



CAPITAL PLANNING COMMITTEE REPORT 2012

SUMMARY OF RECOMMENDATIONS
AND
CAPITAL EXPENDITURES THROUGH FISCAL YEAR 2013

PRESENTED AT THE ANNUAL TOWN MEETING
TUESDAY, MAY 22, 2012

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LETTER FROM CAPITAL COMMITTEE PLANNING CHAIRMAN

March 20, 2012

Chairman Joseph Story
Members of the Board of Selectmen
Chairman Frank Remley
Members of the Finance Committee

Dear Members:

On behalf of the Capital Planning Committee (CPC), I am submitting herewith our FY'12 Report setting forth our unanimous recommendations for the Town of Newbury's Capital Expenditures through FY'13.

The FY'12 Report is the product of numerous public meetings held by the CPC. Our meetings covered a range of issues associated with the development of the *"Capital Improvements Program Manual for the Town of Newbury"* such as the cataloguing of all town assets as well as identifying deficiencies to help maintain all assets at a level adequate to protect the town's capital investment with a goal to minimize future maintenance and replacement costs.

Many individuals and departments participated in our review and provided us with helpful and important information. The assistance of Sam Joslin, Director of Facilities, is gratefully acknowledged in the creation of the FY'12 Report.

We recommend the following capital expenditures through FY'13. Please note the FY'12 Report sets forth our specific recommendations on each of these expenditures.

Respectfully submitted,

Robert D. Connors, Chairman
Town of Newbury, Capital Planning Committee

Vision Statement

The mission of the committee is to prepare a complete inventory of all town owned properties, facilities and assets including all buildings, equipment, utilities, roads and to identify deficiencies to help the town maintain all assets at a level adequate to protect the town's capital investment and to identify needs for new/updated critical facilities.

The Committee recommends appropriate methods of funding the proposed capital improvements for the upcoming year's spending plan and summarizes in more general terms the major improvement project expenditures that extend five years beyond the capital budget.

Introduction

The capital planning process begins with two primary questions *"What do we need?"*, and *"Why do we need it?"* These questions lead to related questions as follows:

- *How long will our equipment and facilities last?*
- *What upgrades will be needed and when will they be needed?*
- *Where will we find the money?*
- *Which need is most important to the community and why is it important?*
- *How can we best schedule specific projects?*

The Capital Planning Committee (CPC) makes recommendations to the Board of Selectmen and Finance Committee on items that have life duration of at least five years and an initial cost of \$10,000 or more as specified in the Town's By-laws. Our priorities for recommending capital expenditures are based on the following criteria in the order given:

1. Public health and safety consideration
2. Required response to state or federal mandate
3. Operational necessity

Overview

Benefits of a Five Year Plan

A five year capital plan prioritizes projects, sets timing goals and funding options. This results in several benefits including the following:

Terminates the ad hoc policy of allocating resources to capital projects without regard to long-term impact on the government's available reserves.
Assures that the most important projects obtain funding.
Integrates budgeting for day-to-day services and activities with budgeting for capital improvements, insuring construction and acquisition needs are addressed.
Assures that the most appropriate method of funding is selected (e.g. pay-as-you go, privatizing or bonds and insures that when bonds are used the most appropriate type is selected.)
Improves project planning and timing sequence to allow sufficient time to arrange and promote bond or tax referenda as well as sufficient time to accumulate cash for pay-as-you go projects.

The Upside of Preventive Maintenance

Newbury has historically saved pennies on the dollar to cut back on fundamental basic preventive maintenance, meanwhile missing out on perhaps millions of dollars that could be saved through reduced failure rates. The Town all too often continues to make the decision not to implement the basics due to budgetary constraints.

The need to analyze past failures for a more successful future is a starting point. The lack of any preventive maintenance system for facilities has resulted in Town staff spending time troubleshooting stop gap measures, patching tactical issues rather than strategically resolving systemic problems. What makes this trend particularly troubling is that there are a significant number of expensive failures that are preventable when the correct steps are taken.

Recommendations

Top Priority: Oversight

Managing failures requires developing an asset hierarchy, and evaluating each level of the hierarchy.

Priority number one: Newbury needs to implement a facility preventive maintenance program to prevent potential failures before they become catastrophic.

The creation of the position “*Associate Director of Facilities*” is an important first step to help implement and oversee all maintenance activities including real estate and property owned by the Town; as well as assist the capital planning committee and procurement department with evaluation of town owned real estate, all constructions projects, with the objective to insure all work and operations are in compliance with contracts, local and state construction codes and occupational safety standards.

