Capital Budget and Program
Hancock, Vermont

Prepared by the Hancock Selectboard:
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Special thanks to Olivia Whalen

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I. Introduction

The Vermont Planning and Development Act (24 V.S.A., Chapter 117) specifically authorizes municipalities that have duly adopted municipal plans—with utility and facility elements as required under the act—to adopt capital budgets and programs (§§4403, 4443).

A local government's inventory of capital assets often represents its most significant investment of municipal resources. Over time, purchases of buildings, equipment, machinery and other long-term assets can result in the accumulation of a great deal of costly municipal property.

These assets need to be actively managed to ensure that the most value is received from this considerable investment. Capital assets generally are acquired to help provide essential services (directly or indirectly) to the citizens of the local government. Municipal officials must ensure that capital assets are protected from loss, that their value is maintained and that they are used effectively.

In December of 2015, Vermont's Department of Housing and Community Development awarded the Town of Hancock a Municipal Planning Grant to develop a Capital Budget and Program (CB&P). Hancock's Selectboard contracted with Two Rivers-Ottauquechee Regional Commission to provide assistance in developing the Program.

II. Definition

A capital program and budget[1] typically includes a one-year capital budget for the current fiscal year[1] and a multiyear capital program for subsequent years. The first year of the ten-year plan is the proposed Hancock Town Budget for 2017-2018 which will be incorporated in the municipality's annual budget deliberations.

The Hancock Selectboard is utilizing a 10-year Capital Budget and Program which includes a one-year capital budget for the first fiscal year and a nine-year capital program for the subsequent years.

A capital budget shall list and describe the capital projects to be undertaken during the coming fiscal year, the estimated cost of those projects, and the proposed method of financing. A capital program is a plan of capital projects proposed to be undertaken during each of the following nine years, the estimated cost of those projects, and the proposed methods of financing.

[1] Proposed Hancock Town Budget – July 01, 2017 through June 30, 2018 can be found on Page 9 of the Town Report for Fiscal Year Ending June 30, 2016.

TABLE 1: HANCOCK CAPITAL BUDGET AND PROGRAM: Definitions	
Capital Project:	A capital project includes the acquisition, or physical betterment of, land; a structure; or equipment that costs more than $2,000 and will last more than three years.
	A capital project is any one or more of the following: 1. Any physical betterment or improvement, including furnishings, machinery, apparatus, or equipment for that physical betterment or improvement when first constructed or acquired. 2. Any preliminary studies and surveys relating to any physical betterment or improvement. 3. Land or rights in land. 4. Any combination of the above.
Capital Budget:	A capital budget shall list and describe the capital projects to be undertaken during the coming fiscal year, the estimated cost of those projects, and the proposed methods of financing.
Capital Program:	A capital program is a plan of capital projects proposed to be undertaken during each of the following ten years, the estimated cost of those projects, and the proposed methods of financing.

Table 1 Hancock Budget and Program Definition

III. Capital Asset Inventory

Capital assets are defined as tangible or intangible assets that are used in operations and that have useful lives of more than one year, such as land and improvements to land, buildings and building improvements; vehicles; machinery; equipment; and sewer, water and highway infrastructures.

Dollar minimums can and should be established so that insignificant items are not counted and recorded. This must be considered in the context of the size of the local government, the volume of capital assets and the resources and costs required to compile and maintain records. The minimum amount can be set as low as $500 or range to as high as $5,000 or more. Similar items may be grouped together and included in the capital assets inventory if the group total exceeds the minimum amount. For example, if 10 folding tables were purchased at $200 each, $2,000 may be used to determine if the chairs exceed the minimum amount. (Hancock has set a minimum of $2,000, see Table 1.)

Every local government should have a complete up-to-date inventory of capital assets to ensure that both physical control and accountability are maintained over all assets. (See Table 2.)

TABLE 2: HANCOCK CAPITAL ASSET INVENTORY					
Dates	**Tasks**				
Type	**Description**	**Age**	**Life Span**	**Worth/ Value/ Costs**	**Notes**
(e.g., building, equipment)					
Building	Town Office (Clerk): Rte. 125	86	N/A		Valuation Report on Building, Comprehensive Market Analysis (CMA) Done.
Building	Village School: Near Junction Rtes. 125 and 100	115	N/A		
Building	Library: Junction Rtes. 125 and 100	96	N/A		
Building	Town Hall: Rte. 100	~90	N/A		USDA Matching Grant
Building	Current Fire Station: Taylor Meadow	6			
Equipment	2002 Sterling Pumper	14			
Equipment	2003 Sterling Tanker	13			
Equipment	1982 Rescue Van	34			
Equipment	1974 International Tanker (1,600 g of H_20)	42			
Equipment	Tanker			$29,900	$5,000 in equipment fund, $15,000 from FD
Equipment	Rake 1			$?	
Equipment	Spreader			$4,000	
Equipment	Spreader Box			$3,500	
Equipment	1937 Fire Truck, celebratory uses only	79			
Paved Road	3.10 Miles				
Gravel	5.90 Miles				
Culverts	See Attached Culvert Inventory				

TABLE 2: HANCOCK CAPITAL ASSET INVENTORY					
Dates	Tasks				
Type	Description	Age	Life Span	Worth/ Value/ Costs	Notes
Property: Town Green	Bandstand Lighting				
Property: Cemetery	Cemetery: Route 125				
Property: Cemetery	Cemetery: Route 120				
Property: Town Green	Taylor Meadow Trail				
Property: Park-n-Ride Lot	Village School/New Town Office				

Table 2: Hancock Capital Asset Inventory

IV. Asset Maintenance

Capital assets often require resources to retain their value. Municipalities must continually commit time and money to the maintenance of buildings, infrastructure, machinery, equipment and similar assets. Detailed maintenance records can provide the Selectboard and Town residents with a clearer picture of the condition of existing assets.

The Hancock Selectboard is including building maintenance in its Capital Investment Program. Seasonal and annual spreadsheets are provided to help the Town evaluate the status of Town-owned buildings and to begin planning and prioritizing for needed maintenance. (See Figure 1)

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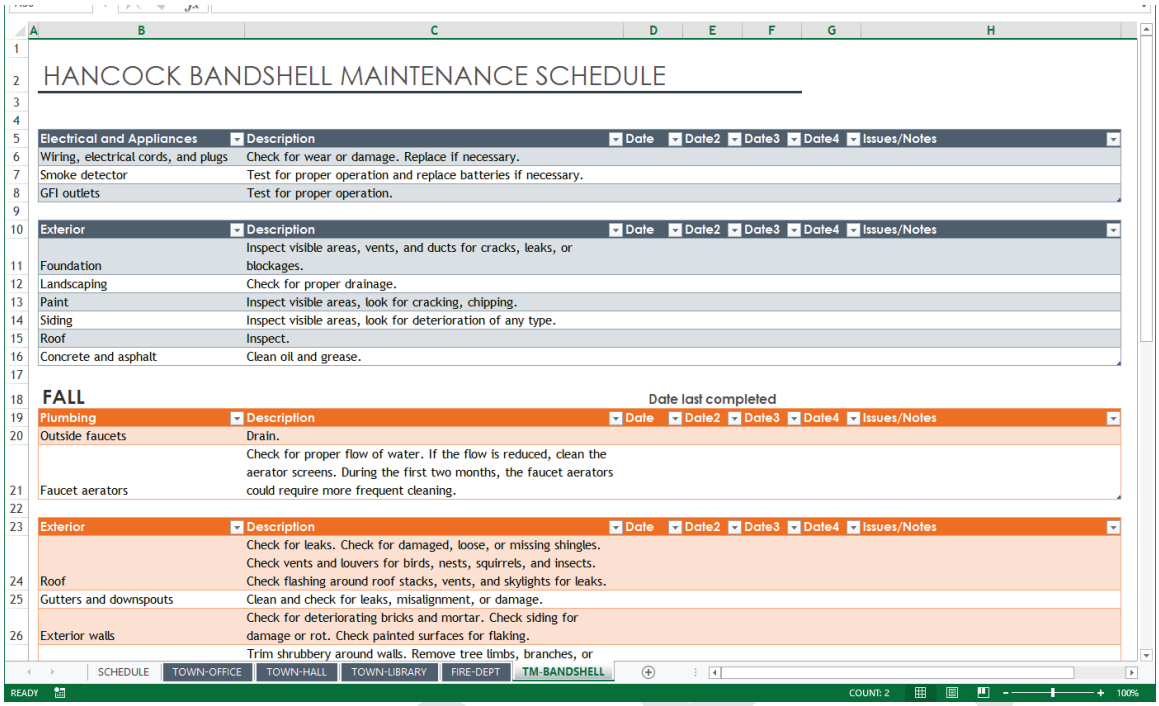

