

**2020 – 2029
Capital Improvement Plan**

A Master Plan Implementation Program



Recommended by New Durham Advisory Capital Improvements Plan Committee

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INTRODUCTION

During the March 2007 Town Meeting the New Durham Advisory Capital Improvement Plan Committee (ACIPC) was approved by the Legislative Body. Warrant Article 25 states: “To see if the Town will vote to approve the formation of an Advisory Capital Improvements Plan Committee to be composed of one (1) Planning Board member, one (1) Budget Committee member, (1) Selectman, and two (2) at-large members to be appointed by the Board of Selectmen. The charge of such a committee will be to assist the Planning Board with capital planning per RSA 674:5 through 7, and to review annually the adopted Capital Improvement Plan and to make such annual recommendations as they deem necessary, following departmental reviews, to the Planning Board to maintain effective municipal fiscal planning and community vitality of assets.”

According to RSA 674:6 Purpose and Description, “the capital improvements program shall classify projects according to the urgency and need for realization and shall recommend a time sequence for their implementation. The program may also contain the estimated cost of each project and indicate probable operating and maintenance costs and probable revenues, if any, as well as existing sources of funds or the need for additional sources of funds for the implementation and operation of each project. The program shall be based on information submitted by the departments and agencies of the municipality and shall take into account public facility needs indicated by the prospective development shown in the master plan of the municipality or as permitted by other municipal land use controls.”

A Capital Improvement Program (CIP) is a critical tool to implement the Town’s Master Plan. It is also a useful tool in anticipating future costs to the Town and planning ahead for those costs. A CIP is not financially driven. Requests are rated based on the town’s needs. It is a legal prerequisite for other land use activities such as impact fees. The Town of New Durham uses a 10-year and/or \$ 10,000 threshold for considering requests.

The ACIPC is responsible for identifying required construction projects or to purchase of needed capital facilities and/or equipment consistent with the continued growth and development of the Town and reflect the vision of the town’s Master Plan. The CIP identifies anticipated needs, ascertain project cost estimates and identify possible funding sources. The program is updated annually by the ACIPC. It is submitted to the Planning Board for their review and to the Board of Selectmen (BOS) and Budget Committee to assist in the preparation of the annual town budget which is prepared for the residents’ consideration and approval.

For the last several years the ACIPC process has been to review the previous year’s CIP report, receive updates from the Town Administrator regarding which recommended projects the Board of Selectmen decided to move forward on and meet with Department Heads, Committee Chairs and other Town Officials regarding their short and long term capital needs. All presenters update the ACIPC on the status of capital projects and purchases and identify how their request(s) ties into the Master Plan “Opportunities For Excellence 2025”, approved by the New Durham Planning Board June 26, 2017. Once all requests have been discussed each member of the ACIPC independently applies a score, ranging from 1 to 6, to each request. The Town Administrator combines the Committee Member’s scores and produces a final score for each item. The Committee Members review the scores and identify recommended funding levels. This year the ACIPC is again recommending the Capital Reserve Funds (CRF) and Expendable Trust Funds (ETF) be funded at the level indicated in order to ensure sufficient funds for future expenditures.

CAPITAL IMPROVEMENTS

WHAT ARE CAPITAL IMPROVEMENTS?

Capital Improvements are items with a high cost and a useful life of several years. Capital Improvements are frequently identified as the “*bricks and mortar*” of the Town. They include infrastructure projects such as replacement vehicles, street repairs and improvements, land acquisition for future municipal use and buildings (both new and renovations and/or repairs). They also include architectural and engineering studies to determine future town needs, and major one-time acquisitions of equipment.

Since the first CIP report in 2008 the capital cost base has been maintained at \$10,000 with few exceptions.

CAPITAL EQUIPMENT LIFE EXPECTANCY

As in past years the capital equipment life expectancies specified in this report are estimates provided by the various presenters and are used for budgetary and planning purposes. The actual purchase price will vary given some purchases will not occur for fifteen, twenty or even thirty years. Each year individuals presenting to the Committee are expected to evaluate equipment and projects scheduled to be replaced or implemented and make recommendations. Information in the various tables has been changed to reflect the most up to date recommendations. Actual vehicle and equipment replacement is based on a mechanical evaluation and the concurrence of the appropriate department head after giving careful consideration of all options.

