



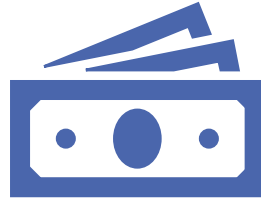
Town of Lunenburg

Preliminary FY25 Capital Investment Plan

January 16, 2024

Heather Lemieux, Town Manager

What qualifies as a Capital Project?



The Town's Policy on Capital Expenditures (Financial Policy Section 3.02) defines capital projects as items that cost \$20,000 or more and have a useful life of three years or longer.

What qualifies as a Capital Project?



The Massachusetts Association of Town Finance Committees defines capital projects as “major, non- recurring expenditures, for one of the following purposes:

- acquisition of land for a public purpose;
- construction of a new facility or external expansion or major rehabilitation of an existing one. Examples of such town facilities include public buildings, water and sewer lines, roads and playing fields;
- any planning, feasibility, engineering or design study related to a capital project or to a capital improvement program consisting of individual projects.
- equipment for public improvements when they are first constructed such as furniture, office equipment, or playground equipment;
- major equipment which is expensive and has a relatively long life such as a fire apparatus, garbage trucks, and construction equipment.

Capital Planning Process

- The Capital Planning Committee (CPC) creates a Capital Plan that consists of all capital requests submitted by each town department for the next ten fiscal years.
- The CPC's first meeting to begin the FY25 Capital Planning process was on August 3rd, the Capital Planning documents were sent to departments in September and the Capital Planning Committee met with departments from late October until the end of November.
- The Town Manager uses the same software for capital requests as is used for budgeting, ClearGov, and all the relevant information was submitted through this platform.
- The data collected is based on the UMass Collins Center Capital Planning documents that include various categories such as effectiveness of government, the effect on operating costs, effect on revenues, whether the project is mandated by the State or Federal government, whether grant funds are available, and how the project contributes to such things as economic growth, public safety, public health and education. Each category receives a rating and an overall score based on the aggregate score of all the categories (the higher the rating, the higher the priority).
- The Capital Planning Committee evaluates capital requests based on the responses to these categories and as a group, the CPC reviews the merits of all the projects. Each member submits their ranking of each project and these are averaged to achieve a composite ranking.

Capital Planning Process

- The CPC prioritized 35 capital project requests for FY25 and provided the prioritized list to the Town Manager on December 24th.
- The Town Manager may modify this list of capital projects as part of the proposed budget for the next fiscal year. This capital budget is presented at the Annual Town Meeting, amended as necessary to reflect the will of Town Meeting, and voted on.
- The preliminary Capital Plan reflects the same top 10 projects that the CPC provided the Town Manager with differences in the prioritization of some of the projects.

