

CAPITAL IMPROVEMENTS PLANNING COMMITTEE
ANNUAL REPORT FOR FY13
30 June 2013

The Committee first wishes to acknowledge the passing of our Chairman, Mr. Frederick G. Goodrich. Fred was an advocate for the townspeople and sincerely cared about Paxton's future. Fred's vision and resolve was instrumental in revitalizing this committee, and we were fortunate to serve with him. He will be deeply missed.

The Capital Improvements Planning Committee began the planning cycle in September 2012, reviewing the status of capital items procured in FY13, status of items on the current project plan, the Town's fixed assets, and current and project financial capacities. The Committee also began the steps to update the Committee's bylaw and create a manual to assist those involved in the planning, financing, and implementing capital improvements.

The Committee then formally solicited capital project requests from the Departments, Committees, Boards, and so forth. As part of the process, Department Managers were interviewed, and the Committee viewed equipment and facilities at the Police, Fire, Public Works, and Library. The Library discussed infrastructure projects, but deferred submission to a later FY. Replacement defibrillators and Emergency Trailer for EMS was considered, but a \$76,000 grant with \$4000 funded through the Town Reserve addressed these requirements. Additionally, acquisition of the Fire Department's Quint Truck was funded through private donation. Once all information and data was received, the Committee evaluated and prioritized the three projects submitted. We also considered information from committees and agencies to assist in our determinations.

Both the Finance Committee and Board of Selectmen recommended approval of the Committee's recommended FY14 capital budget. The following items were approved at the Annual Town Meeting:

- Police: Appropriate \$58,192 from the Capital Depreciation Fund to purchase two Ford Interceptor Sedan Police vehicles, and authorize the disposal of the Police Department's 2004 and 2006 Crown Victoria police cruisers, with all proceeds deposited into the Capital Depreciation Fund.
- Public Works: Appropriate the sum of \$55,325 from the Capital Depreciation Fund to purchase a Ford 350 pick-up truck with four-wheel drive and a plow, and authorize the disposal of the Department of Public Works' existing 1996 Dodge pick-up truck, with all proceeds deposited in the Capital Depreciation Fund.
- Fire: Transfer the sum of \$22,500 from the Capital Depreciation Fund, to provide a match for the Federal Emergency Management Agency (FEMA) grant of \$427,500, and to appropriate the total of \$450,000 to purchase a fully equipped pumper truck, and authorize the disposal of the Fire Department's Engine 2 and Rescue Truck, with all proceeds deposited in the Capital Depreciation Fund.

Initially, due to the Town's projected budget deficit, the Committee did not intend to propose capital procurements for FY14. However, during the process of rating, it was determined that we could leverage the Capital Depreciation Fund, which had a balance of \$203,551, and recommended expending \$136,017 to replace aging equipment while ensuring operational missions and objectives were met. The Department Managers provided solid justification and sound logic when presenting their requirements to the Committee. Below is the justification for the three approved capital projects:

- Police: The Crown Victorian police cruisers have severe mechanical and structural issues. Both vehicles exceeded their useful life, and it is no longer economically feasible to repair in order to extend the service life. The 2004 vehicle has +110K miles/high idle use, rust/rot in both front fenders, steering shaft U-joint out of tolerances, and inoperable AC condenser and Tremco switch. The 2006 vehicle has +135K miles/high idle use, true mileage not known due to gauge cluster failure and replacement, steering rack weak/out of tolerances, electrical short in door alarm system (disabled), and air temperature blend motor broke/no heat.
- Public Works: Reliability and dependability of equipment is crucial, and the Superintendent is the first person called to respond to every DPW related emergency (& non-emergency) that may arise. The Superintendant puts many long hours and miles on this vehicle in checking roads, monitoring situations, and directing operations under varying environmental conditions. The 2006 Ford F350/4WD/Regular Cab Truck w/Plow is mechanically sound, but the warranty has expired, and is showing signs of rust under cab and rear quarter panels. 2-year maintenance cost was ~ \$10K (JUL 10 - NOV 12). Recommendation is to assign this vehicle to the Highway Foreman and dispose of the 1996 Dodge pick-up truck, which is in poor condition and no longer economical to repair, as it is used primarily to check roads, transport manpower and tools/equipment to jobsites, and deliver material and supplies.
- Fire: Replacement of Engine 2 is identified in the Capital Plan as a \$450K unfunded future requirement. Obtaining a FEMA Grant now to replace the 32 year old truck benefits the town from an economical and financial standpoint. Additionally, there is the potential to recoup the \$22.5K through the sale of the two vehicles, and a savings gained by reducing the required capabilities (pumper & rescue) from two vehicles to one.

The Committee concluded FY13 by receiving citizen approval at the Annual Town Meeting to adopt a Capital Improvements Planning Committee (CIPC) Bylaw. This bylaw replaced the Capital Outlay Committee Bylaw that was enacted in 1966, and the approved changes are a combination of some overdue housekeeping measures, in addition to revisions that more accurately reflect the roles of the CIPC and capital planning in Paxton. The major change is the membership, which the Board of Selectmen appoints four members from the public, and one member (or designated representative) from the Town Administrator, Finance Committee, and Board of Assessors respectively.

The Committee also staffed for comment and completed its manual titled "Capital Improvements Program (CIP)". The manual describes the nine steps of the CIP, and contains the forms and other information necessary to execute a CIP. The guidelines provide a framework which will enable the Town of Paxton to make planned and consistent decisions about Town services and the associated acquisition and maintenance of the fixed assets.

Respectfully,

Forrest Smith, Vice Chair
James Lang, Clerk
Gerald Ryan
James Stone
Jeffrey Kent