RECOMMENDATIONS OF THE ADVISORY CAPITAL IMPROVEMENT PROGRAM COMMITTEE

In 2019, the Committee met on 7 occasions (6/17/19, 6/28/19, 7/12/19, 7/16/19, 8/9/19, 8/13/19 and 8/16/19) hearing from the Town Administrator, DPW Manager/Road Agent, Fire Chief, Library Director, Police Chief, the Town’s Emergency Management Director, representatives of the Zechariah Boodey Farmstead, 1772 Meetinghouse Restoration Committee and the New Durham Water Quality Committee. Members of the public attending the Committee’s meetings were permitted to speak and ask questions.

After reviewing all of the provided information Committee Members prioritized the seventy two requests using the same criteria as last year. The rating criteria are:

- | | |
|---------------------------|--|
| Priority 1: Urgent. | Cannot be delayed. Needed immediately. |
| Priority 2: Necessary. | Needed within 5 years to maintain basic level and quality of community services and goals of the Master Plan. |
| Priority 3: Anticipated. | Needed within 6 to 10 years to maintain and improve quality or level of services and goals of the Master Plan. |
| Priority 4: Deferrable. | Can be placed on hold until after the 10 year scope of this CIP. Does support community goals and Master Plan. |
| Priority 5: Premature. | Needs more research, planning and coordination. |
| Priority 6: Inconsistent. | Contrary to land-use planning or Master Plan goals. |

Table 1 shows the outcomes of the prioritization.

<u>Item</u>	<u>Life</u>	<u>Estimated</u>	<u>Rating</u>	<u>CRF or ETF Account</u>
	<u>Expectancy</u>	<u>Replacement</u>		
		<u>Costs</u>		
Roads	Annual	\$320,550	1.0	Road Construction
Milfoil		\$ 20,000	1.0	Water Quality and Milfoil
04 Int. 7400 w/Dump, Plow & Wing	12	\$180,000	1.2	Highway Trucks
Culverts	25-50	\$ 50,000	1.2	Roan Construction
2013 Ford Interceptor	7	\$ 42,000	1.2	Police Vehicles
Bridges	20	\$ 50,000	1.25	Road Construction
1983 Clarke Loader	10	\$ 50,000	1.4	Solid Waste Equipment
1994 Engine (E1)	25	\$350,000	1.4	Fire Vehicles
Remediation- Storm Water Management	Annual	\$ 40,000	1.4	Water Quality and Milfoil
Gravel - Road Maintenance	2	\$ 25,000	1.4	Gravel Fund
Miscellaneous Expenses	Annual	\$ 10,000	1.6	Veh. & Equip Maint. Fund
Dam Maintenance	10	\$ 50,000	1.6	Dam Maintenance
09 International 4900 with p/d	12	\$180,000	1.6	Highway Truck Fund
11 Int 7400 w/Dump, Plow & Wing	12	\$180,000	1.6	Highway Truck Fund
04 12 Ton Trailer	15	\$ 10,000	1.6	Highway Equipment Fund
06 Backhoe Cat 420Ew/Thumb	13	\$130,000	1.6	Highway Equipment Fund
Town Complex Parking Lot	10	\$ 10,000	1.6	Town Building Improvement
2005 Mule	10	\$ 16,699	1.6	FD Ancillary Equipmt Fund
10 Plastic Container	12	\$ 10,000	1.75	Solid Waste Equipment
Engine Replacement	10	\$ 25,000	1.8	Veh. & Equip Maint. Fund
02 MSW 2 Compactor/Hopper	20	\$ 25,000	1.8	Solid Waste Equipment
02 MSW 2 Container	20	\$ 10,000	1.8	Solid Waste Equipment
12 F350w/Cab and Chasse	10	\$ 80,000	1.8	Highway Truck Fund
Library Roof Replacement	25	\$ 15,000	1.8	Town Building Improvement
Town Facilities- Space Needs	20	\$ 40,000	1.8	Town Building Improvement
Town Hall-Municipal Software Upgrade	10	\$ 60,000	1.8	Record & Computer Systems
Irrigation System at Smitty's Way	20	\$ 15,000	1.8	Smith Ballfield Improvement
2014 Ford Interceptor	7	\$ 42,000	1.8	Police Vehicles
2015 Ford Explorer	7	\$ 42,000	1.8	Police Vehicles
Transmission Replacement	10	\$ 6,000	2.0	Veh. & Equip Maint. Fund
Truck Insurance Loss/Depreciation	10	\$ 75,000	2.0	Veh. & Equip Maint. Fund
91 Baler	30	\$ 17,000	2.0	Solid Waste Equipment

