

Town of Milton



Capital Improvement Program 2019-2024

Approved at Public Hearing September 18, 2018

EXECUTIVE SUMMARY

Annually, the Planning Board reviews capital requests and recommends a program of capital improvement projects to address the needs of the Town over at least a six-year period, with the first year the capital spending year and the remaining five years as the planning period where projects and costs may change as the program advances. This Capital Improvement Program (CIP) annual recommendation report for the Board of Selectmen and Budget Committee is mandated by NH RSA 674:5-8 and has as its basis the previous CIP document entitled; "Capital Improvements Program 2018-2023 Town of Milton, final version dated September 9, 2017". The sole purpose and effect of this annual recommendation report shall be to aid the Selectmen and Budget Committee in their preparation of the annual budget, including warrants, for 2019. In summary of the recommendation report, the following are highlights:

1. Approximately \$4,572,071.70 (with known grants and funding offsets subtracted) of capital improvement projects have been proposed by the various town departments over the next 6 years (five of which are planning years). These various Town departments have requested **\$736,350.67** in funding for **22 capital projects** in the capital year, **2019**. Only six of the 22 proposals are scheduled to either construct or purchase something in 2019. 15 proposals begin to fund future purchases or projects incrementally by putting aside the amount needed into a Capital Reserve Fund (CRF) to get to the project cost or purchase price in the remaining years of service for each capital item. This technique serves to spread out the cost and smooth the impact year on year to the tax levy. One proposal is for a new long term lease.
2. When five previously approved, on-going capital projects spending slated for 2019 are added to the cost of the 22 new capital projects, the total becomes \$1,079,590.72. When the state Highway Block Grant, other grants and offsets in the amount of \$262,400.00 are subtracted, the tax levy total becomes \$817,190.72 for the capital spending year 2019.
3. The Board has recommended **funding proposals 2 through 20, plus No. 21, the Roll-off Truck (see rating-ranking matrix)** for a total of **20 capital project expenditures** in the capital year, **2019** with the following comments:
 - a. Priority one for the Board this year is ensuring that a floating 2024 Sewer Utility Capacity & Expansion Analysis Study be included in the planning years' portion of the program. Please note that no spending is being proposed for this capital study.
 - b. The DPW Director has presented evidence to the Board that the Road Construction funding, which has remained level at \$290,000 for many years, is no longer enough to keep up with maintaining deteriorating Town roads. The Director is requesting an increase of \$35,000 for a total of \$325,000. This total is always offset by the state highway block grant funding in the amount of approximately \$134,000, so the tax levy total requested is approximately \$191,000. The Board ranked this project 3rd.
 - c. The Board recommends that the Fire Department Pumper/Tanker Truck 4 funding be prioritized as the need for quick replacement was proven to the Board by the Fire Chief. Additionally, the lease amount for Engine 6 will have ended in 2018 with the new Engine 4 lease beginning at nearly the same amount in 2019 so there will be no net change in the

amount the Town is paying for the next two years, then it will increase after that (refer to CIP Spreadsheet). The project was ranked 4th.

- d. The Board ranked the replacement of Police cruiser 2 and the continuing lease for Police cruisers 3, 4 & 5 second and ninth, respectively. It's important to note that no tax levy is required for either of these capital purchases because the funding comes from the Police Detail income.
 - e. The Board saw the need to continually develop new, useful map and data layers for the new web-based Geographic Information System (GIS) for both residents at home and staff to use. They were presented a plan to prepare a five year-level cost strategy for prioritizing and funding these layers and ranked this proposal 6th.
 - f. The DPW Director presented evidence to the Board that showed the very bad condition of the public works garage structure, including evidence of safety issues and deteriorating conditions. The Board ranked the incremental put-aside of funds towards the engineering of a new facility at 11th.
 - g. This will be the last year for funding the Fire Department's purchase next year of replacement Self-contained Breathing Apparatus gear. The existing gear will have exceeded its shelf life (and must be discarded) by then. The Board ranked the project 10th.
 - h. The 21-ranked proposal for a future replacement roll-off truck is being recommended because all the funding is derived from Transfer Station earnings, not from the tax levy.
 - i. The Board notes that the 5th ranked Technology Upgrades Project is very important because the Town's servers and computers are old and are at risk of cyber-attacks and breakdowns.
 - j. The Boat Ramp project funding was not recommended by the Board. This project was ranked last by the Board because it was felt that the remaining required funding should come from the Recreation Revolving Fund, and that the Board didn't get all the information they needed. By not including the funds for this project, **the recommended capital year tax levy total would be reduced to \$802,190.72 for 2019.**
4. Ranking proposals this year was more spread out for the top five ranked submissions, with a 3.0 point spread between the averages of one through 5, while there was only a 1.8 point spread in the previous year. There was a 7.2 point spread between the averages of the top ten proposals, while there was only a 3.2 point spread in the previous year. The Board notes that this is most likely due to a more thoughtful, in-depth review of the actual need for the proposals being reflected in more accurate ratings and rankings.
 5. The Planning Board notes that the School District did not prepare any capital submissions but believes that positive progress was made this past year. They did take part in CIP informational meetings and had the Planner present the program to the whole School Board. The Board indicated they needed to prepare a School District Capital Program and then would participate in the Overarching Town program.
 6. The Board recommends the Water District more fully analyze their future capital needs and work more closely with the Planning Board and Planner to prepare a realistic plan. This is important because without a future capacity, capital asset and expansion analysis study included in the CIP, the

Water District will not know whether potential developers can develop and utilize the water utility or whether said developer will be using all or most of the remaining capacity. Additionally, the Town cannot require any impact fees and the Planning Board may not request any utility fair share impact mitigation exactions from specific development proposals that come before them.

7. All project proposals were analyzed for their Master Plan tie-in; however, the Board believes this is a complicated, subjective task because the Town currently has no current Community Facilities Chapter of the Master Plan. Because of the large work load for both the Board and the Planner during 2018, data-gathering work to prepare this critical part of the Town's Master Plan did not begin in time to be useful for this year's Capital Improvement Program Annual Report. The task is on the Planning Board's Annual Work Program but requires communication to and cooperation of the Department Heads.
8. The Board continues to recommend following the remaining Department Head recommendations contained in the **Capital Reserve Fund Information & Recommendation matrix** (last year's report). These recommendations would have a few CRF's eliminated, some repurposed, and some would have their balances moved to other funds. This task was started last year and requires additional action through preparing warrant language for the annual Town Meeting.
9. The Board continues to recommend that potential increases of no more than 3% for year over year total Capital Expense. **The year on year change from 2108 to 2019 stands at approximately +3.8%.**
10. The Board continues to recommend a policy of utilizing lease-purchase programs for large ticket acquisitions which will serve to more evenly spread, rather than spike, the costs and therefore the effects on the size of the tax levy year on year.
11. The Board recommends the judicious use of some of the unexpended fund balance for use in funding a portion of this recommended 2019 CIP if this action does not abridge generally accepted accounting principles, state statutes or put the financial well-being of the Town in jeopardy.
14. The Board strongly recommends that the Board of Selectmen review our project recommendations beginning on **p.7** of this report.
15. Finally, the Planning Board respectfully requests that the Board of Selectmen advise us whether it has accepted our report in whole or in part, and what it shall submit for funding requests for capital projects as part of the coming fiscal year budget, in accordance with the **CIP Charge and Policy document**, attached to this report.

THE MILTON 2019-2024 CIP RECOMMENDATION REPORT

On behalf of the Planning Board, it is our pleasure to submit herewith our proposed Capital Improvements Program Report for Fiscal Years 2019-2024 for your consideration. The sum total of all projects recommended is \$4,572,071.70 for the six-year program (capital spending year plus five planning years) with **\$802,190.72** of this programmed for **2019**. This is an increase of 3.8% from 2018. Please note that the annual state highway block grant amount, other grants and offsets, such as the school project amount, Police vehicle lease purchase (paid out of detail fund), and roll-off truck purchase (paid out of Transfer Station fees), have been subtracted from these totals.

In our third year, our process of how we gather information and the process we utilize, including our method for rating and ranking the project requests was very efficient and assisted us with our recommendations to you contained in the accompanying report, CIP spreadsheet, Master Plan Tie-In Matrix, Capital Reserve Fund Info & Recommendation Matrix (from last year's report), and Rating-Ranking Matrix.

We thank all the Department Heads for the presentations on their needs. Without their full cooperation, we could not have completed this document.

In many New Hampshire communities, the Planning Board has the responsibility for the preparation of the capital improvement program. The Planning Board must follow the statute RSA 674:5 through 674:8. The program is first and foremost a recommended plan for capital spending in the upcoming budget year and a recommendation for tentative capital budgeting of the next five years. The key of course is that the Board does not decide how capital projects move forward or are funded, their task is to simply put forth a well-considered plan (the CIP) as a recommendation to the Board of Selectmen and the Budget Committee. Only those two entities have the authority to approve sending warrants seeking approval for spending monies on capital projects to the voters.

The Capital Improvements Program must also be responsive to the uncertainties that are inherent in all aspects of community development. It is important that the program be reviewed on an annual basis to remain both proactive and practical.

We held our first meeting this year in early April to review the format, process and schedule for the task at hand. The Board was flexible throughout the process to ensure all submitters were heard and all questions were answered. Over the course of developing this Capital Improvements Program, we heard presentations or received correspondence from Department Heads on their current facilities and equipment and perceived needs. Some Departments indicated they do not currently have any capital project needs for the program period, most notably the Water District. The Board believes that more thought and planning by that entity must be undertaken. The Board recommends the Water District more fully analyze its future capital needs based on potential expansion or major replacement of infrastructure by working more closely with the Planning Board and Planner to prepare a realistic plan for the future. This is important because without future projects included in the CIP, the Town cannot require any impact fees and the Planning Board may not request any utility fair share impact mitigation

exactions from specific development proposals that come before them, and how would anyone know when to save money to replace capital items?

We reviewed financial reports. We reviewed project requests and, at times, requested additional information. The Master Plan was reviewed extensively to see if each of the project submittals tied-in to it. The Board believes this is a complicated, subjective task because the Town currently has no Community Facilities Chapter of the Master Plan. It is the Board's strong recommendation that data-gathering work to prepare this critical part of the Town's Master Plan begin as soon as possible to be useful for Departments and for next year's iteration of the Capital Improvement Program Annual Report.

The Board has recommended **funding proposals 2 through 20, plus No. 21, the Roll-off Truck (see rating-ranking matrix)** for a total of 20 capital project expenditures in the capital year, 2019 with the following comments:

- k. Priority one for the Board this year is ensuring that a floating 2024 Sewer Utility Capacity & Expansion Analysis Study be included in the planning years' portion of the program. Please note that no spending is being proposed for this capital study.
- l. The DPW Director has presented evidence to the Board that the Road Construction funding, which has remained level at \$290,000 for many years, is no longer enough to keep up with maintaining deteriorating Town roads. The Director is requesting an increase of \$35,000 for a total of \$325,000. This total is always offset by the state highway block grant funding in the amount of approximately \$134,000, so the tax levy total requested is approximately \$191,000. The Board ranked this project 3rd.
- m. The Board recommends that the Fire Department Pumper/Tanker Truck 4 funding be prioritized as the need for quick replacement was proven to the Board by the Fire Chief. Additionally, the lease amount for Engine 6 will have ended in 2018 with the new Engine 4 lease beginning at nearly the same amount in 2019 so there will be no net change in the amount the Town is paying for the next two years, then it will increase after that (refer to CIP Spreadsheet). The project was ranked 4th.
- n. The Board ranked the replacement of Police cruiser 2 and the continuing lease for Police cruisers 3, 4 & 5 second and ninth, respectively. It's important to note that no tax levy is required for either of these capital purchases because the funding comes from the Police Detail income.
- o. The Board saw the need to continually develop new, useful map and data layers for the new web-based Geographic Information System (GIS) for both residents at home and staff to use. They were presented a plan to prepare a five year-level cost strategy for prioritizing and funding these layers and ranked this proposal 6th.
- p. The DPW Director presented evidence to the Board that showed the very bad condition of the public works garage structure, including evidence of safety issues and deteriorating conditions. The Board ranked the incremental put-aside of funds towards the engineering of a new facility at 11th.

- q. This will be the last year for funding the Fire Department’s purchase next year of replacement Self-contained Breathing Apparatus gear. The existing gear will have exceeded its shelf life (and must be discarded) by then. The Board ranked the project 10th.
- r. The 21-ranked proposal for a future replacement roll-off truck is being recommended because all the funding is derived from Transfer Station earnings, not from the tax levy.
- s. The Board notes that the 5th ranked Technology Upgrades Project is very important because the Town’s servers and computers are old and are at risk of cyber-attacks and breakdowns.
- t. The Boat Ramp project funding was not recommended by the Board. This project was ranked last by the Board because it was felt that the remaining required funding should come from the Recreation Revolving Fund, and that the Board didn’t get all the information they needed. By not including the funds for this project, **the recommended capital year tax levy total would be reduced to \$802,190.72 for 2019.**

We reviewed and discussed each project and classified them in one of the following categories:

Class 1= Urgent Need-immediately for health & safety needs

Class 2= Justified Need-to maintain basic level & quality services

Class 3= Desirable-to improve quality & level of service

Class 4= Unprogrammed-not enough info provided to evaluate need

Class 5= Prior Approved Expense

Class 6= Not Considered

Class 7= Not Recommended

These classifications may be found in the Class & Rank column on the 2019-2024 CIP Spreadsheet.

The Board then reviewed and discussed each 2019 (capital spending year) project submittal and using an agreed-upon criteria form, rated each project. The rating totals then formed the basis for our ranking that is our recommended prioritization for approving funding for them. Finally, we will present our Draft Capital Improvements Program Report at a public hearing to be held on September 18, 2018 and may revise and finalize the report for the Board of Selectmen and Budget Committee. A second public hearing will be held if necessary.

Integral parts of this report are the **CIP Six Year Spreadsheet, the Master Plan Tie-In Matrix, the 2019 Project Rating and Ranking Matrix, the Capital Reserve Fund Info & Recommendation Matrix and the CIP Charge and Policy document**, all attached to this report.

Review of Town Meeting. The annual review and update process begins in the spring of each year with a review of the decisions made at the Milton Town meeting. This review examines the capital improvement related decisions that were acted upon by the voters and looks at the status of one time and continuing capital projects and their spending. This part of the process was not effectively done this

year. Additional communication and coordination with the Town Administrator and Planner are steps that will be taken.

Meetings with Project Sponsors. Throughout the spring, the Planning Board meets with Boards, Commissions, Committees and Department Heads to discuss any updates to existing information, and to review and discuss any newly identified or revised capital projects. The Board did not meet with those entities that indicated they had no capital expenditures planned. The School District did not prepare any capital submissions, nor respond to requests or inquiries regarding the Capital Improvement Program as required by statute. This may be due to the change in personnel or the change in the makeup of the District, but the Board requests support of the Board of Selectmen and Budget Committee with this issue.

Formulation of CIP Recommendations. In the summer, the Planning Board conducts final meetings with project sponsors if necessary. By consensus, the Planning Board develops its recommendations for the ensuing six-year program period. The Master Plan provides background information and provides guidance to the Board as it determines whether there is a strong, normal or weak tie-in to the Master Plan, however, this is a complicated, subjective task because the Town currently has no Community Facilities Chapter of the Master Plan. It is the Board's strong recommendation that data-gathering work to prepare this critical part of the Town's Master Plan begin as soon as possible to be useful for next year's iteration of the Capital Improvement Program Annual Report.

CIP Adoption. The Planning Board presents its Draft recommended program to the community at a public hearing. This is an opportunity for the public to comment on the CIP prior to its adoption by the Board as its official recommendation to the Board of Selectmen. The Draft is then formalized based upon the comments received. The notification and hearing requirement process the Planning Board follows are the same process used for the adoption of a Master Plan, provided for in RSA 675:6. Once adopted, the CIP is filed with the Town Clerk and the NH Office of Energy and Planning.

CIP and the Budget Process. The adopted CIP is forwarded to the Board of Selectmen, with copies to the Budget Committee, School Board and Library Trustees for their consideration as part of the budget development processes. As the respective entities hold their budget workshops and hearings, the public has additional opportunities to comment on capital improvements. We will place a copy on the Town Website for easy access to members of our community.

One of the goals of the CIP is to recommend a stable program of improvements in terms of the associated tax rate impact. Although capital improvements represent a relatively small portion of Town appropriations, they can be easily targeted for budget reduction purposes. It is important that public officials consider needed capital expenditures within the context of the bigger spending picture. To the extent this process is accomplished reasonably, tax rate stability can be achieved while decreasing the likelihood that action on needed capital improvements will be deferred. This stability can be accomplished by rating and ranking the project submittals, then recommending only those projects by ranked priority that fall within the Town's recommended funding total for capital spending in that year. Additionally, by determining equipment or facility life, an annual recommended contribution to an established capital reserve fund may be calculated to incrementally save money each year until the

capital asset is required. These are the best methods to smooth out the tax levy amount and still pay for justified or urgent capital needs for the benefit of the Town's citizens.

Town Meeting. The budget process culminates with the consideration of budgets presented by the Board of Selectmen and the Budget Committee to the Town Meeting. It is at the Town Meeting vote on warrants where actual appropriations are approved or not to fund capital improvements.

Public Participation. The Milton residents can participate in the development of the program and to review and comment on the setting of community needs and priorities. The value of public participation lies not only in allowing the project beneficiaries and taxpayers to express their desires, but also in obtaining continued public support for future investments in our community.

PROGRAM FINANCE

As mentioned previously, the CIP forecasts major capital projects within a flexible framework designed to distribute the tax burden attributable to capital expenditures over time. Towards this end, the Committee recommends a six-year program that fits within reasonable, fiscal constraints. Although a fiscally constrained CIP is not a statutory requirement, the Board feels that it is a very important element of a balanced program.

Project Financing. Financing mechanisms will vary by project and circumstances including general fund revenues, special assessments, grant funding, private donations, Capital Reserve funding, lease/purchases, and short and long-term borrowing. The funding mechanisms chosen for individual capital projects are not within the purview of the Planning Board, nor are these funding mechanisms part of our recommendation to the Board of Selectmen and Budget Committee.

Non-Property Tax Revenue Offsets. Non-property tax revenues such as federal and state grants are identified in relation to specific projects. These projected revenue offsets are applied to project costs.

Expendable Trust and Capital Reserve Funds. The making of an annual recommended contribution (ARC) to an expendable trust or capital reserve fund for future withdrawal can be a useful tool to "smooth" out the property tax levy. The Town began to undertake a complete review of its funds as to when it should establish one, how to establish, how much to annually contribute, and what the "floor" (i.e. minimum level) and "ceiling" (i.e. maximum level) should be this year in more detail. The Planning Board recommends moving towards annual recommended contributions to the reserve accounts and the percentage ceiling for capping the total capital year expenditures on an on-going basis as outlined in last year's **Milton CIP-Establishing Fiscal Wellness document**.

RECOMMENDATIONS

The Planning Board recommends the incremental accumulation of capital reserves to provide a smoothing out of capital funding required to meet the town's needs on a long-term basis as per the **Capital Reserve Fund Info & Recommendation Matrix and the Fire, Police and DPW Fleet Schedules (with ARCs)**. The Planning Board recommends this level funding process that includes the

Capital Reserve philosophy recommended in the above document. A thorough study of the status and accounting of the Town's reserve and trust funds happened last year and was a first step towards instituting this policy. Warrant language should be crafted that fulfills these recommendations regarding CRFs. Additionally, The Board recommends that the Board of Selectmen, after careful fiscal analysis, utilize some of the previous year's unexpended fund balance to offset general fund spending on capital projects. The Planning Board is recommending **funding proposals 2 through 20, plus No. 21, the Roll-off Truck (see rating-ranking matrix) for a total of 20 capital project expenditures** in the capital year, **2019**.

