

**Town of Dunbarton,  
New Hampshire**

**Capital Improvements Program  
2024-2029**



**ADOPTED BY THE DUNBARTON PLANNING BOARD  
June 21, 2023**

**Developed by the Dunbarton CIP Committee**

**Town of Dunbarton,  
New Hampshire**

**Capital Improvements Program  
2024-2029**

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June 21, 2023**



**Prepared by the:**

Dunbarton Capital Improvements Program Committee

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## Certificate of Adoption

In accordance with New Hampshire RSA 674:5-8, Capital Improvements Program, and RSA 675:6, Method of Adoption, the Dunbarton Planning Board, having held a duly noticed public hearing on June 21, 2023 hereby adopts and certifies this Capital Improvements Program 2024-2029.

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Dunbarton Planning Board Chair

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Dunbarton Planning Board Vice Chair

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Dunbarton Planning Board Member

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Dunbarton Planning Board Member

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Dunbarton Planning Board Member

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Dunbarton Planning Board Member

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Dunbarton Planning Board Member

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Dunbarton Planning Board Member

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Dunbarton Planning Board Alternate

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Dunbarton Planning Board Alternate

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Dunbarton Planning Board Selectmen's Representative

This document was received and recorded by the Town Clerk on \_\_\_\_\_, 2023.

Book \_\_\_\_\_ Page \_\_\_\_\_

Signed: \_\_\_\_\_

Linda Landry, Dunbarton Town Clerk

Seal:

## **Acknowledgements**

The Planning Board would like to express their gratitude to the following people who assisted the Board with developing this Capital Improvements Program 2024-2029. Time and assistance provided includes completing Department/Board project Applications, discussing those Applications at scheduled times with the CIP Committee, Committee meeting attendance by members and Department designees, and volunteer and staff assistance.

These individuals participated in the above activities and together developed this document.

### **Appointed CIP Committee**

- Patrick Bowne, Transfer Station Manager
- Jeffrey Crosby, Highway Department Road Agent
- Mary Girard, Library Director
- Don Larsen, Cemetery Trustee
- David Nault, Board of Selectmen
- Chris Remillard, Police Department Chief
- Jon Wiggin, Fire Department Chief

### **Other Contributors**

- Line Comeau, Town Administrator
- Linda Marcoux, Police Department Administrative Assistant
- Donna White, B/P/Z Office Administrator, Committee Chair
- Clement Madden, Elementary School Board Representative
- Jeffrey Trexler, Elementary School Board Representative

## **Chapter 1**

### **Introduction**

#### **HISTORY OF DUNBARTON'S CAPITAL IMPROVEMENTS PROGRAM (CIP)**

In April 2005, the Dunbarton Planning Board adopted the 2004 Master Plan. Adoption of the 2004 Master Plan represented the culmination of over two years of work by almost forty volunteers and local officials. In addition to in-depth discussion of land use patterns, conservation, and economics of the community, this Plan included a comprehensive Community and Recreational Facilities and Utilities Chapter, which discussed the short- and long-term needs of each department within Town. One of the critical recommendations within the Master Plan was that the Town develop and strictly follow a Capital Improvements Program (CIP) in accordance with NH RSA 674:5-8 (see Chapter 7 Appendix).

In 2019, after a couple of years of work, the Dunbarton Planning Board updated the Town's Master Plan. The updated Plan included many objectives and recommendations for the future of the Town's various departments, several of which are listed here as they could eventually become part of the CIP: Look for suitable land for development of a new Town Office; maintain necessary workspace and storage for Town Office staff; purchase necessary equipment for Fire, Highway, and Transfer Station; evaluate personnel needs for all departments; upgrade the Police Department facility to include a Sally Port, showers, etc., and consider the need for expansion of all Town facilities due to the continued growth of Dunbarton.

The CIP, an integral extension of the Master Plan, is a six-year schedule of planned municipal expenditures for capital improvements. The CIP shows what, when, how, and at what cost the Town of Dunbarton intends to expand or renovate its services and facilities over a six-year period to accommodate existing and predicted needs of the community as related to current and projected growth.

The Town's CIP, consisting of a listing of Department capital expenditures over six years, was updated in 2011 and 2012 by the Planning Board with assistance from Town Departments. The process was slightly different each year, sometimes facilitated by Central NH Regional Planning Commission (CNHRPC). The CIP was not updated in 2013 or 2014. A new CIP was developed in 2015 for the 2015-2020 period. An addendum to the 2015-2020 CIP was developed in 2016, and that was the last time the plan was updated for several years.

In spring 2023, a CIP Committee was assembled by the Board of Selectmen and was designated to develop the Capital Improvements Program 2024-2029. The Committee reviewed capital improvement project/purchase criteria with the intent of using these objective criteria for

future CIPs. Department and Board projects were submitted for consideration for inclusion into the document, Department heads were consulted, and Town and regional financial data was collected and integrated.

## PURPOSE AND USE OF THE CIP

The CIP has a variety of purposes and should have many beneficial effects on Dunbarton's financial, budgetary, and planning functions. Its primary purposes are summarized below.

1. State Statutory and Other Legal Requirements: According to NH RSA 674:22, communities that wish to engage in regulating the timing of development through the establishment of growth controls must have adopted both a Master Plan and the Capital Improvements Program. With the adoption of the CIP, the Town may be able to regulate the rate of growth, should the need for such control become necessary. In the meantime, the CIP, in conjunction with the Master Plan, will enable the Planning Board to use its power under RSA 674:36 to deny subdivisions that are premature due to the lack of sufficient public services and/or infrastructure (see Chapter 7 Appendix). The CIP demonstrates that the Town is attempting to accommodate growth, and that there is a good-faith effort on the part of the Town to provide those services at some later date. If impact fees are assessed to a developer, the Town should request the fees in accordance with the CIP and should also fund its portion of the necessary infrastructure improvement.
2. Stability in Tax Rates and Budgets: The Capital Improvements Program will contribute to stabilizing the Town's tax rate and budget each year by planning and budgeting for major capital expenditures well in advance. Financing methods such as bonding and capital reserve funds are recommended in order to make annual capital expenditures more stable, predictable, and manageable. Wide fluctuations in annual Town budgets caused by sudden or large one-time capital expenditures will be reduced. Under NH RSA 33:4A, a Town's bonded indebtedness is limited to 3.0% of the Town's assessed valuation, a School's bonded indebtedness is limited to 7.0% of the Town's assessed valuation, and a Village District is limited to 1.0% of their valuation. Towns participating in a cooperative school district can incur bonded indebtedness up to 10% of its equalized valuation (Chapter 7 Appendix).
3. A Management Tool for Town Officials: The 2019 Master Plan contains projections and analyses of the Town's demographic trends and finances which all local officials may find useful in planning and delivering public services if the information is updated. A comprehensive, longer-term picture of capital needs is created because all capital items are placed into one schedule. A Master Plan should be updated at least every 7-10 years for it to remain relevant to the community. The Capital Improvements Program is designed to be used by officials as a management tool that builds off information contained in the Master Plan.

4. Citizens' and Developers' Guide to Planned Expenditures: The Capital Improvements Program will serve both citizens and developers as a useful guide for expenditures planned by the Town to accommodate projected growth. The citizen who wants to know when and at what costs a particular service will be expanded can consult the Capital Improvements Program, as can the developer who wants to know when, for example, school capacity will be expanded. The Town can limit the number of building permits issued each year (Growth Management Ordinance) if it can document the lack of municipal and school capacity to handle growth and state the Town's intentions to remedy the situation within one year.
5. Use by the Selectmen and Budget Committee: In Dunbarton, the Board of Selectmen also serves as the Budget Committee to develop and approve the yearly budget. RSA 674:8 is not specific about how the Capital Improvements Program is used in preparation of the annual Town Budget. It simply requires the Planning Board "...submit its recommendations for the current year to the Mayor (Board of Selectmen) and Budget Committee... for consideration as part of the annual budget." This clearly means the Capital Improvements Program is not binding in any way upon Town appropriations and expenditures. The Capital Improvements Program is thus an advisory document without the force of law. A properly prepared Capital Improvements Program will, however, be effective and credible when annual consideration of the Town budget takes place.
6. A Basis for Enacting a Growth Management Ordinance: In order to regulate and control the timing of development through a Growth Management Ordinance (GMO) in accordance with NH RSA 674:22, communities must enact and maintain a current Master Plan and a Capital Improvements Program. A demonstrated need for timed development must be identified through both documents. The CIP contains demographic data, current and future facility information, and Department needs over the next six years. The document helps to support whether a need for new facilities and infrastructure will be needed to accommodate new growth.
7. A Basis for Enacting an Impact Fee Ordinance (IFO): In order to implement an impact fee schedule in accordance with NH RSA 674:21, communities must enact and maintain a Capital Improvements Program. Through adoption of this CIP, as well as the 2019 Master Plan, Dunbarton has the legal ability to assess impact fees to developers as long as an Impact Fee Ordinance is approved by Town voters. Such fees are used to construct or acquire necessary public infrastructure to accommodate demands created by new growth.
8. Department Budgeting Tool: An updated CIP permits all Departments to understand the yearly funding priorities for all Departments' capital needs. When a Department is asked to submit projects for a CIP, a long-term planning process begins for that Department which enables easier annual budgeting priority identification.

## THE CIP DEVELOPMENT PROCESS

The Planning Board appoints a Capital Improvements Program Committee, which should use the following process as guidance for development of a CIP. This process was used in 2023 for the development of the 2024-2029 CIP.

### Approval of Master Plan

- Dunbarton Planning Board completes the 2019 Master Plan after conducting properly noticed public hearings for adoption in September 2019. The generally accepted practice is to update the Master Plan every 7 to 10 years, or after a decennial census is released.

### Authorization from Annual Meeting

- The Planning Board seeks and secures approval from the Town Annual Meeting on March 8, 2005 to create a Capital Improvements Program in accordance with NH RSA 674:5-8.
- The Board of Selectmen seeks and secures approval from the Town Annual Meeting on March 10, 2015 to transfer authority for developing the Capital Improvements Program from the Planning Board to the Board of Selectmen.

### Appointment of Committee

The Board of Selectmen appoints a Capital Improvement Program Committee consisting of members from the Planning Board, Town Departments, Town Staff, Town Committees, and the School Board.

### Definition of Capital Expenditure

- The CIP Committee defines what a “capital expenditure” is each time it generates a new CIP. Most of the time, the definition remains the same for each CIP. The definition is typically multi-part. As indicated previously, the definition approved in **2014** by the CIP Committee in order for a project to qualify for inclusion into the 2024-2029 CIP is:

#### The project or purchase must:

- 1) **Must have a gross cost of at least \$15,000;**
- 2) **Must have a useful life of at least three years;**
- 3) **Is not typically included in the operating budget;**
- 4) **Is any project or purchase requiring bond financing or lease-purchase.**

Eligible items include major equipment, vehicles, special studies, purchase of land or easements, as well as construction of roads and buildings. Recurring costs, such as personnel and supplies, are not capital improvements. Some items, such as maintenance or

repairs, may or may not be included depending upon the cost and the useful life of the repair.

**Solicitation of Projects from All Municipal/School Departments**

- The CIP Committee sends information and application materials to all Town Department heads, Board/Commission Chairs, certain administrative Staff positions, and the School Board. Representatives submit requests with Department/Board priority prioritization, estimated costs, and identification of how each project/purchase is to be funded. This occurred in February 2023.
- The Town collects the requests, and the CIP Committee reviews the applications and develops questions to ask of Departments during the interview process.

**Development and Adoption of Priority Prioritization/Evaluation Scale**

- The Prioritization and evaluation scale is preliminarily developed and then adopted by the Capital Improvements Program (CIP) Committee to prioritize the projects. The 1-6 scale, from Urgent to Inconsistent, was approved in 2014 by the CIP Committee to prioritize and evaluate the applications. This is shown in Chapter 3. **Capital Improvements Project Prioritization.**

**Department Consultation and Prioritization of Project Requests**

- The CIP Committee holds a consultation with each applicant to discuss requests. After testimonies are completed, members of the CIP Committee prioritize each request based on their understanding of prioritization criteria and upon their understanding of municipal priorities, taking into consideration Department priorities and their requests for years implemented.
- Adjustments in scheduling over the six-year time period are negotiated within the CIP Committee in order to minimize sharp increases in the yearly tax rate.
- The CIP Committee develops a final recommended Municipal Improvement Schedule of projects, including the years of expenditure, offsetting funds, and funding sources.

