

**Capital Improvements Program (CIP)**

**2011 to 2020**

**Town of Hebron, New Hampshire**

*Prepared*

*for*

*The Town of Hebron*

*by the*

*Capital Improvements Program Committee*

Submitted: March 8, 2011

# Town of Hebron Capital Improvements Program

## 1. Overview

There are several benefits to having a Capital Improvements Program (CIP). It allows the Town to anticipate major expenditures through budgetary forecasting, thereby contributing to a more stable cost of government. In addition, when coupled with a master plan, the CIP allows the Town to assess and monitor the impact of future development. The plan is a living document that is revised and re-evaluated annually.

As the Town's needs change, so does the document. Finally, the process affords the residents an opportunity to comment on the CIP as it impacts the budget and to express their opinions on the Town's capital priorities. Their input should assist Town officials in planning the Town Meeting warrants and expanding upon their already excellent performance in developing a fiscally sound and responsible financial plan for the future of Hebron's residents.

Undertaking a CIP can be done only after authorization is granted by the local legislative body. This was done by a vote of Hebron's residents at Town Meeting in March 2004.

The CIP Committee is a subcommittee of the Planning Board. The Committee updated the CIP in 2010 and carried it forward to 2020. The next cycle will commence this summer, with a public hearing to precede the presentation of the CIP to the Board of Selectmen in October, prior to the beginning of the 2012 budget season.

For the 2011-2020 CIP, the Committee asked department heads to roll forward the prior year's requests by one year, unless there were changes. After meeting with them to validate and evaluate their data, the Committee incorporated the information in the CIP update with its funding/calendaring recommendations. The Committee then held a public hearing at the end of September and, subsequently, briefed the Selectmen prior to their budgeting cycle.

The Committee notes that the category of "New Town Hall" has been omitted in the current CIP. At the 2010 Town Meeting, the residents rejected a Warrant Article authorizing architectural plans for the construction of a new town hall outside the Town Common. Concern was expressed about the cost of such an undertaking and the possible adverse impact on the viability of the Town's center. Presently, the Town is pursuing a charrette that will assist the Town in evaluating the current Town offices for renovation, expansion or re-configuration. The Committee hopes to emerge from that process with a clearer idea of what the residents want for the Town Common and how to achieve it, subjects that will be addressed in next year's CIP.

## 2. Introduction

Hebron's Town officials, like their counterparts in other communities in New Hampshire, expend a great deal of effort each year establishing a municipal budget. This budget must realistically balance the ever-increasing needs and costs of delivering services to Town residents with the financial constraints mandated by available revenues.

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Recognizing the precariousness of the annual budgetary process, state law authorized the use of a Capital Improvements Program (CIP) to aid town officials in scheduling capital outlays. New Hampshire RSA 674:5-8 provides the legislative authorization, purpose, description and preparation of the CIP. See Exhibit 3 below for details of this law.

Although the local legislative body must authorize formation of a CIP Committee, the Committee's report is entirely advisory. The Committee has structured this document to provide a recommended 10-year program of major capital projects and expenditures. It is intended as a fluid, working document, adaptable to the changing needs and development of the Town. Indeed, its 10-year horizon requires annual updating: the out-years' data are somewhat imprecise in the current year.

### **3. Questions about the Capital Improvements Program**

#### **Q. Why is a CIP recommended?**

Each town in New Hampshire is encouraged by the State of New Hampshire to develop a CIP because the process forces each town to identify and prioritize future needs of the municipality that are likely to have a significant impact on annual budgets. The plan then spreads out the annual costs of large expenditures in order to minimize or reduce significant tax fluctuations.

#### **Q. What are the purposes of the Hebron CIP?**

The Hebron CIP is an advisory document. It is intended to serve a number of purposes, including an attempt to plan all anticipated major expenditures for a period of 10 years. In addition, it:

- I. Provides the Town of Hebron with a guide to be used by the Board of Selectmen for its annual budgeting process, pursuant to RSA 674:5-8.
- II. Provides a forward-looking planning tool for the purpose of contributing to the creation of a stable property tax rate.
- III. Aids the Town's elected officials, appointed committees, department heads, and voters in the prioritization, coordination and planning for future Town growth and in sequencing of various municipal expenses.
- IV. Informs residents, seasonal homeowners, potential residents, business owners, potential business owners, and developers of needed and planned improvements.

