



Hubbardston Massachusetts

CAPITAL IMPROVEMENT

PLAN

2024 - 2028

2024 - 2028 CAPITAL IMPROVEMENT PLAN

The Town Administrator is responsible through Section 5-2-1 of the Town Charter to review the capital planning committee's yearly capital plan and provide suggestions to the Select Board and finance committee to assist decision-making during the annual budgeting process. The plan must outline potential capital improvements over five years, cost projections, funding options, and any effects on the operating budget. The CIPC is appointed by the Select Board and is comprised of three members at-large and representatives from the Planning Board and Finance Committee for a total membership of five.

The FY24 committee is as follows:

Charles Reed, Chair

Francois Steiger

William Murray



In December of 2022, The Select Board and Finance Committee agreed on budget goals that helped shape the FY24-28 capital planning process. These goals are in addition to the town's financial management policies.

Policy and Goals

- Stabilization Fund Maintain 5% of operating budget
- Capital Stabilization Maintain 1% of operating budget
- Free Cash Generate 5% of operating budget annually
- Capital Expenditure 6% of operating budget annually
- Operating Debt 3% of operating budget annually
- Annual Town Reserves 10% of operating budget

Understanding these targets is important. The town relies on free cash and healthy reserves to fund capital improvements. Here is a breakdown of the stated policies and goals as it relates to current budget estimates.

Column1	FY23	FY24	FY25	FY26	FY27	FY28
Projected Operating Budget	\$10,156,252.00	\$10,605,041.13	\$11,087,017.06	\$11,593,667.83	\$12,126,351.50	\$12,686,503.91
Capital Expenditures Target	\$609,375.12	\$636,302.47	\$665,221.02	\$695,620.07	\$727,581.09	\$761,190.23
Debt Target	\$304,687.56	\$318,151.23	\$332,610.51	\$347,810.03	\$363,790.55	\$380,595.12
Free Cash Usage Target	\$507,812.60	\$530,252.06	\$554,350.85	\$579,683.39	\$606,317.58	\$634,325.20

The following factors, listed in order of priority, have been and will continue to be used to evaluate all capital projects

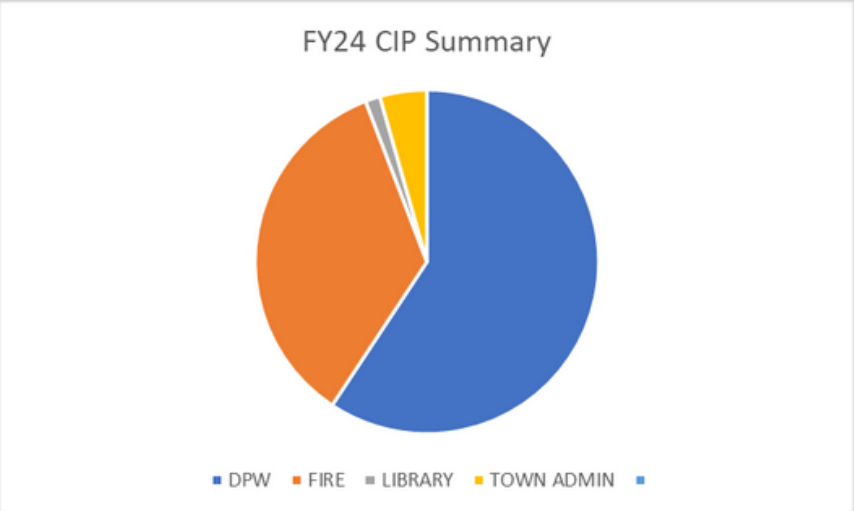
1. Eliminates a hazard to public health and safety of citizens, employees or property
2. Required by state or federal laws or regulations
3. Uses outside financing sources, such as grants
4. Supports adopted plans, goals, objectives, and policies
5. Stabilizes or reduces operating costs
6. Makes better use of a facility or replaces a clearly obsolete one
7. Maintains or improves productivity or existing standards of service
8. Directly benefits the Town’s economic base by increasing property values
9. Provides new programs having social, cultural, historic, economic, or aesthetic value