HANCOCK BANDSHELL MAINTENANCE SCHEDULE

Electrical and Appliances	Description	Date	Date2	Date3	Date4	Issues/Notes
Wiring, electrical cords, and plugs	Check for wear or damage. Replace if necessary.					
Smoke detector	Test for proper operation and replace batteries if necessary.					
GFI outlets	Test for proper operation.					

Exterior	Description	Date	Date2	Date3	Date4	Issues/Notes
Foundation	Inspect visible areas, vents, and ducts for cracks, leaks, or blockages.					
Landscaping	Check for proper drainage.					
Paint	Inspect visible areas, look for cracking, chipping.					
Siding	Inspect visible areas, look for deterioration of any type.					
Roof	Inspect.					
Concrete and asphalt	Clean oil and grease.					

FALL

Plumbing	Description	Date	Date2	Date3	Date4	Issues/Notes
Outside faucets	Drain.					
Faucet aerators	Check for proper flow of water. If the flow is reduced, clean the aerator screens. During the first two months, the faucet aerators could require more frequent cleaning.					

Exterior	Description	Date	Date2	Date3	Date4	Issues/Notes
Roof	Check for leaks. Check for damaged, loose, or missing shingles. Check vents and louvers for birds, nests, squirrels, and insects. Check flashing around roof stacks, vents, and skylights for leaks.					
Gutters and downspouts	Clean and check for leaks, misalignment, or damage.					
Exterior walls	Check for deteriorating bricks and mortar. Check siding for damage or rot. Check painted surfaces for flaking.					
	Trim shrubbery around walls. Remove tree limbs, branches, or					

Figure 1: Example of Building Maintenance Schedule (Complete Proposed Building Maintenance Schedules found in Appendix B)

V. Project and Priority Identification

The Selectboard will review the CB&P each year to ensure that it is kept up to date and to ensure funding is on track for identified projects. At the beginning of each fiscal year, the Selectboard will review request for newly identified projects and determine whether or not they are to be included on the Program going forward and if so, in what year. (See Table 3 for Hancock's CB&P schedule.)

Identified projects (Figure 2 and Appendix C) have been prioritized for the next ten years: July 1, 2017 – June 2027.

Hancock: Project and Priority Identification							
Priority	Date	Type	Description	Work to be done	Time	SV/Year	Costs*
		(e.g., building, equipment)					
1	Sep-16 Sep-16	Building Maintenance	Building Maintenance Fund >Town Office: Refurbish second floor	Structural Issues, 2nd Floor	ongoing yr-1	$5,000	$20,000
2	Sep-16	Highway	Blair Hill Rd.	Ditching, road needs to be lengthened at corner.	yr-2		$50,000
3	Sep-16	Building	Town Office: ADA Evaluation, 2nd Floor	Have ADA evaluation done for second floor to determine if cost is reasonable	yr-10+		$30,500
4	Sep-16	FD Equipment	Tanker**	Save for Purchase	yr-10+		$30,000
5	Sep-16	Recreation	Taylor Meadow Trail	Complete/Install Hiking Trail	yr-5		$37,000
				TOTAL FOR PRIORITY PROJECTS:		$5,000	$167,500

*Cost are not real, starting figures only. Once estimates are given, enter here.
**$30,000 is at the extreme low end as to how much a used tanker would cost. New around $300,000

Figure 2: Project and Priority Identification (See Appendix C for full size Project and Priority Identification Table)

The Selectboard is aware that while these projects have been identified for the new Capital Budget and Program, this is a "living" document and priorities will change and be identified over time. The Capital Budget and Program will be updated annually. With this in mind, a Capital Project Form (See Appendix G) has been developed that will allow others, and the Selectboard, going forward to request consideration for project not identified as of yet. See proposed schedule for annual adoption in Section VII. Adoption of this document.

Cost Estimates

At this time, the only "known" amount is the $5,000 the Selectboard has recommended for deposit into the Building Maintenance Fund each year (See Figure 2, Priority 1). All other cost estimates are based on best guesses at this time. However, the Selectboard will start pursuing hard estimates once the Town votes to approve the Capital Budget and Program.

Priorities

1. **Building Maintenance Fund:** As mentioned previously, the goal of the Selectboard is to continue with a funded building maintenance program that will allow for ongoing maintenance of the Town's most valuable assets.
    a. **Refurbish Second Floor of Town Office:** Currently the second floor of the Town Office has structural issues that must be mitigated as soon as possible for safety reasons.
2. **Highway Fund - Blair Hill Road Repair:** Ditching along section of the road and road lengthening at corner is needed. This is a safety issue on this section of the Town-owned road and residents who live and drive along this section have long been concerned. (See Figure 3.)

