



DRAFT

**Town of Boxborough  
Capital Plan**

Presented to the Board of Selectman  
June 30, 2014

Town of Boxborough  
 FY2015 Capital Plan  
 Summary

<b>Building</b>	<b>FY 2015</b>	<b>Within 3 Years (FY 2018)</b>	<b>Within 5 Years (FY 2020)</b>	<b>Within 10 Years (FY 2025)</b>	<b>Notes</b>
Town Hall	Paving \$115,000.00 Insulation \$12,500.00 Carpet \$20,000.00				
Police Department					
Fire Department					
Sargent Memorial Library	HVAC Controls \$20,000.00				
Department of Public Works	Paving \$110,000.00				
Steele Farm		Barn \$70,000.00 CPA Funds?			
Historical Museum	Paving \$50,000.00				
<b>TOTAL</b>	<b>\$327,500.00</b>	<b>\$70,000.00</b>	<b>0</b>	<b>0</b>	

Town of Boxborough  
 Capital Plan  
**Completed Projects and Dates**

<b>Year</b>	<b>Facility</b>	<b>Project</b>	<b>Cost</b>
2013	Town Hall	Window Replacement	\$23,463.00
	Town Hall	Exterior Paint	\$20,000.00
	Sargent Memorial Library Blanchard School	Concrete Walkway	\$34,634.00
2012			
2011			
2010			

Town of Boxborough  
Capital Plan  
Town Hall



**Background:** The front of the Town Hall building was built in 1901. The rear addition to the building was constructed in 1990; during the time of the construction the offices on the lower level in the front of the building were reconfigured.

**Current Condition:** The Town Hall, built for \$4,500.00, has stood for over 110 years as the center of Town Government. The original building has stood straight and true and remains in overall good shape. The rear addition was built in 1990. Routine capital projects such as reroofing and exterior painting have been done as needed. In 2013 all of the windows in the original building were replaced with more energy efficient vinyl replacement windows. Additional energy saving projects are currently being studied.

Town of Boxborough  
 FY2015 Capital Plan  
**Town Hall**

Building Components	New/Replaced	DOR Useful Life (years)	Condition	FY 2015	Within 3 Years (FY 2018)	Within 5 Years (FY 2020)	Within 10 Years (FY 2025)	Note
<b>STRUCTURAL</b>								
Roof - New Side	Jul-06	20						
Roof - Old Side	Aug-98	20			\$34,000.00			
Gutters & Fascias - New Side	Jan-90	20				\$18,000.00		
Gutters & Fascias - Old Side	Nov-09	20				\$18,000.00		
Building Addition	Jan-90	40						
Front Steps	Jan-90	40						
Windows	2013	20						
Chimney	Apr-01	20				\$15,000.00		
Parking Lot Paving	1989	20		\$102,626.00				
Parking Lot Partial for ADA Compliance	2005							
Cupola	200?							
Grange Floor	1901							
<b>COSMETIC</b>								
Carpet	Mar-90	7		\$20,000.00				
Painting - Interior	Apr-90	7						
Painting - Offices	2013(partial)	7						
Painting - Exterior	2013	7						
<b>EQUIPMENT</b>								
Septic Field & Tank	Feb-90	40						
Septic Pumps	2014							
Well	1977	40						
Elevator	Feb-90	20			\$20,000.00			
Fire Suppression System	Feb-90	20						
Water Heater	Feb-90	20			\$5,000.00			
HVAC System	1989	20						
Copier	2005	5						
Postage Machine	2013				\$13,000.00			
<b>TOTAL</b>				<b>122,626.00</b>	<b>\$72,000.00</b>	<b>\$ 51,000.00</b>		

Notes

Town of Boxborough  
Capital Plan  
**Police Station**



**Background:** The Police Department moved out of the Fire Station and into a newly constructed building in 1990. Since that time, energy efficient mechanical systems have been installed as the original systems have failed. The building is well maintained and in good condition.

**Current Condition:** The Police Station is in generally good condition and has been well maintained. Currently the town is in the early stages of studying space/programming needs with an eye on building a combined public safety complex with the Fire Department and Ambulance Service.