FY24 CIPC Timeline

- September Goals and guidance sent to departments, boards and committees
- October Capital requests and revisions sent to CIPC
- Nov/Dec Fact finding and deliberations
- January Revised capital plan sent to the Town Administrator

FY24 Capital Expenditure Summary

DEPT	ASSET	Project Title	PRICE	Funding Source
DPW	Roadways	Additional Road Repair	\$100,000	Free Cash
DPW	Facilities	DPW Garage Roof	\$100,000	Free Cash
DPW	Veh/Equip	Ford F250 (Director)	\$55,000	Free Cash
FD	Facilities	Main Street Repaving	\$50,000	Debt
FD	Vehicle	Ambulance 2 Replacement	\$100,000	Free Cash
LIB	Facilities	Architect Assessment for Library	\$6,000	Free Cash
TA	IT	Town Office IT Replacements	\$19,000	Free Cash



FY24-28 Capital Plan Recommendations

The CIPC believes the town can sustain the entirety of this capital plan if current estimates and the economy remain stable. Maintaining current debt levels is vital to both stable budgeting and maintaining infrastructure.

The follow section details the CIPC's recommendation from FY24 to FY28 based on department requests and careful deliberation.

The CIPC is also recommending to town officials that two important decisions are made in the coming year.

1.) Several departments, to include the Town Offices, the Public Safety Departments and the Library are unable to make long-term decisions due to the uncertainty of pending municipal building projects. The library in particular cannot make decisions past three years without knowing the future status of the town offices (basement) and the historical society (third floor). These decisions, possibly grant funded, are large expenditures that are deferring maintenance and in some cases, wasting town reserves due to the likelihood of redundant spending.

2.) The town has a significant opportunity in 2023 to fund larger projects based on current debt projections. Once the 2013 road project is paid in full, there is a unique opportunity to leverage debt in order to make larger capital projects decisions to include, but not limited to – creating/updating municipal building space and large vehicle purchases (Fire and DPW). Next year's plan would benefit from conversations with town officials about these future decisions.

FY24-28 Proposed Capital Plan

The following sections of this plan represent the CIPC's recommendation to town officials for capital spending in the next five years. This plan updates last year's plan, supplemented by new department requests and changes. The CIPC requested additional information and met with departments when necessary to help determine project priority and project future costs.

The recommendations below include new requests (green), requested changes (yellow) and projects that remained the same (blue). Although some projects are already slated for grants or candidates for grant funding, the CIPC is not making funding recommendations at this time. Town officials should note that projects can move from direct funding to grant funding in order to accomplish the entirety of the plan.

FY24-28 Proposed Capital Plan

Annual Expenditures

DEPT	ASSET	Project Title	FY2024	FY2025	FY2026	FY2027	FY2028	Notes
DPW	Veh/Equip	Brush Mower		\$188,555				Increase in estimate
DPW	Veh	Dump Truck with Plow			\$249,158			Increase in estimate
DPW	Veh	Gasboy Fuel Pump		\$13,235				
DPW	Roadways	Additional Road Repair	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	
DPW	Facilities	Trencher		\$9,460				
DPW	Facilities	DPW Garage Roof	\$100,000					
DPW	Veh/Equip	Ford F250 (Director)	\$55,000					
CEM	Veh/Equip	Stihl Trimmer			\$500			
CEM	Veh/Equip	John Deere Z920M Mower		\$9,000				
FD	Vehicle	Ambulance 2 Replacement	\$100,000					\$250,000 in ARPA, General Fund
FD	Facilities	Main Street Repaving	\$50,000					Debt
FD	Facilities	Fire Station One Roof		\$28,000				
LIB	Facilities	Windows Replacement		\$32,000				Moved to FY25
LIB	Facilities	Architect Engineer Assistance	\$6,000					
LIB	Facilities	Architect Assessment for Library			\$42,000			
PD	Veh/Equip	Police Cruiser (cycle)		\$75,000		\$75,000		'23 from '24, increase = inflation + radios
Parks	Facilities	Skate Park Rennovation			\$20,000			Grant?
Parks	Facilities	Curtis Field Walking Track			\$50,000			CPA?Grant? DPW?
TA	IT	Town Office IT Replacements	\$19,000	\$20,000	\$20,000	\$20,000	\$20,000	
			\$430,000	\$475,250	\$481,658	\$195,000	\$120,000	