FY 2025
Recommended
Capital Plan

FY 2025 Capital Requests

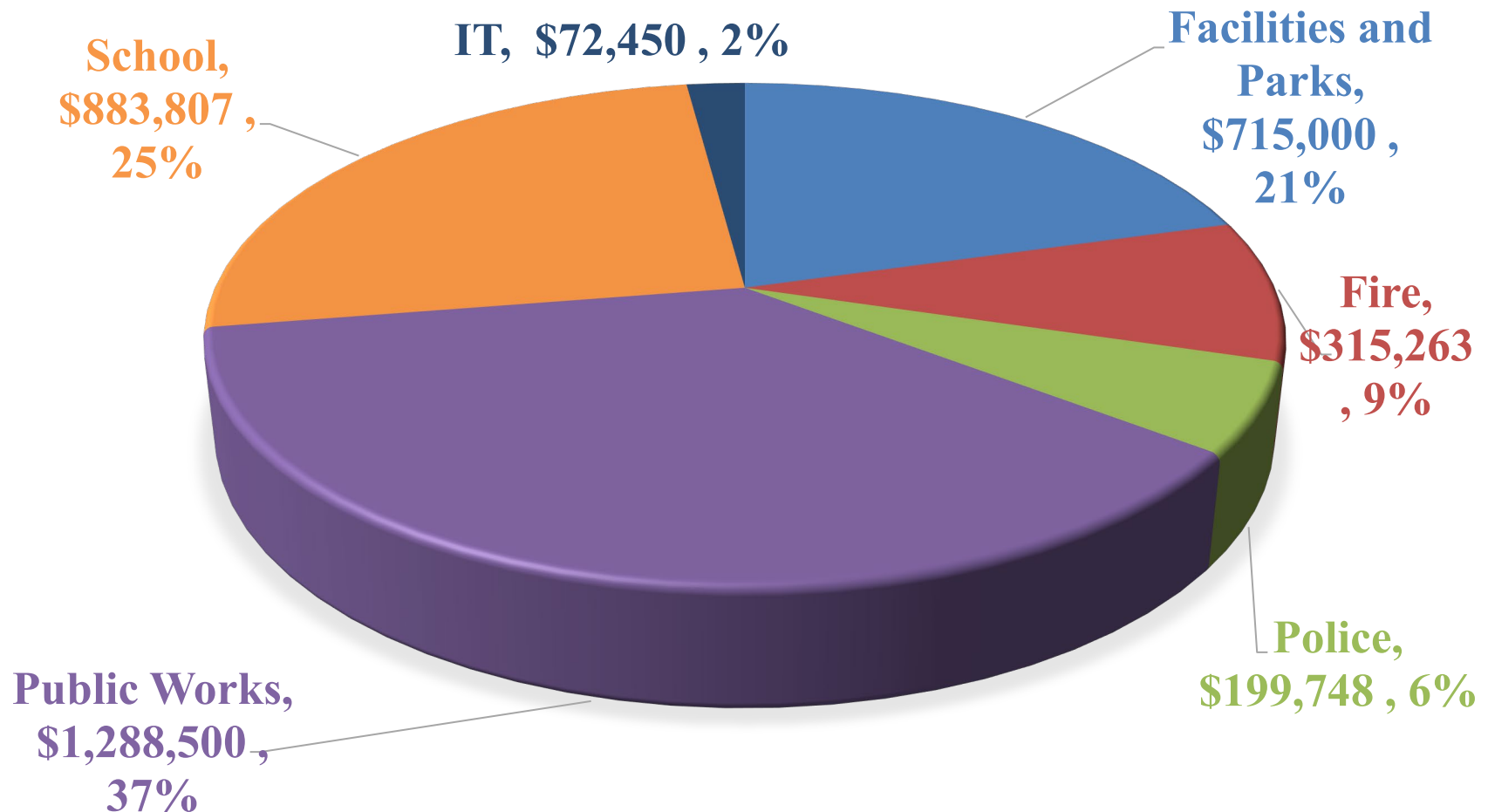
There were 35 capital requests totaling \$3,474,767.98 for FY 2025:

Department	CIP #	Request Title	FY2025
Facilities and Parks	FM23-17	Town Wide Keying, Card Access & Alarm System Upgrades	\$185,000.00
	FM24-06	Public Safety Building 2nd Floor Space Engineering	\$35,000.00
	FM24-03	DPW Garage Floor Repairs	\$60,000.00
	FM24-01	DPW, Partial Roof Replacement	\$65,000.00
	FM23-23	Ritter Building, Rear Stair Cover Access	\$35,000.00
	FM23-15	Parks, Wallis Park Basketball and Tennis Courts	\$70,000.00
	FM24-08	Senior Center, Parking Lot Design	\$35,000.00
	FM23-01	Parks McNally Park	\$50,000.00
	FM23-36	Parks, Marshall Pond Treatment	\$50,000.00
	FM19-06C-1	Ritter Building, Floor Covering Replacement Vertex Item #14	\$65,000.00
	FM19-06C-2	Ritter Building, Painting, Vertex Year 2 Items #15-16	\$65,000.00
Total Facilities and Parks			\$715,000.00
Fire Department	FD23-02	Public Safety Radio System - Replace update obsolete equipment- Phase 2	\$315,263.00
Total Fire Department			\$315,263.00
Police Department	PD19-01	Marked Police Vehicle, replacement for K9 cruiser	\$92,211.00
	PD19-02-A	Marked Police Vehicle, replacement for Traffic vehicle	\$73,626.98
	PD24-03	MILO Advanced Training Simulation System	\$33,910.00
Total Police Department			\$199,747.98