The Board further recommends that the Planner work early on with the School District next year to assist in the development of their capital program, work with the Water Commissioners to increase the understanding of the CIP program, process and its benefits and continue communication with the Sewer Department.

Asset Management Plan

It is recommended that the DPW, Fire Dept., and Police Dept. continue to track all rolling stock maintenance records beginning this year, so that reports by specific piece of equipment are available each year. This process will provide added objectivity to the performance of per-vehicle cost analysis to help determine whether a continued repair option or replacement option is the more cost effective for an upcoming budget cycle.

The Planning Board also recommends continuing an equipment replacement planning approach (begun by some Department Heads last year) that uses manufacturer recommended replacement schedules as the long-term planning guide and depends on actual serviceability of equipment at appropriate cost levels for year to year determination when the target year is reached (if it isn't broken, we shouldn't replace it). The DPW, Fire Dept., and Police Dept. have all developed Fleet Replacement matrices and now use them each year to determine annual recommended contributions (ARCs) to reserve funds.

PLANNING BOARD COMMENTARY ON 2019 CAPITAL PROJECTS

The Capital Planning process continues to mature and improve by taking a step by step process in reviewing each year's program. Submittals by the Department Heads continue to get better in the depth of request, rationale and supporting data. Real positive progress was made regarding setting up and continuing the policy of incremental annual funding based on the expected life of vehicles or equipment, so all funds will be ready when needed with no spikes to taxpayers. Outreach to the Board of Selectmen and the Sewer Department was successful in conveying the idea of planning for capital needs. This was a year of smooth and positive progress in cooperation and communication which has helped make the CIP process more viable and useful. We thank everyone who worked through the process and the myriad of requests, questions and discussions. We also thank those in the Milton Community who have shown interest and taken the time to ask questions which has helped to make a better recommended Plan.

The Planning Board recommends approving this program to build the Capital Reserve Funds to levels that can provide multi-year smoothing of annual appropriations needed for Capital expenses.

Considering our goal to keep year on year increases below 3%, looking backward one year while planning forward five years should be a key component of the program work annually. One concern is the 3.8% increase over last year's total recommended outlay. If the Board of Selectmen and Budget Committee concur with the recommended level of funding, it is recommended that the use of unexpended fund balance be used to reduce the percent increase year over year to less than 3% if feasible. Also, of concern in the current program are the lack of any capital proposals for the water utility and the School District in Town. There should be some number of water capital projects proposed for the planning years in the Program, recognizing however, that these planning years are subject to a year by year review in order to reassess needs and smooth the annual cost over the life of the program, and that this process will occur again for 2020 and annually thereafter. Therefore, planning for the future, whether for maintaining capacity or for expansion, is key to any utility capital improvement program. The School District is now cooperating and communicating with the Planner and Planning Board.

The Planning Board recommendations are grouped into Priority Classifications as identified previously in this report and on the CIP Spreadsheet. Projects identified as priority 1 (Urgent Need – immediately for health and safety needs) and Priority 2 (Justified Need – to maintain basic level and quality of services) are not included in this commentary as they are fully supported and recommended by the Planning Board. We may provide comments on lesser ranked priority items only, such as Priority 3 (Desirable-to improve quality & level of service), Priority 4, and Priority 7 (Not Recommended). In some cases, Priority 4 (Unprogrammed – not enough info provided to evaluate need) has been used. Our desire is to obtain the missing information to properly classify each project and give it full consideration vs. all other projects before us.

Priority Code 4: Unprogrammed-Not Enough Info Provided to Evaluate Need

There are no Priority Code 4 for 2019 as the Board was satisfied that they were given all the information needed to make an assessment and rating of the projects submitted.

Priority Code 7: Not Recommended

There is one Priority Code 7 for 2019. The Boat Ramp project was ranked last by the Board because it was felt that the remaining required funding should come from the Recreation Revolving Fund, and that the Board didn't get all the information they needed, specifically about the issue of whether the state could build the ramp and what that would mean for Town Beach access and for Recreation income.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
68	SEWER	Sewer Utility Capacity & Expansion Analysis Study	\$ -				\$ -						\$ -				\$ 75,000.00	1,1	\$ 75,000.00
69	SEWER			\$ -					\$ -		\$ -		\$ -						\$ -
70	SEWER		\$ -	\$ -			\$ -		\$ -		\$ -		\$ -						\$ -
71	SEWER		\$ -	\$ -			\$ -		\$ -		\$ -		\$ -						\$ -
72		Subtotal	\$ -	\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ 75,000.00		\$ 75,000.00
73																			
74	SCHOOL	Milton Elementary Shingle Roof Maintenance	\$ 33,777.00	\$ 30,983.00			\$ -						\$ -						\$ -
75	SCHOOL			\$ -			\$ -		\$ -		\$ -		\$ -						\$ -
76	SCHOOL		\$ -	\$ -			\$ -		\$ -		\$ -		\$ -						\$ -
77		Subtotal	\$ 33,777.00	\$ 30,983.00			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
78																			
79		TOTALS	2017	2018			2019	2019	2020		2021		2022	Class	2023	Class	2024	Class	TOTALS
80		TOTAL CAPITAL RESERVE AMOUNT OFF-SETS		\$ -			\$ -		\$ -		\$ -		\$ -						\$ -
81		TOTAL CAPITAL PROJECT FUNDING	\$ 829,926.05	\$ 1,014,182.72			\$ 1,064,590.72		\$ 1,048,790.72		\$ 920,982.86		\$ 944,982.86		\$ 953,647.27		\$ 812,843.27		\$ 5,745,837.70
82		TOTAL UNEXPENDED FUND BALANCE AMOUNT	\$ -	\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
83		TOTAL GRANT AMOUNT OFF-SETS	\$ (110,000.00)	\$ (134,000.00)			\$ (179,000.00)		\$ (134,000.00)		\$ (134,000.00)		\$ (134,000.00)		\$ (134,000.00)		\$ (134,000.00)		\$ (849,000.00)
84		OTHER REVENUE OFF-SETS	\$ (33,777.00)	\$ (107,766.00)			\$ (83,400.00)		\$ (80,400.00)		\$ (38,400.00)		\$ (7,400.00)		\$ (7,400.00)		\$ (7,400.00)		\$ (324,766.00)
85		FINAL TOTAL***	\$ 686,149.05	\$ 772,416.72			\$ 802,190.72		\$ 834,390.72		\$ 748,582.86		\$ 803,582.86		\$ 812,247.27		\$ 671,443.27		\$ 4,572,071.70
86		LEGEND: Priority Codes																	
87		Class 1= Urgent Need-immediately for health & safety needs																	
88		Class 2= Justified Need-to maintain basic level & quality services																	
89		Class 3= Desirable-to improve quality & level of service																	
90	Color Code	Class 4= Unprogrammed-not enough info provided to evaluate need																	
91		Class 5= Prior Approved Expense (such as lease or bond payments)																	
92		Class 6= Not Considered																	
93	Color Code	Class 7= Not Recommended																	

* Note: \$24,000 is reflected under "Total Grant Amount Offsets" in the master sheet at the bottom.

***Note: Final Total includes Planning Board recommendations.

Dept.	Project	Previous Year CIP		CAPITAL YEAR REQUESTS		2020	Class	FIVE PLANNING YEARS					2024	Class	Project Totals
		2017	2018	2019	Class, Rank			2021	Class	2022	Class	2023			
SEWER	Sewer Utility Capacity & Expansion Analysis Study													\$ 75,000.00	\$ 75,000.00
SEWER															\$ -
SEWER															\$ -
SEWER															\$ -
SEWER															\$ -
SEWER															\$ -
SEWER															\$ -
SEWER															\$ -
SEWER															\$ -
	Subtotal	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ -		\$ 75,000.00	\$ 75,000.00

Dept.	Project	Previous Year		Previous Year CAPITAL YEAR REQUEST		5 year planning period						Six Year		Range		
		2017	2018	2019	2020	Class	2021	Class	2022	Class	2023	Class	2024		Class	Project Totals
BLDG	Transfer Station Building											\$ 5,000.00		\$ 5,000.00	\$ 10,000.00	####
BLDG	DPW Garage/ engineering		#####	\$ 50,000.00	\$ 50,000.00		\$50,000.00		\$50,000.00			\$50,000.00		\$50,000.00	\$ 300,000.00	
BLDG															\$ -	
BLDG															\$ -	
BLDG															\$ -	
BLDG															\$ -	
BLDG															\$ -	
BLDG															\$ -	
BLDG															\$ -	
Subtotal		\$ -	#####	\$ 50,000.00	\$ 50,000.00		\$ 50,000.00		\$ 50,000.00			\$ 55,000.00		\$ 55,000.00	\$ 310,000.00	####

Dept.	Project	Previous Year CIP		CAPITAL YEAR REQUESTS		5 year planning period										Six Year		Long-Range
		2017	2018	2019	2020	Class	2021	Class	2022	Class	2023	Class	2024	Class	Project Totals	2025		
DPW	Road Construction	\$ 290,000.00	\$ 290,000.00	\$ 325,000.00	\$ 350,000.00		\$350,000.00		\$350,000.00		\$350,000.00		\$350,000.00		\$ 2,075,000.00	#####		
DPW	Three - 2015 7400 Int Dump Truck w/ plow and sander lease	\$ 70,335.59	\$ 70,335.59	\$ 70,335.59	\$ 70,335.59		\$70,335.59		\$70,335.59		\$80,000.00		\$80,000.00		\$ 441,342.36			
DPW	2015 John Deere 670G Grader lease	\$ 26,792.60	\$ 26,792.60	\$ 26,792.60	\$ 26,792.60		\$26,792.60		\$26,792.60		\$26,792.60		\$26,792.60		\$ 160,755.60			
DPW	Skid Steer Replacement w/quick attach snow blower, bucket, forks & sweeper		\$ 1,800.00	\$ 1,800.00	\$ 1,800.00		\$1,800.00		\$1,800.00		\$1,800.00		\$1,800.00		\$ 10,800.00	#####		
DPW	Pay-Loader Replacement w/ forks		\$ 8,266.67	\$ 8,266.67	\$ 8,266.67		\$8,266.67		\$8,266.67		\$8,266.67		\$8,266.67		\$ 49,600.02			
DPW	1-Ton Pickup w/Plow and Sander		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$ 30,000.00	#####		
DPW	2017 Ford F-250 Pick up truck w/plow	\$ 20,000.00													\$ -			
DPW	2018 Ford F-250 Pick up truck w/plow (and future replacement)		\$ 40,000.00	\$ 3,800.00	\$ 3,800.00		\$3,800.00		\$ 3,800.00		\$ 3,800.00		\$ 3,800.00		\$ 22,800.00	#####		
DPW	2019 Ford F-250 Pick up truck w/plow (and future replacement)			\$ 40,000.00	\$ 3,800.00		\$3,800.00		\$3,800.00		\$3,800.00		\$3,800.00		\$ 59,000.00	#####		
DPW	2027 Ford F-250 Pick up w/plow		\$ 4,000.00	\$ 4,000.00	\$ 4,000.00		\$4,000.00		\$4,000.00		\$4,000.00		\$4,000.00		\$ 24,000.00	#####		
DPW	Excavator		\$ 2,250.00	\$ 2,250.00	\$ 2,250.00		\$2,250.00		\$2,250.00		\$2,250.00		\$2,250.00		\$ 13,500.00	#####		
DPW	Roll off truck (CRF funded 100% by Transfer Station earnings)		\$ 7,400.00	\$ 7,400.00	\$ 7,400.00		\$7,400.00		\$7,400.00		\$7,400.00		\$7,400.00		\$ 44,400.00			
DPW	Replace Town House Pond RD Bridge 2019 (CRF)	\$ 20,000.00	\$ 20,000.00	\$ -											\$ -			
DPW	Replace Winding Hill RD Bridge 2026 (CRF)		\$ 25,000.00	\$ 25,000.00	\$ 25,000.00		\$ 25,000.00		\$ 25,000.00		\$ 25,000.00		\$ 25,000.00		\$ 150,000.00			
DPW	10 Ton Equipment Trailer				\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 5,000.00	#####		
DPW	3 Ton Equipment Trailer				\$ 400.00		\$ 400.00		\$ 400.00		\$ 400.00		\$ 400.00		\$ 2,000.00	\$ 400.00		
DPW	Ford 5000 Tractor w/boom mower		\$ 1,667.00	\$ 1,667.00	\$1,667.00		\$1,667.00		\$1,667.00		\$1,667.00		\$1,667.00		\$ 10,002.00	#####		
DPW	Bandit Wood Chipper		\$ 667.00	\$ 667.00	\$667.00		\$667.00		\$667.00		\$667.00		\$667.00		\$ 4,002.00	\$ 667.00		
DPW																		
	Subtotal	\$427,128.19	\$503,178.86	\$521,978.86	\$512,178.86		\$512,178.86		\$512,178.86		\$521,843.27		\$521,843.27		\$3,102,201.98	#####		

Dept.	Project	PREVIOUS YEAR		PITAL YEAR REQUE	5 year planning period										Six Year	ng-Range
		2017	2018	2019	2020	Class	2021	Class	2022	Class	2023	Class	2024	Class	Project Totals	2025
FIRE	Lease Payment on Engine 6	\$ 40,909.00	\$ 40,909.00												\$ -	
FIRE	Replacement of Self-Contained Breathing Apparatus (CRF)		\$ 50,000.00	\$ 65,000.00	\$ -		\$ -								\$ 65,000.00	
FIRE	2019 Replacement of Engine 4-Pumper/Tanker (Lease)			\$ 40,000.00	\$ 40,000.00		\$ 73,000.00		\$ 73,000.00		\$ 73,000.00		\$ 73,000.00		\$ 372,000.00	####
FIRE	2021 Replacement of Truck 1-used (CRF & warrant)		\$ -	\$ -	\$ 55,000.00		\$ 70,000.00		\$ -		\$ -		\$ -		\$ 125,000.00	
FIRE	2020 Replacement of Car 1 (CRF)	\$ -	\$ 15,000.00	\$ 5,000.00	\$ 15,000.00										\$ 20,000.00	
FIRE	Replacement of Utility Truck/Car 2 (CRF)	\$ 30,000.00	\$ -	\$ -	\$ -										\$ -	
FIRE	Replacement of Portable Radios (CRF)	\$ 30,307.86	\$ 30,307.86	\$ 30,307.86	\$ 30,307.86	5									\$ 60,615.72	
FIRE	Replacement of Fire Station (Bond)	\$ 215,804.00	\$ 215,804.00	\$ 215,804.00	\$ 215,804.00		\$ 215,804.00		\$ 215,804.00		\$ 215,804.00		\$ 215,804.00		\$ 1,294,824.00	
FIRE	Replacement of Apparatus Mobile Radios (CRF)				\$ -										\$ -	
FIRE	Replacement of Engine 3-Pumper (2029)						\$ -		\$ 70,000.00		\$ 70,000.00		\$ 70,000.00		\$ 210,000.00	####
Subtotal		\$317,020.86	\$352,020.86	\$356,111.86	\$356,111.86		\$358,804.00		\$358,804.00		\$ 358,804.00		\$ 358,804.00		\$2,147,439.72	####

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Dept.	Project		Previous Year CIP		Previous Year CIP		APITAL YEAR REQUEST				FIVE PLANNING YEARS							Six Year	
2				2017		2018		2019	2020	Class	2021	Class	2022	Class	2023	Class	2024	Class		Project Totals
3	Police	Police Cruiser Lease--Replacement of Cars 3,4,5				\$ 31,000.00		\$ 31,000.00	\$ 31,000.00	5	\$ 31,000.00	5								\$ 93,000.00
4	Police	Police Cruiser Replacement Car 2						\$ 45,000.00												\$ 45,000.00
5	Police	Police Cruiser Replacement Car 1							\$ 42,000.00											\$ 42,000.00
6	Police	Police Cruiser Lease Payment		\$31,000.00																\$ -
7	Police	Taser X2 and Axon Camera replacement							\$ 16,500.00											\$ 16,500.00
8	Police																			\$ -
9	Police																			\$ -
10	Police																			\$ -
11	Police																			\$ -
12																				
13				Subtotal		\$ 31,000.00		\$ 31,000.00	\$ 89,500.00		\$ 31,000.00		\$ -		\$ -		\$ -		\$ -	\$ 196,500.00

Dept.	Project	Previous Year		CAPITAL YEAR REQUESTS			FIVE PLANNING YEARS					
		2018	2019	2020	Class	2021	Class	2022	Class	2023	Class	2024
Library	Library Renovation Project (with grant and use of CRF at approx. \$24K*)	\$ 31,000.00	\$ 52,000.00	\$ 32,000.00								
Library	Library Parking Lot Paving	\$ -				\$ 5,000.00		\$ 5,000.00		\$ 5,000.00		\$ 5,000.00
Library	Library ADA Second Floor Access (CRF)	\$ -	\$ -	\$ -		\$ 10,000.00		\$ 10,000.00		\$ 10,000.00		\$ 10,000.00
All Depts	Geographic Information System 5-year plan datasets	\$ 8,000.00	\$ 2,500.00	\$ 3,000.00		\$ 3,000.00		\$ 3,000.00		\$ 3,000.00		\$ 3,000.00
All Depts	Technology Upgrades	\$ 8,000.00	\$ 6,000.00	\$ 6,000.00	2	\$ 6,000.00	2	\$ 6,000.00	2	\$ -		\$ -
Subtotal		\$ 47,000.00	\$ 60,500.00	\$ 41,000.00		\$ 19,000.00		\$ 19,000.00		\$ 13,000.00		\$ 13,000.00

* Note: \$24,000 is reflected under "Total Grant Amount Offsets" in the master sheet at the bottom.