**Document Development**

- The CIP document includes and supports the Improvement Schedule and provides additional information of value to the Planning Board and Board of Selectmen/Budget Committee which allows for informed decisions. The Chapters of the CIP are written or updated from the previous version. These Chapters include Introduction, Demographics, Capital Improvements Project Prioritization, Summary of Projects, Financial Analysis, Road

Management, and the Appendix. The numerous financial and comparative tables and figures within the document are developed or updated.

### Planning Board Review

- The Planning Board receives a final recommended Capital Improvements Program from the CIP Committee. The Planning Board may, at their discretion, meet with the CIP Committee at a Work Session to discuss the document prior to the Public Hearing.
- The Planning Board may adjust scheduling and/or estimated cost of items prior to the Public Hearing, and the CIP Committee makes adjustments accordingly.
- The Planning Board conducts a properly noticed Public Hearing for adoption of the CIP. The Planning Board either votes to adopt the CIP as posted or revises it as result of public testimony or Board discussion. The Board members sign the Certificate of Adoption which will be kept with the original, approved document.
- Once adopted, the original signed CIP is filed with the Town Clerk, and copies are provided to all Town Departments, Boards, Committees, Budget Committee, Board of Selectmen, and the Dunbarton School Board.

### Annual Update

- Following the annual March Town Meeting, the CIP process is repeated. Projects are re-evaluated and re-prioritized according to criteria approved by the Planning Board or CIP Committee. The annual update is particularly necessary if a community utilizes a Growth Management Ordinance or an Impact Fee Ordinance as the data contained within the CIP will be able to support the necessity of having such an ordinance. This may render the Town's ordinance(s) defensible in court. **The next CIP developed should be for the six-year period of 2025-2030, beginning the process in spring 2024.**
- Waiting until the six-year term of the CIP has nearly expired to begin the update of the next CIP is inadvisable. Yearly budget appropriations, equipment purchases, capital reserve fund deposits, capital project expenditures, or failure to follow yearly CIP recommendations can very quickly cause the adopted CIP to become outdated and not useful to the community. As Departments can utilize the CIP when developing their annual budget proposals, not updating the CIP means Departments lose track of other Departments' priorities and funding opportunities could be lost. The public will also lose knowledge of town

Department priorities and all parties become uninformed of the Town's current capital needs.

### **SCOPE OF THE CAPITAL IMPROVEMENTS PROGRAM**

This Capital Improvements Program identifies capital expenditures anticipated over the next six fiscal years beginning January 1, 2024 and ending December 31, 2029. Within this time frame, however, other projects will be identified which will be of high priority and warrant immediate inclusion in the Town's capital spending plan. After projects are completed for a particular year, they should be removed from the CIP and the status of pending projects should be examined and adjustments made. Every spring or summer, the process should begin anew to ensure priorities remain the same and new projects are placed into the CIP or incomplete projects are placed into forthcoming years.

Demographics of the community are presented to provide the basis for the requirement of many of the projects within this document. The baseline information is additionally valuable when developing future applications for consideration into an updated Capital Improvements Program. Similarly, Department building sizes, staffing, and programs are inventoried and future projections for expansion in the Departments are provided as baseline information. They present an indicator of what types of future needs are on the horizon and develop a history of the growing needs of the community's facilities.

Tax rates and financial data over a period of about six years prior to 2023 enable trends to be identified. Comparisons can then be made, or predictors set, for the upcoming years.

## Chapter 2 Demographics

### HISTORICAL POPULATION AND HOUSING GROWTH

A Capital Improvement Program has a direct relationship to the impact fees which the Town can collect with the proper zoning ordinances and administrative procedures in place. Growth trends must be established to identify the qualification of projects as either serving the current population or serving anticipated population growth. Impact fees can only be assessed on future anticipated growth.

To ascertain the growth trends of the community, an examination of past, present, and future population growth is required. The following tables and analysis help assess the growth condition of the community and updated with the most recent estimated demographic data provided by the US Census Bureau.

In Table 1, 2010 population of 2,758 in Dunbarton increased 9% to 3,005 people in 2020, while housing growth increased almost 9% to total 1,171 units over the decade.

**Table 1**  
**Overall Population and Housing Growth Trends, 1970-2020**

Decades	Population	Net Change		Housing Units	Net Change	
		#	%		#	%
1970 Census	825	NA	NA	302	NA	NA
1980 Census	1,174	349	42.3%	421	119	39.4%
1990 Census	1,759	585	49.8%	685	264	62.7%
2000 Census	2,226	467	26.5%	858	173	25.3%
2010 Census	2,758	532	23.9%	1,077	219	25.5%
2020 Census	3,005	247	9%	1,171	94	8.7%
<b>Total Change from 1970 – 2020</b>		<b>2,180</b>	<b>264%</b>		<b>869</b>	<b>288%</b>

*Source: U.S. Census Bureau, NH Office of Strategic Initiatives Data Center*

From Table 1, in 2020, an average of 2.6 people lived in each housing unit, down slightly from 2.7 people in 1970. Dunbarton's overall growth since 1970 has increased by 264% in population and 288% in housing units, which is more than tripling the population and the number of housing units over the five decades. Proportionately, the growth of housing has been commensurate with the growth of population in Dunbarton.

**Table 2**  
**Population Density, 1970-2020**

Area (Sq Mi) Excluding Water	Persons per Square Mile					
	1970	1980	1990	2000	2010	2020
30.1	27	39	58	74	92	100

Source: *Table 1, NH Office of Strategic Initiatives Acreage Calculations*

As displayed in Table 2, the population density of persons per square mile has increased from 27 in 1970 to 100 in 2020. The overall density increased 270% over the 50-year period. The largest increase occurred between 1980 and 1990, when 19 additional people per square mile were added, close to the 18 additional people from 2000 to 2010.

**Table 3**  
**New Construction Building Permits, 2016-2022**

New Construction Type Permit	2016	2017	2018	2019	2020	2021	2022	7-Year Total
<b>Single Family</b> <i>New Home</i>	8	20	12	11	11	6	18	86
<b>Multi-Family</b> <i>New Home</i>	0	0	0	0	0	0	0	0
<b>Manufactured</b> <i>New Home</i>	0	0	0	0	0	1	0	1
<b>Non-Residential</b> <i>New Commercial, Non-Profit, Organization, Church, School, Municipal, etc. Building</i>	0	0	1	0	0	0	1	2
<b>Total Permits Issued</b>	<b>8</b>	<b>20</b>	<b>13</b>	<b>11</b>	<b>11</b>	<b>7</b>	<b>19</b>	<b>89</b>

Sources: *Town Reports; Building Permit files.*

Like many other Central NH communities, in Table 3 Dunbarton has seen an increase in the number of new construction (home, commercial, and non-residential) building permits issued since 2016 with spikes in 2017 and 2022. Over the seven-year time span of 2016 through 2022, no multi-family housing permits, one manufactured housing (replacement) permit, and two non-residential permits were issued in Town. However, 86 single family housing permits were issued over the same period. Single family homes are the predominant home type and land use within Dunbarton.

## CONCLUSIONS

The Town presently has neither a Growth Management Ordinance nor an Impact Fee Ordinance at present, nor has it previously adopted either ordinance.

Housing growth in Dunbarton has increased in a regionally consistent manner. Southern New Hampshire and Central New Hampshire have been growing more rapidly, both in population and housing. With Dunbarton's unique rural setting, low density, and accessibility to Concord, Manchester, and greater Nashua, some of this growth appears to have reached the Town. Future growth will occur and Dunbarton must begin to plan for its future effects.

The Tables within Chapter 4. Summary of Projects discuss project overviews for each participating Department which could later offer an opportunity for identifying which projects, or portions of projects, could qualify for impact fees. This task could be determined by identifying what percentage of each project would serve new growth in Town. This is the portion of the capital expenditure that could be considered to be charged towards impact fees.

As of present day, both a Growth Management Ordinance and Impact Fee Ordinance might be premature as the Town's latest growth trends do not substantiate either. Impact fees not expended after six years need to be returned to the property owner, and without considerable growth, no significant amount of impact fees would be generated to pay for capital expenditures necessary to accommodate growth. Both require a great deal of administrative tracking and accountability.

The CIP Committee's discussion as to the Ordinances' future relevancy should be revisited on a regular basis. Before significant growth reaches Dunbarton, it would be prudent to undertake future facility planning. Of additional assistance would be Table 5A through Table 11 which identify participating Departments' long-term facility needs up to 15 years in advance. These Tables can help place the Town "on notice" early that these facilities, program, or staffing needs are forthcoming although not all (the staffing and program needs) would be considered capital expenditure projects.

## **Chapter 3**

### **Capital Improvements Project Prioritization**

#### **PROJECT PRIORITIZATION METHOD**

One of the most difficult aspects of preparing a CIP is the scheduling and evaluation of proposed projects. The following prioritization criteria system was developed to assist the CIP Committee with objectively evaluating the proposals submitted by each of the Town's Departments.

#### **Department Self-Prioritization**

Each project or purchase was assigned a priority by the submitting Department on a High, Medium, or Low basis. Each application also assigned year(s) of expenditure and listed sources of funding. Applications were sent to Department heads in January 2023. Department heads then met with the CIP Committee on March 1, 2023 for review and consultation.

#### **CIP Committee Prioritization**

The Committee invited those Departments which submitted applications to appear before the Committee and present their proposals. The question- and answer-session permitted applicants to provide greater detail on aspects of their proposed projects.

After reviewing all of the applications submitted by Town Departments and consulting with the applicants, the CIP Committee prioritized the applications based upon current Town needs and priorities. No School District applications were submitted, but if any had been received, they would not have been prioritized as the School budget is separate from the Town's budget. However, the future inclusion of these projects into the Dunbarton municipal CIP will be critical because of the potential impacts to the overall tax rate.

The Committee prioritized each Town application against those within the same year, and then made modifications where necessary by placing each project into the appropriate year based upon budgetary considerations. Table 4 displays the *Overall Priority Allocated* based upon a scale of 1-6 and displays the *Assigned Expenditure Year(s)* selected by the CIP Committee based upon all factors, including cost.

## PROJECT PRIORITIZATION CRITERIA

The objective project prioritization and evaluation scale below includes specific definitions. The scale was adopted and utilized by the Committee when completing the project prioritization:

- 1 **Urgent:** PROJECT cannot be delayed; needed immediately for public health and safety.  
**WHEN:** CIP Years 1-2, 2024 or 2025
- 2 **Necessary:** PROJECT is needed to maintain basic level of community services.  
**WHEN:** CIP Years 3-4, 2026 or 2027
- 3 **Desirable:** PROJECT is needed to improve quality or level of services.  
**WHEN:** CIP Years 5-6, 2028 or 2029
- 4 **Deferrable:** PROJECT can be placed on hold until after 6-year period.  
**WHEN:** After CIP timespan (after 2029)
- 5 **Premature:** PROJECT needs more research, time, planning, or coordination.  
**WHEN:** N/A
- 6 **Inconsistent:** PROJECT is contrary to land use planning or community development goals or is not funded by the Town or does not meet criteria.  
**WHEN:** N/A

The simplified version can be viewed in a matrix format as shown below.

CIP Project Prioritization Scale*				
1	Urgent	Years 1-2	2024 or 2025	1
2	Necessary	Years 3-4	2026 or 2027	2
3	Desirable	Years 5-6	2028 or 2029	3
4	Deferrable	After 6 Years	after 2029	4
5	Premature	---	---	5
6	Inconsistent	---	---	6
* adopted at 10-22-14 CIP Committee meeting				

**PROJECT PRIORITIZATION AND YEARS OF EXPENDITURE**

Thirteen projects were brought before the CIP Committee for consideration, all of which were incorporated into the CIP. The final project prioritizations as adopted by the Committee are depicted in Table 4.

Through the project prioritization process, all of the projects were chosen by the Committee to be included into the CIP. The Committee can remove certain projects from the CIP, including projects recently completed, projects with costs small enough to be paid for from Department operating budgets, projects without the necessary research and coordination needed at this time, or those which do not meet the project prioritization criteria. Any project which meets the Application criteria could be reconsidered for future CIP inclusion and prioritization.

