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:

<table>
<thead>
<tr>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terminates the ad hoc policy of allocating resources to capital projects without regard to long-term impact on the government’s available reserves.</td>
</tr>
<tr>
<td>Assures that the most important projects obtain funding.</td>
</tr>
<tr>
<td>Integrates budgeting for day-to-day services and activities with budgeting for capital improvements, insuring construction and acquisition needs are addressed.</td>
</tr>
<tr>
<td>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.)</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Goals And Benefits</th>
<th>Funding</th>
<th>Expenditure &amp; Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town building improvements</td>
<td>Upgrade &amp; maintenance</td>
<td>50,000</td>
<td>Capital Projects Fund*</td>
</tr>
<tr>
<td>PD electrical system</td>
<td>Upgrade</td>
<td>12,000</td>
<td>Capital Projects Fund*</td>
</tr>
<tr>
<td>DPW catch basin repairs</td>
<td>Upgrade</td>
<td>100,000</td>
<td>Capital Projects Fund*</td>
</tr>
<tr>
<td>Roadway paving project</td>
<td>Upgrade</td>
<td>160,000</td>
<td>Chapter 90 Funds**</td>
</tr>
<tr>
<td>Round School exterior survey</td>
<td>Preventive maintenance</td>
<td>16,000</td>
<td>Capital Projects Fund*</td>
</tr>
<tr>
<td>Library exterior survey</td>
<td>Preventive maintenance</td>
<td>16,000</td>
<td>Capital Projects Fund*</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>354,000.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

*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

<table>
<thead>
<tr>
<th>Description</th>
<th>Goals and Benefits</th>
<th>Funding</th>
<th>Expenditure &amp; Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD-Police Cruiser</td>
<td>Replace car #24 (124,000 miles)</td>
<td>26,500</td>
<td>General budget</td>
</tr>
<tr>
<td>DPW-Rubber Tire Backhoe</td>
<td>Replace 1999 model</td>
<td>113,000</td>
<td>Certified Free Cash</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>139,500.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

### CAPITAL CONSTRUCTION & ACQUISITION PROJECTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Goals and Benefits</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>00.00</strong></td>
</tr>
</tbody>
</table>

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.
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 Polices;
- 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 and 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  

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Goals And Benefits</th>
<th>Funding Expenditure &amp; Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town building improvements</td>
<td>Upgrade</td>
<td>50,000-Capital Projects Fund</td>
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<tr>
<td>PD electrical system</td>
<td>Upgrade</td>
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<td>Upgrade</td>
<td>100,000-Capital Projects Fund</td>
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<td>Roadway paving project</td>
<td>Upgrade</td>
<td>160,000-Chapter 90 Funds</td>
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<td>Round School exterior survey</td>
<td>Preventive maintenance</td>
<td>16,000-Chapter 90 Funds</td>
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<td>16,000-Capital Projects Fund</td>
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<tr>
<td>Total</td>
<td></td>
<td>354,000.00</td>
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</tbody>
</table>
CAPITAL EQUIPMENT & VEHICLES

<table>
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<tr>
<th>Description</th>
<th>Goals and Benefits</th>
<th>Funding</th>
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<td>Replace 1999 model</td>
<td>113,000</td>
<td>Certified Free Cash</td>
</tr>
</tbody>
</table>

