

TOWN OF NORTH BERWICK CAPITAL IMPROVEMENT PROGRAM

What is the Capital Improvement Program?

The Capital Improvement Program (CIP) is a long range plan used in the development of annual operating budgets, strategic plans, and long range financial plans. It provides the means for evaluating Facility and Infrastructure projects and the mechanism for reviewing Operating Budget projects. The five-year Capital Improvement Program is reviewed and revised annually. In addition, ten year projections are included in the CIP. The premises is that it is possible to anticipate and plan for most projects involving public facility improvements and major equipment purchases.

Why Prepare a Capital Improvement Program?

The CIP provides the following organizational benefits:

1. A platform for independent, critical evaluation of each project on its own merits,
2. A plan which balances public facility needs and Town's financial ability on both a short and long term basis, and
3. Provides a systematic identification of capital projects and helps avoid "budget-busting" surprises.
4. A communications tool to the public, other governmental units, and the business community detailing the location and timing of improvements.

GENERAL GUIDELINES

What is a CIP Project?

Capital improvement projects meeting one of the following criteria shall be included in the CIP program:

- Real property acquisition.
- Construction of new facilities or additions to existing facilities exceeding \$10,000.
- Remodeling/repair of the interior/exterior of any facility exceeding \$10,000.
- Infrastructure projects: (road, bridge, drainage system)
- Equipment exceeding \$10,000.00.

What is an Operating Budget Project?

Capital projects costing over \$1,000 but not meeting the minimum dollar criteria to be considered within the CIP are designated as "Operating Budget" projects. They are submitted for inclusion in the operating budget of the individual department for the proposed year of acquisition.

Yearly Review of Capital Improvement Plan

On a yearly basis, the Town Manager will be responsible for updating the Capital Improvement Plan to ensure that the Plan is consistent with the goals of the Board of Selectmen and fits within the financial capabilities of the Town of North Berwick. From year to year there may be a necessity to amend the plan from the original submission.

Amending of the Capital Improvement Plan

Because of unforeseen circumstances, conditions may arise during the year that make it necessary to amend the adopted CIP and capital budget. Common reasons for amending the CIP and capital budget are:

- ◆ It may become necessary or desirable to add or delete a project.
- ◆ Project costs have changed significantly from those identified in the original submission.
- ◆ Amount of funding availability or needs is no longer consistent with those identified in the original submission.
- ◆ Timing of funding availability or needs is no longer consistent with that identified in the original submission.
- ◆ Recommended method of financing has changed from that originally recommended.
- ◆ The essential content or emphasis of the project has changed from that originally proposed.

Once the Town Manager has completed the review of the Capital Improvement Plan it shall be submitted to the Board of Selectmen with the Town Manager recommendations. The Board of Selectmen shall finalize the Capital Improvement Plan.

The yearly review shall be completed prior to the budget submission to the Budget Committee's yearly review of the proposed fiscal year budget.