**Table 4**  
**Project Prioritization**

Application #	PROJECTS: DEPARTMENT CAPITAL PURCHASES / EXPENDITURES	Applicant (Project Application)*			CIP Committee	
		Proposed Expenditure Year(s)	Applicant Priority	Estimated Cost	Overall Priority Allocated (1-6)	Assigned CIP Expenditure Year(s)
<b>CT</b>	<b>CEMETERY</b>					
4-CT-2024	East Cemetery Erosion Control	2024	Medium	\$25,000	3	2024
8-CT-2024	Pages Corner Cemetery Cremation Gardens	2025-26	Medium	\$24,000	3	2025-26
9-CT-2024	Cemetery Roads	2025-26	Medium	\$20,400	3	2025-26
<b>PD</b>	<b>POLICE DEPARTMENT</b>					
1-PD-2024	Replace Vehicle/Equipment	2025	High	\$60,000	2	2025
2-PD-2024	Replace Vehicle/Equipment	2027	High	\$60,000	2	2027
<b>HD</b>	<b>HIGHWAY DEPARTMENT</b>					
10-HD-2024	Lease/Purchase Dump Truck	2024	High	\$210,000	2	2024
<b>FD</b>	<b>FIRE DEPARTMENT</b>					
5-FD-2024	Replace Command Vehicle	2025	Medium	\$22,500	1	2025
6-FD-2024	Ambulance	2024	High	\$330,000	2	2024
7-FD-2024	Lease/Purchase Fire Engine	2024	High	\$600,000	2	2024
<b>BA</b>	<b>BOARD OF ASSESSORS</b>					
3-BA-2024	Full Statistical Revaluation	2025	High	\$80,000	2	2025
<b>TS</b>	<b>TRANSFER STATION</b>					
11-TS-2024	Replace Skidsteer	2024	Medium	\$70,000	2	2024
12-TS-2024	Replace Backhoe	2026	Medium	\$50,000	3	2026
13-TS-2024	Lease/Purchase Roll-off Truck	2029	Medium	\$350,000	4	2029

ADDITIONAL PROJECTS NOT REQUIRING PRIORITIZATION						
<b>SD</b>	<b>SCHOOL DISTRICT PROJECTS</b>					
----	No capital projects included within the CIP 2024-2029	---	---	---	---	---
*Project Cost, Priority, and Expenditure Year may differ from the initial Project Application presented by the Applicant as the CIP Committee undertakes the Project Evaluation and Prioritization process.						

Source: Applicants and CIP Committee 2023

## **Chapter 4**

### **Summary of Projects**

#### **PROJECTS OVERVIEW**

To prepare the Capital Improvements Program 2024-2029, the CIP Committee surveyed all Town Departments and Boards/Commissions and inquired of the Dunbarton School District representative for information on the current adequacy and needs of their facilities and equipment, and identification of future needs for expansion, improvements, and additions. Some Town Departments, etc. opted not to participate. Others had no projects to include in the CIP during this timeframe.

Using data submitted by Department Heads for this document, the CIP Committee identified 13 Town projects for inclusion in the Capital Improvements Program for the 2024-2029 (six-year) period. All projects are recommended to be funded through property taxes, grants, capital reserve funds, state aid, user fees, and/or bonds.

Proposed projects address the need to correct deficiencies in the Town's infrastructure and services, as well as meet the service needs generated by increased population growth and development. The following Table 5 through Table 10 summarize the projects to be included in the 2024-2029 CIP. Where available, Department support tables document the present status and future needs of each Department responding to the request for CIP projects and provide inventories of either singular or aggregate Department equipment over \$15,000. These support tables provide baseline information on Departments and provide a window into the future needs for the next CIP.

Projects are identified with a project number beginning with 1) a consecutive number in which order the application was reviewed by the CIP Committee, 2) a department abbreviation, and 3) the first year of the CIP span (2024) to track its project/purchase's submission date.

This type of project numbering system allows for easier tracking of the applications over time, especially during annual updates, and reduces the confusion with similar applications such as vehicle replacements. Consistency is key when receiving and processing the applications received.

**Cemetery**

**Three Applications** were submitted for CIP consideration and inclusion by the Cemetery Trustees:

**Table 5**  
**Cemetery Projects**

<b>Project Prioritization</b>	<b>Title of Project</b>		<b>Total Estimated Cost</b>	<b>CIP Expenditure Year(s)</b>
<b>3 Desirable</b>	<b>4-CT-2024</b>	<b>East Cemetery Erosion Control</b>	<b>\$25,000</b>	<b>2024</b>
	<p>Project is to control erosion at the East Cemetery. The East Cemetery is located on a steep hill. Over time, rain and snow melt have eroded the hillside to the point where very little soil and ground cover are available. As the hillside continues to erode, graves and gravestones are being damaged which the town will need to repair. Adding topsoil and having the hill hydro-seeded will minimize the damage being done to the cemetery. Initially submitted for 2016 CIP.</p> <p>Project will be funded by Warrant Article/Property Taxes in 2024.</p>			
<b>3 Desirable</b>	<b>8-CT-2024</b>	<b>Page's Cemetery Cremation Gardens</b>	<b>\$24,000</b>	<b>2025-26</b>
	<p>Project is to complete Phase 3 of 3'x3' plots; include cobblestone borders with hard pack gravel walkway; 4 granite benches and Phase 4 which is the 4'x4' plots cremation garden completion with cobblestone border, hard pack gravel walkways; stabilization fabric under the gravel.</p> <p>Project will be funded by Capital Reserve Funds (\$6,000) and by Warrant Articles/Property Taxes for the remaining amount due.</p>			
<b>3 Desirable</b>	<b>9-CT-2024</b>	<b>Cemetery Roads</b>	<b>\$20,400</b>	<b>2025-26</b>
	<p>Project is Phase 3 at Page's Cemetery to construct roadway 400' long x 14' wide; underdrain pipe/stone, and Phase 4 at Center Cemetery to complete the road/parking/turnaround area.</p> <p>Project will be funded by Warrant Article/Property Taxes, \$11,500 in 2025 and \$8,900 in 2026.</p>			

*Source: Cemetery Trustees, as accepted by the CIP Committee*

**Table 5A**  
**Cemeteries**  
**Facilities, Staffing, and Long-Term Needs**

<b>PRESENT – 2023</b>	
Building/Facility #1 Sq. Ft.	1.4 acres
Building/Facility #1 Name	East Dunbarton Cemetery
Building/Facility #2 Sq. Ft.	3.71 acres
Building/Facility #2 Name	Center Cemetery
Building/Facility #3 Sq. Ft.	3.16 acres
Building/Facility #3 Name	Pages Corner Cemetery
Annual Paid Staff Hours	0
Annual Non-Paid or Stipend Hours	100
Full Time Employees	None
Part Time Employees	None
<b>FUTURE – 15 Years</b>	
Staffing Needs	Unknown
Program Needs	Unknown
Building/Facility Needs	Unknown
Equipment Needs	Unknown

*Source: Cemetery Trustees 2023*

**Police Department**

**One Application** was submitted for CIP consideration and inclusion. The application listed the purchase of two cruisers in different years, therefore it was separated and listed as two applications.

**Table 6**  
**Police Department Projects**

Project Prioritization	Title of Project		Total Estimated Cost	CIP Expenditure Year(s)
<b>2</b> <b>Necessary</b>	<b>1-PD-2024</b>	<b>Replace Vehicle and Associated Equipment</b>	<b>\$60,000</b>	<b>2025</b>
	<p>Project is to replace existing fleet vehicles and up fit with new equipment. Emergency vehicles are subjected to harsher operation and conditions than family passenger vehicles. Vehicle reliability is critical to daily operations. Some equipment may be re-used. Manufacturer model year changes make some equipment obsolete. Routine replacement avoids potentially costly repairs and increased liability of using older vehicles for emergency response. The lead time is approximately 9-12 months.</p> <p>Project will be funded by CRF (\$20,000), a Warrant Article/Property Taxes (\$20,000), and Special Duty Revolving Fund (\$20,000).</p>			
<b>2</b> <b>Necessary</b>	<b>2-PD-2024</b>	<b>Replace Vehicle and Associated Equipment</b>	<b>\$60,000</b>	<b>2027</b>
	<p>Project is to replace existing fleet vehicles and up fit with new equipment. Emergency vehicles are subjected to harsher operation and conditions than family passenger vehicles. Vehicle reliability is critical to daily operations. Some equipment may be re-used. Manufacturer model year changes make some equipment obsolete. Routine replacement avoids potentially costly repairs and increased liability of using older vehicles for emergency response. The lead time is approximately 9-12 months.</p> <p>Project will be funded by CRF (\$20,000), a Warrant Article/Property Taxes (\$20,000), and Special Duty Revolving Fund (\$20,000).</p>			

*Source: Police Department, as accepted by the CIP Committee*

**Table 6A**  
**Police Department**  
**Facilities, Staffing, and Long-Term Needs**

PRESENT – 2023	
Building #1 Square Footage	1,760
Annual Paid Staff Hours	13,125
Annual Non-Paid Hours	0
Full Time Employees	5
Part Time Employees	5
FUTURE – 15 Years	
Staffing Needs	Office Admin PT to FT; Additional FT Officer
Program Needs	None Noted
Building Needs	Public Safety Building; Additional Space
Equipment Needs	Vehicle/Equipment Replacement

*Source: Police Department 2023*

**Highway Department**

**Two Applications** were submitted for CIP consideration and inclusion. One is for Capital Reserve Fund deposits into an existing account, which although does not fulfill the technical definition of a project, the information is utilized within the CIP and Figure 1 **Municipal Improvements Schedule**.

**Table 7**  
**Highway Department Projects**

Project Prioritization	Title of Project		Total Estimated Cost	CIP Expenditure Year(s)
CRF	CRF	Highway Capital Reserve Fund CRF Deposits	\$120,000	2024-2029
	Project is to annually fund the existing Highway CRF for vehicle and equipment purchases.			
	Project will be funded by annual CRF deposits of \$20,000 over the next 6 years.			
2 Necessary	10-HD-2024	Lease/Purchase Dump Truck	\$210,000	2024
	Project is to add a 2024 six-wheel, five-ton dump truck to the Department's vehicle roster in order to increase the Department's labor force to better serve the needs of an expanding town and help the Department become more self-sufficient. Project would include a plow, wing, and sander.			
	Project will be funded by a Warrant Article/Property Taxes.			

*Source: Highway Department, as accepted by the CIP Committee*

**Table 7A**  
**Highway Department**  
**Facilities, Staffing, and Long-Term Needs**

PRESENT – 2023	
Building/Facility #1 Sq. Ft.	4800
Building/Facility #1 Name	Highway Garage
Building/Facility #2 Sq. Ft.	2,400
Building/Facility #2 Name	Salt Shed
Annual Paid Staff Hours	3,080
Annual Non-Paid or Stipend Hours	0.00
Full Time Employees	1
Part Time Employees	1.5
FUTURE – 15 Years	
Staffing Needs	1-2 New Employees
Program Needs	None Noted
Building/Facility Needs	None Noted
Equipment Needs	Loader, Backhoe, 2 Dump Trucks

*Source: Highway Department, 2023*

**Fire Department**

Three Applications were submitted for CIP consideration and inclusion.

**Table 8**  
**Fire Department Projects**

Project Prioritization	Title of Project		Total Estimated Cost	CIP Expenditure Year(s)
<b>2</b> <b>Necessary</b>	<b>5-FD-2024</b>	<b>Replace Command Vehicle</b>	<b>\$85,000</b>	<b>2025</b>
	Project is to replace current Command Vehicle which was a former cruiser and has high mileage and rust. Project will be funded by Warrant Article/Property Taxes.			
<b>2</b> <b>Necessary</b>	<b>6-FD-2024</b>	<b>Replace Ambulance</b>	<b>\$330,000</b>	<b>2024</b>
	Project is to replace the current ambulance which is the most used vehicle in the Department's fleet and the only ambulance. This replacement is 12 years past due for the planned replacement program. Project will be funded by Special Ambulance Fund.			
<b>2</b> <b>Necessary</b>	<b>7-FD-2024</b>	<b>Lease/Purchase Fire Engine</b>	<b>\$600,000</b>	<b>2024</b>
	Project is to replace current engine that is 32 years old and no longer meets NFPA safety standards. Project will be funded by CRF (\$300,000) and Lease/Loan (\$300,000).			

*Source: Fire Department, as accepted by the CIP Committee*

**Table 8A**  
**Fire Department**  
**Facilities, Staffing, and Long-Term Needs**

PRESENT – 2023	
Building/Facility #1 Sq. Ft.	Office = 1,568; Garage = 2,880. Total = 4,448
Building/Facility #1 Name	Fire Department
Annual Paid Staff Hours	2,000
Annual Non-Paid or Stipend Hours	
Full Time Employees	0
Part Time Employees	35
FUTURE – 15 Years	
Staffing Needs	Two full-time Firefighters / EMTs
Program Needs	None Noted
Building Needs	Additional Bay Space
Equipment Needs	Forestry Truck.

*Source: Fire Department 2023*

**Board of Assessors**

One Application was submitted for CIP consideration and inclusion.