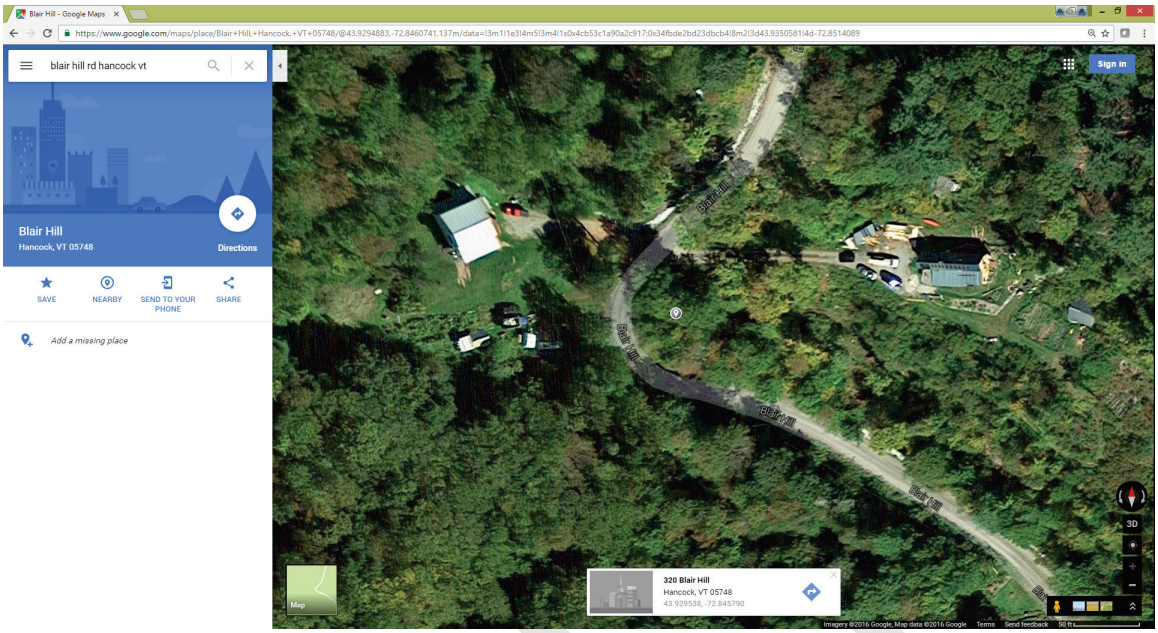

Figure 3: Blair Hill Road

3. **Town Office - Accessibility:** The Selectboard would like to see the second floor of the Town Office made available for events and meetings. Currently, the second floor is not accessible to those with disabilities, so an assessment of what it would entail to make it accessible at a cost approximately $400-500 needs to be completed before real estimates for the upgrade can be solicited. The Selectboard is aware that this will probably be a large expense; therefore, plans to save for it over time are indicated in the Master Project List. (See Figure 5.)
4. **Fire Department Equipment – Tanker Replacement:** Review in 2026: Due to fluxuation in the availability of used tankers and their costs, the real figure is unknown until such time as the town is ready to move forward with a purchase. The Selectboard's goal is to start saving toward this substantial purchase after the current fire equipment loan is retired in 2026.
5. **Recreation - Taylor Meadow Trail:** While the Selectboard is aware that this project is not an emergency or a necessary project at this time, a Taylor Meadow Trail would serve as an amenity to the Town residents and visitors alike. The Agency of Natural Resources offers funding for qualified project up to 80% and the other 20% can be through in-kind donations of material, equipment, and/or labor.

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Figure 4: Taylor Meadow: Trail OptionsFigure 4: Taylor Meadow: Trail Options

The Selectboard will only pursue the Taylor Meadow Trail project if outside funding can be secured.

VI. Master Project List & Debt Service

Identified projects and cost estimates are tabulated in individual project spreadsheets (See Appendix D), the totals are then consolidated into a single Master Funding Spreadsheet (Figure 5). Annual expenditures are totaled at the bottom of each column. The Master Project List allows the Selectboard and Town residents to see, at-a-glance, what funding is planned for what years then, if and when necessary, adjustments can be made.

Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Bldg Maint. Fund	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00
Highway	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00
Town Office ADA	$2,000.00	$2,000.00	$2,000.00	$2,000.00	$2,000.00	$2,000.00	$2,000.00
FD Department*	$19,000.00	$19,000.00	$19,000.00	$19,000.00	$19,000.00	$19,000.00	$19,000.00
Recreation	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00
Set Aside/Year	**$30,000.00**	**$30,000.00**	**$30,000.00**	**$30,000.00**	**$30,000.00**	**$30,000.00**	**$30,000.00**

*NOTE: The $19,000 is for the FD building and is a current debt that will be retired by 2026-27.

Figure 5: Master Funding Spreadsheet (Partial only, view full spreadsheet in Appendix E)

Debt Service

Debt service is the amount of money required to make payments on the principal and interest on outstanding loans, the interest on bonds, or the principal of maturing bonds. The Master Project List also includes the Town's current debt as noted.

Available Funds

It's also very helpful to prepare estimates of how much money will be available to fund capital projects for each of the ten planning years. This should be based on an examination of past municipal expenditures. By examining annual budget records, it's possible to determine the rate at which total annual expenditures have increased each year and the portion of annual expenditures that have been devoted to capital projects. For planning purposes, an average over three to five years will establish a reasonable basis. By using these averages, it's possible to create simple projections of total annual and capital expenditures over the coming six years. These figures are not expected to be highly accurate, but will provide a reality check when compared to the total annual costs of proposed projects

VII. ADOPTION

The Capital Budget and Program may be adopted, amended, or repealed by legislative body following one a warned public hearing, as specified in Chapter 117 (§4443). A copy of the proposed improvement program must be filed at least fifteen days prior to the first hearing with the municipal clerk. The capital budget and program is then adopted, amended, or repealed by a resolution of the Selectboard promptly following the final public hearing.

It's important to remember, though, that the adoption of a capital budget and program is advisory to the annual budgeting process and does not mandate that specific projects be included in the budget. The actual capital budget may be adopted as part of the annual budget or as separately warned items.

Capital Budget and Program Schedule	
Dates	**Tasks**
October 15	Parties are invited throughout the year to complete and submit capital budget forms to town clerk by October 15 for consideration by the Selectboard in the next budget cycle
November	Selectboard begins capital budget review
March	Public Hearing at Town Meeting

Table 3: Capital Budget and Program Schedule

[1] Information utilized throughout this report are from the following resources: (1) "Implementation Manual – Capital Improvement Program." 2007. www.vpic.info. Vermont Land use Education & Training Collaborative. (2) "Nonregulatory Implementation of the Municipal Plan. §4430" 2016. Vermont Planning, Development and Land Use Laws Annotated. (3) "Local Government Management Guide: Capital Assets." Office of the New York State Comptroller.

Hancock: Capital Inventory

Type	Description	Age	Life Span	Worth/Value/Costs	Notes
(e.g., building, equipment)					
Building	Town Office (Clerk): Rte 125	86	N/A		Valuation Report on Building
Building	Village School: Near Junction Rtes 125 and 100	115	N/A		
Building	Library: Junction Rtes 125 and 100	96	N/A		
Building	Town Hall: Rte 100	~90	N/A		USDA Matching Grant
Building	Current Fire Station: Taylor Meadow	6			
Equipment	2002 Sterling Pumper	14			
Equipment	2003 Sterling Tanker	13			
Equipment	1982 Rescue Van	34			
Equipment	1974 International Tanker (1,600 g of H_20)	42			
Equipment	Tanker			$29,900	$5,000 in equipment fund, $15,000 from FD
Equipment	Rake 1			$?	
Equipment	Spreader			$4,000	
Equipment	Spreader Box			$3,500	
Equipment	1937 Fire Truck, celebretory uses only	79			
Paved Road	3.10 Miles				
Gravel	5.90 Miles				
Culvert	Churchville/Howe Brooke			$398,500	Funds Covered
Culvert	Shampeny Hill Rd. (2)				
Culvert	Shampeny Hill Rd. (3)				
Culvert	Shampeny Hill Rd. (4)				
Culvert	Shampeny Hill Rd. (5)				
Property: Town Green	Bandstand Lighting			$7,000	
Property: Town Green	Taylor Meadow Trail*				
Property: 3 state-donated parcels					

Paved surface for a trail around Taylor Meadow

HANCOCK TOWN OFFICE MAINTENANCE SCHEDULE

QUARTERLY

Date last completed

Plumbing	Description	Date	Date2	Date3	Date4	Issues/Notes
Faucets and shower heads	Check interior and exterior faucets for leaks. Clean aerators. Replace washers if necessary.					
Drains	Clean with baking soda. Pour water down unused drains.					
Pipes	Inspect visible pipes for leaks.					
Kitchen and bathroom cabinets	Check under and around for leaks.					
Toilets	Check for stability and leaks.					
Water heater	Check area around water heater for leaks. If you have hard water, drain 1-2 gallons water.					