One of the main goals of the CIP is to even out the periods of under-expenditure and over-expenditure on capital improvements and, thereby, protect Hebron taxpayers from

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large swings in their tax rate. This is accomplished by planning for, scheduling and setting aside public funds for projects that are needed and desired, now and in the future.

For the purposes of this document, a capital improvement is an item or project for the public use that costs more than \$5,000, has a useful life of five years or more and is considered to be beyond the scope of normal annual operating expenses. Examples of capital improvements include:

- I. Land acquisition for a public purpose.
- II. Vehicles.
- III. Buildings.
- IV. Equipment and machinery with a useful life of greater than five years.
- V. Major building or facility renovations and repairs.
- VI. Road renovations, bridge renovations or bridge replacement resulting in long-term improvement in road capacity or condition.
- VII. Special studies, such as resource assessments, facility studies or master plans.

### **Q: What are the benefits of a CIP for Hebron?**

A CIP serves to assist the Selectmen in stabilizing the tax rate by linking the planning for major expenditures to the Town budget. For Hebron, specific benefits of a CIP include:

- I. Establishing a method for departments to anticipate and communicate future needs.
- II. Providing a process for identified needs to be discussed and prioritized.
- III. Encouraging evaluation of timing and financing options.
- IV. Stabilizing annual expenditures for capital outlays to minimize tax impact.
- V. Making preemptive acquisitions (for example, land acquired for Town use such as municipal space, land preservation and recreation) more feasible and defensible.
- VI. Reducing interest payments (through using capital reserve funds).
- VII. Supporting planned growth.
- VIII. Facilitating implementation of the Master Plan through scheduling projects over a period of time and eliminating multiple expenses in any one fiscal year.

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IX. Furnishing a total picture of the Town's major needs, discouraging piecemeal expenditures and coordinating the activities of various departments.

X. Establishing priorities for projects on the basis of needs and costs and permitting anticipation of revenues and expenditures.

XI. Serving as an information resource for Hebron residents by describing the Town's plans for major expenditures.

### **Q. Who were the members of the 2010 CIP Committee?**

The Committee embodied a wide range of experiences and viewpoints. The Chairperson was Mitch Manseau. Other members were Mark Coulson, Dan Merritt and Ileana Saros. Dian West and Juli Pruden also assisted.

### **Q. What process did the Hebron CIP Committee use?**

Since July of last year, the Committee met on several occasions to discuss the approach to preparing the CIP and to meet with Selectmen and department and commission heads to discuss their capital expenditure plans. The Committee's work was organized as follows:

#### I. Education and Planning

The group reviewed the prior CIP, decided to follow the same process to build upon townspeople's familiarity with it, including the criteria Hebron should use to define "capital improvement": it must cost at least \$5,000 and have a useful life span of at least five years.

To give each department a method for collecting required information and to help ensure consistency across departments, the Committee used a submittal form for anticipated future needs (including desired acquisition date, anticipated life span, method(s) of financing, cost and priority of need).

#### II. Meetings with Departments

The Committee provided instructions to each Town department head and commissioner to refresh the process and asked them to submit their capital expenditure requests using the forms. (Copies of the completed forms are available in the Selectmen's office.)

#### III. Analysis

To facilitate analysis, the Committee entered all of the information into a computer spreadsheet, thereby allowing it to assess the impact of different acquisition dates and financing approaches for all projects.

#### IV. Plan Development and Recommendations

During the course of several meetings, the Committee followed up with each department to clarify needs and discuss Town priorities, alternative approaches and acquisition timing. The Committee then developed relatively flat annual expense projections across the entire 10-year period in order to avoid a significant impact on the tax rate in any one year and forwarded them to the department heads for their concurrence.

#### **Q. What are Hebron's options for financing major capital needs?**

The project summaries in Exhibit 1 refer to a number of different local financing methods. All of these methods require appropriations, either as part of the Town's annual operating budget or as independent warrant articles for Town Meeting vote.

Following are summaries of the different ways the Town has financed, and could continue to finance, major capital expenses. (More than one approach may be used at one time.)