**Table 9**  
**Board of Assessors Projects**

Project Prioritization	Title of Project		Total Estimated Cost	CIP Expenditure Year(s)
<b>2 Necessary</b>	<b>3-BA-2024</b>	<b>Full Statistical Revaluation</b>	<b>\$80,000</b>	<b>2025</b>
	Project is to prepare a full Statistical Revaluation mandated by the Department of Revenue. Project will be funded by Property Revaluation CRF.			

*Source: Board of Assessors, as accepted by the CIP Committee*

**Table 9A**  
**Board of Assessors**  
**Facilities, Staffing, and Long-Term Needs**

PRESENT – 2023	
Building/Facility #1 Sq. Ft.	156 - Office Space
Building/Facility #1 Name	Assessing Office - Town Offices
Building/Facility #2 Sq. Ft.	NA
Building/Facility #2 Name	NA
Annual Paid Staff Hours	120
Annual Non-Paid or Stipend Hours	72
Full Time Employees	NA
Part Time Employees	1
FUTURE – 15 Years	
Staffing Needs	TBD
Program Needs	TBD
Building/Facility Needs	TBD
Equipment Needs	TBD

*Source: Board of Assessors, Town Administrator 2023*

**Transfer Station**

Three Applications were submitted for consideration and inclusion in the CIP.

**Table 10**  
**Transfer Station Projects**

Project Prioritization	Title of Project		Total Estimated Cost	CIP Expenditure Year(s)
<b>2 Necessary</b>	<b>11-TS-2024</b>	<b>Replace Skidsteer</b>	<b>\$70,000</b>	<b>2024</b>
	<p>Project is to replace existing 2007 Skidsteer with about 4400 hours that is seeing some electrical and hydraulic issues. Used for loading recyclables, plowing snow, stacking brush, loading dumpsters, sweeping, and other tasks. Has no AC; it is very hot in summer. May not replace with another Skidsteer but comparable machine. Project includes snowblower attachment for around the solar panels.</p> <p>Project will be funded by CRF (\$40,000) and Warrant Article/Property Taxes (\$30,000).</p>			
<b>2 Necessary</b>	<b>12-TS-2024</b>	<b>Replace Backhoe</b>	<b>\$50,000</b>	<b>2026</b>
	<p>Project is to replace existing 2009 Backhoe with about 7400 hours; purchased used in 2020 and is showing its age with rust and failing parts. Used for snow removal/crushing material in dumpster, etc. Upgrade to a newer, lower hour, 4 wheel-drive, machine with thumb.</p> <p>Project will be funded by CRF (\$20,000) and Warrant Article/Property Taxes (\$30,000).</p>			
<b>4 Deferable</b>	<b>13-TS-2024</b>	<b>Lease/Purchase Roll-off Truck</b>	<b>\$350,000</b>	<b>2029</b>
	<p>Project is to replace existing 2003 Truck with 118,000 miles that does all the hauling for the Transfer Station. There are currently no problems, just normal maintenance. It is the most cost-effective way for the town to move its material which is currently running between \$40,000 and \$60,000 per year.</p> <p>Project will be funded by Warrant Article/Property Taxes.</p>			

*Source: Transfer Station, as accepted by the CIP Committee*

**Table 10A**  
**Transfer Station**  
**Facilities, Staffing, and Long-Term Needs**

PRESENT – 2023	
Building/Facility #1 Sq. Ft.	3,200
Building/Facility #1 Name	Transfer Station
Building/Facility #2 Sq. Ft.	NA
Building/Facility #2 Name	NA
Annual Paid Staff Hours	8,100
Annual Non-Paid or Stipend Hours	0
Full Time Employees	1
Part Time Employees	4
FUTURE – 15 Years	
Staffing Needs	Additional FT; reduce PT
Program Needs	More Recycling Programs & Composting
Building/Facility Needs	New Trash Building; Recycle Building w/Additional Storage
Equipment Needs	Horizontal baler; roll-off truck; trash compactor

*Source: Transfer Station 2023*

### **Board of Selectmen**

**No Applications** were submitted for consideration during the 2024-2029 CIP process.

**Table 11**  
**Board of Selectmen**  
**Facilities, Staffing, and Long-Term Needs**

PRESENT – 2023	
Building/Facility #1 Sq. Ft.	2,636
Building/Facility #1 Name	Town Offices
Building/Facility #2 Sq. Ft.	NA
Building/Facility #2 Name	NA
Annual Paid Staff Hours	8,996
Annual Non-Paid or Stipend Hours	NA
Full Time Employees	2
Part Time Employees	3
FUTURE – 15 Years	
Staffing Needs	One additional Full Time
Program Needs	TBD
Building/Facility Needs	Additional private office space
Equipment Needs	TBD

*Source: Town Administrator 2023*

**ORIGINAL CIP APPLICATIONS**

The original project Applications, along with any supporting documentation submitted, are on file in the Planning Board office. The Applications give additional details on the impacts to the operating budget and the methods anticipated to fund each of the applications. However, the Application information will evolve during future CIP processes to refine the data displayed within this document and in Figure 1 Municipal Improvement Schedule.

Thirteen projects from the Applications submitted are included within this CIP, all of which are municipal projects proposed over the six-year period of 2024-2029. Some municipal Departments and Boards, along with the Dunbarton School Board, did not submit project Applications as they had no anticipated projects between 2024 and 2029.

## IMPROVEMENTS SCHEDULES

Figure 1 Municipal Improvements Schedule inventories capital costs over the six-year CIP term of 2024-2029 which could impact Dunbarton taxes and displays the annual NET IMPACT ON THE TOWN TAX RATE with the anticipated capital expenditure projects, Capital Reserve Fund (CRF) deposits, and bonds payments provided for this Capital Improvements Program 2024-2029. Figure 2 School Projected Annual Capital Budgets outlines the Elementary School's capital budget through 2029.

### Municipal Improvements Schedule

The fiscal year of the Town begins on January 1 and ends on December 31 of the same year. Figure 1 Municipal Improvements Schedule (on the foldout page) details the recommended methods of financing the capital improvements, anticipated cost offsets, and the resulting impacts to the yearly municipal tax rates for the Department and Board CIP Application projects presented within this document. All numbers are shown in 2023 dollars and inflation is not considered.

The CIP Committee chose to focus on the first two years of the CIP, 2024 (\$1.85) and 2025 (\$0.84), to obtain the greatest level of accuracy with the assumption of an annual CIP update to obtain more cost information on high-cost future projects and to reprioritize the remaining projects not yet funded.

As proposed in the Selectmen's budget, voters at the Annual March Town Meeting will decide whether the best interests of the Town and its residents are served by voting YES or NO when asked to consider allocating funds to these capital projects. If the CIP is annually updated (a 2025-2030 document, for instance), more information will be provided for projects not yet funded. The potential NET IMPACT ON THE TOWN TAX RATE will be managed by viewing

### **WHY INCLUDE SCHOOL CAPITAL COSTS IN THE TOWN'S CIP?**

School taxation and municipal taxation have a strong influence on one another. The local school tax is a significant component of the total Dunbarton property tax (Table 14). The Town and Planning Board have no control over the School District budget or expenditures. Only the School District Annual Meeting (or Special Meeting) makes decisions about these items. The same holds true for the Town budget and Annual Town Meeting. When total taxes are too high in a given year, voters are unlikely to support *both* budgets as proposed. The State Statutes recognize the need for both Town and School to work together (under RSA 674:7) on the CIP projects.

The School Projected Annual Capital Budgets document assists the Town with Town capital expenditure planning by providing a reasonable portrayal of the School District's annual capital expenditure costs. Capital School project expenditures, bonds, and Capital Reserve Fund deposits are evaluated annually to ensure the Town's capital project planning does not overburden taxpayers.

The financial costs reflected in either document do not need to be 100% accurate since the entire CIP document is used for planning purposes. The CIP, the municipal improvements Schedule and the School Projected Annual Capital Budgets are intended to be updated annually with the most current capital expenditures, CRFs, and bond costs available. Working together annually for the Town's CIP development, the Town and School District can ensure the greatest possible success for both capital budgets placed before the voters.

another six years' worth of municipal projects and reprioritizing Department needs using the most recent Net Valuation and project costs.

### **School Projected Annual Capital Budgets**

The fiscal year of the School District begins on July 1 and ends on June 30 of the following year. Figure 2 Projected Annual Capital Budgets displays the yearly impact from the provided school capital budgets between school years 2018/2019 and 2027/2028.

The Dunbarton School District's Authorized Regional Enrollment Area (AREA) Agreement with Bow tuitions Dunbarton's grade 7-12 students to Bow Memorial School (5-8) and Bow High School (9-12) for the next ten years. Elementary School students in Dunbarton (K-6) continue to attend school in Town.

In 2017, the Dunbarton School District achieved what the CIP process tries to provide: steady and predictable annual capital budgets. They have maintained the \$240,000 annual budget since 2017-18 fiscal year and expect to do so through the end of their bond in fiscal year 2027-28. If any modest capital expenditures arise before then, they will fund those through CRF withdrawals which will not have an impact on the tax rate.

The School Board designates a liaison to the Board of Selectmen who periodically attends BOS meetings to keep the town informed of school district activities or concerns. If any unanticipated capital-related items arise that will require the school district to exceed their stipulated annual capital budget, the selectmen will be notified through their liaison.

## Chapter 5

### Financial Analysis

#### TERMINOLOGY

**Equalized valuation**, or **equalization**, is an adjustment of the town's local assessed values, either upward or downward, in order to approximate the full value of the town's property. Each year, the NH Department of Revenue Administration (NHDRA) equalizes the property values for every city and town. This process is due to an imbalance caused by varying local assessment levels. Adjusting these values among towns is the only way for statewide consistency. The total value of all property in town is adjusted based upon the comparison of recent property sales with local property assessments. Once property values have been equalized, public taxes and state revenues shared by towns and cities may be fairly apportioned among them. This includes state education property taxes and county taxes.

As generated statistics, **equalization ratios** are used when revaluation companies are planning their work and are used by assessing officials to periodically check the validity of assessments. Ratios are computed using properties that have sold during the period: the prices the properties actually sold are compared to the values listed on the assessment cards. The median ratio in a listing of properties is selected to represent the equalization ratio in a town because it gives equal weight to all properties regardless of selling price. The ratio can also help towns judge when revaluation should occur and how the town compares with other towns or cities.

The **full value tax rate** is also known as the equalized tax rate for a town. Contrary to popular belief, the town's equalization ratio cannot be applied directly to the local assessed rate to equal the full value tax rate since other variables are involved. This full value tax rate permits comparisons to other towns in the state for apportionment purposes.

The **state school tax rate**, or the Statewide Education Property Tax (SWEPT), is the town's share of the statewide cost for an adequate education (RSA 76:3 and RSA 76:8) school districts annually receive using equalized valuation without utilities. Municipalities send the revenue raised by the SWEPT directly to school districts. Within school cooperative districts, the amount raised is credited to the individual towns.

See [www.revenue.nh.gov/mun-prop/property/equalization-definitions.htm](http://www.revenue.nh.gov/mun-prop/property/equalization-definitions.htm) for definitions and to obtain more information on these and related topics.

**BONDED INDEBTEDNESS**

Dunbarton, like most Towns, relies on bonds for the funding of large-scale municipal projects. Bonds typically last from five to twenty years. Low-interest loans and bonds are provided by the New Hampshire Municipal Bond Bank and by private organizations. Towns are permitted to carry a certain amount of debt, as described below.

Shown in Table 12, the Town of Dunbarton currently has one outstanding municipal bond, or debt service, owing \$1,484,792 (\$1,155,500 plus interest) existing municipal debt as of the development of the CIP in spring 2023.

**Table 12**  
**Existing Bond Payment Schedules, 2024-2029**

Existing Town Bonds	2024	2025	2026	2027	2028	2029	Total
Road Improvement *	\$168,635	\$162,739	\$156,844	\$150,948	\$144,953	\$139,062	<b>\$923,181</b>
<b>Existing School Bonds</b>							
School Bond **	\$195,955	\$187,795	\$174,763	\$166,858	-----	-----	<b>\$725,371</b>

\*10-year Bond – final payment in 2032 Source: Town Administrator

\*\* Final payment in FY 2027/28

The Municipal Finance Act (RSA 33:4a and 4b) establishes the base limit of bonded indebtedness a municipality can incur for municipal expenses (3.0% of the equalized valuation) and for school improvements (7.0% of the equalized valuation). Water projects, the portion of sewer projects financed by users, and tax anticipation notes are excluded from the calculation of indebtedness. Towns participating in a cooperative school district can incur bonded indebtedness up to 10% of its equalized valuation. Based on State law, the bonding capacity and amount available for the Town of Dunbarton is as follows.