Interior	Description	Date	Date2	Date3	Date4	Issues/Notes
Wood cabinets and trim	Apply a wood protectant.					
Interior doors	Lubricate hinges.					
Garage door	Lubricate hardware. Inspect mechanism for free travel.					
Window and door tracks	Check to see if weep holes are open. Clean out dirt and dust. Lubricate rollers and latches.					
Basement or crawl space	Check for cracks or any sign of dampness or leaks. Check for any evidence of termites or wood-eating insects.					
Ceramic tile	Check and clean grout.					

Electrical and Appliances	Description	Date	Date2	Date3	Date4	Issues/Notes
Heating and cooling systems	Clean and replace filters if necessary.					
Kitchen exhaust fan	Remove and clean the filter. Clean accumulated grease deposits from the fan housing.					
Refrigerator	Clean dust from top. Clean refrigerator drain pan. Clean and defrost freezer if necessary.					
Dishwasher	Check for leaks.					
Wiring, electrical cords, and plugs	Check for wear or damage. Replace if necessary.					
Smoke detector	Test for proper operation and replace batteries if necessary.					
GFI outlets	Test for proper operation.					

Exterior	Description	Date	Date2	Date3	Date4	Issues/Notes
Foundation	Inspect visible areas, vents, and ducts for cracks, leaks, or blockages.					
Landscaping	Check for proper drainage.					
Paint	Inspect visible areas, look for cracking, chipping.					
Siding	Inspect visible areas, look for deterioration of any type.					
Roof	Inspect.					
Concrete and asphalt	Clean oil and grease.					

FALL

Date last completed

Plumbing	Description	Date	Date2	Date3	Date4	Issues/Notes
Plumbing shut-off valves	Inspect for proper operation.					

Outside faucets	Drain.					
Water heater	Flush out hot water to remove accumulated sediment.					
Faucet aerators	Check for proper flow of water. If the flow is reduced, clean the aerator screens. During the first two months, the faucet aerators could require more frequent cleaning.					

Interior	Description	Date	Date2	Date3	Date4	Issues/Notes
Attic	Examine for evidence of any leaks. Check insulation and remove or add if necessary. Check for evidence of birds, squirrels, raccoons, etc. Check for proper ventilation.					
Countertops	Inspect for separations at sinks and backsplash. Recaulk where required.					
Tiled areas	Inspect for loose or missing grout or caulking. Regrout or recaulk if necessary.					
Shower doors/tub enclosures	Inspect for proper fit. Adjust if necessary. Inspect caulking and recaulk if necessary.					
Weather stripping	Check caulking around windows and doors. Check window and door screens. Adjust or replace if necessary.					
Sectional garage doors	Adjust the travel and tension.					
Fireplace	Inspect flues. Clean if necessary. Inspect fireplace brick and mortar for cracks or damage.					

Electrical and appliances	Description	Date	Date2	Date3	Date4	Issues/Notes
Heating system	Service heating system and heat pump.					
Cooling system	Remove debris from around units and clean with garden hose. Remove window air conditioner or protect with weatherproof cover. Clean and replace filters if necessary.					
Refrigerator coils	Clean.					
Combustible appliances	Inspect and service if necessary.					

Exterior	Description	Date	Date2	Date3	Date4	Issues/Notes
Roof	Check for leaks. Check for damaged, loose, or missing shingles. Check vents and louvers for birds, nests, squirrels, and insects. Check flashing around roof stacks, vents, and skylights for leaks.					
Chimney	Clean and check for deteriorating bricks and mortar. Check for leaks. Check for birds, nests, squirrels, and insects.					
Gutters and downspouts	Clean and check for leaks, misalignment, or damage.					
Exterior walls	Check for deteriorating bricks and mortar. Check siding for damage or rot. Check painted surfaces for flaking.					
Landscaping	Trim shrubbery around walls. Remove tree limbs, branches, or debris that can attract insects (no wood or shrubbery should be closer than 3 inches to your house). Maintain grading.					
Concrete and asphalt	Check for cracks or deterioration. Reseal or repair if necessary.					
Septic system	Examine septic system drain field for flooding and odor. Have tank pumped yearly.					
Lawn and patio furniture	Clean and store or cover with weatherproof material.					

SPRING

Date last completed

Plumbing	Description	Date	Date2	Date3	Date4	Issues/Notes
Water heater	Flush out hot water to remove accumulated sediment.					

Interior	Description	Date	Date2	Date3	Date4	Issues/Notes
Attic	Examine for evidence of any leaks. Check insulation and remove or add if necessary. Check for evidence of birds, squirrels, raccoons, etc. Check for proper ventilation.					
Countertops	Inspect for separations at sinks and backsplash. Recaulk where required.					
Tiled areas	Inspect for loose or missing grout or caulking. Regrout or recaulk if necessary.					
Shower doors/tub enclosures	Inspect for proper fit. Adjust if necessary. Inspect caulking and recaulk if necessary.					
Weather stripping	Check caulking around windows and doors. Check window and door screens. Adjust or replace if necessary.					

Electrical and appliances	Description	Date	Date2	Date3	Date4	Issues/Notes
Heating and cooling system	General furnace inspection: Look for rust, scaling on heat exchanger, and proper flame color; note odd sounds or smells; and check condition of venting. Remove debris around units.					
Circuit breakers	Exercise.					
Refrigerator	Clean coils.					

Exterior	Description	Date	Date2	Date3	Date4	Issues/Notes
Decks	Scrub mildewed areas and treat for water stains, mildew, and fungus.					
Roof	Clean. Check for leaks. Check for damaged, loose or missing shingles. Check vents and louvers for birds, nests, squirrels, and insects. Check flashing around roof stacks, vents, and skylights for leaks.					
Chimney	Clean and check for deteriorating bricks and mortar. Check for leaks. Check for birds, nests, squirrels, and insects.					
Gutters and downspouts	Clean and check for leaks, misalignment, or damage.					
Windows	Clean.					
Exterior walls	Check for deteriorating bricks and mortar. Check siding for damage or rot. Check painted surfaces for flaking.					
Landscaping	Trim shrubbery around walls. Remove tree limbs, branches, or debris that can attract insects (no wood or shrubbery should be closer than 3 inches to your house). Maintain grading.					
Concrete and asphalt	Check for cracks or deterioration. Reseal or repair if necessary.					

HANCOCK TOWN HALL MAINTENANCE SCHEDULE

QUARTERLY

Date last completed

Plumbing	Description	Date	Date2	Date3	Date4	Issues/Notes
Faucets and shower heads	Check interior and exterior faucets for leaks. Clean aerators. Replace washers if necessary.					
Drains	Clean with baking soda. Pour water down unused drains.					
Pipes	Inspect visible pipes for leaks.					
Kitchen and bathroom cabinets	Check under and around for leaks.					
Toilets	Check for stability and leaks.					
Water heater	Check area around water heater for leaks. If you have hard water, drain 1-2 gallons water.					

Interior	Description	Date	Date2	Date3	Date4	Issues/Notes
Wood cabinets and trim	Apply a wood protectant.					
Interior doors	Lubricate hinges.					
Garage door	Lubricate hardware. Inspect mechanism for free travel.					
Window and door tracks	Check to see if weep holes are open. Clean out dirt and dust. Lubricate rollers and latches.					
Basement or crawl space	Check for cracks or any sign of dampness or leaks. Check for any evidence of termites or wood-eating insects.					
Ceramic tile	Check and clean grout.					

