

Boxborough Capital Planning

Gary Kushner

May 2010

Communication

- Posted on Town Website
- Copies on back table

Capital Planning Summary

- Boxborough has not had a cohesive capital plan in many years if at all
- Attempts were made in ~2004 + or – to create capital plan bylaw
- Capital plans are recommended for **planning** purposes and to guide ATM in future planning and decision making
- The current capital plan helped Boxborough with latest bond issuance

Capital Plan Team

- Gary Kushner – Ad-hoc/FinCom member
- FinCom member #2 – Jim Ham
- Town Accountant – Mike Guzzo
- Treasurer – Margaret Dennehy
- Town Administrator – Selina Shaw

Guidelines - Reminder

- Not meant to be a strict guideline of what to purchase
- Intended to provide guidance to make decisions based on timing and debt schedule
- Will not cover emergencies
- Will not dictate how to fund items
- ATM will vote to approve and fund each item individually at the appropriate time
- FinCom policy defines capital as \$5,000 or greater

Capital Planning Process

- Start with existing spreadsheet created in FY2005
- Worked with Town Accountant and Town Treasurer to update spreadsheet
- Met with department heads, School Committee, Library Trustees and essentially all boards and committees
- Built 10 year plan
- Presented overview of process to STM in FY2010
- Used by Town Treasurer in FY2010 for bonding purposes
- Presenting first plan to ATM May 10, 2010
- Overview included in the FinCom report in the Warrant

Presentation

- Present to ATM each year as part of:
 - Oral FinCom report
 - FinCom Report in warrant
- Format can and will change if another process deemed better
- Presentation includes
 - Previous year
 - Present year
 - Detailed next 4 years
 - Not as detailed subsequent 5 years
- Items to present include
 - Item
 - Cost
 - New or replacement
 - If replacement, age of replaced item
 - Expected life of item to be purchased
 - Reason for purchase
 - Other

Capital Presentation

10 Year Capital Plan

Boxborough	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Town Hall	\$ -	\$ 25,000	\$ 107,000	\$ 51,000	\$ 12,000	\$ 26,250	\$ -	\$ 5,000	\$ 72,000	\$ 8,000	\$ 18,000	\$ -	\$ 324,250
Police	\$ 90,800	\$ 40,500	\$ 40,000	\$ 53,000	\$ 46,000	\$ 35,000	\$ 38,000	\$ 38,000	\$ 38,000	\$ 51,000	\$ 40,000	\$ 40,000	\$ 550,300
Fire	\$ -	\$ 32,000	\$ 100,000	\$ 750,000	\$ 200,000	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ 2,162,000
Blanchard	\$ 134,000	\$ 5,000	\$ 17,500	\$ 60,000	\$ 10,000	\$ 35,000	\$ 70,000	\$ 205,000	\$ 50,000	\$ 50,000	\$ 5,000	\$ 5,000	\$ 646,500
Dispatch	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
housing													\$ -
Library	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ 24,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,000
DPW	\$ 15,000	\$ -	\$ 276,000	\$ 163,000	\$ -	\$ 75,000	\$ 180,000	\$ 80,000	\$ 75,000	\$ 70,000	\$ -	\$ -	\$ 934,000
transfer station	\$ -	\$ -	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000
historical museum	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conservation	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 50,000
recreation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
cemetery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BoH	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Town wide	\$ -	\$ -	\$ -	\$ 390,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 239,800	\$ 352,500	\$ 574,500	\$ 1,487,000	\$ 273,000	\$ 305,250	\$ 293,000	\$ 333,000	\$ 240,000	\$ 184,000	\$ 1,068,000	\$ 50,000	\$ 5,010,050

Capital Plan Schedule

- FY2010 (Previous Year)
 - Generator, \$80,000, new, support fire station
 - Blanchard, phone system, \$39,000 replacement, wear out
 - Blanchard, roof (1/2), \$85,000, refurbishment
 - Police, bullet proof vests, \$10,800, replacement, wear out
 - DPW, commercial lawnmowers, \$15,000, new
- FY2011 (Present Year)
 - Police, car, built into budget, \$33,000, replacement, age
 - Police, booking area, \$5,000, repair, utilizing existing bond proceeds
 - Fire Dept, protective equipment, \$20,000, replacement, 7 years, wear out
 - Fire Dept, computer support material, \$12,000, new
 - BOH, water supply and distribution, \$250,000, new, loan
 - Blanchard, computers, \$5,000, built into budget replacement, 7 year life
 - Town Hall, cupola/grange floor, \$25,000, repair, utilizing existing bond proceeds