In addition, the committee has unanimously recommended that the Town initiate “*Request for Proposals*” to evaluate the exterior building envelope of the Byfield Library and Round School to insure that our newer buildings with outstanding debt are as water-tight, energy-efficient, and safe as possible. This survey will evaluate the building envelope (roof, walls, windows, waterproofing and structure) to identify, define and resolve existing problems as well as to eliminate future problems, thereby extending the service life of the building and to ascertain projected costs of corrective solutions.

Funding

The CPC considers the availability of funding for capital purchases/projects from the following sources:

- (1) General fund,
- (2) User fee revenues
- (3) Chapter 90 Reimbursable Program
- (4) Certified Free Cash
- (5) Transfers from the Stabilization Fund and
- (6) Capital Projects Fund
- (7) Borrowing for major expenditures within the Town’s debt service capacity – when applying the above criteria in making its recommendations.

In addition to making recommendations to the Board Selectmen and Finance Committee for the upcoming fiscal year’s requests, CPC is responsible for examining departments’ capital requests for the next five years and projecting what revenues will be available to fund those purchases/ projects.

Capital Projects and Equipment Requests through FY13

The following tables report the capital projects and equipment requests for expenditures that the departments have requested through FY13.

CAPITAL IMPROVEMENT PROJECTS

Project Description	Goals And Benefits	Funding Expenditure & Source
Town building improvements	Upgrade & maintenance	50,000-Capital Projects Fund*
PD electrical system	Upgrade	12,000-Capital Projects Fund*
DPW catch basin repairs	Upgrade	100,000-Capital Projects Fund*
Roadway paving project	Upgrade	160,000-Chapter 90 Funds**
Round School exterior survey	Preventive maintenance	16,000-Capital Projects Fund*
Library exterior survey	Preventive maintenance	16,000-Capital Projects Fund*
Total		354,000.00

*Capital Projects Fund is currently funded by surplus land sales

**Chapter 90 funds are provided to the community by the Commonwealth of Mass

CAPITAL EQUIPMENT & VEHICLES

Description	Goals and Benefits	Funding Expenditure & Source
PD-Police Cruiser	Replace car #24 (124,000 miles)	26,500-General budget
DPW-Rubber Tire Backhoe	Replace 1999 model	113,000-Certified Free Cash
Total		139,500.00

CAPITAL CONSTRUCTION & ACQUISITION PROJECTS

Description	Goals and Benefits	Funding Source
Total		00.00

Respectfully submitted by the Town of Newbury Capital Planning Committee,

Chuck Bear, Liaison (Board of Selectmen)

Tracy Blais, Member (Town Administrator)

Robert Connors, Chair (Finance Committee)

Kathleen Pearson, Member (Chair Planning Board)

Frank Visconti, Member

Frank Wetenkamp, Member (Finance Committee)

**Appendix
Meeting Summaries**



**CAPITAL PLANNING COMMITTEE
MINUTES**

*Thursday, October 6, 2011
Town Hall
7:00 a.m.*

*Members present: Bob Connors, Kathleen Pearson, Frank Visconti, Anna Tenaglia, Tracy Blais
Also present: Chuck Bear*

☐ Election of Officers

A motion was made by Kathleen Pearson and seconded by Anna Tenaglia to elect Bob Connors as Chairman. The motion was approved 5-0-0.

☐ Review of Committee Charge

The committee discussed:

- ☐ Formal charge as defined in the bylaw*
- ☐ The manual prepared by Bob Connors for review by the members*
- ☐ Identification of assets*
- ☐ The Yellow School (Byfield)*
- ☐ The Library roof*
- ☐ Completing work for action at the Annual Town Meeting*

☐ Action Items

- 1. Chuck Bear to serve as the liaison from the Board of Selectmen*
- 2. Tracy Blais to maintain minutes and e-mail the draft CPC manual to member for their review and comment*
- 3. All members should be sworn in*

☐ Meetings

Meetings will be held on the second Thursday of each month at 7:00 a.m.

☐ Adjourned

Adjourned at 7:30 a.m.