Town of Boxborough  
 FY2015 Capital Plan  
**Police Department**

Building Components	New/Replaced	DOR Useful Life (years)	Condition	FY 2015	Within 3 Years (FY 2018)	Within 5 Years (FY 2020)	Within 10 Years (FY 2025)	Note
<b>STRUCTURAL</b>								
Roof	2007	20						
Gutters & Facias	2013	20						
Building	2012							
Garage Door	2008							
Parking Lot	1990	20		\$57,216.00				
Kitchen	2011	20						
<b>COSMETIC</b>								
Painting - Interior	2010	10						
Painting - Exterior	2013	5						
Carpets	2008	7		\$5,000.00				
<b>EQUIPMENT</b>								
Exterior Lighting	2008				\$7,000.00			
Water Heater	2011	20						
A/C Unit in Server	2009							
Electrical System	1990	20						
Plumbing System	1990	20						
HVAC System #1	2005	20						
HVAC System #2	1990	20						
HVAC System #3	1990	20						
Copier	2006	5			\$7,000.00			
Network		5						
Fire Suppression System		20						
Septic Field and Tank	1990	40						
Radio System	2014	20						
Taser	2014							
Bullet Proof Vests	2009	5		\$11,000.00				
Defibrilators	2009	9			\$12,000.00			

Town of Boxborough  
 FY2015 Capital Plan  
**Police Department**

Building Components	New/Replaced	DOR Useful Life (years)	Condition	FY 2015	Within 3 Years (FY 2018)	Within 5 Years (FY 2020)	Within 10 Years (FY 2025)	Note
Generator	2010	20			\$18,000.00			
Well	1990	40						
General Software		5						
Telephone System	2013	10						
Desktop Computers		5						
Laptop Computers		5						
<b>TOTAL</b>				<b>\$ 73,216.00</b>	<b>\$ 44,000.00</b>			

Notes

Town of Boxborough  
Capital Plan  
**Fire Station**



**Background:** The current Fire Station has evolved from multiple additions and modifications to the original building. For many years, the Police Department shared space here until they moved out to a new building. Bays were added and interior remodeling has been done to the Fire Station.

**Current Condition:** The Fire Station is an older but well maintained building. Some energy conservation measures have been taken, but the age, construction and large garage doors make it difficult to achieve significant efficiencies. The Department is participating with the Police Department in studying space/programming needs to consider a new Public Safety Complex.

Town of Boxborough  
FY2015 Capital Plan  
Fire Department

Building Components	New/Replaced	DOR Useful Life (years)	Condition	FY 2015	Within 3 Years (FY 2018)	Within 5 Years (FY 2020)	Within 10 Years (FY 2025)	Note
<b>STRUCTURAL</b>								
Roof - Old Side	2011	20						
Roof - New Side	2003	20						
Gutters & Fascias		20						
Building - Addition								
Parking Lot	1998	10		\$75,000.00				
Doors	2001							
<b>COSMETIC</b>								
Carpets	2012	7						
Painting - Interior	2003	10						
Painting - Exterior	1996	5		\$10,000.00				
<b>EQUIPMENT</b>								
Lighting	1976							
Fire Detection System	2004	20						
Gas Heating Units	2007	20						
Water Heater	2004	15			\$6,000.00			
Furnace	1987							
HVAC System		20						
Telephone System	2013	10						
Technology & Computers	2010	5						
Copier	2006	7-10						
Generator	1990	20						A
SCBA		10		\$250,000.00				B
PPE	2006	20			\$140,000.00			C
<b>TOTAL</b>				<b>\$335,000.00</b>	<b>\$146,000.00</b>			

**Notes**

A. Concrete pad plus diesel generator

B. Replace existing equipment. Applying for grant \$215,000. All SCBA units expire in Jan 2015, must be replaced in 2014

C. Personal equipment, replacement of existing equipment, applying for a grant

Town of Boxborough  
FY2015 Capital Plan  
**Fire Department**

<b>Other</b>	<b>Condition</b>	<b>Notes</b>
Cistens		
Fire Ponds		

Town of Boxborough  
Capital Plan  
**Department of Public Works**



**Background:** The Department of Public Works complex was built over several years beginning in 1974. The original garage was expanded and three large sheds have been built on the site

**Current Condition:** The Department of Public Works complex is utilitarian in nature and rarely visited by the public. The buildings are large, simple structures whose large doors are constantly opened and closed. While maintained, significant energy efficiency is unlikely to be realized.