FY2012 (Projected at \$574,500)

- Police, car, built into budget, \$34,000, replacement
- Police, exterior painting, \$6,000, 5 years, wear out
- Blanchard, rugs, \$12,500, replacement, 7 years, traffic over the rugs
- Blanchard, computers, \$5,000, built into budget replacement, 7 year life
- Town Hall, paving, \$5,000, replacement, 20 years
- Town Hall, technology, \$17,000, replacement
- Town Hall, building inspector car, \$10,000, replacement, 10 years
- Town Hall, foundation, \$50,000, repair

FY2012 (cont.)

- DPW, air compressor, \$20,000, replacement, wear out, 10 years
- DPW, street sweeper, \$180,000, replacement, wear out, 10 years
- DPW, trailer, \$8,000, replacement, new, covered trailer for lawnmowers
- DPW, pick up truck, \$68,000, replacement, 5 years
- DPW, dumpsters, \$14,000, replacement, rusting out
- Fire Dept, utility truck, \$50,000, replacement, 10 year, wear out
- Fire Dept, emergency response vehicle, \$50,000 replacement, 10 years
- Library, exterior painting, \$15,000, 5 years, wear out
- Conservation, land fund, \$5,000, new

FY2013 (Projected at \$1,487,000)

- Town Hall, rugs, \$16,000, replacement, wear out
- Town Hall, copier, \$10,000, replacement, 5 years
- Town Hall, telephone system, \$15,000, replacement, 10 years, wear out
- Town Hall, furniture, \$10,000, replacement, 10 years, wear out
- DPW, Bobcat, \$50,000, replacement, 7 years
- DPW, farm tractor, \$113,000, replacement, 7 years, wear out
- Fire Dept, building, \$500,000, replacement, new fire engines do not fit back to back
- Fire Dept, ambulance, \$250,000, replacement, 15 years

FY2013 (cont.)

- Library, rugs, \$15,000, replacement, 7 years, wear out
- Police car – built into budget, \$35,000, replacement
- Police, mobile sign, \$18,000, new
- Blanchard, exterior painting, \$15,000, replacement, 5 years is expected life
- Blanchard, text books, \$40,000, replacement, 5 years, curriculum changes
- Blanchard, computers, \$5,000, built into budget replacement, 7 year life
- Conservation, land fund, \$5,000, new
- Town Wide, Emergency generator for town, \$350,000, new
- Town Wide, Hager well generator, \$40,000, new

FY2014 (Projected at \$273,000)

- Police, car – built into budget, \$35,000, replacement
- Police, vests, \$11,000, replacement, wear-out
- Blanchard, kettle/steamer, \$5,000, replacement, 15 year life
- Blanchard, computers, \$5,000, built into budget replacement, 7 year life
- Conservation, land fund, \$5,000, new
- Town Hall, technology/WAN, \$12,000, new
- Fire Dept, SCBA, \$200,000, replacement

FY2015 (Projected at \$305,250)

- Police, car – built into budget, \$33,000, replacement
- Town Hall, voting, \$6,250, replacement, 15 years
- Town Hall, elevator, \$20,000, replacement, 20 years (potentially \$125,000 if state requires changes)
- Blanchard, cafeteria floor, \$30,000, replacement, 20 years, traffic and wear
- Blanchard, Computers, \$5,000, built into budget replacement, 7 year life
- DPW, dump truck, \$75,000, replacement, 5 years
- Fire Dept, PPE, \$80,000, replacement, wear out
- Library, interior painting, \$7,000, replacement, 10 years
- Library, telephone system, \$10,000, replacement, 10 years
- Library, meeting room A/V, \$7,000, replacement, 10 years
- Conservation, land fund, \$5,000, new
- Recreation, park, \$25,000, new

FY2016 (Projected at \$293,000)

