



Town of Underhill

Capital Improvement Program

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Capital Improvement Program

The capital assets of the Town of Underhill and their condition are critical to the quality of services provided to the Town. This document details the Capital Improvement Program (CIP) for the Town of Underhill.

Overview

A CIP is a multi-year financial plan for the construction or acquisition of capital assets. The capital improvement program links a town's long-term development plan with its annual budgeting process, and can prevent budget and tax rate fluctuations by scheduling expensive capital projects over several years. It provides for the planning of future financial resources to finance projects and identifies the financial resources required to operate and maintain capital assets once they have been acquired. The benefits of capital budgeting and planning include:

- Managing growth
 - Stabilizing tax rates
 - Implementing town and regional plans and policies
 - Improving management practices
 - Achieving greater consistency and fairness in making policy decisions
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Defining the Parts

A municipal capital budget and capital program combine a one-year capital budget and a five-year capital program.

Capital Budget

The capital budget lists the capital projects to be undertaken during the ensuing fiscal year, the estimated cost thereof and the proposed method of financing. It should match the capital projects that are included in the annual budget prepared by the Selectboard and presented for approval by the voters at Town Meeting Day.

Capital Program

The capital program is a plan containing capital projects and recommended methods of financing them for each of the following five years. It is a working document intended to provide guidance for a town's future decisions on capital projects. Changes to the program may occur based on revenues, overall economic conditions, shifts in public policy, community objectives and priorities, etc.

Capital Project

A capital project is any major, non-recurring or infrequently-recurring expenditure, such as land or road equipment purchase, or building construction or improvement. These are distinctly different from ongoing operating expenses such as salaries, utilities, road maintenance, etc. The Underhill Selectboard has adopted a policy for capital expenditures. To qualify as a capital project, a project must have an anticipated cost of at least \$5000 and an expected life of at least three years. Capital infrastructure improvements are those that have an anticipated cost of at least \$25,000, and extend the useful life by at least 3 years.

Under Vermont statute (24 V.S.A. 4430), a capital budget and program may be adopted, amended or repealed by the Selectboard following one or more public hearings. The capital budget and program must be compatible with a duly adopted municipal plan. The expenditures listed in the capital improvement program are not binding on the Town until adopted by the voters as part of an annual budget.

Capital Funding Sources

In conjunction with the Town's debt management policy, the Selectboard has the option to fund reserves created in accordance with 24 V.S.A. § 2804 to accumulate resources to pay for items included in the CIP. The use of such reserves can minimize large fluctuations in the tax rate and reduce the need for incurring additional debt. A reserve fund was established by public vote at the March 6, 2012 Town Meeting. Funding the reserve will be established by the Selectboard and voted on by the voters at town meeting. Other capital improvements may be funded by bond issue, use of debt, or through the operating budget.

Development and Maintenance of Capital Budget and Program

The following process shall be used for initial program development.

Step One

Create an inventory of all existing capital facilities, including estimated useful lives and replacement schedules.

Step Two

Identify projects through discussions with department heads.

Step Three

Determine estimated costs for all projects, based on input from department heads and supplemental research.

Step Four

The Planning Commission will draft a capital program to be finalized by the Selectboard and Town Finance Office.

Step Five

Adopt the plan in accordance with the provisions of 24 V.S.A §4403 (as amended), which requires at least one public hearing.

Maintenance

The Planning Commission will review the program, and, with input from town personnel, make recommendations for revisions to the existing program for the upcoming fiscal year. The revised program will be submitted to the Selectboard for their review by July 1. The Selectboard will revise and adopt the plan annually by September 1.

Format for the Capital Budget and Program

The capital budget and program shall be arranged to indicate the order of priority of each capital project. Each project request shall contain all of the following:

- Department name and/or contact person for the request.
- A description of the proposed project, purpose, department priority, and estimated cost.
- The anticipated replacement cycle.
- Fiscal year(s) of the expenditure.
- Proposed method(s) of financing.
- Estimated effect, if any, on the annual Town operating costs.
- Any additional relevant information.

Priority Criteria

Capital projects and/or capital assets will receive a higher priority if they meet some or most of the following criteria:

1. The project or asset meets a policy goal or fulfills a strategic objective of the Selectboard.
2. The project or asset is required under a state or federal mandate, law, or regulation.
3. The project or asset will mitigate or eliminate a known safety hazard.
4. The project or asset will maintain and improve the delivery of public services to the majority of the population.
5. The project or asset will improve the quality of existing infrastructure.
6. State or federal grant funds are available to assist in funding for project.