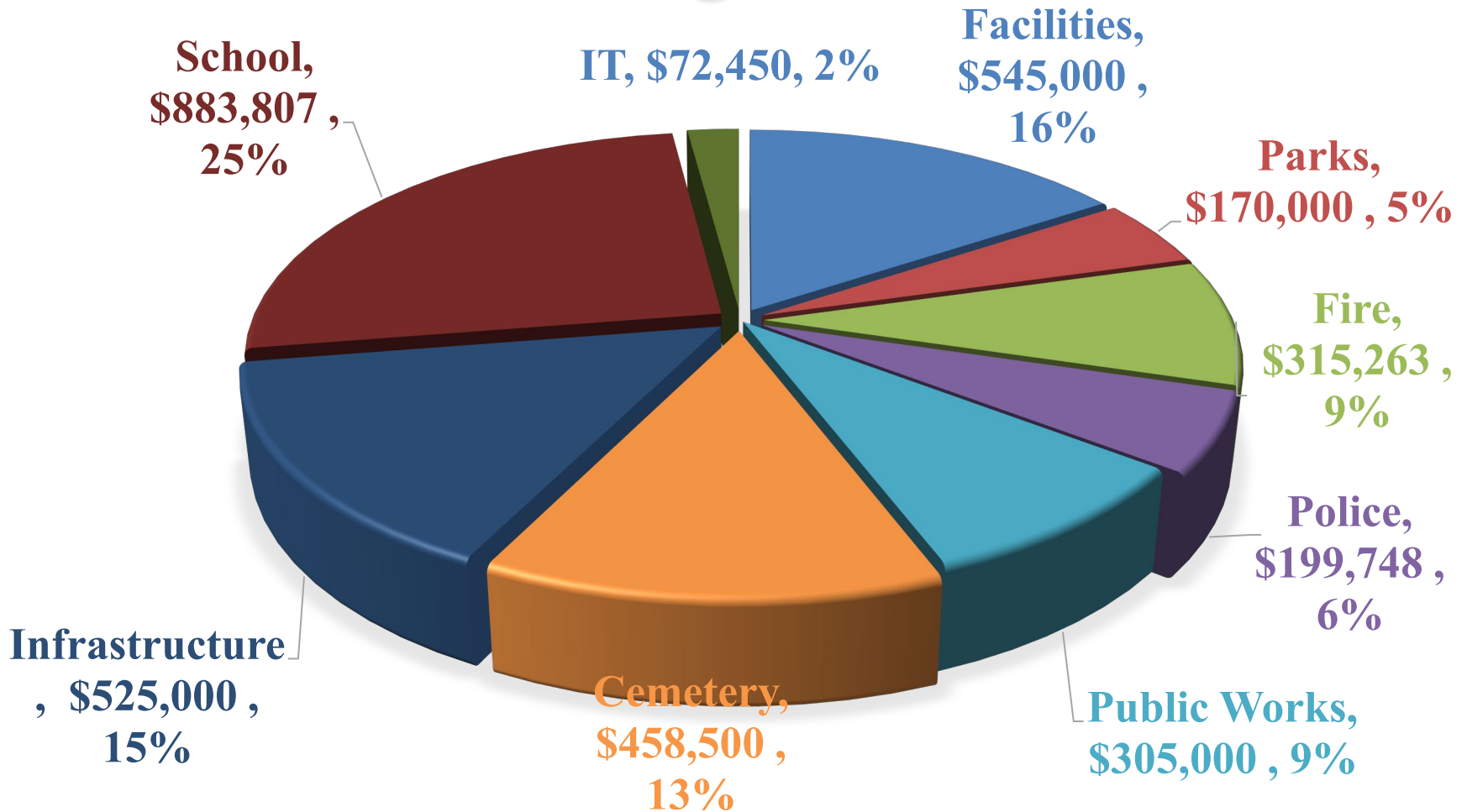
FY 2025 Capital Requests

Department	CIP #	Request Title	FY2025
Public Works	DPW22-01	Front End Loader with Plow	\$275,000.00
	INFRA21-03	Northfield Culvert (Kelly's Pond) Construction	\$200,000.00
	DPW24-06	North Cemetery Expansion Area	\$50,000.00
	DPW23-15	Air Compressor and Accessories	\$30,000.00
	INFRA24-02	Drainage Swales at 181 Reservoir Road	\$75,000.00
	INFRA24-01	Drainage Improvements on Laurel Lane	\$250,000.00
	DPW24-07	Cemetery Enhancements	\$20,000.00
	DPW23-21	Cemetery, Headstone Restoration	\$38,500.00
	DPW24-04	North Cemetery New Stone Wall	\$350,000.00
Total Public Works			\$1,288,500.00
	LPS23-07-A	THES, Installation of 3M Window Safety Film	\$33,569.00
	LPS16-14	THES, ADA Study for Renovations and Assessment and Schematic Design	\$275,000.00
	LPS19-09	District, Dump Truck with Plow	\$74,500.00
	LPS23-07-B	Primary, Installation of 3M Window Safety Film	\$38,120.00
	LPS23-07-C	MSHS, Installation of 3M Window Safety Film	\$42,618.00
	LPS20-07	Lunenburg Primary School, Classroom AC units (phase II)	\$160,000.00
	LPS23-04	Lunenburg Primary School, Designer Services, Playground Equipment	\$30,000.00
