommended town / library capital items is \$0.47 / 1000 valuation vs. \$0.53 last year, assuming a 6% growth in property assessed valuations for FY26. ***A change of +/- \$67,500 will result in a \$0.01 tax rate impact..***

We began the CIP process this year on September 12, 2024. In several subsequent meetings, the Committee met with department leaders to learn from their project presentations and to ask pertinent questions on the 21 submitted projects. The FY2026 proposed projects are described in further detail within this report, are compared on a ranking compilation matrix by assigning priority codes for classification purposes, and recommended funding sources are identified for your consideration.

As previously noted, the CIPC does not recommend at this time two of the proposed projects (Priority 4): DPW Truck Wash Hydro-Blaster facility costing \$540K / Maintenance Bay expansion \$500K and the contribution to the Police Cruiser CR160 in the amount of \$50K. These projects represented \$590,000 of proposed costs that will potentially need further review and justification in future years.

The CIPC slightly reduced the DPW request for the FY26 annual road projects appropriation to \$1.14 million (down from \$1,743,000 in FY25) including \$180K currently in the Road Improvement CR156 fund and leaving \$960K to be funded from taxation. If deemed necessary, this amount could be augmented by the anticipated federal/state highway block grant of \$160K to bring total road improvement spending to \$1.3 million. The CIPC recommends that a new town wide survey by outside consultants be performed as to the overall condition of each road and establish a new priority listing for future road improvements, as the current plan is deemed by the CIPC as needing a refresher.

The CIPC has also begun an initial review of Capital Reserve Funds (CRF) where the future need for keeping some of these funds in reserve is questionable. This work will be ongoing and include reviews as to what funding levels should be retained in the major CR's. As part of our report, we will identify a few CR's that the Board may want to consider eliminating as part of the FY26 Warrant.

Looking ahead, the community will continue to have sizable previously not identified capital needs in the coming years. A study to consider expansion of the Waste Management Facility is now complete and the CIPC anticipates a potential significant capital request in the next one to two years. There is also some discussion about the potential need for added/reconfigured space at Town Hall although no plans or costs are available. And aging facilities require more in-depth review to identify needed infrastructure enhancements and replacements. In light of this, the CIPC strongly encourages the Board of Selectmen to establish an ongoing ad hoc multi-discipline Advisory Building Committee to evaluate and provide recommendations for both the Transfer Station project as well as other building needs in the future. All of this will need to be blended along with significant replacements of various DPW vehicles and equipment, replacement of various Fire Department front line equipment, and further SAU45 capital needs for school improvements and renovations, of which the next Tranche #3 is planned for FY30 (+/\$7.6M) with first year tax impact potentially in FY31 that could double the annual SAU bond financing costs. These significant future potential costs will challenge attempts to maintain a stabilized capital portion of the tax rate and further accentuate the need for solid long range capital planning. While the CIPC has historically focused the majority of time on current projects, we intend to begin a much more intensive look at future needs on a department by department basis, including on-site field visits, particularly in advance of the SAU Tranche #3 requirements.

We want to highlight that the SAU45 team has begun to be an important part of the overall long range Moultonborough capital planning process and we encourage their continuing open and proactive participation ! Together we can make this vital long range capital planning program effective for taxpayers. The CIPC thanks our dedicated Department leaders who made presentations of their projects and provided additional information as requested by the committee. Thanks also to our ex-officio member, Town Planner Dari Sassan, and Alison Kemple, Admin. Assistant, for all their ongoing and unwavering help and support.

**Capital Improvements Program Committee:**

Frederick Van Magness	Chair	Community At-Large
Cody Gray	Member	Community At-Large
Chuck McGee	Member	Board of Selectmen
Mary Phillips	Member & Clerk	Advisory Budget Committee
Peter Claypoole	Member	Planning Board

# PROPOSED CAPITAL PROJECTS FOR FY2026

## OVERVIEW & COMMENTS

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

- 1 - Urgent (cannot be delayed; needed immediately for health & safety)
- 2 - Necessary (needed within 3 years to maintain basic level & quality of service)
- 3 - Desirable (needed within 4-6 years to improve quality or level of service)
- 4 - Deferrable (can be placed on hold until after the 6-year scope of current CIP, but supports community needs)
- 5 - Premature (needs more research, planning & coordination)
- 6 - Prior Approved Capital Expense (lease/bond payment)

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### Board of Selectmen / Administration

Project Title: Administration - Town Wide Technology - Capital Reserve Fund CR#152

Project Cost: \$22,000

Rank: 2

Recommended Funding: **Taxation**

Description: This fund supports the purchase, maintenance, and replacement of computer technology hardware and software across all town departments.

### Department of Public Works

Project Title: Department of Public Works – Road Projects

Project Cost: \$1,500,000 (CIPC reduced to \$1,140,000 plus potential to augment funds by an additional \$160,000 if highway block funds applied)

Rank: 2

Recommended Funding: **Taxation \$960,000 Road Improvement CR156 \$180,000**

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. However, the CIPC recommends that a new town wide survey by outside consultants be performed as to the overall condition of each road and establish a new priority listing for future road improvements, as the current plan is deemed by the CIPC as needing a refresher. The requested amount is a reduction from current year spending but is still a significant increase over prior year spending.

Project Title: Department of Public Works – 3500 1 Ton Platform Dump body with plow/sander (Trk#11)

Project Cost: \$110,000

Rank: 2

Recommended Funding: **Taxation**

Description: This project is for replacement of Truck #11 - with plow, wing & sander that is utilized throughout the year in many aspects of the department's 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. During spring/summer/fall operations, this truck is utilized mainly for loading and hauling of materials to/from the road maintenance projects including roadway grading, ditching, and culvert work at larger material capacity than the 6 wheelers. The new vehicle would replace a 2016 model. Repair costs have averaged \$3,465 per year over the past 5 years. The department gives this a Priority 1 rating.

**Project Title: Department of Public Works – 5500 Platform Bucket Truck (Trk#20)**

Project Cost: \$150,000

Rank: 3

Recommended Funding: **Deferred**

Description: This truck is the one bucket truck used by the department for storm damage tree removal and installation of various decorations around town holidays. This year is the first time the CIPC has seen information on this truck and while it is a 2007 model, we have been led to believe that there is no current safety issue with the truck. It was the consensus of the committee that this truck can be deferred and if it becomes not safe, then there are alternatives available to accomplish needed tasks. Repair costs have averages \$1,600 per year over the past 5 years and the department gives this a Priority 2 rating.

**Project Title: Department of Public Works - WMF Truck Scale Replacement**

Project Cost: \$ 82,000

Rank: 2

Recommended Funding: **Taxation**

Description: This is the only scale at the WMF, is over 20 years old and beyond its useful life. While the scale is currently in use, there is no telling when it might fail, leaving the WMF with no capability to weigh various materials. There is rust decay visibly noted on the structural beams.

**Project Title: Department of Public Works – HWY Winter Sand and Salt Storage Roof Replacement**

Project Cost: \$50,000

Rank: 2

Recommended Funding: **Taxation**

Description: This shed, roughly 100 ft X 50 ft keeps winter sand and salt dry for use in winter operations. Leaks have happened and failure to replace this aged roof will increase damage to roof structures from rot, etc. Re-roofing will help overall longevity of this facility. This was a newly added project to the capital plan.

**Project Title: Department of Public Works – Garage Expansion for Maintenance and Storage**

Project Cost: \$1,250,000- (CIPC only recommends the extra covered garage space for \$200K)

Rank: 3 for Pole barn and Maintenance bay, Rank: 4 for Hydro Blaster

Recommended Funding: **Taxation (\$200,000)....deferred Maintenance Bay and Hydro Blaster Truck Wash**

Description: The DPW has continued to identify the need for added mechanic workspace, a winter truck wash, and covered garage spaces for housing equipment out of the elements to prolong life and enhance equipment reliability. The CIPC was split on whether to include this project as part of the capital plan (Priority 4) but finally agreed to include this project but not in its entirety. After lengthy discussion, the CIPC is concerned about the significant cost of the additional maintenance bay and recommended eliminating the maintenance bay portion of the project (a \$500K savings) as there are no operational cost benefits identified. In addition, the CIPC

continues to not recommend the hydro blaster portion of the facility (\$540K). Ultimately the CIPC concluded there is some value to having an open pole barn type structure to protect vehicles from harsh winter conditions and reluctantly agreed to fund \$200K for this portion of the project.

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

**Project Cost: \$230,000**

**Rank: 3**

**Recommended Funding: Deferred**

**Description:** This project creates a Columbarium for cremated remains at Middle Neck Cemetery as land based burials are being impacted by available space limitations. The Heritage Commission expressed concern about adding a contemporary columbarium to an historic cemetery. Based on the current number of potential available ground cremation spaces (43 spaces), the committee feels that there are potential options for more total burial space by purchasing land and that this project can be easily deferred another year or two as demand can be absorbed by available spaces. There is no pressing need right now. It is the committee's understanding that there has been no change in the number of spaces for full burial (64) at Shannon Cemetery, the only cemetery with available full burial plots.

**Project Title: Department of Public Works – DPW/Fleet 10 Ton Vehicle Lift Replacement**

**Project Cost: \$32,000**

**Rank: 3**

**Recommended Funding: Taxation**

**Description:** The project would replace the existing 6 ton lift with a 10 ton lift capable of handling all police, fire, and DPW vehicles repaired at the garage. The existing lift is not wide enough to service many of the vehicles. A safety inspection in March 2024 indicated the lift is worn and nearing the end of its useful life. The proposed lift would expand lifting capacities and provide for a continuing safe workspace. This is a newly added project to the capital plan.

**Project Title: Municipal Building and Grounds - CR104 Funding**

**Project Cost: \$1,000,000**

**Rank: 2**

**Recommended Funding: Taxation**

**Description:** The CIPC is concerned that future projects, such as WMF improvements and needed replacement of aging building infrastructure could occur at a time when statewide education funding could have an adverse impact on Moultonborough taxpayers. In addition, there are the ongoing SAU renovations projects that will soon be doubling in cost impact to taxpayers., and the potential for voters to support a community center of some sort. To offset some of these costs and maintain a stabilized tax rate, the CIPC believes that there is an opportunity to add \$1,000,000 into the Building CR104 funds now. As an alternative, a portion of this \$1.0M funding could be diverted to the Public Works Equipment CR102 which is also seriously underfunded.

## **Fire Department**

**Project Title: Fire Department – Replacement of Engine 1**

**Project Cost: \$1,350,000**

**Rank: 1**

**Recommended Funding: CR106 - \$1,350,000**

**Description:** The replacement of Engine #1 was originally planned for FY30 at an estimated cost of \$2.3M . However, since it is essentially a duplicate of Engine #4 that has just been replaced at a cost of \$1.1M, it was

determined that, since the funds are or will be available in the Capital Reserve Fund, it makes very sound financial sense to move the replacement up to FY26 and avoid up to \$800K of added inflation.

**Project Title: Fire Department - Pole Storage Barn**

Project Cost: \$75,000 (subject to further cost update by the department)

Rank: **3**

Recommended Funding: **Taxation**

Description: To maximize operational efficiency and reduce response times, the centralized location of equipment at the Public Safety Building necessitates an additional building for storage of the hovercraft, utility terrain vehicle and trailer, snowmobile and trailer, and fireboat. In addition, the bldg. will be sized to jointly accommodate the short-term temporary storage of various Police cruisers out of winter storm ice/snow accumulations. Consideration should also be given to space for the two recreation vehicles in winter.

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

Project Cost: \$350,000

Rank: **2**

Recommended Funding: **Taxation**

Description: Fire Fighting Trust Fund CR106 would be augmented to provide adequate funds for the replacement of Engine #1.

## **Library**

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

Project Cost: \$68,000

Rank: **2**

Recommended Funding: **Taxation**

Description: Library Trustees have requested annual Capital Reserve funding associated with the anticipated replacement of the library roof and other major building maintenance items. Capital Reserve Fund CR159 was established in 2021 and has a current balance of approximately \$65K. There is some concern that the CIPC expressed to the Library Trustees that the criteria for CR159 expenditures does not align with some of their anticipated expenditures and that a change to the scope of CR159 may be needed or some costs removed from CR159 funding.

## **Police Department**

**Project Title: Police Department – Replace Portable Radios (20)**

Project Cost: \$74,300

Rank: **1**

Recommended Funding: **Taxation**

Description: The project would purchase 20 new portable radios. The current police portable radios have reached the end of their useful life and replacement parts are no longer available. These radios are the lifeline for all police officers in the field and must be kept up to date and working. The department is encouraged to apply for grant money to cover these full costs.

**Project Title: Police Department – Cruiser Replacement (Replacing 2018 cruisers #181 & 182)**

Project Cost: \$170,000

Rank: **2**

### **Recommended Funding: Taxation**

Description: Funding is requested to replace Cars #181 and #182...both 2018 Ford Interceptor SUV's with over 105,000 miles. Due to current high milage and lead time for replacements, these vehicles will have over 125,000 miles before new cruisers arrive. It is important to keep the fleet current and with low milage where possible. Annual repairs are running over \$5,000 per vehicle.

### **Project Title: Police Department – Drone**

Project Cost: \$80,187....revised downward to \$28,000 by Police Dept.

Rank: 2

### **Recommended Funding: Taxation .... but continue to explore grants to offset costs**

Description: With advances in technology, the use of a drone by both the Police and Fire Departments will enhance search and rescue operations and potentially improve patient outcomes with faster responses by emergency personnel. Also, enhanced technology can improve police capability with respect to victim and criminal searches. This will be dual use between Police and Fire, including training, etc. After extensive research, the department has found a more compatible alternative that substantially reduced the acquisition costs. While the CIPC is concerned with the unproven useful life of such products and advances in technology as well as replacement costs in future years, we understand there is a potential significant benefit to improving search and rescue patient outcomes and that the benefits to public safety outweigh the costs to provide this type of enhanced equipment. The CIPC also recommends that grants be applied for if available. Annual maintenance costs are approx. \$4000 and will be part of department operating budgets going forward.

### **Project Title: Police Department – Equipment Capital Reserve Fund (CRF #160)**

Project Cost: \$50,000

Rank: 4

### **Recommended Funding: Deferred**

Description: This fund was established by the FY24 Town Meeting to provide funding for the purpose of purchasing, outfitting, repairing, and maintenance of police cruisers. The CIPC sees no need to currently increase the available funds in this account, as normal cruiser purchases are essentially level year to year for capital purposes and repair and maintenance costs are part of the normal police department budgets. We believe this account would only be used in rare circumstances where some unusual event occurred and thus think the \$50K already deposited should be sufficient.

## **Recreation Department**

### **Project Title: Recreation Department - Ice Rink/Multi-purpose Pavilion Roof**

Project Cost: \$878,086

Rank: 3

### **Recommended Funding: Deferred**

Description: To increase the usage and functionality of this outdoor facility into a four-season operation. The roof will allow the ice rink to retain a better quality ice surface, reduce maintenance costs for snow removal and ice resurfacing as well as extending ice usage during periodic winter warmer temperatures. A roof would also allow for greater use of non-ice rink activities all year round, such as pickleball and summer recreational programs where a covered surface can enhance usage and reduce maintenance costs. The CIPC is concerned that there is no significant community interest and that there is still the issue of a Community Center hanging in the balance. Therefore it was decided to defer this project indefinitely.

## **Heritage Commission, Conservation Commission, Milfoil Committee**

No submissions over \$10,000 for FY26

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### **Proposed Capital Reserve Funds for Closure**

#### **CR138 Communications Technology \$258K**

Originally set up to receive funds from Franchise fees and then pay for remote installations where there was no cable service. With the advent of at least two additional fiber optic companies providing service to all residences, there is no longer a need for this fund. There has been no activity in three years as franchise fees no longer booked to this account.

#### **CR118 Police Service Fund \$3.1K**

Originally set up to handle private detail payments to town employees with checks deposited from private clients to offset amounts. Police no longer use this fund, as they have another way to handle these payments.

#### **CR142 Fire Service Fund \$3.1K**

Originally set up to handle private detail payments to town employees with checks deposited from private clients to offset amounts. Fire will follow Police current routine, so fund can be closed.

#### **CR156 Roads Improvement Fund \$178K**

No activity in the last three years. All road funds now part of annual budgets. Money should be 100% liquidated against the current year Roads program, then the account should be formally closed at TM via a warrant article.

