

CAPITAL IMPROVEMENTS PLANNING COMMITTEE (CIPC)
ANNUAL REPORT
For Fiscal Year 20
(01 JUL 18 to 30 JUN 19)
30 SEP 19

The Capital Improvements Planning Committee (CIPC) began the planning cycle in December 2018, reviewing the status of capital items procured in prior fiscal years, status of items on the current project plan, the Town's fixed assets, and current and project financial capacities. On 07 December 2018, the CIPC published guidance and solicited Department and Committee input to the FY 20 Capital Budget and FY 21-26 Capital Program.

In January 2019, the CIPC received 14 capital requests totaling \$4,005,000.00. In the subsequent months, the CIPC reviewed all projects and met with the departments to discuss the following FY20 Capital Improvement Projects:

1. DPW (\$344K):
 - a. Phase I Site Assessment for New DPW Facility / \$150K
 - b. DPW Garage Roof / \$42K
 - c. Sidewalk Plow/Sweeper / \$152K
2. Police (\$99K): Replace 3 Cruisers (Lease to Own)
3. Paxton Fire Department (\$3.345M):
 - a. Ladder 1 Replacement / \$1.1M
 - b. Platform 1 Replacement / \$1.35¹
 - c. Tanker Truck Replacement / \$370K
 - d. Ambulance A-2 Replacement / \$285K
 - e. FF Gear/PPE Replacement / \$153K¹
 - f. Car #4 Replacement / \$53K
 - g. Forestry 1 Refurbishment / \$34K

¹*Deferred to Future FY*
4. Town Administrator (17K): Boiler & Burner Replacement/John Bauer Senior Center
5. Water Department (\$150K; Enterprise Account): Water Line Replacement (Length of West Street to Suomi)
6. CIPC (\$50K): Capital Equipment and Building Needs Assessment

In April 2019, the CIPC voted and forwarded the following Warrant Article recommendations to the Finance Committee and Board of Selectmen:

1. A-2 Ambulance Replacement
2. New Facility Phase I Site Assessment
3. Garage Roof Replacement
4. JBSC Boiler & Burner Replacement
5. Ladder 1 Replacement
6. Police Cruisers (3) Replacement
7. Capital Equipment and Building Needs Assessment
8. Water Main Engineering Study

At the Annual Town Meeting (6 May 2019), the following articles were presented and motions made for the following Warrant Articles:

Article 10 - Ambulance Replacement: *To see if the Town will vote to authorize the Board of Selectmen in accordance with Chapter 44, Section 21C of the Massachusetts General Laws to enter into a ten year “lease to own” agreement for the purpose of acquiring a new ambulance to replace the existing 2008 Ford Lifeline ambulance for the Fire Department in the amount of \$285,000, with a first year lease payment of \$35,102, and the remaining nine yearly payments to be raised and appropriated as part of the Fire Department budget and Holden Hospital Funds; or act any way thereon.*

THE MODERATOR DECLARED THAT THE MOTION PASSED.

Article 11 - DPW Facility: *To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$150,000, or any other sum, to conduct a site Plan and Initial design (Phase One) of a new Department of Public Works Facility; or act in any way thereon.*

THE MODERATOR DECLARED THAT THE MOTION PASSED.

Article 12 - DPW Roof Replacement: *To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$42,000, or any other sum, to replace the existing roof at the Department of Public Works Facility; or act in any way thereon.*

THE MODERATOR DECLARED THAT THE MOTION PASSED.

Article 13 - Council on Aging Heating Boiler Replacement: *To see if the Town will vote to transfer the sum of \$17,000, or any other sum, from the Capital Depreciation Fund to replace the existing heating boiler in the John Bauer Senior Center; or act in any way thereon.*

THE MODERATOR DECLARED THAT THE MOTION PASSED.

Article 14 - Ladder #1 Replacement: *To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$900,000 or any other sum, to replace the Fire Department’s 2003 KME Aerial Platform Ladder #1 Truck or act in any way thereon; provided, however, that this appropriation and debt authorization shall be contingent upon passage of a Proposition 2 ½ debt exclusion referendum under Chapter 59, Section 21C (k), of the General Laws; or act in any way thereon.*

THE MODERATOR DECLARED THAT THE MOTION PASSED.

Article 15 - Police Cruisers: *To see if the Town will vote to authorize the Board of Selectmen in accordance with Chapter 44, Section 21C of the Massachusetts General Laws to enter into a three year “lease to own” agreement for the purpose of acquiring three police cruisers to replace the existing vehicles (2013 Ford Utility, Taurus, & Fusion) for the Police Department in the amount of \$99,000, with a first year lease payment of \$33,000 and the remaining two yearly payments to be raised and appropriated; with all proceeds generated from the disposal of said vehicle to applied towards the annual lease; or act any way thereon.*

THE MODERATOR DECLARED THAT THE MOTION PASSED.

Article 16 - Water Main Engineering Study: *To see if the Town will vote to transfer the sum of \$150,000 or any other sum, from the Water Enterprise Funds for the purpose completing a water main engineering study of West Street (Town Center to Suomi Street) or act any way thereon.*

Note: Water Department withdrew article due to a higher priority (Asnebumskit Hill Water Tank emergency repairs/maintenance). Motion was made and seconded to pass over article.

THE MODERATOR DECLARED THAT THE MOTION IS PASSED OVER.

Article 17 - Capital Equipment and Building Needs Assessment: *To see if the Town will vote to transfer the sum of \$50,000, or any other sum, from the Capital Depreciation Fund to hire an independent company to conduct a Capital Asset Needs Study on all department capital items with a replacement cost over \$10,000 and all Town buildings. Furthermore, the audit report would contain findings and recommendations which the Board of Selectmen.*

Note: Town of Paxton secured a \$25,000.00 grant from the Edward J. Collins, Jr. Center for Public Management to conduct a Capital Improvement Plan (CIP) Study. Motion was made and seconded to pass over article.

THE MODERATOR DECLARED THAT THE MOTION IS PASSED OVER.

At the Annual Town Election (13 May 2019), voters defeated Question 1 (*Shall the Town of Paxton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to purchase a new Aerial Ladder Truck for the Fire Department?*).

The Chairman wishes to recognize Carol Riches for her outstanding work in securing the grant from the Edward J. Collins, Jr. Center for Public Management. The Center is currently reviewing our capital processes/procedures, reviewing our capital assets, and developing a comprehensive capital improvement plan. The deliverables, which will be implemented for the FY 21-26 Capital Budget and Program, include:

1. A comprehensive, Capital Project investment strategy/capital budget & 5-year Capital Plan five-year CIP that is executed and managed via an online/web-based tool kit.
2. Capital request forms that describe the capital project(s) they propose, including scope, timing, cost, and justification.
3. Vehicle capital replacement tool that has 18 data points in five major categories that contribute to the decision to replace a vehicle.
4. Generally-accepted lifespans for common municipal capital assets, including building components.

Respectfully,

Jeffrey Kent, Chairman
Forrest Smith, Vice Chair
Kateri Clute
Tim Grinham
Mark Love
Robert Pelczarski
Carol Riches