The *Maximum Bonding Capacity* and amount of money available for the Town of Dunbarton to currently bond (*Available Bonding Capacity*) is displayed in Table 13:

**Table 13**  
**Bonded Indebtedness**

Municipal and School	Base Valuation for Debt Limits	Maximum Bonding Capacity	Existing Debt	Available Bonding Capacity
<b>Town (3%)</b>	\$518,477,975	\$15,554,339	\$1,484,792	<b>\$14,069,547</b>
<b>Local School (7%) Elementary Only</b>	\$518,477,975	\$36,293,458	\$725,371	<b>\$35,568,087</b>

Sources: NHDRA 2021 Base Valuation for Debt Limits (latest available)

The *Available Bonding Capacity* of the Town from Table 13 is \$15.5 million. Although the calculated numbers display the *Available Bonding Capacity* as \$15.5 million before any new bonds are acquired, the reality is the Town is constrained by revenue brought in by taxes. The Town would not be able to bond to the maximum technical capacity. Factors include how much property is in current use, the Town's poverty rate, the average household income, a percentage of affordable housing higher than the regional average, etc. Raising the taxes does not equal much additional money because of these and other factors, so enough revenue could not be generated to cover bonds of this size.

As also displayed in Table 13, the Dunbarton School District and Elementary School's line indicates a *Maximum Bonding Capacity* of \$36.2 million. School bonding increases the Town's overall tax rate as the payments are calculated into the Local School tax rate.

### **ANNUAL ASSESSMENTS**

In order to develop a feasible Capital Improvements Program (CIP), and because the CIP would have financial impact on the community if followed, it is important to understand financial trends within Dunbarton.

Dunbarton has relied upon a variety of revenue sources to finance municipal operations. Such sources include fees, licenses, trusts (including capital reserve funds), interest on accounts, intergovernmental transfers (grants), and property taxes, which is the single largest form of annual revenue. Tax rates are provided to Dunbarton in early November each year by the NH Department of Revenue Administration (NHDRA).

Table 14 displays the annual assessments per tax category of municipal, county, local school, and state school tax and the taxes paid per \$1,000 of valuation for these categories. Exemptions are not included here.

**Table 14**  
**Annual Tax Assessments, 2017-2022**

<b>Tax Rate Calculation</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Net Property Valuation</b>	<b>\$283,694,527</b>	<b>\$290,747,754</b>	<b>\$294,970,053</b>	<b>\$367,824,818</b>	<b>\$373,333,529</b>	<b>\$405,442,337</b>
Municipal \$ Portion	\$13,135,057	\$13,374,397	\$13,568,622	\$13,977,343	\$15,120,008	\$15,528,442
<b>Municipal Tax Rate</b>	<b>\$4.63</b>	<b>\$4.60</b>	<b>\$4.60</b>	<b>\$3.80</b>	<b>\$4.05</b>	<b>\$3.83</b>
County \$ Portion	\$8,624,313	\$9,042,255	\$9,055,580	\$9,673,792	\$9,445,339	\$10,257,691
<b>County Tax Rate</b>	<b>\$3.04</b>	<b>\$3.11</b>	<b>\$3.07</b>	<b>\$2.63</b>	<b>\$2.53</b>	<b>\$2.53</b>
Local School \$ Portion	\$44,227,977	\$36,169,021	\$50,410,382	\$51,385,127	\$55,589,362	\$61,992,133
<b>Local School Tax Rate</b>	<b>\$15.59</b>	<b>\$12.44</b>	<b>\$17.09</b>	<b>\$13.97</b>	<b>\$14.89</b>	<b>\$15.29</b>
State School \$ Portion	\$6,666,821	\$6,919,796	\$7,226,765	\$6,915,107	\$7,242,670	\$5,392,383
<b>State School Tax Rate</b>	<b>\$2.35</b>	<b>\$2.38</b>	<b>\$2.45</b>	<b>\$1.88</b>	<b>\$1.94</b>	<b>\$1.33</b>
<b>Total Tax Rate</b>	<b>\$25.61</b>	<b>\$22.53</b>	<b>\$27.21</b>	<b>\$22.28</b>	<b>\$23.41</b>	<b>\$22.98</b>
<b>Total Tax Assessments</b>	<b>\$7,265,417</b>	<b>\$6,550,547</b>	<b>\$8,026,135</b>	<b>\$8,195,137</b>	<b>\$8,739,738</b>	<b>\$9,317,065</b>

*Source: Town Records*

Since 2017, net valuations had an overall trend of increases to reach \$405,442,337 in 2022. The net valuations can be grouped into two sets of assessments over the past six years. The first assessment group is from 2017 (\$283,694,527) to 2019 (\$294,970,053). The 2020 statistical revaluation brought the net valuation up to \$367,824,818 which has steadily climbed up yet another \$37m through 2022.

For the purposes of the anticipated net valuation increases over the CIP term of 2024-2029, with two assessment groups to consider over the past six-year term, a simple 1% increase is used to calculate a future net valuation of \$409,496,760 for 2023 as used within the Municipal Improvements Schedule in Figure 1. See also the Net Valuation section below.

Overall, the municipal tax rate per \$1,000 of net valuation in Dunbarton has been decreasing from 2017's value of \$4.63 to \$3.83 in 2022. The rate remained fairly steady from 2017 through 2019, seeing a decrease in 2020 and minor fluctuation in 2021 and 2022.

From Table 14, the local school tax rate ranged from the 2017 rate of \$15.59 to its present 2022 rate of \$15.29. The rate saw a decrease in 2018, significant increase in 2019, a decrease in 2020, and leveled out in 2021 and 2022. The county and state school tax rates remain the lowest contributors to the overall tax rate per \$1,000 of net valuation, at \$2.53 and \$1.33, respectively, in 2022.

### CAPITAL RESERVE FUNDS

Often yearly, the voters allocate funds into the Town's Capital Reserve Funds (CRFs) or Expendable Trust Funds (ETFs) dedicated for specific purchases or improvements. Table 17 lists those fund balances as of March 31, 2023. Only those funds which are related to the capital expenditures contained within this CIP or were anticipated to have additional monies added into the funds between 2024 and 2029 were included in Table 15. One Elementary School District CRF was added to the table.

**Table 15**  
**Capital Reserve and Expendable Trust Fund Balances**

<b>Town Fund Name</b>	<b>Balance on 3-31-23</b>
Highway Capital Reserve Fund CRF	\$65,613
Fire Department CRF	\$356,550
Revaluation CRF	\$91,460
Transfer Station CRF	\$43,222
Cemetery ETF	\$5,584
Land Purchase CRF	\$53,206
Police Vehicle and Equipment CRF	\$14,256
<b>Elementary School Fund Name</b>	<b>Balance on 3-31-23</b>
(SD) Dunbarton Elementary School CRF	\$133,874

*Source: Town Administrator / Trustees / School Board*

Many of the projects listed within the CIP are proposed to have full or partial funding from these CRFs.

Capital Reserve Funds (CRFs) are an excellent tool to help keep the municipal property taxes stable. They offer a mechanism for a municipality to save for anticipated future projects or purchases instead of taking a direct tax hit in any one given year. Money set aside in CRFs also collects interest. Dunbarton could use their multitude of CRFs more effectively by placing funds in the more regularly used accounts on a yearly basis now that this CIP displays the Department needs.

By creating CRFs for many of the projects proposed in this CIP or by increasing the deposits into the CRFs via warrant articles at the March 2024 annual Town Meeting, the proposed expenditures in this CIP should be more evenly distributed in the following years. In addition, grant funds might be pursued to help offset the burden to taxpayers for some of the projects or purchases that are proposed.

### TOWN OPERATING BUDGET

The Town's operating budget is a significant component of the annual budget. The Operating budget pays for all Departments' operations and permits the Town to provide services to residents. Table 16 displays the annual appropriated Operating Budgets along with the Capital Reserve Fund (CRF) appropriations so annual comparisons can be made. The CRF appropriations may differ from those in Table 15 as they include appropriations for fund accounts which are no longer used, or for one-time expenditures, for instance.

**Table 16**  
**Operating Budget and Capital Reserve Appropriations, 2017-2022**

Appropriations	2017	2018	2019	2020	2021	2022	Average 2017 - 2022
Town Operating Budget Appropriations	\$2,668,181	\$2,727,582	\$2,950,442	\$2,963,452	\$2,148,857	\$4,976,422	<b>\$3,072,489</b>
Capital Reserve Fund and Project Appropriations	\$499,458	\$330,807	\$403,503	\$303,000	\$283,625	\$864,735	<b>\$439,188</b>
<i>Capital Funding % of Town Operating Budget</i>	<b>18.7%</b>	<b>12.1%</b>	<b>13.7%</b>	<b>10.2%</b>	<b>13.2%</b>	<b>17.4%</b>	<b>14.2%</b>

Source: Town Reports/Town Administrator

### TAX RATE TRENDS AND COMPARISONS

The full value tax rates included in the table below are derived by the NH Department of Revenue Administration (NH DRA). The NH DRA develops the full value tax rate as a way to compare tax rates among New Hampshire communities. To determine the full value tax rate, the NH DRA compares each municipality's tax rate with its net valuation.

**Table 17**  
**Dunbarton Tax Rates and Trends, 2017-2022**

Dunbarton Taxes	2017	2018	2019	2020	2021	2022
Local Tax Rate	\$25.61	\$22.53	\$27.21	\$22.28	\$23.41	\$22.98
Full Value Tax Rate	\$21.66	\$19.02	\$20.15	\$19.80	17.81	*
Equalization Ratio	81.9	82.1	75.2	90.2	77.2	*

Sources: NHDRA Equalization Survey Including Utilities Reports 2017-2021; \* 2022 data not available

From Table 17, the equalization ratio in Dunbarton has been below 100.0 (where it should be) for several years. In 2019, the ratio dropped to a low of 75.2 but then increased several points to 90.2 in 2020 when a reassessment was done. A full statistical revaluation is scheduled for 2025.

The local tax rates, what residents pay through property taxes of \$1,000 per valuation, remained relatively constant between 2017 and 2022, with marked increases in 2017 (\$25.61) and 2019 (\$27.21) rates.

Because the assessed valuation of any community, including Dunbarton, changes annually when properties are sold, if a Town has not been reassessed that year, the full value tax rates vary sometimes significantly from the local tax rate. The closer the equalization ratio is to 100, the closer the match will be between the local tax rate and the full value tax rate.

In Table 20, none of the five communities abutting Dunbarton (Bow, Goffstown, Hopkinton, Hooksett, and Weare) had equalization ratios at 100, making it difficult to accurately compare the Town's 2021 total tax rate of \$17.81 to the others. Because of Dunbarton's smaller population size, three additional Central NH Region communities were added for comparison as they are demographically more similar; Chichester, Canterbury, and Warner taxation figures are provided in Table 20 but not calculated within the averages stated.

Dunbarton's full value tax rate in 2021 of \$17.81 was slightly lower than mid-range of its directly abutting communities, with Hooksett's (\$16.39) rate lowest and Bow's rate (\$20.32) just higher. The six-community area's full value tax rate averaged \$18.77 per \$1,000 of valuation and Dunbarton's was about \$1.00 under the average. Hopkinton had the highest full value tax rate at \$24.10.

**Table 18**  
**Abutting Community Tax Rate Comparison, 2021 and 2022**

2020 US Census Population		2022					2021*		
		Municipal	County	Local School	State School	TOTAL TAX	Equal. Ratio %	Full Value Tax Rate	Local Tax Rate
<b>Dunbarton</b>	<b>3,005</b>	<b>3.83</b>	<b>2.53</b>	<b>15.29</b>	<b>1.33</b>	<b>\$22.98</b>	<b>77.2</b>	<b>\$17.81</b>	<b>\$23.41</b>
Bow	8,229	7.22	2.42	15.57	1.31	\$26.52	81.5	\$20.32	\$25.49
Goffstown	18,577	9.21	1.22	14.43	1.45	\$26.31	71.1	\$17.42	\$24.82
Hopkinton	5,914	7.07	2.50	21.33	1.35	\$32.25	80.7	\$24.10	\$30.87
Hooksett	14,871	6.90	2.62	13.14	1.39	\$24.05	75	\$16.39	\$22.22
Weare	9,022	3.05	.88	12.38	1.09	\$17.40	97.1	\$16.57	\$17.20
Chichester	2,665	6.20	2.57	14.27	1.34	\$24.38	75.6	\$17.34	\$23.10
Canterbury	2,389	5.78	2.04	11.88	1.10	\$20.80	95.6	\$19.48	\$20.51
Warner	2,937	9.29	2.56	15.27	1.30	\$28.42	77.4	\$20.13	\$26.31

*Sources: Source: US Census 2020, NH Department of Revenue Administration - Tax Rates 2022,  
 NHDRA Equalization Including Utilities Report 2021 - \*2022 equalization data not available*

From Table 18, in 2022, Dunbarton's municipal taxes of \$22.98 were lower than the average of the surrounding five towns (\$25.31). The lowest municipal rate was Weare at \$17.40 while the highest was Hopkinton at \$32.25. On the local school side, Dunbarton's tax rate of \$15.29 was slightly lower than the area average of \$15.36. Hopkinton's local school rate was highest at \$21.33 and Weare held the lowest rate at 12.38.

