

2025-2029 CAPITAL IMPROVEMENT PLAN

The Capital Improvements Committee completed a review of the 2025-2029 Capital Improvement Plan over a series of meetings starting in May 2024. The seven-member committee consists of the Town Administrator, a Select Board representative, a Planning Board representative and four citizen appointees. The plan's objective is to outline capital requests over a five-year period including estimates for future year expenditures and submit a recommendation to the Select Board.

Preparation of this report included meetings with all the Town Operational Department Heads and reviewing their capital requests for equipment and projects. The Committee also worked on updates to the core spreadsheet to assist in future planning.

Each year the Committee faces challenges including the soaring prices of capital equipment and projects, and the length of time it takes to build certain trucks and heavy equipment. Department Heads mentioned wait times of 2 to 4 years for replacement equipment. The next cycle will have to address a couple of large replacement costs and how the projects will be funded if the lead time for ordering equipment is years not months. Committee members will be researching funding sources to understand what options will be available for consideration.

The following recommendations are for the upcoming calendar year of 2025. The Committee will review the estimates used in the subsequent years as equipment sales/trade-ins occur, and department heads update cost estimates. The Committee would like to thank the Departments for providing information over the course of the 2025 cycle to update this report.

FUNDING RECOMMENDATIONS

1. **Transfer Station** – the recommendation is to fund the Capital Reserve Fund (CRF) at \$7,500 for 2025. This is an increase from last year to reflect the cost of recently installed equipment.
2. **Police Department** – the recommendation is to fund the Capital Reserve Fund (CRF) with \$14,726. This is consistent with past years.
3. **Highway Trucks & Heavy Equipment** – the recommendation for 2025 is to fund the truck CRF with \$116,169 and the heavy equipment CRF with \$44,083. The allocation between the funds changed as the correction from last year was washed through the worksheets. The total funding was in line with last year.
4. **Highway Department Infrastructure** – the recommendation for 2025 is to fund the CRF with \$40,000 for Bridge Construction and fund the Expendable Trust Funds with \$21,000 for Sidewalks and \$75,000 for Highway Improvements. There was no change in funding levels from last year.
5. **Town Buildings and Grounds** – the recommendation for 2025 is to fund the Equipment CRF \$13,299. The Committee also recommends funding the Vehicle CRF in the amount of \$19,136. New funding recommendations are in line with last year's. In addition, the Committee recommends funding the Town Building(s) ETF at \$30,000 which is consistent with prior years.
6. **EMS Ambulance & Equipment** – The Committee is recommending these two funds be closed and the amount transferred to the EMS Fire Heavy Equipment Fund. As of 9/30/24 the total in these funds was \$346,433.28.
7. **EMS Fire - Heavy Equipment** – the recommendation for 2025 is fund the Heavy Equipment CRF with \$54,106. This is in line with last year's funding level.
8. **EMS Fire – Safety Equipment** – the recommendation for 2025 is to fund the ETF at \$38,240.
9. **Recreation** – the Committee recommends funding the ETF for Rink Surface Maintenance with \$2,122; and the CRFs as follows: Recreation Bus \$5,306; Dow Field \$1,592. This is consistent with prior years.

10. **Miscellaneous Departments** –The committee recommends funding the Library ETF at \$5,743; the Heritage Museum ETF at \$3,000; the Frost Place CRF at \$3,000. The Library funding is consistent with prior years. However, the funding was increased for the Heritage Museum and Frost Place based on the projects that are being considered for 2025 and beyond.

The total recommendation from the Committee for 2025 is \$494,022 compared to \$481,459 in 2024, a 2.6% increase.

PURCHASE RECOMMENDATIONS

The Committee is not making any specific purchases recommendations for 2025. There are capital improvement projects that will move forward with funding from outside the CIP process with funds from the America Rescue Plan Act (ARPA). There is also additional state funding that will be used for culvert replacement.

RECOMMENDATIONS FOR PROCEEDS FROMVEHICLE/EQUIPMENT SALES

1. The Graveley Tractor sold for \$3,300. The Committee recommends the proceeds be placed in the Town Buildings, Grounds and Equipment Capital Reserve Fund.
2. The former Recreation Van was sold for \$4,100. The Committee recommends the proceeds be placed in the Recreation Van Capital Reserve Fund.

In closing, the CIP process covers fourteen buildings and structures, several miles of roads and bridges and an array of trucks and equipment. It is especially important that the Select Board and Town Administrator emphasize the importance to Department Heads to provide up-to-date pricing information for projects and equipment in a timely manner, especially when the project purchase is scheduled in the current cycle. Otherwise, projects must be postponed due to a lack of information and funding.

Respectfully Submitted,

The Capital Improvements Committee

Town Administrator, Libby Staples; Select Board Representative, Dan Walker; Monica LaFlamme, Planning Board Representative; Danielle Dawson, Jan Cole, Larry Plate, Steve Plant