Department Requests

The following are the CIP requests by department. Estimates and proposed methods of financing for each request can be found in the accompanying documentation.

Highway

The Highway Department requests are divided into three sections: Vehicles, Major Infrastructure Projects, and Building Upgrades and Additions. This is for ease of tracking as well as for determining priorities.

Vehicles & Equipment I think these need to be redone ... Also, we really don't know what the trade in will be on anything and I would recommend removing it.

Vehicle	Justification
1999 International Single-axle Dump Truck	Useful life replacement schedule.
2000 Caterpillar Grader	Useful life replacement schedule.
2006 International Tandem-axle Dump Truck	Useful life replacement schedule.
1997 Caterpillar Excavator 311B	. Useful life replacement schedule.
2008 Ford F350 Pickup w/V-Plow & Hopper Sander	Useful life replacement schedule.
2011 International Tandem-axle Dump Truck	Useful life replacement schedule.
2008 International Single-axle Truck	Useful life replacement schedule.
2003 Caterpillar Loader(?)	Useful life replacement schedule.
2013 International Tandem-axle Dump Truck	Useful life replacement schedule.

Infrastructure Projects

The infrastructure projects are further categorized into Major Reconstruction, Paving, Major Culvert Replacement/Retrofit, and Sidewalk Construction Projects. Road projects are prioritized based on those that suffer the most damage during the spring mud season and which are most in need of repair. These road projects are not considered routine maintenance.

NEEDS INPUT FROM SELECTBOARD.

Major Reconstruction	Description
TO BE REVISED (Class III Gravel Roads and Paved Roads)	

Paving

Description

General

Underhill has approximately 20 miles of paved roads. The goal is to repave about 1 mile per year at an estimated cost of \$100,000. Due to the recent major reconstruction project on Pleasant Valley Road in 2010 and flooding in 2011, we are behind in the paving maintenance schedule.

Major Culvert Replacement/Retrofits	Description
Page Rd.	This dead-end road serving 5 residences and 2 large agricultural businesses has been a serious issue for many years. The current culvert is an old steam pipe that is undersized and too narrow. It is unsafe for the number and size of vehicles as it is only one lane. This culvert will be replaced with a pre-cast concrete box culvert. Due to the size of the replacement culvert, a temporary road will be required. The project is anticipated to be completed by the Highway Department.
Deane Rd.	This is also a dead-end road serving 4 residences, containing an old stone culvert which is undersized and deteriorating. Telephone poles have been added to support the culvert. A pre-cast concrete box culvert will replace the existing culvert and the road will be widened. The project is anticipated to be completed by the Highway Department.
Mountain Rd.	A hand-formed concrete culvert exists on this road. Its wing walls are pulling away from the structure, which is anticipated to be replaced with a concrete box culvert. As this road serves both the State Park and Maple Leaf Road, a temporary road will be required.
Barrett Lane	Joint project between the Conservation Commission and the Winooski Natural Resources Conservation District. Retrofits to the culvert will include weir installation and baffles. The project is part of the State Ecosystem Restoration Program to reduce surface water pollution from phosphorus and sediment, and to improve aquatic organism passage.
Beartown Rd.	Joint project between the Conservation Commission and the Winooski Natural Resources Conservation District. The culvert retrofit will include weir installation. The project is part of the State Ecosystem Restoration Program to reduce surface water

	pollution from phosphorus and sediment, and to improve aquatic organism passage.
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Irish Settlement Rd.

Joint project between the Conservation Commission and the Winooski Natural Resources Conservation District. Retrofits to the culvert will include weir installation, baffles, removal of the rock at the outlet, and removal of a berm. The project is part of the State Ecosystem Restoration Program to reduce surface water pollution from phosphorus and sediment, and to improve aquatic organism passage.

Sidewalk Construction

A feasibility study for the upgrade of existing and construction of new sidewalks in the Underhill Flats area was completed in 2007. Strong support was evidenced at a public outreach meeting in conjunction with that study, as well as in the subsequent Town Survey conducted in 2008. Since that time, several inquiries have been received as to the status of plans for construction of sidewalks in addition to requests for sidewalks to be constructed for safety as well as recreational purposes.

