

## **BDF- Facilities Committee Goals and Preparation of Capital Improvement Plan**

*Category: Recommended*

*Related Policies: BDE, BDF-R*

- A. Purpose. The purpose of this policy is to establish criteria and operating norms for the Wilton-Lyndeborough Cooperative School District (WLC) Facilities Committee and the WLC District's Capital Improvement Plan (CIP). In accordance with Policy BDE the Facilities Committee shall be responsible for the ongoing development of a Facilities plan to include:
- A one year plan due each year by October 1st that would include specifics for budget planning
  - A 3 year plan, revised on a yearly basis
  - A long term plan, revised on a yearly basis
  - Maintain and update the District's Capital Improvement Plan annually.
- B. Facility Considerations, Goals and Objectives. In establishing specific facility plans the Board will use the following considerations, goals and objectives
- Shall collaborate with the Superintendent, the District's Director of Maintenance and other District employees as designated by the Superintendent or requested by the Committee.
  - "Facilities" shall include all buildings, grounds, and playing fields that accommodate the organization and instructional patterns that support the district's educational philosophy and instructional goals.
  - Should tour and review all District facilities at least once annually.
  - Ensure all renovations or new construction follows all applicable State and Federal laws requirements
  - Should prioritize building designs, construction, and renovations that will lend themselves to low maintenance costs and the conservation of energy.
  - Facilitate community awareness by providing information about the condition of district facilities as well as the perceived needs in the areas of capital improvement expansion and acquisition.
  - Decisions pertaining to education specifications of new buildings and those undergoing extensive remodeling will be developed with the input of teachers, students, parents, and the community
  - The Facility Plan shall account for each facility owned by the District and document the use of each such facility. For each then unused facility, the plan shall specify any uses intended within the next two years of the annual plan approval relative to academic purposes, extracurricular activities, administrative functions, and/or sports. The Superintendent shall submit a report of "Unused Facilities" to the New Hampshire Department of Education no later than July 1 of each year in accordance with RSA 194:61. "Unused Facilities" shall mean any district owned school building which is not currently used for academic purposes, extracurricular activities, administrative school functions, or sports, and for which the School Board has not approved a written plan for future use.
  - The Facilities Committee will provide ~~its~~ all recommendations to the School Board for the board's approval.
    - The approved CIP will be used annually by the School Board and Budget Committee as a tool during the annual budget process.
- C. Members and Terms. The Facilities Committee will consist of three (3) School Board members to be appointed in accordance with Policy BDE, the Superintendent or their

## **BDF- Facilities Committee Goals and Preparation of Capital Improvement Plan**

designee, the District's Facilities Director, two representatives from the WLC Budget Committee and one (1) community member from Lyndeborough and Wilton. Only School Board members will have voting authority, and non-school board members serve as advisory members only. All actions by the Facilities Committee are ONLY recommendations that must receive approval from the majority of the School Board unless so designated by the School Board in advance.

- a. When possible each School Board member should serve on the Facilities Committee for the length of their elected term. This is designed to ensure continuity.
  - b. The District's Budget Committee may appoint two of its members to the Facilities Committee each year following the district's elections.
  - c. Community members will be appointed in accordance with policy BDE.
- D. CAPITAL IMPROVEMENT PLAN (CIP) Facilities Committee will provide the School Board with an updated 20-year CIP by October 1<sup>st</sup> each year. This program will be provided to the Department of Education pursuant to RSA 198:15-a, so that the state can project funds needed for building projects occurring in the District and elsewhere. The CIP will include:
- a. All identified items even if replacement isn't anticipated within the 20-year period.
  - b. Any unspent fund from completed projects will be reallocated within the CIP.
  - c. The projected revenues needed for at least the next five (5) years to support the plan.
  - d. All fund balances for existing projects will be indicated.

### [CIP Document](#)

- E. REQUIREMENTS FOR CIP PROJECTS. Projects to be included in CIP based on:
1. The projects will cost \$20,000 or more.
  2. Projects less than \$20,000, if approved in advance by the School Board, i.e., paving of a parking lot at a smaller facility, may be included.
  3. New project expenditures shall not be added within three (3) years of their due date. These projects will be added to the CIP and funded for their next replacement.
- F. FORMAT AND FUNDING. To be added to CIP, application must be submitted to the Facilities Committee, vetted, discussed, and defined, then presented to the board for approval. Items for consideration of being added or removed should be submitted using form BDF- R.

The CIP used by the Facilities Committee will include the following for each capital project:

- a. Description of each proposed project
- b. Last date completed
- c. Last project cost
- d. Life expectancy of the project
- e. Estimated replacement cost and year
- f. Amount of funding allocated for each project annually, unless \$0
- g. Project funding outside of the District's CIP
- h. Allocating funding in the CIP for projects should begin no later than:
  - i. 15 years prior to the due date for items costing \$100,000 or more
  - ii. 10 years prior to the due date for items costing between \$50,000 and \$99,999
  - iii. 5 years prior to the due date for items costing less than \$50,000

## **BDFB- Facilities Committee Goals and Preparation of Capital Improvement Plan**

- G. RANKING CIP ITEMS. The ranking for CIP projects will be reviewed annually to ensure;
- a. Replacement cost and date of replacement is accurate.
  - b. The annual planned spending is prioritized by items that are:
    - i. mandated by State, Federal or School Board
    - ii. needed to mitigate a known public health or safety hazard
    - iii. failed or will fail in the next year
    - iv. able to maintain a stable effect on the tax rate
    - v. able to reduce operating costs
- H. PUBLIC NOTIFICATION. The CIP approved annually by the School Board should be included in the District's Annual Report and published on the District website. The CIP posted should include as a minimum the next five (5) years; both expenditures and anticipated revenue needs the project description, estimated replacement cost and year of replacement and annual project funding.

---

### **District Policy History:**

*First reading: December 17, 2024*

*Second reading/adopted: January 7, 2025*

*District revision history:*

### **Legal References:**

*RSA 194:61 Unused District Facilities*

*RSA 198:15-a Grant for School Construction*

**Legal References Disclaimer:** These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.