Dept.	Project	PREVIOUS YEAR			CAPITAL YEAR REQUEST	5 year planning period										Six Year		ng-Range
		2017	2018	2019		2020	Class	2021	Class	2022	Class	2023	Class	2024	Class	Project Totals	2024	
School	Milton Elementary Shingle Roof Maintenance	\$ 33,777.00	\$ 30,983.00													\$ -		
School																\$ -		
School																\$ -		
School																\$ -		
School																\$ -		
School																\$ -		
School																\$ -		
School																\$ -		
School																\$ -		
	Subtotal	\$ 33,777.00	\$ 30,983.00	\$ -	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	

2019-2024 Capital Projects Year-Master Plan Tie-In Sheet

Final Approved 7-17-2018

Dept.	Project	Master Plan Tie-in?	Chapter	Page, Section	Strength
LIBRARY	Library Parking Lot Paving	yes	2.3	p.39, impl strat	Normal
LIBRARY	2028 Library ADA Second Floor Access	yes	2.3	p.39, impl strat	Normal
LIBRARY	Library Renovation Project (with grant and use of CRF at approx. \$24K*)	yes	2.3	p.39, impl strat	Strong
All Depts	Technology Upgrades	yes	Part 1	p.4, para. 1	Strong
All Depts	Geographic Information System 5-year plan datasets	yes	2.1	p.9, no.14	Normal
DPW	Road Construction	Yes	2.5	p.43	Strong
DPW	2015 John Deere 670G Grader lease	Yes	2.5	p.43, para 1	Strong
DPW	Skid Steer Replacement w/quick attach snow blower, bucket, forks & sweeper	Yes	2.5	p.43, para 2	Normal
DPW	Pay-Loader Replacement w/ forks	Yes	2.5	p.43, para 2	Normal
DPW	1-Ton Pickup w/Plow and Sander	Yes	2.5	p.43, para 1	Strong
DPW	3 Ton Equipment Trailer	Yes	2.5	p.43, para 1	Normal
DPW	10 Ton Equipment Trailer	Yes	2.5	p.43, para 1	Strong
DPW	2019 Ford F-250 Pickup w/plow	Yes	2.5	p.43, para 1	Strong
DPW	2027 & 2029 Ford F-250 Pickup truck w/plow	Yes	2.5	p.43, para 1	Strong
DPW	Excavator	Yes	2.5	p.43, para 2	Normal
DPW	Roll off truck	Yes	2.5	p.43, para 2	Normal
DPW	Transfer Station Building	Yes	2.6	p.44	Normal
DPW	DPW Garage/ engineering	Yes	2.6	p.44	Normal
DPW	Replace Winding Hill RD Bridge 2026 (CRF)	Yes	2.5	p.43, para 1	Strong
DPW	Ford 5000 Tractor w/boom mower	Yes	2.5	p.43, para 2	Normal
DPW	Bandit Wood Chipper	Yes	2.5	p.43, para 2	Normal
FIRE	Replacement of Self-Contained Breathing Apparatus (CRF)	yes	2.1	p.8, goal 6	Strong
FIRE	2021 Replacement of Truck 1-used (CRF)	yes	Part 1	p.4, para 3	Normal
FIRE	2019 Replacement of Engine 4-Pumper/Tanker (Lease)	yes	Part 1	p.4, para 3	Strong

FIRE	Replacement of Engine 3-Pumper (2029)	yes	Part 1	p.4, para 3	Normal
FIRE	2020 Replacement of Car 1 (CRF)	yes	Part 1	p.4, para 3	Normal
POLICE	Taser X2 and Axon Camera replacement	yes	part 1	p.4, para 3	Normal
POLICE	Police Cruiser Replacement Car 1	yes	part 1	p.4, para 3	Normal
POLICE	Police Cruiser Lease--Replacement of Car 2	yes	part 1	p.4, para 3	Normal
REC	Boat Ramp Repair & Reconstruction	Yes	2.6	p.44	Normal
SEWER	Sewer Utility Capacity & Expansion Analysis Study	Yes	2.6	p.44	Strong
SEWER					
SCHOOL					
SCHOOL					
		Categories:	Weak	Normal	Strong

No.	Dept.	Project	Year	Peter	Ryan	Joe	Larry	Brian	Bob G.	TOTAL SCORE	RANKING	AVG
42	LIBRARY	2018-2020 Library Renovation Project (w/grant & use of CRF at approx. \$24K*)	18-20	44	51	32	45	36	42	250	14	41.7
44	SEWER	Sewer Capacity & Expansion Analysis Study	24	50	52	52	42	52	58	306	1	51.0
33	FIRE	2019 Replacement of Engine 4 Pumper/Tanker (Lease)	19-24+	54	48	50	42	38	60	292	4	48.7
31	FIRE	Replacement of Self-Contained Breathing Apparatus (CRF) FUNDING STARTS 2018	18-20	49	42	41	45	43	37	257	10	42.8
34	FIRE	Replacement of Car 1 (CRF) FUNDING STARTS 2018	18-20	39	43	36	33	33	42	226	20	37.7
45	All Depts	2019 Geographic Information System 5-year plan datasets	19-24	48	50	45	44	52	46	285	6	47.5
46	All Depts	Town Hall Technology Upgrades	18-22	48	55	49	44	44	48	288	5	48.0
61	REC	Boat Ramp Repair and Reconstruction (Rated again)	19	28	28	36	24	46	42	204	22	34.0
	POLICE	Police Cruiser Purchase--Replacement of Cars 3,4,5	18-21	46	45	44	34	44	45	258	9	43.0
49	POLICE	Police Cruiser Purchase--Replacement of Car 2	19	48	56	51	46	50	54	305	2	50.8
10	DPW	Future Skid Steer Replacement w/quick attach snow blower, bucket, forks & sweep	19-24+	41	43		47	32	37	200	16	40.0
11	DPW	Pay-Loader Replacement w/ forks (CRF)	18-24+	40	45		48	39	41	213	12	42.6
12	DPW	1-Ton Pickup w/Plow and Sander (CRF)	18-24+	39	45		46	43	38	211	13	42.2
7	DPW	Road Projects	19	52	50	44	48	50	56	300	3	50.0
16	DPW	2027 & 2029 Ford F-250 Pick up w/plow (CRF)	18-24+	39	48		48	44	42	221	8	44.2
17	DPW	2019 Ford F-250 Pick up truck w/plow (CRF)	19	43	46		48	44	41	222	7	44.4
18	DPW	Excavator (CRF)	18-24+	42	42	40	43	41	40	248	15	41.3
19	DPW	Roll off truck (CRF funded 100% by Transfer Station earnings)	18-24+	35	43	30	36	33	42	219	21	36.5
20	DPW	DPW Garage/ engineering (CRF)	18-24+	43	40	44	46	41	43	257	11	42.8
22	DPW	Replace Winding Hill RD Bridge 2026 (CRF)	18-24+	42	43	38	32	42	40	237	17	39.5
25	DPW	Ford 5000 Tractor w/boom mower (CRF)	18-24+	42	43	32	40	38	38	233	19	38.8
26	DPW	Bandit Wood Chipper (CRF)	18-24+	38	44	40	37	38	37	234	18	39.0

RANKING IN ORDER

No.	Dept.	Project	Year	Peter	Ryan	Joe	Larry	Brian	Bob G.	TOTAL SCORE	AVG	RANKING	2019 PROJECT COST
7	SEWER	Sewer Capacity & Expansion Analysis Study	24	50	52	52	42	52	58	306	51.0	1	\$0.00
20	POLICE	Police Cruiser Purchase--Replacement of Car 2	19	48	56	51	46	50	54	305	50.8	2	\$45,000.00
10	DPW	Road Projects	19	52	50	44	48	50	56	300	50.0	3	\$325,000.00
17	FIRE	2019 Replacement of Engine 4 Pumper/Tanker (Lease)	19-24+	54	48	50	42	38	60	292	48.7	4	\$40,000.00
49	Town Hall	Town Hall Technology Upgrades	18-22	48	55	49	44	44	48	288	48.0	5	\$6,000.00
46	All Depts	2019 Geographic Information System 5-year plan datasets	19-24	48	50	45	44	52	46	285	47.5	6	\$2,500.00
26	DPW	2019 Ford F-250 Pick up truck w/plow (CRF)	19-24+	43	46		48	44	41	222	44.4	7	\$40,000.00
22	DPW	2027 & 2029 Ford F-250 Pick up w/plow (CRF)	18-24+	39	48		48	44	42	221	44.2	8	\$7,800.00
	POLICE	Police Cruiser Purchase--Replacement of Cars 3,4,5	18-21	46	45	44	34	44	45	258	43.0	9	\$31,000.00
16	FIRE	Replacement of Self-Contained Breathing Apparatus (CRF) FUNDING STARTS 2018	18-20	49	42	41	45	43	37	257	42.8	10	\$65,000.00
34	DPW	DPW Garage/ engineering (CRF)	18-24+	43	40	44	46	41	43	257	42.8	11	\$50,000.00
12	DPW	Pay-Loader Replacement w/ forks (CRF)	18-24+	40	45		48	39	41	213	42.6	12	\$8,266.67
14	DPW	1-Ton Pickup w/Plow and Sander (CRF)	18-24+	39	45		46	43	38	211	42.2	13	\$5,000.00
45	LIBRARY	2018-2020 Library Renovation Project (w/grant & use of CRF at approx. \$24K*)	18-20	44	51	32	45	36	42	250	41.7	14	\$52,000.00
25	DPW	Excavator (CRF)	18-24+	42	42	40	43	41	40	248	41.3	15	\$2,250.00
11	DPW	Future Skid Steer Replacement w/quick attach snow blower, bucket, forks & sweep	19-24+	41	43		47	32	37	200	40.0	16	\$1,800.00
33	DPW	Replace Winding Hill RD Bridge 2026 (CRF)	18-24+	42	43	38	32	42	40	237	39.5	17	\$25,000.00
19	DPW	Bandit Wood Chipper (CRF)	18-24+	38	44	40	37	38	37	234	39.0	18	\$667.00
61	DPW	Ford 5000 Tractor w/boom mower (CRF)	18-24+	42	43	32	40	38	38	233	38.8	19	\$1,667.00
42	FIRE	Replacement of Car 1 (CRF) FUNDING STARTS 2018	18-20	39	43	36	33	33	42	226	37.7	20	\$5,000.00
21	DPW	Roll off truck (CRF funded 100% by Transfer Station earnings)	18-24+	35	43	30	36	33	42	219	36.5	21	\$7,400.00
31	REC	Boat Ramp Repair and Reconstruction (Rated again)	19	28	28	36	24	46	42	204	34.0	22	\$15,000.00
TOTAL												\$736,350.67	

6	8	DPW	Three - 2015 7400 Int Dump Truck w/ plow and sander lease (prev. appr'd)										\$ 70,335.59
7	9	DPW	2015 John Deere 670G Grader lease (prev. appr'd)										\$ 26,792.60
10	37	FIRE	Replacement of Fire Station Bond Payment (prev. appr'd)										\$ 215,804.00
36	FIRE	Replacement of Portable Radios (Lease) (prev. appr'd)											\$ 30,307.86

Grand Total with prev. appr'd. projects \$ 1,079,590.72

minus Highway Block Grant & Other Offsets \$ (262,400.00)

Total Capital Spending for all 22 Proposals (inclgd. Prev. appr'd. Leases and bond) \$ 817,190.72

minus Boat Ramp Reconstruction (not recomn \$ (15,000.00)

Total 2019 Capital Spending from Tax Levy \$ 802,190.72

Town of Milton Police Department Fleet 2017									
Year	Type	ID#	Make/Model	Cycle	2017 Replacement Cost	ARC	Remaining Years	Proj. Replacement yr.	Mileage
						#DIV/0!			
2012	Ford	2	F-150^	7	\$45,000.00	\$6,428.57	2	2019	66635
2013	Ford	4	Police Interceptor Utility**	5	\$42,000.00	\$8,400.00	1	2018	79521
2015	Ford	1	Police Interceptor Utility^	6	\$42,000.00	\$7,000.00	2	2019	36,671
2015	Ford	3	Police Interceptor Utility**	5	\$42,000.00	\$8,400.00	1	2018	43845
2015	Ford	5	Police Interceptor Utility**	5	\$42,000.00	\$8,400.00	1	2018	63541
2010	Eastern	10	Boat	8	\$60,000.00	\$7,500.00	2	2020	
2004	OHRV	1	Polaris Ranger	10	\$25,000.00	\$2,500.00	2		
Total						#DIV/0!			

*Received by the Department from the Federal Government. Once Department no longer has a use or want will be returned, will not be replaced by tax dollars. Humvee removed due to be returned to Federal Government after vehicle fire.

**Will be replaced with next lease agreement once current lease expires in 2017. This lease is in the Police Department Operating budget.

^Will be replaced out of the Detail Line.

Town of Milton Fire-Rescue Fleet 2018

Year	Type	ID#	Make/Model	Cycle	2018 Replacement Cost	ARC	Remaining Years	Proj. Replacement yr.
2004	Engine	3	HME/Ferrera	25	\$485,000.00	\$19,400.00	11	2029
1989	Engine	4	Hahn *	25	\$530,000.00	\$21,200.00	-4	2019
2013	Engine	6	Spartan/Toyne	25	\$485,000.00	\$19,400.00	20	2033
1984	Ladder	1	Mack**	25	\$150,000.00	\$6,000.00	-9	2021
2017	Car/Utility	2	Ford F-250	10	\$40,000.00	\$4,000.00	9	2027
2012	Forestry	1	Ford F-550	15	\$120,000.00	\$8,000.00	9	2027
2012	Car/Command	1	Chevy Tahoe	8	\$45,000.00	\$5,625.00	2	2020
2012	Ambulance	1	Ford E-450 Osage^	10	\$225,000.00	\$22,500.00	4	2022
2017	Ambulance	2	Ford F-550 Osage^	10	\$225,000.00	\$22,500.00	9	2027
2004	OHRV	1	Polaris Ranger	10	\$25,000.00	\$2,500.00	-4	2020
Total					\$2,330,000.00	\$131,125.00		

*The 1989 Hahn will be replaced with a pumper/tanker this is the reasoning for the increased cost over the other 2 engines.

** The Ladder Truck will be replaced with a quality used vehicle with 10-15 years of expected service to the town.

^Ambulances are funded via the ambulance revolving account.

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity Fire Department **Date Prepared** 5/9/18
Contact Person Nick Marique **Phone Number** 603-652-4201

1. Project Title & Reference No. Replacment of Engine 3-2029	4. Cost <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: right;">Per Unit</td> <td style="text-align: right;">Total</td> </tr> <tr> <td>Purchase price or annual rental</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">650,000</td> </tr> <tr> <td>Plus: Installation or other costs</td> <td style="text-align: right;">\$</td> <td></td> </tr> <tr> <td>Less: Trade-in or other discount</td> <td style="text-align: right;">\$</td> <td></td> </tr> <tr> <td>Net purchase cost or annual rental</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">650,000</td> </tr> </table>		Per Unit	Total	Purchase price or annual rental	\$	650,000	Plus: Installation or other costs	\$		Less: Trade-in or other discount	\$		Net purchase cost or annual rental	\$	650,000
	Per Unit	Total														
Purchase price or annual rental	\$	650,000														
Plus: Installation or other costs	\$															
Less: Trade-in or other discount	\$															
Net purchase cost or annual rental	\$	650,000														
2. Form of Acquisition (check appropriate) CRF funding through 2029	6. Number of Similar Items in Inventory _____															
3. Number of Units Requested 1																
5. Purpose of Expenditure (check appropriate) <input checked="" type="checkbox"/> Schedule replacement <input checked="" type="checkbox"/> Present equipment obsolete <input checked="" type="checkbox"/> Replace worn-out equipment <input type="checkbox"/> Reduce personnel time <input type="checkbox"/> Expanded service <input type="checkbox"/> New operation <input checked="" type="checkbox"/> Increased safety <input checked="" type="checkbox"/> Improve procededures, records, etc.	7. Estimated Use of Requested Item(s) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">_____</td> <td style="width: 50%;">Months per year</td> <td style="width: 50%;">Estimated useful</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td>Weeks per year</td> <td>life in years</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">7</td> <td>Days per week</td> <td style="text-align: center;">25 years</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td>Hours per day</td> <td></td> </tr> </table>	_____	Months per year	Estimated useful	_____	Weeks per year	life in years	7	Days per week	25 years	_____	Hours per day				
_____	Months per year	Estimated useful														
_____	Weeks per year	life in years														
7	Days per week	25 years														
_____	Hours per day															
5a. Describe Alternatives Considered:																

8. Replaced Item(s)					
Item	Make	Age	Prior Year's		
			Maint Costs	Breakdowns	Rental Costs
A. Replacement of Engine 3	HME	14			
B.					
C.					
D.					
E.					

9. Recommended Disposition of Replacement Item(s)
 Possible used by other agencies
 Trade-in
 Sale

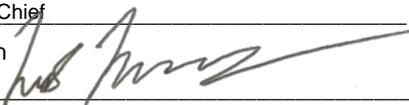
10. Submitting Authority
 Submitted by: Nick Marique Date: 5/9/18
 Position: Fire Chief

11. Reserved

FORM A

CAPITAL PROJECT REQUEST

Excluding Equipment

Department & Activity <u>Fire Dept. Pumper/Tanker</u> Date Prepared <u>5/15/18</u>	
Contact Person <u>Nick Marique</u> Phone Number <u>603-652-4201</u>	
1. Project Title <u>Repalcement of Engine 4- 2019</u>	2. Purpose of Project Request Form (Check One) Add a new item to the program Delete an item in a year already a part the program Modify a project already in the adopted program <input checked="" type="checkbox"/>
3. Department Priority <u>High</u>	
4. Location <u>N/A</u>	
5. Description Engine 4 will be replaced with a combination pumper/tanker. The vehicle will have a minimum of 2000 gallons water and a 1,500 GPM pump. The vehicle will be designed as a water supply apparatus as well as be capable to respond as an initial arriving pumper. It will be capable of carrying a crew of up to 6 firefighters and the needed equipment for all types of incident responses.	
5.a. Describe Alternatives Considered: The department looked at the possibility of purchasing a less expensive tanker, however the efficiency of the the department operations would be effected by the alternate style of vehicle. A used vehicle was considered but was not determined to be a cost effective option long term.	
6. Justification & Useful Life Engine 4 was purchased used in 2003. Pumpers have an expected useful life of 25 years. Engine 4 is 29 years old and is beginning to show signs of body rot and mechanical failure. A new pumper/tanker will provide firefighters with a modern, safer apparatus with much needed additional water for larger fires. This vehicle will be designed with the equipment needed to provided an efficient and sustainable water supply. This includes quick dumps, a portable pond, and front mounted suction.	
7. Cost & Recommended Sources of Financing	
	RECOMMENDED SOURCES OF FINANCING
BUDGET FY	TOTAL*
Program year FY <u>19</u>	<u>\$40,000</u>
Program year FY <u>20</u>	<u>\$40,000</u>
Program year FY <u>21</u>	<u>\$73,000</u>
Program year FY <u>22</u>	<u>\$73,000</u>
Program year FY <u>23</u>	<u>\$73,000</u>
Program year FY <u>24</u>	<u>\$73,000</u>
TOTAL SIX YEARS	<u>\$372,000</u>
After Sixth Year	<u>\$73,000</u>
If adjusted for inflation, indicate adjustment percentage here: _____	
*Interest cost not included.	
8. Net Effects on Operating Costs (+/-)	9. Net Effect on Municipal Income (+/-)
Direct Costs	taxes <u>Neutral</u>
personnel: number _____	other income _____
\$ amount _____	Subtotal _____
purchase of service _____	gain from sale of _____
materials & supplies _____	replaceable assets _____
equipment purchases _____	Total _____
utilities _____	
other _____	
Subtotal () _____	
Indirect Operating Costs	10. Submitting Authority
fringe benefits _____	<u>Nick Marique</u> <u>5/15/18</u>
general admin. Costs _____	Submitted by _____ Date _____
other _____	<u>Fire Chief</u>
Subtotal () _____	Position <u></u>
Total Operating Cost _____	Signature _____
Debt Service (P&I) _____	11. Reserved
Total Operating Cost _____	



FACTS SHEET

11184 Antioch, Ste. 313
 Overland Park, KS 66210-2420
 www.mlcfinance.com

800/333-4910 • 913/381-1900 • 913/381-0105 (Fax)

Attn: NICK MARIQUE Email: _____ # of pages: 1
 For: TOWN OF MILTON, NH Equipment Cost: 530,000
 Estimated Delivery: ? Down Payment / Trade in: -0-
 Type of Equipment: ONE NEW PUMPER TANKER FIRE TRUCK MAY 11, 2018

AMOUNT FINANCED	TERM	MODE	PAYMENT AMOUNT	FIRST PAYMENT DUE	INTEREST RATE
<u>530,000</u>	<u>10 YEARS</u>	<u>ANNUAL</u>	<u>#1-2 = 40,000</u> <u>#3-10 = 72,519</u>	<u>ARREARS</u>	<u>3.89%</u>

THERE ARE NO ADDITIONAL FEES and buyout at the end of the Lease is \$1.00. Rates are good for 30 days, pending mutually acceptable documentation and credit approval.

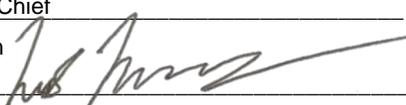
COMMENTS: NICK: Call or email with any questions, or if you want to see a different payment plan. Many thanks!