- I. The one-year appropriation is most common. Proposed projects are funded by real property tax revenues within a single fiscal year, *i.e.* expense in one year and pay cash, concentrating the tax impact on that year.
- II. The capital reserve (savings) method requires appropriations over multiple years. The capital reserve approach spreads the tax impact across several fiscal years in advance of the actual expenditure. Historically, Hebron has used this approach for purchasing heavy equipment. The CIP Committee used it extensively in this 2011-2020 plan to achieve level funding and to avoid borrowing.
- III. Bonds, issued by the New Hampshire Municipal Bond Bank, are generally used only for the most expensive capital projects, such as major building renovations and additions, new construction of buildings or infrastructure, or purchase of land. Bonds permit major capital requests to be met immediately while spreading out the cost—and the impact on the tax rate—over many years in the future. Hebron will be paying off Town Beach expansion and Town Forest bonds for years to come.

#### **Q. What are the financial projections resulting from Hebron's CIP process?**

The details are included in Exhibit 2, which summarizes the anticipated capital expenses and their impact upon the Town's budget for the 2011 to 2020 periods.

#### **Q. What happens next to the CIP Plan?**

The CIP Committee presented the proposed plan to the Board of Selectmen in draft form during their budget deliberations. The plan is posted on the Hebron website (<http://www.hebronnh.org>) in a PDF format and has been printed for distribution to

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residents at Town Meeting. Next season's published 2012-2021 CIP will be presented to the Board in October.

Every year, the Committee will review the CIP plan and modify it based on changing needs and priorities, then present it to the Board of Selectmen prior to budget deliberations. Each annual update will include an additional year to the schedule so that a 10-year program period is maintained. For example, the 2012 CIP Committee will further assess long-term projects proposed by the various departments, including new highway and fire department vehicles. The Committee also will assess the Town's roads and existing buildings.

In the process of evaluating the plans submitted by the department and commission heads, the Committee found a number of proposed projects included in the Master Plan that were not addressed by the department or commission heads. Several of these projects include:

- I. Addition of hiking and walking trails throughout Town-owned preserves.
- II. Beautification of the Town Common with improved landscaping and sprinkler system.
- III. Development of walking and biking trails along North Shore Road.

The Committee will take note of the next Master Plan as its provisions become apparent.

### **6. Conclusions**

The CIP plan is intended as a guide to assist with budgeting and development in Hebron. Each Town resident and department still has the option of ignoring the advice contained in the plan and presenting his or her request directly to the voters at Town Meeting.

The CIP Committee is striving to improve the effectiveness of capital expenditure planning for Hebron and is eager to work with Town department heads, boards and committee chairs on how to present requests for capital projects for inclusion in the CIP and how to evaluate capital requests.

The CIP planning process can provide a forum for encouraging the development of capital asset inventories that account for the value of the assets and track the useful life and depreciation of municipal equipment and infrastructure. As a minimum, the CIP recommends that all Town assets be tracked for life expectancy so that future capital needs can be better anticipated and planned for.

**Exhibit 1. Capital Improvement Project Requests Submitted in 2009**

Department/Project	Est. Cost in 2010 Dollars	Starting Year	Recommended Financing	Priority	Description
<b>Other</b>					
Fence-in extended western end of cemetery	\$12,000	2012	taxes	necessary	Need more burial space
<b>Highway</b>					
Pave Church Lane	\$25,000	2012	warrant		Unpaved: hard to plow
Pave Crescent Lane	\$45,000	2018	warrant		Unpaved: hard to plow
Buy Used Grader	\$75,000	2019	CR and taxes		Replace 1970(?) model using \$75K in CR
Buy new Ford F-550 or equiv	\$65,000	2020	CR and taxes		Replace 2004 F-550
<b>Fire</b>					
Four Wheel OHRV Utility Veh	\$17,000	2019	CR & taxes	high	Access forests for fire/rescue. In Hazard Mitigation Plan.
New 4-door 4X4 Pick-up	\$45,000	2019	CR & taxes	high	Existing 1977 truck will probably be unserviceable
Public Safety Bldg Fourth Bay	\$100,000	2019	CR and taxes	medium	Replace old Fire Station