**Town of Newbury
Capital Planning Committee Meeting
Thursday Nov 10, 7:00AM Town Hall
Meeting Summary**

Members present: Bob Connors (Chair), Kathleen Pearson, Frank Visconti, Anna Tenaglia

Also present: Chuck Bear, BOS Liaison

1. October 6 meeting summary:

October 6, 2011 Minutes was unanimously approved as written

2. Review of Committee Charge:

The committee reviewed the current draft of the proposed CPC manual and recommended a copy be forwarded to the finance committee for review/comments regarding:

- Capital improvement planning schedule;
- Step Seven: Develop a CIP Financing Plan;
- Exhibit II: Capital Improvement Budget Policies;
- Exhibit III: Debt Policies;
- Form F: CIP, Project Summary;

The committee reviewed the current draft recommendation implementing a facility preventive maintenance program and creating a part time position to help implement and oversee all maintenance activities in regards to town owned real estate, all construction projects, compliance with contracts, local and state construction codes and occupational safety standards.

Members will further review draft recommendation and provide comments/concerns at the Thursday, December 8, 2011 meeting. Member recommendation that a copy be forwarded to finance committee for review/comments regarding: *Financial impacts/funding stream*.

3. Meetings:

Meetings will be held on the second Thursday of the month at 7:00AM. Next meeting December 8, 2011 at Town Hall.

4. Adjourned

11-10-11 meeting adjourned at 7:38 a.m.

Respectfully submitted,
Bob Connors

**Town of Newbury
Capital Planning Committee Meeting
Thursday December 8, 2011, 7:00AM Town Hall
Meeting Summary**

Members present: Bob Connors (Chair), Kathleen Pearson, Frank Visconti, Tracy Blais

1. November 10th meeting summary:

November 10, 2011 Minutes was unanimously approved as written

2. Review of Committee Charge:

The committee reviewed the current draft of the proposed CPC manual and recommendations from the finance committee chair, Frank Remley, Fin-Com recommendations for the most part have been incorporated into the CPC manual and was unanimously approved as amended.

The approved manual shall bear the date: 12-8-2011. The committee authorized the town administrator to make minor corrections in font-grammar- reference to Mass State law or Town of Newbury Bylaws. The committee reviewed the current draft recommendation implementing a facility preventive maintenance program and creating a part time position to help implement and oversee all maintenance activities in regards to town owned real estate, all construction projects, compliance with contracts, local and state construction codes and occupational safety standards. A copy was forwarded to finance committee for review/comments regarding financial impacts/funding stream. No recommendations/concerns from the Finance Committee. The recommendation creating a facility preventive maintenance program was unanimously approved as written. The committee has offered assistance presenting this recommendation to the appropriate town boards and committees required to adopt this recommendation.

3. Review capital facilities & equipment inventory list:

The committee has identified the following town owned capital facilities

- Byfield Public Library
- Newbury Elementary School
- Newbury Transfer Station
- Woodbridge School Building
- Newbury Town Hall
- Newbury DPW Garage
- Byfield Yellow School
- Byfield Grange Building

The committee has unanimously recommended that the Town administrator initiate "Request for Proposal" to evaluate the exterior building envelope of town owned facilities to ensure that our buildings are as water-tight, energy-efficient, and safe as possible.

The RFP should investigate and evaluate the building envelope (roof, walls, windows, waterproofing and structure) to identify, define and resolve existing problems as well as to eliminate future problems, thereby extending the service life of the building. RFP should contain projected costs of corrective solutions. Committee has prioritized each facility as listed above based upon the age, outstanding debt and known conditions of unoccupied structures.

4. Review status of previously approved projects;

No action required at this time.

5. Review current capital project requests for equipment or facility improvements:

No action required at this time.

6. Review “Project Priority list”;

No action required at this time.

7. Update of Approved Projects by Town Administrator/department head;

No action required at this time.

8. Review CIP Planning Schedule;

No action required at this time

9. Review current Debt Policies for CPC projects;

No action required at this time

10. Other Business;

A potential project request was brought to the committee’s attention regarding town owned land located at 6 Kent Way. The Byfield Pioneer League is interested in developing this site for recreational fields, privately raising the necessary funds.

The committee applauds this effort and would recommend the review by town agencies for zoning, wetland and public use compliance.

- Planning Board Review/waiver;
- Conservation Commission Review/waiver
- Building Department Review/waiver
- Town Counsel written legal opinion on project request
- Recreation Committee review
- Finance Committee review financial impacts/funding stream if applicable

Kathleen Pearson provided an update to the committee on “Municipal Information Mapping Access Program” (MIMAP) available to Newbury departments and the importance of creating a centralized data base cross-referencing inter-departmental information.

A workshop/meeting has been scheduled at the Triton Regional High School for Tuesday, December 13th at 2:30 pm regarding benefits-use and implementation of the MIMAP system. Finance Committee review should be considered to determine financial impacts/funding stream if applicable.

11. Next meeting date;

Thursday, January 12, 2012 @ 7:15 am at Town Hall.