FY24-29 Proposed Capital Plan

Multi-Year or Alternative Funding Source Projects

DEPT	ASSET	Project Title	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	Notes
FD	Facilities	Main Street Repaving	\$50,000						General Fund
DPW	Road	Culvert Replacement Plan	\$ 60,000.00						Seeking grant funding (MVP, DOER, CCC)
DPW	Road	Chapter 90 Road Repair	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00	Annual Chapter 90 Estimate
FD	Veh/Equip	Fire Truck		\$ 801,000.00					Multi-year borrow;
FD	Veh/Equip	Ambulance	\$ 350,000.00						One year capital; ARPA
DPW	Bridge	Williamsville Road Bridge (Burnshirt)	\$ 884,240.00						STIP
LIB	Facilities	Boiler Replacement		\$ 60,000.00					Green Communities
VAR	Facilities	Weatherization Upgrades							Green Communities
HCS	Facilities	Outside Air Reset Controls							Green Communities
TCC	Road	Town Center Project	\$ 5,500,000.00						Calendar Year 23-24
TCC	Road	Extension of Williamsville Sidewalk		\$ 150,000.00					Complete Streets funding

TCC	Road	Brigham Street Design		\$ 25,000.00					Capital/Grant
TCC	Road	Brigham Street Reconstruction			\$ 1,000,000.0				STIP
TCC	Road	High Street Reconstruction		\$ 1,000,000.0					STIP/MassWorks
TCC	Road	Pedestrian Lighting on Main Street	\$ 50,000.00	\$ 50,000.00		\$ 25,000.00			Seeking Complete Streets funding
			\$ 7,194,240	\$ 2,436,000	\$ 1,350,000	\$ 375,000	\$ 350,000	\$ 350,000	

BASED ON INFORMATION FROM THE TOWN ADMINISTRATOR, THE CIPC IS PROJECTING THE FOLLOWING IN TERMS OF CAPITAL SPENDING FOR FY24. THIS DOES NOT INCLUDE OPPORTUNITIES FOR ALTERNATIVE FUNDING SUCH AS GRANTS, CPA FUNDS OR OTHER REVENUE SOURCES.

Certified Total	\$806,289.00
Free Cash Used at October 2022 STM	\$97,915.40
Operating Budget	\$100,000.00
Reserve	\$100,000.00
FY24 Recommended Capital	\$380,000.00
TOTAL	\$677,915.40
Free Cash Surplus / Defecit	\$128,373.60

FY24 PROJECTED FREE CASH SUMMARY

Projected Operating Budget	\$10,605,041.13
Capital Expenditures Target (6%)	\$636,302.47
Projected Debt Service	\$346,538.00
Free Cash Needed	\$380,000.00
Surplus/Deficit from 6% Goal	-\$90,235.53

FURTHER CONSIDERATIONS

THIS PLAN IS DESIGNED TO HELP GUIDE THE TOWN ADMINISTRATOR, THE FINANCE COMMITTEE AND THE BOARD OF SELECTMEN WITH FY24 BUDGET PROCESSES. WHILE THE PLAN DEMONSTRATES A DEFICIT, IT DOES NOT ACCOUNT FOR POTENTIAL ALTERNATIVE SOURCES OF FUNDING. THE GOAL OF THE PLAN IS TO EFFICIENTLY LAY OUT A STRATEGY FOR NOT ONLY MAXIMIZING RESOURCES, BUT PROPERLY INVESTING IN TOWN INFRASTRUCTURE AND EQUIPMENT.

POTENTIAL SOURCES OF FY24 ALTERNATIVE FUNDS INCLUDE, BUT ARE NOT LIMITED TO

- HOSPITAL ACCOUNT
- COMMUNITY PRESERVATION ACT (CPA) FUNDS 3.) GENERAL FUND SUPPLEMENTS
- EXISTING AND POTENTIAL GRANTS
- TOWN RESERVES (NOT RECOMMENDED)
- CHAPTER 90 FUNDS (NOT RECOMMENDED)

BELOW PLEASE FIND FY24 DEPARTMENT REQUESTS