Carol D. Searcy

FORM A

CAPITAL PROJECT REQUEST

Excluding Equipment

Department & Activity <u>Fire Dept 2019 SCBA</u>		Date Prepared <u>5/15/18</u>
Contact Person <u>Nick Marique</u>		Phone Number <u>603-652-4201</u>
1. Project Title <u>Replacement of 20 SCBA-2019</u>	2. Purpose of Project Request Form (Check One) Add a new item to the program Delete an item in a year already a part the program Modify a project already in the adopted program <input checked="" type="checkbox"/>	
3. Department Priority <u>Highest</u>		
4. Location <u>Fire Station</u>		
5. Description The Department is seeking to replace 20 SCBA purchased in 2005 via a federal grant. The cost per unit is \$6,800 including the unit, a mask and 2 bottles.		
5.a. Describe Alternatives Considered: The department has applied for AFG funding for 3 years now with no success.		
6. Justification & Useful Life SCBA have a useful life of 15 years. Our current inventory is 13 years old, currently obsolete to current standards and will no longer be servicable in less than 2 years. Annual repair costs and out of service time have increased over the last several years.		
7. Cost & Recommended Sources of Financing		
BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY <u>18</u>	<u>\$50,000</u>	<u>Funding CRF</u>
Program year FY <u>19</u>	<u>\$65,000</u>	<u>Funding CRF</u>
Program year FY _____	_____	<u>USDA Grant to cover final %15 of project. (\$21,000)</u>
Program year FY _____	_____	_____
Program year FY _____	_____	_____
Program year FY _____	_____	_____
TOTAL SIX YEARS	_____	_____
After Sixth Year	_____	_____
If adjusted for inflation, indicate adjustment percentage here: _____		
*Interest cost not included.		
8. Net Effects on Operating Costs (+/-)	9. Net Effect on Municipal Income (+/-)	
Direct Costs	taxes _____	
personnel: number _____	other income _____	
\$ amount _____	Subtotal _____	
purchase of service _____	gain from sale of _____	
materials & supplies _____	replaceable assets _____	
equipment purchases _____	Total _____	
utilities _____		
other _____		
Subtotal () _____		
Indirect Operating Costs	10. Submitting Authority	
fringe benefits _____	<u>Nick Marique</u> <u>5/15/18</u>	
general admin. Costs _____	Submitted by Date	
other _____	<u>Fire Chief</u>	
Subtotal () _____	Position <u></u>	
Total Operating Cost _____	Signature _____	
Debt Service (P&I) _____	11. Reserved	
Total Operating Cost _____		

FORM A CAPITAL PROJECT REQUEST Excluding Equipment

Department & Activity <u>Highway Dept.</u>		Date Prepared <u>5/15/2018</u>
Contact Person <u>Pat Smith</u>		Phone Number <u>652-9891</u>
1. Project Title <u>3 Ton utility trailer</u>	2. Purpose of Project Request Form (Check One)	
3. Department Priority	<input checked="" type="checkbox"/> Add a new item to the program	
4. Location	<input type="checkbox"/> Delete an item in a year already a part the program	
	<input type="checkbox"/> Modify a project already in the adopted program	
5. Description <u>6000 GVW to haul mowers and small equipment</u>		
5.a. Describe Alternatives Considered:		
6. Justification & Useful Life <u>Transport mowing equipment for GB Dept to mow cemeteries + town parks and lawns</u>		
7. Cost & Recommended Sources of Financing		
BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY <u>20</u>	_____	_____
Program year FY _____	_____	_____
Program year FY _____	_____	_____
Program year FY _____	_____	_____
Program year FY _____	_____	_____
Program year FY _____	_____	_____
TOTAL SIX YEARS	_____	_____
After Sixth Year	_____	_____
If adjusted for inflation, indicate adjustment percentage here: _____		
*Interest cost not included.		
8. Net Effects on Operating Costs (+/-)		9. Net Effect on Municipal Income (+/-)
Direct Costs		taxes <u>400.00</u>
personnel: number _____	_____	other income _____
\$ amount _____	_____	Subtotal _____
purchase of service _____	_____	gain from sale of _____
materials & supplies _____	_____	replaceable assets _____
equipment purchases <u>46,000.00</u>	_____	Total _____
utilities _____	_____	
other _____	_____	
Subtotal () _____	_____	
Indirect Operating Costs		10. Submitting Authority
fringe benefits _____	_____	Submitted by <u>Pat Smith</u> Date <u>5/15/2018</u>
general admin. Costs _____	_____	Position <u>Director of Public Works</u>
other _____	_____	Signature <u>Pat Smith</u>
Subtotal () _____	_____	11. Reserved
Total Operating Cost _____	_____	
Debt Service (P&I) _____	_____	
Total Operating Cost _____	_____	

**FORM A
CAPITAL PROJECT REQUEST
Excluding Equipment**

Department & Activity <u>Highway Dept</u>		Date Prepared <u>5/15/2018</u>
Contact Person <u>Pat Smith</u>		Phone Number <u>652-9891</u>
1. Project Title <u>10 Ton Equipment Trailer</u>	2. Purpose of Project Request Form (Check One)	
3. Department Priority	<input checked="" type="checkbox"/> Add a new item to the program	
4. Location	<input type="checkbox"/> Delete an item in a year already a part the program	
	<input type="checkbox"/> Modify a project already in the adopted program	
5. Description <u>22000 GVW Trailer to haul heavy equipment</u>		
5.a. Describe Alternatives Considered:		
6. Justification & Useful Life <u>To Transport roller/skidsteer/mower to job site</u> <u>15 yrs</u>		
7. Cost & Recommended Sources of Financing		
BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY <u>20</u>	<u>1000.00</u>	_____
Program year FY _____	_____	_____
Program year FY _____	_____	_____
Program year FY _____	_____	_____
Program year FY _____	_____	_____
Program year FY _____	_____	_____
TOTAL SIX YEARS	_____	_____
After Sixth Year	_____	_____
If adjusted for inflation, indicate adjustment percentage here: _____		
*Interest cost not included.		
8. Net Effects on Operating Costs (+/-)		9. Net Effect on Municipal Income (+/-)
Direct Costs		taxes <u>1000.00</u>
personnel: number _____	\$ amount _____	other income _____
purchase of service _____	_____	Subtotal _____
materials & supplies _____	_____	gain from sale of _____
equipment purchases <u>15,000.00</u>	_____	replaceable assets _____
utilities _____	_____	Total _____
other _____	_____	
Subtotal () _____	_____	
Indirect Operating Costs		10. Submitting Authority
fringe benefits _____	_____	Submitted by <u>Pat Smith</u> Date <u>5/15/2018</u>
general admin. Costs _____	_____	Position <u>Director of Public Works</u>
other _____	_____	Signature <u>Pat Smith</u>
Subtotal () _____	_____	11. Reserved
Total Operating Cost _____	_____	
Debt Service (P&I) _____	_____	
Total Operating Cost _____	_____	

FORM C

CAPITAL IMPROVEMENT PROGRAM DETAILED PROJECT DESCRIPTION

(May be filled out with CIP Committee to summarize Project Information)

A. IDENTIFICATION & CODING INFORMATION

1. Date: 5/15/2018
 2. Project Name: Transfer Station Building
 3. Program: _____

4. Department: Public Works

B. EXPENDITURE SCHEDULE (000'S)

Cost Elements	\$ Total	Thru FY	Est.	Total	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Beyond
			FY	6 Years	FY	FY	FY	FY	FY	FY	6 Years
1. Planning Design & Supervision											
2. Land											
3. Site Improvements & Utilities											
4. Construction			23	5000 5000	5000	5000	5000	5000	5000	5000	5000
5. Furniture & Equipment											
6. Total											

C. FUNDING SCHEDULES (000'S)

GO Bonds: _____
 State Aid: _____
 General Fund: _____
 Capital Reserve: _____
 Grant Funding: _____

D. DESCRIPTION & JUSTIFICATION

To begin planning a building to cover water to cut down on moisture which cost money in tipping fees.

E. ANNUAL OPERATING BUDGET IMPACT (000'S)

Program Costs: Staff _____
 Other _____
 Facility Costs: Maint. _____
 Other _____
 Debt Service _____
 Total Costs _____
 Other Revenue or Cost Savings could be funded out of SW Recycling fund.

F. MAP Reference Code:

FORM A

CAPITAL PROJECT REQUEST

Excluding Equipment

Department & Activity Library Date Prepared _____

Contact Person Betsy Baker Phone Number 473-8535

1. Project Title <u>Library Paving 2018</u>	2. Purpose of Project Request Form (Check One)
3. Department Priority <u>95</u>	<input type="checkbox"/> Add a new item to the program
4. Location <u>Library Parking Lot/Handicap parking</u>	<input type="checkbox"/> Delete an item in a year already a part the program
	<input type="checkbox"/> Modify a project already in the adopted program

5. Description: Pave current dirt parking lot for ease of patrons, maintenance, and plowing

5.a. Describe Alternatives Considered:
Eco-friendly porous "paving" (high cost)

6. Justification & Useful Life: The current parking is solely dirt. It is muddy in wet weather. The surface creates ruts when plowed and grit it tracks

7. Cost & Recommended Sources of Financing

BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY 2019		
Program year FY 2020		
Program year FY <u>2021</u> <u>20,000</u>		<u>Special Warrant Article</u>
Program year FY _____		_____
Program year FY _____		_____
Program year FY _____		_____
TOTAL SIX YEARS	_____	_____
After Sixth Year	_____	_____

If adjusted for inflation, indicate adjustment percentage here: _____

*Interest cost not included.

8. Net Effects on Operating Costs (+/-)

Direct Costs	
personnel: number	0
\$ amount	0
purchase of service	0
materials & supplies	0
equipment purchases	0
utilities	0
other	0
Subtotal ()	0
Indirect Operating Costs	
fringe benefits	0
general admin. Costs	0
other	0
Subtotal ()	0
Total Operating Cost	0
Debt Service (P&I)	0
Total Operating Cost	0

9. Net Effect on Municipal Income (+/-)

taxes	0
other income	0
Subtotal	0
gain from sale of	0
replaceable assets	0
Total	0

10. Submitting Authority

 Submitted by Date
Betsy Baker
 Position
Director, Milton Free Public Library
 Signature

11. Reserved



23 Meaderboro Rd., Rochester, N.H. 03867

Email: budel@metrocast.net

603 • 332 • 1282 FAX 603 • 332 • 1283

June 9, 2017 (Revised 6/29/2017) (Revised 6/12/2018)
BL9217164

Town of Milton
Department of Public Works
Attn: Pat Smith, Public Works Director
803 White Mountain Highway
Milton, NH 03851

Pat,

Attached is a budget for the proposed repair/restoration of the Milton Mills Library. On any project like this one it is impossible to know what we may encounter when we start removing siding, roofing and finishes, but we have tried to anticipate some of the possible issues and take them into account in this budget.

Lower half of belfry \$21,520.00

- Strip clapboards
- Re-nail, minor repairs to boarding and trim
- Install Triflex
- Install clear #1 clapboards
- Flash backside to mansard and roof with copper
- Minor repairs to windows, scrape and prep for paint
- Paint windows, trim and clapboards with two coats

Upper half of belfry \$34,214.00

- Remove shakes
- Replace corner boards and repair roof trim
- Install Triflex
- Install custom cut #1 pre-stained double dipped shakes
- Minor repairs to louvers and scrape and prep for paint
- Paint all surfaces with two coats
- Install 2 – 16' rough sawn braces on interior of each wall

Repair top belfry roof and middle and lower wrap around roofs \$16,980.00 ←

- Strip lower two roofs, minor repairs to boarding and cover with ice and water shield
- Replace rotted trim on middle roof
- Minor repairs to upper and lower roof and weathervane
- Install copper standing seam roofs and flashing
- Prep and paint two coat

Repair dormer windows, six doubles and 4 singles Total \$62,488.00 ←

Note: This price includes the work outlined below for all the dormer windows. We know that some of the windows are rotted out under the copper and some of the sills and casings need to be replaced. We may be able to salvage and repair several of them, which could result in some savings.

- Remove shakes on sides of dormers
- Remove combinations
- Demo roofs
- New framing, boarding and custom made roof trim to match existing
- New window casings and sill repair
- Cover with ice and water shield
- Custom made copper roof covering
- Install Triflex on sides of dormer
- Install pre-stained #1 double dipped shakes
- Install copper step flashing
- Install copper flashing under sills, casings, and at roof radius
- Prep and paint all surfaces two coats
- Re-install combination windows
- We did not include any work on window sashes

Mansard work \$61,788.00

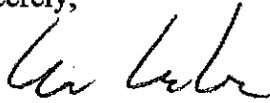
- Strip shingles
- Re-nail and repair boarding
- Repair and prep upper roof trim for paint
- Install radius standing seam copper from drip edge to 40" high at top of radius
- Ice and water shield
- Install double dipped shakes above copper

Summary of costs:

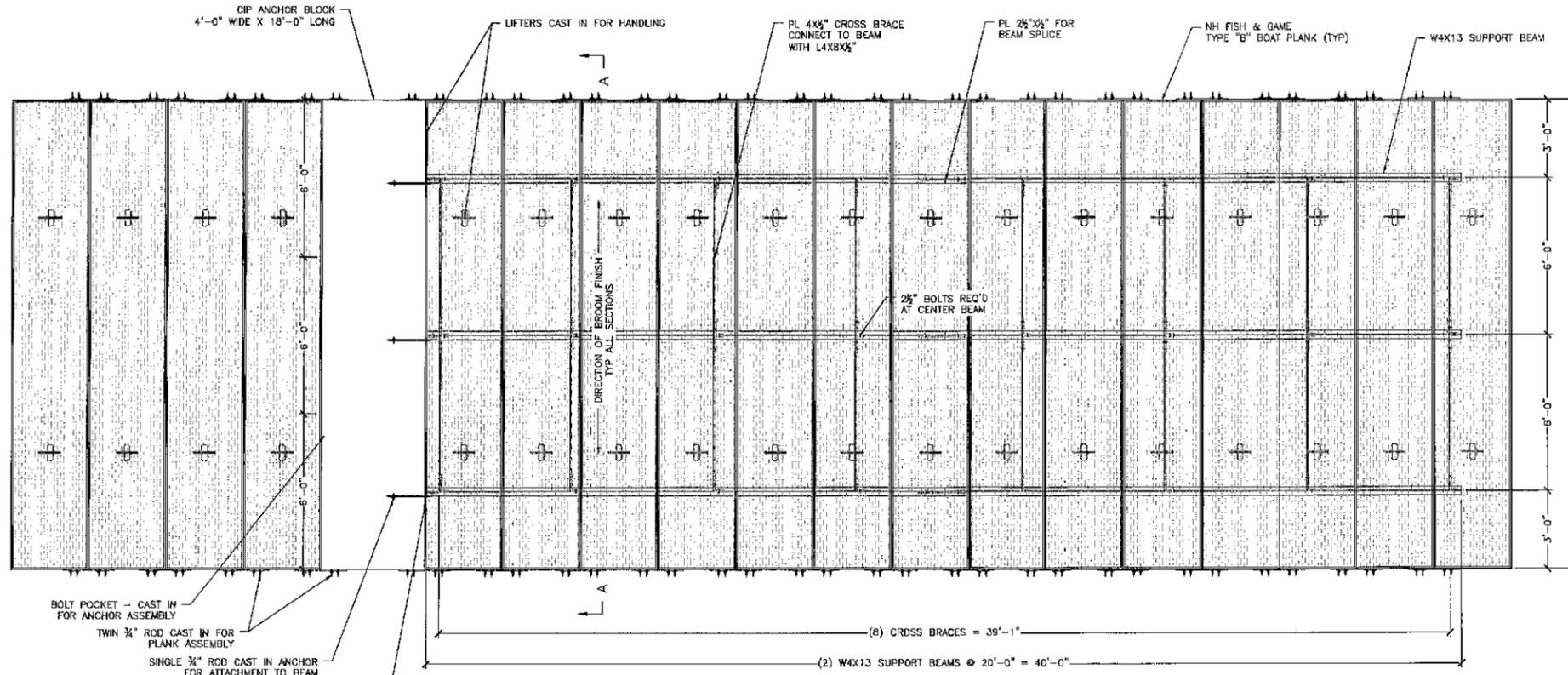
Lower belfry	\$ 21,520.00
Upper belfry	\$ 34,214.00
Belfry roofs	\$ 16,980.00
Dormer windows	\$ 62,488.00
Mansard	<u>\$ 61,788.00</u>
Total	\$196,990.00

Thank you for the opportunity to present this budget. Please feel free to contact me with any questions.

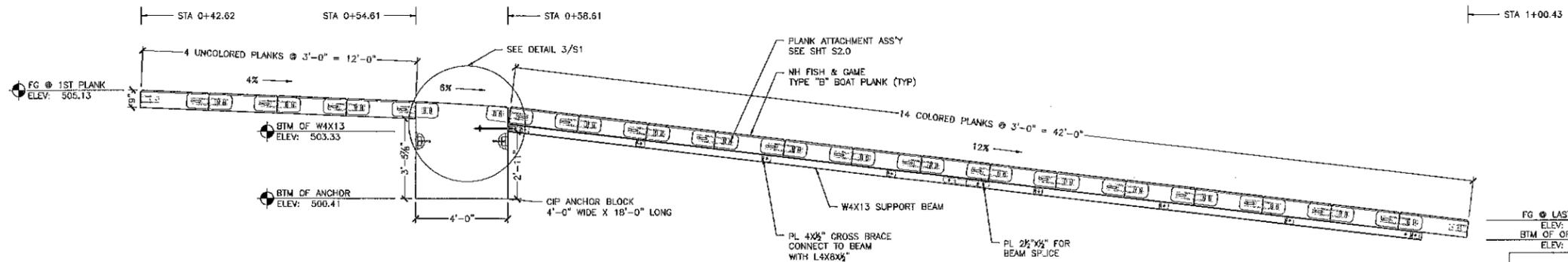
Sincerely,



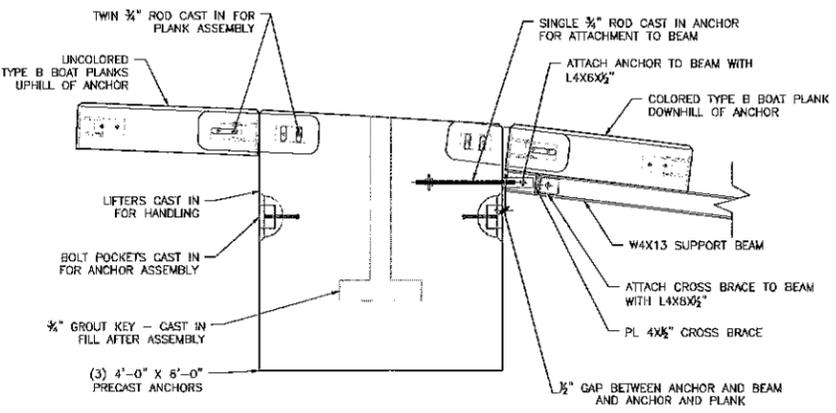
Bud Meader
Budel Construction Corp.