	LPS20-04-A	LMHS Turf Field, Site Survey & Drainage Improvements	\$200,000.00
	LPS23-05	Lunenburg Primary School, Feasibility Study for Entry & Drive Way Expansion	\$30,000.00
Total School Department			\$883,807.00
Information Technology	IT24-02	Library Security Cameras Phase I	\$36,000.00
	IT24-01	Security Camera Upgrades at Town Buildings	\$36,450.00
Total Information Technology			\$72,450.00
Total Departments			\$3,474,767.98

FY25 Capital Projects by Category



FY25 Capital Projects-Sub-Categories



FY 2025 Capital Plan Recommendation

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FY 2025 Capital Plan TM Priority #1

Project Title: **FD23-02 Public Safety**

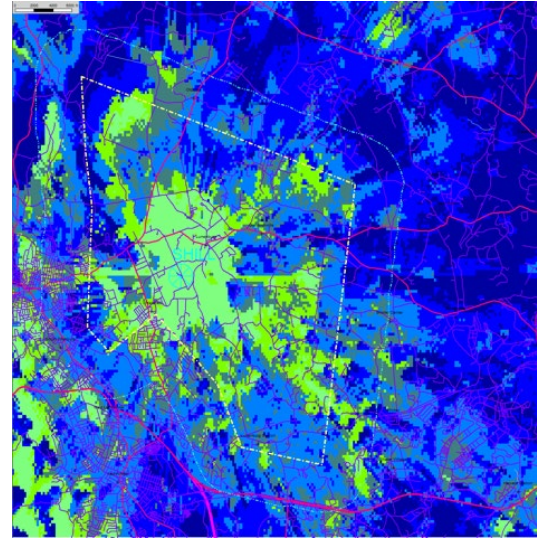
Radio System, Phase 2

Project Cost: **\$315,263**

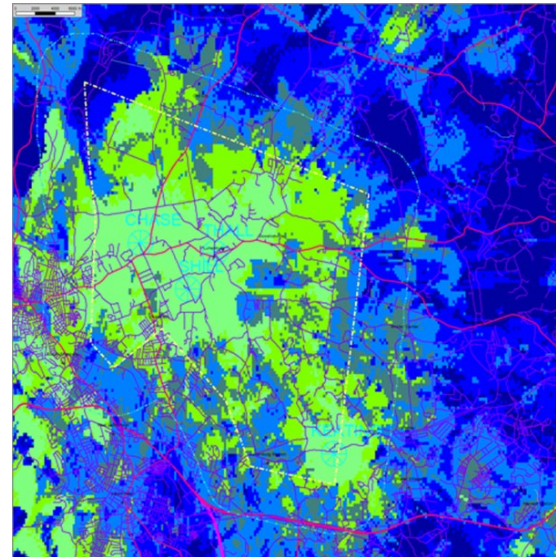
Description and Justification: This covers Phase 2 to replace all the obsolete equipment and will replace repeaters and antennas and will add a simulcast site on the Chase Road water tank. The original system was installed in 2009/2010. Manufacturer has discontinued the model line and difficult to find replacement parts.

