



TOWN OF TYNGSBOROUGH
Capital Asset Management Committee
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 Tyngsborough, MA 01879
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Capital Asset Management Plan
FY2015 through FY2019

The Capital Asset Management Committee (CAMC) has met to discuss capital planning. The members of the committee are: Selectwoman Karyn Puleo, Finance Committee member Scott Hammer, School Committee member Barry Dick, Town Treasurer Kerry Colburn-Dion, and Town Accountant Catherine Gabriel. Town Administrator Michael P. Gilleberto and Superintendent of Schools Don Ciampa have also participated in support of the committee

The Committee reviewed the Town's existing debt schedule and requests from Town Departments totaling \$21,811,826.00 for the General Fund and \$18,293,000.00 for the Enterprise Fund. An outlay of all requests is attached.

The Committee is recommending that state grant funding for previously-made repairs to the Lakeview School currently in hand, but only recently authorized for release, be utilized along with anticipated employee benefit savings beginning in FY 2016 to fund an investment of \$657,000 to be re-paid over five years. This would reserve new dollars for the capital purposes identified below without affecting direct services. Preliminary debt service forecasts indicate that re-payments would not begin in earnest until FY 2016.

The Committee collaboratively reviewed all of the needs, with a goal of forwarding a plan that reflected consensus about Townwide priorities from representatives of the three major elected stakeholders (the Board of Selectmen, Finance Committee, and School Committee) and the realities of funding constraints.

Based on the projected availability of funding described above and the needs of the Town, the Committee recommends the following General Fund debt appropriations to the May 20, 2014 Annual Town Meeting. In continued collaboration, discussions were held by members encouraging potential savings by a "Total Town" security assessment versus the town and the schools bidding these separately. As you will see, due to limited funding the Committee was generally limited to life/safety related recommendations

Department	Item	Expended By	Amount	Justification
Highway	Dump Truck with plow / sander	Selectmen	\$160,000	Safety Issue
Highway	Dump Truck with plow / sander	Selectmen	\$160,000	Safety Issue
Highway	1 Ton Dump Truck with plow	Selectmen	\$60,000	Aging equip.
Police	Information Technology replacement	Selectmen	\$25,000	Aging equip.
Selectmen	Town Offices – Security & Repairs	Selectmen	\$20,000	Safety/maint.
Selectmen	Information Technology replacement	Selectmen.	\$25,000	Aging equip.
School	Facility Condition assessment / security	School Cmte.	\$80,000	Safety/planning
School	Repair TMS Gym Fire Escape	School Cmte.	\$17,000	Safety issue
School	School Security Upgrade	School Cmte.	\$60,000	Safety issue
School	Technology	School Cmte.	\$50,000	Aging equip.
	TOTAL INVESTMENT		\$657,000	

The items identified above were priorities based on departmental feedback. It is important to note that \$4,557,896 in FY 2015 General Fund capital requests could not be funded due to funding constraints.

In addition to this proposed borrowing program, the Committee recommends a Free Cash appropriation of \$25,000 for furniture/fixtures/equipment and moving expenses associated with the new Senior Center. The Committee does not feel that borrowing is an effective tool for this type of purchase.

These investments do not rely on the use of funds from the Capital Asset Stabilization Fund, which currently has a balance of \$164,000. The Committee recommends that funds presently in the Capital Asset Stabilization Fund remain in the Fund for future needs, and supports additional transfers into this fund pursuant to the recently-approved Free Cash policy.

The Committee considered the request of the Board of Selectmen to fund, via debt exclusion, repairs to Town roads in increments between \$400,000 and \$1.6 million, to be borrowed over five years. The Committee voted to consider this request in the context of other significant funding needs in the coming months and years, including potential School Committee projects to rehabilitate school buildings and potential needs that could be identified in the Town Buildings Master Plan under development. Based on the potential immediate needs of the School Department that have been submitted to the Massachusetts School Building Authority Accelerated Repair Program, and the potential need to demonstrate a funding commitment via Town Meeting appropriation to the state in the event the Accelerated Repair application is granted, it is the recommendation of the Committee that road repairs be reconsidered at a CAMC meeting scheduled for June 12, 2014, in conjunction with the needs of the school. The Schools should be informed of their eligibility in the Accelerated Repair Program on June 4th. The CAMC believes that strategically it behooves the town to look at these two items together and not request two potential Proposition 2 ½ overrides within a six (6) month period. Should the schools fail to be approved for the Accelerated Repair Program, the roads program will be taken up on their own, to be presented at a potential Fall Special Town Meeting.

The Committee also reviewed the requests of the Sewer Commission. One project will require borrowing: the construction of Phase I West sewers along the Middlesex Road – south corridor. This \$8.8 million project is proposed to be split 94% by betterment and 6% by the General Fund. The General Fund portion represents what the actual cost would be if the Town-owned properties were assessed a betterment. In exchange for the Town funding this 6% portion, the Sewer Commission has agreed to absorb annual debt service associated with the Comprehensive Wastewater Management Plan in the amount of \$22,000. The anticipated debt service for the 6% share is \$32,000 per year. Debt payments would begin in FY 2017 or 2018. It is recommended that in years the annual debt service associated with the CWMP exceeds the 6% portion debt service that the Sewer Commission excess funds be transferred to the Capital Asset Stabilization Fund to lessen the impact on future year payments.

The Town must continue to be diligent with its capital planning efforts for buildings, equipment, and infrastructure. Sound planning will benefit the health, safety, and productivity of our citizens, school children, and employees for years to come.

Finally, the Committee recommends the Board of Selectmen request the Government Study Commission to review the current Capital Asset bylaw, with particular attention to broadening representation to citizens-at-large and to transitioning employees who currently vote to advisory capacity.

Respectfully submitted,

Karyn Puleo, Chair

Scott Hammer

Barry Dick

Kerry Colburn-Dion

Catherine Gabriel

Town of Tyngsborough
Capital Asset Plan Summary
May 1, 2014

BOLD RED = FY 2015 RECOMMENDATION

<u>Dept</u>	<u>Tracking #</u>	<u>Description</u>	<u>Total Cost</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
<u>Fire</u>	22-15-01	Fire Station #2 Replace	\$2,500,000.00	\$2,500,000.00				
	22-16-01	Replace Pickup Truck	\$35,000.00		\$35,000.00			
	22-19-03	Replace Engine 3	\$450,000.00					\$450,000.00
	Total Fire			\$2,985,000.00	\$2,500,000.00	\$35,000.00	\$0.00	\$0.00
<u>Highway</u>	425-15-01	Dump Truck w/Plow & Sander Replace (T12)	\$160,000.00	\$160,000.00				
	425-15-02	Dump Truck w/Plow & Sander Replace (T14)	\$160,000.00	\$160,000.00				
	425-15-03	1 Ton Dump Truck w/Plow Replace (T11)	\$60,000.00	\$60,000.00				
	425-15-04	Bucket Truck Replace	\$20,000.00	\$20,000.00				
	425-16-01	Dump Truck w/Plow & Sander Replace (T3)	\$160,000.00		\$160,000.00			
	425-16-02	Dump Truck w/Plow & Sander Replace (T4)	\$160,000.00		\$160,000.00			
	425-16-03	3/4 Ton Truck w/Plow Replace	\$45,000.00		\$45,000.00			
	425-17-01	Dump Truck w/Plow & Sander Replace (T15)	\$160,000.00			\$160,000.00		
	425-17-02	Dump Truck w/Plow & Sander Replace (T17)	\$160,000.00			\$160,000.00		
	425-17-03	3/4 Ton Dump Truck w/Plow Replace (T5)	\$45,000.00			\$45,000.00		
	425-17-04	Fuel Control/Fuel Dispensers/Pumps Replace	\$30,000.00			\$30,000.00		
	425-18-01	Dump Truck w/Plow & Sander Replace (T8)	\$160,000.00				\$160,000.00	
	425-18-02	1 Ton Dump Truck w/Plow Replace (T6)	\$60,000.00				\$60,000.00	
	425-19-01	Utility Truck w/plow Replace (T18)	\$60,000.00					\$60,000.00
	Total Highway			\$1,440,000.00	\$400,000.00	\$365,000.00	\$395,000.00	\$220,000.00
<u>Police</u>	210-15-01	IT Upgrade	\$25,000.00	\$25,000.00				
	210-15-02	Building Window Replacement	\$20,000.00	\$20,000.00				
	210-16-01	Exterior Stair and Railing Repair	\$10,000.00		\$10,000.00			
	210-16-02	Parking lot repaving	\$35,000.00		\$35,000.00			
	210-17-01	Cell Block Sand/Repaint & Bldg Int. Repaint	\$10,000.00			\$10,000.00		
	210-18-01	Central Air Conditioning	\$30,000.00				\$30,000.00	
	210-19-01	Building Addition/Training Room	\$120,000.00					\$120,000.00
	Total Police			\$250,000.00	\$45,000.00	\$45,000.00	\$10,000.00	\$30,000.00
<u>Selectmen</u>	122-15-TBD	Road Repairs - Annual Appropriation	\$8,250,000.00	\$1,650,000.00	\$1,650,000.00	\$1,650,000.00	\$1,650,000.00	\$1,650,000.00
	122-15-TBD	Street Acceptance Documents	\$175,000.00	\$175,000.00				
	122-15-TBD	Winslow School Carpet Removal & Vent.	\$35,000.00	\$35,000.00				
	* 122-15-TBD	Town Offices/Library Security & Repairs	\$20,000.00	\$20,000.00				
	* 122-15-TBD	Town Offices/Library Building Assessment	\$20,000.00	\$20,000.00				
	* 122-15-TBD	Demolition of Vacant Town Buildings	\$10,000.00	\$10,000.00				
	193-15-TBD	Town Offices Computer Equipment	\$25,000.00	\$25,000.00				
	Total Selectmen			\$8,535,000.00	\$1,935,000.00	\$1,650,000.00	\$1,650,000.00	\$1,650,000.00

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<u>Dept</u>	<u>Tracking #</u>	<u>Description</u>	<u>Total Cost</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
<u>Collector</u>	146-17-01	Tax Collector's Software Conversion	\$35,000.00			\$35,000.00		
		Total Collector	\$35,000.00			\$35,000.00		
<u>CoA</u>	541-15-01	Senior Center Furniture, Fixtures, and Equip.	\$25,000.00	\$25,000.00				
		Total Council on Aging	\$25,000.00	\$25,000.00				
<u>Sewer</u>	600-15-00	Phase I West Construction and Administration	\$8,800,000.00	\$8,800,000.00				
	600-15-01	Engineering Design Phase I West	\$200,000.00	\$200,000.00				
	600-15-02	Mascuppic Trail New Pump	\$90,000.00	\$30,000.00	\$30,000.00	\$30,000.00		
	600-15-03	Quick Disconnect Switches for Portable Generator	\$15,000.00	\$3,750.00	\$3,750.00	\$3,750.00	\$3,750.00	
	600-15-04	Upgrades to Phalanx Station	\$50,000.00	\$50,000.00				
	600-15-05	Additional Wet Well at Flints - Study	\$10,000.00	\$10,000.00				
	600-15-06	Audrey Avenue Pump Station repairs/upgrades	\$10,000.00	\$10,000.00				
	600-15-07	Replace or Repair 20+ year old pumps at stations	\$100,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
	600-TBD	Phase II Design	\$849,000.00					
	600-TBD	Phase II Construction and Administration	\$9,669,000.00					
		Total Sewer	\$19,793,000.00	\$9,123,750.00	\$53,750.00	\$53,750.00	\$23,750.00	\$20,000.00
<u>School</u>	300-15-01	Facility Condition Assessment (inc. Security)	\$80,000.00	\$80,000.00				
	300-15-02	Refirbish, Repair, & Cerfity TMS Gym Fire Es.	\$17,000.00	\$17,000.00				
	300-15-03	Security Upgrades TPS ¹	\$60,000.00	\$60,000.00				
	300-15-04	Technology ²	\$250,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
	300-15-05	Paving Plan ²	\$250,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
	300-15-06	Asbestos Abatement TMS ³	\$440,000.00	\$40,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
*	300-15-07	TES Driveway Culvert Improvements	\$37,896.00	\$37,896.00				
	300-16-01	Modulars-Repairs and upgrades ¹	\$0.00		TBD			
	300-16-02	Custodial/maintenance replacement cycle ³	\$50,000.00		\$25,000.00		\$25,000.00	
	300-17-01	THS Auditorium ⁴	\$1,534,825.00			\$1,534,825.00		
	300-17-02	Norris Rd. Athletic Field Complex ⁴	\$1,182,105.00			\$1,182,105.00		
	300-17-03	Windows - TMS ⁵	\$400,000.00			\$400,000.00		
	300-17-04	Bleachers - TMS ⁵	\$100,000.00			\$100,000.00		
	300-17-05	Generator - TMS ⁵	\$60,000.00			\$60,000.00		
	300-17-06	Ceiling Refurbish - TMS ⁵	\$150,000.00			\$150,000.00		

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300-17-07	Restrooms - TMS ⁵	\$100,000.00			\$100,000.00		
300-17-08	HVAC - Lakeview ⁵	\$750,000.00			\$750,000.00		
300-17-09	Windows/Doors - Lakeview ⁵	\$300,000.00			\$300,000.00		
300-17-10	Generator - Lakeview ⁵	\$80,000.00			\$80,000.00		
300-18-01	THS Roof Replacement ⁵	\$1,700,000.00				\$1,700,000.00	
300-18-02	THS Renovations ⁵	\$1,000,000.00				\$1,000,000.00	
300-18-03	THS Boilers	TBD					
Total School		\$8,541,826.00	\$334,896.00	\$225,000.00	\$4,856,930.00	\$2,925,000.00	\$200,000.00

¹TBD - Pending 300-15-01

²Preventative Maintenance Plan

³5 Year Plan

⁴Feasibility Study Completed

⁵Potential MSBA Projects: THS items 18-01 and 03 submitted to Accelerated Repair

⁵Potential MSBA Projects: TMS items are included in comprehensive 2014 MSBA Sol submission (total project budget unknown at this time)

Italics = sewer enterprise projects

	GRAND TOTAL	2015	2016	2017	2018	2019
Grand Total Cost	\$41,453,576.00	\$14,363,646.00	\$2,320,000.00	\$6,946,930.00	\$4,825,000.00	\$2,480,000.00