#### **CR158 Pathway Phase III Improvement \$235K**

No activity. Phase III easements, etc. an issue.

#### **CR144 Public Works Equipment \$0**

Fund at a zero balance. Just eliminate as it is redundant to CRF102

#### **CR114 Playground Equipment \$0.2K**

No usage

#### **CR112 Appraisal Fund \$72K**

Contract no longer back loaded. Fund unnecessary as cost is in annual budget.

#### **CR108 Range way Fund \$23K**

No usage

#### **CR154 Sidewalk, crosswalk, and RFD Maintenance \$6K**

Money set aside from the "Dollar Store" project to maintain the pedestrian light, etc. However, there is no record of this fund ever being voted of at Town Meeting. Fund not necessary and since it was never formally created by TM vote, money should just be placed in Operating Account.

## **Summary**

The CIPC worked efficiently this year to assess, deliberate, and rate the projects for the upcoming fiscal year. This year, in particular, the committee focused not only on project priorities but also cash flow needs to attempt to minimize annual tax rate fluctuations to the maximum extent possible in accordance with our charge. I appreciate the collective effort of the committee. This program, however, can be improved through earlier communication with the department heads regarding strategic planning of their future capital needs so that long range plans can be effectively evaluated without last minute surprises. And in some cases, the board could be helpful in advising department heads that certain projects need to be sunset (such as the DPW truck wash, maintenance facility expansion, or ice rink roof) and not keep coming back year after year for review, unless there is significant new or enhanced justification for their consideration. The committee unanimously supports the need for more extensive planning in the range of the pending fiscal year plus five years in the future. For example, town buildings such as Town Hall (approaching 30 years old) but including all town facilities (other than the SAU and the Library that have just recently begun to address their facilities), are aging and we have not seen comprehensive planning for replacement of various costly infrastructure items nearing the end of their useful life to modernize and extend the long term viability of these facilities. We very much look forward to engaging with the town staff and departments regarding projects that require significant time to program into capital planning. In upcoming meetings, the CIPC intends to begin a more intensive look at the next 5 years of projects to minimize surprise additions as well as fully delve into all Capital Reserve Fund projects and identify any needed changes, from additional funding to possible elimination, and would include any further recommendations as part of the FY27 CIPC report.

Concerning Capital Reserve account closures, the committee believes many should be closed due to inactivity and that funds be allowed to flow to the General Fund and NOT returned to taxpayers but allowed to accumulate in the Unassigned Fund Balance for potential tax rate smoothing should the impact of various education funding suits adversely impact taxpayers. These funds could be used to smooth the first-year transitional costs where there will be an adverse impact to Moultonborough taxpayers. This closure activity is long overdue.

The CIPC recommends the Board of Selectmen review the attached summary funding sheet for information on recommended funding sources for each project.

Respectfully Submitted on behalf of the full Committee,  
Frederick Van Magness  
CIPC Chair



## TOWN OF MOULTONBOROUGH

### CAPITAL IMPROVEMENTS PROGRAM

### COMMITTEE (CIPC)

TO: SAU45 School Board  
FROM: Frederick Van Magness, CIPC Chairman  
RE: Capital Improvements Program (CIP)  
DATE: November 12, 2024

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 SAU and minimizes fluctuations of the tax rate and the impact thereon on the taxpayers, we hereby submit for your consideration the proposed Capital Improvements Program Report for Fiscal Years 2026-2031.

The CIPC was pleased that, in response to prior CIPC and ABC recommendations that the SAU develop multiyear Capital plans, members of the SAU met with the CIPC on October 9, 2024 with information outlining their 6 year capital plans. We thank the SAU for participating in this process and look forward to annual sessions to continue this informative dialog.

The SAU submitted 4 projects, each costing over \$500,000, to the CIPC for inclusion in the 6 year community-wide capital plan. Of the total \$10,077,698 in new projects, only 1 project amounting to \$575,000 was proposed for Fiscal Year 2026 (July 2025-June 2026). That project would replace the cabling in both school buildings for secure internet and Wi-Fi access. Based on an analysis of SAU funds and reserves, we were advised that 100% of this project will be funded from internal SAU funds without any impact to taxation. The committee classified the project as Priority 2 - Necessary within 3 years to maintain the basic level and quality of service, and it has been deemed to have a tie-in to the Master Plan. In addition, the SAU will incur \$851,659 in Year 1 bond interest and principal payments as part of the repayment of the \$8,153,211 renovation bond approved as Article 1 at the March 2024 SAU Annual Meeting. The cost impact of this fixed bond interest and principal payment will add approximately \$.12 - .13 cents per \$000 to the December 2025 (FY26) tax rate.

The School provided a list of 7 additional capital projects it plans to complete between FY26 and FY29, including \$390,000 for paving at MCS after the boiler project is completed; \$200,000 to resurface the track at the Academy; \$75,000 to repoint brick on the gym walls at MCS; and \$75,000 to replace a school truck. The Committee encourages the SAU to develop a formal 6-year capital program for all capital projects costing more than \$10,000, not just the most significant and costly items.

SAU45 is in the midst of a major facilities upgrade and the CIPC commends the School Board for addressing needed upgrades to facilities that are long overdue. The SAU has essentially completed the \$1.1M Academy boiler replacement (Tranche #1) and continues to implement the individual projects covered by the \$8.2M (Tranche #2) bonded in FY25. Their current plans would be to seek approval for the next major increment of renovations (Tranche #3) in FY30 (estimated at +/- \$7.6M), subject to refinement for cost and project scope changes.

The CIPC thanks the SAU45 leaders for being a part of Moultonborough long term capital planning.

**Capital Improvements Program Committee:**

Frederick Van Magness	Chair	Community At-Large
Cody Gray	Member	Community At-Large
Chuck McGee	Member	Board of Selectmen
Mary Phillips	Member & Clerk	Advisory Budget Committee
Peter Claypoole	Member	Planning Board

## PROPOSED CAPITAL PROJECTS FOR FY2026 OVERVIEW & COMMENTS

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

- 1 - Urgent (cannot be delayed; needed immediately for health & safety)
- 2 - Necessary (needed within 3 years to maintain basic level & quality of service)
- 3 - Desirable (needed within 4-6 years to improve quality or level of service)
- 4 - Deferrable (can be placed on hold until after the 6-year scope of current CIP, but supports community needs)
- 5 - Premature (needs more research, planning & coordination)
- 6 - Prior Approved Capital Expense (lease/bond payment)

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### Moultonborough School District

Project Title: Moultonborough Schools - Replace and update all cabling in both buildings for secure internet and wifi access.

Project Cost: \$575,000

Priority: 2

Recommended Funding: **SAU45 Unassigned Fund Balance**

Description: As part of the renovations and building improvements being made as part of Tranche #2, the SAU has identified that internet and Wi-Fi cabling could be cost effectively replaced while access to normally closed building areas is open. With hi speed fiber optic cable availability in the town, this project makes sense to do now.

### Summary

The CIPC worked efficiently this year to assess, deliberate, and rate town wide projects for the upcoming fiscal year. This year, in particular, the committee focused not only on project priority but also cash flow needs to attempt to minimize annual tax rate fluctuations to the maximum extent possible in accordance with our charge. Going forward, this program can always be improved through earlier communication

with the department heads / SAU regarding strategic planning of their future capital needs so that long-range plans can be effectively evaluated and funding sources identified without last minute surprises. The committee unanimously supports the need for detailed planning in the range of the pending fiscal year plus five years in the future plus identification of major projects in the 6-10 year time frame to adequately plan the financial impacts. We were pleased that the SAU Chair recognized the importance of this collaboration and we look forward to working with the SAU for FY27 and beyond.

Respectfully Submitted on behalf of the full Committee,  
Frederick Van Magness  
CIPC Chairman

## CAPITAL SPENDING BY SOURCE OF FUNDS

	FY22 TM Approved	FY23 TM Approved	FY24 TM Approved	FY25 TM Approved	FY26 CIPC Recommend
<b>TOTAL CAPITAL RESERVE AMOUNT OFF-SETS</b>	1,570,750	556,859	179,750		1,567,150
<b>TOTAL GRANT AMOUNT OFF-SETS</b>		187,311		179,500	160,000
<b>TOTAL BEQUESTS</b>				172,270	
Defer					2,558,086
				<b>1,017,500</b>	
<b>Unsigned FUND BALANCE OFF-SETS-TOWN</b>		1,049,419			575,000
<b>Unassigned FUND BALANCE OFF-SETS-Schools</b>					
<b>LONG TERM DEBT - Schools TAX LEVY</b>				195,595	851,659
<b>MA Boilers - Schools TAX LEVY</b>				1,060,000	
<b>TOTAL TOWN TAX LEVY AMOUNT</b>		1,820,800	2,242,652	<b>3,373,000</b>	<b>3,184,150</b>
Total	2,620,169	2,564,970	2,422,402	5,997,865	8,896,045
Tax Rate Impact - Town	0	0.52	0.43	0.53	0.47
Tax Rate Impact - Schools	0	0	0	0.20	0.13
Total Tax Rate Impact	0	0.52	0.43	0.73	0.60
Unassigned Estimated Tax Impact				0.16	0.09

					TOTAL PROPOSED	Priority Code	TEAM	Defer	Tax	Grant	Bequest	CFR	Unassigned	Lease	Zero Check
Police	Contribution to Police Equipment CRF-160 (Cruiser)				50,000	4	50,000								
Police	Public Safety Uniform Sierra Responder Drone				28,000	2		28,000					0	0	
Police	Replace 2018 Ford Interceptor Utility				85,000	2		85,000					0	0	
Police	Replace 2018 Ford Interceptor Utility				85,000	2		85,000					0	0	
Police	Replace 20 Portable Radios				74,300	1		37,150					37,150	0	
Fire	Contribution to Fire Fighting Equipment CRF106				350,000	2		350,000					0	0	
Fire	2026 Storage Pole Barn				75,000	3		75,000					0	0	
Fire	Potential Move Engine 1 Replacement forward to FY26				1,350,000	1							1,350,000	0	
Admin	Townwide Technology CRF152				22,000	2		22,000					0	0	
Bldg/Grds	Highway Garage Maint. Bays and Pole Shed				700,000	3		500,000					200,000	0	
Bldg/Grds	Highway Garage Truck Wash				550,000	4		550,000					0	0	
Bldg/Grds	Cemetery Columbarium and Cremation Garden				230,000	3		230,000					0	0	
Bldg/Grds	W/MF Truck Scale Replacement				82,000	2		82,000					0	0	
Bldg/Grds	Highway Winter Sand and Salt Shed Roof Replacement				50,000	2		50,000					0	0	
Bldg/Grds	DPW/Fleet 10 ton vehicle lift Replacement				32,000	3		32,000					0	0	
Bldg/Grds	Municipal Bldg Fund CR104				1,000,000	2		1,000,000					0	0	
DPW	Road Improvement Projects				1,500,000	2		200,000					960,000	160,000	180,000
DPW	3500 Platform Dump body with plow/sander (Trk#11)				110,000	2		110,000					0	0	
DPW	5500 Platform Bucket Truck (Trk#20)				150,000	3		150,000					0	0	
Recreation	Ice Rink Roof & Maint. Shed Renovations				878,086	3		878,086					0	0	
Schools	Bond Repayment - Tranche #2 (\$8.2M bond)				851,659	6		851,659					0	0	
Schools	Update Cabling - MA & MCS				575,000	2							575,000	0	
Library	Contribution to Library CRF-159				68,000	2		68,000					0	0	
	<b>TOTAL</b>				<b>8,896,045</b>			<b>2,558,086</b>	<b>4,035,809</b>	<b>160,000</b>	<b>0</b>	<b>1,567,150</b>	<b>575,000</b>	<b>0</b>	<b>8,896,045</b>
Assessed Valuation (est)										<b>6,753,000</b>					
Tax Impact-Town										<b>0.47</b>					
Tax Impact-Schools										<b>0.13</b>					
Total										<b>0.60</b>					

Priority Code 1= Urgent (cannot be delayed; needed immediately for health/safety)

Priority Code 2= Necessary (needed within 3 years to maintain basic level & quality of service)

Priority Code 3= Desirable (needed within 4-6 years to improve quality or level of service)

Priority Code 4= Deferrable (can be placed on hold until after 6 year scope but supports community needs)

Priority Code 5= Premature (needs more research, planning, and coordination)

Priority Code 6= Prior Approved Capital Expense (lease/bond payment)



## Potential Capital Reserve Accounts for Closure

### **CR138 Communications Technology \$258K**

Originally set up to receive funds from Franchise fees and then pay for remote installations where there was no cable service. With advent of at least two additional fiber optic companies providing service to all residences, there is no longer a need. There has been no activity in three years as franchise fees no longer booked to this account.

### **CR118 Police Service Fund \$3.1K**

Originally set up to handle private detail payments to town employees with checks deposited from private clients to offset amounts. Police no longer use this fund, as they have another way to handle these payments.

### **CR142 Fire Service Fund \$3.1K**

Originally set up to handle private detail payments to town employees with checks deposited from private clients to offset amounts. Fire will follow Police current routine, so fund can be closed.

### **CR156 Roads Improvement Fund \$178K**

No activity in last three years. All road funds now part of annual budgets. Remaining balance to be used to offset FY26 Road costs.

### **CR158 Pathway Phase III Improvement \$235K**

No activity. Phase III easements, etc. an issue.

### **CR144 Public Works Equipment \$0**

Fund at a zero balance. Just eliminate as it is redundant to CRF102

### **CR114 Playground Equipment \$0.2K**

No usage.

### **CR112 Appraisal Fund \$72K**

Contract no longer back loaded. Fund unnecessary as cost is in annual budget.

### **CR108 Rangeway Fund \$23K**

No usage.

### **CR154 Sidewalk, crosswalk, and RFD Maintenance \$6K**

Money set aside from the "Dollar Store" project to maintain the pedestrian light, etc. However there is no record of this fund ever being formally voted of at Town Meeting. Fund not necessary. Should be closed.





# **Submittals By Department**

**(Without Backup Data)**

# FIRE - ENGINE 1

## FORM B

### CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity	Fire Department	FY 2030	Date Prepared	9/22/2023	
Contact Person	David Bengtson-Fire Chief		Phone Number	476-5658	
1. Project Title & Reference No. 59, 2030 Engine 1 Replacement		4. Cost			
		Per Unit	Total		
2. Form of Acquisition (check appropriate)		Purchase price or annual rental \$ 2,313,061.00 2,313,061.00			
Purchase		Plus: Installation or other costs \$			
3. Number of Units Requested: 1		Less: Trade-in or other discount \$ 17800.00			
5. Purpose of Expenditure (check appropriate)		Net purchase cost or annual rental \$ 999700.00			
<input checked="" type="checkbox"/> Schedule replacement <input type="checkbox"/> Present equipment obsolete <input type="checkbox"/> Replace worn-out equipment <input type="checkbox"/> Reduce personnel time <input checked="" type="checkbox"/> Expanded service <input type="checkbox"/> New operation <input checked="" type="checkbox"/> Increased safety <input type="checkbox"/> Improve procedures, records, etc.		6. Number of Similar Items in Inventory 1			
5a. Describe Alternatives Considered: <i>Continued use and routine maintenance</i>		7. Estimated Use of Requested Item(s)			
		Months per year	Estimated useful life in years		
		Weeks per year	25		
		Days per week			
		Hours per day			
8. Replaced Item(s)		Prior Year's			
Item	Make	Age	Maint Costs	Breakdowns	Rental Costs
A. FD Pumper-2000 GPM-1000 Gal	HME Silverfox	23	\$40,523.22	\$ 59,006.31	
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: <u>David Bengtson</u>		Date: <u>9/22/2023</u>	
		Position: <u>Fire Chief</u>			
11. Reserved					

From: David Bengtson dbengtson@moultonboroughnh.gov  
Subject: RE: Engine #1  
Date: October 15, 2024 at 9:31 AM  
To: Frederick Van Magness fvanmagness@gmail.com

# FIRE- ENGINE 1

BD

Fred

All my personnel are on in agreement that replacing Engine 1 sooner makes sense and would save the Town a lot of money. I have reached out to Glenn Davis at Lakes Region Fire Apparatus and preliminarily, an estimate would be about 1.3 million dollars, but we are trying to get a more precise estimate based upon the slightly larger cab configuration. (Engine 3 has a smaller cab design to meet the length restrictions at the Moultonboro Neck Fire Station.) I believe that we should move this forward to the BoS for discussion.