**Exhibit 2. Capital Improvement Yearly Costs**

<b>Hebron Capital Improvement Plan-Summary 2011-2014</b>					
<i>as of March 1, 2011</i>					
<b>Debt Payments</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Notes</b>
Refuse District	\$61,950	\$61,950	\$61,950	\$61,950	payoff 2019
Town Beach	\$65,642	\$65,642	\$65,642	\$65,642	payoff 2024
Town Forest	\$90,324	\$90,324	\$90,324	\$90,324	payoff 2026
<b>Totals</b>	<b>\$217,916</b>	<b>\$217,916</b>	<b>\$217,916</b>	<b>\$217,916</b>	
<b>Department Capital Expense 2011-2014</b>					
<b>Department</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Notes</b>
					<i>See CIP for detail</i>
General	\$0	\$0	\$0	\$0	Selectmen
Police	\$0	\$0	\$28,750	\$0	SUV
Fire	\$21,000	\$280,500	\$0	\$0	newTanker/Pumper
Highway	(\$14,000)	\$88,000	\$0	\$150,000	salt shed
<b>Capital Spending</b>	<b>\$35,000</b>	<b>\$368,500</b>	<b>\$28,750</b>	<b>\$150,000</b>	<b>Annual Total</b>
<i>Capital expenditure is over \$5,000 and lasts longer than 5 years</i>					
<b>Capital Reserve Balances 2011-2014</b>					
<b>Year</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Notes</b>
<i>as 12/31/2010</i>			<i>proposed ads</i>		
<b>General</b>	<b>\$22,000</b>	\$59,500+	\$59,500+	\$59,500+	<b>Level Funding</b>
\$300,075					Town Hall*
\$36,281	\$20,000				Building Repairs*
\$17,565	\$2,000				Communications*
\$5,137					Town Beach*
\$5,000					Cemetery Fence*
\$8,000					Security Alarms*
\$5,168					George Brook Hydro*
\$13,928					Contingency*
<b>Police</b>	<b>\$6,000</b>	\$6,000	\$6,000	\$6,000	
\$18,727					Police Equipment
<b>Fire</b>	<b>\$45,000</b>	\$63,000	\$63,000	\$63,000	
\$171,838					Fire Equipment
\$64,032					Ambulance
<b>Highway</b>	<b>\$20,000</b>	\$60,000	\$60,000	\$60,000	
\$45,795					Highway Equipment
\$5,024					George Rd Relo*
					* w/General funding
<b>Year</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	
<b>Totals</b>	<b>\$93,000</b>	<b>\$129,000</b>	<b>\$129,000</b>	<b>\$129,000</b>	
<b>+ Selectmen determine level funding to General Capital Reserve Accounts Annually</b>					



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**2010 to 2011 Comparison continued**

Gov't Bldgs Repair CR	\$10,000	from taxation	\$36,281	<u>\$9,000</u>	<u>from taxation</u>
Bog/George Brk Hydro CR	\$3,000	from taxation	\$5,168		
Cemetery Expansion/Fence CR	\$5,000	from taxation	\$5,000	\$7,000	from taxation
Buy Computer Server	\$7,500	from taxation			
Security Alarms CR	\$8,000	from taxation	\$8,000		
Geo Road Relocation	<b>\$49,233</b>		\$5,024	<u>\$18,000</u>	<u>from taxation</u>
<b>TTL CI</b>	<b>\$201,033</b>			<b>\$49,500</b>	
	\$42,533	from Fund Balance			a/o 10/6/10
	<b>\$158,500</b>	<b>from taxation</b>		<b>\$20,000</b>	<b>\$158,500</b>

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Police							
Proposal	Est 2010 Price	Est Price Action Yr	Annual Investment	Cash Purchases	To Cap Reserve	From Cap Reserve	CR Balance
<b>End-2009 Capital Reserve Balance, not including 2009 interest</b>							
<b>LEVEL FUND</b>							
2011			\$6,000		#####		\$24,727
2012			\$6,000		#####		\$30,727
2013							
Cruiser SUV	\$25,000	\$28,750		\$28,750		(\$22,750)	
<b>Ttl 2013</b>			<b>\$6,000</b>		<b>\$6,000</b>		<b>\$7,977</b>
2014			\$6,000		\$6,000		\$13,977
2015			\$6,000		\$6,000		\$19,977
2016			\$6,000		\$6,000		\$25,977
2017							
Cruiser Sedan	\$25,000	\$33,750		\$33,750		\$6,000	
<b>Ttl 2017</b>			<b>\$6,000</b>	<b>\$33,750</b>		<b>(\$25,977)</b>	<b>(\$1,773)</b>
2018			\$6,000		\$6,000		\$4,227
2019			\$6,000		\$6,000		\$10,227
2020			\$6,000		\$6,000		\$16,227
				<b>Ttl</b>	<b>\$62,500</b>		
<b>Total CIP</b>							<b>\$60,000</b>