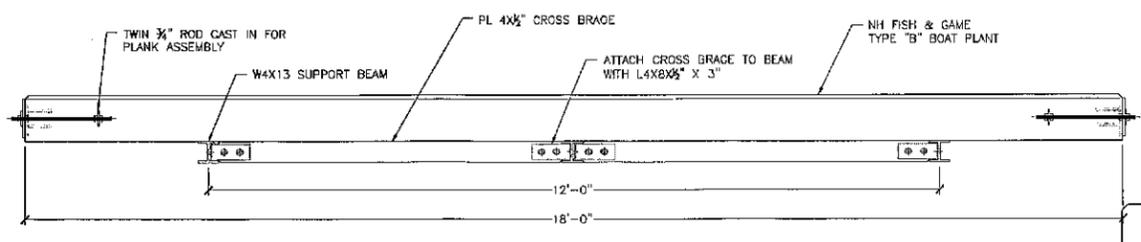
1 BOAT PLANK LAYOUT PLAN VIEW
S1.0 3/4" = 1'-0"



2 BOAT PLANK LAYOUT ELEVATION
S1.0 3/4" = 1'-0"



3 ANCHOR TO PLANK ATT'MT ASSEMBLY
S1.0 3/4" = 1'-0"



4 SECTION A-A
S1.0 3/4" = 1'-0"

- NOTES:
- CONCRETE: (BLACK PIGMENTED BAYFERROX #330 @ 50 LBS/CY) NHDOT ITEM 520.003, CLASS AA, 4000 PSI AT 28 DAYS. (14 COLORED PLANKS, 4 UNCOLORED PLANKS)
 - REINFORCING STEEL: GRADE 60, EPOXY COATED PER ASTM 775, MIN. 2" COVER, U.O.N..
 - MISCELLANEOUS STEEL: ASTM A36.
 - ALL CONNECTING STRUCTURAL STEEL, PLATES, BOLTS AND HARDWARE SHALL BE HOT DIP GALVANIZED.
 - COLORED PLANKS SHALL BE BLACK USING LANXESS, BAYFERROX 330, PIGMENT BLACK 11, IRON OXIDE DYE 50 LBS/CY. THE COLORED PLANKS SHALL BE CONSISTENT IN APPEARANCE WITH SAMPLE #50 AS PREPARED BY MICHE CORPORATION, HENNIKER, NH, 603-428-3218.
 - THE TOP AND SIDES OF ALL SECTIONS SHALL BE SEALED WITH NHDOT ITEM 534.3 WATER REPELLANT (SILANE/SILOXANE) (F) USING VEXCON 244. WATER REPELLANT SHALL BE APPLIED IN ACCORDANCE WITH NHDOT SECTION 534 WATER REPELLANT.
 - ADEQUACY OF STRUCTURAL DESIGN VERIFIED BY OTHERS
 - SHOP DRAWINGS WERE DEVELOPED USING THE FOLLOWING RESOURCES FOR THE CONTRACT:
 - *NEW HAMPSHIRE MARINE PATROL HEADQUARTERS REDEVELOPMENT, SHEET C-10, PREPARED BY VHB, INC. OF BEDFORD, NH, DATED 4/10/2015 WITH A REVISION DATE OF 6/7/22/2015.
 - IF THERE IS ADDITIONAL INFORMATION PERTINENT TO THE FABRICATION AND INSTALLATION OF THESE UNITS THAT IS NOT CONTAINED WITHIN THE RESOURCES LISTED ABOVE, IT SHALL BE BROUGHT TO THE ATTENTION OF MICHE CORPORATION. FAILURE TO MAKE SUCH ADDITIONAL INFORMATION AVAILABLE SHALL RELIEVE MICHE CORPORATION OF ALL LIABILITIES ARISING FROM ERRORS OR OMISSIONS RELATED TO THE OMITTED INFORMATION. SHOP DRAWINGS WERE DEVELOPED USING THE FOLLOWING RESOURCES:

175 BUXTON INDUSTRIAL DRIVE, PO BOX 870
HELFORD, NH 03242
PHONE: 603-428-3218
FAX: 603-428-2488
WWW.MICHECORP.COM

Marine Patrol Headquarters
Gilford, NH

NH Fish & Game Type B Boat Planks
Layout Views

Scale: AS SHOWN
Checked by: CPJ
Designed by: SSC
Project No. 6086
Date: 9/29/15

BILL OF MATERIALS	
QTY	DESCRIPTION
ITEMS CAST-IN	
72	L4x4x3/8 x 7" LONG STUDDED CORNER ANGLES
72	TWIN 3/4" THREADED ROD ASSYS
3	SINGLE 3/4" THREADED ROD ASSYS
48	5 TON UTILITY ANCHORS
ITEMS FOR PRESHIPPING/PREP.	
VEXCON 244 WATER REPELLANT	
ITEMS TO SHIP TO THE JOB	
36	BOAT PLANK CONNECTION PLATES
6	W4x13 x 26FT LONG
3	PL 3/16" BEAM SPLICE PLATES
16	PL 1/2" CROSS BRACES
32	L6x4x1/2" x 2 1/2" LONG FOR CROSS BRACE CONNECTION
3	L6x4x1/2" x 2" LONG FOR BEAM TO ANCHOR CONNECTION
85	3/4" x 2" BOLT WITH NUT AND WASHER
6	3/4" x 2 1/2" BOLT WITH NUT AND WASHER
4	7/8" x 18" THREADED ROD WITH 2 NUTS AND 4 WASHERS
2	BAGS DAYTON SUPERIOR SURE GRIP GROUT

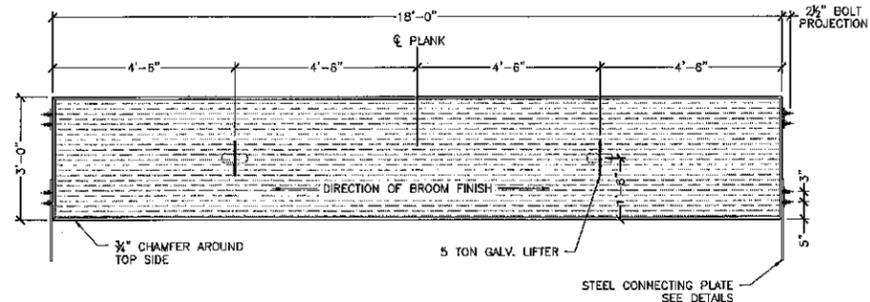
MICHE CORPORATION
APPROVED FOR PRODUCTION

DATE: 9/29/15
INITIAL: FJL

LIST OF SHEETS:
S1.0 - LAYOUT VIEWS
S2.0 - BOAT PLANK AND ANCHOR DETAILS
S3.0 - STRUCTURAL STEEL DETAILS

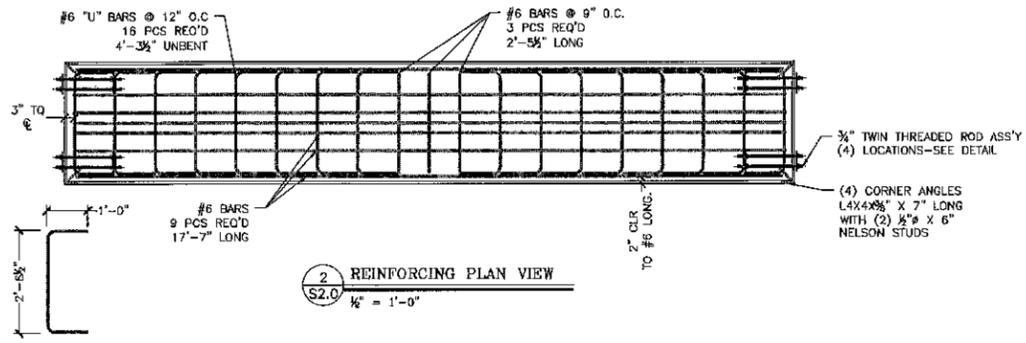
Prepared for:
Harvey Construction
10 Harvey Road
Bedford, NH 03110

DWG NO.
S1.0

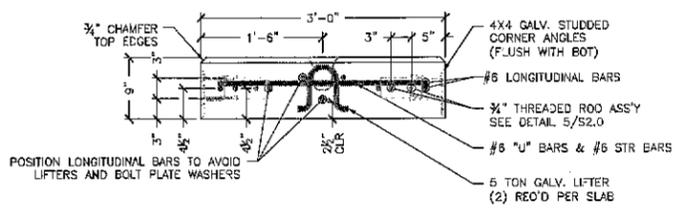


1 PLAN VIEW
S2.0
1/2" = 1'-0"

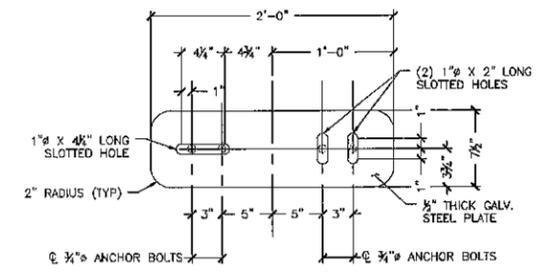
"TYPE B" BOAT PLANK
14 REQ'D - COLORED BLACK
4 REQ'D - NO COLOR
UNIT WEIGHT AND VOLUME:
6,300# (1.50CY)



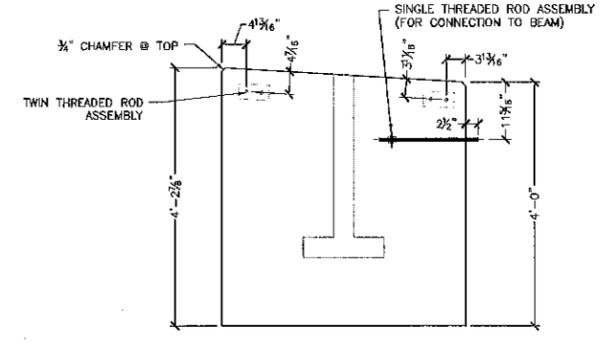
2 REINFORCING PLAN VIEW
S2.0
1/2" = 1'-0"



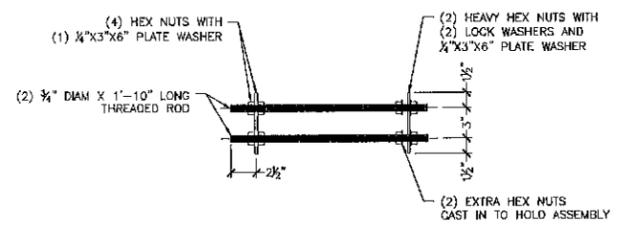
3 SECTION VIEW
S2.0
1" = 1'-0"



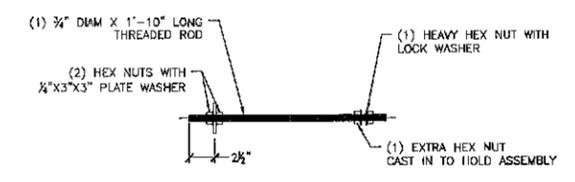
4 CONNECTING PLATE DETAIL
S2.0
1/4" = 1'-0"



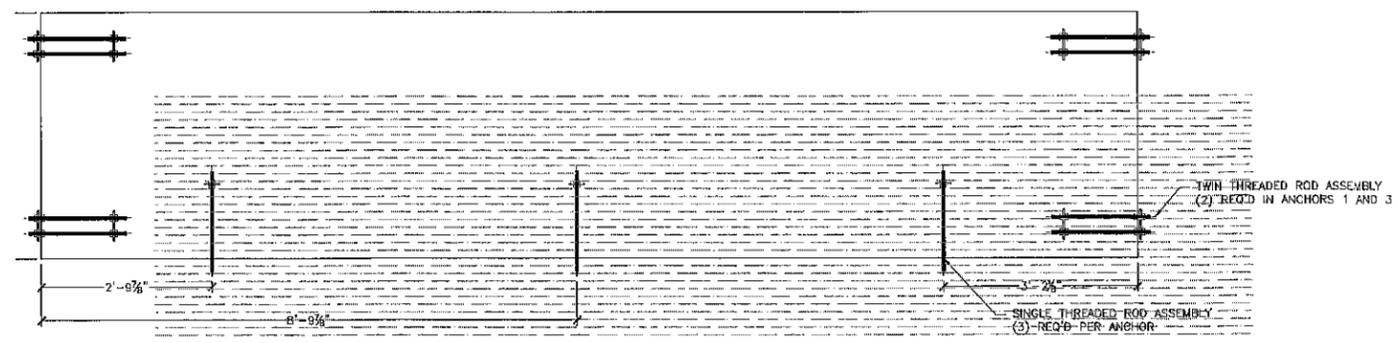
7 CIP ANCHOR SECTION
S2.0
3/4" = 1'-0"



5 TWIN THREADED ROD ASSEMBLY
S2.0
1 1/2" = 1'-0"



6 SINGLE THREADED ROD ASSEMBLY
S2.0
1 1/2" = 1'-0"



9 CIP ANCHOR PLAN VIEW
S2.0
3/4" = 1'-0"

MICHIE CORPORATION
APPROVED FOR PRODUCTION
DATE: 9/29/15
INITIAL: PUL

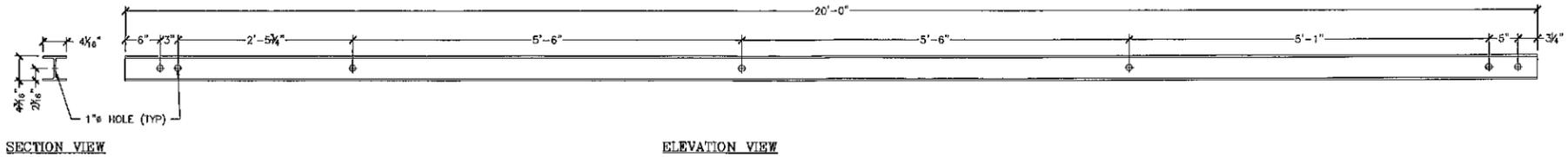
No.	Date	Revised	By

MICHIE CORPORATION
178 BUKTON INDUSTRIAL DRIVE - PO BOX 970
MILFORD, NH 03055
PHONE: 603-428-3216
FAX: 603-225-7228
WWW.MICHIECORP.COM

Marine Patrol Headquarters
Gilford, NH
NH Fish & Game Type B Boat Planks
Boat Plank & Anchor Details
Project No. 6086
Date: 9/29/15
Designed by: xxx
Drawn by: PUL
Checked by: CFP
Scale: AS SHOWN

Prepared for:
Harvey Construction
10 harvey road
Bedford, NH 03110

DWG NO.
S2.0

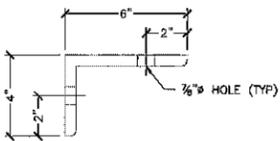


SECTION VIEW

ELEVATION VIEW

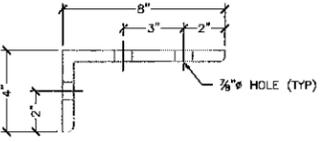
6 REQ'D

6 W4X13 SUPPORT BEAM DETAILS
S3.0 1" = 1'-0"



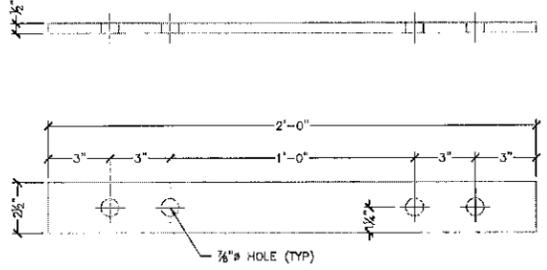
3 REQ'D

6 L6X4X1/2 X 2" DETAILS
S3.0 3" = 1'-0"



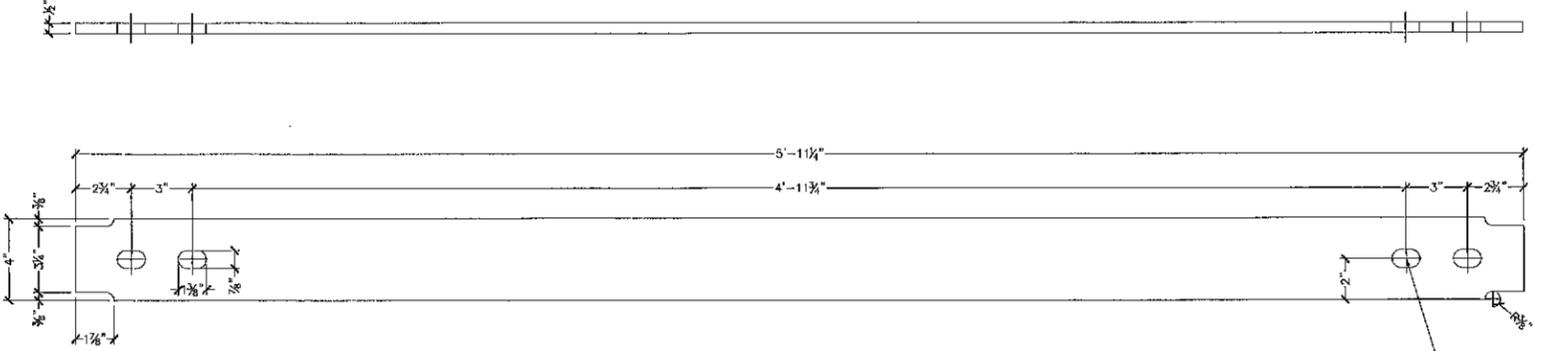
32 REQ'D

6 L6X4X1/2 X 2 1/2" DETAILS
S3.0 3" = 1'-0"



3 REQ'D

6 PL 2 1/2 X 24 X 1/2" DETAILS
S3.0 3" = 1'-0"



16 REQ'D

6 PL 4 X 1/2" DETAILS
S3.0 3" = 1'-0"



Marine Patrol Headquarters
Gilford, NH
NH Fish & Game Type B Boat Planks
Structural Steel Details

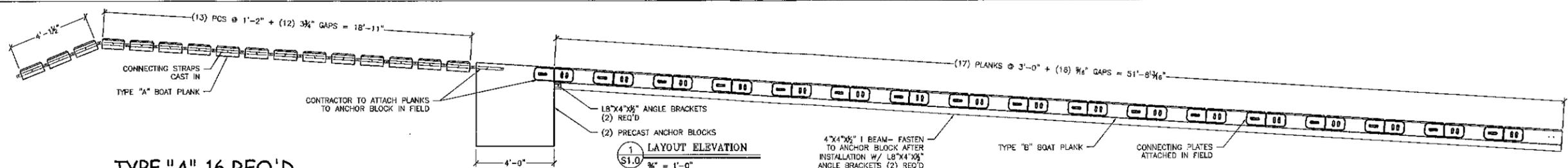
Prepared for:
Harvey Construction
10 harvey road
Bedford, NH 03110

MICHE CORPORATION
APPROVED FOR
PRODUCTION
DATE: 9/29/15
INITIAL: P.J.L.