I spoke with Mike Kepple this morning about the pole barn, he will be calling his contact about a revised price and construction costs. My own research has found estimated costs from \$30-\$45/square foot (\$72,000-\$108,000) I do not know when he will get those figures.

David Bengtson  
Fire Chief/Fire Warden/Emergency Management Director/Deputy Health Officer  
Town of Moultonborough  
P.O. Box 446  
Moultonborough, NH 03254-0446  
Office: 603-476-5658  
Fax: 603-476-2738  
Email: dbengtson@moultonboroughnh.gov

-----Original Message-----

From: Frederick Van Magness <fvanmagness@gmail.com>  
Sent: Tuesday, October 15, 2024 7:56 AM  
To: David Bengtson <dbengtson@moultonboroughnh.gov>  
Subject: Engine #1

Good morning Chief,

Just a quick follow-up to our CIPC meeting last week. Any further thoughts on the discussion concerning replacing Engine #1 ? And are you all set with the \$60K number for the pole barn?

Do you need to come back to CIPC.....we meet tomorrow from 2-5pm with DPW, but we could maybe have you come in late in the afternoon when DPW is finished if you think you need to return.

Thanks,  
Fred

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

# FIRE POLE BARN

## FORM A CAPITAL PROJECT REQUEST Excluding Equipment

Department & Activity	Fire Dept. - Pole Barn	Date Prepared	09/28/2022
Contact Person	David Bengtson	Phone Number	476-5658
1. Project Title:	Pole Barn Equipment Storage	2. Purpose of Project Request Form (Check One)	
3. Department Priority :	High	<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	
4. Location:	At Public Safety complex out by the "Old Fire Station" on the gravel parking lot		
5. Description:	50-foot x 35-foot, four bay pole barn, no slab, leanto style roof		
5.a. Describe Alternatives Considered:	Continued use of winter rental storage of the fireboat, storage of equipment split between multiple locations		
6. Justification & Useful Life: As the demand for Fire Department services has expanded, the department has acquired more equipment to adequately address and respond to the varied types of request for assistance. To maximize operational efficiency and reduce response times, the centralized location of equipment at the Public Safety Building necessitates an additional building for storage of the hovercraft, Utility terrain vehicle & trailer, snowmobile & trailer and winter storage of the fireboat. The building should have a 30-year useful life.			
7. Cost & Recommended Sources of Financing			
BUDGET FY		TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY	2026	\$60,000	
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:	0	taxes	0
\$ amount	0	other income	0
purchase of service	0	Subtotal	0
materials & supplies	0	gain from sale of	
equipment purchases	0	replaceable assets	0
utilities	0	Total	
other	0		
Subtotal	( ) 0		
Indirect Operating Costs		10. Submitting Authority	
fringe benefits	0	David Bengtson	
general admin. Costs	0	Submitted by	Date
other	0	Fire Chief	09/28/2022
Subtotal	( ) 0	Position	
Total Operating Cost	0	Signature	
Debt Service (P&I)	0	11. Reserved	
Total Operating Cost	0		

# DPW OVERVIEW



## 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](mailto:ctheriault@moultonboroughnh.gov)

Chris Theriault  
Director of Public Works

To: Capital Improvement Program Committee  
Cc: Dari Sassan, Town Planner  
Re: CIP Requests for FY 2026 – FY 2031

Date: October 9, 2024

CIPC Members & Planner Sassan,

Please find attached the Public Works FY 2026-2031 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, and DPW Equipment.

## FY 2026-2031 FACILITIES PROJECTS

### **FY2026**

**\$950,000** Highway Garage Maintenance Bays (Construction Phase)  
*FY2025 Partially Funded via Warrant Article 19 (\$300,000)*

Construction of Highway Garage expansion including maintenance bays, truck/equipment lean-to, and town fleet vehicle/equipment wash (self-contained/closed loop).

### **FY2026**

**\$82,000** Transfer Station Truck Scale Replacement

The existing WMF Truck scale is used daily to weigh in vehicles carrying demolition debris and to calculate and determine the demo disposal fees at the transfer station. The scale is inspected, calibrated, and licensed annually. The scale indicator was replaced in 2013. The inspection completed in May 2018 indicated a remaining service life of about 10 years. In July 2020, the scale printer was replaced and would be reused and calibrated to the new unit. The useful life is approximately 30 years.

### **FY2026**

**\$50,000** DPW/HWY Winter Sand Shed Roof Replacement

The existing winter sand shed roof has deteriorated and has begun to leak in a few locations. A drone video inspection showed signs of significant deterioration along several areas of the roof. This shed keeps our winter sand and salt supply dry for use during the winter months. It's time to be replaced. Useful life of 25+ years.

**FY2026****\$32,000****DPW/Fleet 10-Ton Vehicle Lift Replacement**

The existing 12,000-pound (6-Ton) 2-post lift is used to service town vehicles from police, fire, and public works. This unit is not wide enough for most of the vehicles that it is supposed to lift. The lifting arms do not fit well under 1-ton units and are tight under the cruisers. Also, it is having a hard time lifting vehicles close to its weight limit. The lift was inspected by AGT garage tool company for safety on March 11,2024, the lift is worn and nearing replacement time. The new unit would have the capability of lifting all vehicle from the PD cruisers to DPW RAM 5500s and F550 fire trucks safely due to its larger lifting capacity.

**FY2027****\$30,000****WMF Entrance Automatic Slide Gate**

Remove existing bent/damaged gate and install new automatic slide gate with automatic opener, wireless keypad, emergency access device, 7-day timer, and remote-control units.

**FY 2026-2031 DPW PROJECTS****FY2026****\$130,000****Columbarium and Cremation Garden (Middle Neck Cemetery)*****FY2025 Partially Funded via Warrant Article 19 (\$100,000)***

**MODIFICATION:** Build Cremation Garden with (2) 64-Niche Columbarium for cremation interments in the Middle Neck 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.

**FY 2026-2031 DPW EQUIPMENT****FY2026****DPW Priority No. 1:****\$110,000 3500 1-Ton Platform Dump Body w/Plow & Sander (Trk#11)*****Replacement of: #11 2016 Ford F350 Platform Dump Body w/Plow & Sander***

The DPW Fleet Pick-Up Series Trucks with plow & sander are utilized throughout the year in many aspects of the department's 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 #11, during spring/summer/fall operations is utilized for facilities, grounds, beaches, and cemeteries.

**FY2026**

**DPW Priority No.2:**

\$150,000      5500 Platform Bucket Truck (Trk#20)  
Replacement of: #20 2007 Ford F550 Platform Bucket Truck

Utilized for tree work across town as well as for any other aerial work such as the placement of flags, lights, banners, wreaths, etc.

**FY2031**

\$300,000      HWY Loader (Eq#14)  
Replacement of #14 2015 CAT 926M Loader

**FY2031**

\$200,000      19.5k GVW Dump with Plow, Wing & Sander (Trk#15)  
Replacement of #15 2020 RAM 5500 Dump w/Plow, Wing & Sander

**Moultonborough Public Works - FY 26-31 Projects for CIPC - 10/9/2024**

*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
<b><u>Facilities</u></b>			
FY26	\$ 950,000.00	2023 Highway Garage Maint. Bays (Construction)	Building Expansion/Washbay
FY26	\$ 82,000.00	Waste Management Facility Truck Scale Replacement	Replacement
FY26	\$ 50,000.00	HWY Winter Sand Shed Roof Replacement	Replacement
FY26	\$ 32,000.00	DPW/Fleet 10-Ton Vehicle Lift Replacement	Replacement
FY27	\$ 30,000.00	WMF Entrance Automatic Sliding Gate	Replacement
<b><u>Roads</u></b>			
FY26	\$ 1,500,000.00	Annual Road Program	
FY27	\$ 1,500,000.00	Annual Road Program	
FY28	\$ 1,300,000.00	Annual Road Program	
FY29	\$ 600,000.00	Annual Road Program	
FY30	\$ 750,000.00	Annual Road Program	
FY31	\$ 1,100,000.00	Annual Road Program	
<b><u>Projects</u></b>			
FY26	\$ 130,000.00	2023 Columbarium & Cremation Garden (Middle Neck Cemetery)	Cemetery Expansion
<b><u>Equipment</u></b>			
FY26	\$ 110,000.00	2026 3500 1-Ton Platform Dump Body w/ Plow & Sander (Trk#11)	Replaces (#11) vehicle
FY26	\$ 150,000.00	2026 5500 Platform Bucket Truck (Trk#20)	Replaces (#20) vehicle
FY27	\$ 200,000.00	2027 47K GVW Dump w/Plow, Wing & Sander (Trk#9)	Replaces (#9) vehicle
FY28	\$ 110,000.00	2028 3500 1-Ton Utility Body w/ Plow & Sander (Trk#3)	Replaces (#3) vehicle
	\$ 100,000.00	2028 1500 Crew Cab Utility Body (Trk#19)	Replaces (#19) vehicle
FY29	\$ 15,000.00	2028 6-Ton Trailer (HWY Eq#41)	Replaces (#41) equipment
	\$ 40,000.00	2028 NITCO Forklift (WMF Eq#36)	Replaces (#36) equipment
FY30	\$ 110,000.00	2029 3500 1-Ton Utility Body w/Plow & Sander (Trk#1)	Replaces (#1) vehicle
	\$ 500,000.00	2029 Motor Grader (Eq#23)	Replaces (#23) equipment
FY31	\$ 300,000.00	2030 HWY Loader (Eq#14)	Replaces (#14) equipment
	\$ 200,000.00	2030 19.5K GVW Dump with Plow, Wing & Sander (Trk#15)	Replaces (#15) vehicle

# DPW - Roads

## FORM A CAPITAL PROJECT REQUEST Excluding Equipment

Department & Activity: DPW (FY2026 - FY2031)		Date Prepared: 10/7/2024
Contact Person: Chris Theriault		Phone Number: 253-7445
1. Project Title: Road Program	2. Purpose of Project Request Form (Check One)	
3. Department Priority	<input type="checkbox"/> Add a new item to the program <input type="checkbox"/> Delete an item in a year already a part the program <input checked="" type="checkbox"/> Modify a project already in the adopted program	
4. Location: 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 2026	\$1,500,000	
Program year FY 2027	\$1,500,000	
Program year FY 2028	\$1,300,000	
Program year FY 2029	\$600,000	
Program year FY 2030	\$750,000	<u>General Fund</u>
Program year FY 2031	\$1,100,000	
<b>TOTAL SIX YEARS</b>	<b>\$6,750,000</b>	
After Sixth Year	<u>\$1.0M/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		taxes
\$ amount		other Income
purchase of service		Subtotal
materials & supplies		gain from sale of
equipment purchases		replaceable assets
utilities		Total
other		0
Subtotal	( )	
Indirect Operating Costs		10. Submitting Authority
fringe benefits		Chris Theriault
general admin. Costs		10/7/2024
other		Submitted by
Subtotal	( )	DPW Director
Total Operating Cost		Position
Debt Service (P&I)		Signature
Total Operating Cost	0	11. Reserved

## FY 2026 Road Program Summary

<u>Road</u>	<u>Length</u>	<u>Treatment</u>	<u>Cost Per Ft</u>	<u>Total</u>	<u>%</u>
<u>REHABILITATE/RECONSTRUCT</u>					
	<u>13,300</u>	8" Reclaim/Pave	\$ 90.82	\$ 1,207,906	<u>79%</u>
<u>Total Miles:</u>	<u>2.52</u>				
<u>PRESERVATION</u>					
<u>Hot Mix Asphalt Overlay</u>	1,544	Shim/Overlay	\$ 34.00	\$ 52,496	<u>3%</u>
<u>Total Miles:</u>	<u>0.29</u>				
<u>Asphalt Rubber SAM</u>	17,690	Asphalt Rubber SAM	\$ 13.54	\$ 239,523	<u>16%</u>
<u>Total Miles:</u>	<u>3.35</u>				
<u>Crack Sealing</u>	26,685	Crack Sealing	\$ 0.92	\$ 24,617	<u>2%</u>
<u>Total Miles:</u>	<u>5.05</u>				
				<u>\$ 1,524,542</u>	
				<u>\$ 45,736</u>	
				<u>\$ 1,570,278</u>	
				<u>FY2026 Road Program</u>	

# Repair Detail By Year - DPW Working Document

Moultonborough 2017 - Moultonborough\_New  
Not in Original LPPC Program  
2021 Adjustments for \$1M Budget

LAST REVISED:  
10/7/2024

DPW Year (Fiscal)	RSMS Year	Street	SRI	Road Section	Repair Category	Repair	Miles Treated
2026		Atties Rd	13130117		1 Crack Sealing	Crack Seal (Major)	0.26
2026	2023	Far Echo at Neck Intersection			Crack Sealing	Crack Seal (Major)	0.03
2026		Highway Garage Rd	13130158		1 Crack Sealing	Crack Seal (Major)	0.31
2026		Kerie Ct	13130187		1 Crack Sealing	Crack Seal (Major)	0.28
2026		Kona Farm Rd	13130111		2 Crack Sealing	Crack Seal (Major)	0.25
2026		Kona Farm Rd	13130111		3 Crack Sealing	Crack Seal (Major)	0.25
2026		Kona Farm Rd	13130111		4 Crack Sealing	Crack Seal (Major)	0.18
2026		Myers Rd	13130108		1 Crack Sealing	Crack Seal (Major)	0.06
2026		Ossipee Mountain Rd	13130085		1 Crack Sealing	Crack Seal (Major)	0.25
2026		Ossipee Mountain Rd	13130085		2 Crack Sealing	Crack Seal (Major)	0.25
2026		Ossipee Mountain Rd	13130085		3 Crack Sealing	Crack Seal (Major)	0.25
2026		Ossipee Mountain Rd	13130085		4 Crack Sealing	Crack Seal (Major)	0.25
2026		Ossipee Mountain Rd	13130085		5 Crack Sealing	Crack Seal (Major)	0.25
2026		Playground Dr	13130143		1 Crack Sealing	Crack Seal (Major)	0.10
2026		Randall Rd	13130086		3 Crack Sealing	Crack Seal (Major)	0.32
2026		Redding Ln	13130075		5 Crack Sealing	Crack Seal (Major)	0.25
2026		Redding Ln	13130075		6 Crack Sealing	Crack Seal (Major)	0.25
2026		Redding Ln	13130075		7 Crack Sealing	Crack Seal (Major)	0.27
2026		Winaukee Rd	13130065		1 Crack Sealing	Crack Seal (Major)	0.25
2026		Winaukee Rd	13130065		2 Crack Sealing	Crack Seal (Major)	0.25
2026		Winaukee Rd	13130065		3 Crack Sealing	Crack Seal (Major)	0.25
2026		Winaukee Rd	13130065		4 Crack Sealing	Crack Seal (Major)	0.25
2026	2024	Clarks Landing Rd	13130082		1 Overlays	HMA Overlay (1.25")	0.29
2026		Hanson Mill Rd	13130072		3 Pavement Preservation/Maintenance	Asphalt Rubber SAM	0.27
2026		Old Route 109	13130087		7 Pavement Preservation/Maintenance	Asphalt Rubber SAM	0.25
2026		Old Route 109	13130087		8 Pavement Preservation/Maintenance	Asphalt Rubber SAM	0.25

## Repair Detail By Year - DPW Working Document

Moultonborough\_2017 - Moultonborough\_New  
2021 Adjustments for \$1M Budget  
Not in Original LRPC Program

