



# Capital Improvement Planning Committee 2008

## Tonight's Agenda

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- Mission/bylaw of CIPC
- Members
- Process
- Projects for FY08
- Recommendations

# Capital Improvement Planning Committee 2008

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- MGL CH. 41: annual review of a municipality's capital items.
- Make recommendations in a budget or annual report
- Base reports on
  - Needs/priorities
  - Status of existing capital projects
  - Funding

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- Study proposed projects involving major tangible assets/projects:
- Have useful life of at least five years
- Single year cost of 10,000 or a multi year cost of 100,000 or more.

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- Departments/Committees give information regarding capital requirements for the next five years
- Committee considers:
  - Need
  - Impact
  - Timing And Cost
- Consideration given to funding of projects & ongoing expenses for new capital items (e.g. maintenance, lease agreements, utility costs)



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- Review inventory fixed assets
- Town Staff assistance/submissions
- Prioritize capital requests
- Consider financing strategy for recommended capital projects
- Report recommendations to Selectmen & FinCom

# Capital Improvement Planning Committee 2008

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- Introduce Committee members:
  - Kirsten Roopenian
  - Pat Kinney
  - Jose Meitin
  - Dan Messina
  - Dan Silva
  - Pascal Cleve
  - Derek Oram
  - Andrea Terkelsen, Finance Director

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- CIPC recommends projects be prioritized according to:
  - Public safety
  - Impact to employees/ community
  - Need
  - Cost

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- CIPC Concerns:
  - Setting aside projects for cost reasons
  - Recommend to FinCom developing proactive approach to solve this dilemma
  - Long-range approach to funding Town's infrastructure



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- Types of capital outlay:
  - Departmental Capital
  - Operating Capital
  - Large Capital Projects
- Regardless of type Town must resolve to fund either within regular tax levy, capital exclusion or debt exclusion articles

# Capital Improvement Planning Committee 2008

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- Guideline Budget for operating Capital Items: recommendation by CIPC
- \$789,148 for FY08



# Capital Improvement Planning Committee 2008

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- Town Staff Committee submitted all requests
- Department heads for each area attended CIPC hearings to discuss projects in detail

# Overview of CIPC Staff Submissions

1st submitted	Department	Description	R/ NR	Dept Priority	Type	CIPC FY2008	CPA FY2008	TM Articles FY2008
2007	Building	Various Bldg Improvements	R	1	B	70,000		
2006	Fire	Engine 7/M1 replacement	NR	1	A	45,000		
2006	Fire	Fire Engine 1-87 replacement	NR	2	A			425,000
2008	Highway	1986 Mack 10 Whl Dump (Unit 5)	R	1	B	30,000		
2008	Highway	1997 Chevy 1 Ton (Unit 23)	R	2	B	19,400		
2007	Highway	1988 Mack 6 Whl Dump (Unit 4)	R	3	B	27,700		
2008	Highway	1998 Chevy Pick Up (Unit 30)	R	6	B	46,000		
2008	Grounds	1989 Hustler Mower (Unit PR16)	R	1	B	23,000		
2008	MIS	Wide Format Printer / Scanner	NR	1	B	14,550		
2007	MIS	GIS Data Development/System	NR	2	A			329,000
2007	Park & Rec	Replace Starting Platforms	NR	1	A	14,500		
2007	Planning	Town Center Traffic Improvements	NR	1	A			70,000
2007	Planning	Sidewalk Construction	NR	1	A		100,000	
2007	Selectmen/TM	New Police Station	NR	1	A			8,200,000
2008	Town Clerk	IKON IR5570 Image Runner/Archives	NR	1	C	11,500		
2007	Treasurer	MUNIS Tax Software Modules	NR	0	C/D	12,498		

\$ 314,148    \$ 100,000    \$ 9,024,000

# Capital Improvement Planning Committee 2008

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## Overview tonight only

- Already reviewed by CIPC
  - Rather than duplicating the extensive work already done by the CIPC committee
  - Specific ones we can come back to at the end



# Buildings Projects Recommended

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- \$70,000 total
- Broken down as follows:
  - \$30,000 for pressing building repairs
  - Flynn building exterior painting
  - Fairbank Center roof repair
  - Town Hall Parking Lot lighting
  - Town Hall roof repair



# Town Buildings

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- Many are old; all require maintenance
- Flynn Building – 100+ years old
- Parsonage – 300+ years old
- Town Hall – 70+ years old
- Police Station – 43 years old
- Fairbank Community Center - 1989



# Fire Department Projects Recommended

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- Fire Engine Replacement costing \$405,000
- Heavy duty pickup truck for small equipment transport \$45,000



## Fire Dept. Fleet Described – 16 pcs.

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- 4 Fire Engines (1 circa 1989)
- 1 Ladder Truck
- 3 Response Vehicles
- 2 Small Equipment Trucks
- 2 Ambulances
- 1 Brush Fire Trucks
- 1 ATV
- 1 Mobile Floodlight
- 1 Utility Trailer

## DPW Fleet Projects Recommended

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- \$146,100 total
- Broken down as follows:
  - \$77,100 in new leases to replace 2 aging dump trucks and 1 heavy-duty pickup truck
  - \$46,000 for purchase to replace 1 additional heavy duty pickup truck
  - \$23,000 for purchase to replace 1 Hustler mower



## DPW Fleet Projects Remaining

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- 2 pieces of equipment for FY08 could not be funded
- 9 additional pieces of equipment are in desperate need of replacement for FY09
- Years of limited capital resources has stacked up replacement of several vital trucks & other equipment

# DPW Fleet Described – 41 pcs.

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- 7 Pick-up Trucks (1 circa 1986)
- 11 1 Ton Trucks
- 7 Sanders
- 4 Six-wheel Dump Trucks
- 2 Ten –Wheel Dump Trucks
- 3 Front End Loaders
- 2 Backhoes
- 1 Sweeper
- 2 Bobcats
- 2 Bombadiers



## Technology Projects Recommended

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- \$14,550 Wide-format Scanner/Printer (Engineering Dept)
- \$11,500 Scanner/Printer (Town Clerk's Office)
- \$12,498 2<sup>nd</sup> lease payment for new Tax Software



# Atkinson Pool Project Recommended

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- \$14,500 to replace Starting Platforms



# Town Center Project Recommended

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- \$70,000 to advance project to improve traffic safety at Town Center
- To be used for survey and preliminary engineering design



# Not Recommended

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- GIS data development & system implementation
- Costly, complex project
- In upwards of \$500,000 based on current proposal
- Need to consider further before committing funds



# Capital Improvement Planning Committee 2008

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- Conclusion:
  - **Recommend total \$789,148**
  - **Recommend approval for all but one item as part of the Town's operating budget for Capital Projects \$384,148**
  - **Committee recommends the Fire Engine, \$405,000, as a capital exclusion for FY08**
  - **Work with FinCom to prevent capital assets from deteriorating to unsafe or inefficient levels**

# Capital Improvement Planning Committee 2008

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## ○ Conclusion:

- Critical part of departments' ability to perform their mission.
- Discussions regarding New Police Department Building project are still ongoing



THANK YOU