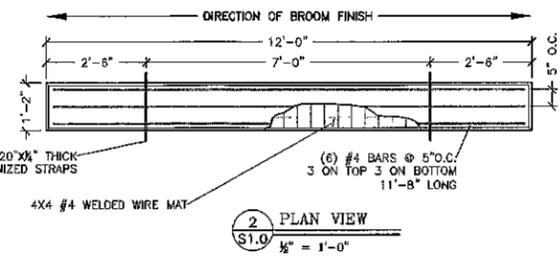
DWG NO.
S3.0

Project No. 6086
Date: 9/29/15
Designed by: rsc
Drawn by: P.J.L.
Checked by: EFP
Scale: AS SHOWN

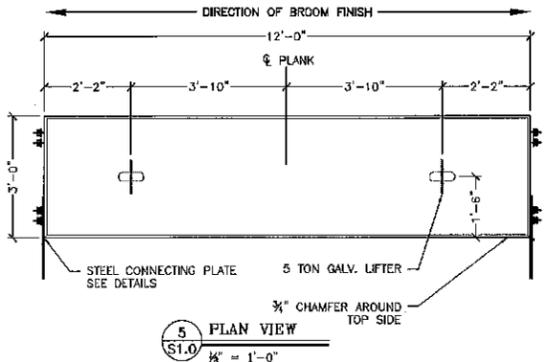
No.	Date	Revisions
1	XXXXXX	XX
2		
3		
4		
5		
6		
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8		
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10		



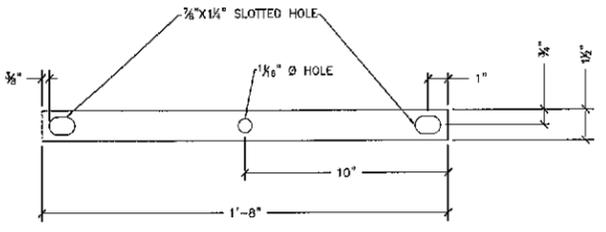
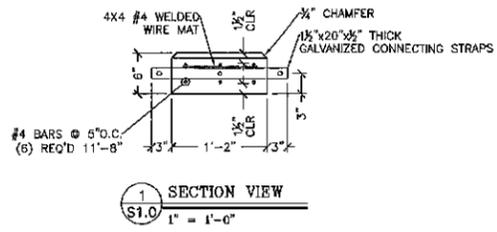
TYPE "A"-16 REQ'D
PLANK- .26CY (1100#)



TYPE "B"-17 REQ'D
PLANK- 1.00CY (4200#)



NOTE:
ALL STEEL IN BOAT PLANKS AND ANCHOR BLOCK SHALL BE EPOXY COATED

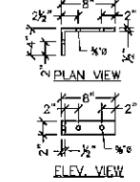


CONNECTING STRAP DETAIL
S1.0 3/4" = 1'-0"

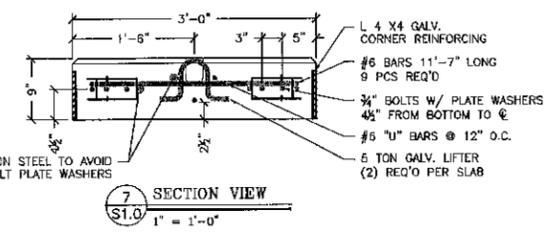
BILL OF MATERIALS

QTY	DESCRIPTION	IN STOCK	ORDERED FROM	DATE ORDERED	DATE DELIVERED
2	1/2" X 1 1/2" X 20" CONNECTING STRAP		COHEN		
34	1/2" X 1 1/2" X 24" CONNECTING PLATES		COHEN		
2	1/2" X 8" X 8" ANCHOR PLATES		COHEN		
136	3/4" DIA LOCK WASHERS AND HEX NUTS				
66	1/4" X 3" X 8" PLATE WASHERS		COHEN		
8	1" DIA COIL THREAD BOLT-8" LONG		UNIVERSAL		
136	3/4" X 1 1/2" GALV. THREADED ROD				
32	1 1/2" X 20" CONNECTING STRAP				CAST IN
272	3/4" DIA LOCK WASHERS AND HEX NUTS				CAST IN
66	1/4" X 3" X 8" PLATE WASHERS				CAST IN
8	MEADOW BURKE CX-28 1" INSERT	IN STOCK			CAST IN
2	1/8" X 1/2" ANGLE BRACKETS (GALV.)		COHEN		
2	1/2" DIA BOLTS W/ WASHERS AND NUTS (GALV.)				
4	1/2" TAPCONS (GALV.)				

USE 1/8" X 1/2" ANGLE BRACKETS FOR ANCHOR BLOCK ATTACHMENT TO 4" X 4" X 1/2" I BEAM. ONCE ANCHOR IS SET, DRILL AND BOLT BRACKETS TO ANCHOR WITH 1/2" TAPCONS. THEN BOLT TO I BEAMS WITH 1/2" BOLTS. ALL HARDWARE TO BE GALVANIZED.

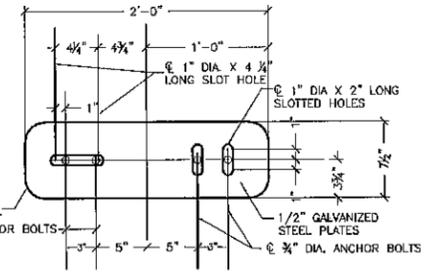


ANGLE BRACKETS-2 REQ'D



SECTION VIEW
S1.0 1" = 1'-0"

- PRECAST ANCHOR NOTES:**
- CONCRETE: NHDOT ITEM 520.003, CLASS AA, 4000 PSI AT 28 DAYS.
 - REINFORCING STEEL: GRADE 60, EPOXY COATED, MIN. 3" COVER.
 - TOP OF ANCHOR TO HAVE A LONGITUDINAL COURSE BROOM FINISH.
 - MISCELLANEOUS STEEL: ASTM A36 ALL EMBEDDED STEEL, CONNECTING PLATES, BOLTS AND HARDWARE SHALL BE HOT DIP GALVANIZED.
 - APPROXIMATE PLANK WEIGHT: 15,000 LBS. (3.56 CY)

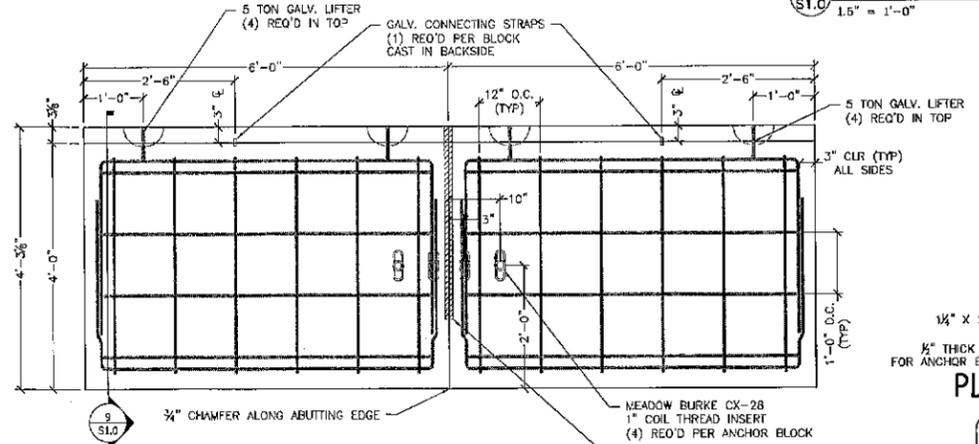


CONNECTING PLATE DETAIL
S1.0 1.5" = 1'-0"

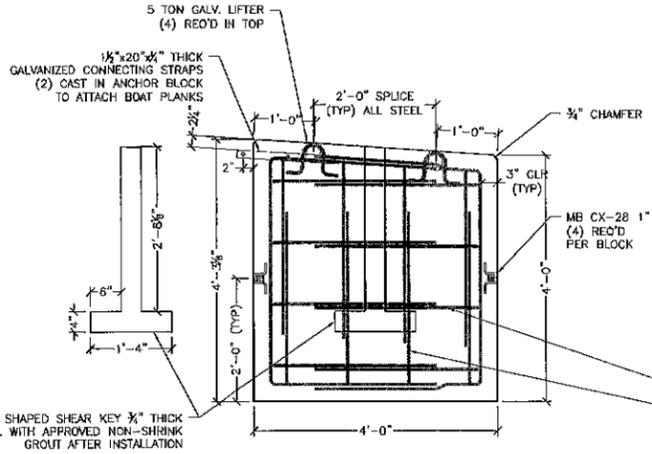
- 12' X 1'-2" NOTES:**
- CONCRETE: 5,000 PSI @ 28 DAYS, CEMENT TO BE TYPE III PER ASTM C-150.
 - PLANKS TO HAVE COARSE BROOM FINISH LONGITUDINALLY.
 - ALL PLANKS TO BE COATED WITH SILANE/SILOXANE IN ACCORDANCE WITH NHDOT STANDARD SPECS FOR HIGHWAYS AND BRIDGES, "SECTION 534 WATER REPELLANT"
 - ALL REINFORCING STEEL TO BE EPOXY COATED
 - EACH PLANK TO CONTAIN .26 CY CONCRETE (1100#).

- 12' X 3' NOTES:**
- CONCRETE: NHDOT ITEM 520.003, CLASS AA, 4000 PSI AT 28 DAYS.
 - REINFORCING STEEL: GRADE 60, EPOXY COATED, MIN. 2 1/2" COVER.
 - PLANKS SHALL HAVE A LONGITUDINAL COURSE BROOM FINISH.
 - MISCELLANEOUS STEEL: ASTM A36 ALL EMBEDDED STEEL, CONNECTING PLATES, BOLTS AND HARDWARE SHALL BE HOT DIP GALVANIZED.
 - PLANKS SHALL BE COLORED BLACK DURING PRODUCTION WITH LANDESS, BAYFERROX 330, PIGMENT BLACK 11, IRON OXIDE DYE. THE REQUIRED NUMBER OF BLACK PLANKS SHALL BE AS DIRECTED BY THE ENGINEER. THE COLORED PLANKS SHALL BE CONSISTENT IN APPEARANCE WITH SAMPLE #50 AS PREPARED BY THE MICHE CORPORATION, HENNIKER, NH, 603-428-3218. THE TOP AND SIDES OF COLORED PLANKS SHALL BE SEALED WITH NHDOT ITEM 534.3 "WATER REPELLANT (SILANE/SILOXANE) (F)" APPLIED IN ACCORDANCE WITH NHDOT STANDARD SPECIFICATIONS FOR HIGHWAYS AND BRIDGES "SECTION 534 WATER REPELLANT". THE SEALANT/WATER REPELLANT PRODUCT SHALL BE CLEAR (COLORLESS) AND FROM THE NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION (NHDOT) QUALIFIED PRODUCTS LIST.
 - APPROXIMATE PLANK WEIGHT: 4200 LBS. (1.0 CY)

ANCHORS-2 REQ'D
ANCHOR- 3.56CY (15,000#)



PRECAST ANCHOR ELEV. VIEW
S1.0 3/4" = 1'-0"



PRECAST ANCHOR SECTION VIEW
S1.0 3/4" = 1'-0"

PLATES-34 REQ'D

PLATES-2 REQ'D

MICHE CORPORATION
APPROVED FOR CONSTRUCTION
DATE: 01/25/10
INITIAL: _____

STEVE GARD INITIAL: _____

Lee Mills Boat Ramp Replacement
Moultonborough, NH
Boat Planks

Prepared for:
M.E. Latulippe Const.
61 Thompson Street
Ashland, NH 03217

MICHE CORPORATION, INC.
HENNIKER, NH 03246
175 BLUNTON INDUSTRIAL DRIVE-PO BOX 870
PLANK 603-428-2426

Project No. 5564
Date: 11/10/10
Drawn by: CTF
Checked by: SSK
Scale: AS SHOWN

DWG NO.
S1.0



Michie Corporation
 173 Buxton Industrial Drive
 Henniker, NH 03242
 Phone: (603) 428-3218
 Fax: (603) 428-7426

Quote Number: 8035

Order Date: 1/17/2017

Customer Copy

Bill to:	C.O.D CLIENTS TOWN OF MILTON, NH PO BOX 310 MILTON, NH 03851	Delivery to:	MILTON, NH-BOAT RAMP PROJECT-12' WIDTH OPTION PRECAST BOAT RAMP-12'-0" WIDE OPTION MILTON, NH
Contact:	Patrick Smith - Public Works Director	Project Manager:	
Phone :	(603) 652-9891	Fax:	(603) 652-4126
Customer ID:	CASH	PO:	
Terms:	C.O.D.	ShipVia:	
		Sales Rep:	Michie Corp

Qty	Item	Description	Unit Price	TX	Extension
Structure: PLANK A Precast Boat Ramp Planks - Type A					
14	380201	NH Fish & Game Boat Planks: 12'-0" Long x 3'-0" Wide x 9" Thick - Type A: (For below anchor block portion of ramp - black color) Weight: 4,200 lbs each.	\$998.00	<input type="checkbox"/>	\$13,972.00
					\$13,972.00
<hr/>					
Structure: BLOCK Precast Anchor Block					
1	115000	Anchor Block: 12'-0" Long x 4'-3" to 4'-0" High x 4'-0" Wide. (cast in 2 sections, 7.4 ton each - cast in natural concrete color)	\$3,100.00	<input type="checkbox"/>	\$3,100.00
Casting lengths to be 6'-0". Price to include connection hardware and 2 bags of grout.					
					\$3,100.00
<hr/>					
Structure: PLANK B Precast Boat Ramp Planks - Type B					
4	380201	NH Fish & Game Boat Planks: 12'-0" Long x 3'-0" Wide x 9" Thick - Type B: (For above anchor block portion of ramp-natural concrete color)	\$890.00	<input type="checkbox"/>	\$3,560.00
PRICE INCLUDES (for both Plank A and Plank B quoted above): - All cast per NH Fish and Game Standard No. 5, Type B, with all hot dip galvanized, cast in hardware included. - Concrete: 4,000 psi A 28 days, class AA. - Reinforcing: Grade 60 epoxy coated deformed bar per ASTM A-615. - Planks shall have a longitudinal coarse broom finish for traction. - Planks (below anchor block) shall be colored black with integral Laness-Bayferrox #330 black pigment dye (50 lbs/cy dosing ratio). - Planks and anchor block to be sealed with silane/siloxane penetrating surface sealer (Vexcon PennSeal 244). - Delivery to job site and off loaded (set in place by others).					
					\$3,560.00
<hr/>					
Structure: FRAME Substructure Frame					
1	723002	Sub-structure galvanized steel I-Beam frame and cross bracing, with connection brackets to anchor block.	\$3,775.00	<input type="checkbox"/>	\$3,775.00
PRICE INCLUDES: - (4) 20'-0" Long I-Beams, 4" x 4" x 1/2" (total of 80 lf). - (8) 6'-0" Long x 4" High x 1/2" flat plates with bolt holes. - (16) Angle brackets, 8" x 4" x 3" x 1/2" with 3 holes each. - (2) Flat plates, 3" x 24" x 1/2" with 4 holes each. - (2) Angle brackets, 4" x 8" x 2" x 1/2" with 4 holes each. - (60) 3/4" diameter x 2 1/2" NC bolts with nut and 2 flat washers each. All above items listed to be hot dipped galvanized, shipped loose and assembled by installer.					
					\$3,775.00



Michie Corporation
173 Buxton Industrial Drive
Henniker, NH 03242
Phone: (603) 428-3218
Fax: (603) 428-7426

Quote Number: 8035

Order Date: 1/17/2017

Customer Copy

Qty	Item	Description	Unit Price	TX	Extension
Structure: DEL Delivery Charges					
2	710500	Delivery Charges	\$500.00	<input type="checkbox"/>	\$1,000.00
- Product delivered via flatbed trailer, off loaded and set in place by others.					\$1,000.00
<hr/>					
Structure: FUEL Fuel Surcharge - Per Delivery					
2	710400	Fuel Surcharge - Zone 4	\$19.72	<input type="checkbox"/>	\$39.44
- All deliveries to this project are currently subject to a fuel surcharge based on distance from our plant. - Fuel surcharge is based on official energy statistics as provided by the US Government and are adjusted monthly. These energy statistics are published on the EIA website at: http://tonto.eia.doe.gov/oog/info/wohdp/diesel.asp .					\$39.44



Michie Corporation
 173 Buxton Industrial Drive
 Henniker, NH 03242
 Phone: (603) 428-3218
 Fax: (603) 428-7426

Quote Number: 8035

Order Date: 1/17/2017

Customer Copy

Taxable	\$0.00
Non-Taxable	\$25,446.44
Sub Total	\$25,446.44
Tax	\$0.00
Total	\$25,446.44

**Michie Corp has been a NPCA certified plant for a continuous 26 years.
 For more on what it means to be an NPCA certified plant, visit: www.precast.org**

AGREEMENT: The Buyer agrees to purchase from Michie Corporation (Seller), and the Seller agrees to sell to the Buyer, the products set forth on the front side hereof, and the Buyer agrees to pay to the Seller the stated unit prices therefore. This Agreement is subject to credit approval. This quotation is based on limited information. Michie Corporation reserves the right to modify this proposal subject to the receipt of a complete set of plans and specifications for this project. This quotation expires 30 days from the date shown.

DELIVERY: Unless otherwise noted, prices include delivery F.O.B. job site, and are based on maximum legal loads. Should partial deliveries be required, they will be subject to a split/short load delivery fee. F.O.B. job site means the place of delivery must be accessible by truck and trailer under its own power, with maximum load; otherwise final delivery shall be at the expense of the Buyer. Buyer shall furnish labor and equipment to unload trucks. All deliveries allow for one hour maximum unloading time, anything over will be charged at the rate of \$130.00 per hour. Buyer shall give delivery instructions within a reasonable time before shipment is to be made.

FUEL SURCHARGE: All deliveries are subject to a fuel surcharge. Fuel surcharge is based on official energy statistics as provided by the US Government and published on the EIA website at <http://tonto.eia.doe.gov/oog/info/wohdp/diesel.asp>.

PAYMENT: Seller's offer to sell the products herein is expressly conditioned upon Buyer's approved credit application or C.O.D. Payment is due to Seller net thirty (30) days from date of invoice and is not contingent upon Buyers receipt of payment or Owner's project payment schedule. All overdue accounts will be charged simple interest at the rate of 1.5% per month (18% per year) until such invoice is paid in good funds. If Seller turns this account over for collections Buyer agrees to pay all collection charges, including attorney fees and expenses, whether or not suit is brought. If at any time after acceptance of the order the financial responsibility of the Buyer becomes impaired or is unsatisfactory, the Seller reserves the right to require payment in advance of shipment or satisfactory security or guaranty that previous charges as well as future charges will be paid. Accounts over sixty (60) days will be placed on credit hold and will remain on hold until adequate arrangements have been made with the credit department.

LIMITATION OF REMEDY AND LIABILITY: It is expressly understood and agreed that the Seller's sole liability for any breach of warranty or other breach of default hereunder, and the Buyer's sole remedy therefore, shall be for the replacement or repair by the Seller of any defective material, or in the Seller's sole discretion, the amount of the purchase price paid to the Seller by the Buyer for any defective product. In no event shall the Seller be liable for consequential damages, nor shall the Seller be liable or responsible for any loss or damage suffered by the Buyer arising from or with respect to delay, interruption of business or disruption caused by Seller's inability or failure to supply materials or product set forth on the front side thereof.

QUANTITY: If Buyer elects to purchase only a portion of the material quoted herein, Seller retains the right to adjust prices on remaining items. When the Buyer requests a reduction of more than ten (10%) in the total quantity set forth on the front side hereof with respect to any item, the Seller has the right to increase the unit price of such item by a reasonable amount.

DAMAGE CLAIMS: Any damage to the product in transit must be noted on the delivery ticket or no claim for such damage will accrue against the Seller. Unloading of product is at the Buyer's risk and Seller assumes no responsibility for personal injury or for property damage. The Buyer will indemnify and save Seller harmless, including attorney's fees, against any such claims resulting from such unloading or from any claims against Seller arising from Buyer's installation of the products delivered hereunder.

TAXES: In addition to prices quoted on the front side hereof, the Buyer shall pay to the Seller any and all applicable sales or use taxes.

DELAYS AND FORCE MAJEURE: Seller shall not be liable for delay in delivering products where occasioned by any cause of any kind or extend beyond control of Seller including without limitation, armed conflict or economic dislocation resulting there from, embargoes, shortages of labor, raw material, fuel, energy, production facilities or transportation, labor difficulties; civil disorders of any kind; action of civil or military authorities (including priorities and allocations); fires; floods; and accidents. It is intended that no liability shall accrue against Seller by reason of its not delivering any of the items set forth on the front side hereof, or any portion thereof, affected by any such occurrence. In event the delay caused by any of the foregoing, the time for performance shall be extended for such a time as may be reasonably necessary to enable Seller to perform. Seller at all times reserves the right to apportion its production among its customers as it may determine.

DEFAULT OF BUYER: Upon a default in payment by the Buyer of any amount due under this Contract, or under any other Contract between Buyer and Seller, Seller may at its option suspend performance of further manufacturing and/or delivery of the product to the Buyer, cancel the undelivered portion of this Contract or exercise any other remedies available under the New Hampshire Uniform Commercial Code, and in such event, all sums owing from Buyer to Seller shall without notice of demand become immediately due from Buyer to Seller. Buyer hereby agrees to pay all costs incurred by Seller in connection with Buyer's default hereunder, including the Seller's reasonable attorney's fees, exercise of any of its rights under this Contract shall not bar Seller from exercising its rights under any applicable lien law or other statute.