TOWN OF NORTH BERWICK CAPITAL IMPROVEMENTS PLAN

| <u>CAPITAL IMPROVEMENT ITEM</u> | CAPITAL IMPROVEMENT PLAN HISTORY | | | | | FIVE YEAR PLAN | | | | | TEN YEAR OUTLOOK PLAN | | | | |
|---------------------------------|----------------------------------|---------------------|---------------------|-----------------------|---------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|----------------------|----------------------|----------------------|
| | 2003-2004 | 2004-2005 | 2005-2006 | 2006-2007 | 2007-2008 | Program 2008-2009 | Program 2009-2010 | Program 2010-2011 | Program 2011-2012 | Program 2012-2013 | Program 2013-2014 | Program 2014-2015 | Program 2015-2016 | Program 2016-2017 | Program 2017-2018 |
| FIRE DEPARTMENT | | | | | | | | | | | | | | | |
| Equipment | \$123,500.00 | \$47,800.00 | \$32,800.00 | \$55,000.00 | \$44,870.00 | \$44,829.00 | \$29,829.00 | \$29,829.00 | \$45,000.00 | \$45,000.00 | \$45,000.00 | \$45,000.00 | \$45,000.00 | \$120,000.00 | \$95,000.00 |
| Buildings | 8000 | \$14,400.00 | | \$56,400.00 | \$14,000.00 | | | | | | | | | | \$50,000.00 |
| Land | | | | | | | | | | | | | | | |
| SUBTOTAL | \$131,500.00 | \$62,200.00 | \$32,800.00 | \$111,400.00 | \$58,870.00 | \$44,829.00 | \$29,829.00 | \$29,829.00 | \$45,000.00 | \$45,000.00 | \$45,000.00 | \$45,000.00 | \$45,000.00 | \$120,000.00 | \$145,000.00 |
| POLICE DEPARTMENT | | | | | | | | | | | | | | | |
| Equipment | \$40,000.00 | \$25,000.00 | \$45,000.00 | \$36,000.00 | \$91,500.00 | | \$25,000.00 | \$30,000.00 | | \$30,000.00 | \$30,000.00 | \$30,000.00 | \$35,000.00 | \$35,000.00 | \$35,000.00 |
| Buildings | | | | | | | | | | | | | | | |
| Land | | | | | | | | | | | | | | | |
| SUBTOTAL | \$40,000.00 | \$25,000.00 | \$45,000.00 | \$36,000.00 | \$91,500.00 | \$0.00 | \$25,000.00 | \$30,000.00 | \$0.00 | \$30,000.00 | \$30,000.00 | \$30,000.00 | \$35,000.00 | \$35,000.00 | \$35,000.00 |
| RESCUE DEPARTMENT | | | | | | | | | | | | | | | |
| Equipment | | | | | | \$69,100.00 | | | | | | | | | |
| Buildings | | | | | | | | | | | | | | | |
| Land | | | | | | | | | | | | | | | |
| SUBTOTAL | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$69,100.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| RECREATION | | | | | | | | | | | | | | | |
| Equipment | 60000 | \$60,000.00 | \$60,000.00 | \$60,000.00 | \$60,000.00 | \$60,000.00 | | | \$25,000.00 | | | \$25,000.00 | | | |
| Buildings | | | | | | | | | | | | | | | |
| Land | | | | | | | | | | | | | | | |
| Millfield | | | | | | \$5,000.00 | | | | | | \$10,000.00 | | | |
| SUBTOTAL | \$60,000.00 | \$60,000.00 | \$60,000.00 | \$60,000.00 | \$60,000.00 | \$65,000.00 | \$0.00 | \$0.00 | \$25,000.00 | \$0.00 | \$0.00 | \$35,000.00 | \$0.00 | \$0.00 | \$0.00 |
| GENERAL GOVERNMENT | | | | | | | | | | | | | | | |
| Equipment | 15000 | \$12,000.00 | \$12,000.00 | \$12,000.00 | \$17,192.50 | \$17,192.50 | \$17,192.50 | \$15,089.50 | \$17,388.50 | \$15,000.00 | \$15,000.00 | \$15,000.00 | \$15,000.00 | \$15,000.00 | \$15,000.00 |
| Buildings | 75000 | \$75,000.00 | \$75,000.00 | \$1,956,400.00 | | | \$25,000.00 | \$25,000.00 | \$25,000.00 | | \$50,000.00 | | | | |
| Land | | | | | | | | | | | | | | | |
| SUBTOTAL | \$90,000.00 | \$87,000.00 | \$87,000.00 | \$1,968,400.00 | \$17,192.50 | \$17,192.50 | \$42,192.50 | \$40,089.50 | \$42,388.50 | \$15,000.00 | \$65,000.00 | \$15,000.00 | \$15,000.00 | \$15,000.00 | \$15,000.00 |
| TRANSFER STATION | | | | | | | | | | | | | | | |
| Equipment | | | \$30,000.00 | | | | \$0.00 | | | | \$50,000.00 | | \$45,000.00 | | |
| Buildings | | | | \$10,000.00 | | | | | | | | | | | |
| SUBTOTAL | \$0.00 | \$0.00 | \$30,000.00 | \$10,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$50,000.00 | \$0.00 | \$45,000.00 | \$0.00 | \$0.00 |
| PUBLIC WORKS | | | | | | | | | | | | | | | |
| Equipment | | | \$124,500.00 | | \$55,000.00 | | \$135,000.00 | \$90,000.00 | \$55,000.00 | | | \$125,000.00 | \$85,000.00 | \$135,000.00 | |
| Buildings | \$7,000.00 | \$7,000.00 | \$2,500.00 | | | | | | | | | | | | |
| Land | | | | | | | | | | | | | | | |
| Road Repair | \$135,000.00 | \$166,000.00 | \$181,400.00 | \$170,000.00 | \$170,000.00 | \$170,000.00 | \$150,000.00 | \$150,000.00 | \$175,000.00 | \$175,000.00 | \$200,000.00 | \$200,000.00 | \$200,000.00 | \$200,000.00 | \$200,000.00 |
| Bridge Repair | | | | \$60,000.00 | | | | | | | | | | | |
| Pavement | \$217,500.00 | \$215,000.00 | \$240,000.00 | \$240,000.00 | \$240,000.00 | \$250,000.00 | \$250,000.00 | \$250,000.00 | \$250,000.00 | \$250,000.00 | \$300,000.00 | \$300,000.00 | \$300,000.00 | \$300,000.00 | \$300,000.00 |
| Sidewalks | | \$15,000.00 | \$10,000.00 | | | \$25,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 |
| SUBTOTAL | \$359,500.00 | \$403,000.00 | \$558,400.00 | \$470,000.00 | \$465,000.00 | \$445,000.00 | \$540,000.00 | \$495,000.00 | \$485,000.00 | \$430,000.00 | \$505,000.00 | \$630,000.00 | \$590,000.00 | \$640,000.00 | \$505,000.00 |

