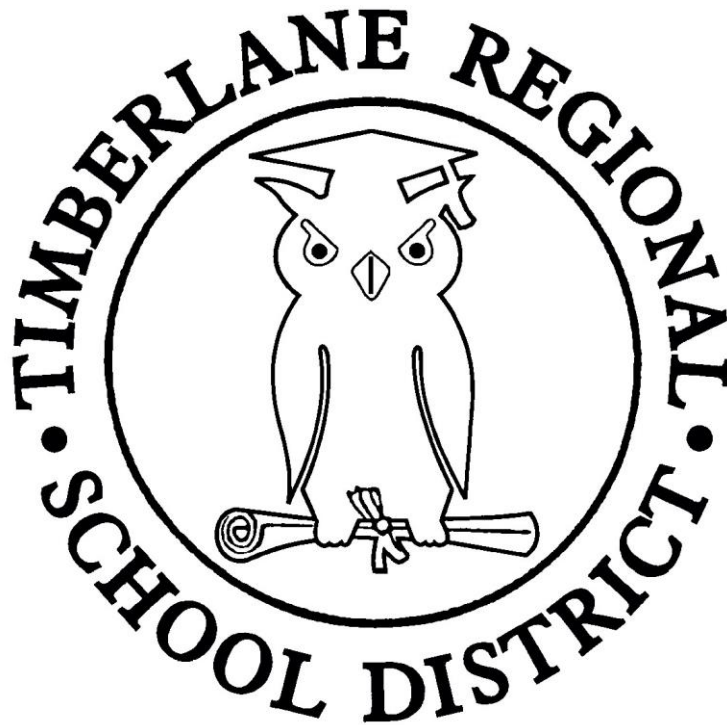


TIMBERLANE REGIONAL SCHOOL DISTRICT

CAPITAL IMPROVEMENT PLAN PROCESS



(2018 – 2024)

Adopted by the CIP Committee: October 29, 2015
Adopted by the School Board: November 5, 2015
Adopted by the School Board (as revised): October 6, 2016
Adopted by the School Board (as revised): September 21, 2017

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APPENDIX A – CAPITAL IMPROVEMENT PLAN COMMITTEE MEMBERSHIP

1. INTRODUCTION AND PURPOSE OF THE CIP

What is a CIP?

The Capital Improvement Plan (CIP) forecasts the District's capital needs over a 6 year period based on various District-adopted long-range plans, goals and policies consistent with the "Strategic Plan." The underlying strategy of the CIP is to plan for land acquisition; equipment acquisition and replacement; construction and major maintenance of public facilities necessary for the safe, efficient and effective provision of educational services for the towns of Atkinson, Danville, Plaistow and Sandown. A critical element of a balanced CIP is the provision of funds to preserve or enhance existing facilities and provide new assets that will support quality education in the 21st century.

CIP Justification

A CIP provides many benefits including:

- A systematic evaluation of all potential projects at the same time.
- The ability to stabilize debt and consolidate projects to reduce borrowing costs.
- A public relations and economic development tool.
- A focus on preserving a government entity's infrastructure while ensuring efficient use of public funds.
- An opportunity to foster cooperation among departments and an ability to inform other units of government on the entity's priorities.

Benefits of a Capital Improvement Plan

- Improve education, safety, efficiency and health
- Minimize deferred maintenance
- Stabilize indebtedness
- Manage budget impact and stabilize the tax rate
- Provide District and community long-range planning
- Protect District assets
- Access potential State matching aide

Consequences of No CIP

- School District Impact
 - Project backlog caused by too many projects due at the same time
 - Cost inefficiencies because improvements are done as "deferred maintenance"
 - Negative impact on education, safety, etc.
 - Unmanageable with difficult transition planning

- Community Impact
 - Negative impact on quality of life and property values
 - Negates community impact planning

2. CIP COMMITTEE FORMATION

The Timberlane Regional School Board recognized the need for a complete, accurate and up-to-date CIP and formed a permanent standing committee of four School Board members (one from each town), two Budget Committee members, four citizens (one from each town), the Chief Financial Officer(CFO)/Business Administrator and two School Leadership Team (SLT) members. This committee is charged with updating the CIP and creating an annual CIP update process. The resultant CIP will aid the School Board, Budget Committee and ultimately, the voters in making cost-effective decisions regarding the District’s capital planning process.

- (SEE APPENDIX A for Committee Membership)

Info about this committee may be found at: <https://public.timberlane.net/comm/cip/default.aspx>

3. CIP COMMITTEE GOALS

The CIP Committee established the following committee goals:

- Develop a six (6) year schedule of capital improvement requests to aid the School Board and Budget Committee in their consideration of the annual budget so that peaks and valleys in the tax rate are minimized.
- Help identify district priorities for time-phased capital improvements based on need, urgency, cost (planning number) and potential revenue source(s); that serves as a public information tool for district residents by showing the District’s plan for major expenditures.
- Create and maintain a comprehensive repository of capital improvement requests from all areas of the School District such as, but not limited to, the District’s Strategic Plan, Superintendent’s goals, School Board Goals, District Technology Plan, Facilities Committee requests, building needs, technology improvements and educational program needs.