Town of Boxborough  
 FY2015 Capital Plan  
 Department of Public Works

Building Components	New/Replaced	DOR Useful Life (years)	Condition	FY 2015	Within 3 Years (FY 2018)	Within 5 Years (FY 2020)	Within 10 Years (FY 2025)	Note
<b>STRUCTURAL</b>								
Garage - Old	1974							
Garage - Addition	2005							
Storage Shed	1992							
Salt Shed	2000							
New Mix Shed	2005							
Parking Lot	2005	20						
Skylights	2010							
<b>COSMETIC</b>								
Painting - Interior		10						
Painting - Exterior		5						
<b>EQUIPMENT</b>								
Well Tank	2006							
Septic Field and Tank	2004	40						
Well	1976	40						
Water Heater	2009	20						
Electrical System - Panel	1975/2014							
Gas Tank & Pump	2006							
Key System for gas Pump	2013							
Telephone System	2013	10						
Fire Alarm System	2006							
Generator	2014							
<b>TOTAL</b>								

Notes

Town of Boxborough  
FY2015 Capital Plan  
Department of Public Works

Other	Condition	Notes
Roads		
Transfer Station		
Hager Well		
Flerra Field		
Liberty Field		
Cemeteries		

Town of Boxborough  
Capital Plan  
**Sargent Memorial Library**



**Background:** The Sargent Memorial Library was relocated to Mass Ave when the new library building was completed and opened to the public in March 2005. At approximately 12,000 sq. ft., the new building is larger and better able to serve the public. Energy management systems, more efficient mechanical systems, and compliance to more stringent building codes have combined to ensure that this new building is more comfortable for the patrons while being more efficient for the town to operate.

**Current Condition:** The Sargent Memorial Library is the newest of the town's buildings. It was well designed and constructed with energy efficient materials and systems. There is energy management software installed that enhances the overall efficiency.

Town of Boxborough  
FY 2015 Capital Plan  
Sargent Memorial Library

Building Components	New/Replaced	DOR Useful Life (years)	Condition	FY 2015	Within 3 Years (FY 2018)	Within 5 Years (FY 2020)	Within 10 Years (FY 2025)	Note
<b>STRUCTURAL</b>								
Building	2004	50						
Roof (flat)	2004	20					\$20,000.00	
Roof (sloped)	2004	20					\$15,000.00	
Gutters & Fascias	2004	20						
Front Steps	2004	40						
Parking Lot	2004	20				\$75,000.00	\$10,000.00	
Walkway	2004	20			\$20,000.00			
Septic Field/Tank	2000	40						
Well	2004	40						
Sprinklers	2004	20						
Fire Suppression System	2004	20						
Electrical System	2004	20						
Plumbing System	2004	20						
HVAC System	2004	20						
<b>COSMETIC</b>								
Carpeting	2005	7			\$16,000.00			A
Painting (library interior)	2005	10		\$7,000.00				
Painting (community room)	2005/2013	5-7						
Painting (exterior)	2004	5				\$21,000.00		
Door (front entry)	2004/2013	20						
<b>EQUIPMENT</b>								
Lightbulb Replacement (exterior)	2004	5						
Copier	2007	5						B
Computers	2005	5						C
Network	2004	5						
Software	Unknown	5						
Telephone System	2005	10			\$10,000.00			D
Meeting Room A/V	2005	10		\$7,000.00				E
Security System	2004	N/A						
Bookcases (Adult)		7-10						
Bookcases (Children)	2004	7-10						

Town of Boxborough  
 FY 2015 Capital Plan  
**Sargent Memorial Library**

Building Components	New/Replaced	DOR Useful Life (years)	Condition	FY 2015	Within 3 Years (FY 2018)	Within 5 Years (FY 2020)	Within 10 Years (FY 2025)	Note
Generator		N/A						F
Chairs		7-10						
Office Furniture (21 Chairs)	2005	7-10			\$5,000.00			G
<b>TOTAL</b>				<b>\$14,000.00</b>	<b>\$51,000.00</b>	<b>\$96,000.00</b>	<b>\$45,000.00</b>	