The current equipment is over its lifespan, the replacement will increase efficiencies/effectiveness, reduce potential threats/liabilities, and contributes to public safety.

Current Coverage



After Update



FY2025 Capital Plan TM Priority #2

Project Title: **LPS23-08 Townwide Keying, Card Access & Alarm System Upgrades**

Project Cost: **\$185,000**

Description and Justification: This request is to upgrade / replace existing townwide exterior door hardware. The new system will create a master key system for all exterior doors, add on an electronic key card access system (for main entrances) with integrated security alarms. This would allow for key control and tracking which improves security and access control, and the centralization of keycards and access. System is expandable so we can eventually upgrade interior locks using same card system. The upgrade includes the public safety building but their system will continue to be maintained by Police/Fire.

Current system is antiquated, the project increases effectiveness/efficiencies, reduces liabilities/threats, adds/expands customer service, and contributes to public safety.

FY 2025 Capital Plan TM Priority #3:

Project Title: **INFRA21-03 Northfield Culvert (Kellys Pond) Construction**

Project Cost: **\$200,000**

Description and Justification: This request is to replace the deteriorated culvert on Northfield Road at Kelly's Pond. FY24 capital funds paid for the engineered plans and contract specifications to put this project out to bid.

This culvert is over its reasonable lifespan, the project increases effectiveness and efficiencies, reduces potential liabilities/threats, contributes to environmental sustainability, and contributes to public safety.



FY 2025 Capital Plan TM Priority #4

Project Title: **LPS16-14 THES, ADA Study for Renovations and Assessment and Schematic Design**

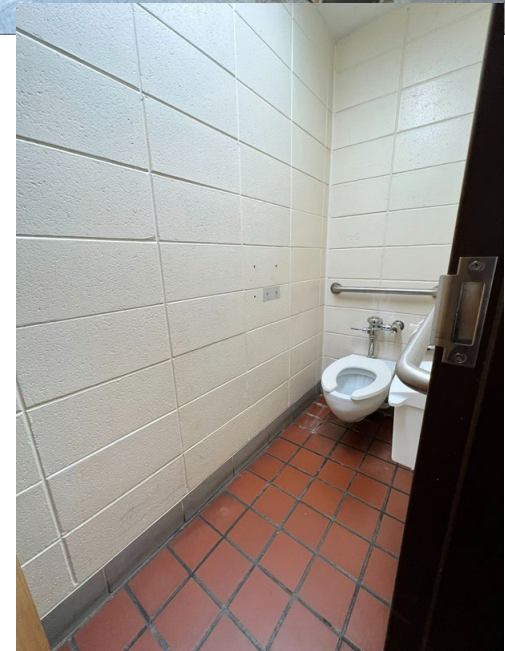
Project Cost: **\$275,000**

Description and Justification: Project costs will support hiring an engineer or designer to develop a study to include the following areas:

- Identify any immediate ADA noncompliance
- Identify the architectural barriers to meet current ADA regulations
- Prescribe necessary modifications to specific areas - general access, bathrooms, doorways, elevator, classrooms
- Replacement of major systems : HVAC, plumbing, electrical, building envelope
- Construction plan and schematic designs for proposed work
- Estimated costs for renovation of the building

The final product will provide important information as the Town considers potential rehabilitation of the facility with MSBA funding.

The project increases effectiveness and efficiencies, reduces potential liabilities/threats, adds/expands customer service, contributes to aesthetics, education and public safety.



FY 2025 Capital Plan Priority #5



Project Title: **PD19-01 Marked Replacement K9 Cruiser**

Project Cost: **\$92,211**

Description and Justification:

This request is to replace the 2015 K9 Tahoe with a new Ford Expedition SSV. The current mileage on the K9 vehicle is 83,000 miles. Vehicle will be sold once decommissioned.