<u>Item</u>	<u>Life</u>	<u>Estimated</u>	<u>Rating</u>	<u>CRF or ETF Account</u>
	<u>Expectancy</u>	<u>Replacement</u>		
Open Top Container	20	\$ 10,000	2.0	Solid Waste Equipment
2010 Ford F350 Forestry	15	\$ 56,000	2.0	Fire Vehicles
Dry Hydrant	20	\$ 8,000	2.0	Dry Hydrant
04 Chipper	20	\$ 30,000	2.2	Highway Equipment Fund
Police Dept. Briefing/Training Room	25	\$ 35,000	2.2	Public Safety Facilities
Town Hall- Record Digitalization	10	\$100,000	2.2	Record & Computer Systems
Beach Shed	10	\$ 7,500	2.2	Town Building Improvement
Water Quality Testing & Education	Annual	\$ 10,000	2.25	Water Quality and Milfoil
14 F250 Pickup w/Plow (RA)	10	\$ 35,000	2.4	Highway Truck
11 Volvo Grader w/Wing Gear	15	\$190,000	2.4	Highway Equipment Fund
13 Int 7400 w/Dump, Plow & Wing	12	\$180,000	2.6	Highway Truck Fund
Library Exterior Painting	10	\$ 7,000	2.6	Town Building Improvement
Town Hall Windows	25	\$ 40,000	2.6	Town Building Improvement
Guardrail at Smitty's Way	20	\$ 5,000	2.6	Smith Ballfield Improvement
Storage Facility at Smitty's Way	20	\$ 30,000	2.6	Smith Ballfield Improvement
2018 SUV/Utility Vehicle	7	\$ 42,000	2.6	Police Vehicles
10 Bobcat Skid Steer	20	\$ 44,000	2.8	Solid Waste Equipment
15 Dodge 5500 w/ Dump Plow etc.	12	\$ 90,000	2.8	Highway Truck Fund
13 JD 544K Loader	15	\$150,000	2.8	Highway Equipment Fund
2017 Chev Tahoe	10	\$ 60,000	2.8	Fire Vehicles
Town Hall Repaint	10	\$ 60,000	2.0	Town Building Improvement
1772 Meetinghouse Restoration Project	One Time Expense	\$250,000	2.8	1172 Meetinghouse Restoration
Boodey Farmstead Project	One Time Expense	\$230,000	2.8	New CRF
Fire Department Renovations	10	\$250,000	3.0	Public Safety Facilities
10 Plastic Compactor /Hopper	20	\$ 20,000	3.2	Solid Waste Equipment
13 Vertical Baler	20	\$ 17,000	3.2	Solid Waste Equipment
2008 Rescue / Pumper	20	\$528,000	3.2	Fire Vehicles0
Library Carpet Replacement	10	\$ 7,5000	3.2	Town Building Improvement
SCBA- Airpacks	15	\$155,000	3.4	FD Ancillary Equipmt Fund
Library Furnace Replacement	20	\$ 7,000	3.4	Town Building Improvement
16 MSW 1 Compactor/Hopper	20	\$ 25,000	3.6	Solid Waste Equipment
16 MSW 1 Container	20	\$ 10,000	3.6	Solid Waste Equipment
99 Sweepster Tow Broom	30	\$ 10,000	3.6	Highway Equipment Fund

<u>Item</u>	<u>Life</u>	<u>Estimated</u>	<u>Rating</u>	<u>CRF or ETF Account</u>
	<u>Expectancy</u>	<u>Replacement</u>		
		<u>Costs</u>		
Town Hall Energy Upgrades	25	\$ 32,000	3.6	Town Building Improvement
Natural Playground: Ballfields	10	\$ 15,000	3.6	Smith Ballfield Improvement
Fuel Facility	20	\$ 25,000	3.8	New CRF
Vehicle Scale	30	\$ 60,000	3.8	Solid Waste Equipment
18 Western Star w/Dump, Plow & Wing	12	\$180,000	3.8	Highway Truck Fund
2001 Ladder	40	\$450,000	3.8	Fire Vehicles
Library Storage Room-	25	\$ 15,000	4.0	Town Building Improvement
Library- Walkway	25	\$ 10,000	4.0	Town Building Improvement