12. Adjourned

12-8-11 meeting adjourned at 8:10 a.m.

Respectfully submitted,
Bob Connors

**Town of Newbury
Capital Planning Committee Meeting
Thursday January 12, 2011, 7:15AM Town Hall
Meeting Summary**

Members present: Bob Connors (Chair), Kathleen Pearson, Tracy Blais (Town Administrator)

1. December 8th meeting summary:

December 8th, 2011 Minutes was unanimously approved as written.

2. Review capital facilities & equipment inventory list;

The committee had previously identified the following town owned capital facilities

- Byfield Public Library
- Newbury Elementary School
- Newbury Transfer Station
- Woodbridge School Building
- Newbury Town Hall
- Newbury DPW Garage
- Byfield Yellow School
- Byfield Grange Building

The committee reviewed updated preliminary list of capital facilities provided by town administrator (TA). List contained 15 assets ranging in age (1890 to 2002) or date of acquisition, conditions identified as excellent to poor.

Equipment/vehicle inventory of town assets are being reviewed/updated by department heads for submittal at the next CPC meeting. Copy attached as: "Form A"

3. Review status of previously approved projects;

TA updated committee on the status of current facility maintenance projects underway or recently completed. A detailed breakdown of facility location prepared by Sam Joslin Building Commissioner (BC), included maintenance scheduled or completed, estimated values and/or corresponding actual/anticipated costs. Town Hall and DPW barn have undergone considerable repairs/improvements within or under projected budget. The DPW barn has been cleared for re-occupancy. The committee applauds the effort of Sam Joslin implementing, overseeing and managing all of the above referenced tasks, job well done. Copy attached as: "Attachment 1"

4. Review current capital project requests for equipment or facility improvements:

No action required at this time.

5. Review "Project Priority list";

No action required at this time.

6. Update of Approved Projects by Town Administrator/department head;

See paragraph "3" above.

7. Review CIP Planning Schedule;

No action required at this time

8. Review current Debt Policies for CPC projects;

The Finance Committee is currently reviewing Exhibit II (Capital Improvement Budget Policies and Exhibit III (Debt Policies) of the recently adopted CPC manual. Currently, Exhibits II & III are considered sample/draft policies pending FIN-COM-TA-BOS review and acceptance. FIN-COM review is anticipated to be completed at the 1-18-2012 meeting.

9. Other Business;

The committee reviewed the recently adopted CPC manual pertaining to the existing Newbury Bylaw (Chapter 12 Capital Planning Committee) and has requested the following proposed amendments for ATM consideration:

Proposed Amendment

Article ____: To See if the Town will vote to amend the Town of Newbury Capital Planning Committee bylaw (Chapter 12) by inserting after 12-2 (Powers and duties) the following:

12-3. The Committee shall study proposed capital projects and improvements involving major non-recurring tangible assets and projects which:

- 1) Are purchased or undertaken at intervals of not less than five years;
- 2) Have a useful life of at least five years; and
- 3) Cost over \$10,000.

All officers, boards and committees, including the Selectmen and the School Committee, shall, by November 1st of each year, give to the Committee, on forms prepared by it, information concerning all anticipated projects requiring Town Meeting action during the ensuing six years. The Committee shall consider the relative need, impact, timing and cost of these expenditures and the effect each will have on the financial position of the town. No appropriation shall be voted for a capital improvement requested by a department, board or commission unless the proposed capital improvement is considered in the Committee's report or the Committee shall first have submitted a report to the Board of Selectmen explaining the omission.

12-4. The Committee shall prepare an annual report recommending a Capital Improvement Budget for the next fiscal year, and a Capital Improvement Program including recommended capital improvements for the following five fiscal years. The report shall be submitted to the Board of Selectmen for its consideration and approval. The Board shall submit its approved Capital Budget to the Annual Town Meeting for adoption by the town.

12-5. Such Capital Improvement Program, after its adoption, shall permit the expenditure on projects included therein of sums from departmental budgets for surveys, architectural or engineering advice, options or appraisals; but no such expenditure shall be incurred on projects which have not been so approved by the town through the appropriation of sums in the current year or in prior years, or for preliminary planning for projects to be undertaken more than five years in the future.

12-6. The Committee's report and the Selectmen's recommended Capital Budget shall be published and made available in a manner consistent with the distribution of the Finance Committee report. The Committee shall deposit its original report with the Town Clerk. The committee has requested TA forward request to BOS for action. Copy of request is attached as: "Attachment 2"

10. Next meeting date;

Thursday, February 9, 2012 @ 7:15 am at Town Hall.