**TOWN OF NORTH BERWICK
CAPITAL IMPROVEMENT PLAN DETAIL**

| Description | Original Purchase Date | Department | Estimated Amount |
|----------------------------------|---------------------------|--------------------|---------------------|
| FIVE YEAR PLAN | | | |
| <i>FY2009</i> | | | |
| AMBULANCE | 09/10/1999 | RESCUE | 69,100.00 |
| COMMUNITY CENTER IMPROVEMENTS | | RECREATION | 60,000.00 |
| MILLFIELD TREES AND GAZEBO PAINT | | RECREATION | 5,000.00 |
| GENERAL GOV'T COMPUTERS | | GENERAL GOVERNMENT | 12,000.00 |
| ROAD RECONSTRUCTION | | PUBLIC WORKS | 170,000.00 |
| PAVEMENT MAINTENANCE | | PUBLIC WORKS | 250,000.00 |
| SIDEWALKS | | PUBLIC WORKS | 25,000.00 |
| UTILITY #1 LEASE PAYMENT | | FIRE | 29,829.00 |
| SCBA LEASE PAYMENT | | FIRE | 15,000.00 |
| TELEPHONE SYSTEM LEASE PAYMENT | | GENERAL GOVERNMENT | 2,804.00 |
| PHOTOCOPIER LEASE | | GENERAL GOVERNMENT | 2,388.50 |
| FISCAL YEAR TOTAL | | | 641,121.50 |
| <i>FY2010</i> | | | |
| POLICE CRUISER #2 | 12/22/2004 | POLICE | 25,000.00 |
| PUBLIC WORKS TRUCK #4 | 11/05/1984 | PUBLIC WORKS | 135,000.00 |
| MUNICIPAL BUILDING ROOF | | GENERAL GOVERNMENT | 25,000.00 |
| GENERAL GOV'T COMPUTERS | | GENERAL GOVERNMENT | 12,000.00 |
| ROAD RECONSTRUCTION | | PUBLIC WORKS | 150,000.00 |
| PAVEMENT MAINTENANCE | | PUBLIC WORKS | 250,000.00 |
| SIDEWALKS | | PUBLIC WORKS | 5,000.00 |
| UTILITY #1 LEASE PAYMENT | | FIRE | 29,829.00 |
| TELEPHONE SYSTEM LEASE PAYMENT | | GENERAL GOVERNMENT | 2,804.00 |
| PHOTOCOPIER LEASE | | GENERAL GOVERNMENT | 2,388.50 |
| FISCAL YEAR TOTAL | | | 637,021.50 |
| <i>FY2011</i> | | | |
| POLICE CRUISER #4 | 03/21/2006 | POLICE | 30,000.00 |
| BACKHOE | 06/01/1986 | PUBLIC WORKS | 90,000.00 |
| MUNICIPAL BUILDING PARKING LOT | | GENERAL GOVERNMENT | 25,000.00 |
| GENERAL GOV'T COMPUTERS | | GENERAL GOVERNMENT | 12,000.00 |
| ROAD RECONSTRUCTION | | PUBLIC WORKS | 150,000.00 |
| PAVEMENT MAINTENANCE | | PUBLIC WORKS | 250,000.00 |
| SIDEWALKS | | PUBLIC WORKS | 5,000.00 |
| UTILITY #1 LEASE PAYMENT | | FIRE | 29,829.00 |
| TELEPHONE SYSTEM LEASE PAYMENT | | GENERAL GOVERNMENT | 701.00 |
| PHOTOCOPIER LEASE | | GENERAL GOVERNMENT | 2,388.50 |
| FIRE TRUCK #4 LEASE PAYMENT | | FIRE | 40,000.00 |
| FISCAL YEAR TOTAL | | | 634,918.50 |