LAST REVISED:  
10/7/2024

DPW Year (Fiscal)	RSM Year	Street	SRI	Road Section	Repair Category	Repair	Miles Treated
2026	2026	Old Route 109	3130087	9	Pavement Preservation/Maintenance	Asphalt Rubber SAM	0.15
2026	2026	Ossipee Mountain Rd	3130085	6	Pavement Preservation/Maintenance	Asphalt Rubber SAM	0.25
2026	2026	Ossipee Mountain Rd	3130085	7	Pavement Preservation/Maintenance	Asphalt Rubber SAM	0.18
2026	2026	Paradise Dr	3130149	1	Pavement Preservation/Maintenance	Asphalt Rubber SAM	0.25
2026	2026	Paradise Dr	3130149	2	Pavement Preservation/Maintenance	Asphalt Rubber SAM	0.25
2026	2026	Paradise Dr	3130149	3	Pavement Preservation/Maintenance	Asphalt Rubber SAM	0.25
2026	2026	Paradise Dr	3130149	4	Pavement Preservation/Maintenance	Asphalt Rubber SAM	0.25
2026	2025	Winaukee Rd	3130065	5	Pavement Preservation/Maintenance	Asphalt Rubber SAM	0.25
2026	2026	Winaukee Rd	3130065	6	Pavement Preservation/Maintenance	Asphalt Rubber SAM	0.25
2026	2026	Winaukee Rd	3130065	7	Pavement Preservation/Maintenance	Asphalt Rubber SAM	0.25
2026	2025	Winaukee Rd	3130065	8	Pavement Preservation/Maintenance	Asphalt Rubber SAM	0.25
2026	2022	Buckingham Terrace	3130065	9	Rehabilitate and Rebuild	8" Reclaim and Pave	0.13
2026	2023	Eagle Shore Rd	3130215	1	Rehabilitate and Rebuild	8" Reclaim and Pave	0.25
2026	2023	Eagle Shore Rd	3130215	2	Rehabilitate and Rebuild	8" Reclaim and Pave	0.25
2026	2023	Eagle Shore Rd	3130215	3	Rehabilitate and Rebuild	8" Reclaim and Pave	0.25
2026	2023	Eagle Shore Rd	3130215	4	Rehabilitate and Rebuild	8" Reclaim and Pave	0.25
2026	2023	Eagle Shore Rd	3130215	5	Rehabilitate and Rebuild	8" Reclaim and Pave	0.20
2026	2022	Wells Ln	3130185	1	Rehabilitate and Rebuild	8" Reclaim and Pave	0.25
2026	2022	Shelley Rd	3130097	2	Rehabilitate and Rebuild	8" Reclaim and Pave	0.38
2026	2022	Shelley Rd	3130097	3	Rehabilitate and Rebuild	8" Reclaim and Pave	0.25
2026	2022	Shelley Rd	3130097	4	Rehabilitate and Rebuild	8" Reclaim and Pave	0.25

2.33

DPW  
Columbarium

FORM A

CAPITAL PROJECT REQUEST

Excluding Equipment

Department & Activity: DPW FY 2024		10/5/2022, Revised 10/10/2023																		
Contact Person: Chris Theriault		Phone Number: 253-7445																		
1. Project Title: Cemetery Columbarium and Cremation Garden		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																		
3. Department Priority		<input checked="" type="checkbox"/> Modify a project already in the adopted program																		
4. Location: Middle Neck Cemetery																				
5. Description: Build Cremation Garden with (2) 64-Niche Columbariums for cremation interments in the Middle Neck Cemetery.																				
5.a. Describe Alternatives Considered: Continue using																				
6. Justification & Useful Life: 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.																				
7. Cost & Recommended Sources of Financing																				
<table border="1"> <thead> <tr> <th>BUDGET FY</th> <th>TOTAL*</th> </tr> </thead> <tbody> <tr> <td>Program year FY 2024</td> <td>\$0</td> </tr> <tr> <td>Program year FY 2025</td> <td>\$230,000</td> </tr> <tr> <td>Program year FY 2026</td> <td></td> </tr> <tr> <td>Program year FY 2027</td> <td></td> </tr> <tr> <td>Program year FY 2028</td> <td></td> </tr> <tr> <td>Program year FY 2029</td> <td></td> </tr> <tr> <td><b>TOTAL SIX YEARS</b></td> <td><b>\$230,000</b></td> </tr> <tr> <td><b>After Sixth Year</b></td> <td></td> </tr> </tbody> </table>		BUDGET FY	TOTAL*	Program year FY 2024	\$0	Program year FY 2025	\$230,000	Program year FY 2026		Program year FY 2027		Program year FY 2028		Program year FY 2029		<b>TOTAL SIX YEARS</b>	<b>\$230,000</b>	<b>After Sixth Year</b>		RECOMMENDED SOURCES OF FINANCING
BUDGET FY	TOTAL*																			
Program year FY 2024	\$0																			
Program year FY 2025	\$230,000																			
Program year FY 2026																				
Program year FY 2027																				
Program year FY 2028																				
Program year FY 2029																				
<b>TOTAL SIX YEARS</b>	<b>\$230,000</b>																			
<b>After Sixth Year</b>																				
General Fund																				
If adjusted for inflation, indicate adjustment percentage here: _____																				
*Interest cost not included.																				
8. Net Effects on Operating Costs (+/-)																				
Direct Costs																				
personnel:	number _____																			
	\$ amount _____																			
purchase of service																				
materials & supplies																				
equipment purchases																				
utilities																				
other																				
Subtotal:	( ) _____																			
Indirect Operating Costs																				
fringe benefits																				
general admin. Costs																				
other																				
Subtotal:	( ) _____																			
Total Operating Cost																				
Debt Service (P&I)																				
Total Operating Cost	0																			
9. Net Effect on Municipal Income (+/-)																				
taxes																				
other income																				
Subtotal																				
gain from sale of replaceable assets																				
Total	0																			
10. Submitting Authority																				
Chris Theriault	10/10/2023																			
Submitted by	Date																			
DPW Director																				
Position																				
Signature																				
11. Reserved																				

From: Chris Theriault ctheriault@moultonboroughnh.gov  
Subject: RE: Added DPW information  
Date: October 18, 2024 at 3:01 PM  
To: Frederick Van Magness fvanmagness@gmail.com

TC

Fred,

1. Here is the link to the photos for the sand/salt shed roof:  
<https://app.companycam.com/galleries/uaEDSDDf>
2. Truck 11 backup quote from 2022 purchase of similar Truck #4;  
Truck 20 Bucket Truck comparison quote
3. I will need to research our work order files for more detail.
4. Cemeteries (as of 10/18/2024):
  - \* Shannon Cemetery has a total of 64 full burial plots (a combination of single and double burial plots) and a total of 39 cremation only plots.
  - \* Middle Neck Cemetery has a total of 1 single burial plot and 4 cremation only plots

Chris Theriault  
Director of Public Works  
Town of Moultonborough  
P.O. Box 139  
Moultonborough, NH 03254  
Ph: 603-253-7445  
ctheriault@moultonboroughnh.gov

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-----Original Message-----

From: Frederick Van Magness <fvanmagness@gmail.com>  
Sent: Thursday, October 17, 2024 7:55 AM  
To: Chris Theriault <ctheriault@moultonboroughnh.gov>  
Subject: Added DPW information

Chris,

Just a few items for follow-up after yesterday's meeting.

1. You indicated you had a video of the Sand / Salt shed roof. Please forward that video or if available, still pictures.
2. Please provide backup quotations for the following:

Truck 11 - 1 Ton Dump Truck

# DPW - Facility Expansion

## FORM A CAPITAL PROJECT REQUEST Excluding Equipment

Department & Activity: DPW (FY 2023, FY 2024)	Prepared: 5/2/2019, Rev. 10/6/2022
Contact Person: Chris Theriault	Phone Number: 253-7445
1. Project Title: FY23, FY24 Facilities HWY	2. Purpose of Project Request Form (Check One)
3. Department Priority	<input type="checkbox"/> Add a new item to the program
4. Location: Highway Garage	<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

5.a. Describe Alternatives Considered: Continue using as-is.

6. Justification & Useful Life: Need additional maintenance bays for mechanical repairs of all town equipment including Police and Fire department fleets. Including a wash bay for cleaning of equipment due to corrosive nature of the winter operations. Need for renovations and upgrades to electrical/mechanical systems.

### 7. Cost & Recommended Sources of Financing

BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY 2021	\$0	
Program year FY 2022	\$0	
Program year FY 2023	\$20,000	
Program year FY 2024	\$20,000	
Program year FY 2025	\$0	General Fund
Program year FY 2026	\$0	
<b>TOTAL SIX YEARS</b>	<b>\$1,270,000</b>	

After Sixth Year

If adjusted for inflation, indicate adjustment percentage here:

\*Interest cost not included.

### 8. Net Effects on Operating Costs (+/-)

#### Direct Costs

personnel: number	_____
\$ amount	_____
purchase of service	_____
materials & supplies	_____
equipment purchases	_____
utilities	_____
other	_____
<b>Subtotal</b>	<b>( )</b> _____

#### Indirect Operating Costs

fringe benefits	_____
general admin. Costs	_____
other	_____
<b>Subtotal</b>	<b>( )</b> _____
<b>Total Operating Cost</b>	_____
<b>Debt Service (P&amp;I)</b>	_____
<b>Total Operating Cost</b>	<b>0</b>

### 9. Net Effect on Municipal Income (+/-)

taxes	_____
other income	_____
<b>Subtotal</b>	_____
gain from sale of replaceable assets	_____
<b>Total</b>	<b>0</b> _____

### 10. Submitting Authority

Chris Theriault 10/6/2022

Submitted by Date

DPW Director

Position

Signature

11. Reserved.

717 Garage  
540 Wash

~~\$125.0~~

higher priority

Environmental Benefit

Wash Bay

Some

# DPW - TRUCK SCALE - WASTE MGMT FACILITY

## FORM A CAPITAL PROJECT REQUEST Excluding Equipment

Department & Activity: DPW (FY 2026)	Prepared: 10/14/2021; Rev. 10/8/2024	
Contact Person: Chris Theriault	Phone Number: 253-7445	
1. Project Title: FY26 WMF Truck Scale Replacement	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: Transfer Station		
5. Description: Waste Management Facility Truck Scale Replacement		
5.a. Describe Alternatives Considered: Continue using.		
6. Justification & Useful Life: The existing WMF Truck scale is used daily to weigh in vehicles carrying demolition debris and to calculate and determine the demo disposal fees at the transfer station. The scale is inspected, calibrated, and licensed annually. The scale indicator was replaced in 2013. The inspection completed in May 2018 indicated a remaining service life of about 10 years. In July 2020, the scale printer was replaced and would be reused and calibrated to the new unit. The useful life is approximately 30 years.		
7. Cost & Recommended Sources of Financing		
<b>BUDGET FY</b>	<b>TOTAL*</b>	<b>RECOMMENDED SOURCES OF FINANCING</b>
Program year FY 2023	\$0	
Program year FY 2024	\$0	
Program year FY 2025	\$0	Municipal Building
Program year FY 2026	\$82,000	Capital Reserve Fund
Program year FY 2027	\$0	
Program year FY 2028	\$0	
<b>TOTAL SIX YEARS</b>	<b>\$82,000</b>	
After Sixth Year		
If adjusted for inflation, indicate adjustment percentage here: 3%		
*Interest cost not included.		
8. Net Effects on Operating Costs (+/-)		9. Net Effect on Municipal Income (+/-)
Direct Costs		
personnel: number		taxes
\$ amount		other income
purchase of service		Subtotal
materials & supplies		gain from sale of
equipment purchases		replaceable assets
utilities		Total 0
other		
Subtotal ( )		
Indirect Operating Costs		10. Submitting Authority
fringe benefits		Chris Theriault 10/8/2024
general admin. Costs		Submitted by
other		DPW Director
Subtotal ( )		Position
Total Operating Cost		Signature
Debt Service (P&I)		11. Reserved
Total Operating Cost	0	

DPW -

DUMP (TRK II)

FORM B CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL					
Department & Activity	DPW (FY 2026)	Date Prepared	7/31/2020, Revised 10/10/2023		
Contact Person	Chris Theriault	Phone Number	253-7445		
1. Project Title & Reference No:	3500 4X4 Platform Dump, Plow, Sander				
2. Form of Acquisition (check appropriate)					
Purchase					
3. Number of Units Requested					
4. Cost	Per Unit	Total			
Purchase price or annual rental	\$	110,000	110,000		
Plus: Installation or other costs	\$				
Less: Trade-In or other discount	\$	7,000	7,000		
Net purchase cost or annual rental	\$		103,000		
6. Number of Similar Items in Inventory	0				
7. Estimated Use of Requested Item(s)					
12 Months per year	Estimated useful life in years				
Weeks per year					
Days per week	10				
Hours per day					
8. Replaced Item(s)					
Item	Make	Age	Maint Costs	Prior Year's 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	X <input type="checkbox"/> Trade-in		<input type="checkbox"/> Sale		
10. Submitting Authority	Submitted by: Chris Theriault Position: DPW Director				Date: 10/10/2023
11. Reserved					



DPW -

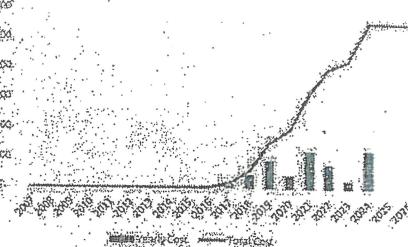
Bucket (TRK 2e)

**FORM B**  
**CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL**

Department & Activity	DPW (FY 2026)		Date Prepared	10/7/2024	
Contact Person	Chris Theriault		Phone Number	253-7445	
1. Project Title & Reference No: 5500 Platform Bucket Truck			4. Cost	Per Unit	Total
2. Form of Acquisition (check appropriate)			Purchase price or annual rental	\$ 150,000	150,000
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	\$ 143,000	143,000
<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	
Sa. Describe Alternatives Considered:			7. Estimated Use of Requested Item(s)		
			12 Months per year	Estimated useful life in years	
			Weeks per year		
			Days per week	15	
			Hours per day		
8. Replaced Item(s)					
Prior Year's					
Item	Make	Age	Maint Costs	Breakdowns	Rental Costs
A. F550 Bucket Truck	Ford (#20)	2007	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: 10/7/2024
11. Reserved					

Vehicle #	Year	Model	Description	Current Miles	Cost
20	2007	FORD F350	Black Truck	624213	\$104,565.74
Current Mileage: 8/15/2024 123,744					
Date	Company	Total Value			
9/19/2016	Meredith Truck	\$ 65.00			
2016 Total	Outside Repair	\$ 65.00			
8/18/2022	Belmax Repair Services LLC	\$ 120.00			
2022 Total	Outside Repair	\$ 120.00			
Total	Outside Repair	\$ 185.00			
Date	Total Hours	Labor Cost	Parts Cost	Total Invoice Cost	
4/19/2017	1.00	\$ 28.10	\$ -	REPAIR	\$ 28.10
9/11/2017	1.00	\$ 24.10	\$ -	PM COST	\$ 24.10
10/30/2017	2.00	\$ 69.30	\$ 151.09	REPAIR	\$ 220.39
2017 Total	Total Repairs				\$ 220.39
3/21/2018	3.00	\$ 69.30	\$ 89.71	PM COST	\$ 159.01
3/23/2018	5.00	\$ 59.20	\$ 425.00	REPAIR	\$ 484.20
4/27/2018	6.00	\$ 92.40	\$ 220.00	REPAIR	\$ 312.40
12/28/2018	4.00	\$ 59.72	\$ 260.72	REPAIR	\$ 320.44
2018 Total	Total Repairs				\$ 320.44
4/1/2019	2.00	\$ 22.00	\$ -	REPAIR	\$ 22.00
7/9/2019	1.50	\$ 35.90	\$ 22.52	REPAIR	\$ 58.42
5/18/2019	6.00	\$ -	\$ 1,227.50	REPAIR	\$ 1,227.50
10/29/2019	5.00	\$ 118.65	\$ 398.60	REPAIR	\$ 518.25
2019 Total	Total Repairs				\$ 518.25
4/6/2020	5.00	\$ 221.57	\$ 221.57	REPAIR	\$ 443.34
6/19/2020	3.00	\$ 24.65	\$ 1.96	REPAIR	\$ 26.59
7/14/2020	0.50	\$ 17.32	\$ 14.00	REPAIR	\$ 25.32
8/27/2020	2.50	\$ 61.58	\$ 58.44	REPAIR	\$ 120.02
10/7/2020	2.00	\$ 49.26	\$ 123.70	REPAIR	\$ 171.96
12/14/2020	2.00	\$ 49.26	\$ -	REPAIR	\$ 49.26
2020 Total	Total Repairs				\$ 49.26
1/16/2021	1.50	\$ 36.50	\$ 20.00	REPAIR	\$ 56.50
3/8/2021	1.00	\$ 24.65	\$ -	REPAIR	\$ 24.65
3/18/2022	23.00	\$ 565.49	\$ 1,051.21	REPAIR	\$ 1,617.69
4/7/2022	6.00	\$ 147.70	\$ 245.33	REPAIR	\$ 393.03
7/9/2022	3.50	\$ 86.21	\$ 167.92	REPAIR	\$ 254.13
7/15/2022	4.00	\$ 98.50	\$ -	REPAIR	\$ 98.50
9/20/2022	2.00	\$ 49.26	\$ -	REPAIR	\$ 49.26
2022 Total	Total Repairs				\$ 49.26
8/7/2022	5.00	\$ 109.89	\$ -	REPAIR	\$ 109.89
8/5/2022	15.50	\$ 261.47	\$ 913.23	REPAIR	\$ 1,174.70
8/13/2022	2.00	\$ 49.26	\$ 80.75	REPAIR	\$ 130.01
9/7/2022	4.00	\$ 98.50	\$ 43.82	REPAIR	\$ 142.34
11/29/2022	2.00	\$ 40.42	\$ 9.08	REPAIR	\$ 49.50
2022 Total	Total Repairs				\$ 49.50
1/6/2023	7.00	\$ 141.47	\$ 207.78	REPAIR	\$ 348.75
10/24/2023	5.00	\$ 107.69	\$ 42.85	REPAIR	\$ 150.54
2023 Total	Total Repairs				\$ 150.54
3/5/2024	7.00	\$ 154.73	\$ 49.36	REPAIR	\$ 204.09
3/23/2024	9.00	\$ 150.73	\$ 472.90	PM COST	\$ 663.63
3/21/2024	20.50	\$ 484.20	\$ 1,162.65	REPAIR	\$ 1,546.85
8/15/2024	2.00	\$ 40.42	\$ 3.92	PM COST	\$ 44.34
8/15/2024	2.00	\$ 40.42	\$ -	REPAIR	\$ 40.42
2024 Total	Total Repairs				\$ 40.42
Internal Total	152.50	\$ 19,746	\$ 7,259.49	REPAIR	\$ 10,978.99
				PM COST	\$ 890.08
Total Value to Maintain Truck		\$			\$ 11,169.05

Truck #20 Maintenance Cost



NO  
PREVENTATIVE  
MAINT. ??