11. Adjourned

1-12-12 meeting adjourned at 8:15 a.m.

Respectfully submitted,
Bob Connors

**Town of Newbury
Capital Planning Committee Meeting
Thursday February 9, 2012, 7:15AM Town Hall
Meeting Summary**

Members present: Bob Connors (Chair), Tracy Blais (Town Administrator) Frank Wetenkamp, Frank Visconti and Chuck Bear, (liaison to Board of Selectmen)

1. January 12th meeting summary:

January 12, 2012 Minutes was unanimously approved as written.

2. Town Administrator's report:

Tracy Blais updated the committee regarding the recent department head meeting introducing the new format of submitting equipment requests and Capital Project requests using the new form system. Bob Connors attended representing CPC to answer questions and provide background on the need for a more formal submittal system for long range planning of capital needs.

TA provided the committee with a packet of completed CPR's for equipment and capital improvements requested from various departments, the committee voted to take submittals under advisement for review, CPR's submitted will be reviewed at the next CPC meeting scheduled for March 8th.

3, Review capital facilities & equipment inventory list;

The committee had previously identified the following town owned capital facilities

- Byfield Public Library
- Newbury Elementary School
- Newbury Transfer Station
- Woodbridge School Building
- Newbury Town Hall
- Newbury DPW Garage
- Byfield Yellow School
- Byfield Grange Building

The committee reviewed updated list of capital facilities provided by TA which includes; Larkin Mill, Manter Field Building and Harbourmaster Booth/docks.

Equipment/vehicle inventory of town assets has been submitted by department heads for review at the next CPC meeting. **See Attachment Form "A".**

4. Review status of previously approved projects;

No update or action required at this time.

5. Review current capital project requests for equipment or facility improvements:

See Attachment FORM "B" & "C"

6. Review "Project Priority list";

No update or action required at this time

7. Update of Approved Projects by Town Administrator/department head;

No update or action required at this time

8. Review CIP Planning Schedule;

TA updated budget schedule and provided FY 13 Budget Calendar. Taken under advisement and added to the next meeting agenda for review. **See Attachment FY 13 Budget Calendar.**

9. Review current Debt Policies for CPC projects;

The Finance Committee completed its review of the amended Exhibit II (Capital Improvement Budget Policies) and Exhibit III (Debt Policies) and approved current format.

BOS were been presented with current draft of II & III and has taken this matter under advisement pending review. BOS review and action is anticipated to be completed at the next BOS meeting.

9. Other Business;

CPC bylaw amendment: The committee was updated on proposed CPC bylaw amendment request forwarded to the BOS for action. BOS has taken this matter under advisement pending review. BOS review and action is anticipated to be completed at the next BOS meeting.

Byfield Little League: Tom Gustafson representing Byfield Little League "BLL" appeared before the committee and provided information on the interest of BLL's interest to pursue the construction of ball fields at the McKay property with private funding.

It appears that the town bought the property with the intent of constructing ball fields, funded the design/planning of the field but final action was tabled due to lack of funding and other matters. It appears existing plans are outdated.

Tom G. informed the committee that BLL was working with Warren Mantor and the NRC. The committee suggested that BLL work on gaining public support and neighborhood support for the project and made a number of suggestions that BLL should consider/review. Tom will keep the committee informed on project progress.

10. Next meeting date;

Thursday, March 8, 2012 @ 7:15 am at Town Hall. Committee members are asked to reserve Thursday, March 29, 2012 as a place holder meeting in anticipation of the FY13 budget process.

11. Adjourned

2-9-12 meeting adjourned at 8:05 a.m.

Respectfully submitted,
Bob Connors

**Town of Newbury
Capital Planning Committee Meeting
Thursday March 8, 2012, 7:15AM Town Hall**

Meeting Summary

Members present: Bob Connors (Chair), Kathleen Pearson, Frank Wetenkamp, Frank Visconti and Chuck Bear, (liaison to Board of Selectmen)

1. February 9th meeting summary:

February 9, 2012 Minutes was unanimously approved as written.

2. Town Administrator's report:

Director of facilities (DF), Sam Joslin updated the committee on numerous previously completed projects consisting of Capital Improvement Program (CIP) projects and the Comprehensive Maintenance Plan (CMP) projects during FY12 and identified several FY13 projects for consideration. See attachment "A"

The DF has identified and prioritized FY13 projects that address corrective maintenance and preventive maintenance tasks. The Town of Newbury, which is recovering from a history of inadequate maintenance, is currently developing maintenance management programs that correspond to the number and age of its facilities.