This vehicle is over its reasonable life, replacing it would increase effectiveness/efficiencies, reduce potential liabilities/threats, and would contribute to public safety.



FY 2025 Capital Plan TM

Priority #6

Project Title: **IT24-02 Library Security Cameras Phase I**

Project Cost: **\$36,000**

Description and Justification:

The Library security camera system is currently running on two separate systems, both of which are over their reasonable lifespan and need to be replaced to avoid failure. Phase I would be to replace one of the systems with an improved quality camera system that does not require on-site equipment maintenance and upgrades and can be added onto in the future.

The equipment is over its reasonable life, replacing the cameras would increase effectiveness/efficiencies, reduce potential liabilities/threats, and would contribute to public safety.

FY 2025 Capital Plan TM

Priority #7

Project Title: **PD19-02A Marked Replacement for Traffic Cruiser**

Project Cost: **\$73,627**

Description and Justification:

This request is to replace the 2019 Tahoe that currently has 102,816 miles. Current vehicle will be sold once decommissioned.

This vehicle is over its reasonable life, replacing it would increase effectiveness/efficiencies, reduce potential liabilities/threats, and would contribute to public safety.



FY 2025 Capital Plan TM

Priority #8



Project Title: **LPS23-07-A THES,
Installation of 3M Window Safety Film**

Project Cost: **\$33,569**

Description and Justification:

This request is to put safety film on the inside of all exterior doors with glass and inside of all large windows on the first floor, which are accessible.

This project would increase effectiveness/efficiencies, reduce potential liabilities/threats, and contributes to aesthetics, education and public safety.

FY 2025 Capital Plan TM

Priority #9

Project Title: **IT24-01 Security Camera Upgrades at Town Buildings**

Project Cost: **\$36,450**

Description and Justification:

The goal is to have the Town on one ubiquitous security camera system. The buildings included would be the Town Hall, Eagle House, the DPW, and the Ritter Building. The Town Hall and Eagle House would see replacement of existing equipment as well as new cameras. The existing systems that are in these buildings are dated, difficult to manage, and lack scalability.

The existing equipment is over its reasonable life, replacing the equipment would increase effectiveness/efficiencies, reduce potential liabilities/threats, and would contribute to public safety.

FY 2025 Capital Plan TM

Priority #10



Project Title: **FM23-15 Wallis Park Basketball and Tennis Courts**

Project Cost: **\$70,000**

Description and Justification:

The Wallis Park courts have become degraded; this request is to resurface the courts to avoid any further degradation. These courts receive a lot of use by the community.

This project would increase effectiveness/efficiencies, reduce potential liabilities/threats, and would contribute to public safety, aesthetics, and the public health/wellbeing of the community.