Notes
<i>A. Total Area: 11,800 sq. ft.</i>
<i>B. Currently planned to carry out of grant</i>
<i>C. Currently planned to carry out of grant</i>
<i>D. Would like to merge with town system</i>
<i>E. Would like to carry out in 2017 or 2018 depending on service contract</i>
<i>F. ~\$16,000</i>
<i>G. Chairs are fading but not wearing</i>

Town of Boxborough  
Capital Plan  
**Steele Farm**



**Background:** The Steele farm property consists of the 1784 Levi Wetherbee House and the 1940's Burpee Steele Barn. There is a Conservation and Historical Preservation Restriction in place for this property.

**Current Condition:** The Levi Wetherbee House (1784) has been unheated and unoccupied since the 1980's. As such, the interior is in rough condition with extreme paint peeling. Mechanical systems, plumbing/heating and electrical are out of service and non-functioning. In May of 2014 investigation began of the stone foundation where it had partially collapsed under the central fireplace. The Burpee Steele Barn (1949) is structurally sound and in fairly good condition. The Steele farm Advisory Committee has identified the need to replace the windows, doors and exterior siding. The entire barn would then be repainted with lead free latex paint.

Town of Boxborough  
 FY 2015 Capital Plan  
 Steele Farm

Building Components	New/Replaced	DOR Useful Life (years)	Condition	FY 2015	Within 3 Years (FY 2018)	Within 5 Years (FY 2020)	Within 10 Years (FY 2025)	Note
<b>STRUCTURAL</b>								
<b>BARN</b>								
Roof	2007	20						
Siding								
Windows								
Doors								
Paint		5						
Parking Lot & Driveway		20						
<b>HOUSE</b>								
Roof	1995	20					\$15,000.00	
Gutters & Fascia		20						
Chimney		20						
Septic Field and Tank		40						
<b>COSMETIC</b>								
<b>BARN</b>								
Painting- exterior								
<b>HOUSE</b>								
Painting- exterior		5			\$15,000.00			
Painting- interior		10						
<b>EQUIPMENT</b>								
<b>Water Heater</b>								
Electrical System	2005	20						
Well		40						
<b>Plumbing System</b>								
<b>TOTAL</b>					\$ 15,000.00		\$ 15,000.00	

<b>Notes</b>

Town of Boxborough  
Capital Plan  
**Historical Museum**



**Background:** The Boxborough Historical Commission has displayed their collection of artifacts and historical memorabilia in the former Sargent Memorial Library building since the library moved to their new building on Mass Ave.

**Current Condition:** The building is in generally fair condition. Repair or replacement of the wood frame windows should be the next capital item at this location. Currently the museum is open to the public on a limited basis. In the event the building is repurposed and used more frequently, it would be prudent to upgrade the HVAC and lighting systems for greater energy efficiency.

Town of Boxborough  
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 Historical Museum

Building Components	New/Replaced	DOR Useful Life (years)	Condition	FY 2015	Within 3 Years (FY 2018)	Within 5 Years (FY 2020)	Within 10 Years (FY 2025)	Note
<b>STRUCTURAL</b>								
Roof	2001 and 2001 removed	20				\$20,000.00		
Widows Walk								
Gutters & Fascia	1999	20						
Windows	1966	40			\$15,000.00			
Front Steps	N/A	40						
Chimney				\$6,000.00				B
Septic Field & Tank	1966	40						
Back Doors	2005							
Drainage System around Bldg	2013							
<b>COSMETIC</b>								
Carpets	1966-1976	7						
Painting- exterior	1999	5			\$8,000.00			A
Painting- interior	2005	10			\$5,000.00			A
Parking Lot	1990's	20						
Chairs	1966	7-10						
Office Furniture	1980's	7-10						
<b>EQUIPMENT</b>								
Well	1966	40						
Water Filtration/Iron								
Fire Supression System	N/A	20						
Water Heater	2002	20						
Electrical System	1966	20						
Plumbing System	1966	20						
HVAC System	1999	20						
Security, Fire, Water Alarm	2005							
<b>TOTAL</b>				\$6,000.00	\$28,000.00	\$20,000.00		