Table 1

CAPITAL RESERVE AND EXPENDABLE TRUST FUND REQUESTS AND JUSTIFICATION

TOWN BUILDINGS and FACILITIES STUDY

Requested: **\$ 0.00**

Recommendation: **\$ 0.00**

Rationale: The Board of Selectmen has issued a Request for Proposals (RFP) for a town wide Facility Space Needs Assessment and Functionality Analysis of all town buildings and facilities. The study will be performed by a firm with qualified staff including architects and engineers who will identify the short and long term facility needs, make recommendations as to how to obtain what is needed and suggest possible reconfiguration of buildings and facilities to better meet the town’s future need

All town buildings and facilities except for the beach, ballfields, 1772 Meetinghouse and the Zechariah Boodey Farmstead will be reviewed The Board of Selectmen are in negotiations with the bidder to develop a timetable so the final report is received by December 31, 2019. The ACIPC anticipates that the results of this comprehensive analysis will be the foundation of future recommendations.

Expendable Trust Fund for Town Building Improvements

Anticipated Balance as of December 31, 2019: **\$ 64,149.19.**

Requested: **\$ 15,280.00**

Recommendation: **\$ 25,000.00**

Rationale: All of the items for Town Hall which were identified in the 2019 – 2028 CIP Worksheet remain.

The current carpets on the first floor are glued in place which will complicate their replacement. The recommendations from the previous Energy Audit recommended that spray foam insulation be used from the window sills down to the bottom. Since Town Hall is on the National Register of Historic Places this type of insulation cannot be used as anything done to the building must allow for a return to its original state. The cost of addressing Town Hall’s energy needs is estimated at \$ 32,000. Due to being on the registry and its age the cost of required repairs and improvements for Town Hall are higher than usual. In the future a decision needs to be made as to how to balance the historic aspects of the Town Hall while providing a safe and functional building for conducting day to day town business.

The Town Complex parking lot needs crack sealing and seal coating. The estimated cost \$ 10,000.

As the Library is a town building repairs such as replacing the oil furnace, exterior painting or replacing the roof are paid for by this ETF. The Director is recommending that the exterior of the Library be painted every 5 years. The ACIPC feels that painting should occur every 10 years at the same time the Town Hall is painted. If needed the southern side could be painted every 5 years. The cost of the exterior painting should come from the Town Building Improvement ETF.

Capital Reserve Fund for Public Safety Facilities

Anticipated Balance as of December 31, 2019: \$ 76,419.81.

Requested: \$ 285,000.00

Recommendation: \$ 25,000.00

Rationale: The Fire Department and the Police Department Chiefs have identified multiple space needs.

This year the Fire Chief is again requesting \$ 250,000 to enlarge the building to meet the department's short-term needs including protecting personnel from carcinogen exposure in the station through their turnout gear and equipment. The Town Administrator is recommending \$ 50,000 as a short-term fix. ACIPC supports this request so the health issues can be addressed.

The Police Chief continues to request additional space where confidential investigative information could be discussed and posted and for Officer training. This year the Chief estimates construction of a 16X16 addition off the back of the Police Station or over the garage will cost \$ 35,000 an increase of \$ 20,000 since he first requested additional space. The Committee is not supporting the addition to the Police Station in anticipation of the results from the Town Building and Facilities Study.

Even though the Committee Members are not recommending the full \$285,000 money for additions or replacement of the buildings, monies will be needed in the future.

Capital Reserve Fund for Fire Vehicles

Anticipated Balance as of December 31, 2019: \$ 433,864.30

Requested: \$ 68,133.00

Recommendation: \$ 0.00

Rationale: The Fire Chief had planned on replacing the 1994 Engine (E1) in 2019 at a cost of \$ 350,000. . Due to changing technology in the Fire Service Chief Varney feels they can continue using E1, which is operating without issues, as they research the new technology. The Committee looks forward to hearing the results of the Fire Chief's research.

Capital Reserve Fund for Fire Department Ancillary Equipment:

Anticipated Balance as of December 31, 2019: \$ 18,367.77.

Requested: \$ 17,172.00

Recommendation: \$ 3,000.00

Rationale: All of the Self Contained Breathing Apparatus (SCBA) were replaced in 2018. The SCBA manufacturer has guaranteed the Fire Chief SCBA's will not need to be replaced for 15 years.