RETURNS: Full credit subject to a 30% handling/restocking charge will be allowed on undamaged standard inventory precast product authorized for return.



Michie Corporation
 173 Buxton Industrial Drive
 Henniker, NH 03242
 Phone: (603) 428-3218
 Fax: (603) 428-7426

Quote Number: 8035

Order Date: 1/17/2017

Customer Copy

SPECIALS: All specialty and non-standard product require a thirty percent (30%) deposit prior to fabrication. Special items not considered as standard inventory by Seller, and manufactured by Seller to Buyer's specifications or job requirements, will upon payment become the sole property of the Buyer and shall not be accepted for return after delivery. In addition, Buyer may not cancel or terminate for any reason its obligation to purchase special items once Seller has purchased the raw materials necessary to manufacture same. In addition, in the event Seller elects to cancel any portion of this Contract under the Paragraphs set forth above, Buyer shall be liable for the purchase price of any such special item with respect to which Seller has commenced the manufacturing process.

INSPECTIONS: All inspection charges are for Buyer's account. All inspections shall be conducted at Seller's plant by Buyer's authorized representative with reasonable advance notice. Failure of Buyer to avail himself of inspection privileges shall be deemed a waiver of the same.

ENGINEERING: Submittal drawings to be scheduled and invoiced upon receipt of signed order. Should stamped design drawings and/or buoyancy calculations be required, an additional charge will be assessed for this service. Quoted price covers initial submittal preparation and review as well as production drawings following Michie Corporation receipt of signed approved submittals from engineer of record and contractor. Should additional production drawings and/or engineering services be necessary due to project revisions, changes or errors not deemed the responsibility of Michie Corporation, said services will be performed by Michie Corp and billed at \$65.00 per hour or portion thereof.

FIELD ASSISTANCE: Seller may, at its sole discretion, provide the services of a field representative upon receipt of a request from Buyer. This service is offered only on the condition that Seller shall not be deemed to have approved or in any manner to have assumed responsibility for the engineering design of the job, supervision, inspection or quality of the workmanship. **IN NO EVENT SHALL THE SERVICES OR STATEMENTS OF A FIELD REPRESENTATIVE BE DEEMED A WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO ANY OF THE SELLER'S PRODUCTS OR SERVICES.**

TITLE: Title to the products sold and paid for hereunder shall pass to Buyer upon arrival of truck on jobsite, but Buyer shall not have the right to divert or re-consign such shipment to any destination other than that specified on the delivery ticket.

PRICES: The prices set forth on the front side hereof are guaranteed for shipment within ninety (90) days from the quotation date and are subject to a maximum escalation of eight (8%) percent for each thirty (30) days thereafter.

GOVERNING LAW: This contract shall be governed by and shall be construed in accordance with the law in force on the date of formation of this Contract in the State of New Hampshire.

BONDS: Seller has the right to receive the Bond copy upon request.

COMPLETE AGREEMENT: This Contract constitutes the final, complete and full agreement between the Seller and Buyer. No terms or conditions other than those contained herein, and no agreement or understanding, oral and written, in any manner purporting to modify these terms or conditions, whether contained in the Buyer's Purchase form, Seller's shipping release of elsewhere shall be binding on the Seller hereafter. All proposals, negotiations and representations, if any, made prior, and with reference hereto are merged herein. Waiver by Seller or Buyer of any breach of these provisions shall not be construed as a waiver of any other breach.

Thank you for considering Michie Corporation, Inc. for all your precast needs. Should you require additional assistance, please do not hesitate to contact us at your earliest convenience.

Sincerely yours,

The above Prices, Terms and Conditions are Accepted

 Steve Gard
 Precast Division Manager
 Date: _____

 Patrick Smith - Public Works Director
 Milton, NH
 Date: _____



Michie Corporation
 173 Buxton Industrial Drive
 Henniker, NH 03242
 Phone: (603) 428-3218
 Fax: (603) 428-7426

Quote Number: 8034

Order Date: 1/17/2017

Customer Copy

Bill to:	C.O.D CLIENTS TOWN OF MILTON, NH PO BOX 310 MILTON, NH 03851	Delivery to:	MILTON, NH-BOAT RAMP PROJECT-18' WIDTH OPTION PRECAST BOAT RAMP-18'-0" WIDE OPTION MILTON, NH
Contact:	Patrick Smith - Public Works Director	Project Manager:	
Phone :	(603) 652-9891	Fax:	(603) 652-4126
Customer ID:	CASH	PO:	
Terms:	C.O.D.	ShipVia:	
		Sales Rep:	Michie Corp

Qty	Item	Description	Unit Price	TX	Extension
Structure: PLANK A Precast Boat Ramp Planks - Type A					
14	380201	NH Fish & Game Boat Planks: 18'-0" Long x 3'-0" Wide x 9" Thick - Type A: (For below anchor block portion of ramp - black color) Weight: 6,240 lbs each.	\$1,340.00	<input type="checkbox"/>	\$18,760.00
					\$18,760.00
<hr/>					
Structure: BLOCK Precast Anchor Block					
1	115000	Anchor Block: 18'-0" Long x 4'-3" to 4'-0" High x 4'-0" Wide. (cast in 3 sections, 7.4 ton each - cast in natural concrete color)	\$4,690.00	<input type="checkbox"/>	\$4,690.00
Casting lengths to be 6'-0". Price to include connection hardware and 2 bags of grout.					
					\$4,690.00
<hr/>					
Structure: PLANK B Precast Boat Ramp Planks - Type B					
4	380201	NH Fish & Game Boat Planks: 18'-0" Long x 3'-0" Wide x 9" Thick - Type B: (For above anchor block portion of ramp-natural concrete color)	\$1,200.00	<input type="checkbox"/>	\$4,800.00
PRICE INCLUDES (for both Plank A and Plank B quoted above): - All cast per NH Fish and Game Standard No. 5, Type B, with all hot dip galvanized, cast in hardware included. - Concrete: 4,000 psi A 28 days, class AA. - Reinforcing: Grade 60 epoxy coated deformed bar per ASTM A-615. - Planks shall have a longitudinal coarse broom finish for traction. - Planks (below anchor block) shall be colored black with integral Laness-Bayferrox #330 black pigment dye (50 lbs/cy dosing ratio). - Planks and anchor block to be sealed with silane/siloxane penetrating surface sealer (Vexcon PennSeal 244). - Delivery to job site and off loaded (set in place by others).					
					\$4,800.00
<hr/>					
Structure: FRAME Substructure Frame					
1	723002	Sub-structure galvanized steel I-Beam frame and cross bracing, with connection brackets to anchor block.	\$4,950.00	<input type="checkbox"/>	\$4,950.00
PRICE INCLUDES: - (6) 20'-0" Long I-Beams, 4" x 4" x 1/2" (total of 120 lf). - (16) 6'-0" Long x 4" High x 1/2" flat plates with bolt holes. - (32) Angle brackets, 8" x 4" x 3" x 1/2" with 3 holes each. - (3) Flat plates, 3" x 24" x 1/2" with 4 holes each. - (3) Angle brackets, 4" x 8" x 2" x 1/2" with 4 holes each. - (120) 3/4" diameter x 2 1/2" NC bolts with nut and 2 flat washers each. All above items listed to be hot dipped galvanized, shipped loose and assembled by installer.					
					\$4,950.00



Michie Corporation
173 Buxton Industrial Drive
Henniker, NH 03242
Phone: (603) 428-3218
Fax: (603) 428-7426

Quote Number: 8034

Order Date: 1/17/2017

Customer Copy

Qty	Item	Description	Unit Price	TX	Extension
Structure: DEL Delivery Charges					
3	710500	Delivery Charges	\$500.00	<input type="checkbox"/>	\$1,500.00
- Product delivered via flatbed trailer, off loaded and set in place by others.					\$1,500.00
<hr/>					
Structure: FUEL Fuel Surcharge - Per Delivery					
3	710400	Fuel Surcharge - Zone 4	\$19.72	<input type="checkbox"/>	\$59.16
- All deliveries to this project are currently subject to a fuel surcharge based on distance from our plant. - Fuel surcharge is based on official energy statistics as provided by the US Government and are adjusted monthly. These energy statistics are published on the EIA website at: http://tonto.eia.doe.gov/oog/info/wohdp/diesel.asp .					\$59.16
<hr/>					



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Customer Copy

Taxable	¢0.00
Non-Taxable	\$34,759.16
Sub Total	\$34,759.16
Tax	\$0.00
Total	\$34,759.16

**Michie Corp has been a NPCA certified plant for a continuous 26 years.
 For more on what it means to be an NPCA certified plant, visit: www.precast.org**

AGREEMENT: The Buyer agrees to purchase from Michie Corporation (Seller), and the Seller agrees to sell to the Buyer, the products set forth on the front side hereof, and the Buyer agrees to pay to the Seller the stated unit prices therefore. This Agreement is subject to credit approval. This quotation is based on limited information. Michie Corporation reserves the right to modify this proposal subject to the receipt of a complete set of plans and specifications for this project. This quotation expires 30 days from the date shown.

DELIVERY: Unless otherwise noted, prices include delivery F.O.B. job site, and are based on maximum legal loads. Should partial deliveries be required, they will be subject to a split/short load delivery fee. F.O.B. job site means the place of delivery must be accessible by truck and trailer under its own power, with maximum load; otherwise final delivery shall be at the expense of the Buyer. Buyer shall furnish labor and equipment to unload trucks. All deliveries allow for one hour maximum unloading time, anything over will be charged at the rate of \$130.00 per hour. Buyer shall give delivery instructions within a reasonable time before shipment is to be made.

FUEL SURCHARGE: All deliveries are subject to a fuel surcharge. Fuel surcharge is based on official energy statistics as provided by the US Government and published on the EIA website at <http://tonto.eia.doe.gov/oog/info/wohdp/diesel.asp>.

PAYMENT: Seller's offer to sell the products herein is expressly conditioned upon Buyer's approved credit application or C.O.D. Payment is due to Seller net thirty (30) days from date of invoice and is not contingent upon Buyers receipt of payment or Owner's project payment schedule. All overdue accounts will be charged simple interest at the rate of 1.5% per month (18% per year) until such invoice is paid in good funds. If Seller turns this account over for collections Buyer agrees to pay all collection charges, including attorney fees and expenses, whether or not suit is brought. If at any time after acceptance of the order the financial responsibility of the Buyer becomes impaired or is unsatisfactory, the Seller reserves the right to require payment in advance of shipment or satisfactory security or guaranty that previous charges as well as future charges will be paid. Accounts over sixty (60) days will be placed on credit hold and will remain on hold until adequate arrangements have been made with the credit department.

LIMITATION OF REMEDY AND LIABILITY: It is expressly understood and agreed that the Seller's sole liability for any breach of warranty or other breach of default hereunder, and the Buyer's sole remedy therefore, shall be for the replacement or repair by the Seller of any defective material, or in the Seller's sole discretion, the amount of the purchase price paid to the Seller by the Buyer for any defective product. In no event shall the Seller be liable for consequential damages, nor shall the Seller be liable or responsible for any loss or damage suffered by the Buyer arising from or with respect to delay, interruption of business or disruption caused by Seller's inability or failure to supply materials or product set forth on the front side thereof.

QUANTITY: If Buyer elects to purchase only a portion of the material quoted herein, Seller retains the right to adjust prices on remaining items. When the Buyer requests a reduction of more than ten (10%) in the total quantity set forth on the front side hereof with respect to any item, the Seller has the right to increase the unit price of such item by a reasonable amount.

DAMAGE CLAIMS: Any damage to the product in transit must be noted on the delivery ticket or no claim for such damage will accrue against the Seller. Unloading of product is at the Buyer's risk and Seller assumes no responsibility for personal injury or for property damage. The Buyer will indemnify and save Seller harmless, including attorney's fees, against any such claims resulting from such unloading or from any claims against Seller arising from Buyer's installation of the products delivered hereunder.

TAXES: In addition to prices quoted on the front side hereof, the Buyer shall pay to the Seller any and all applicable sales or use taxes.

DELAYS AND FORCE MAJEURE: Seller shall not be liable for delay in delivering products where occasioned by any cause of any kind or extend beyond control of Seller including without limitation, armed conflict or economic dislocation resulting there from, embargoes, shortages of labor, raw material, fuel, energy, production facilities or transportation, labor difficulties; civil disorders of any kind; action of civil or military authorities (including priorities and allocations); fires; floods; and accidents. It is intended that no liability shall accrue against Seller by reason of its not delivering any of the items set forth on the front side hereof, or any portion thereof, affected by any such occurrence. In event the delay caused by any of the foregoing, the time for performance shall be extended for such a time as may be reasonably necessary to enable Seller to perform. Seller at all times reserves the right to apportion its production among its customers as it may determine.

DEFAULT OF BUYER: Upon a default in payment by the Buyer of any amount due under this Contract, or under any other Contract between Buyer and Seller, Seller may at its option suspend performance of further manufacturing and/or delivery of the product to the Buyer, cancel the undelivered portion of this Contract or exercise any other remedies available under the New Hampshire Uniform Commercial Code, and in such event, all sums owing from Buyer to Seller shall without notice of demand become immediately due from Buyer to Seller. Buyer hereby agrees to pay all costs incurred by Seller in connection with Buyer's default hereunder, including the Seller's reasonable attorney's fees, exercise of any of its rights under this Contract shall not bar Seller from exercising its rights under any applicable lien law or other statute.

RETURNS: Full credit subject to a 30% handling/restocking charge will be allowed on undamaged standard inventory precast product authorized for return.



Michie Corporation
173 Buxton Industrial Drive
Henniker, NH 03242
Phone: (603) 428-3218
Fax: (603) 428-7426

Quote Number: 8034

Order Date: 1/17/2017

Customer Co

SPECIALS: All specialty and non-standard product require a thirty percent (30%) deposit prior to fabrication. Special items not considered as standard inventory by Seller, and manufactured by Seller to Buyer's specifications or job requirements, will upon payment become the sole property of the Buyer and shall not be accepted for return after delivery. In addition, Buyer may not cancel or terminate for any reason its obligation to purchase special items once Seller has purchased the raw materials necessary to manufacture same. In addition, in the event Seller elects to cancel any portion of this Contract under the Paragraphs set forth above, Buyer shall be liable for the purchase price of any such special item with respect to which Seller has commenced the manufacturing process.

INSPECTIONS: All inspection charges are for Buyer's account. All inspections shall be conducted at Seller's plant by Buyer's authorized representative with reasonable advance notice. Failure of Buyer to avail himself of inspection privileges shall be deemed a waiver of the same.

ENGINEERING: Submittal drawings to be scheduled and invoiced upon receipt of signed order. Should stamped design drawings and/or buoyancy calculations be required, an additional charge will be assessed for this service. Quoted price covers initial submittal preparation and review as well as production drawings following Michie Corporation receipt of signed approved submittals from engineer of record and contractor. Should additional production drawings and/or engineering services be necessary due to project revisions, changes or errors not deemed the responsibility of Michie Corporation, said services will be performed by Michie Corp and billed at \$65.00 per hour or portion thereof.

FIELD ASSISTANCE: Seller may, at its sole discretion, provide the services of a field representative upon receipt of a request from Buyer. This service is offered only on the condition that Seller shall not be deemed to have approved or in any manner to have assumed responsibility for the engineering design of the job, supervision, inspection or quality of the workmanship. **IN NO EVENT SHALL THE SERVICES OR STATEMENTS OF A FIELD REPRESENTATIVE BE DEEMED A WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO ANY OF THE SELLER'S PRODUCTS OR SERVICES.**

TITLE: Title to the products sold and paid for hereunder shall pass to Buyer upon arrival of truck on jobsite, but Buyer shall not have the right to divert or re-consign such shipment to any destination other than that specified on the delivery ticket.

PRICES: The prices set forth on the front side hereof are guaranteed for shipment within ninety (90) days from the quotation date and are subject to a maximum escalation of eight (8%) percent for each thirty (30) days thereafter.

GOVERNING LAW: This contract shall be governed by and shall be construed in accordance with the law in force on the date of formation of this Contract in the State of New Hampshire.

BONDS: Seller has the right to receive the Bond copy upon request.

COMPLETE AGREEMENT: This Contract constitutes the final, complete and full agreement between the Seller and Buyer. No terms or conditions other than those contained herein, and no agreement or understanding, oral and written, in any manner purporting to modify these terms or conditions, whether contained in the Buyer's Purchase form, Seller's shipping release or elsewhere shall be binding on the Seller hereafter. All proposals, negotiations and representations, if any, made prior, and with reference hereto are merged herein. Waiver by Seller or Buyer of any breach of these provisions shall not be construed as a waiver of any other breach.

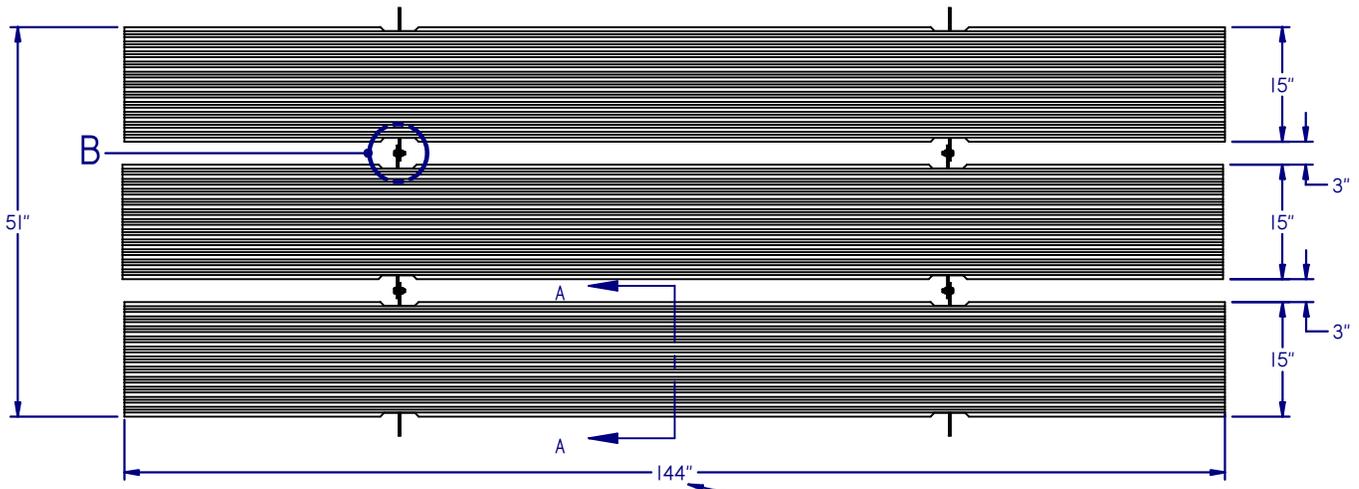
Thank you for considering Michie Corporation, Inc. for all your precast needs. Should you require additional assistance, please do not hesitate to contact us at your earliest convenience.