Electrical and Appliances	Description	Date	Date2	Date3	Date4	Issues/Notes
Heating and cooling systems	Clean and replace filters if necessary.					
Kitchen exhaust fan	Remove and clean the filter. Clean accumulated grease deposits from the fan housing.					
Refrigerator	Clean dust from top. Clean refrigerator drain pan. Clean and defrost freezer if necessary.					
Dishwasher	Check for leaks.					
Wiring, electrical cords, and plugs	Check for wear or damage. Replace if necessary.					
Smoke detector	Test for proper operation and replace batteries if necessary.					
GFI outlets	Test for proper operation.					

Exterior	Description	Date	Date2	Date3	Date4	Issues/Notes
Foundation	Inspect visible areas, vents, and ducts for cracks, leaks, or blockages.					
Landscaping	Check for proper drainage.					
Paint	Inspect visible areas, look for cracking, chipping.					
Siding	Inspect visible areas, look for deterioration of any type.					
Roof	Inspect.					
Concrete and asphalt	Clean oil and grease.					

FALL

Date last completed

Plumbing	Description	Date	Date2	Date3	Date4	Issues/Notes
Plumbing shut-off valves	Inspect for proper operation.					

Outside faucets	Drain.					
Water heater	Flush out hot water to remove accumulated sediment.					
Faucet aerators	Check for proper flow of water. If the flow is reduced, clean the aerator screens. During the first two months, the faucet aerators could require more frequent cleaning.					

Interior	Description	Date	Date2	Date3	Date4	Issues/Notes
Attic	Examine for evidence of any leaks. Check insulation and remove or add if necessary. Check for evidence of birds, squirrels, raccoons, etc. Check for proper ventilation.					
Countertops	Inspect for separations at sinks and backsplash. Recaulk where required.					
Tiled areas	Inspect for loose or missing grout or caulking. Regrout or recaulk if necessary.					
Shower doors/tub enclosures	Inspect for proper fit. Adjust if necessary. Inspect caulking and recaulk if necessary.					
Weather stripping	Check caulking around windows and doors. Check window and door screens. Adjust or replace if necessary.					
Sectional garage doors	Adjust the travel and tension.					
Fireplace	Inspect flues. Clean if necessary. Inspect fireplace brick and mortar for cracks or damage.					

Electrical and appliances	Description	Date	Date2	Date3	Date4	Issues/Notes
Heating system	Service heating system and heat pump.					
Cooling system	Remove debris from around units and clean with garden hose. Remove window air conditioner or protect with weatherproof cover. Clean and replace filters if necessary.					
Refrigerator coils	Clean.					
Combustible appliances	Inspect and service if necessary.					

Exterior	Description	Date	Date2	Date3	Date4	Issues/Notes
Roof	Check for leaks. Check for damaged, loose, or missing shingles. Check vents and louvers for birds, nests, squirrels, and insects. Check flashing around roof stacks, vents, and skylights for leaks.					
Chimney	Clean and check for deteriorating bricks and mortar. Check for leaks. Check for birds, nests, squirrels, and insects.					
Gutters and downspouts	Clean and check for leaks, misalignment, or damage.					
Exterior walls	Check for deteriorating bricks and mortar. Check siding for damage or rot. Check painted surfaces for flaking.					
Landscaping	Trim shrubbery around walls. Remove tree limbs, branches, or debris that can attract insects (no wood or shrubbery should be closer than 3 inches to your house). Maintain grading.					
Concrete and asphalt	Check for cracks or deterioration. Reseal or repair if necessary.					
Septic system	Examine septic system drain field for flooding and odor. Have tank pumped yearly.					
Lawn and patio furniture	Clean and store or cover with weatherproof material.					

SPRING

Date last completed

Plumbing	Description	Date	Date2	Date3	Date4	Issues/Notes
Water heater	Flush out hot water to remove accumulated sediment.					

Interior	Description	Date	Date2	Date3	Date4	Issues/Notes
Attic	Examine for evidence of any leaks. Check insulation and remove or add if necessary. Check for evidence of birds, squirrels, raccoons, etc. Check for proper ventilation.					
Countertops	Inspect for separations at sinks and backsplash. Recaulk where required.					
Tiled areas	Inspect for loose or missing grout or caulking. Regrout or recaulk if necessary.					
Shower doors/tub enclosures	Inspect for proper fit. Adjust if necessary. Inspect caulking and recaulk if necessary.					
Weather stripping	Check caulking around windows and doors. Check window and door screens. Adjust or replace if necessary.					

Electrical and appliances	Description	Date	Date2	Date3	Date4	Issues/Notes
Heating and cooling system	General furnace inspection: Look for rust, scaling on heat exchanger, and proper flame color; note odd sounds or smells; and check condition of venting. Remove debris around units.					
Circuit breakers	Exercise.					
Refrigerator	Clean coils.					

Exterior	Description	Date	Date2	Date3	Date4	Issues/Notes
Decks	Scrub mildewed areas and treat for water stains, mildew, and fungus.					
Roof	Clean. Check for leaks. Check for damaged, loose or missing shingles. Check vents and louvers for birds, nests, squirrels, and insects. Check flashing around roof stacks, vents, and skylights for leaks.					
Chimney	Clean and check for deteriorating bricks and mortar. Check for leaks. Check for birds, nests, squirrels, and insects.					
Gutters and downspouts	Clean and check for leaks, misalignment, or damage.					
Windows	Clean.					
Exterior walls	Check for deteriorating bricks and mortar. Check siding for damage or rot. Check painted surfaces for flaking.					
Landscaping	Trim shrubbery around walls. Remove tree limbs, branches, or debris that can attract insects (no wood or shrubbery should be closer than 3 inches to your house). Maintain grading.					
Concrete and asphalt	Check for cracks or deterioration. Reseal or repair if necessary.					

HANCOCK TOWN LIBRARY MAINTENANCE SCHEDULE

QUARTERLY

Date last completed

Plumbing	Description	Date	Date2	Date3	Date4	Issues/Notes
Faucets and shower heads	Check interior and exterior faucets for leaks. Clean aerators. Replace washers if necessary.					
Drains	Clean with baking soda. Pour water down unused drains.					
Pipes	Inspect visible pipes for leaks.					
Kitchen and bathroom cabinets	Check under and around for leaks.					
Toilets	Check for stability and leaks.					
Water heater	Check area around water heater for leaks. If you have hard water, drain 1-2 gallons water.					

Interior	Description	Date	Date2	Date3	Date4	Issues/Notes
Wood cabinets and trim	Apply a wood protectant.					
Interior doors	Lubricate hinges.					
Garage door	Lubricate hardware. Inspect mechanism for free travel.					
Window and door tracks	Check to see if weep holes are open. Clean out dirt and dust. Lubricate rollers and latches.					
Basement or crawl space	Check for cracks or any sign of dampness or leaks. Check for any evidence of termites or wood-eating insects.					
Ceramic tile	Check and clean grout.					

Electrical and Appliances	Description	Date	Date2	Date3	Date4	Issues/Notes
Heating and cooling systems	Clean and replace filters if necessary.					
Kitchen exhaust fan	Remove and clean the filter. Clean accumulated grease deposits from the fan housing.					
Refrigerator	Clean dust from top. Clean refrigerator drain pan. Clean and defrost freezer if necessary.					
Dishwasher	Check for leaks.					
Wiring, electrical cords, and plugs	Check for wear or damage. Replace if necessary.					
Smoke detector	Test for proper operation and replace batteries if necessary.					
GFI outlets	Test for proper operation.					