**TOWN OF NORTH BERWICK
CAPITAL IMPROVEMENT PLAN DETAIL**

| Description | Original Purchase Date | Department | Estimated Amount |
|-------------------------------|---------------------------|-------------------------|---------------------|
| FY2015 | | | |
| POLICE CRUISER #3 | 2011 | POLICE | 30,000.00 |
| LOADER | 08/08/1995 | PUBLIC WORKS DEPARTMENT | 125,000.00 |
| GENERAL GOV'T COMPUTERS | | GENERAL GOVERNMENT | 12,000.00 |
| ROAD RECONSTRUCTION | | PUBLIC WORKS | 200,000.00 |
| PAVEMENT MAINTENANCE | | PUBLIC WORKS | 300,000.00 |
| SIDEWALKS | | PUBLIC WORKS | 5,000.00 |
| PHOTOCOPIER LEASE | | GENERAL GOVERNMENT | 3,000.00 |
| RECREATION EQUIPMENT | | RECREATION | 25,000.00 |
| MILLFIELD IMPROVEMENTS | | RECREATION | 10,000.00 |
| FIRE TRUCK #4 LEASE PAYMENT | | FIRE | 40,000.00 |
| FISCAL YEAR TOTAL | | | 750,000.00 |
| FY2016 | | | |
| POLICE CRUISER #4 | 2012 | POLICE | 35,000.00 |
| SIDEWALK PLOW | 11/19/1996 | PUBLIC WORKS DEPARTMENT | 85,000.00 |
| GENERAL GOV'T COMPUTERS | | GENERAL GOVERNMENT | 12,000.00 |
| ROAD RECONSTRUCTION | | PUBLIC WORKS | 200,000.00 |
| PAVEMENT MAINTENANCE | | PUBLIC WORKS | 300,000.00 |
| SIDEWALKS | | PUBLIC WORKS | 5,000.00 |
| PHOTOCOPIER LEASE | | GENERAL GOVERNMENT | 3,000.00 |
| TRANSFER STATION IMPROVEMENTS | | TRANSFER STATION | 45,000.00 |
| FIRE TRUCK #4 LEASE PAYMENT | | FIRE | 40,000.00 |
| FISCAL YEAR TOTAL | | | 725,000.00 |
| FY2017 | | | |
| POLICE CRUISER #1 | 2013 | POLICE | 35,000.00 |
| FORESTRY-2 | 02/28/2002 | FIRE DEPARTMENT | 75,000.00 |
| PUBLIC WORKS TRUCK #6 | 07/26/1991 | PUBLIC WORKS DEPARTMENT | 135,000.00 |
| GENERAL GOV'T COMPUTERS | | GENERAL GOVERNMENT | 12,000.00 |
| ROAD RECONSTRUCTION | | PUBLIC WORKS | 200,000.00 |
| PAVEMENT MAINTENANCE | | PUBLIC WORKS | 300,000.00 |
| SIDEWALKS | | PUBLIC WORKS | 5,000.00 |
| PHOTOCOPIER LEASE | | GENERAL GOVERNMENT | 3,000.00 |
| FIRE TRUCK #4 LEASE PAYMENT | | FIRE | 40,000.00 |
| FISCAL YEAR TOTAL | | | 805,000.00 |
| FY2018 | | | |
| POLICE CRUISER #2 | 2014 | POLICE | 35,000.00 |
| FIRE TRUCK # | 04/22/1993 | FIRE DEPARTMENT | 250,000.00 |
| SCBA - BOTTLES LEASE | 07/01/2003 | FIRE DEPARTMENT | 15,000.00 |
| GENERAL GOV'T COMPUTERS | | GENERAL GOVERNMENT | 12,000.00 |
| ROAD RECONSTRUCTION | | PUBLIC WORKS | 200,000.00 |
| PAVEMENT MAINTENANCE | | PUBLIC WORKS | 300,000.00 |
| SIDEWALKS | | PUBLIC WORKS | 5,000.00 |
| FIRE STATION ADDITION BOND | | FIRE DEPARTMENT | 50,000.00 |
| PHOTOCOPIER LEASE | | GENERAL GOVERNMENT | 3,000.00 |
| FIRE TRUCK #4 LEASE PAYMENT | | FIRE | 40,000.00 |