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Fire										
Proposal	Dept Priority	Year of Replac ed	Est 2010 Price	Est Price Action Yr	Annual Investment	Cash Purchases	To Cap Reserve	From Cap Reserve	CR Balance	Comments
<b>Proj End-2010 Capital Reserve Balance, not including half-2010 interest</b>										
<b>2011</b>					<b>LEVEL FUND</b>				<b>\$235,870</b>	<b>includes "Fire" and "Ambulance"</b>
Hydraulic Rescue tool	med	old	\$20,000	\$21,000		\$21,000				repl ex-Woburn FD unit; Bristol has a newer one
<b>Ttl 2011</b>			<b>\$20,000</b>	<b>\$21,000</b>	<b>\$63,000</b>	<b>\$21,000</b>	<b>\$42,000</b>		<b>\$277,870</b>	
<b>2012</b>										
New Protective Clothing	high		\$25,000	\$27,500		\$27,500				one set meets current standard
New Pumper-Tanker		1978	\$230,000	\$253,000		\$253,000				incr water capacity w/69 Mack & 78 Ford gone
<b>Ttl 2012</b>			<b>\$255,000</b>	<b>\$280,500</b>	<b>\$63,000</b>	<b>\$280,500</b>	<b>(\$217,500)</b>		<b>\$60,370</b>	
<b>2013</b>					<b>\$63,000</b>		<b>\$63,000</b>		<b>\$123,370</b>	
<b>2014</b>					<b>\$63,000</b>		<b>\$63,000</b>		<b>\$186,370</b>	
<b>2015</b>										
Ambulance Defibrillator	high	2006	\$25,000	\$31,250		\$31,250				current one will be obsolete
Command Vehicle	high	new need	\$40,000	\$50,000		\$50,000				future requirement
<b>Ttl 2015</b>			<b>\$65,000</b>	<b>\$81,250</b>	<b>\$63,000</b>	<b>\$81,250</b>	<b>(\$18,250)</b>		<b>\$168,120</b>	
<b>2016</b>					<b>\$63,000</b>		<b>\$63,000</b>		<b>\$231,120</b>	
<b>2017</b>					<b>\$63,000</b>		<b>\$63,000</b>		<b>\$294,120</b>	
<b>2018</b>										
Ambulance	med	2009	\$180,000	\$252,000		\$252,000				8-10 yr replacement cycle
Diesel exhaust Mitigation	med		\$20,000	\$28,000		\$28,000				Potential future NFPA standard
New SCBA	high									Deferred one year to 2019
<b>Ttl 2018</b>			<b>\$200,000</b>	<b>\$280,000</b>	<b>\$63,000</b>	<b>\$280,000</b>	<b>(\$217,000)</b>		<b>\$77,120</b>	
<b>2019</b>										
New SCBA	high		\$75,000	\$108,750		\$108,750				Current SCBA will no longer meet standards,deferred from 2018
<b>4TH BAY</b>			<b>\$100,000</b>	<b>\$108,750</b>	<b>\$63,000</b>	<b>\$108,750</b>	<b>(\$45,750)</b>		<b>\$31,370</b>	PUBLIC SAFETY BUILDING/deferred indefinitely
<b>Ttl 2019</b>										
<b>2020</b>										
<b>4 DOOR 4X4</b>	high		\$45,000	\$67,500		\$67,500				REPLACE CURRENT 1977 DODGE
<b>OHRV</b>	high		\$17,000	\$25,500		\$25,500				NEW REQUIREMENT FOR RESCUE/FIRE SUPPRESSION
<b>Ttl 2020</b>			<b>\$62,000</b>	<b>\$93,000</b>	<b>\$63,000</b>	<b>\$93,000</b>	<b>(\$30,000)</b>		<b>\$1,370</b>	
				<b>Ttl</b>	<b>\$630,000</b>	<b>\$864,500</b>		<b>Total CIP</b>		<b>a/o 9/28/10</b>