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

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

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

### 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

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Year Built</th>
<th>Latest Major Improvement</th>
<th>Condition</th>
<th>Extent of use</th>
<th>Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pick Up Truck</td>
<td>2009</td>
<td></td>
<td>Excellent</td>
<td>Heavy</td>
<td>2017</td>
</tr>
<tr>
<td>One Ton Dump</td>
<td>2011</td>
<td></td>
<td>Excellent</td>
<td>Heavy</td>
<td>2019</td>
</tr>
<tr>
<td>One Ton Dump</td>
<td>2005</td>
<td></td>
<td>Fair</td>
<td>Heavy</td>
<td>2013</td>
</tr>
<tr>
<td>6- Wheel Dump</td>
<td>2010</td>
<td></td>
<td>Excellent</td>
<td>Moderate</td>
<td></td>
</tr>
<tr>
<td>Pickup</td>
<td>2000</td>
<td></td>
<td>Poor</td>
<td>Heavy (being replaced)</td>
<td></td>
</tr>
<tr>
<td>6-Wheel Sno-Fighter</td>
<td>1998</td>
<td>2012</td>
<td>Fair</td>
<td>Light</td>
<td></td>
</tr>
<tr>
<td>10- Wheel Dump</td>
<td>2004</td>
<td></td>
<td>Fair</td>
<td>Light</td>
<td>2013</td>
</tr>
<tr>
<td>6- Wheel Dump</td>
<td>2007</td>
<td></td>
<td>Good</td>
<td>Heavy</td>
<td>2016</td>
</tr>
<tr>
<td>Front End Loader</td>
<td>2009</td>
<td></td>
<td>Excellent</td>
<td>Moderate</td>
<td>2025</td>
</tr>
<tr>
<td>Street Sweeper</td>
<td>2007</td>
<td></td>
<td>Excellent</td>
<td>Moderate</td>
<td>2018</td>
</tr>
<tr>
<td>Backhoe</td>
<td>1999</td>
<td></td>
<td>Fair</td>
<td>Moderate</td>
<td></td>
</tr>
<tr>
<td>Backhoe</td>
<td>2002</td>
<td></td>
<td>Fair</td>
<td>Heavy</td>
<td>2012</td>
</tr>
<tr>
<td>Front End Loader</td>
<td>1993</td>
<td></td>
<td>Poor</td>
<td>Light</td>
<td></td>
</tr>
<tr>
<td>Pickup</td>
<td>2007</td>
<td></td>
<td>Good</td>
<td>Heavy</td>
<td>2015</td>
</tr>
<tr>
<td>2 Track Lawn Mower</td>
<td>2002</td>
<td></td>
<td>Poor</td>
<td>Seasonal</td>
<td>2012</td>
</tr>
<tr>
<td>Hustler Lawn Mower</td>
<td>2000</td>
<td></td>
<td>Good</td>
<td>Seasonal</td>
<td></td>
</tr>
<tr>
<td>Lawn Mower</td>
<td>1995</td>
<td></td>
<td>Fair</td>
<td>Seasonal</td>
<td>2015</td>
</tr>
<tr>
<td>6000 lb. Fork Lift</td>
<td>1984</td>
<td></td>
<td>Poor</td>
<td>Heavy</td>
<td></td>
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<tr>
<td>Sm. Landscape Trailer</td>
<td>2001</td>
<td></td>
<td>Good</td>
<td>Heavy</td>
<td></td>
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<tr>
<td>Deckover Trailer</td>
<td>2000</td>
<td></td>
<td>Good</td>
<td>Heavy</td>
<td></td>
</tr>
<tr>
<td>Tri-Axle Trailer</td>
<td>1990</td>
<td></td>
<td>Good</td>
<td>Light</td>
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<tr>
<td>Command Post Trailer</td>
<td></td>
<td></td>
<td>Good</td>
<td>Light</td>
<td></td>
</tr>
<tr>
<td>Command Post Ambulance</td>
<td></td>
<td></td>
<td>Fair</td>
<td>Light</td>
<td></td>
</tr>
<tr>
<td>Argo Rescue Vehicle</td>
<td>2006</td>
<td></td>
<td>Good</td>
<td>Heavy</td>
<td></td>
</tr>
<tr>
<td>John Deere Gator 4-Wheeler</td>
<td></td>
<td></td>
<td>Good</td>
<td>Moderate</td>
<td></td>
</tr>
<tr>
<td>Chipper</td>
<td>1998</td>
<td></td>
<td>Good</td>
<td>Moderate</td>
<td></td>
</tr>
<tr>
<td>Surf Rake &amp; Tractor</td>
<td>1985</td>
<td></td>
<td>Fair</td>
<td>Moderate</td>
<td></td>
</tr>
<tr>
<td>Equipment or Facility</td>
<td>Year Built or Acquired</td>
<td>Latest Major Improvement</td>
<td>Condition (1)</td>
<td>Extent of use (2)</td>
<td>Target Date</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------------</td>
<td>--------------------------</td>
<td>---------------</td>
<td>------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>28. 9000 lb. Car Lift</td>
<td></td>
<td></td>
<td>Good</td>
<td>Heavy</td>
<td></td>
</tr>
<tr>
<td>29. Brush Hog</td>
<td></td>
<td></td>
<td>Fair</td>
<td>Moderate</td>
<td></td>
</tr>
<tr>
<td>30. Hot Top Roller</td>
<td></td>
<td></td>
<td>Fair</td>
<td>Moderate</td>
<td></td>
</tr>
<tr>
<td>31. Cement Mixer</td>
<td></td>
<td></td>
<td>Good</td>
<td>Light</td>
<td></td>
</tr>
<tr>
<td>32. Emergency Gen 12,000 Watt</td>
<td></td>
<td></td>
<td>Good</td>
<td>Light</td>
<td></td>
</tr>
</tbody>
</table>
### Exhibit IV

**Town of Newbury Police**

**CAPITAL FACILITIES & EQUIPMENT INVENTORY**

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

(1) Report as fair, good, and excellent.
(2) Report as light, moderate, and heavy.

### Town of Newbury Harbormaster

**CAPITAL FACILITIES & EQUIPMENT INVENTORY**

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

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