# DPW - Winter Sand Roof

## FORM A CAPITAL PROJECT REQUEST Excluding Equipment

Department & Activity: DPW (FY 2026)	Prepared: 10/8/2024																																				
Contact Person: Chris Theriault	Phone Number: 253-7445																																				
1. Project Title: FY26 HWY Winter Sand Shed Roof 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: DPW Garage																																					
5. Description: DPW/HWY Garage Winter Sand Shed Roof Replacement																																					
5.a. Describe Alternatives Considered: Continue using.																																					
6. Justification & Useful Life: The existing winter sand shed roof has deteriorated and has begun to leak in a few locations. A drone video inspection showed signs of significant deterioration along several areas of the roof. This shed keeps our winter sand and salt supply dry for use during the winter months. Its time to be replaced. Useful life of 25+ years.																																					
7. Cost & Recommended Sources of Financing																																					
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Total Operating Cost _____ 0	11. Reserved																																				

# DPW - Maint. Lift

## FORM A CAPITAL PROJECT REQUEST Excluding Equipment

Department & Activity: DPW (FY 2026)	Prepared: 09/27/2024																																		
Contact Person: Chris Theriault	Phone Number: 253-7445																																		
1. Project Title: FY26 DPW/FLEET 10-Ton Lift	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: DPW Garage																																			
5. Description: DPW/FLEET 20,000-lb (10-Ton) Two-Post Vehicle Lift Replacement																																			
5.a. Describe Alternatives Considered: Continue using.																																			
6. Justification & Useful Life: The existing 12,000-pound (6-Ton) 2-post lift is used to service town vehicles from police, fire, and public works. This unit is not wide enough for most of the vehicles that it is supposed to lift. The lifting arms do not fit well under 1-ton units and are tight under the cruisers. Also, it is having a hard time lifting vehicles close to its weight limit. The lift was inspected by AGT garage tool company for safety in March 11, 2024, the lift is worn and nearing replacement time. The new unit would have the capability of lifting all vehicle from the PD cruisers to DPW RAM 5500s and F550 fire trucks safely due to its larger lifting capacity.																																			
7. Cost & Recommended Sources of Financing																																			
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Debt Service (P&I) _____	11. Reserved																																		
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# Police - Cruisers

## FORM B

### CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity	Police Department	FY 2026	Date Prepared	10/6/24	
Contact Person	Chief Peter W. Beede, Jr.		Phone Number	603-476-2400	
Project Title: Cruiser Replacements		4. Cost	Per Unit	Total	
2. Form of Acquisition (check appropriate)		Purchase price or annual rental \$	50,000.00	100,000.00	
Purchase Two (2)		Plus: Installation or other costs \$	35,000.00	70,000.00	
5. Purpose of Expenditure (check appropriate)		Less: Trade-in or other discount \$			
XX <input type="checkbox"/> Schedule replacement					
XX <input type="checkbox"/> Present equipment obsolete					
XX <input type="checkbox"/> Replace worn-out equipment		Net purchase cost or annual rental \$	85,000.00	170,000.00	
<input type="checkbox"/> Reduce personnel time					
<input type="checkbox"/> Expanded service					
<input type="checkbox"/> New operation					
XX <input type="checkbox"/> Increased safety		12 Months per year	Estimated useful		
<input type="checkbox"/> Improve procedures, records, etc.		52 Weeks per year	life in years		
5a. Describe Alternatives Considered:		7 Days per week	5-7 Years		
		24 Hours per day			
Replaced Item(s)			Prior Year's		
Item	Make	Age	Maint Costs	Breakdowns	Rental Costs
2018 Ford Police Interceptor Utility (Car 181)	Ford	6	\$5,400.00		
2018 Ford Police Interceptor Utility (Car 182)	Ford	6	\$5,200.00		
9. Recommended Disposition of Replacement Item(s)					
<input type="checkbox"/> Possible used by other agencies	XX <input type="checkbox"/> Trade-in		<input type="checkbox"/> Sale		
10. Submitting Authority		Submitted by:	Peter W. Beede, Jr.		Date: 10/6/24
		Position:	Chief of Police		
11. Reserved					

## Police - Deone

**FORM B**

## CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

## 11. Reserved

# Police DRONE Revised - \$28K

## Drone Suppliers:

We looked at two companies who currently offer Law Enforcement drones with the capabilities we are interested in made in America. Both companies offer like capabilities; in night vision, deployment of devices (i.e. life vests) and time on target/loiter time.

### Cost analysis:

BRINC offered a drone package which included one drone, training, and maintenance, for approximately 80k for three years, with a new drone issued every 2 years. However, at the end of the contract to continue maintenance of the drone, the contract needs to be renewed for the same price.

Uniform Sierra offers one drone for approximately \$26,000 and a maintenance contract of \$4,000 per year to maintain the drone. The drone and its onboard capabilities are guaranteed for five years. After five years it is not guaranteed the software will still be up to date, however the drone will still operate in the last configuration based on our maintenance contract

We found Uniform Sierra to be more compatible with our needs.

### Applicable Law:

Congress through National Defense Authorization Act language discontinued the use of all Chinese manufactured drones by agencies in the U.S.

A bill has been passed by the house and senate to outlaw the use of all Chinese manufactured drones or drone parts in the U.S. by any federal, state, or municipal government entity.

The penalties for violating this is forfeiture of grants issued by Federal or State agencies, and fines.

The State of NH currently only has one RSA applicable to drones in that no person can surveil anyone with a drone who is hunting, fishing or trapping or on their private property for the purposes of gaining information about that person. Currently there are two bills making their way through the legislative branch which will put further restrictions on drone use in the state. Our policies for use will mirror this language as federal law has already enacted most of this language. Other PDs in the state have put this into their policies. (I have attached the language to this email)

### **Compliance with Federal Law:**

BRINC could not provide a guarantee of compliance with the federal law and could not guarantee long term compliance. (Based on my research it appears their camera system is manufactured with Chinese sourced parts).

Uniform Sierra issues a letter approved by DOJ that their drone is fully compatible with federal law and can be further modified with software depending on other laws passed. This also includes FAA Requirements and identification of the drone.

### **Calls for service:**

- Search for missing person earlier this year on Lee Rd
- Deployment of a life vest to individuals who fell through the ice
- Search for suspect who ran into wooded area

### **Response time:**

Based on mapping by each company, and strategic launch sites, the drone can be on station in most areas of town, performing search and rescue functions within 2 minutes or less.

As an example, if an individual was drowning in Braun Bay, we could launch the drone from the PD with a life vest and drop a life vest to that person in 2:30 minutes or less depending on deployment time.

### **Grant programs:**

Currently there are no applicable grant programs for the purchase of a drone, however there are grants for things like training, and NARCAN deployment. We could likely gain some money through a NARCAN program if we offered the ability to deploy NARCAN via drone.

### **Training:**

Each company offers training on the system. Each officer would need to attend at minimum FAA observer training (online free course). Any operator would need to be certified by the FAA. This would require online course time, a test, and final certification. Cost is officer pay rate, travel with car to Sanford ME for testing, and final certification per officer (around \$300).

# Police-Radios

## FORM B

### CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity	Police Department	FY 2026	Date Prepared	10/6/24
Contact Person	Chief Peter W. Beede, Jr.		Phone Number	603-476-2400
Project Title: PD Portable Radio Replacement		4. Cost		
		Per Unit	Total	
2. Form of Acquisition (check appropriate)		Purchase price or annual rental \$		52,500.00
Purchase		2,625.00		
Twenty (20)		Plus: Installation or other costs \$	\$1,090.00	\$21,800.00
5. Purpose of Expenditure (check appropriate)		Less: Trade-in or other discount \$		
<input type="checkbox"/> Schedule replacement				
XX	<input type="checkbox"/> Present equipment obsolete	Net purchase cost or annual rental \$	3,715.00	74,300.00
XX	<input type="checkbox"/> Replace worn-out equipment			
<input type="checkbox"/> Reduce personnel time		6. Number of Similar Items in Inventory	16+	
<input type="checkbox"/> Expanded service				
<input type="checkbox"/> New operation				
XX	<input type="checkbox"/> Increased safety	12 Months per year		Estimated useful
<input type="checkbox"/> Improve procedures, records, etc.		52 Weeks per year		life in years
5a. Describe Alternatives Considered:		7 Days per week		7 years
		24 Hours per day		
Replaced Item(s)		Prior Year's		
Item		Make	Age	Maint Costs
Motorola APX6000Li Portable Radios		Motorola	7+	Breakdowns
				Rental Costs
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:		Peter W. Beede, Jr.		Date: 10/6/24
Position:		Chief of Police		
11. Reserved				

# LIBRARY

October 22, 2024

To: Capital Improvement Plan Committee, Town of Moultonborough  
From: John Buckley, Chairperson of Moultonborough Public Library Board of Trustees  
RE: FY25-30 Capital Improvement Plan for the Moultonborough Public Library

Enclosed is a copy of the Moultonborough Public Library's Capital Improvement Plan for fiscal years 2025-2030.

The Library Board of Trustees is requesting the amount of \$68,000.00 from the taxpayers to fund the Library's Capital Reserve Fund. This request will be made by a warrant article at the March 2025 business town meeting.

The Library Board of Trustees is pleased to be working with the Capital Improvement Plan Committee to reduce annual tax impacts and ensure proper planning for the care and maintenance of the library facility.

Respectfully submitted,  
John Buckley

# LIBRARY



	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Capital Reserve Fund Starting Balance	\$28,891	\$23,036	\$24,996	\$68,916	\$6,916	\$7,916
Total to be spent in Year	\$40,855	\$66,040	\$24,080	\$130,000	\$67,000	\$45,000
Addition to Capital Reserve Fund	\$35,000	\$68,000	\$68,000	\$68,000	\$68,000	\$68,000
Year End Balance	\$23,036	\$24,996	\$68,916	\$6,916	\$7,916	\$30,916
<b>Itemized spending</b>						
LED Lighting install (2023)						
Roof replacement (2006) (20-30 years)					\$125,000	
Roof repairs	\$2,842					
Well pump new building (20 years)		\$4,000				
Well pump old building (2024) (20 years)		\$3,013				
Water Filtration		\$7,500				
Pressure tank old building (2024) (5 years)		TBD				
Pressure tank new building boiler room (2024) (5 years)		\$1,500				
Pressure tank new building basement stacks (2024) (5 years)		\$1,500				
Hot Water Heater new building (2024)		\$3,000				
Carpet replacement						
Program room floor replacement						
Flooring (other) replacement						
Entrance doors and openers replacement (30 years)						
Technology upgrades (5 years)		\$35,000				
Multipurpose copier, printer, scanner (every 5 years)					\$7,000	
<b>HVAC Systems</b>						
Boiler old basement (2006) (20 years)						\$35,000
Boiler new building (2006) (20 years)						\$50,000
AC unit and condenser old building 1 (2023) (15 years)						
AC unit and condenser old building 2 (15 years)						
AHU and condenser 1 new building (20 years)		\$18,000				
AHU and condenser 2 new building (20 years)		\$18,540				
AHU and condenser 3 new building (2024) (20 years)						
AHU and condenser 4 new building (20 years)			\$19,080			
Unanticipated expenses	\$7,000	\$5,000	\$5,000	\$5,000	\$10,000	\$10,000

CR 159 - 2021 TM

ARTICLE 10

To see if the Town will vote to establish a Library Building Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of ~~repairs and maintenance of the library building~~, and to raise and appropriate the sum of Ten Thousand Dollars (\$10,000) to be placed in this fund and to further appoint the Library Board of Trustees as agents to expend from this fund.

(Recommended by Selectmen 5 Yes 0 No)

(Recommended by Advisory Budget Committee 5 Yes 0 No)

Article 10 was moved by Jane Harrington and seconded by Scott Bartlett.

This article was voted in the affirmative by a show of voter cards.

LIBRARY

# Recreational - Ice Rink Roof

**FORM A**  
**CAPITAL PROJECT REQUEST**  
**Excluding Equipment**

Department & Activity Recreation - Ice Rink Improvement - Roof & maintenance shed improvement		Date Prepared 9/23/2024
Contact Person Dan Sturgeon		Phone Number 603-476-8868
1. Project Title: Ice rink & maintenance shed Improvement		2. Purpose of Project Request Form (Check One)
3. Department Priority : #1		<input type="checkbox"/> Add a new item to the program
4. Location: Kraine Meadow Park		<input type="checkbox"/> Delete an item in a year already a part the program
5. Description: Adding an open metal roof structure to cover the ice rink and upgrade the maintenance shed		<input checked="" type="checkbox"/> Modify a project already in the adopted program
5.a. Describe Alternatives Considered:		
6. Justification & Useful Life: See attached materials		
7. Cost & Recommended Sources of Financing		
<b>BUDGET FY</b>		<b>TOTAL*</b>
Program year FY	2025	\$175,617.20
Program year FY	2026	\$175,617.20
Program year FY	2027	\$175,617.20
Program year FY	2028	\$175,617.20
Program year FY	2029	\$175,617.20
Program year FY		
<b>TOTAL SIX YEARS</b>		
After Sixth Year		\$878,086
If adjusted for inflation, indicate adjustment percentage here:		
*Interest cost not included.		
8. Net Effects on Operating Costs (+/-)		
Direct Costs		
personnel:		
\$ amount		
purchase of service		
materials & supplies		
equipment purchases		
utilities		
other		
Subtotal	( )	
Indirect Operating Costs		
fringe benefits		
general admin. Costs		
other		
Subtotal	( )	
Total Operating Cost		
Debt Service (P&I)		
Total Operating Cost		
RECOMMENDED SOURCES OF FINANCING		
Taxation - Financing		
Taxation - Financing		
Taxation - Financing		
Taxation - Financing		
Taxation - Financing		
Taxation - Financing		
9. Net Effect on Municipal Income (+/-)		
taxes		
other income		
Subtotal		
gain from sale of replaceable assets		
Total		
10. Submitting Authority		
Submitted by	Date	
Dan Sturgeon	9/23/2024	
Position		
Director of Recreation & Leisure Activities		
Signature <i>Daniel Sturgeon</i>		
11. Reserved		

# Schools - CABLING

FORM A

## CAPITAL PROJECT REQUEST

### Excluding Equipment

Department & Activity Moultonborough School District		Date Prepared Sept 30, 2024
Contact Person Amanda Bergquist		Phone Number 476-5247
1. Project Title Cabling for Cat 6	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 School District		
5. Description Replace and Update all cabling in both building for secure internet and wi-fi access.		
5.a. Describe Alternatives Considered:		
6. Justification & Useful Life Improves Security and internet speeds to allow students to connect and stay connected to the internet while testing and learning. Recommended by Insurance company and Cybersecurity company. To protect student and financial information. <b>FY 26 MCS &amp; MA</b>		
7. Cost & Recommended Sources of Financing		
<b>BUDGET FY</b> Program year FY \$575,000.00 Program year FY _____		<b>TOTAL*</b> RECOMMENDED SOURCES OF FINANCING _____ _____
This item does not have a scheduled date at this time. It's possible to do portions each year. This is a verbal estimate from Telenet Communications to get an idea of the cost for the project.		
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 (+/-)
<p>Direct Costs</p> <p>personnel: number _____  \$ amount _____</p> <p>purchase of service _____</p> <p>materials &amp; supplies _____</p> <p>equipment purchases _____</p> <p>utilities _____</p> <p>other _____</p> <p>Subtotal ( ) _____</p> <p>Indirect Operating Costs</p> <p>fringe benefits _____</p> <p>general admin. Costs _____</p> <p>other _____</p> <p>Subtotal ( ) _____</p> <p>Total Operating Cost _____</p> <p>Debt Service (P&amp;I) _____</p> <p>Total Operating Cost _____</p>		<p>taxes _____  other income _____  Subtotal _____  gain from sale of  replaceable assets _____  Total _____</p> <p>10. Submitting Authority</p> <p>Submitted by _____ Date _____</p> <p>Position _____</p> <p>Signature _____</p> <p>11. Reserved</p>

# NHMBB New Hampshire Municipal Bond Bank

## Schools Bond Repayment

July 11, 2024

Amanda Bergquist  
Business Administrator  
Moultonborough School District  
PO Box 419  
Moultonborough, NH 03254

Dear Amanda:

The Bond Bank held another successful bond sale on July 10, 2024.