Capital Requests Not Included in Preliminary FY25 Capital Plan

Recommendation

TM Priority #	CPC Priority #	Collins Score	CIP #	Department	Project Title	FY25 Capital Costs	Cumulative Costs
11	12	29	INFRA24-02	DPW	Drainage Swales at 181 Reservoir Road	\$ 75,000.00	\$ 1,392,119.98
12	13	37	LPS19-09	School	District, Dump Truck with Plow	\$ 74,500.00	\$ 1,466,619.98
13	11	47	PD24-03	Police	MILO Advanced Training Simulation System	\$ 33,910.00	\$ 1,500,529.98
14	14	22	FM24-03	Facilities and Parks	DPW Garage Floor Repairs	\$ 60,000.00	\$ 1,560,529.98
15	19	44	LPS20-04-A	School	LMHS Turf Field, Site Survey & Drainage Improvements	\$ 200,000.00	\$ 1,760,529.98
16	27	25	FM23-23	Facilities and Parks	Ritter Building, Rear Stair Cover Access	\$ 35,000.00	\$ 1,795,529.98
17	23	25	DPW22-01	DPW	Front End Loader with Plow	\$ 275,000.00	\$ 2,070,529.98
18	15	24	DPW24-06	DPW	North Cemetery Expansion Area	\$ 50,000.00	\$ 2,120,529.98
19	17	24	DPW23-15	DPW	Air Compressor and Accessories	\$ 30,000.00	\$ 2,150,529.98
20	20	20	LPS23-04	School	Lunenburg Primary School, Designer Services, Playground Equipment	\$ 30,000.00	\$ 2,180,529.98
21	16	19	FM24-01	Facilities and Parks	DPW, Partial Roof Replacement	\$ 65,000.00	\$ 2,245,529.98
22	22	16	FM23-36	Facilities and Parks	Parks, Marshall Pond Treatment	\$ 50,000.00	\$ 2,295,529.98
23	21	27	LPS20-07	School	Lunenburg Primary School, Classroom AC units (phase II)	\$ 160,000.00	\$ 2,455,529.98
23	24	28	FM24-06	Facilities and Parks	Public Safety Building 2nd Floor Space Engineering	\$ 35,000.00	\$ 2,490,529.98
24	18	20	FM23-01	Facilities and Parks	Parks McNally Park	\$ 50,000.00	\$ 2,540,529.98
25	25	19	DPW23-21	DPW	Cemetery, Headstone Restoration	\$ 38,500.00	\$ 2,579,029.98
26	26	18	LPS23-05	School	Lunenburg Primary School, Feasibility Study for Entry & Drive Way Expansion	\$ 30,000.00	\$ 2,609,029.98
27	32	31	FM24-08	Facilities and Parks	Senior Center, Parking Lot Design	\$ 35,000.00	\$ 2,644,029.98
28	28	29	INFRA24-01	DPW	Drainage Improvements on Laurel Lane	\$ 250,000.00	\$ 2,894,029.98
29	29	22	LPS23-07-B	School	Primary, Installation of 3M Window Safety Film	\$ 38,120.00	\$ 2,932,149.98
30	30	22	LPS23-07-C	School	MSHS, Installation of 3M Window Safety Film	\$ 42,618.00	\$ 2,974,767.98
32	33	20	FM19-06C-1	Facilities and Parks	Ritter Building, Floor Covering Replacement Vertex Item #14	\$ 65,000.00	\$ 3,039,767.98
33	34	18	FM19-06C-2	Facilities and Parks	Ritter Building, Painting, Vertex Year 2 Items #15-16	\$ 65,000.00	\$ 3,104,767.98
34	31	10	DPW24-07	DPW	Cemetery Enhancements	\$ 20,000.00	\$ 3,124,767.98
35	35	17	DPW24-04	DPW	North Cemetery New Stone Wall	\$ 350,000.00	\$ 3,474,767.98

The total cost of projects not funded in the current recommendation is \$2,157,648

FY 2025 Capital Plan Recommendation

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Looking Ahead

Capital Requests FY25-FY34

FY 2025-FY2034 Capital Requests

www.lunenburgma.gov/DocumentCenter/View/1499/FY25-FY34-Capital-Plan-Requests-by-Department

Historical Capital Spending

		FY 2020	FY 2021	FY2022	FY2023	FY2024	FIVE YEAR AVERAGE	THREE YEAR AVERAGE
Funding:	Raise & appropriate	\$ 923,235.87	\$ 487,507.00	\$ 682,502.42	\$ 967,725.00	\$ 556,789.09	\$ 723,552	\$ 749,355
	Free cash	\$ 582,731.96	\$ 647,880.00	\$ 804,041.00	\$ 983,034.39	\$ 467,268.98	\$ 696,991	\$ 715,765
	Borrow							
	Stabilization Funds	\$ -	\$ -	\$ -	\$ -			
	Unexpended Capital	\$ 171,781.68	\$ 6,826.00	\$ 111,281.58	\$ 212,089.61	\$ 14,951.93	\$ 103,386	\$ 110,143
	Premium Reserved for Capital	\$ 6,350.49						
	Total Available Funding	\$ 1,684,100.00	\$ 1,142,213.00	\$ 1,597,825.00	\$ 2,162,849.00	\$ 1,039,010.00	\$ 1,525,199	\$ 1,575,686

Our three and five-year average expenditure on capital is \$1.5M. Given there are capital project requests totaling \$39.5M at this point in time for the next 10 years. Included in this total is \$14.8M in renovations for THES and \$4.8M in renovations/repairs to TC Passios (\$19M), which would require borrowing.