Does not fund Fire Station fourth bay

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Highway

Proposal	Action in FY	Est 2010 Price	Est Price Action Yr	Annual Investment	Cash Purchases	To Cap Reserve	From Cap Reserve	CR Balance	Comments
<b>Proj End-2010 Capital Reserve Balance, not including half-2010 interest</b>									
<b>LEVEL FUND</b>									
2011								\$45,795	CR is "Capital Equipment"
COOPER RD CULVERT AT STONEYBROOK BEACHWOOD ROAD	11	\$15,000	\$15,750		\$15,750				
		\$30,000	\$31,500		\$31,500				
<b>Ttl 2011</b>		<b>\$45,000</b>	<b>\$47,250</b>	<b>\$60,000</b>	<b>\$47,250</b>	<b>\$12,750</b>		<b>\$58,545</b>	<b>REPAIR WON'T WORK. NEED NEW PRICE. FROM W SHORE RD/ APPROX 1,500'</b>
2012									
BUY USED BACKHOE	12	\$50,000	\$55,000		\$55,000				REPLACES 1994 MODEL
INDIAN POINT ROAD	12	\$30,000	\$33,000		\$33,000				REPLACE CULVERTS/RE-PAVE
CHURCH LANE (PAVE)		\$25,000	\$0		\$0				<b>CIPC VOTES NOT TO PAVE</b>
<b>Ttl 2012</b>		<b>\$105,000</b>	<b>\$88,000</b>	<b>\$60,000</b>	<b>\$88,000</b>		<b>(\$28,000)</b>	<b>\$30,545</b>	<b>first two deferred from 2011</b>
2013									
<b>Ttl 2013</b>				<b>\$60,000</b>	<b>\$0</b>	<b>\$60,000</b>		<b>\$90,545</b>	
2014									
BEAR MTN RD & PANORAMA LANE	14	\$125,000	\$150,000		\$150,000				FINISH COAT/REPAIR/RECONSTRUCT?
<b>Ttl 2014</b>		<b>\$125,000</b>	<b>\$150,000</b>	<b>\$60,000</b>	<b>\$150,000</b>		<b>(\$90,000)</b>	<b>\$545</b>	<b>deferred from 2012</b>
2015									
<b>Ttl 2015</b>				<b>\$60,000</b>		<b>\$60,000</b>		<b>\$60,545</b>	
2016									
BUTTERNUT RIDGE ROAD	16	\$125,000	\$162,500		\$162,500				RE-CONSTRUCT W/UNDER-DRAIN?
<b>Ttl 2016</b>		<b>\$125,000</b>	<b>\$162,500</b>	<b>\$60,000</b>	<b>\$162,500</b>		<b>(\$102,500)</b>	<b>(\$41,955)</b>	
2017									
CROSS ROAD (PAVE)	17	\$45,000	\$0		\$0				CIPC VOTES NOT TO PAVE
<b>Ttl 2017</b>		<b>\$45,000</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$60,000</b>		<b>\$18,045</b>	
2018									
CRESCENT (PAVE) INITIAL 1,000 FEET	18	\$45,000	\$0		\$0				CIPC VOTES NOT TO PAVE AS SUBMITTED
<b>Ttl 2018</b>		<b>\$45,000</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$60,000</b>		<b>\$78,045</b>	
2019									
BUY USED GRADER	19	\$75,000	\$108,750		\$108,750				REPL 1970 MODEL
<b>Ttl 2019</b>		<b>\$75,000</b>	<b>\$108,750</b>	<b>\$60,000</b>	<b>\$108,750</b>	<b>(\$48,750)</b>		<b>\$29,295</b>	
2020									
F-550 EQUIVALENT	20	\$65,000	\$97,500		\$97,500				REPL 2004 FORD F-550
<b>Ttl 2020</b>		<b>\$65,000</b>	<b>\$97,500</b>	<b>\$60,000</b>	<b>\$97,500</b>	<b>(\$37,500)</b>		<b>(\$8,205)</b>	
				<b>Total CIP</b>	<b>\$600,000</b>				

Need to adjust once actual needs for Cooper Rd culvert and Bear Mtn/Panorama and Butternut Ridge are known. a/o 9/28/10

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See "2010 to 2011 Comparison" (first sheet) for 2011 provisional detail  
 Data below show impact of last year's BoS requirements at last year's capital funding level  
 The "New Town Hall" as envisaged then, and discussed at Town Meeting, is not feasible without bonding.  
 We'll see what emerges from the charette process and address it in future CIPs.