<b>Notes</b>
A. DPW Staff
B. Reserve Fund Transfer

Town of Boxborough  
FY2015 Capital Plan  
**Vehicles**

Vehicle	Year	DOR Useful Life (Years)	Notes
<b>Building Department</b>			
Ford F150 Pick Up Truck	2013	7	
<b>Police Department</b>			
Crown Victoria- Cruiser 17 reserve	2005	5	Detective car in reserve
Crown Victoria- Cruiser 15	2006	5	
Crown Victoria- Cruiser 18	2006	5	Refurbished
Crown Victoria- Cruiser 22	2007	5	Chief car going to reserve
Expedition	2010	5	
Crown Victoria- 12	2008	5	Replace in 2014
Proposed Car/SUV- 11	2011	5	
Caprice- 14	2012	5	Replace in 2011 with failed transmission
<b>Fire Station</b>			
Engine 61- F350 4x4 Utility	1999	17	Replace existing utility truck, will replace #68 if purchased
Engine 62- Pumper	1999	17	2nd vehicel responder
Engine 68- Cargo 4x4	1986	17	government purchased
Engine 64- F800	1993	17	2 seater, retire FY2016
Engine 65- Hose Wagon	1984	17	Refurbished 2012
Engine 67- Tanker	2009	20	
Engine 63- Pumper	2009	17	Primary Responder
Engine 66- Ambulance	2006/2013	7	Replacement of existing equipment
T1- Mobile Home Unit	2000		
T2- Decon Trailer	2002		
T3- Boat Trailer			
T4- Tank Trailer			Will retire
T5- Light Tow Trailer	2005		
C60 Emergency Response Vehicle	2004	10	Retain existing car for other use
Chief's Emergency response Vehicle	2013	10	
Hoses		10	
Compressor			

Town of Boxborough  
FY2015 Capital Plan  
**Vehicles**

Vehicle	Year	DOR Useful Life (Years)	Notes
<b>Department of Public Works</b>			
Husqu Tag a Long	1942	7-10	
Farm Tractor- Ford #15	1968	7-10	
Cement Mixer	1976	7-10	
Loader- John Deere #12	1978	7-10	Spare
Loader- John Deere #11	1996	7-10	
Streetsweeper- Johnson #20	1996	7-10	Either rent or borrowing when needed
Brush Bandit #18	1997	7-10	Plan for 2014
Trailer- Pace American #23	2011	7-10	Covered trailer for lawn mowers, equipment to exposed of, no replacement
Dump/Sander- Chevy #10	2001	7-10	Scotts Truck
Farm Tractor- New Holland #14	2014	7-10	Trade in to reduce cost, transmission done in 2012
Dump Truck- Ford F-350 #6	2001	5	Tom requested replacing moved up to 2015, trouble getting sticker, budget increased
Ford Pick Up truck #2	2011	5	Replaced with 1 ton dump
Bobcat Snow Removal #16	2011	7-10	Trade in and replace
Trailer- Hudson #22	2004	7-10	
Range Wing Lawnmower #17	2013	7-10	driveable; 11 foot cut
Outback Brush Cutter	2004	7-10	
Dump Truck Sander- Ford #5	2005	5	Jeff
One Ton Pick Up- Ford #8	2005	7-10	Juan's Truck
Dump Truck Sander- Ford #4	2006	7-10	Bo
Pick Up Truck- Ford #1	2007	7-10	Tom's Truck
Pick Up Truck- Ford F450 #7	2007	7-10	Larry's Truck
Backhoe Loader- Ford #13	2006	7-10	
Bucket Truck- International #9	2009	20	In FY 2008 warrant
Dump Truck- Sterling/Everest #3	2009	10-15	In FY 2008 warrant
Sander for back of truck	2001	7-10	Will go away eventually, no replacement needed
Spreader for back of truck	2012		Scotts Truck
Mower- Standard #1	2010	7-10	In FY 2009 warrant
Mower- Standard #2	2010	7-10	In FY2009 warrant