Your 15-year loan for \$7,344,000.00 has a True Interest Cost (TIC) of approximately 3.46%.

Total Proceeds:	\$ 8,153,211.00
Premium:	\$ 809,211.00
End Loan Amount:	\$ 7,344,000.00

Please fax or mail the attached wire confirmation form to the Bond Bank by August 1, 2024. The bond and other certificates you receive from your Bond Counsel must be returned directly to them by July 23, 2024, as closing is scheduled for August 7, 2024.

As outlined in the loan agreement, going forward, all future bond payments for this loan and all previous loans will be due 30 days in advance. The Bond Bank also requires that yearly financial audits be furnished to the bank upon completion as long as any municipal bonds remain outstanding.

If you have any questions or comments, please call me at 271-2595 or toll-free at (800) 393-6422.

Sincerely,

Tammy St. Gelais  
Executive Director

## **Impact of the premium to your bond issue.**

Current market conditions are such that with borrowing rates as low as they are, investors want coupon rate protection (protection against future rising interest rates and having to resell the securities at less than face value, which makes them less liquid) and are willing to pay a premium (an up-front cash payment) in exchange for higher coupon rates on the bonds.

In the Bond Bank's bond issue, we were advised by our financial advisers, who were in turn advised by the trading desks of several investment banking firms, that the market would likely want to pay a premium of approximately **\$12,145,961.01** on a bond issue the size of 2024 Series C, and that not allowing the premium would likely negatively impact your borrowing rates by at least 10 to 15 basis points (10 basis points equals 1/10 of 1%). We often strive to accommodate what the market wants to the extent possible, as this will generally result in the lowest possible borrowing rate for our participants.

New Hampshire law allows that any premium received upon the sale of bonds or notes be used toward the capital project for which the borrowing occurred. Therefore, each participant in 2024 Series C received a pro-rata share of the premium, which was used to reduce the amount of bonds issued by each participant. The net borrowing rate, factoring in the receipt of the premium, is less than it would have been had the Bond Bank constrained the bidding and prevented premium bids. As a result, even though the coupon rates are higher, they apply to a lesser amount of bonds than originally anticipated. This methodology has been routinely used by a number of municipalities in New Hampshire to accommodate the issuer's goal of achieving the lowest net borrowing rate, the market's interest in premium bonds, and New Hampshire law regarding the use of bond premiums.

### Moultonborough School District

Total Proceeds:	\$8,153,211.00
Premium Received:	<u>\$809,211.00</u>
Total Loan Amount:	<u>\$7,344,000.00</u>

# NHMBB New Hampshire Municipal Bond Bank

2024/SERIES/C: NON GUARANTEED

15 YEAR DEBT SCHEDULE FOR

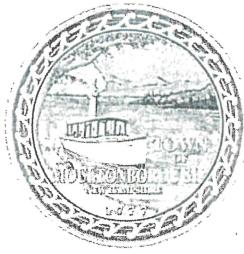
MOULTONBOROUGH SCHOOL DISTRICT

Beginning January 1, 2025, All debt service payments will be required to be paid by ACH/Wire.

DATE PREPARED	07/12/24	Total Proceeds	\$8,153,211.00
BONDS DATED	07/10/24	Premium to Reduce Loan	\$809,211.00
INTEREST START DATE	08/07/24	Amount of Loan to be Paid	\$7,344,000.00
FIRST INTEREST PAYMENT	02/15/25		
TRUE INTEREST RATE	3.46%		

DEBT YEAR	PERIOD ENDING	PRINCIPAL OUTSTANDING	PRINCIPAL	RATE	INTEREST	TOTAL PAYMENT*	FISCAL YEAR	OUTSTANDING TOTAL PAYMENT	INTEREST
	02/15/25								
1	08/15/25	\$7,344,000.00	\$489,600.00	5.100%	137,272.00	\$195,595.20	\$195,595.20	\$2,809,080.00	
	02/15/26								
2	08/15/26	6,854,400.00	489,600.00	5.100%	174,787.20	174,787.20	664,397.20	2,417,020.80	
	02/15/27								
3	08/15/27	6,364,800.00	489,600.00	5.100%	162,302.40	162,302.40	651,902.40	2,109,931.20	
	02/15/28								
4	08/15/28	5,875,200.00	489,600.00	5.100%	149,817.60	149,817.60	639,417.60	1,797,811.20	
	02/15/29								
5	08/15/29	5,385,600.00	489,600.00	5.100%	137,332.80	137,332.80	776,750.40	1,510,660.80	
	02/15/30								
6	08/15/30	4,896,000.00	489,600.00	5.100%	124,848.00	124,848.00	751,780.80	1,248,480.00	
	02/15/31								
7	08/15/31	4,406,400.00	489,600.00	5.100%	112,363.20	112,363.20	726,811.20	1,011,268.80	
	02/15/32								
8	08/15/32	3,916,800.00	489,600.00	5.100%	99,878.40	99,878.40	589,478.40	799,027.20	
	02/15/33								
9	08/15/33	3,427,200.00	489,600.00	5.100%	87,393.60	87,393.60	576,993.60	611,755.20	
	02/15/34								
10	08/15/34	2,937,600.00	489,600.00	5.100%	74,908.80	74,908.80	651,902.40	449,452.80	
	02/15/35								
11	08/15/35	2,448,000.00	489,600.00	5.100%	62,424.00	62,424.00	626,932.80	512,120.00	
	02/15/36								
12	08/15/36	1,958,400.00	489,600.00	5.100%	49,939.20	49,939.20	601,963.20	399,766.80	
	02/15/37								
13	08/15/37	1,468,800.00	489,600.00	5.100%	37,454.40	37,454.40	576,993.60	112,363.20	
	02/15/38								
14	08/15/38	979,200.00	489,600.00	5.100%	24,969.60	24,969.60	514,569.60	49,939.20	
	02/15/39								
15	08/15/39	489,600.00	489,600.00	5.100%	12,484.80	12,484.80	502,084.80	12,484.80	
	TOTALS		\$7,344,000.00		\$3,004,675.20	\$10,348,675.20	\$10,348,675.20		(0.00)

\*Debt service payments are due 30 days prior to the payment date per sections four and five of the loan agreement



*Office of Selectmen*  
Town of Moultonborough  
6 Holland Street - PO Box 139  
Moultonborough, NH 03254  
(603) 476-2347 \* Fax (603) 476-5835

### Board of Selectmen Agenda Report

**Date:** November 7, 2024

**To:** Board of Selectmen

**From:** Thomas Hughes, Town Assessor 

**Subject:** MBLU# 164/001, 11 Hanson Mill Rd – James & Marion Demond –  
RSA 76:21 Prorated Assessment for Damaged Building.

**Recommended Motion:** Motion to approve an RSA 76:21 - Prorated Assessment for Damaged Buildings and a subsequent \$499.00 tax abatement, for the residence located at 11 Hanson Mill Road and owned by James & Marion Demond.

**Background:** On September 6, 2024, buildings at 11 Hanson Mill Road suffered damage due to a garage fire. The detached garage burned beyond repair and has since been razed. The house received significant fire, smoke and water damage. Based on the age, quality and construction of the house, it is considered a total loss.

The owner indicated that they plan on razing the house and replacing it with a modular home. Due to a backlog of orders, it is estimated that the modular home will not be on-site and complete before the spring of 2025. Based on the current construction market, the timeline seems reasonable.

RSA 76:21 - Prorated Assessment for Damaged Buildings states that “whenever a taxable building is damaged due to unintended fire or natural disaster to the extent that it renders the building not able to be used for its intended use, the assessing officials shall prorate the assessment for the building for the current tax year and that “the proration of the building assessment shall be based on the number of days that the building was available for its intended use divided by the number of days in the tax year, multiplied by the building assessment.”

The buildings were available for their intended use for 158 days or approximately 43% of the tax year. Based on the current assessed building and associated features value of \$155,600, the prorated assessment of these improvements is \$67,350 (after accounting for rounding constraints within the assessing system). Upon factoring in this prorated value, the total 2024 assessment is reduced from \$265,600 to \$177,350.

Based on the 2024 tax rate of \$5.65 per \$1,000 of assessed value, the proration results in a tax abatement of \$499.00 due to the taxpayer.

**Fiscal Impact:** \$499.00

FOR MUNICIPALITY USE ONLY:

Town File No.: 2024-03

Taxpayer Name: Demond

**RSA 76:16 ABATEMENT APPLICATION TO MUNICIPALITY**

**SECTION A. Party(ies) Applying (Owner(s)/Taxpayer(s))**

Name(s): James & Marion Demond

Mailing Address: 11 Hanson Mill Rd, Moultonborough, NH 03254

Telephone Nos.: (Home) \_\_\_\_\_ (Cell) 603-630-1479 (Work) \_\_\_\_\_ (Email) \_\_\_\_\_

Note: If an abatement is granted and taxes have been paid, interest on the abatement shall be paid in accordance with RSA 76:17-a. Any interest paid to the applicant must be reported by the municipality to the United States Internal Revenue Service, in accordance with federal law. Prior to the payment of an abatement with interest, the taxpayer shall provide the municipality with the applicant's social security number or federal tax identification number. Municipalities shall treat the social security or federal tax identification information as confidential and exempt from a public information request under RSA 91-A.

**SECTION B. Party's(ies') Representative if other than Person(s) Applying (Also Complete Section A)**

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Nos.: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_ (Email) \_\_\_\_\_

**SECTION C. Property(ies) for which Abatement is Sought**

List the tax map and lot number, the actual street address and town of each property for which abatement is sought, a brief description of the parcel, and the assessment.

<u>Town Parcel ID#</u>	<u>Street Address/Town</u>	<u>Description</u>	<u>Assessment</u>
<u>164-001</u>	<u>11 Hanson Mill Road</u>	<u>Improved Residential</u>	<u>\$265,600</u>

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**SECTION J. Disposition of Application\* (For Use by Selectmen/Assessor)**

\*RSA 76:16, II states: the municipality “shall review the application and shall grant or deny the application in writing by July 1 after notice of tax date . . .”

Abatement Request: GRANTED X Revised Assessment: \$ 177,356 DENIED \_\_\_\_\_

Remarks: On September 6, 2024, buildings at 11 Hanson Mill Road suffered damage due to a garage fire. The detached garage burned beyond repair and has since been razed. The house received significant fire, smoke and water damage. Based on the age, quality and construction of the house, it is considered a total loss.

The owner indicated that they plan on razing the house and replacing it with a modular home. Due to a backlog of orders, it is estimated that the modular home will not be on-site and complete before the spring of 2025. Based on the current construction market, the timeline seems reasonable.

RSA 76:21 - Prorated Assessment for Damaged Buildings states that “whenever a taxable building is damaged due to unintended fire or natural disaster to the extent that it renders the building not able to be used for its intended use, the assessing officials shall prorate the assessment for the building for the current tax year and that “the proration of the building assessment shall be based on the number of days that the building was available for its intended use divided by the number of days in the tax year, multiplied by the building assessment.”

The buildings were available for their intended use for 158 days or approximately 43% of the tax year. Based on the current assessed building and associated features value of \$155,600, the prorated assessment of these improvements is \$67,350 (after accounting for rounding constraints within the assessing system). Upon factoring in this prorated value, the total 2024 assessment is reduced from \$265,600 to \$177,350.

Based on the 2024 tax rate of \$5.65 per \$1,000 of assessed value, the proration results in a tax abatement of \$499.00 due to the taxpayer.

The amount to be abated is: **\$499.00 (plus any applicable interest)**

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Date: 11/21/2024

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(Selectmen/Assessor Signature)

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## MEMORANDUM – OFFICE OF THE HUMAN RESOURCE DIRECTOR

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**TO:** Select Board  
**FROM:** Robin Reade, HR Director  
**RE:** Wage Survey-Comparable Towns  
**DATE:** November 14, 2024  
**CC:** Carter Terenzini, Interim Town Administrator,  
Department Heads

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I am submitting a list of communities that I propose are comparable to the Town of Moultonborough in many aspects and should be used for our upcoming wage survey.

I started with a wage survey for Sandwich NH that I provided data for. They returned the results, and I used this report for my base communities. We then requested Department Heads to make recommendations of communities they would want to see represented in the survey.

I settled on a 45-minute commuting radius for the chosen communities. In NH the average travel to work time is 30 minutes. I then eliminated any town with a population of 3,000 or less.