**TOWN OF NORTH BERWICK
CAPITAL IMPROVEMENT PLAN DETAIL**

| Description | Original Purchase Date | Department | Estimated Amount |
|------------------------------------|---------------------------|--------------------|---------------------|
| FUTURE CAPITAL IMPROVEMENTS | | | |
| PUBLIC WORKS TRUCK #9 | 09/18/1995 | PUBLIC WORKS | |
| FIRE UTILITY | 04/19/2007 | FIRE | |
| FIRE ENGINE # | 10/28/2002 | GENERAL GOVERNMENT | |
| PUBLIC WORKS TRUCK #8 | 11/20/2001 | PUBLIC WORKS | |
| PUBLIC WORKS TRUCK #5 | 10/25/2005 | PUBLIC WORKS | |
| FORESTRY 1 | 07/01/1969 | FIRE | |
| FEMA | 07/01/1974 | FIRE | |
| JAWS OF LIFE | 09/19/2001 | FIRE | |
| FIRE DEPARTMENT PAGERS | 05/25/2005 | FIRE | |
| RADAR TRAILER | 06/20/2007 | POLICE | |
| GRADER | 02/01/1994 | PUBLIC WORKS | |
| TRACTOR | 06/01/1989 | PUBLIC WORKS | |
| CHIPPER | 08/20/1991 | PUBLIC WORKS | |
| TRANSFER STATION FORKLIFT | 09/01/2001 | TRANSFER STATION | |
| CODE ENFORCEMENT VEHICLE | 01/30/2003 | POLICE | |
| PUBLIC WORKS ONE TON | 09/18/1997 | PUBLIC WORKS | |
| FIRE ENGINE #4 IMPROVEMENT | 08/17/2005 | FIRE | |