- DPW, Loader, \$180,000, replacement, 10 years
- Police, car – built into budget, \$38,000, replacement
- Conservation, land fund, \$5,000, new
- Blanchard, computers, \$5,000, built into budget replacement, 7 year life
- Blanchard, refrigerators (2), \$40,000, replacement, 20 years
- Blanchard, ovens (2), \$15,000, replacement, 20 years
- Blanchard, interior painting, \$10,000, replacement, 5 years

FY2017-2021

(Projected at \$1,875,000)

- Police, cars – built into budget, \$196,000, replacement
- Police, vests, \$11,000, replacement, 5 years, wear
- Blanchard, computers, \$25,000, replacement, in operating budget
- Blanchard, roof, \$200,000, replacement, 20 year life, aging and weather
- Blanchard, telephone system, \$45,000, replacement, 10 year life
- Blanchard, text books, \$45,000, replacement, curriculum update, 5 year life

FY2017-2021 (cont.)

- Town Hall, technology-WAN/LAN, \$38,000, replacement
- Town Hall, paving, \$5,000, replacement, 5 years, wear
- Town Hall, roof, \$34,000, replacement, 20 years, wear
- Town Hall, gutters, \$18,000, replacement, 20 years, wear
- Town Hall, printer, \$8,000, replacement, 5 years, wear
- DPW, pick-up, \$70,000, replacement, 5 years, wear
- DPW, pick-ups, \$80,000, replacement 5 years, wear
- DPW, lawnmower, \$75,000, replacement, 7 years, wear
- Fire Dept, engine, \$600,000, replacement, 10 years, wear
- Fire Dept, hose wagon, \$400,000, replacement, 10 years, wear
- Conservation, land fund, \$25,000, new

Next Steps

- Review feedback from ATM, BLF, FinCom, Town residents, and BOS
- Start next pass in summer 2010
- Meet with department heads, BOS, Library trustees, FinCom and others
- Determine capital requirements versus debt
- Move capital items when possible to even costs to Town
- Present at next ATM and then ad infinitum

Appendix – Example of Worksheet for Blanchard

Blanchard School	Dates Last Replaced	Purchase Price	DOR Useful life in years	Years Overdue at year end	Notes	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
Blanchard School																	
building	1949																
building	1959																
building	1967																
building	1973																
building	1995																
1973 Roof	1995		20														
???	2010		20		partial roof repair funded in FY2009 warrant	85,000											
1949 Roof	1995		20										50,000				
1967 Roof	1995		20										50,000				
1959 Roof	1995		20										50,000				
1995 Roof	1995		20										50,000				
Gutters	1995		20														
Building																	
Rugs/Carpets	various	\$3000/room	7					12,500									
Painting - interior	various		10			10,000						10,000					
Painting - exterior	2008	13400	5						15,000								
Exterior Lighting	ongoing		5														
Cafeteria/Kitchen																	
Gym																	
Gym Floor																	
Doors	2008	3760/door															
casework - 1967																	
outdoor playground door	1995																
Septic Field and Tank	2001		40														
Well	2001		40														
water filter	2009							here			here			here			
Driveway		unkn own	20														
Parking Lot		unkn own	20														
Fields		unkn own															
Fire supression system	1995		20														
Heater			20														
Electrical System			20														
exit lights																	
room lights																	
panels																	
Plumbing System			20														
pipes																	
sinks/fauctets																	
HVAC System			20														
Copiers/Risograph			5		leased												
Telephone system	2009	36418	10			39,000										45,000	
generator																	
Furniture			7-10														
Office Equipment			7-10														
Kitchen			7-10														
kettle/steamer	1996		15						5,000								
double oven	1996		20									10,000					
single oven	1996		20									5,000					
range	1996		30														
refrigerator - Hobart	1996		20									20,000					
refrigerator - continental	1996		20									20,000					
cafeteria floor	1995		20								30,000						
Computers	ongoing		5		operating budget		5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Laptop Computers	ongoing		5														
Network	ongoing		5														
Software - general	ongoing		5														
text books	2008	37,850	5						40,000					45,000			
heating system					repaired in 2007												
boilers																	
room units																	
H/W heater																	
hot water booster	2009																
air compressor	1995																
TOTAL COSTS						134,000	5,000	17,500	60,000	10,000	35,000	70,000	205,000	50,000	50,000	5,000	5,000