3, Review capital facilities & equipment inventory list;

The committee reviewed all previously submitted Capital Project Requests to evaluate each request for consideration as FY13 expenditures.

4. Review status of previously approved projects;

No update or action required at this time.

5. Review current capital project requests for equipment or facility improvements:

The committee unanimously approved/recommended the following projects, vehicles and equipment expenditures through FY13.

CAPITAL IMPROVEMENT PROJECTS

Project Description	Goals And Benefits	Funding Expenditure & Source
Town building improvements	Upgrade	50,000-Capital Projects Fund
PD electrical system	Upgrade	12,000-Capital Projects Fund
DPW catch basin repairs	Upgrade	100,000-Capital Projects Fund
Roadway paving project	Upgrade	160,000-Chapter 90 Funds
Round School exterior survey	Preventive maintenance	16,000-Capital Projects Fund
Library exterior survey	Preventive maintenance	16,000-Capital Projects Fund
Total		354,000.00

CAPITAL EQUIPMENT & VEHICLES

Description	Goals and Benefits	Funding Expenditure & Source
PD-Police Cruiser	Replace car #24	26,500-General budget
DPW-Rubber Tire Backhoe	Replace 1999 model	113,000-Certified Free Cash
Total		139,500.00

6. Review "Project Priority list";

No action required at this time

7. Update of Approved Projects by Town Administrator/department head;

No update or action required at this time

8. Review CIP Planning Schedule;

No action required at this time

9. Review current Debt Policies for CPC projects;

BOS has been presented with current draft of II & III and has taken this matter under advisement pending review. BOS review and action is anticipated to be completed at the next BOS meeting.

10. Other Business;

No action required at this time

11. Next meeting date;

FY13 budget process is underway and Committee members are asked to reserve Thursday, March 29, 2012 as a place holder meeting in anticipation of the FY13 budget needs.

12. Adjourned

3-8-12 meeting adjourned at 8:17 a.m.

Respectfully submitted,
Bob Connors

Exhibits

Exhibit I
Town of Newbury
CAPITAL FACILITIES INVENTORY

Equipment or Facility	Year Built or Acquired	Latest Major Improvement	Condition (1)	Extent of use (2)	Target Date
1. Town Hall	1977	See attached	Poor	Heavy	FY 2013
2. Police Trailers	1999	See attached	Good	Moderate	FY 2013
3 Library	2001	None	Excellent	Moderate	FY 2013
4 DPW	1963	See attached	Good	Moderate	
5 DPW-Other Bldg	Unknown	Condemned	Poor	Moderate	FY 2013
6. DPW-Salt Shed	Unknown	Roof,2001	Good	Light	
7. Transfer Station	2002	Minor Repairs	Good	Light	
8. Woodbridge School	1898	None	Poor	Light	To be Sold
9. Yellow School	1900	None	Fair	Light	To be Sold
10. Lower Green School	1890	Roof,2009 Windows & Doors, 2012	Fair	Light	
11. Grange Hall	1900	AAB Approved Ramp	Fair	Moderate	FY 2013
12. Larkin Mill	Unknown	Condemned	Poor	None	
13. Round School	1977	Triton	Good	Heavy	
14. Manter Field Bldg	2012	Under Construction			
15. Harbormaster Booth	Unknown	None	Fair	Light	