The bottom line is that Dunbarton compares favorably to surrounding communities and similarly sized communities within the region. As a result, the Town may be able to afford a larger tax load and still be considered within the normal range.

### ANTICIPATED FINANCIAL IMPACTS OF PROJECTS

It is important to note that the CIP and its projected financial impacts are first and foremost advisory and hold no legal commitment for the Town to undertake such expenditures. This CIP document serves as a planning tool to help stabilize the tax rate while ensuring essential services are provided, as each Department's needs over the next few years are listed to keep the Town running safely. The CIP identifies when (and at what cost) the municipal tax impacts may come into effect as a result of necessary Department future capital expenditures.

Ultimately, the CIP document is a planning tool and is not expected to contain actual budget figures; instead, it is a "best guess" for what projects might cost the Town and taxpayers with the information available. With so many possible changing variables such as project cost fluctuations, fragile funding mechanisms, and actual net valuations determined by the NHDRA (using real estate market conditions), budgetary accuracy is not possible. The CIP's approach

provides a consistent, relative comparison of capital project impact on the town tax rate. The CIP is intended to be updated yearly for these reasons and does the best it can at forecasting out six years with the information provided.

The projects that Dunbarton has identified within this CIP *will* increase the municipal tax rate. However, many of these projects *would have occurred regardless* of the existence of a Capital Improvements Program and now the Town can plan ahead with upcoming anticipated capital expenditures by having them all appear in one location. Although higher taxes are often difficult to defend to taxpayers, increases may be easier to justify if they improve the people's quality of life, improve safety, or correct deficiencies in expected services or amenities.

A high dollar amount of offsetting revenues is applied to both project amounts and CRF payment amounts to reduce the overall amount to taxpayers in any one given year. The silver *Project Cost Impact* amounts added to rainbow striped *CRF/Bond Payments Impact*, the total of which subtracts the brown *Total Offsetting Revenues* will equal the blue *Net Impact*.

To obtain Capital Reserve funding at the annual March Town Meetings, Department heads and Boards should raise public awareness and promote a positive message for the necessity of their projects during the period January 1 through the Town Meeting in March, each year. The capital projects are discussed in Chapter 4. Summary of Projects.

The dollars required for each capital expenditure will be weighed annually against the need for other projects and operating expenses before the Budget Committee and Board of Selectmen develop warrant articles for Town Meeting. The Department and Board funding needs displayed within this CIP 2024-2029 have been projected for the next six years for the town to operate safely. These needs may be modified as other or higher priority requirements are discovered. One significant advantage to updating a Capital Improvements Program each year is the ability to adjust costs for existing projects when the details become clearer or to reprioritize based upon the need for new or different projects altogether.

### **Projected Net Valuation Increases**

In order to ascertain what the annual *Net Impact on Town Tax Rate* (\$ per \$1,000 of valuation) could be with the projects provided, the Net Valuation (with utilities) of each year between 2024 and 2029 must be calculated. However, the latest Net Valuation available from the NH Department of Revenue Administration (NHDRA) is from 2022 in the amount of \$405,442,337, which is considered the baseline for calculations.

The approach to derive Net Valuation increases and the resulting *Net Impact to the Town Tax Rate* is made in a consistent, logical manner for the task of attempting to budget forecast out for the next six years.

To determine how much the 2022 baseline net valuation of \$405,442,337 must grow to reach a projected 2024 net valuation, past changes in net valuation often are examined and used to develop a percentage of change to estimate future net valuations. When net valuations *increase*, the annual projects' *Net Impact on Town Tax Rate* will *decrease*.

From past net valuations for 2017 to 2022 in Table 14, the future estimated net valuations of 2024 through 2029 provided in Figure 1. Municipal Improvements Schedule were simply estimated at 1% growth.

### **Interpreting the Net Impact on Town Tax Rate**

On Figure 1. Municipal Improvements Schedule, each year's Net Impact to the Town Tax Rate is standalone. The Net Impact on Town Tax Rate (\$ per \$1,000 of valuation), and everything shown within a single year column of the spreadsheet are not cumulative. They are indicative of that year alone.

Each year's Net Impact on Town Tax Rate shown in Figure 1 displays how much the taxpayers would pay for that year alone if each of the projects were funded. For instance, in 2024, property taxes would increase \$1.85 per \$1,000 of valuation if all projects were funded. This is a higher than usual impact due to the delay of several capital projects over the years. Subsequent years would have significantly lower impacts based on the projects currently in the Schedule.

## Chapter 6

### Road Management

Towns are responsible for maintaining Class V roads, but not Class VI roads, and receive Highway Block Grant State Aid to assist with road maintenance. Road construction and maintenance are a significant expense, and few roads can be maintained in a given year based upon the miles of road the Town is responsible for. Roads are typically improved on an as-needed basis due to the lack of funding available to bring the roads up to a completely maintained status. The road lengths displayed in the following Town tables are approximations only.

#### TOWN ROADS - CLASS V AND CLASS VI

Dunbarton, like other New Hampshire municipalities, has municipal roads which are the responsibility of the Town to build and maintain. These Class V Town roads are listed in Table 19 as provided by the Highway Department. Class VI roads, which are roads Dunbarton owns but does not maintain, are listed in Table 20.

#### Class V Roads

Class V roads of any New Hampshire community require much annual funding to maintain. The Dunbarton Highway Department is able to improve, repair, or reconstruct certain Town roads using the Highway operating budget funding received each year along with a small amount of NH State Highway Block Grant Aid. As road construction supplies grow in cost, Highway budgets are falling shorter. Most municipalities have 50+ miles of Town roads to maintain yet have funding only to work on the equivalent of less than three miles per year.

**Table 19**  
**Town Maintained Roads (Class V)**

Town Class V Maintained Road	Calculated Length in Feet	Approx Length (Miles)	Surface	Condition	Future Road Improvements
Alexander Road	2,323.20	0.44	Pavement	Good	Repave
Armand's Way	2,112.00	0.40	Pavement	Excellent	None at this time
Barnard Hill Road	5,860.80	1.11	Pavement	Excellent	
Birchview Drive	3,168.00	0.60	Pavement	Good	Repave
Black Brook Rd	11,668.80	2.21	Pavement	Excellent	
Burnham Lane	1,108.80	0.21	Pavement	Excellent	
Caleb's Way	1,150.00	0.22	Pavement	Excellent	
Clifford Farm Rd	3,220.80	0.61	Pavement	Excellent	
County Road	5,280.00	1.00	Gravel	Good	No plans to pave

Devil Steps Rd	1,056.00	0.20	Pavement	Excellent	
Everett Road	1,056.00	0.20	Pavement	Excellent	
Fairway Drive	3,272.00	0.62	Pavement	Excellent	New road
Farrington Road	1,478.40	0.28	Gravel	Good	No plans to improve
Flintlock Road	5,121.60	0.97	Pavement	Excellent	
Gary Road	Included with Gorham Dr		Pavement	Excellent	See Gorham Dr
Gile Hill Road	6,916.80	1.31	Gravel	Good	No plans to pave
Gorham Drive	5,280.00	1.00	Pavement	Excellent	
Gorham Pond Rd	11,352.00	2.15	Pavement	Excellent	
Grapevine Road	14,784.00	2.80	Pavement	Excellent	
Hilltop Lane	3,250.00	0.62	Pavement	Excellent	New road
Holmes Road	1,320.00	0.25	Pavement	Good	Repave
Holiday Shore	Included with Gorham Dr		Pavement	Excellent	See Gorham Dr
Jacqueline Dr	3,168.00	0.60	Pavement	Good	
Jay Drive	3,432.00	0.65	Pavement	Fair	
Karen Road	Included with Gorham Dr		Pavement	Excellent	See Gorham Dr
Kelsea Road	1,689.60	0.32	Gravel	Poor/Good	No plans to pave
Kimball Pond Rd	11,088.00	2.10	Pavement/ Gravel	Good	No plans to pave
Little Lane	1,267.20	0.24	Pavement	Excellent	
Long Pond Road	10,560.00	2.00	Pavement	Good/ Fair	Repave
Meadow Lane	1,584.00	0.30	Pavement	Good	Repave
Montalona Road	15,100.80	2.86	Pavement	Excellent	
Moose Point Road	1,848.00	0.35	Pavement	Good	
Morse Road	3,379.20	0.64	Pavement	Good	Repave
North Woods Rd	3,696.00	0.70	Pavement	Good	
Old Fort Lane	4,699.20	0.89	Pavement	Excellent	
Old Hopkinton Rd	4,276.80	0.81	Pavement	Excellent	
Olde Mill Brook	2,059.20	0.39	Gravel	Good	No plans to pave
Ordway Road	1,900.80	0.36	Gravel	Good	No plans to pave
Powell Lane	633.60	0.12	Gravel	Good	No plans to pave
Purgatory Pond Road	1056.00	0.20	Pavement	Excellent	
Putney Road	2,164.80	0.41	Pavement	Poor	Repave
Rangeway Road	6,072.00	1.15	Gravel	Poor/ Good	No plans to pave
Ray Road	4,910.40	0.93	Pavement	Excellent	
Robert Rogers Road	15,364.80	2.91	Pavement	Excellent	Rebuild intersection w/Montalona Rd

School Street	528.00	0.10	Pavement	Excellent	No plans to repave
Samuel's Court	1,056.00	0.20	Pavement	Excellent	No plans to repave
Stephanie Road	Included with Gorham Dr		Pavement	Excellent	See Gorham Dr
Stinson Road	3,960.00	0.75	Pavement	Excellent	No plans to repave
Story Hill Road	2,640.00	0.50	Gravel	Good	No plans to pave
Tenney Hill Rd	6,600.00	1.25	Gravel	Good	No plans to pave
Tucker Hill Road	2,112.00	0.40	Pavement	Good	
Twist Hill Road	12,302.40	2.33	Pavement	Excellent	
William Court	700.00	0.13	Pavement	Good	
Zachary Drive	5,254.00	1.00	Pavement	Good/Excellent	
<b>TOTAL</b>	<b>225,881.8</b>	<b>42.79</b>	<b>miles</b>		

Source: Dunbarton CIP 2015-2020, Road Agent Update 2023

According to the Highway Department, there are approximately 42.79 miles of Class V roads in Dunbarton for which the Town is responsible. Maintenance techniques include to patch, crack seal, repave, grade, stripe, reconstruct, plow, sand/salt, ditch, ensure adequate drainage, or otherwise maintain to keep the roads in a safe, drivable condition. Some of the roads are more heavily traveled than others. Yearly, the Department must prioritize which roads should be maintained using its annual budget. Annual traffic counts are done with the assistance of Central N H Regional Planning Commission. Those results can be found on the Town's website at [www.dunbartonnh.org](http://www.dunbartonnh.org) under Government headings of Administration, Board of Selectmen, or Highway.

Improvements to the Class V local roads are planned in advance based on the current state or anticipated condition of the roadways after the winter and wet seasons. No road projects were placed into Figure 1. Municipal Improvements Schedule as highway maintenance was considered separate from capital expenditure projects.

### **Class VI Roads**

Although Dunbarton does not maintain Town Class VI roads, these roads are municipally owned. The Town does not spend any money on Class VI roads. By vote of the Town, the Town may decide in the future to maintain these roads, resulting in their classification being upgraded to Class V roads, or voters could choose to designate some of these unmaintained roads as trails.

**Table 20**  
**Town Unmaintained Roads (Class VI)**

Town Class VI Road	Calculated Length in Feet	Approx Length (Miles)	Surface
Devil Steps Road	792.00	0.15	N/A
Everett Road	1,600.00	0.30	N/A
Farrington Road	2,640.00	0.50	N/A
Guinea Road	6,600.00	1.25	N/A
Line Hill Road	5,280.00	1.00	N/A
Olde Mill Brook/ Powell's Lane	5,808.00	1.10	N/A
Rangeway Road	7,920.00	1.50	N/A
Sowle Road	1,630.00	0.31	N/A
Stone Road	5,998.08	1.14	N/A
Story Hill Road	5,808.00	1.10	N/A
<b>TOTAL</b>	<b>44,076.08</b>	<b>8.35</b>	<b>miles</b>

*Source: Dunbarton CIP 2015-2020, Road Agent Update 2023*

## ROAD DETERIORATION

Financial considerations are only one of many decisions to be made when allocating resources toward maintaining, upgrading, or reconstructing municipal roads.