Capital Reserve Fund for Dry Hydrant:

Anticipated Balance as of December 31, 2019: \$ **13,102.56.**

Requested: \$ **0.00**

Recommendation: \$ **0.00**

Rationale: The plan to replace the “Bickford” dry hydrant on Main Street had to be pushed back due to the high water levels this spring. The Highway Department is planning to complete work on the dam and install the dry hydrant this fall. As a result the plan to install a dry hydrant at Leavitt’s Pond has been pushed back.

Expendable Trust Fund for Emergency Management

Anticipated Balance as of December 31, 2019: \$ **6,605.58**

Requested: \$ **0.00**

Recommendation: \$ **0.00**

Rationale: Nothing submitted.

Expendable Trust Fund for Forest Fires

Anticipated Balance as of December 31, 2019: \$ **21,822.82**

Requested: \$ **0.00**

Recommendation: \$ **0.00**

Rationale: In the past the Forest Fire Warden stated he would like between \$ 35,000 and \$ 40,000 in this account. No further information is available.

Capital Reserve Fund for Police Cruisers

Anticipated Balance as of December 31, 2019: \$ **70,586.15**

Requested: \$ **24,000.00**

Recommendation: \$ **24,000.00**

Rationale: The Police Department maintains 4 cruisers which are replaced every 7 years. The Police Officers average 25,000 miles/year and usually have between 130,000 and 150,000 miles on them when they are replaced. The number of miles on a cruiser does not present an adequate representation of cruiser use due the significant amount of time a cruiser is idling (ex. at a motor vehicle stop, a fire scene). Even though there is a large amount of money in this CRF cruisers are scheduled for replacement in 2020, 2021 and 2022. The Police Chief is proposing all future vehicles be a utility type.

Capital Reserve Fund for Highway Trucks

Anticipated Balance as of December 31, 2019: \$ **94,944.62.**

Requested: \$ **92,000.00**

Recommendation: \$ **92,000.00**

Highway truck replacement remains on schedule. However, there are 4 International trucks whose combined yearly maintenance costs average \$ 22,960.48. It may be cost effective to replace at least 2 of the trucks at the same time and to purchase extended warranties. At this time it is unknown if the 2019 purchase of a 10 wheeler truck will change the replacement schedule. Before the current replacement schedule is changed additional information is necessary.

Failure to adequately fund this CRF in the past results in the need to increase funding. Even with yearly funding of \$ 92,000 there will be inadequate funds in the CRF for truck replacements scheduled for 2021, 2023, 2024, 2025, 2026, 2027 and 2029. To adequately fund this CRF for requested Highway Trucks a minimum of \$ 110,500 needs to be added each year.

Capital Reserve Fund for Highway Equipment Purchases

Anticipated Balance as of December 31, 2019: **\$ 79,044.71**

Requested: **\$ 32,721**

Recommendation: **\$ 32,721.00** Rationale: A backhoe to replace the 2006 Cat backhoe is on order. At this time the 2004 12 ton trailer is scheduled for replacement in 2019 however nothing has been ordered. All other Highway Department equipment remains on schedule.

Even with annual deposits of \$ 33, 212 when the 2013 JD Loader is due for replacement in 2028 there will be a \$ 71,466 deficit in the CRF. In order to avoid deficit spending the annual contribution to this CRF should be \$ 55,000.

Capital Reserve Fund for Gravel

Anticipated Balance as of December 31, 2019: **\$ 85.52**

Requested: **\$ 25,000.00**

Recommendation: **\$ 15,000.00**

Rationale: The DPW Manager and Town Administrator believe this fund will be depleted after all 2019 road projects are completed. As gravel is an annual expense it may be the cost of gravel purchases belongs in the Operating Budget.

The DPW Manager and Town Administrator would like to study the possibility of removing more gravel from the Shirley Forest in the area adjacent to the previous gravel removal site. Funding of the study (\$ 15,000 – 20,000) will need to come from another source as the purpose of this CRF is “to purchase gravel”.

Capital Reserve Fund for Road Surface Management System (RSMS)

Anticipated Balance as of December 31, 2019: **\$ 76,567.58**

Requested: **\$ 420,250.00**

Recommendation: **\$ 315,000.00**

Rationale: Sixty to seventy percent of all RSMS funding is spent on road preservation, example crack sealing, shim and overlay. Funds are also spent on culvert replacement and bridge repairs. Both South Shore culverts are scheduled for replacement in 2019. A large culvert on Middleton Road has failed and requires replacement at an estimated cost of \$ 150,000 to \$ 175,000.