Exterior	Description	Date	Date2	Date3	Date4	Issues/Notes
Foundation	Inspect visible areas, vents, and ducts for cracks, leaks, or blockages.					
Landscaping	Check for proper drainage.					
Paint	Inspect visible areas, look for cracking, chipping.					
Siding	Inspect visible areas, look for deterioration of any type.					
Roof	Inspect.					
Concrete and asphalt	Clean oil and grease.					

FALL

Date last completed

Plumbing	Description	Date	Date2	Date3	Date4	Issues/Notes
Plumbing shut-off valves	Inspect for proper operation.					

Outside faucets	Drain.					
Water heater	Flush out hot water to remove accumulated sediment.					
Faucet aerators	Check for proper flow of water. If the flow is reduced, clean the aerator screens. During the first two months, the faucet aerators could require more frequent cleaning.					

Interior	Description	Date	Date2	Date3	Date4	Issues/Notes
Attic	Examine for evidence of any leaks. Check insulation and remove or add if necessary. Check for evidence of birds, squirrels, raccoons, etc. Check for proper ventilation.					
Countertops	Inspect for separations at sinks and backsplash. Recaulk where required.					
Tiled areas	Inspect for loose or missing grout or caulking. Regrout or recaulk if necessary.					
Shower doors/tub enclosures	Inspect for proper fit. Adjust if necessary. Inspect caulking and recaulk if necessary.					
Weather stripping	Check caulking around windows and doors. Check window and door screens. Adjust or replace if necessary.					
Sectional garage doors	Adjust the travel and tension.					
Fireplace	Inspect flues. Clean if necessary. Inspect fireplace brick and mortar for cracks or damage.					

Electrical and appliances	Description	Date	Date2	Date3	Date4	Issues/Notes
Heating system	Service heating system and heat pump.					
Cooling system	Remove debris from around units and clean with garden hose. Remove window air conditioner or protect with weatherproof cover. Clean and replace filters if necessary.					
Refrigerator coils	Clean.					
Combustible appliances	Inspect and service if necessary.					

Exterior	Description	Date	Date2	Date3	Date4	Issues/Notes
Roof	Check for leaks. Check for damaged, loose, or missing shingles. Check vents and louvers for birds, nests, squirrels, and insects. Check flashing around roof stacks, vents, and skylights for leaks.					
Chimney	Clean and check for deteriorating bricks and mortar. Check for leaks. Check for birds, nests, squirrels, and insects.					
Gutters and downspouts	Clean and check for leaks, misalignment, or damage.					
Exterior walls	Check for deteriorating bricks and mortar. Check siding for damage or rot. Check painted surfaces for flaking.					
Landscaping	Trim shrubbery around walls. Remove tree limbs, branches, or debris that can attract insects (no wood or shrubbery should be closer than 3 inches to your house). Maintain grading.					
Concrete and asphalt	Check for cracks or deterioration. Reseal or repair if necessary.					
Septic system	Examine septic system drain field for flooding and odor. Have tank pumped yearly.					
Lawn and patio furniture	Clean and store or cover with weatherproof material.					

SPRING

Date last completed

Plumbing	Description	Date	Date2	Date3	Date4	Issues/Notes
Water heater	Flush out hot water to remove accumulated sediment.					

Interior	Description	Date	Date2	Date3	Date4	Issues/Notes
Attic	Examine for evidence of any leaks. Check insulation and remove or add if necessary. Check for evidence of birds, squirrels, raccoons, etc. Check for proper ventilation.					
Countertops	Inspect for separations at sinks and backsplash. Recaulk where required.					
Tiled areas	Inspect for loose or missing grout or caulking. Regrout or recaulk if necessary.					
Shower doors/tub enclosures	Inspect for proper fit. Adjust if necessary. Inspect caulking and recaulk if necessary.					
Weather stripping	Check caulking around windows and doors. Check window and door screens. Adjust or replace if necessary.					

Electrical and appliances	Description	Date	Date2	Date3	Date4	Issues/Notes
Heating and cooling system	General furnace inspection: Look for rust, scaling on heat exchanger, and proper flame color; note odd sounds or smells; and check condition of venting. Remove debris around units.					
Circuit breakers	Exercise.					
Refrigerator	Clean coils.					

Exterior	Description	Date	Date2	Date3	Date4	Issues/Notes
Decks	Scrub mildewed areas and treat for water stains, mildew, and fungus.					
Roof	Clean. Check for leaks. Check for damaged, loose or missing shingles. Check vents and louvers for birds, nests, squirrels, and insects. Check flashing around roof stacks, vents, and skylights for leaks.					
Chimney	Clean and check for deteriorating bricks and mortar. Check for leaks. Check for birds, nests, squirrels, and insects.					
Gutters and downspouts	Clean and check for leaks, misalignment, or damage.					
Windows	Clean.					
Exterior walls	Check for deteriorating bricks and mortar. Check siding for damage or rot. Check painted surfaces for flaking.					
Landscaping	Trim shrubbery around walls. Remove tree limbs, branches, or debris that can attract insects (no wood or shrubbery should be closer than 3 inches to your house). Maintain grading.					
Concrete and asphalt	Check for cracks or deterioration. Reseal or repair if necessary.					

HANCOCK FIRE DEPARTMENT MAINTENANCE SCHEDULE

QUARTERLY

Date last completed

Plumbing	Description	Date	Date2	Date3	Date4	Issues/Notes
Faucets and shower heads	Check interior and exterior faucets for leaks. Clean aerators. Replace washers if necessary.					
Drains	Clean with baking soda. Pour water down unused drains.					
Pipes	Inspect visible pipes for leaks.					
Kitchen and bathroom cabinets	Check under and around for leaks.					
Toilets	Check for stability and leaks.					
Water heater	Check area around water heater for leaks. If you have hard water, drain 1-2 gallons water.					

Interior	Description	Date	Date2	Date3	Date4	Issues/Notes
Wood cabinets and trim	Apply a wood protectant.					
Interior doors	Lubricate hinges.					
Garage door	Lubricate hardware. Inspect mechanism for free travel.					
Window and door tracks	Check to see if weep holes are open. Clean out dirt and dust. Lubricate rollers and latches.					
Basement or crawl space	Check for cracks or any sign of dampness or leaks. Check for any evidence of termites or wood-eating insects.					
Ceramic tile	Check and clean grout.					

Electrical and Appliances	Description	Date	Date2	Date3	Date4	Issues/Notes
Heating and cooling systems	Clean and replace filters if necessary.					
Kitchen exhaust fan	Remove and clean the filter. Clean accumulated grease deposits from the fan housing.					
Refrigerator	Clean dust from top. Clean refrigerator drain pan. Clean and defrost freezer if necessary.					
Dishwasher	Check for leaks.					
Wiring, electrical cords, and plugs	Check for wear or damage. Replace if necessary.					
Smoke detector	Test for proper operation and replace batteries if necessary.					
GFI outlets	Test for proper operation.					

Exterior	Description	Date	Date2	Date3	Date4	Issues/Notes
Foundation	Inspect visible areas, vents, and ducts for cracks, leaks, or blockages.					
Landscaping	Check for proper drainage.					
Paint	Inspect visible areas, look for cracking, chipping.					
Siding	Inspect visible areas, look for deterioration of any type.					
Roof	Inspect.					
Concrete and asphalt	Clean oil and grease.					

FALL

Date last completed

Plumbing	Description	Date	Date2	Date3	Date4	Issues/Notes
Plumbing shut-off valves	Inspect for proper operation.					

Outside faucets	Drain.
Water heater	Flush out hot water to remove accumulated sediment.
Faucet aerators	Check for proper flow of water. If the flow is reduced, clean the aerator screens. During the first two months, the faucet aerators could require more frequent cleaning.