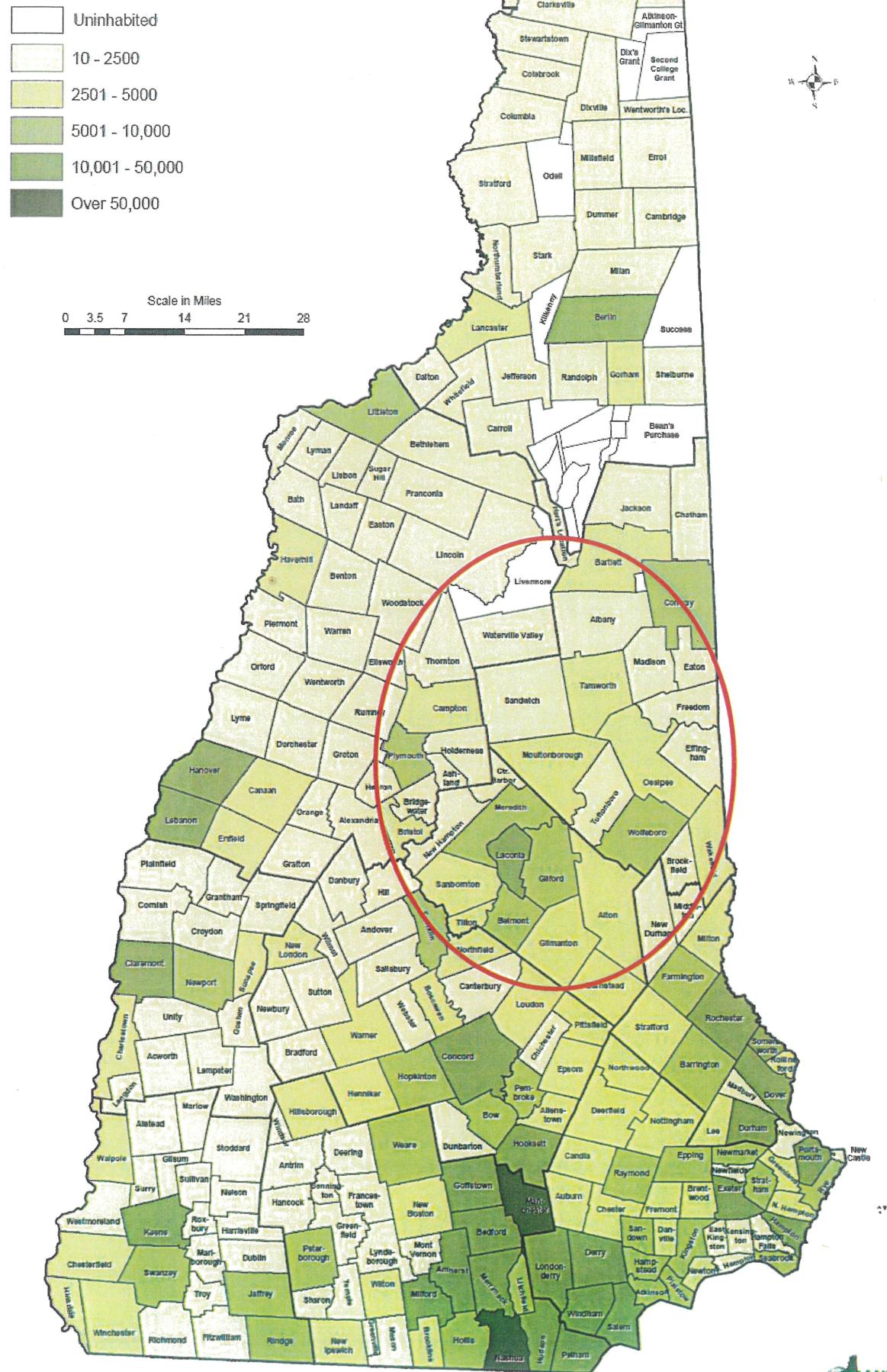
I started with 25 communities within the travel radius, included are 4 recommended by Dept. Heads. I eliminated a total of 9 due to population. Leaving a total of 16 comparable communities to use in the wage survey.

### Comparable Communities:

Alton  
Barnstead  
Belmont  
Bristol  
Conway  
Gilford  
Gilmanton  
Laconia  
Meredith  
Northfield  
Ossipee  
Plymouth  
Sanbornton  
Tilton  
Wakefield  
Wolfeboro

## New Hampshire Municipalities 2000 Population

Source: US Census



**Moultonborough Public Works**  
**Staff Report**  
**2025 10-Wheel Dump Truck with Plow/Wing/Sander**  
**November 14, 2024**

**Background:** As part of the 2024 Warrant, Article 13: Public Works Equipment was voted on and approved at Town Meeting.

**Issue:** Replacement of Highway Department 2009 Freightliner M916A3 10-wheel dump truck.

**Discussion:** As part of the purchasing process, we issued an Invitation for Bids dated October 3, 2024 to provide the town with a 2025 10-Wheel Dump Truck with Municipal Plow Equipment. The Bids received and opened on October 31, 2024 are as follows:

	<u>A. Cab/Chass.</u>	<u>B.Equipment</u>	<u>C.Sub-Total</u>	<u>D.Trade-In</u>	<u>E. Total</u>
<u>Allegiance Truck:</u>	\$145,000	\$192,888	\$337,888	\$30,000	\$307,888
<u>Viking Cives:</u>	No Bid	\$192,888	No Bid	No Bid	No Bid
<u>Advantage Truck Group:</u>	\$179,590	\$185,750	\$365,340	No Bid	\$365,340
<u>Freightliner &amp; Western</u> <u>Star of Maine:</u>	\$173,948	\$192,888	\$366,836	\$25,000	\$341,836

*NOTE: Please see attached Bid Opening Results and note that Allegiance Truck did not acknowledge and did not bid on the issued Addendum No.1 Bid Form.*

**Fiscal Impact:** To be expended from approved 2024 Warrant Article 13 (\$350,000).

**Recommendation:** The Board of Selectmen approve the request as follows: "Motion to purchase the 2025 Western Star 47X, as specified, from Freightliner & Western Star of Maine, and to purchase the Dump Body and Municipal Plow Equipment, as specified, from Viking Cives (including extended warranties, emergency lights, radio, and other upfitting requirements) in the amount of \$366,836."

**Prepared by:** Christopher Theriault, Director of Public Works.

11/14/2024

**TOWN OF Moultonborough Bid Request**  
**FY2025 55K GVW 10-WHEEL TRUCK WITH DUMP BODY, PLOW, WING, AND SANDER**

		BIDDER #1		BIDDER #2		BIDDER #3		BIDDER #4		BIDDER #5	
		Allegiance Truck Original Bid		Allegiance Truck Duplicate to Original Bid		Viking Cives (USA)		Advantage Truck Group		Freightliner & Western Star of Maine	
	ADDENDUM #1	NO	NO	NO	NO	NO	YES	YES			
	CLERKS CERTIFICATION OR DIRECT CONSENT	NO	NO	NO	NO	NO	NO	NO	DIRECT CONSENT		
A	CURRENT MODEL YEAR 55K GVW 10-WHEEL CAB & CHASSIS	\$ 145,000.00	\$ -	\$ 145,000.00	\$ -	\$ -	\$ 179,590.00	\$ 143,948.00	\$ -		
B	DUMP BODY, PLOW PACKAGE AND SANDER	\$ 192,888.00	\$ 192,888.00	\$ 192,888.00	\$ 192,888.00	\$ 192,888.00	\$ 185,750.00	\$ 192,888.00	\$ 192,888.00		
C	TOTAL	\$ 337,888.00	\$ 192,888.00	\$ 337,888.00	\$ 192,888.00	\$ 192,888.00	\$ 365,340.00	\$ 366,836.00	\$ 192,888.00		
D	TRADE IN ALLOWANCE	\$ 30,000.00	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -	\$ 25,000.00	\$ -		
E	TOTAL	\$ 307,888.00	\$ 192,888.00	\$ 307,888.00	\$ 192,888.00	\$ 192,888.00	\$ 365,340.00	\$ 341,836.00	\$ 192,888.00		
		Viking Cives (USA) Build		Viking Cives (USA) Build		H.P. Fairfield Build		<i>Item A should have read \$173,948.00</i>		Viking Cives (USA) Build	
	DELIVERY TIME	180-270 DAYS	198-260 DAYS	180-270 DAYS	198-260 DAYS	198-260 DAYS	365 DAYS	260 DAYS	198-260 DAYS		

**TOWN OF MOULTONBOROUGH, NH**  
**PUBLIC WORKS DEPARTMENT**

**SERVICE CONTRACT**  
**Winter Maintenance 2024-2025**

The Town of Moultonborough, acting by and through its Public Works Director, herewith enters into a Service Contract (“Contract”) for services and equipment lease for snow and ice removal and/or treatment of town or private roads.

\_\_\_\_\_ shall provide insured and qualified the operator(s) to perform those functions as identified herein.

**Terms defined:**

“**Town**,” shall hereafter mean the Town of Moultonborough, corporate body politic, acting by and through its Public Works Director.

“**Contractor**,” shall hereafter mean the firm or individual providing the operator(s) to perform the Services.

“**Services**” shall hereafter mean Snow & Ice Removal and/or Treatment as specified herein or in any executed addendum.

**Terms and Conditions:**

1. Any specifications, amendments or modifications to this Service Contract shall be clearly and legibly printed in ink or typewritten and signed by the parties through those authorized to execute an agreement on their behalf. Subsequent to execution by the parties, they shall be appended to this Contract as an addendum thereof.
2. The Contractor shall indemnify, defend and save harmless the Town, its officials, employees and agents from and against any demand, suit, action or claim for damages, equitable relief, statutory relief, penalties, interest, costs and/or attorney’s fees on account of bodily injury, personal injury, death, property damage, economic injury, statutory violations sustained by any person, persons, entity, or entities arising from the acts or omissions of the Contractor, its officers, employees, agents, representatives and subcontractors. This covenant shall survive the termination of this Contract.
3. The Contractor shall obtain and maintain in force during the term of this Contract comprehensive general liability insurance including contractual coverage in amounts not less than one million dollars (\$1,000,000.00) per occurrence – two million dollars (\$2,000,000.00) in the aggregate. This insurance must include both bodily injury and property damage coverage, as well as contractual liability coverage. The Contractor shall obtain and maintain in force during the term of this Contract automobile liability insurance in an amount

not less than one million dollars (\$1,000,000.00) combined single limit. The automobile policy obtained must provide coverage for all owned, non-owned and hired vehicles.

4. The Contractor hereby agrees to purchase and maintain as required by New Hampshire RSA 281-A, Workers' Compensation Law, the appropriate Workers' Compensation Insurance to cover all claims of principals, officers, employees, and agents of the Contractor. Should the Contractor fail to purchase and maintain such insurance, and should the Town be found liable to principals, officers, employees and agents of the Contractor, the Town may recover from the Contractor the amount of any medical costs and compensation paid to or on behalf of the principals, officers, employees and agents of the Contractor and any expenses relating to claims filed under the provisions of Workers' Compensation.
5. Prior to the beginning of the contract the Contractor shall provide a Certificate of Insurance to the Town of Moultonborough demonstrating the required insurance coverages. The policy shall be the standard form employed in the State of New Hampshire, issued by an insurance company authorized to do business in the state of New Hampshire, and written through a company having a rating with A.M. Best or other such rating company of A- or better. It shall name the Town as certificate holder and provide that the Town and their officers, employees, and agents are named as additionally insured on the General Liability policy and adding them by endorsement to the extent required by the insurance policy to effectuate additional insured status. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the Town of Moultonborough.
6. Contractor and Town agree that any physical damage to Contractor's vehicles, property and equipment shall be the exclusive financial responsibility of the Contractor, and Contractor, therefore, releases the Town from any such liability and waives all claims that the Town, its officials, and employees are financially responsible for any property damage to Contractor's vehicles, property, and equipment. Contractor shall also be financially responsible to and shall fully repair or replace any Town equipment or property that is damaged or destroyed as a result of the operations or use of Contractor, its officers, employees, subcontractors, agents, or representatives.
7. The Contractor shall ensure that all equipment and operators are lawfully registered, inspected, and licensed, and that they comport with all applicable state and federal laws, including but not limited to NHDMV rules and regulations relative to the operation of commercial vehicles, i.e., CDL licensing, Medical Cards. Failure to comply with applicable law will result in immediate termination of the Contract.
8. The Contractor shall mobilize its plowing equipment within two (2) hours of being notified to do so. Said equipment shall remain in continuous operation, suitable to the working conditions, with due diligence until the Town notifies the Contractor to cease operations.
9. This Contract may be terminated by (a) mutual agreement of the parties, (b) the Town for a failure of the Contractor to mobilize as directed or (c) either party for a breach of the contract by the other. The party seeking to terminate the Contract under section (c) must provide a notice to the other party of the alleged breach and their intent to terminate and

must allow a reasonable period of time to cure the breach, except with respect to Contractor's violations of law. In the event that a party breaches and cures the contract on three occasions, to the continuing detriment of the other, the party in breach may be given a final notice termination notice by the other party.

Additional terms and conditions relating to rates, transportation, work delays, etc.: \_\_\_\_\_

See Attachment A.

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On proper signature, the preceding contract lease agreement shall be valid for a period of one year or until terminated in accordance with the terms of this Contract.

All notices required or permitted under this Contract shall be in writing and considered properly served if they are delivered by hand or certified mail with return receipt requested to the Contractor or to the Public Works Director in the case of the Town to the address listed herein or such other address as shall from time to time be established in writing by one party to the other as its new address. Notices shall be considered received upon the day of hand delivery or, in the instance of mail delivery, upon three business days having expired after the date of mailing.

**Executed for Owner or Contractor:**

by: \_\_\_\_\_  
(name), Duly Authorized

its: \_\_\_\_\_  
(title)

Mail Address: \_\_\_\_\_  
\_\_\_\_\_

date: \_\_\_\_\_

**Executed for Town of Moultonborough, NH:**

by: \_\_\_\_\_  
Chris Theriault, Duly Authorized

its: Public Works Director

Mail Address: P.O. Box 139  
\_\_\_\_\_

Moultonborough, NH 03254  
\_\_\_\_\_

date: \_\_\_\_\_

**Approved:**

by: \_\_\_\_\_

TOWN (Authorized Signature)

date: \_\_\_\_\_

**TOWN OF MOULTONBOROUGH, NH**  
**PUBLIC WORKS DEPARTMENT**

**SERVICE CONTRACT**  
**Winter Maintenance 2024-2025**

**Attachment A**

This attachment is provided to inform you of what the Department of Public Works requires of its Contractors. Listed below are the hourly rates for Contracted Services **by type of equipment operated:**

3/4Ton w/8'plow	\$80.00
3/4Ton w/ 8' plow & sander; 3/4T w/9' plow; 1Ton w/ 9' plow; 1T w/8' plow & sander	\$90.00
1Ton w/ 9' plow& sander	\$100.00
Small 6-wheel dump (5500 series) w/ min 9' plow & sander (w/wing \$10/hr. additional)	\$105.00 \$115.00
Tractor/Skid Steer w/Loader Bucket	\$85.00

**Notification:** Notification will be made by the Department of Public Works. The Contractor shall mobilize its plowing equipment within two (2) hours of being notified to do so. Said equipment shall remain in continuous operation, suitable to the working conditions, with due diligence until the Town notifies the Contractor to cease operations

**Sign-in / Sign-out:** Each piece of equipment shall be signed in with the Highway Garage unless other arrangements have been made with the DPW Highway Team Leader in advance. The Contractor is responsible to keep an accurate record of time and shall record start and end times on the provided timesheets. Time in starts once the driver has signed in with the DPW Highway Team Leader. Time is finished when the DPW Highway Team Leader determines that the route is completed to his satisfaction. The cut-off time for each day is to be recorded as 12:00 Midnight.

**Snow Plowing/Sanding:** After the driver has signed in, he/she will go immediately to their assigned route(s) and commence plowing in the following manner:

1. Open every street on the route with a pass in each direction.
2. After every street on the route is open, begin to push back the snow toward the edge of the road, widening each street in sequence.

3. At intersections, where possible, plowing should be to the right to minimize snow remaining in the intersections.
4. Clean the intersections of snow only after each street has been widened from edge to edge.
5. After the initial snow plowing operation has been completed, sanding of the roads shall commence as a last pass, unless otherwise directed by the DPW Highway Team Leader.

When the Contractor feels that the route has been properly cleared of snow and treated, they shall notify the DPW Highway Team Leader to make sure the route has been completed to his satisfaction.

**Damage:** Damage to mailboxes, fences, homeowner's property, cars, etc., must be reported immediately to the Town of Moultonborough, Department of Public Works, 68 Highway Garage Rd., New Hampshire (603) 253-7445.

**Repair Time:** A reasonable amount of time may be submitted for payment for necessary repairs to contractor's vehicles/equipment during a storm event.

**Equipment Feasibility:** The Town reserves the right to utilize only the equipment it deems necessary to complete a plowing operation. Equipment size and the route assigned will determine if a certain vehicle can be utilized by the Town.

**Route Assignment:** The Town will determine the routes of the contracted vehicles. The routes will be pre-assigned utilizing the type of vehicle(s) used by the Contractor in a plowing operation.

**Fuel:** Contractors are responsible for their own fuel. This service will not be available at the Highway Garage.

**Vehicle Maintenance, Repair & Towing:** Contractors are responsible for their own vehicle maintenance, repairs, and towing. These services will not be provided by the Town. If a vehicle has to be taken off the route, the Contractor must notify the DPW Highway Team Leader immediately. Cutting edges for plows are to be provided by the Contractor. The Town will provide the Contractor with a one-time allowance of up to \$1,000/vehicle for the maintenance or repair of plow equipment. A copy of invoices shall be submitted with the timesheets for payment of the allowance.

**Snowplows and Frames:** The Town does not provide snowplows and frames for contracted vehicles. Snowplows and frames must be provided by the Contractor and in proper mechanical condition for each plowing operation.

**Sand:** The Contractor shall keep a running tally of sand loaded to their vehicles during each storm event, and the load tally shall be submitted with timesheets. Town sand should be used only on assigned roads whenever practical.