Exhibit II
Town of Newbury
Capital Improvement Program Project Summary

		Total	Project	
Department	Project	Estimated	Criteria	Priority
		Expenditures	Rating	
DPW	Moody-Church-Lunt St. pavement	\$ 160,000	C	
DPW	Drainage Catch Basins- Restoration	\$ 250,000	C	
DPW	Rebuild Condemned 2 Bay Garage	\$ 40,000	C	
DPW	Add 16x90 Overhang to Salt Shed	\$ 25,000	C	
DPW	Office & Bathroom upgrade expansion	\$ 75,000	B	
DPW	Barn Parking Lot repavement	\$ 24,000	C	
DPW	Guard Rail Replacement P.I. TRPK	\$ 60,000	C	
DPW	Guard Rail Replacement Orchard Street	\$ 18,000	C	
DPW	Road Crack Sealing Program	\$ 150,200	C	
DPW	Main Street Pavement project	\$ 750,000	C	
DPW	Middle Street Pavement project	\$ 250,000	C	
DPW	Orchard Street Pavement project	\$ 250,000	C	
FACILITIES	Replace Town Hall retaining wall	\$ 25,000	C	
FACILITIES	Repave Town Hall Parking Lot	\$ 14,000	C	
FACILITIES	Replace PD electrical service	\$ 12,000	A	
FACILITIES	Complete PD security door system	\$ 13,000	A	
FACILITIES	Replacement office furniture various locations	\$ 10,000	C	
FACILITIES	Larkin Mill barn demo	\$ 7,500	A	
FACILITIES	Grange hall roof/window upgrade	\$ 50,000	C	
LIBRARY	Ice dam control/heat coil/strip-roof	\$ 4,000	C	
LIBRARY	Heating system/control upgrade-replacement	\$ 24,000	C	
LIBRARY	Exterior Envelope-Roof-Masonry Survey	\$ 16,000	C	
NEL SCHOOL	Exterior Envelope-Roof-Masonry Survey	\$ 18,000	C	
PARKS	Complete construction/improvements	\$ 100,000	C	
LIBRARY	Exterior siding and Roof repairs	\$ 38,000	C	
DOCKS	Town dock-ramp-booth-pavement upgrade	\$ 85,000	C	
Total Expenditures		\$ 2,468,700		

Criteria Rating Code

Public Health & Safety

Required respond to state or federal mandate

Operational necessity

Exhibit III
DPW Equipment Inventory

Equipment or Facility	Year Built or Acquired	Latest Major Improvement	Condition (1)	Extent of use (2)	Target Date
1 Pick Up Truck	2009		Excellent	Heavy	2017
2 One Ton Dump	2011		Excellent	Heavy	2019
3 One Ton Dump	2005		Fair	Heavy	2013
4 6- Wheel Dump	2010		Excellent	Moderate	
5 Pickup	2000		Poor	Heavy (being replaced)	
6 6-Wheel Sno-Fighter	1998	2012	Fair	Light	
7 10- Wheel Dump	2004		Fair	Light	2013
8 6- Wheel Dump	2007		Good	Heavy	2016
9 Front End Loader	2009		Excellent	Moderate	2025
10. Street Sweeper	2007		Excellent	Moderate	2018
11. Backhoe	1999		Fair	Moderate	
12. Backhoe	2002		Fair	Heavy	2012
13. Front End Loader	1993		Poor	Light	
14. Pickup	2007		Good	Heavy	2015
15. 2 Track Lawn Mower	2002		Poor	Seasonal	2012
16. Hustler Lawn Mower	2000		Good	Seasonal	
17. Lawn Mower	1995		Fair	Seasonal	2015
18. 6000 lb. Fork Lift	1984		Poor	Heavy	
19. Sm. Landscape Trailer	2001		Good	Heavy	
20. Deckover Trailer	2000		Good	Heavy	
21. Tri-Axle Trailer	1990		Good	Light	
22. Command Post Trailer			Good	Light	
23. Command Post Ambulance			Fair	Light	
24. Argo Rescue Vehicle	2006		Good	Heavy	
25. John Deere Gator 4-Wheeler					
26. Chipper	1998		Good	Moderate	
27. Surf Rake & Tractor	1985		Fair	Moderate	

Equipment or Facility	Year Built or Acquired	Latest Major Improvement	Condition (1)	Extent of use (2)	Target Date
28. 9000 lb. Car Lift			Good	Heavy	
29. Brush Hog			Fair	Moderate	
30. Hot Top Roller			Fair	Moderate	
31. Cement Mixer			Good	Light	
32. Emrgncy Gen 12,000 Watt			Good	Light	

Exhibit IV
Town of Newbury Police
CAPITAL FACILITIES & EQUIPMENT INVENTORY

Equipment or Facility	Year Built or Acquired	Latest Major Improvement	Condition (1)	Extent of use (2)	Target Date
Car 20-Ford Chief	2003		Fair	Moderate	2013
Car 21-Ford Patrol	2010		Good	Heavy	2014
Car 22-Ford Patrol	2003		Good	Moderate	2015
Car 23-Ford Patrol	2010		Good	Heavy	2015
Car 24-Ford Patrol	2007		Fair	Heavy	2012
Car 25-Ford Expedition Patrol-Supervisor	2012		Good	Moderate	2020
Car 26-Ford Admin	2008		Good	Moderate	2015
Car 27-Ford Detective	2001		Fair	Light	N/A
Car 29-Ford Expedition Animal control officer	1999		Fair	Light	2015
Newbury Police Station	1977		Fair	Heavy	2017

(1) Report as fair, good, and excellent.

(2) Report as light, moderate, and heavy.