Interior	Description	Date	Date2	Date3	Date4	Issues/Notes
Attic	Examine for evidence of any leaks. Check insulation and remove or add if necessary. Check for evidence of birds, squirrels, raccoons, etc. Check for proper ventilation.					
Countertops	Inspect for separations at sinks and backsplash. Recaulk where required.					
Tiled areas	Inspect for loose or missing grout or caulking. Regrout or recaulk if necessary.					
Shower doors/tub enclosures	Inspect for proper fit. Adjust if necessary. Inspect caulking and recaulk if necessary.					
Weather stripping	Check caulking around windows and doors. Check window and door screens. Adjust or replace if necessary.					
Sectional garage doors	Adjust the travel and tension.					
Fireplace	Inspect flues. Clean if necessary. Inspect fireplace brick and mortar for cracks or damage.					

Electrical and appliances	Description	Date	Date2	Date3	Date4	Issues/Notes
Heating system	Service heating system and heat pump.					
Cooling system	Remove debris from around units and clean with garden hose. Remove window air conditioner or protect with weatherproof cover. Clean and replace filters if necessary.					
Refrigerator coils	Clean.					
Combustible appliances	Inspect and service if necessary.					

Exterior	Description	Date	Date2	Date3	Date4	Issues/Notes
Roof	Check for leaks. Check for damaged, loose, or missing shingles. Check vents and louvers for birds, nests, squirrels, and insects. Check flashing around roof stacks, vents, and skylights for leaks.					
Chimney	Clean and check for deteriorating bricks and mortar. Check for leaks. Check for birds, nests, squirrels, and insects.					
Gutters and downspouts	Clean and check for leaks, misalignment, or damage.					
Exterior walls	Check for deteriorating bricks and mortar. Check siding for damage or rot. Check painted surfaces for flaking.					
Landscaping	Trim shrubbery around walls. Remove tree limbs, branches, or debris that can attract insects (no wood or shrubbery should be closer than 3 inches to your house). Maintain grading.					
Concrete and asphalt	Check for cracks or deterioration. Reseal or repair if necessary.					
Septic system	Examine septic system drain field for flooding and odor. Have tank pumped yearly.					
Lawn and patio furniture	Clean and store or cover with weatherproof material.					

SPRING

Date last completed

Plumbing	Description	Date	Date2	Date3	Date4	Issues/Notes
Water heater	Flush out hot water to remove accumulated sediment.					

Interior	Description	Date	Date2	Date3	Date4	Issues/Notes
Attic	Examine for evidence of any leaks. Check insulation and remove or add if necessary. Check for evidence of birds, squirrels, raccoons, etc. Check for proper ventilation.					
Countertops	Inspect for separations at sinks and backsplash. Recaulk where required.					
Tiled areas	Inspect for loose or missing grout or caulking. Regrout or recaulk if necessary.					
Shower doors/tub enclosures	Inspect for proper fit. Adjust if necessary. Inspect caulking and recaulk if necessary.					
Weather stripping	Check caulking around windows and doors. Check window and door screens. Adjust or replace if necessary.					

Electrical and appliances	Description	Date	Date2	Date3	Date4	Issues/Notes
Heating and cooling system	General furnace inspection: Look for rust, scaling on heat exchanger, and proper flame color; note odd sounds or smells; and check condition of venting. Remove debris around units.					
Circuit breakers	Exercise.					
Refrigerator	Clean coils.					

Exterior	Description	Date	Date2	Date3	Date4	Issues/Notes
Decks	Scrub mildewed areas and treat for water stains, mildew, and fungus.					
Roof	Clean. Check for leaks. Check for damaged, loose or missing shingles. Check vents and louvers for birds, nests, squirrels, and insects. Check flashing around roof stacks, vents, and skylights for leaks.					
Chimney	Clean and check for deteriorating bricks and mortar. Check for leaks. Check for birds, nests, squirrels, and insects.					
Gutters and downspouts	Clean and check for leaks, misalignment, or damage.					
Windows	Clean.					
Exterior walls	Check for deteriorating bricks and mortar. Check siding for damage or rot. Check painted surfaces for flaking.					
Landscaping	Trim shrubbery around walls. Remove tree limbs, branches, or debris that can attract insects (no wood or shrubbery should be closer than 3 inches to your house). Maintain grading.					
Concrete and asphalt	Check for cracks or deterioration. Reseal or repair if necessary.					

HANCOCK BANDSHELL MAINTENANCE SCHEDULE

Electrical and Appliances	Description	Date	Date2	Date3	Date4	Issues/Notes
Wiring, electrical cords, and plugs	Check for wear or damage. Replace if necessary.					
Smoke detector	Test for proper operation and replace batteries if necessary.					
GFI outlets	Test for proper operation.					

Exterior	Description	Date	Date2	Date3	Date4	Issues/Notes
Foundation	Inspect visible areas, vents, and ducts for cracks, leaks, or blockages.					
Landscaping	Check for proper drainage.					
Paint	Inspect visible areas, look for cracking, chipping.					
Siding	Inspect visible areas, look for deterioration of any type.					
Roof	Inspect.					
Concrete and asphalt	Clean oil and grease.					

FALL

Date last completed

Plumbing	Description	Date	Date2	Date3	Date4	Issues/Notes
Outside faucets	Drain.					
Faucet aerators	Check for proper flow of water. If the flow is reduced, clean the aerator screens. During the first two months, the faucet aerators could require more frequent cleaning.					

Exterior	Description	Date	Date2	Date3	Date4	Issues/Notes
Roof	Check for leaks. Check for damaged, loose, or missing shingles. Check vents and louvers for birds, nests, squirrels, and insects. Check flashing around roof stacks, vents, and skylights for leaks.					
Gutters and downspouts	Clean and check for leaks, misalignment, or damage.					
Exterior walls	Check for deteriorating bricks and mortar. Check siding for damage or rot. Check painted surfaces for flaking.					
Landscaping	Trim shrubbery around walls. Remove tree limbs, branches, or debris that can attract insects (no wood or shrubbery should be closer than 3 inches to your house). Maintain grading.					
Concrete and asphalt	Check for cracks or deterioration. Reseal or repair if necessary.					

SPRING

Date last completed

Exterior	Description	Date	Date2	Date3	Date4	Issues/Notes
Decks	Scrub mildewed areas and treat for water stains, mildew, and fungus.					
Roof	Clean. Check for leaks. Check for damaged, loose or missing shingles. Check vents and louvers for birds, nests, squirrels, and insects. Check flashing around roof stacks, vents, and skylights for leaks.					
Gutters and downspouts	Clean and check for leaks, misalignment, or damage.					

Exterior walls	Check for deteriorating bricks and mortar. Check siding for damage or rot. Check painted surfaces for flaking.
Landscaping	Trim shrubbery around walls. Remove tree limbs, branches, or debris that can attract insects (no wood or shrubbery should be closer than 3 inches to your house). Maintain grading.
Concrete and asphalt	Check for cracks or deterioration. Reseal or repair if necessary.