Roads and road surfaces are one of the most important long-term infrastructure investments a community will make. When a paved road has been well designed and constructed, it has a life of approximately 20-25 years. Road conditions deteriorate over time unless they are maintained. Roads in good condition will cost less to maintain than those roads which are in poor condition. Routine maintenance on roadways in generally good condition is often the most important strategy to consider.

## PRIVATE ROADS

Dunbarton does not maintain private roads unless the Board of Selectmen votes to accept a private road as a Town Road after the authority had been granted to them by voters at Annual March Town Meeting. Information such as approximate length, surface, and condition is not available and would need to be manually collected. Maintenance of private roads generally belongs to the property owners in the form of a cooperative agreement under the subdivision association.

Situations in the state have arisen when it became necessary for a municipality to accept a private road as a Class V road to take over maintenance responsibility. While this might not occur in Dunbarton, awareness of the private roads within a community is important as these

roads comprise part of the infrastructure of Town. The responsibility for maintaining private roads lies with those living on those roads.

**Table 21**  
**Private Roads**

Town Private Road	Calculated Length in Feet	Approx Length (Miles)	Surface
Town Farm	528.00	<b>0.10</b>	Pavement
Millie's Way	1,478.40	<b>0.28</b>	Gravel
Jean Drive	528.00	<b>0.10</b>	Gravel
Hawk Lane	1,056.00	<b>0.20</b>	Gravel
Country Club Lane	792.00	<b>0.15</b>	Pavement
Blueberry Trail	1,056.00	<b>0.20</b>	Gravel
Whitetail Court	1,080.00	<b>0.20</b>	Pavement
Pelletier Way (off Route 77, Bow)	Unknown	<b>Unknown</b>	Gravel
Nameless (Moar, off Route 13)	950.40	<b>0.18</b>	Gravel
Nameless (Davis, off Long Pond Rd)	792.00	<b>0.15</b>	Pavement
<b>TOTAL</b>	<b>8,260.80</b>	<b>1.56</b>	<b>miles</b>

*Source: Dunbarton CIP 2015-2020, Committee Update 2023*

## STATE HIGHWAYS

Nearly every NH community has State routes running through them to connect multiple municipalities with one another. Dunbarton is no exception with NH Route 13 and NH Route 77 coursing within and through its borders. State road improvements are paid for by the NH Department of Transportation (NHDOT) and the Federal Highway Administration (FHWA). The State highways in Dunbarton are listed in Table 22.

**Table 22**  
**State Highways**

NHDOT State Highways	Calculated Length in Feet	System Miles	Surface	Roadway Width	Highway Class
Clinton Street, Rte 13	3,854.40	<b>0.730</b>	Paved	28	II
Concord Stage Rd, Rte 77	9,857.76	<b>1.867</b>	Paved	24	II
Jewett Road	3,711.84	<b>0.703</b>	Paved	20	II
Stark Highway	35,851.20	<b>6.790</b>	Paved	24, 26, 30	II
Everett Dam Road*	6,436.32	<b>1.219</b>	Paved	22	III
Mansion Road**	13,511.52	<b>2.559</b>	Paved	20	III
Mansion Road^	950.40	<b>0.180</b>	Unpaved	12	III
Stark Lane**	3,880.80	<b>0.735</b>	Paved	20	III
Winslow Road**	3,928.32	<b>0.744</b>	Paved	20	III
<b>TOTAL</b>	<b>81,982.56</b>	<b>15.527</b>	<b>miles</b>		
* No winter maintenance; **Town winter maintenance; ^Town winter and summer maintenance, indicated by State as Town owned road					

Source: NH Department of Transportation Geographic Information System (GIS) Database, 2014;  
Compiled by CNHRPC

The State NHDOT is responsible for maintaining Class I, II, and Class III roads in Dunbarton. According to NHDOT in Table 24, Clinton Street (Route 13) runs only 0.73 miles within Dunbarton. Concord Stage Road (Route 77) runs 1.8 miles through Town. Several other roads in Town are state roads including Jewett Road, Stark Highway, and seasonal (State Class III Recreational) roads such as Everett Dam Road, Mansion Road, Stark Lane, and Winslow Road. The total state road mileage in Dunbarton is 15.5 miles, with most of the mileage (10 miles) as all-season Class II highway.

## ROAD MILEAGE TOTALS

Table 23 displays the total mileage of the Highway Department records for the Dunbarton Town roads.

**Table 23**  
**Town Road Mileage for Dunbarton**

Dunbarton Town Road Class	Calculated Length in Feet	System Miles
Class V (Town Maintained)	225,881.8	<b>42.79</b>
Class VI (Town Unmaintained)	44,076.08	<b>8.35</b>
Private	8,260.80	<b>1.56</b>
<b>TOTAL</b>	<b>278,218.68</b>	<b>52.7</b>

Source: Chapter 6 Town Tables

**TOWN ROADS BUDGET**

All Departments require operating budgets to provide services to the community. The Highway Department budget is followed and compared to the entire Town Operating budget between 2016 and 2022 in Table 24. The Highway budget is used for expenses such as to maintain roads and equipment, to purchase supplies, pay for personnel and contractors, and to rent specialized equipment.

**Table 24**  
**Highway Department Budget Trends, 2016-2022**

<b>Appropriations</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Highway and Streets Budget</b>	\$570,000	\$570,000	\$570,000	\$570,000	\$572,848	\$576,006	\$601,329
<b>Highway Warrant Article</b>	Article #12 \$100,000	Article #15 \$100,000	Article #6 \$100,000	Article # 10 \$100,000	Article #16 \$100,000	Article #12 \$100,000	Article #3 Bond \$1,300,000
<b>Total Highway Funding Available</b>	\$670,000	\$670,000	\$670,000	\$670,000	\$672,848	\$676,006	\$601,329 Plus \$800,000 of bond used \$1,401,329
<b>Town Operating Budget</b>	\$2,547,365	\$2,668,181	\$2,727,582	\$2,950,442	\$2,963,452	\$2,148,857	\$3,676,422
<b>Highway and Streets % of Town Budget</b>	<b>26.3%</b>	<b>25.1%</b>	<b>24.6%</b>	<b>22.7%</b>	<b>22.7%</b>	<b>31.5%</b>	<b>38.1%</b>
<b>State Highway Block Grant Aid</b>	\$99,327	\$99,487	\$101,742	\$104,438	\$102,789	\$100,680	\$102,432
<b>Block Grant % of Highway Budget</b>	<b>17.4%</b>	<b>17.5%</b>	<b>17.8%</b>	<b>18.3%</b>	<b>17.9%</b>	<b>17.5%</b>	<b>17.0%</b>

*Highways and Streets Budget Appropriations includes bridges and street lighting.*

*Source: Town Reports; Town Administrator; CNHRPC Update 2023*

The annual State Highway Block Grant Aid from the NH Department of Transportation (NHDOT) assists New Hampshire communities with Town road maintenance. Dunbarton has been provided with an average of \$101,556 annually over the seven-year period of 2016-2022. Dunbarton's road maintenance program relies heavily upon the State Highway Block Grant Aid to help with the required local Class V road projects.

## Chapter 7

### Appendix

#### METHODS OF FINANCING CAPITAL IMPROVEMENTS

Many other sources of project funding, other than the raising of property tax dollars in one given year to pay for a project, can be considered over the long term. This list of 17 methods of financing capital expenditure projects is not comprehensive but does cover the majority of different CIP projects as presented in this document.

1. Current Revenue (Property Tax): The most commonly used method of financing capital projects is through the use of current revenues. Current revenue is the money raised by the local property tax for a given year. When a project is funded with current revenues, its entire cost is paid off within one year. Projects funded with current revenues are customarily lower in cost than those funded by general obligation bonds. If the town has the financial capacity to pay for the project in one year, the cost to the taxpayer will be less than if bonded because there are no interest payments to be made. However, making capital acquisitions with current revenues does have the effect of lumping an expenditure into a single year, sometimes resulting in higher taxes for the year of the purchase.
2. Municipal Indebtedness: General obligation bonds and short-term borrowing can be used to finance major capital projects. They are issued for a period of time ranging from 5 to 20 years, during which time principal and interest payments are made. Short-term notes and longer-term bonds are secured by the government's power to tax, and are funded primarily by property taxes. Payments over time have the advantage of allowing the capital expenditures to be amortized over the life of the project, thus avoiding "spikes" in the property tax which may result from capital purchases made from current revenues. On the other hand, they can commit resources over a long period of time, thereby decreasing the flexibility of how yearly revenue can be utilized. NH RSA 33:3 mandates that bonds or notes may only be issued for the following purposes:
  - Acquisition of land;
  - Planning relative to public facilities;
  - Construction, reconstruction, alteration, enlargement or purchase of public buildings;
  - Public works or improvements of a lasting nature;
  - Purchase of equipment of a lasting character;
  - Payment of judgments; and,
  - Revaluation or acquisition of tax maps, RSA 33:3-b.

3. Capital Reserve Funds (CRF): A popular method to set money aside for expansion, alteration or improvement to municipal buildings and facilities, RSA 35V mandates that such accounts must be created by a warrant article at town meeting. The same warrant article should also stipulate how much money will be appropriated to open the fund as well as identify what Town entity will be the agent to expend the funds. Once established, communities typically appropriate more funds annually to replenish the fund or be saved and thus earn interest that will be put towards large projects or expenditures in the future. Since many capital projects involve very considerable expenditures, many towns set aside general revenue over a period of years in order to make a purchase.

The advantage of a CRF is that the major acquisition or improvement can be made without the need to go into the bond market with the accompanying interest payments. The disadvantage to present taxpayers is that future residents enjoy the benefits of the improvement(s) without having to pay for them.

4. Special Revenue Sources: Special revenue sources include user fees, payments in lieu of taxes, gifts/donations, trusts, development impact fees, and intergovernmental transfers (i.e. grants) such as NH Shared Revenues and Highway Aid grants. The State of NH Building Aid is available at 30-55% for certain School District building projects (RSA 198:15-b).
5. NHDES Clean Water State Revolving Loan Fund: The Safe Drinking Water Act (SDWA) Amendments of 1996 provide for federal funding of a Drinking Water State Revolving Fund (DWSRF) to provide assistance to public water systems to finance the cost of drinking water infrastructure. The amendments also establish a strong emphasis on preventing contamination and enhancing water system management by allowing states to use some of the DWSRF for source water protection, capacity development and operator certification. Public water systems eligible for assistance are community water systems, both privately or publicly owned, and nonprofit non-community water systems. The DWSRF assistance is available in the form of loans or subsidies to public water systems for infrastructure and contamination prevention (source water protection) activities.

The infrastructure portion of the DWSRF provides assistance to public water systems primarily in the form of low interest loans. In addition, the state has chosen to provide additional loan subsidies, including forgiveness of principal, to disadvantaged communities that receive loans.

- Rehabilitation or development of sources (excluding reservoirs, dams, dam rehabilitation and water rights) to replace contaminated sources.
- Installation or upgrading of treatment facilities if the project would improve the quality of drinking water to comply with primary or secondary standards.
- Installation or upgrading of storage facilities, including to finish water reservoirs, to prevent microbiological contaminants from entering the water system.

- Installation or replacement of transmission and distribution pipes to prevent contamination caused by leaks or breaks in the pipe or improve water pressure to safe levels.
- Consolidation of water systems to resolve contamination problems and financial or management capability issues.
- Acquisition of land from a willing seller if it is integral to a project that is needed to maintain compliance and further public health protection.

The Source Water Protection Assistance of the DWSRF will be spent on non-infrastructure source water protection activities. Funding in the form of grants and loans is available to qualified applicants. No subsidization of loans for disadvantaged communities can occur with this portion of the DWSRF. Activities that will be eligible for this funding will include the following:

- Delineation and assessment of protection areas for wells and surface water intakes.
- Implementation of protection measures.
- Acquisition of water supply protection land (loan only).

6. State Highway Block Grants: Annually, the State NH Department of Transportation apportions funds to all cities and towns for only the construction, reconstruction and maintenance of municipal Class IV and V roadways. Apportionment "A" funds represent 12% of the State Highway revenues and are allocated based upon one-half the total road mileage and one-half the total population, proportioned by prioritization the municipality with other municipalities in the State. This yields approximately \$1,476 per mile of Class IV and Class V roads and \$13 per person residing in a municipality according to the NH Office of Strategic Initiatives. In 2023, just over \$36,000,000 was available for communities received funding from Apportionment "A." Dunbarton is estimated to receive \$103,000 in State Fiscal Year 2023 for local road improvements through the Highway Block Grant Aid Apportionment "A" funding. Apportionment "B" funds are distributed from a set sum of \$400,000 and assist only those municipalities having high roadway mileage and whose equalized property value is very low in relation to other communities.