The 2010 Town Plan policies, goals, and strategies include pursuing opportunities to create public recreation (walking and biking) infrastructure. Likewise, an Active Living Workshop sponsored by AARP and conducted by the Walkable and Livable Communities Institute in 2011 concluded that the Riverside/Underhill Flats Village Center was an area that lacked the proper infrastructure for bicyclists, pedestrians, children, and seniors; however, there was potential and opportunity to create the necessary infrastructure that was enthusiastically supported by workshop attendees. Efforts to promote activities and projects that focus on creating a walkable and livable community as a result of that workshop are ongoing. Jericho has initiated plans to construct sidewalks to the town line in the Riverside/Underhill Flats area.

Priority areas for multimodal infrastructure in Underhill are in the Underhill Flats and Underhill Center areas, as well as a potential future connection between the two. These two areas are prioritized as three schools, a library, several stores and businesses, churches, parks, and more densely-developed neighborhoods are present. Building upon the 2007 feasibility study, the goals of the 2010 Town Plan, support from the Selectboard, and momentum from the 2011 Active Living Workshop, the Planning Commission has initiated planning efforts for the upgrade and construction of sidewalks. The anticipated costs associated with such are included in the attached spreadsheet.

Sidewalk construction is included in the Highway Department requests due to funding mechanisms.

Building Upgrades & Additions *NEEDS INPUT FROM SELECTBOARD.*

Three potential building upgrades and additions are anticipated at the Town Garage property.

Upgrade/Addition	Description
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GARAGE STRUCTURAL IMPROVEMENT	Fix roof condensation and insulation issues to remove safety hazards.
EQUIPMENT SHED	Installation of a 3-sided structure for equipment storage. Equipment is currently stored outside.

Public Buildings/General

Requests for upgrades to and at the Town Hall.

Upgrade/Addition	Description
New roof (Town Hall)	The existing Town Hall roof is in need of repair. Estimates were obtained for both a metal roof and shingles. The estimated cost is based on an average from quotes obtained for the project.
Server and firewall	Current networking and server capabilities are insufficient and need upgrades/replacement.
INTERIOR SECURITY AND WORKSPACE RENOVATIONS – TOWN HALL	PLANNING FOR INTERIOR RENOVATIONS W/PROFESSIONAL CONSULTANT TO BE DONE FY13-14. ANTICIPATED COSTS FOR INTERIOR RENOVATIONS – TO INCLUDE OFFICE UPGRADES – ARE ALLOCATED FOR FY14-15.
HISTORICAL PRESERVATION & RENOVATION PROJECT – TOWN HALL	TO INCLUDE WINDOW REPLACEMENT, PAINTING, LEAD PAINT ABATEMENT, REMOVING ROTTED MATERIALS, ETC.
Vault EXPANSION	Upgrades to the existing vault are anticipated for FY 2014-2015. All recorded documents on file are required to be located in the vault for security; however, room in the vault is rapidly decreasing.

Recreation Committee

Requests are for general infrastructure upgrades or additions related to the Town parks.

Upgrade/Addition	Description
Composting TOILET	Installation of a composting privy at the Town Pond property is requested to replace the rented portable chemical toilets. Current costs for rental of the portable toilets are \$110/month for approximately 4 months (June – September). The proposed composting privy and related improvements are anticipated to cost between \$5,000 and \$7,500 with additional costs for leaves, straw,

	hay, wood chips, lime, etc.
Tennis Courts	The tennis courts at the Town Pond were built over 40 years ago in the early 1970s. Significant repairs were made to the cracks in 2009 for a cost of approximately \$10,000. The repairs are guaranteed through the summer of 2013 and may last up to 2 years thereafter. However, the courts will eventually need to be rebuilt. Total replacement costs are estimated between \$80,000 and \$100,000. Fencing around the courts is estimated to cost between \$30,000 and \$40,000.
Shade Structure	A shade structure is requested for the Town Pond property to provide shelter from the sun or inclement weather. No such structure presently exists on the property. Estimates for the structure are between \$15,000 and \$25,000.
Basketball Half-court	Currently, a half-court exists in an unusable form at the Town Pond property. Upgrades required include repaving and the acquisition and installation of a basketball pole and backboard. Total estimated costs are \$15,000.

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