The requested amount of \$ 430,000 is met with \$ 315,000 of town funds and \$ 117,000 of Highway Block grant funds.

Strafford Regional Planning Commission (SRPC) has finished data collection on all New Durham roads and the report has been finalized. The cost to keep all paved roads within the recommended Pavement Condition Index (70-72) is \$ 500,000 per year.

If New Durham continues road, bridge and culvert repairs at the current pace, town costs will rise dramatically through the life of the 2019 – 2028 ACIPC report. Based on current spending by 2028 total cost, without inflation, will be \$ 852,554.

Expendable Trust for Dam Maintenance:

Anticipated Balance as of December 31, 2019: **\$ 56,632.93**

Requested: **\$ 5,000.00**

Recommendation: **\$ 5,000.00**

Rationale: Following inspection by the Department of Environmental Services Downing Pond Dam requires significant repairs which were scheduled to be completed this spring. Due to the high water levels repairs did not occur. Repairs are now scheduled for this fall at an anticipated cost of \$ 30,000. The remaining funds will

be used for repairs to March Pond Dam. As major dam maintenance is needed every 10 years it is estimated in 2028 \$ 50,000 will be needed.

Capital Reserve Fund for Solid Waste Facilities Improvement

Anticipated Balance as of December 31, 2019: **\$ 31,886.06**

Requested: **\$ 0.00**

Recommendation: **\$ 0.00**

Rationale: There are no plans for any changes to the Solid Waste Facilities in the coming years.

Capital Reserve Fund to Purchase Equipment for Transfer Station

Anticipated Balance as of December 31, 2019: **\$ 54,336.31.**

Requested: **\$ 16,950.00**

Recommendation: **\$ 30,000.00**

Rationale:

The RFP for the drive on scales is being developed. There is still a need for a used pay loader. Even with yearly funding of \$ 16,950.00 there will be inadequate funds in the CRF for replacement of transfer station equipment scheduled for 2020 through 2029. To adequately fund this CRF for requested Transfer Station Equipment \$ 29,800 needs to be added each year.

Capital Reserve Fund for Vehicle and Equipment Maintenance

Anticipated Balance as of December 31, 2019: **\$ 15,560.00**

Requested: **\$ 22,000.00**

Recommendation: **\$ 22,000.00**

Rationale: The purpose of this CRF is to provide funding for large unexpected repairs of any of the Town's vehicles or equipment. Expenditures from this CRF usually occur in the 3rd and 4th quarters of the fiscal year. There is at least one expense of \$ 10,000 expected to be paid from this account. The Town Administrator would like to maintain a balance of \$ 35,000 in the CRF.

Expendable Trust Fund for Surplus Vehicle & Equipment

Anticipated Balance as of December 31, 2018: **\$ 2,360.67.**

Requested: **\$ 0.00**

Recommendation: **\$ 0.00**

Rationale: Neither the Town Administrator or the DPW Manager requested funding for this ETF.

Capital Reserve Fund for Smith Ball Field Improvements

Anticipated Balance as of December 31, 2019: **\$ 16,408.26**

Requested: **\$ 3,625.00**

Recommendation: **\$ 3,625.00**

Rationale: The ballfield equipment has been installed and it is anticipated the guard rails for the upper parking lot will be installed in 2019. The irrigation system for the Babe Ruth field has been found to be intact with minor repairs to the supply line being required. An irrigation system needs to be installed in the upper field at a cost of \$ 10,000. Storage issues at the ballfields and beach need to be addressed. Based on projected expenses this CRF will have deficit spending each year from 2012 through 2029. To adequately fund this CRF for requested ballfield improvements \$ 6,500 needs to be added each year.

Capital Reserve Fund for Library Facilities Improvements

Anticipated Balance as of December 31, 2019: \$ 8,628.81

Requested: \$ 0.00

Recommendation: \$ 0.00

Rationale: The Library's space issues have not changed from last year. The Library Director is hoping the Facility Space Needs Assessment and Functionality Analysis will have recommendations to meet their space needs.

Capital Reserve Fund for Library Technology Improvements

Anticipated Balance as of December 31, 2019: \$ 7,659.24

Requested: \$ 0.00

Recommendation: \$ 0.00

Rationale: The Library Director did not request any funding for this CRF.

Capital Reserve Fund for Municipal Facility Land Acquisition

Anticipated Balance as of December 31, 2019: \$ 55,466.21

Requested: \$ 0.00

Recommendation: \$ 0.00

Rationale: The Facility Space Needs Assessment and Functionality Analysis is due to be completed by the end of 2019. Short- and long - range plans can then be made including possible land purchases.