**Communication:** It is mandatory that the Contractor have communication at all times during the entire snow operation with every piece of his equipment that is being contracted by the

Town. The type of communication equipment is at the Contractor's discretion and all associated costs are at the Contractor's expense.

**Billing/Timesheets:** Time shall be submitted on Town of Moultonborough Winter Maintenance 2024-2025 Timesheets only; no other timesheets will be accepted. Timesheets shall be turned in to the Highway Department, 68 Highway Garage Rd., Moultonborough, NH, no later than 12:00 Noon on Mondays for the previous weeks' time. The pay week is from Sunday (12:01 am) through Saturday (12:00 midnight) and a separate timesheet shall be submitted for each pay week. Payments will be made bi-weekly, and it is the Contractor's responsibility to get timesheets in on time otherwise, they will have to wait for the next billing cycle.

**Minimum Compensation:** All contractors whose equipment is available for every event during the contract period will be guaranteed a minimum payment of five (5) hours per vehicle, per week for any week the contractor is not called in for snow plowing and/or sanding of the roadways. When the Contractor is called in, the minimum hours are used first. Once the minimum hours are exhausted, the Contractor goes on the clock. It is possible for the Contractor to be called in a couple times per week for small events and never hit the minimum. This minimum is to ensure that the contractor's expenses are covered in a mild (snowless) winter.

The Guaranteed Rate Season will last 18 weeks, beginning Monday, November 25, 2024, and continue until Sunday, March 30, 2025.

**Fuel Surcharge: (For Plowing - Effective Date, September 30, 2024)\*:** The hourly rate paid for services under this contract includes fuel. It is assumed that fuel costs during the course of this contract will not exceed \$3.019 per gallon of gasoline\* or \$3.788 per gallon of diesel fuel.\* If the per gallon price for the given fuel exceeds this amount on the 1st day of any given month during which work is being performed under this contract, as published in the U.S. Department of Energy's chart of Weekly U.S. Retail Gasoline Prices (Regular Grade) or their chart of Weekly Retail On-Diesel Prices (both for the New England region), you are permitted to invoice us for a fuel surcharge for that one month for the amount of the difference times an hourly usage rate of 3.0 gallons per hour.

$[(\$ \text{Rate on 1}^{\text{st}} \text{ of Month}) - (\text{Assumed \$ Rate})] * \text{hours operated} * 3.0 = \text{That Month's \$ Fuel Surcharge.}$

You will be provided with worksheets upon which to submit your invoice. There will be space to add this surcharge, and the Town will do that for you once we have an invoice in hand.

*\*Administrative Note: Effective date and price per gallon must be filled in at the beginning of each contract term. Price per gallon is the market price the Public Works Director anticipates occurring during the term of the contract for the referenced fuel plus a factor of 10% for market risk we expect the contractor to assume.*

Effective: October 3, 2024

**TOWN OF MOULTONBOROUGH  
PUBLIC WORKS**

**2024-2025 WINTER MAINTENANCE  
CONTRACTOR INFORMATION SHEET**

**CONTRACTOR/COMPANY NAME:** \_\_\_\_\_

Principal/Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Town: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Business Phone #: \_\_\_\_\_ Cell#: \_\_\_\_\_

Email address: \_\_\_\_\_

**CONTACTS:**

Primary contact: \_\_\_\_\_ Position: \_\_\_\_\_

Home Phone#: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Position: \_\_\_\_\_

Home Phone#: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

**EQUIPMENT TO BE CONTRACTED:**

	<u>VEHICLE MAKE</u>	<u>MODEL</u>	<u>SANDER</u> (Yds.)	<u>PLOW</u> SIZE	<u>WING</u> (Y/N)
1.					
2.					
3.					
4.					
5.					
6.					

Insurance Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_ Exp date: \_\_\_\_\_

## Winter Maintenance 2024-2025 Timesheet

Contractor: \_\_\_\_\_

Private Contractor- Snow Removal Contractor

Week Ending: \_\_\_\_\_

Moultonborough, NH 03254

Date	3/4T w/8' plow	3/4T w/8' plow & sander or 9' plow	1T w/8'plow & sander or 1T w/9' plow	1T w/9' plow &sander	Small 6- wheel Dump w/9-10' plow & sander (5500 Series)	Tractor/Skid Steer w/Loader Bucket	Services/Number of Sand Loads per Vehicle per Storm Event
	____ #of Total Hrs	____ #of Total Hrs	____ #of Total Hrs	____ #of Total Hrs	____ #of Total Hrs	____ #of Total Hrs	
	____ #of Total Hrs	____ #of Total Hrs	____ #of Total Hrs	____ #of Total Hrs	____ #of Total Hrs	____ #of Total Hrs	
	____ #of Total Hrs	____ #of Total Hrs	____ #of Total Hrs	____ #of Total Hrs	____ #of Total Hrs	____ #of Total Hrs	
	____ #of Total Hrs	____ #of Total Hrs	____ #of Total Hrs	____ #of Total Hrs	____ #of Total Hrs	____ #of Total Hrs	
	____ #of Total Hrs	____ #of Total Hrs	____ #of Total Hrs	____ #of Total Hrs	____ #of Total Hrs	____ #of Total Hrs	
<b>Total Hours:</b>							
<b>Rates:</b>	\$80.00	\$90.00	\$90.00	\$100.00	\$105.00	\$85.00	
<b>Amount Due:</b>							

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Signature

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Account # 01-437-4596

Private Roads- Outside Contractors

Revised: October 4, 2024 (CMT)

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board

**FROM:** Carter Terenzini, Interim Town Administrator *Carter*

**RE:** Transfer Station Interim Review

**DATE:** November 18, 2024

**CC:** C. Theriault; K. Filpula; file



I have now reviewed the CMA report on the Transfer Station and met with the Engineer (via zoom), the DPW Director once, and then again with him and the Transfer Station Supervisor. As we went through the recommendations of CMA I came to learn that:

- (a) Some of the items included in the report were already being done at the time of, or prior to, the release of the report;
- (b) The staff had reservations, with what well-reasoned operational concerns, over some of the recommendations and yet none of those made it into the report or follow-up memos;
- (c) The staff had requested the analysis of an option that was never explored or presented in the report; and
- (d) The costs of staff recommended next steps was not included anywhere in the report or in a review memo.

Given the need for additional information and research, this will be an interim review of three items:

**Household Hazardous Waste:** The Staff has recommended we try establishing such a program on a pilot basis. In order to stay within the maximum monthly limits, it would be “by appointment only”. That way they can cease accepting waste at any point in a month if they were to exceed the limits. I have tasked the staff with determining the necessary DES protocols we must follow, including licenses required for the staff, set up costs, operational procedures w/in the building, and potential disposal costs. We can then review that with the HR Director and DPW staff before bringing you a formal proposal. While the DPW Director believes we might be able to eliminate our August collection, I myself am highly skeptical of that and would not suggest doing so until a pilot program of at least one year has been completed.

**Staffing:** The extended absence of the staff member on Workers Compensation and the inability of the part-time staff to take on any additional shifts is creating staff burnout. I am proposing to advertise for a temporary full time staff member (with the possibility it goes to permanent) as well as part-time staff members while we await final resolution of the workers compensation matters.

**Loop Road:** This was proposed on the basis of anecdotal evidence. There were no specific studies to account for how often back-ups occur nor does it appear that there was any true back and forth over alternate possibilities. That said there is a strong positive in favor of some sort of

extended travel pattern to avoid the travel around the west end of the building and the problematic view as people turn the corner into the two lanes of parking for disposal.

Let us first start with what was proposed and what was laid out. The revision to the CMA layout by the DPW does have merit. The smaller loop was intended for year round use and eliminates the traffic and safety problem at the west end of the building. It will hold 35+- vehicles. The secondary loop was developed for higher traffic volumes and is expected to hold 50+- vehicles.

The construction of these two loops started at some point in mid September. References to them were contained in both the 09/23 and 09/30 weekly reports for the Highway Division (as opposed to the Transfer Station Division report). They read the same each week as follows: "The highway crew marked out the roadway at the Transfer Station and started the project. Getting loads of 3-6 gravel, working continuously on the overflow roadway."

The Director advises me that the now installed base layer of gravel took about 600 cubic yards of material at a cost of \$15.5k+- and about 8 days of staff time for survey/design/layout and installation. To finish these loops with culvert installation, top gravel, fine grading and compaction would require another 300 cubic yards of material at a cost of \$8,400+-. He has been charging the material to the road maintenance budget. He did not intend to pave them upon completion.

I am struggling to provide my advice to you on this matter. It was the belief of the DPW Director that, as Director, he had the authority to undertake such work without formal approval, that the work was visible to all, and that having put it into his weekly report without anyone saying he could not do this that he was therefore able to proceed.

However, this work was undertaken before the report was presented to the Select Board. It was undertaken in a different format than that contained in the report without explanation. It was undertaken without any discussion as to whether or not the work (and expense) could be handled in two phases after the year round loop was put into practice. It was undertaken out of a line item in the budget that had absolutely no relationship to the Transfer Station. In my opinion, if this was questioned by any citizen who voted for the budget with the belief these monies were for the Town's roadways, we would have a hard time justifying it.

If nothing else the Board and the voter was owed a duty of care of a proper vetting of this report and it was owed the courtesy of a presentation and briefing before the work proceeded. I leave to you what action – if any – you wish to take on that matter. That said, as I noted, I do find merit in the short year round loop and would advise you as follows:

- Discontinue any additional work on the extended loop until the year-round loop has been finished and in service for a reasonable period of time;
- Complete the year round loop as noted above at 300 cubic yards of material; and
- Pave the year round loop with the FY '26 budget, with a line item specified for such purpose in the Transfer Station budget, at a cost of \$12k+-.

I will return to you with a more complete review of the report and recommended action steps when we obtain the additional information required to address some of the comments above.

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Carter Terenzini, Interim Town Administrator

RE: ARPA Status

DATE: November 17, 2024

CC: Finance; P. Beede; D. Sassan; File\

*Carter*



As you recall for your last meeting, you have two projects outstanding which will result on a balance of roughly \$15k to expend. About \$3.5k would be used to update the software on the dispatch console. You asked me to inquire of the Police Chief about purchasing replacement radios in terms of the remaining \$12k+/- . You can see on the attached quote that this is approximately \$75k which is far in excess of the available funding.

In the alternative, the Chief has suggested the purchase of two rifles (\$3,267) to replace the ones put into each school, so the officers did not have to carry them in and out each day and the acquisition of two solar powered speed radar units in the village (\$6,850). These were in his FY '26 budget request. I would point out that would still leave about \$5k left to be expended which we would use on supplies and payroll to preserve funds within the operating budget.

While we did not reach out to all Departments, there was another need that arose Friday. I was presented with a \$16k invoice for SDL software. I believe this is the building permit software for the Land Use Department. Unfortunately, they do not have it in their budget nor do they seem to know "...the funding source..." "The previous Town Administrator had identified". Though we would still have to find \$4k+/-, this expenditure would readily use the remaining funding.

Billing Address:  
 MOULTONBOROUGH POLICE  
 DEPT  
 1035 WHITTIER HWY PO BOX  
 121  
 MOULTONBOROUGH,  
 NH 03254  
 US

Quote Date:09/04/2024  
 Expiration Date:11/03/2024  
 Quote Created By:  
 Kevin Marcucci  
 kmarcucci@omesbs.com

End Customer:  
 MOULTONBOROUGH POLICE DEPT  
 Peter Beede  
 pbeede@moultonboroughnh.gov  
 603-476-2305

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
1	APX™ 6000 Series H98KGF9PW6BN	APX6000 LI APX6000 VHF MHZ MODEL 2.5 PORTABLE	20	\$3,595.00	\$2,624.35	\$52,487.00
1a	QA01833AH	ADD: EXTREME 1-SIDED NOISE REDUCTION	20	\$28.00	\$20.44	\$408.80
1b	Q8118P	ENH: LI DIGITAL CONVENTIONAL	20	\$715.00	\$521.95	\$10,439.00
1c	Q887AU	ADD: SY ESSENTIAL SERVICE	20	\$306.00	\$306.00	\$6,120.00
1d	QA09113AB	ADD: BASELINE RELEASE SW	20	\$0.00	\$0.00	\$0.00
1e	QA05751AA	ADD: NO ENCRYPTION, CLEAR RADIO (NO ADP) (US ONLY)	20	\$0.00	\$0.00	\$0.00
2	NNTN8863B	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 100-240VAC, US/NA/LACR PLUG	20	\$186.50	\$136.15	\$2,723.00
3	PMMN4069AL	MICROPHONE,IMPRES RSM, 3.5MM JACK, IP55	20	\$143.64	\$104.86	\$2,097.20
<b>Grand Total</b>				<b>\$74,275.00(USD)</b>		

#### Notes:

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



Spatial Data Logic LLC  
Roundtable Studios  
200 Connell Drive, Suite 1000,  
Berkeley Heights, NJ 07922  
+1 7323571280  
invoice@spatialdatalogic.com  
www.spatialdatalogic.com

## INVOICE

**BILL TO**

Dari Sasan  
Moultonborough Town - NH  
6 Holland Street PO Box 139  
Moultonborough NH 03254  
United States

**SHIP TO**

Moultonborough Town - NH  
6 Holland Street PO Box 139  
Moultonborough NH 03254  
United States

**INVOICE #** SDL-001110**DATE** 8/31/2024  
**DUE DATE** 9/30/2024  
**TERMS** Net 30**SHIP DATE****SHIP VIA****P.O NUMBER**

Activity	Amount
SC1001 SDL Connect - 2023 1 @ 15200 each TERM: 8-31-2024 - 8-30-2025	\$15,200.00
SC1001 Connect - Professional services, one time 1 @ 800	\$800.00
	<b>BALANCE DUE</b>
	<b>\$16,000.00</b>

Moultonborough Town - NH - SDL Connect

Our preferred payment method is ACH. Please remit all payments as follows:

Bank Name : Bridge Bank, A Division of Western Alliance  
Account Name : Spatial Data Logic LLC  
Account Number : 08837578578  
ABA Routing Number: 121143260

If necessary, checks can be sent to the following address:  
Spatial Data Logic LLC  
PO BOX 8089  
Carol Stream, IL 60197-8089  
Make checks payable to: Spatial Data Logic LLC  
Fax number : 732-357-1299

ACCT # 65  
SIGN GS  
DATE 11/13/24

THE PREVIOUS  
TOWN ADMINISTRATION  
HAD IDENTIFIED  
THE FUNDING SOURCE  
FOR THIS EXPENSE

1 of 1

## ARPA/LFRF Funds Status

November 4, 2024

By CT

Programmed	Over/Under	Expended	Current Remainder	Anticipated Remainder
\$ 20,000.00	\$ (4,221.70)	\$ -	\$ 15,778.30	\$ 15,778.30
\$ 16,000.00	\$ 4,221.70	\$ 20,221.70	\$ -	
\$ 56,000.00	\$ (6,065.96)	\$ 49,934.04	\$ -	
\$ 56,000.00	\$ (1,123.95)	\$ 54,876.05	\$ -	
\$ 50,000.00	\$ (987.00)	\$ 49,013.00	\$ -	
\$ 63,158.00	\$ (702.37)	\$ 62,455.63	\$ -	
\$ -	\$ -	\$ -	\$ -	
\$ 24,320.00	\$ -	\$ 24,320.00	\$ -	
\$ 47,500.00	\$ -	\$ 47,500.00	\$ -	
\$ 43,000.00	\$ (4,283.00)	\$ 38,717.00	\$ -	
\$ 25,000.00	\$ 4,606.19	\$ 29,606.19	\$ -	
\$ 5,800.00	\$ (1.00)	\$ 5,799.00	\$ -	
\$ 16,379.00	\$ -	\$ 16,379.00	\$ -	
\$ 20,000.00		\$ 9,002.81	\$ 10,997.19	\$ 3,000.00
<b>\$ 443,157.00</b>	<b>\$ (8,557.09)</b>	<b>\$ 407,824.42</b>	<b>\$ 26,775.49</b>	<b>\$ 18,778.30</b>
<b>\$ (438,021.00)</b>			<b>Less Over-Committed</b>	<b>\$ (3,421.09)</b>
<b>\$ (3,421.09)</b>			<b>Likely Remainder To Expend</b>	<b>\$ 15,357.21</b>