Other CIP									
Proposal	Action in FY	Est Price 2009 dollars	Est Price Action Yr	Total Investment	Cash Purchases	To Cap Reserve	From Cap Reserve	CR Balance	Comments
<b>LEVEL FUND</b>									
2011				\$59,500		\$59,500		\$377,113	includes the following CRs: Communications New Town Hall
2012				\$59,500		\$59,500		\$496,113	Gov't Bldgs Repair Bog/Geo Brk Hydro Cemetery Expansion/Fence
2013				\$59,500		\$59,500		\$555,613	Security Alarms
2014				\$59,500		\$59,500		\$615,113	George Rd Relocation
2015				\$59,500		\$59,500		\$674,613	
2016									
"NEW TOWN HALL"	2015	#####	#####		\$1,300,000				
Total 2016				\$59,500	\$1,300,000		(\$1,240,500)	(\$565,887)	
2017				\$59,500		\$59,500		(\$506,387)	
2018				\$59,500		\$59,500		(\$446,887)	
2019									
GEORGE ROAD RELOCATION	2019	\$300,000	\$435,000		\$435,000				
NEW CEMETERY	2019	\$30,000	\$43,500		\$43,500				
Total 2019		\$330,000	\$478,500	\$59,500	\$478,500		(\$419,000)	(\$865,887)	
2020				\$59,500		\$59,500		(\$806,387)	
Projects Total			Total CIP	\$595,000				(\$806,387)	

a/o 9/28/10

Requirements a/o 2009  
 Need new requirements for these CRs

## Exhibit 4. Capital Improvements Program – Enabling Legislation

### Section 674:5

**674:5 Authorization.** – In a municipality where the planning board has adopted a master plan, the local legislative body may authorize the planning board to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least 6 years. As an alternative, the legislative body may authorize the governing body of a municipality to appoint a capital improvement program committee, which shall include at least one member of the planning board and may include but not be limited to other members of the planning board, the budget committee, or the town or city governing body, to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least years. The capital improvements program may encompass major projects being currently undertaken or future projects to be undertaken with federal, state, county and other public funds. The sole purpose and effect of the capital improvements program shall be to aid the mayor or selectmen and the budget committee in their consideration of the annual budget.

**Source.** 1983, 447:1, eff. Jan. 1, 1984. 2002, 90:1, eff. July 2, 2002.

### Section 674:6

**674:6 Purpose and Description.** – The capital improvements program shall classify projects according to the urgency and need for realization and shall recommend a time sequence for their implementation. The program may also contain the estimated cost of each project and indicate probable operating and maintenance costs and probable revenues, if any, as well as existing sources of funds or the need for additional sources of funds for the implementation and operation of each project. The program shall be based on information submitted by the departments and agencies of the municipality and shall take into account public facility needs indicated by the prospective development shown in the master plan of the municipality or as permitted by other municipal land use controls.

**Source.** 1983, 447:1, eff. Jan. 1, 1984.

### Section 674:7

**674:7 Preparation.** –

I. In preparing the capital improvements program, the planning board or the capital improvement program committee shall confer, in a manner deemed appropriate by the board or the committee, with the mayor or the board of selectmen, or the chief fiscal officer, the budget committee, other municipal officials and agencies, the school board or boards, and shall review the recommendations of the master plan in relation to the proposed capital improvements program.

## Town of Hebron Capital Improvements Program

II. Whenever the planning board or the capital improvement program committee is authorized and directed to prepare a capital improvements program, every municipal department, authority or agency, and every affected school district board, department or agency, shall, upon request of the planning board or the capital improvement program committee, transmit to the board or committee a statement of all capital projects it proposes to undertake during the term of the program. The planning board or the capital improvement program committee shall study each proposed capital project, and shall advise and make recommendations to the department, authority, agency, or school district board, department or agency, concerning the relation of its project to the capital improvements program being prepared.

**Source.** 1983, 447:1. 1995, 43:1, eff. July 2, 1995. 2002, 90:2, eff. July 2, 2002.

### **Section 674:8**

**674:8 Consideration by Mayor and Budget Committee.** – Whenever the planning board or the capital improvement program committee has prepared a capital improvements program under RSA 674:7, it shall submit its recommendations for the current year to the mayor or selectmen and the budget committee, if one exists, for consideration as part of the annual budget.

**Source.** 1983, 447:1, eff. Jan. 1, 1984. 2002, 90:3, eff. July 2, 2002.