Block grant payment schedules are as follows: 30% in July, 30% in October, 20% in January, and 20% in April. Any unused funds may be carried over to the next fiscal year.

7. State Bridge Aid: This program helps to supplement the cost to communities of bridge construction on Class II and V roads in the State. Funds are allocated by NHDOT in the order in which applications for assistance are received. The amount of aid a community may receive is based upon equalized assessed valuation and varies from two-thirds to seven-eighths of the total cost of the project.

8. Town Bridge Aid: Like the State Bridge Aid program, this program also helps communities construct or reconstruct bridges on Class V roads. The amount of aid is also based upon equalized assessed valuation and ranges from one-half to seven-eighths of the total cost of the project. All bridges constructed with these funds must be designed to support a load of at least 15 tons. As mandated by State Law, all bridges constructed with these funds on Class II roads must be maintained by the State, while all bridges constructed on Class V roads must be maintained by the Town. Any community that fails to maintain bridges installed under this program shall be forced to pay the entire cost of maintenance plus 10% to the State Treasurer under RSA 85.
9. Impact Fees: Authorized by RSA 674:21, communities can adopt impact fee programs to offset the costs of expanding services and facilities communities must absorb when a new home or commercial unit is constructed in town. Unlike exactions, impact fees are uniform fees administered by the building inspector and are collected for general impacts of the development, as opposed to exaction which are administered by the planning board and are collected for specific impacts unique to new site plans or subdivisions on Town roads. The amount of an impact fee is developed through a series of calculations. Impact fees are charged to new homes or commercial structures at the time a building permit is issued. When considering implementing an impact fee ordinance, it is important to understand that the impact fee system is adopted by amending the zoning ordinance. The law also requires that communities adopting impact fees must have a Capital Improvements Program (CIP). Lastly, State law also stipulates that all impact fees collect by a community must be used within six years from the date they were collected, or else they must be refunded to the current property owner(s) of the structure for which the fee was initially collected.
10. Community Development Block Grants: Depending on the location, social value, and functional use of a municipal facility, Community Development Block Grants (CDBG) can sometimes be a good source of financing. CDBG funds are allocated from the US Department of Housing and Urban Development. Each year, communities are invited to submit grant applications for funding projects.
11. Sale or Use of Excess Property: Another possible method to finance or expand town facilities opportunities could include sale of surplus town-owned property. Surplus property is often property acquired from private citizens for failure to pay taxes.
12. Private Foundations/Trusts: For years, communities have been the beneficiaries of trusts and donations created by private citizens and foundations. The Town should actively solicit such resources for assistance regarding the development or expansion of recreational facilities and programs.

13. User Fees: During the 1980s, the concept of user fees for funding numerous public facilities and services was widely adopted throughout the nation. To help finance community facilities and programs, several communities in New Hampshire have adopted user fees. Examples of user fees in New Hampshire communities include water district charges and transfer station fees.
14. License and Permit Fees: Fees, such as building permits, zoning applications, and planning board subdivision and site plan fees are all examples of permit fees. Such fees are highly equitable and are successful for minimizing the burden on taxpayers for specific programs such as building code enforcement.
15. Land Use Change Tax: When a property that has been paying the lower Current Use Tax rate is removed from that program, the land use change tax penalty is paid to the Town that the property is located in. The penalty is 10% of the full market value of the land when it leaves the current use program. Many Towns put all of this money directly into the Conservation Fund (see below).
16. Conservation Fund: This fund is much like a Capital Reserve Fund, where Town Meeting approval needs to be sought to expend the accumulated funds. The primary purpose of the Fund (RSA 36-A:5) is to acquire real estate for conservation purposes.
17. Miscellaneous Grants: Grants from State Departments and federal sources could be available to help offset the costs of capital improvement projects. Depending on when the application process begins and the length of the grant round, it could be a while before the community learns whether their grant application has been accepted for funding. The actual funding might differ from what was requested. These types of unknown variables should encourage the Town to update its CIP yearly to ensure the most current financial data possible is placed into the document.

**RELEVANT STATE STATUTES FOR CAPITAL IMPROVEMENTS**

New Hampshire Revised Statutes Annotated (RSAs) legislation in this section is current as of 1-1-2023. Only CIP-relevant statute segments directly used or referred to within this Capital Improvements Program 2024- 2029 are included. A brief bullet list displays the four RSA TITLES within this section.

- **TITLE III Towns, Cities, Village Districts, and Unincorporated Places**

Chapter 32 Municipal Budget Law	Section 32:6
Chapter 33 Municipal Finance Act	Sections 33:1 to 33:8-f
Chapter 35 Capital Reserve Funds of Counties, Towns, Districts, Water Departments	Sections 35:1 to 35:18
Chapter 35-A NH Municipal Bond Bank	Sections 35-A:1 & 35-A:8

- **TITLE V Taxation**

Chapter 76 Apportionment, Assessment and Abatement of Taxes	Sections 76:1, 76:3 & 76:8
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- **TITLE XV Education**

Chapter 195 Cooperative School Districts	Section 195:6
Chapter 197 School Meetings and Officers	Sections 197:1 to 197:3

- **TITLE LXIV Planning and Zoning**

Chapter 674 Local Land Use Planning & Regulatory Powers	
Capital Improvements Program	Sections 674:5 to 674:8
Impact Fees	Section 674:21
Growth Management Ordinance	Section 674:22

The full text of these State statutes (excepting legislation in progress and/or passed legislation not yet incorporated) is available at <http://www.gencourt.state.nh.us/rsa/html/nhtoc.htm>

Town of Dunbarton  
Capital Improvements Program (CIP) Committee

1011 School Street  
Dunbarton, NH 03046  
603-774-3540 Ext. 106

**\*For Applicant Completion\***

- ☐ **New Application**  
Project not yet in any CIP
- ☐ **Existing Application**  
Project from last 2024-2029 CIP

**Dunbarton  
Capital Improvements Program  
2025-2030  
CIP Capital Expenditure Request Application**

**For Committee Completion**

Application #:  
# \_\_\_\_\_ - \_\_\_\_\_ - 2024

**INSTRUCTIONS:**

- Check **New** or **Existing** application box in top left corner.
- Complete one Application for **EACH New** capital expenditure project or purchase you *know or anticipate* your Department would want to make during the next six years (2025-2030) that fits the capital expenditure project or purchase criteria: **1) Must have a gross cost of at least \$15,000; 2) Must have a useful life of three years or more; 3) Is not typically included in the operating budget; 4) Is any project or purchase requiring bond financing or lease-purchase.** Refer to the accompanying memorandum for typical examples of capital projects or purchases, and what are not considered eligible projects. Supplemental information to attach to the Application is welcome. **Please complete the entire Application, leaving no blanks; AND...**
- Complete one Application for **EACH Existing** capital expenditure project or purchase your Department had listed in the **2024-2029 CIP** that fits the criteria which you still want listed within the CIP. **Complete this Application in its entirety**, as if it were a New Application, leaving no blanks. The information for this year will be different. **Update costs and preferred years of expenditure.**
- **DEADLINES:** Please submit all Application requests to Donna White in the Building Department by: **FEBRUARY 28th**
- **Note:** You will be contacted to schedule an interview appointment at an upcoming CIP Committee meeting when you can explain your project, its need, and its funding in depth. The Committee will ask questions to ensure we have all the information we need to evaluate your project.

**Basic Information**

Department: \_\_\_\_\_

Total # of Years to EXPEND \$ for Project: \_\_\_\_\_ Years

Is this Project Priority Considered (check one): ☐ Low ☐ Medium ☐ High

Preferred Start Year of Expenditure (Payment): 20\_\_\_\_\_

Expenditure (Payment) Ends in Year: 20\_\_\_\_\_

**Project and Department Information**

1. Capital Expenditure Project/Purchase Title: \_\_\_\_\_

2. Primary effect of project/purchase is to: (check one)

- ☐ Replace or repair existing facilities or equipment
- ☐ Improve quality of existing facilities or equipment
- ☐ Expand capacity of existing service level or facility
- ☐ Provide new facility or service capacity
- ☐ Other: \_\_\_\_\_

3. Service Area (check one)

- ☐ Town
- ☐ School District
- ☐ Road
- ☐ Neighborhood
- ☐ Other: \_\_\_\_\_

- 4. Department Description:** *This question only needs to be completed **one time**, regardless of how many Applications your Department has completed. Estimate volunteer hours as best as you can.*

**Number of:**Total **paid staff hours** per year: \_\_\_\_\_**Number of:**

F/T staff: \_\_\_\_\_

**Number of:**

P/T staff: \_\_\_\_\_

Total **non-paid/volunteer/stipend hours** per year: \_\_\_\_\_ F/T non-pd/vol/stip: \_\_\_\_\_ P/T non-pd/vol/stip: \_\_\_\_\_**Approximate:**

Usable sq. ft. of building #1: \_\_\_\_\_

**Approximate:**

Usable sq. ft. of building #2: \_\_\_\_\_

Building #1 name: \_\_\_\_\_ Building #2 name: \_\_\_\_\_

**Projections - In 15 years:**

Future Staffing Needs: \_\_\_\_\_

Future Program Needs: \_\_\_\_\_

Future Building Needs: \_\_\_\_\_

Future Equipment Needs: \_\_\_\_\_

- 5. Project/Purchase Description:** *State clearly what this project is for, then describe the existing problem/deficiency, how the project came about, how this project can solve the problem, why the project is needed and beneficial to the Town, etc.*

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- 6. Estimated Cost:** *Provide an itemized estimated cost for project/purchase using the following table. Attach any formal cost estimates which you may have received, if available. Please round all estimates to nearest \$100.*

\$	Planning and/or Feasibility Analysis Costs (Studies, Plans, etc.)
\$	Architectural and/or Engineering Costs
\$	Real Estate Acquisition and/or Appraisal Costs (Land, Buildings, etc.)
\$	Site Preparation and/or Construction Costs
\$	Equipment Costs
\$	Permit Costs
\$	Vehicle Costs
\$	Materials Costs
\$	Consultant Costs
\$	Other Costs ( <i>Identify</i> ):
\$	<b>Total Dollar Amount of Project/Purchase</b>

7. **Sources of Funding:** Using the table below, indicate sources of funding for proposed project/purchase. Please round all costs to the nearest \$100. If applicable, attach any additional information to this sheet.

\$	<u>Property Tax</u> <i>Such as warrant article, etc.</i>
\$	<u>Capital Reserve Fund (CRF) Withdrawal OR Expendable Trust Fund (ETF) Withdrawal</u> <b>Identify</b> from which CRF or ETF fund name:
\$	<u>User Fees</u> <b>Identify</b> from which User Fees fund name:
\$	<u>Bond</u> <b>Identify</b> desired bond term:
\$	<u>Grant</u> <b>Identify</b> from which specific grant:
\$	<u>Loan</u> <b>Identify</b> from which loan program:
\$	<u>Donation / Bequest / Gift / Trust Fund</u> <b>Identify</b> other, specific source(s):
\$	<b>Total (should equal Total Dollar Amount of Project/Purchase in #6)</b>

8. **How much of \$ the project will be funded in EACH of the CIP years?** Projects that are funded past the 2029 end year should still have the yearly funding indicated here as far out as possible.

2025	2026	2027	2028	2029	2030
\$	\$	\$	\$	\$	\$

9. **Impacts on Operating and Maintenance Expenses:** Indicate if proposed Project/Purchase will impact any of the following.

Does project/purchase increase or decrease the number of staff? Increase\_\_\_ Decrease\_\_\_ No Change\_\_\_

Project/purchase effect on maintenance or other costs over time? Increase\_\_\_ Decrease\_\_\_ No Change\_\_\_

Estimated Total Dollars **Additional** Impact to Operating Budget \$\_\_\_\_\_

Estimated Total Dollars **Reduction** in Operating Budget \$\_\_\_\_\_

10. **Applicant Interviews:** Applications will be reviewed by the CIP Committee at a time to be determined.

Form Prepared by: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Please attach supplemental information to this Application  
(cost estimates, proposals, quotes, funding applications, letters of support, etc. if available)  
and return to Donna White in the Building Department or email to [building@dunbartonnh.org](mailto:building@dunbartonnh.org)  
by deadline indicated.