Hancock: Project and Priority Identification									
Type	**Description**	**Work to be done**	**Time**	**SV/Year**	**Costs***	**Funding Source**		**Need Total**	**Notes**
(e.g., building, equipment)									
						SV/Year	**T/O Sale**		
Building Maintenance	Building Maintenance Fund >Town Office: Refurbish second floor	Structural Issues, 2nd Floor	ongoing yr-1	$5,000	$20,000				Sale of old town office funds will be placed in building maintenance fund.
						Highway Fund			
Highway	Blair Hill Rd.	Ditching, road needs to be lengthened at corner.	yr-2		$50,000				
						SV/Year			
Building	Town Office: ADA Evaluation, 2nd Floor	Have ADA evaluation and upgrade, if costs are reasonable	yr-10+		$30,500				An "Accessibility Study" needs to be conducted on the second floor at a cost of approximately $400-500, before an actual cost can be included in the budget.
						Equip. Fund	**Fire Dept.**		
FD Equipment	Tanker**	Save for Purchase	yr-10+		$30,000	$5,000	$15,000		Review in 2026: Due to fluxuation in the availability of used tankers and their costs, the real figure is unknown until such time as the town is ready to move forward with a purchase. The goal now is to start saving toward this substantial purchase.**
						ANR	**In-Kind**		
Recreation	Taylor Meadow Trail	Complete/Install Hiking Trail	yr-5		$37,000	$29,600	$7,400		Consider: Agency of Natural Resources, 80% of a trail project's estimated cost, up to $50,000, the other 20% can be in-kind.
						$5,000	$15,000		

Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Building Maintenance										
Inflows										
Starting Balance	$0	$5,000	$10,000	$15,000	$20,000	$25,000	$30,000	$35,000	$40,000	$45,000
Annual appropriation $5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000
Additional Funding										
Additional Funding Details										
Total Inflows	**$5,000**	**$10,000**	**$15,000**	**$20,000**	**$25,000**	**$30,000**	**$35,000**	**$40,000**	**$45,000**	**$50,000**
Outflows										
Outflow details										
Total Outflows	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Ending Balance Going Forward	**$5,000**	**$10,000**	**$15,000**	**$20,000**	**$25,000**	**$30,000**	**$35,000**	**$40,000**	**$45,000**	**$50,000**

Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Highway										
Inflows										
Starting Balance	$71,000	$71,500	$74,500	$77,500	$80,500	$83,500	$86,500	$89,500	$92,500	$95,500
Annual appropriation $3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000
Additional Funding										
Additional funding details										
Total Inflows	**$74,000**	**$74,500**	**$77,500**	**$80,500**	**$83,500**	**$86,500**	**$89,500**	**$92,500**	**$95,500**	**$98,500**
Outflows										
Outflow details										
Engineering Scope/Estimate	-$2,500									
Blair Hill Rd. Repair: $50,000										
Total Outflows	**-$2,500**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Ending Balance Going Forward	**$71,500**	**$74,500**	**$77,500**	**$80,500**	**$83,500**	**$86,500**	**$89,500**	**$92,500**	**$95,500**	**$98,500**

Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Town Office: ADA										
Inflows										
Starting Balance	$0	$2,000	$4,000	$6,000	$8,000	$10,000	$12,000	$14,000	$16,000	$18,000
Annual appropriation $2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000
Additional Funding										
Additional funding details										
Total Inflows	**$2,000**	**$4,000**	**$6,000**	**$8,000**	**$10,000**	**$12,000**	**$14,000**	**$16,000**	**$18,000**	**$20,000**
Outflows										
Outflow details										
Total Outflows	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Ending Balance Going Forward	**$2,000**	**$4,000**	**$6,000**	**$8,000**	**$10,000**	**$12,000**	**$14,000**	**$16,000**	**$18,000**	**$20,000**

Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
FD Equipment										
Inflows										
Starting Balance	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Annual appropriation $19,000	$19,000	$19,000	$19,000	$19,000	$19,000	$19,000	$19,000	$19,000	$19,000	$19,000
Additional Funding										
Additional funding details										
Total Inflows	**$19,000**	**$19,000**	**$19,000**	**$19,000**	**$19,000**	**$19,000**	**$19,000**	**$19,000**	**$19,000**	**$19,000**
Outflows										
Outflow details										
Fire Station Loan	-$19,000	-$19,000	-$19,000	-$19,000	-$19,000	-$19,000	-$19,000	-$19,000	-$19,000	-$19,000
Total Outflows	**-$19,000**	**-$19,000**	**-$19,000**	**-$19,000**	**-$19,000**	**-$19,000**	**-$19,000**	**-$19,000**	**-$19,000**	**-$19,000**
Ending Balance Going Forward	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Note: Saving for tanker after loan paid off

Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Recreation										
Inflows										
Starting Balance	$0	$1,000	$2,000	$3,000	$4,000	$5,000	$6,000	$7,000	$8,000	$9,000
Annual appropriation $1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000
Additional Funding										
Additional funding details										
Total Inflows	**$1,000**	**$2,000**	**$3,000**	**$4,000**	**$5,000**	**$6,000**	**$7,000**	**$8,000**	**$9,000**	**$10,000**
Outflows										
Outflow details										
Taylor Meadow Trail: $37,000										
Total Outflows	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Ending Balance Going Forward	**$1,000**	**$2,000**	**$3,000**	**$4,000**	**$5,000**	**$6,000**	**$7,000**	**$8,000**	**$9,000**	**$10,000**

Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Bldg Maint. Fund	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00
Highway	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00
Town Office ADA	$2,000.00	$2,000.00	$2,000.00	$2,000.00	$2,000.00	$2,000.00	$2,000.00	$2,000.00	$2,000.00	$2,000.00
FD Department*	$19,000.00	$19,000.00	$19,000.00	$19,000.00	$19,000.00	$19,000.00	$19,000.00	$19,000.00	$19,000.00	$19,000.00
Recreation	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00
Set Aside/Year	**$30,000.00**	**$30,000.00**	**$30,000.00**	**$30,000.00**	**$30,000.00**	**$30,000.00**	**$30,000.00**	**$30,000.00**	**$30,000.00**	**$30,000.00**

*NOTE: The $19,000 is for the FD building and is a current debt that will be retired by 2026-27.

HANCOCK CAPITAL BUDGET AND PROGRAM	
Dates	**Tasks**
Capital Project:	A capital project includes the acquisition, or physical betterment of, land; a structure; or equipment that costs more than $2,000 and will last more than three years.
	A capital project is any one or more of the following: (1) Any physical betterment or improvement, including furnishings, machinery, apparatus, or equipment for that physical betterment or improvement when first constructed or acquired. (2) Any preliminary studies and surveys relating to any physical betterment or improvement. (3) Land or rights in land. (4) Any combination of the above.
Capital Budget:	A capital budget shall list and describe the capital projects to be undertaken during the coming fiscal year, the estimated cost of those projects, and the proposed methods of financing.
Capital Program:	A capital program is a plan of capital projects proposed to be undertaken during each of the following ten years, the estimated cost of those projects, and the proposed methods of financing.

Capital Budget and Program Schedule	
Dates	**Tasks**
October 15	Parties are invited throughout the year to complete and submit capital budget forms to town clerk by October 15 for consideration by the Selectboard in the next budget cycle
November	Selectboard begins capital budget review
March	Public Hearing at Town Meeting

Capital Project Form – **Hancock, Vermont**

Date Submitted: Click here to enter a date.

1. Project Details

Project Name: Click here to enter text. Life (years): Click here to enter text.

Project Originator (Name): Click here to enter text.

Contact Information (Email and/or Phone): Click here to enter text.

Project Location: Click here to enter text.

Is the project a: ☐Replacement ☐Renovation ☐Expansion

Project Priority Rating:

- ☐ Immediate (within current or next fiscal year)
- ☐ Short Term (within 3 to 5 years)
- ☐ Long Term (6 years or more)

Desired project timing: Start Date: Click here to enter a date.

Completion Date: Click here to enter a date.

2. