



Proposed Capital Improvement Program FY2025-FY2029

Matt Coogan, Town Administrator

February 12, 2024



What is a CIP?

As outlined in the MA Division of Local Services' *Capital Improvement Planning Guide: Developing A Comprehensive Community Program*, a capital improvement program provides a blueprint for planning a community's capital expenditures and is one of the most important responsibilities of local government officials. It coordinates community planning, financial capacity, and physical development.

- Annual, 5-year Universal Capital Program
- Non-recurring tangible assets with a useful life of 5 years and a total cost of at least \$5,000
- Identified by Department Heads
- Submitted to the Select Board each January



Timeline

- **October:** Launch process with templates sent to Department Heads
- **November:** CIP department requests due to Town Administrator
- **December/ January:** Meetings with Department Heads to review requests
- **February 12, 2024: Submit DRAFT CIP to Select Board**
- **February – April:** Boards and Committees review and deliberate (Select Board, FinCom, PBC)
- **May 14, 2024:** Annual Town Meeting



Benefits of CIP

According to DLS, a complete, properly developed CIP has the following benefits:

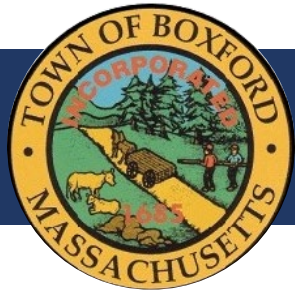
- Facilitates coordination between capital needs and operating budgets
- Enhances the community's credit rating and control of its tax rate
- Deters sudden changes in debt service requirements
- Identifies the most economical means to finance capital projects
- Increases opportunities for obtaining federal and state aid
- Relates public facilities to public and private development plans
- Focuses attention on community objectives and fiscal capacity
- Keeps the public informed about future needs and projects
- Reduces costs by identifying and consolidating duplicative expenditures across municipal departments
- Encourages careful project planning and design to avoid costly mistakes and to help a community reach desired goals



Prioritization of Projects

The draft plan defines priorities that are assigned to each project based on the model suggested in the DLS capital planning manual:

1. **Urgent/Legally Required** – Completing this project will address an imminent risk to the safety of the public or municipal personnel, and/or it will prevent the imminent destruction or collapse of public infrastructure and loss of assets. Alternatively, this project is required to bring the community into compliance with federal or state safety, environmental, accessibility, or other regulations and legal requirements.
2. **Maintain Service** – Completing this project is necessary to ensure level service for the planned fiscal year. This priority type may include projects that replace old or worn-out equipment, dramatically rehabilitate aging facilities, or facilitate a department's ability to meet increased service demands.
- **Enhancement** – Completing this project will provide a benefit to the community over and above the existing service level, or it will result in cost savings or other efficiencies.



CIP Assumptions

- Continue to build cash reserves, maintaining a minimum threshold Free Cash balance of 5% of the tax levy;
- Continue to conservatively estimate New Growth;
- Actively pursue State and Federal funding opportunities and leverage an annual allotment of Community Preservation Act funds; and
- Establish policy targets that allocate annual CIP spending as a set percentage of the tax levy.



Projects by Department

Project Costs by Department/ Fund

Department	FY2025	FY2026	FY2027	FY2028	FY2029	Five-Year Total
Information Technology	\$105,400	\$53,000	\$53,000	\$53,000	\$53,000	\$317,400
Health	\$300,000	\$0	\$0	\$0	\$0	\$300,000
Fire	\$598,000	\$154,000	\$175,000	\$80,000	\$75,000	\$1,082,000
Police	\$65,000	\$130,000	\$65,000	\$130,000	\$65,000	\$455,000
Communications	\$65,000	\$20,000	\$30,000	\$36,000	\$30,000	\$181,000
Public Works	\$4,225,000	\$6,483,500	\$17,475,000	\$2,060,000	\$6,730,000	\$36,973,500
Planning	\$0	\$50,000	\$50,000	\$0	\$0	\$100,000
Town Clerk	\$18,800	\$0	\$0	\$0	\$0	\$18,800
Building	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Library	\$125,000	\$0	\$0	\$0	\$0	\$125,000
Elementary Schools	\$330,000	\$508,750	\$1,684,659	\$9,265,909	\$45,000	\$11,834,318
Total Capital Improvements	\$5,857,200	\$7,399,250	\$19,532,659	\$11,624,909	\$6,998,000	\$51,412,018

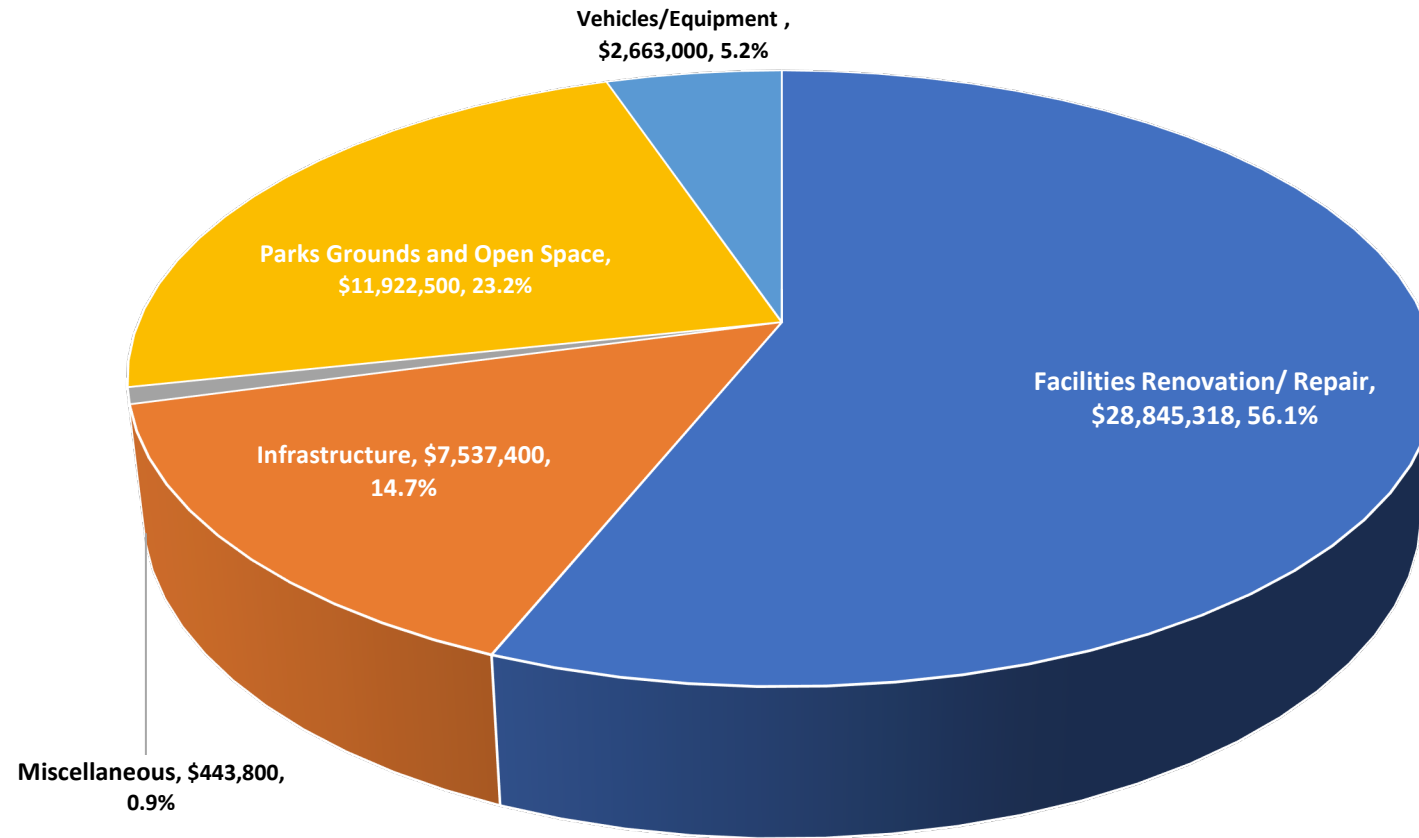


Project Categories

- Infrastructure
- Facilities Repair/ Renovation
- Parks, Grounds, and Open Space
- Vehicles/ Equipment
- Miscellaneous



Project Categories





CIP Funding

CIP by Funding Source

Funding Source	FY2025	FY2026	FY2027	FY2028	FY2029
<u>General Fund (Pay-As-You-Go)</u>					
Free Cash	\$1,401,500	\$1,021,250	\$720,000	\$1,341,000	\$430,000
Operating Budget	\$205,000	\$205,000	\$205,000	\$205,000	\$205,000
<u>General Fund (Debt)</u>					
New Debt	\$2,000,000	\$0	\$1,658,295	\$1,965,909	\$700,000
Exempt (Excluded)	\$0	\$0	\$15,000,000	\$7,700,000	\$0
<u>CPA (Pay-As-You-Go)</u>	\$0	\$1,000,000	\$265,000	\$0	\$0
<u>CPA (Debt)</u>	\$0	\$0	\$0	\$0	\$0
<u>Grant/Other</u>	\$3,025,700	\$4,673,000	\$1,909,364	\$413,000	\$5,663,000
Total Gross Funding	\$6,632,200	\$6,899,250	\$19,757,659	\$11,624,909	\$6,998,000



May Town Meeting – Free Cash Capital

Potential projects to be funded in Capital Omnibus Warrant Article

CIP #	Department	Project Description	Category	FY2025
IT001	Information Technology	IT Hardware	Infrastructure	\$ 52,400
BH001	Health	Automated Collection Trash and Recycling Bins	Miscellaneous	\$ 300,000
PW001	Public Works	Replace 2010 Chevrolet One Ton Dump Truck (#28)	Vehicles/Equipment	\$ 100,000
PW003	Public Works	Mini Excavator with Brush Side Mower attachment	Vehicles/Equipment	\$ 140,000
PW010	Public Works	Design and Permitting of Drainage System on Balmoral	Infrastructure	\$ 50,000
PW022	Public Works	Lincoln Hall Ceiling Paint/Exterior Paint	Facilities Renovation/ Repair	\$ 25,000
PW024	Public Works	Police Department Ceiling Repairs	Facilities Renovation/ Repair	\$ 7,500
PW032	Public Works	Lincoln Hall Interior Paint and Floors	Facilities Renovation/ Repair	\$ 30,000
PW037	Public Works	New Irrigation Well at Boxford Commons	Parks Grounds and Open Space	\$ 35,000
COM001	Communications	Backup Police and Fire Radio Repeaters	Vehicles/Equipment	\$ 65,000
FD002	Fire	Turnout Gear	Vehicles/Equipment	\$ 22,800
FD005	Fire	SCBA Air Compressor	Vehicles/Equipment	\$ 55,000
FD006	Fire	East Fire Station Kitchen	Facilities Renovation/ Repair	\$ 45,000
TC001	Town Clerk	Election Tabulators	Miscellaneous	\$ 18,800
LI001	Library	Modular Storage Unit	Facilities Renovation/ Repair	\$ 125,000
ES001	Elementary Schools	Cole and Spofford School Flooring Replacement	Facilities Renovation/ Repair	\$ 100,000
ES004	Elementary Schools	Cole School HVAC, Boilers and Control	Facilities Renovation/ Repair	\$ 80,000
ES012	Elementary Schools	Cole School Site Project	Facilities Renovation/ Repair	\$ 150,000
			Total	\$ 1,401,500



Available Free Cash

Town of Boxford Free Cash	FY22	FY23	FY24
Certified Free Cash (Starting Balance)	\$3,699,386	\$3,451,805	\$3,758,382
<i>(Less 5% of Previous FY Operating Budget - per FINCOM policy)</i>	<i>(\$1,778,555)</i>	<i>(\$1,818,551)</i>	<i>(\$2,009,999)</i>
Free Cash Available to Spend	\$1,920,831	\$1,633,254	\$1,748,383
Total Free Cash Appropriated (for the following Fiscal Year)	\$1,431,600	\$834,060	\$1,401,500
Remaining Free Cash Balance	\$489,231	\$799,193	\$346,883



Potential Debt Authorizations at May Town Meeting

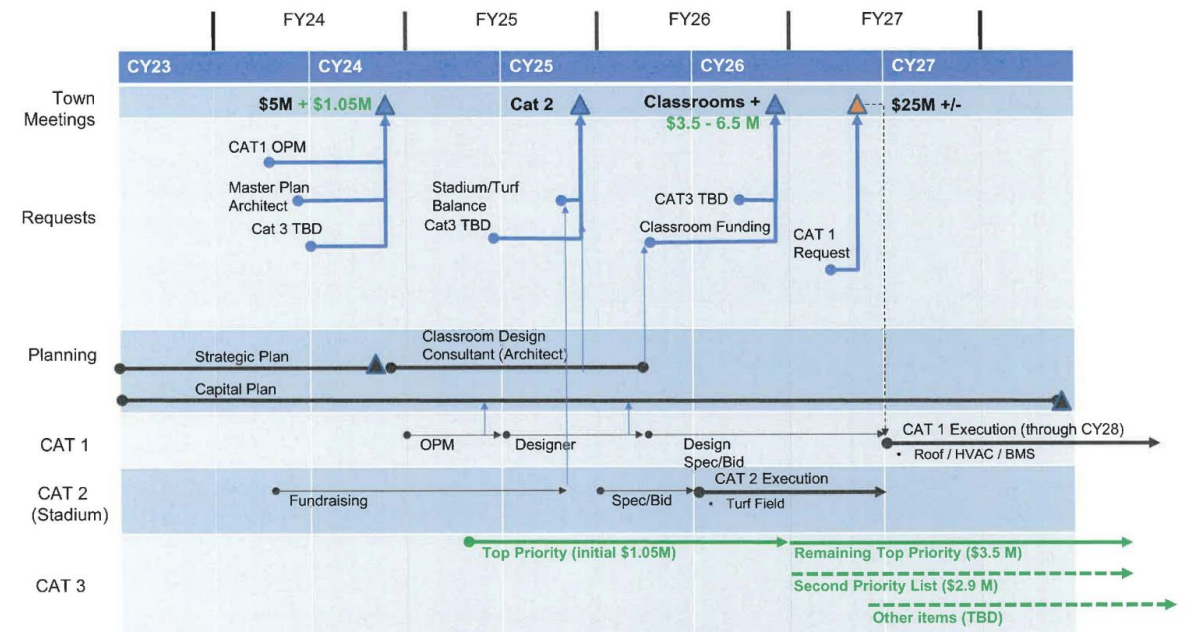
- New DPW Facility 100% Design & Permitting - \$1.5M (estimate)
- Spofford Pond School HVAC 100% Design and Permitting
- Cost estimates will be ready for Town review before closing of Town Meeting Warrant.



Masco Capital Plan

- \$5M - Design & OPM for new roof and HVAC
 - Debt Exclusion for share of \$5M debt authorization
 - Estimated cost of projects - \$25M
- First Priorities Capital (Category 3)- \$1,054,100

Capital Item	FY 25/26	FY 27/28/29
Exterior Painting - Field House Walls Blasting and Cleaning	\$ 62,400	
MS Auditorium Lighting upgrade to LED	\$ 46,400	
Elevator modernization	\$ 216,400	
Audio System Upgrades: Gym, Auditorium & Field House	\$ 390,700	
Campus wide surge protection system	\$ 42,000	
Campus-wide Wireless Internal Clock System Upgrade	\$ 111,000	
HS Art Mac Lab Upgrade	\$ 59,000	
Maintenance Dept Equipment	\$ 34,200	
Kitchen Equipment Replacement	\$ 92,000	
Running Track and Natural Grass Field		\$ 1,939,600
Repair & Refurbish Tennis Courts		\$ 72,000
Exterior lighting		\$ 90,000
Lightning Protection system		\$ 145,000
Bunker Stadium Pressbox elevator replacement		\$ 120,000
Carpeting in Libraries		\$ 240,000
Interior Campus-wide Cell Phone Amplification System		\$ 287,500
Chromebooks		\$ 147,750
Classroom Projectors		\$ 360,000
Maintenance Department Equipment		\$ 94,120
Total	\$ 1,054,100	\$ 3,495,970





Next Steps

- Select Board review
- Finance Committee Review
- Permanent Building Committee Review
- Final financing plan
- Finalize FY25-FY29 CIP
- FY25 appropriation requests
- Annual Town Meeting