Expendable Trust Fund for Record Management

Anticipated Balance as of December 31, 2019: \$ 3,764.50

Requested: \$10,000.00

Recommendation: \$ 10,000.00

Rationale: Currently records are stored in file cabinets, loose leaf notebooks, bound books and boxes. The new software (see below) will allow new materials to be digitalized while current records would need to be converted. The goal is to digitalize all records by having a company come in to scan the documents and electronically archive them. Estimated cost is \$ 25,000 to \$ 100,000 with a target start date of 2020.

Expendable Trust Fund for Computer System and Office Equipment

Anticipated Balance as of December 31, 2019: \$ 31,848.72.

Requested: \$ 20,000.00

Recommendation: \$ 20,000.00

Rationale: A contract for upgrading the municipal and assessing infrastructure has been awarded. This will affect finance, payroll, tax billing and Tax Clerks accounts receivable. The project began in July and is expected to be completed in 6 months. Total cost is \$ 86,000 to be paid over 3 years. Included in the project is a larger server, 6 new workstations, software licenses, and the cost of transitioning information from the old system to the new, and staff training.

Expendable Trust Fund for Accrued Benefits Liability Fund

Anticipated Balance as of December 31, 2019: \$ 21,169.70.

Requested: \$ 0.00

Recommendation: \$ 2,500.00

Rationale: While no funding was requested the Committee anticipates the amount of \$ 2,500 should be added every year to cover future retirements and staff departures.

Capital Reserve Fund for JC Shirley Site Improvements

Anticipated Balance as of December 31, 2019: \$ **1,767.79.**

Requested: \$ **0.00**

Recommendation: \$ **0.00**

Rationale: There are no plans for improvements at this time.

Capital Reserve Fund for Shirley Cemetery Improvements

Anticipated Balance as of December 31, 2019: \$ **3,610.47.**

Requested: \$ **0.00**

Recommendation: \$ **0.00**

Rationale: There are no plans for improvements at this time.

Capital Reserve Fund for the 1772 Meetinghouse Restoration

Anticipated Balance as of December 31, 2019: \$ **4,889.87**

Requested: \$ **100,000.00**

Recommendation: \$ **25,000.00**

Rationale: The foundation work has been completed. Structural repairs and interior work is estimated to cost \$ 250,000. The Committee Co-Chair believes if the Town appropriated \$ 100,000 they would be successful in receiving a matching grant from Land and Community Heritage Investment Program (LCHIP). The cost of structural and roof repairs is \$ 100,000. The ACIP Committee suggested, in light of the results of the warrant article vote a smaller sum be recommended. The Co-Chair was urged to develop a draft RFP for the structural work so when adequate funds are available the RFP can be released.

During the March 2019 Town Annual Voting the Legislative Body defeated a petition warrant article requesting \$ 100,000 be added to the Capital Reserve Fund for the 1772 Meetinghouse Restoration. The vote was defeated 175 to 214.

Capital Reserve Fund for the Master Plan

Anticipated Balance as of December 31, 2019: \$ **6,180.86.**

Requested: \$ **0.00**

Recommendation: \$ **0.00**

Rationale: The current Master Plan was effective June 26, 2017. As it will be several years before work will begin on the next Master Plan no additional funding is required at this time.

Capital Reserve Fund for New Durham Water Quality & Milfoil CRF.

Anticipated Balance as of December 31, 2019: \$ **30,283.79**

Requested: \$ **60,000.00**

Recommendation: \$ **60,000.00**

Rationale: The Water Management Plan has been completed. It proposes a 10 year action plan to mitigate the pollution of Merrymeeting River. The Chair is proposing each year the town applies for a 60/40 Section 319 grant. If the town funds \$ 40,000 and the Highway Department provides \$ 10,000 of in kind service the town would be eligible for \$ 160,000 in grant funding. High levels of milfoil and phosphorus continue to be found in parts of the Merrymeeting River. The milfoil still requires a combination of chemical and hand pulling treatment. Public education and water quality testing on the Merrymeeting River and all town ponds needs to be continued. The APCIPC recommends funding for water testing and education becomes part of the operational budget.