North Berwick Road Capital Improvement Plan Update - 2007

| <i>Fiscal Year /</i> <u>Road</u> | <u>Length</u> <u>In feet</u> | <u>Proposed Work</u> | <u>Est.</u> <u>Price per foot</u> | <u>Total</u> |
|--|---------------------------------|----------------------|--------------------------------------|--------------|
| <u>2007/2008</u> | | | | |
| Oakwoods Road | 12563 | Pave 1" | | \$94,780.00 |
| Bauneg Beg Hill Road | 3509 | Pave 1" | | \$28,530.00 |
| Madison | 2824 | Reclaim Overlay 3" | | \$79,405.00 |
| Boyle Road | 3340 | Shim Pave 1.5" | | \$30,560.00 |
| Chadbourne Lane | 725 | Reconstruct | | \$14,700.00 |
| Valley Road | 4259 | Pave 1" | | \$37,700.00 |
| Guptill Lane | 930 | Reclaim Overlay 3" | | \$17,420.00 |
| Oakwoods | 4644 | Shim Pave 1.5" | | \$56,610.00 |
| Madison Ct. | 316 | Reclaim Overlay 3" | | \$5,775.00 |
| Potters Ct | 212 | Reclaim Overlay 3" | | \$4,060.00 |
| Partridge Lane | 347 | Reclaim Overlay 3" | | \$6,060.00 |
| Linscott Road | 3881 | Reconstruct | | \$25,000.00 |
| | | | | \$400,600.00 |
| <u>2008/2009</u> | | | | |
| Portland Street | 2079 | Reclaim Overlay 3" | \$20.00 | \$41,580.00 |
| Linscott Road | 3881 | Reconstruct | | \$155,000.00 |
| Nowell | 1467 | Reclaim Overlay 3" | | \$28,070.00 |
| Sid Hall | 1162 | Shim Pave 1.5" | | \$34,170.00 |
| Oakwoods | 2888 | Shim Pave 1.5" | \$25.00 | \$72,200.00 |
| Mill Lane | 427 | Reclaim Overlay 3" | \$20.00 | \$8,540.00 |
| Canal Street | 1095 | Reconstruct | \$60.00 | \$65,700.00 |
| | | | | \$405,260.00 |
| <u>2009/2010</u> | | | | |
| Meader | 865 | Reclaim Overlay 3" | \$25.00 | \$21,625.00 |
| Main Street | 1455 | Reconstruct | \$140.00 | \$203,700.00 |
| Mill Lane | 427 | Reclaim Overlay 3" | \$20.00 | \$8,540.00 |
| Pine Meadow | 1751 | Reclaim Overlay 3" | \$25.00 | \$43,775.00 |
| Fox Farm Hill Road | 7744 | Shim Pave 1.5" | \$12.50 | \$96,800.00 |
| Beech Ridge Road | 2100 | Shim Pave 1.5" | \$12.50 | \$26,250.00 |
| | | | | \$400,690.00 |
| <u>2010/2011</u> | | | | |
| Governor Goodwin | 11844 | Shim pave 1.5" | \$11.00 | \$130,284.00 |
| West 5 | 1932 | Pave 3" | \$17.50 | \$33,810.00 |
| Valley (FQR to MMR) | 4680 | Reclaim Overlay 3" | \$20.00 | \$93,600.00 |
| Morrill's Mill Road (Valley to Putnam) | 7193 | Reclaim Overlay 3" | \$20.00 | \$143,860.00 |
| | | | | \$401,554.00 |

North Berwick Road Capital Improvement Plan Update - 2007

| <i>Fiscal Year /</i> <u>Road</u> | <u>Length</u> <u>In feet</u> | <u>Proposed Work</u> | <u>Est.</u> <u>Price per foot</u> | <u>Total</u> |
|-------------------------------------|---------------------------------|----------------------|--------------------------------------|--------------|
| <u>2011/2012</u> | | | | |
| Diamond Hill Road | 4490 | Reconstruct | \$30.00 | \$134,700.00 |
| Meeting House | 3440 | Reconstruct | \$30.00 | \$103,200.00 |
| Beech Ridge | 9404 | Reclaim Overlay 3" | \$20.00 | \$188,080.00 |
| | | | | \$425,980.00 |
| <u>2012/2013</u> | | | | |
| Abbott Road | 3086 | Reconstruct | \$40.00 | \$123,440.00 |
| Hartford Lane | 1500 | Reclaim Overlay 3" | \$25.00 | \$37,500.00 |
| Goulds Bridge Road | 584 | Reconstruct | \$30.00 | \$17,520.00 |
| | | | | \$178,460.00 |