Ten Year Projection of Capital Needs

FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	Total
\$3,514,768	\$4,034,316	\$8,022,668	\$3,507,697	\$2,573,420	\$1,808,655	\$13,276,552	\$1,344,168	\$1,225,455	\$389,735	\$39,561,696

	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	Total
Funding:											
Raise and Appropriate		\$901,500.31	\$924,037.82	\$947,138.77	\$970,817.23	\$995,087.67	\$1,019,964.86	\$1,045,463.98	\$1,071,600.58	\$1,098,390.59	
Free Cash	\$1,016,722.36	\$1,000,000.00	\$1,020,000.00	\$1,040,400.00	\$1,061,208.00	\$1,082,432.16	\$1,104,080.80	\$1,126,162.42	\$1,148,685.67	\$1,171,659.38	
Unexpended Articles	\$300,397.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Special Purpose Stabilization	\$0.00	\$0.00	\$1,582,500.00	\$615,047.00	\$0.00	\$0.00	\$0.00	\$1,025,190.04	\$0.00	\$0.00	
Borrowing	\$0.00	\$0.00	\$4,307,000.00	\$0.00	\$0.00	\$0.00	\$12,511,468.00	\$0.00	\$0.00	\$0.00	
TOTAL	\$1,317,119.98	\$1,901,500.31	\$7,833,537.82	\$2,602,585.77	\$2,032,025.23	\$2,077,519.83	\$14,635,513.66	\$3,196,816.44	\$2,220,286.25	\$2,270,049.97	
Surplus(Deficit)	(\$2,157,648.00)	(\$2,132,815.69)	(\$189,130.18)	(\$905,111.23)	(\$541,394.77)	\$268,864.83	\$1,358,961.66	\$1,852,648.44	\$994,831.25	\$1,880,314.97	\$429,521.28

Assumptions:

- R&A amount based on 2% of annual omnibus budget amount and increases by 2.5% each year;
- Free Cash baseline \$1M and increases by 2% each year;
- Uses Special Purpose Stabilization Funds in FY27, FY28, and FY32 (Fire trucks and DPW equipment);
- Recommends borrowing for TCP and THES Renovations through Exempt and Non-Exempt borrowing;
- Projects that do not get funded each year will be pushed to next fiscal year.

FY 2025-FY2034 Ten Year Capital Plan: TM Recommendation

[www.lunenburgma.gov/DocumentCenter/View/1503/
FY25-FY34-Ten-Year-Capital-Plan-by-Funding-Source-
Town-Manager-Recommendation](http://www.lunenburgma.gov/DocumentCenter/View/1503/FY25-FY34-Ten-Year-Capital-Plan-by-Funding-Source-Town-Manager-Recommendation)

Next Steps

- Re-evaluate the FY2025 Capital Plan from now until town meeting to see if additional funding can go towards the FY2025 capital projects that were not funded, in the order of prioritization.
- Revisit funding sources during the budget process as more information becomes known. This may alter amounts of sources of funding and include funding through tax revenue.
- Continue to plan on using the Special Purpose Stabilization Fund in future years that there are large vehicle/equipment needs unless there are sufficient funds through other regular sources (R&A, Free Cash, Unexpended Capital).
- Decisions on the future of THES, TCP, and future town office space are still critical to impact on capital planning and debt planning.

The background is a collage of four photographs. The largest, central image shows a white church with a tall, thin steeple, partially obscured by large trees with vibrant autumn foliage in shades of orange, red, and yellow. The sun is shining brightly through the trees in the upper right. To the left, a smaller inset shows a sunset or sunrise over a body of water with a distant shoreline. Below that, another inset shows a church building at night, illuminated by warm lights. To the right, a fourth inset shows a church with a prominent steeple, surrounded by green trees, possibly in a different season or from a different angle.

Questions?