Requests for New Capital Reserve Funds- Expendable Trust Funds

Zechariah Boodey Farmstead:

Requested: \$ 115,000.00

Recommendation: \$ 5,000.00

Rationale: The Chair of the Zechariah Boodey Farmstead has proposed the establishment of a Capital Reserve Fund. In accordance with the “Board of Selectmen Zechariah Boodey Farmstead Committee Charge” the Committee shall have two funds. The first account, which was established years ago, is “a revenue holding account for such fundraising contributions, donations, gifts and charitable contributions towards the project.” The second fund, which has yet to be established, is for “Federal, State or local Gov’t grants”. The Committee is now looking at local and state funding opportunities. If funds are received without a CRF there would be no place to hold the monies.

The Committee successfully completed the “Barn Raising for the Zechariah Boodey Farmstead Project” at a cost of \$ 13,073 almost \$ 7,000 less than the estimate. The project has received Planning Board and Zoning Board of Adjustment approval for the project along with septic design approval from the NH Department of Environmental Services all at no cost to the Town.

The Committee’s goal is to begin reconstruction in 2020. In order to reach that goal \$ 215,000 is needed. Committee Members have committed to raising \$ 115,000 over the next 2 years and are requesting the Town match the amount.

During the March 2018 Town Annual Voting the Legislative Body defeated a warrant article requesting the establishment of a Capital Reserve fund for the Zechariah Boodey Farmstead: The vote was defeated 110 to 150.

Fuel Depot:

Requested: \$ 1,250. 00

Recommendation: \$ 0.00

Rationale: The current fuel tanks (2 at 4000 gallons each) are 30+ years old. The floor under the tanks has deteriorated and the concrete will need to be repaired or replaced at an estimated cost of \$ 25,000. The DPW Manager anticipates replacement will be required by 2021. .

Currently there is no Fuel Depot CRF or ETF as the previous ETF was discontinued 3/10/15 by the Legislative Body. The Committee is not recommending any funding as further research into decreasing the size of the tanks or possible elimination needs to be conducted.

1772 Meetinghouse Operational Fund:

Requested: Nothing specified.

Recommendation: \$ 0.00

Rationale: Once again the 1772 Meetinghouse Committee Co-Chair requested the APCIPC’s support for establishing of a CRF for routine maintenance. She believes the LCHIP would look more favorably on any application if such a CRF existed.

The Committee does not support this request as the 1772 Meetinghouse Restoration Committee already has an account in the town’s operational budget for utilities, maintenance and other items.

SUMMARY of REQUESTS

	Requested	Recommended
Number Projects Requested to be Funded: 73	73	71
Number of CRFs and ETFS	18	17
Number of CRFs and ETFS	\$ 1,233,131.00	\$ 689,846.00

2020 – 2029 Project Requests By CRF and ETF

Table 2

COMPARISON of RECOMMENDED CRF & ETF FUNDING to ACTUAL CRF & ETF FUNDING and TOTAL TOWN APPROPRIATION						
	Number of CRFs & ETFs	Advisory CIP Committee CRF & ETF Amounts	Board of Selectmen CRF & ETF Amounts	Total Town Appropriation	Town Tax Rate	Total Tax Rate
FY 2008	27	Unavailable	\$259,800	\$4,144,972	\$ 6.11	\$ 18.99
FY 2009	29	\$707,637.00	\$293,700	\$3,634,035	\$ 6.32	\$ 20.24
FY 2010	32	\$695,334.00	\$507,864	\$3,883,171	\$ 6.95	\$ 21.19
FY 2011	31	\$428,616.25	\$457,000	\$3,934,633	\$ 6.88	\$ 22.40
FY 2012	30	\$339,000.00	\$425,550	\$4,004,188	\$ 6.85	\$ 22.96
FY 2013	32	\$209,500.00	\$370,500	\$3,800,029	\$ 6.19	\$ 22.50
FY 2014	32	\$209,722.00	\$304,472	\$3,511,194	\$ 5.62	\$ 21.85
FY 2015	32	\$208,121.67	\$334,000	\$3,490,350	\$ 5.35	\$ 22.15
FY 2016	29	\$509,800.00	\$231,000	\$3,342,408	\$ 5.07	\$ 22.76
FY 2017	29	\$494,300	\$235,000	\$3,316,234	\$ 5.02	\$ 23.02
FY 2018	30	\$663,600	\$304,500	\$3,282,286	\$ 5.46	\$ 23.35
FY 2019	30	\$860,000	\$369,000	\$3,426,148	To Be Determined	To Be Determined

Table 3