Sincerely yours,

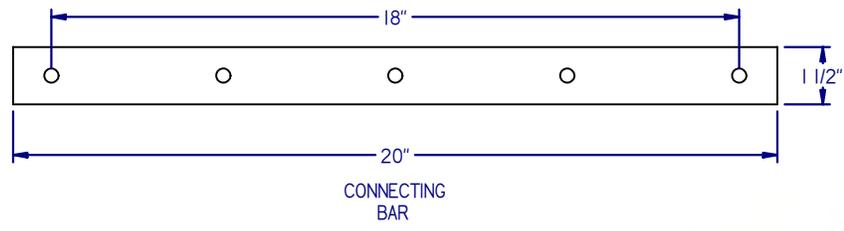
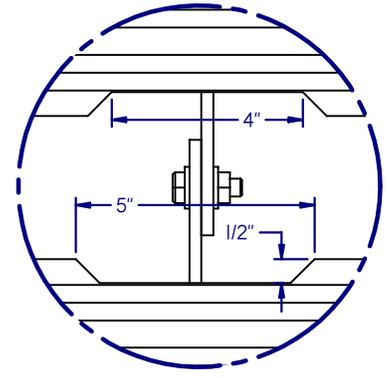
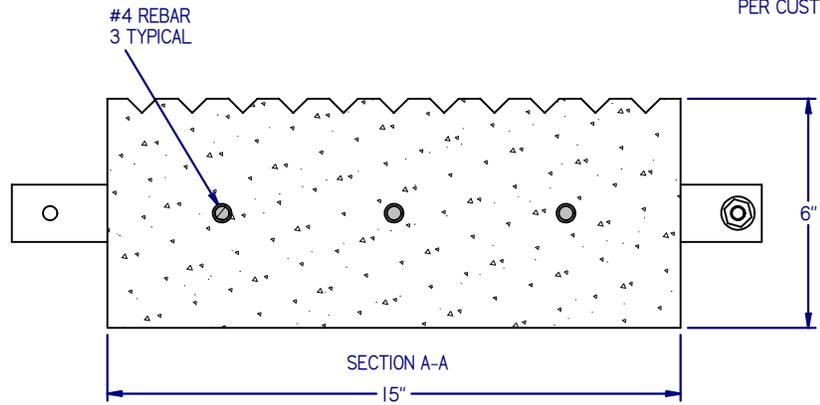
The above Prices, Terms and Conditions are Accepted

 Steve Gard
 Precast Division Manager
 Date: _____

 Patrick Smith - Public Works Director
 Milton, NH
 Date: _____



WIDTH VARIES PER CUSTOMER REQUEST



- NOTES:
1. WEIGHT= 1040 LBS. per 15" X 144" SECTION
 2. CONCRETE: 5000 PSI AFTER 28 DAYS
 3. REINFORCED WITH 3 - #4 REBARS
 4. AVAILABLE FOR SALT WATER



CONCRETE BOAT RAMP
238 Country Club Road (Route 4) Sanford, ME 04073
(207) 324-7215 (800) 477-8177
 Date: 9/17/2009



















CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity Milton Police Department **Date Prepared** 4/20/2018
Contact Person Chief Richard Krauss **Phone Number** 603-652-4514

1. Project Title & Reference No.: Police Cruiser Replacement Car 2	4. Cost	
	Per Unit	Total
2. Form of Acquisition (check appropriate) Purchase from Police Detail Account	Purchase price or annual rental	\$45,000 \$45,000.00
3. Number of Units Requested: 1	or other costs	\$
5. Purpose of Expenditure (check appropriate) x <input checked="" type="checkbox"/> Schedule replacement <input type="checkbox"/> Present equipment obsolete x <input checked="" type="checkbox"/> Replace worn-out equipment <input type="checkbox"/> Reduce personnel time <input type="checkbox"/> Expanded service <input type="checkbox"/> New operation x <input checked="" type="checkbox"/> Increased safety <input type="checkbox"/> Improve procedures, records, etc.	other discount	\$
	or annual rental	\$
	6. Number of Similar Items in Inventor <u>1</u>	
	7. Estimated Use of Requested Item(s)	
5a. Describe Alternatives Considered:	Months per year	Estimated useful
	Weeks per year	life in years
	Days per week	7 years
	Hours per day	

B. Replaced Item(s)	Prior Year's				
	Item	Make	Age	Maint Costs	Breakdowns
A. 2012 Ford F-150 Cruiser 2	Ford	6			
B.					
C.					
D.					
E.					

9. Recommended Disposition of Replacement Item(s)

Possible used by other agencies x Trade-in Sale

10. Submitting Authority

Submitted by: Chief Richard Krauss Date: 4/20/2018

Position: Chief of Police

11. Reserved

FORM A

CAPITAL PROJECT REQUEST

Excluding Equipment

Department & Activity Milton Police Department Date Prepared 04/20/2018

Contact Person: Chief Richard Krauss Phone Number: 603-652-4514

1. Project Title: <u>Taser and Body Camera replacement</u>	2. Purpose of Project Request Form (Check One)
3. Department Priority: <u>Medium for 2019</u>	<input type="checkbox"/> Add a new item to the program
4. Location: <u>Police Department</u>	<input type="checkbox"/> Delete an item in a year already a part the program
	<input checked="" type="checkbox"/> Modify a project already in the adopted program

5. Description: Removing body camera from this items as these items were replaced in 2017 and should not need to be replaced until 2022. Also suggesting that we move this item out until 2020 as we are having no issues with these items and the amount will decrease to \$16,500.00

5.a. Describe Alternatives Considered:

6. Justification & Useful Life: Body Cameras and Taser X2 less lethal devices are on our officers in all weather conditions on all shifts. This is approximately 200 shifts per year. The weather elements are the largest issue for these items and they are electronics so they will have a "shelf" life. Body camera suggested "shelf life" is three(3) years and X2 is five(5) years. 2019 would be the 5 year point for replacement of the X2, but we are having no issues with them and I feel we can wait another year on replacement until 2020.

7. Cost & Recommended Sources of Financing

BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY <u>2020</u>	<u>\$16,500.00</u>	General Fund purchase through warrant article.
Program year FY _____	_____	_____
Program year FY _____	_____	_____
Program year FY _____	_____	_____
Program year FY _____	_____	_____
Program year FY _____	_____	_____
TOTAL SIX YEARS	_____	_____
After Sixth Year	_____	_____

If adjusted for inflation, indicate adjustment percentage here: _____

*Interest cost not included.

8. Net Effects on Operating Costs (+/-)

Direct Costs

personnel: number _____
 \$ amount _____

purchase of service _____

materials & supplies _____

equipment purchases _____

utilities _____

other _____

Subtotal () _____

Indirect Operating Costs

fringe benefits _____

general admin. Costs _____

other _____

Subtotal () _____

Total Operating Cost _____

Debt Service (P&I) _____

Total Operating Cost _____

9. Net Effect on Municipal Income (+/-)

taxes _____

other income _____

Subtotal _____

gain from sale of _____

replaceable assets _____

Total _____

10. Submitting Authority

Chief Richard Krauss

Submitted by _____ Date 4-20-18

Position _____

Signature _____

11. Reserved

FORM A

CAPITAL PROJECT REQUEST

Excluding Equipment

Department & Activity Milton Police Department Date Prepared 04/20/2018

Contact Person: Chief Richard Krauss Phone Number: 603-652-4514

1. Project Title: <u>Police Cruiser Replacement Car 1</u>	2. Purpose of Project Request Form (Check One) <input type="checkbox"/> Add a new item to the program <input type="checkbox"/> Delete an item in a year already a part the program <input checked="" type="checkbox"/> Modify a project already in the adopted program
3. Department Priority: <u>Medium for 2019</u>	
4. Location: <u>Police Department</u>	

5. Description: Moving the replacement of Police Cruiser Car 1 from budget year 2019 to Budget year 2020. The cruisers mileage will allow it to get another year of service.

5.a. Describe Alternatives Considered:

6. Justification & Useful Life: The usefule life is extended on this cruiser because it is a primary cruiser for a singular officer and is only used as a fleet vehicle for special shifts or patrols. This extends the life of the cruiser as it the maximum expected daily use of the cruiser is 10-12 hours per day 4-5 days per week, instead of 18-20 hours per day on a fleet cruiser 7 days per week.

7. Cost & Recommended Sources of Financing

BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY <u>2020</u>	<u>\$42,000.00</u>	<u>This cruiser will be purchased out of the Cruiser Detail Account.</u>
Program year FY _____	_____	_____
Program year FY _____	_____	_____
Program year FY _____	_____	_____
Program year FY _____	_____	_____
Program year FY _____	_____	_____
TOTAL SIX YEARS	_____	_____
After Sixth Year	_____	_____

If adjusted for inflation, indicate adjustment percentage here: _____

*Interest cost not included.

8. Net Effects on Operating Costs (+/-)

Direct Costs

personnel: number _____
 \$ amount _____

purchase of service _____
 materials & supplies _____
 equipment purchases _____
 utilities _____
 other _____
 Subtotal () _____

Indirect Operating Costs

fringe benefits _____
 general admin. Costs _____
 other _____
 Subtotal () _____

Total Operating Cost _____
 Debt Service (P&I) _____
 Total Operating Cost _____

9. Net Effect on Municipal Income (+/-)

taxes _____
 other income _____
 Subtotal _____
 gain from sale of _____
 replaceable assets _____
 Total _____

10. Submitting Authority
Chief Richard Krauss
 Submitted by: [Signature] Date 4-20-18
 Position _____
[Signature]
 Signature _____

11. Reserved

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity Milton Police Department **Date Prepared** 4/20/2018
Contact Person Chief Richard Krauss **Phone Number** 603-652-4514

1. Project Title & Reference No.: Police Cruiser Lease Payment

2. Form of Acquisition (check appropriate)
 Payments on the Police Department Cruiser lease out of General fund

3. Number of Units Requested: 1

5. Purpose of Expenditure (check appropriate)

- Schedule replacement
- Present equipment obsolete
- Replace worn-out equipment
- Reduce personnel time
- Expanded service
- New operation
- Increased safety
- Improve procedures, records, etc.

5a. Describe Alternatives Considered:

4. Cost

	Per Unit	Total
Purchase price or annual rental	\$31,000	\$31,000.00
or other costs \$		
other discount \$		
or annual rental \$		

6. Number of Similar Items in Inventor 1

7. Estimated Use of Requested Item(s)

	Estimated useful
Months per year	life in years
Weeks per year	5 years
Days per week	
Hours per day	

8. Replaced Item(s)

Item	Make	Age	Maint Costs	Prior Year's	
				Breakdowns	Rental Costs
B.					
C.					
D.					
E.					

9. Recommended Disposition of Replacement Item(s)

Possible used by other agencies
 Trade-in
 Sale

10. Submitting Authority

Submitted by: Chief Richard Krauss Date: 4/20/2018
 Position: Chief of Police

11. Reserved

TOWN OF MILTON PLANNING BOARD

Capital Improvements Program Charge & Process Policy

1.) Purpose and Intent

A need has been identified to plan for the orderly planning, implementation and financing of a capital improvements program in a manner which meets the needs of the Town and minimizes fluctuations of the tax rate and the impact thereof upon its taxpayers. In order to address that need, there is hereby established an annual Capital Improvements Program and procedure for said program.

2.) Authority

This document is adopted by the Planning Board pursuant to Warrant [Article 17, March 10, 2015](#) Town Meeting authorizing the Planning Board to undertake a CIP process, issue directives to competent authority for project submittals and pertinent information and to prepare an annual CIP report which has the sole purpose of recommendation of capital planning to the Select Board. The Board shall operate under the framework of RSA 674:5, 6, 7 and 8 that set forth herein.

3.) Definitions

Words used in this Policy shall be defined by the common usage under New Hampshire Statute unless otherwise defined herein. Wherever the masculine gender is used it shall include the feminine and vice-versa. Shall is mandatory; may is permissive or discretionary.

4.) Powers and Duties

a. Annual Program

The Board shall, in the year beginning on January 1, 2016 and then annually thereafter, prepare and submit to the Select Board, for their review and consideration, a report recommending a Capital Improvement Program (hereafter the "Program") for a period of no less than the coming six (6) fiscal years, including a Capital Improvement Budget for the next fiscal year, and the financing thereof. The purpose and effect of the Program shall be to aid the Select Board and the Budget Committee in their financial planning and deliberations on annual budget requests.

The Program shall 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 may encompass both projects being currently undertaken and future projects to be undertaken with federal, state, county and other public funds. The Program shall classify projects according to their urgency and need for realization, shall recommend a time sequence for their implementation, and shall specifically comment on the relationship of the Program and budget to its consistency with the Town's Master Plan.

The Program shall include only those capital projects and improvements (hereafter the "Project")

involving tangible assets and projects which (1) have a useful life of not less than five years and (2) cost over \$10,000 [or such other sum which conforms with Statement #34 of the Governmental Accounting Standards Board (GASB 34) or such future equivalent capitalization schedules. It shall be an evasion of this Policy to propose to finance an item meeting the foregoing definitions through normal operations or otherwise without first or, it shall submit the same to the Board who shall study and report on the same to the Select Board forthwith.

The Program shall be submitted to the Select Board by September 1st of each year together with filing a copy with the Budget Committee, the Office of the Town Clerk, and the NH Office of Energy and Planning. In preparing and submitting its annual Program, the Board shall hold at least one public hearing at least fourteen (14) days prior to submitting said Program and to give public notice of the public hearing with no less than ten (10) days' notice. A copy of the proposed Program shall be available to the public at the time of the notice being published.

In the time period prior to April 1, 2017, the Board shall act diligently to: (a) obtain familiarity with the Town's current physical plant, infrastructure, and capital equipment, (b) review the Town's capital expenditures for the past 10 Fiscal Years, (c) review available documents detailing future capital needs including, but not limited to, the Town Master Plan, the Vehicle Replacement Plans and the like, (d) become familiar with state law with respect to how communities may finance Capital Improvements and establish reserves for the same, (e) review how various communities plan and finance their capital improvements, and (f) prepare and distribute an informative procedures manual to all describing the purpose of the committee and the expectations of it by the Select Board, what qualifies as a "Capital" expenditure, and how requests will be solicited received, reviewed and ranked, and then dealt with through the budgeting process.

b. Conferring with Town Departments and Agencies

In preparing the Program, the Board shall annually confer with the School Board and every municipal department, board, committee, or agency to solicit proposals for projects for the coming time period the subject of the Program. In soliciting such proposals, with at least thirty (30) days prior notice, the Board shall solicit proposals for projects, upon forms designated by it, which describe the proposal, costs, operational benefits, cost increases or efficiency to be realized, relationship to the Master Plan or other objectives, proposed sources of grant or other supplementary financing and such other information as the Board may deem useful to its deliberations.

The Board shall study each proposed capital project, and shall advise the proposing entity concerning the relation of the recommendations of the master plan in relation to the proposed project and the relation of the project to the Capital Improvement Program being prepared. In other matters, the Board shall confer, in a manner it deems appropriate, with the requesting agencies and such other parties as it deems advisable allowing a reasonable time for response. All Town Departments shall cooperate in making a timely response to any such inquiries.

Proposals which may arise unexpectedly outside the annual solicitation process shall, nonetheless, be submitted to the Board for its consideration together with an explanation as to why the proposal could not have been submitted during the normal and ordinary course of said process. The Board shall expeditiously consider and submit to the Select Board its review and recommendation of any such submissions.

c. Action by the Select Board

On or before December 15th following the receipt of the Planning Board's recommended Program, the Board shall be advised by the Board of Selectmen as to what they are submitting for capital funding requests as part of the coming fiscal year budget.

d. Expenditures Authorized or Controlled

The Select Board shall not request an appropriation at a Town Meeting for a capital improvement purchase or project unless the proposed capital improvement or project has been submitted to the Board for its consideration. This provision is not applicable to any capital improvements placed on the Town Meeting warrant by citizen petition or otherwise governed by statute. Each capital request not recommended by the CIPC will appear on the warrant as a stand-alone warrant article.

Such Capital Improvement Program, after its approval by the Select Board, shall permit the expenditure on projects included therein from departmental budgets for preliminary or ancillary matters relating to the project or purchase, such as for surveys, architectural or engineering advice, options or appraisals; but no such expenditure shall be incurred which has not been so approved by the Town through the appropriation of sums in the current fiscal year or in prior years, or for preliminary planning for projects to be undertaken more than five years in the future.

e. Annual Report Publication and Filing

The Board shall file a copy of its Report and the Select Board's recommended Capital Budget shall be published and made available in a manner consistent with the previously established distribution of the proposed annual Budget. The Board shall file its original Report with the Town Clerk. The Board shall also file an executive summary of its annual CIP activities for inclusion in the Annual Town report.

5.) Severability

The provisions of this Policy shall be severable. If any portion of this Policy is determined by any court of competent jurisdiction to be unenforceable or illegal, then all other portions of this Policy not expressly found to be unenforceable or illegal shall remain fully in effect.

6.) Effective Date

This Policy is effective upon adoption and supersedes all previous orders or policies relative to or in conflict with this matter and the procedures described herein.

Approved and adopted this 7th day of June 2016 by a vote of 5 in favor and 0 opposed.

Certified as to a True and Accurate Vote

Brian Boyers, Chairman
Milton Planning Board

Adopted June 7, 2016

	A	B	C	D	E
1	Date	Department Action	Town Planner Action	Planning Board Action	Public Action
2					
3					
5	4/2/2018		Planner revises, collects forms, spreadsheets		
6	4/9/2018		Distribution of draft CIP Schedule, forms, guidance; solicit new requests for 2024 & revised requests for balance of program.		
7	4/10/18-4/30/18	Begin assemblage of new & revised CIP requests			
8	4/17/2017	New requests for 2024 & revised requests for balance of program completed/submitted.			
9	5/1/2018		Planner sends committee draft schedule, updated previous CIP spreadsheet and process, guidance. Distribute CIP Project Request Forms for review.	First Meeting Planning Board reviews/finalizes schedule. Discusses previous year status- Complete	
10	5/2/18-5/8/18	Review Meetings with Town Planner	Review, advise and critique capital requests		
11	5/9/2018-5/14/2018	All Depts. Revise requests/resubmit to Planner as needed. Finance provides project information to Town Planner.	Planner prepares submittals for Planning Board		
12	5/15/2018			Second Meeting Planning Board reviews submittals and prepares questions for Dept. Heads	
13	5/16/2018	Finance provides Capital Reserve Funds Balance Information to Planner.			
14	6/5/2018	Presents to Planning Board	Distribute any revised requests to Planning Board and CR Funds Balance spreadsheet.	Third Meeting with School, Police & Fire to review CIP Project Requests and review any asset management spreadsheets provided by Police/Fire.	
15	6/19/2018	Presents to Planning Board	prepares draft CIP spreadsheet and other pertinent docs & forms for PB-ongoing	Fourth Meeting with Recreation Dept., Sewer, Water and DPW Director to review CIP requests.	
16	7/3/2018	Presents to Planning Board	Provide additional justification/information and Form C to Planning Board.	Fifth Meeting with Con Com, Library, and Town Hall to review CIP requests.	
17	7/17/2018		Admin CIP requests, Master Plan Tie-in matrix. Meets with Town Administrator & Finance to review CIP requests	Sixth Meeting with Town Administrator, and to review Master Plan Tie-in matrix, begin rating using Form Cs. Formulate addtl. Questions for Dept. Heads as needed.	
18	8/7/2018	Finance assembles financial impact analysis. TA attends PB Mtg.	prepares draft report. PB support. Meets w/Dept. Heads to review draft report.	Seventh Meeting to discuss rankings, draft report, project matrix & annual spending levels.	
19	8/21/2018	Dept. Heads review draft report & may offer comments	planner revises draft report to final form	Eighth Meeting to review & tentatively approve final draft report to send to public hearing. Approve public hearing dates of 9/4 and 9/5 if needed.	
20	8/22/2018	post notices, post report on web and office	public hearing notices written		
21	9/4/2018	Dept. Heads voluntary attendance	Support	Public Hearing PB approves any changes from public input. if no changes, PB may approve final report to send to BoS.	Public input on program
22	9/5/2018	Dept. Heads voluntary attendance	Support	Public Hearing PB may cancel if not needed during first public hearing.	Public input on program
23			report sent to BoS, Budget Committee, Town Clerk, NH OEP.		