4. DEFINITION OF A CAPITAL IMPROVEMENT

In general, a capital improvement is a major expenditure for public facilities having a gross cost (planning number) that exceeds a threshold value. The Timberlane Regional School District has established this threshold value at \$10,000. To be considered for inclusion in the CIP, the project must exceed the threshold value, have a useful life of three (3) years or more, and not be considered an annual, on-going, operating expense. Projects that require bond financing are also included in the CIP.

To summarize - the definition of a capital improvement is:

- The cost exceeds the threshold value of \$10,000.
- The useful life must be 3 or more years.
- The request must not be considered an on-going, operating expense.

Examples of such improvements include, but are not limited to:

- Land acquisition for public purpose
- Vehicles
- Buildings
- Equipment and machinery with a useful life of greater than 3 years
- Major building or facility renovations and repairs
- Information technology including upgrades and replacements

5. ANNUAL PREPARATION, ADOPTION, AND REVIEW OF THE CIP

- Mid-March - The CIP Committee Chairman works with the CFO/Business Administrator or designee to send a memo to all budget administrators (Directors and Principals) requesting inputs (changes, additions, deletions) to the Capital Improvement Plan with a due date of May 1. Included in that memo is the timeline for submitting requests; the definition of a capital improvement request; a copy of the current accepted CIP spreadsheet; and blank Capital Improvement Request Forms.
- Early May - The CIP Committee Chairman works with the CFO/Business Administrator or designee to create DRAFT copies of the CIP spreadsheet to be used for the new year, starting with the previous year's accepted plan. This "rollover process" includes standard changes such as removing last year's column, updating the actual for last year and adding a new column to maintain the 6-year horizon. These changes are all highlighted until reviewed and accepted by the CIP Committee.
- Early May - The CFO/Business Administrator or designee logs all requested changes to the DRAFT spreadsheet for the new year's CIP indicating each change with a highlight.
- May/June - The CIP Committee Chairman schedules CIP Committee meetings to review the CIP, focusing on the highlighted rows. As each request is accepted, the highlight is removed.
 - The CIP Committee's review is primarily to "vet" the request to ensure that the request is clear, the cost (planning number) is justified and the year requested is logical.
 - The CIP Committee may request additional information on a request by contacting the submitter and asking for a response.

- July - After all requests have been considered, the CIP Committee will recommend the request be considered either an operating budget or warrant expense and will attempt to balance the total amount requested each year in order to level any potential tax impact.
- August/September – After reviewing all requests, the CIP Committee votes to “freeze” the yearly plan. Then the CIP Committee Chair presents the resultant CIP Request Package (see Section 8) to the School Board and Budget Committee.

6. CLASSIFICATION OF PROJECTS

The Capital Improvement Plan (CIP) projects as described in this memo are divided into three (3) main categories:

(A) One-Time.

(B) Multi-Year.

(C) On-Going.

One-Time projects appear in the CIP for only one funding year within the 6-year planning window of the CIP. Multi-Year projects are those that will require several years to purchase or replace capital items. The On-Going projects are those that are proposed to receive funding every year, including Capital Reserve deposits.

7. CURRENT CAPITAL ASSETS

- Atkinson Academy
 - Built 1803
 - Renovated 1954, 1975, 1987, 1995, 2000 and 2007.
- Danville Elementary
 - Built 1963
 - Renovated 1987, 2000 and 2001.
- Timberlane Regional High School
 - Built 1966
 - Renovated 1980, 1987, and 2000.
- Timberlane Regional Middle School
 - Built 1975
 - Renovated 1984, 1996 and 2000.
- Performing Arts Center (PAC)

- Built 2001
- Pollard Elementary
 - Built 1912
 - Renovated 1954, 1987, 1995 and 2000.
- Sandown Central
 - Built 1954
 - Renovated 1987, 2000, 2001.
- Sandown North
 - Built 2001
- Superintendent's Office (SAU)
 - Built 1987

8. 2018-2024 CIP REQUEST PACKAGE

The CIP Request Package consists of documents that will be used to help the CIP Committee present the 2018-2024 CIP to the School Board and Budget Committee and will help all committees and boards to better understand the nature of the capital projects and how they impact/influence the financial structure of the School District.

These documents are:

- The powerpoint meeting presentation
- The updated CIP Process document, including an updated membership list.
- The 6-year updated CIP spreadsheet
- The Year 1 updated CIP spreadsheet
- The CIP Management Summary

APPENDIX A

THE CIP COMMITTEE MEMBERSHIP

➤ ***School Board:***

- Greg Spero - School Board, Atkinson
- Kim Farrah - School Board, Danville
- Sue Sherman - School Board, Plaistow, co-chair
- Donna Green - School Board, Sandown

➤ ***Town Representatives:***

- Jim Paul - Atkinson
- Shawn O'Neill - Danville
- John Sherman - Plaistow
- Cindy Buco - Sandown

➤ ***Budget Committee:***

- Julie Hammond – Timberlane Budget Committee
- David Gerns – Timberlane Budget Committee

➤ ***Administration:***

- Geoffrey Dowd – CFO/Business Administrator, co-chair

➤ ***SLT members:***

- Thomas Geary – Business Operations Coordinator
- Ken Henderson – Director of Information Technology