Town of Newbury Harbormaster
CAPITAL FACILITIES & EQUIPMENT INVENTORY

Equipment or Facility	Year Built or Acquired	Latest Major Improvement	Condition (1)	Extent of use (2)	Target Date
23' boat	1995		Good	Moderate	
225 hp Motor	1999		Good	Moderate	FY14
23' trailer	1995		Fair	Light	FY14
18' Boat, motor, trailer	2010		Excellent	Moderate	
16' Boat	1996		Good	Light	FY16
40 HP motor	2010		Excellent	Light	
16' trailer	??	Recent re-conditioning	Good	Light	FY14
Boat Ramp	1984		Fair	Moderate	FY15
Town Pier	1984		Fair	Moderate	FY16
Town Docks	2007	Purchased used in 2007	Good	Moderate	
Town Dock work Blding	??		Fair	Moderate	FY14

Harbormaster Facilities & Equipment Inventory as of FY12, July 14, 2011



Exhibit V

Town of Newbury
Office of Inspectional Services
Newbury, MA 01951-4799
Phone: 978-465-0862 x309
Fax: 978-465-3064

TO: Capital Planning Committee
FROM: Sam Joslin, Facility Manager
DATE: March 8, 2012
SUBJECT: Annual Report

To date the following projects have been completed and paid for out of capital funding accounts for FY 2012:

Town Hall

- Strip and replace roof
- Replace meeting room ceiling
- Repair front step railing
- Renovate front entry – new doors, floors, bulletin boards and paint
- Replace all lighting with high efficiency fixtures and bulbs
- Refinish meeting room floor
- Replace meeting room chairs, flags and rugs
- Replace windows and doors in PD trailers
- Replace heating system in PD trailers
- Install bulletproof glass in PD reception
- Clean gutters, windows and chimney cleanout
- Patch floor and install floor drain in PD
- Install new flooring in TA office
- Replace entry door on PD
- Install fire rated ceiling in PD
- Convert heating system from oil to gas

DPW

- Install 5 new garage doors
- Strip and re-roof main building
- Cover all trim with aluminum
- Re-roof salt shed
- Install exhaust vents with mechanical openers
- Replace all doors with compliant fire rated doors
- Fire rate and paint ceiling
- Install fire dampers in vents
- Replace all lighting with high efficiency fixtures and bulbs
- Increase service size and rewire entire building
- Rewire “other building” to prep for new bays

- Install new alarm system
- Replace all windows
- Repair HVAC system
- Insulate attic space
- Replace unsafe tools and lift

Transfer Station

- Replace exterior door
- Replace heaters

Woodbridge

- Replace and re-point bricks at rear of foundation
- Remove tree at front of building
- Secure doors window wells and roof hatch
- Patch hole in building

Yellow School

- Replace fascia on side entrance
- Secure bulkhead covers and side entry doors

Lower Green Schoolhouse

- Repair, re-glaze and repaint windows and doors

Proposed for the remainder of FY 12' and FY 13' funded from capital funding accounts:

Town Hall

- Strip and reside
- Repaint and stain exterior
- Paint interior
- Update electrical service and repair deficiencies
- Install central air and air exchanger
- Insulate attic space
- Replace retaining wall and re-grade around septic
- Replant in front of building
- Define islands with granite curbing and repave lot
- Install pylons in front of dispatch
- Install bulletproof windows on exterior of dispatch

DPW

- Raze and rebuild two bay garage
- Replace existing fueling station tank
- Salt shed storage addition
- Repave lot

Lower Green Schoolhouse

- Repair chimney

Library

- Repair and repaint trim

- Repaint structure
- HVAC repairs/alterations
- Install heat coils on front of building for ice dams

Larkin Mill

- Raze structure

NES

- Repair seems on EDPM roof

I am currently exploring 3rd party agreements with energy suppliers including solar contractors and Load Response programs to further reduce the cost of the utilities to the town. I have also become involved in MMA, MVPC, MMEG and MIIA to utilize the expertise of other groups and organizations in our efforts to reduce cost and be environmentally friendly.

Please be aware the list of completed items and the list of proposed items, mostly if not completely, are a result of volunteerism of citizens of the Town of Newbury and others who work closely with them. This volunteerism has resulted in cost savings in the tens of thousands of dollars which has allowed the Town to make further capital improvements. The Town has also realized a considerable cost savings on our utility bills as a result of a number of improvements.

Respectfully,
Sam Joslin
Newbury Building Commissioner

Exhibit VI

**Capital Improvements Program Manual
for the
Town of Newbury**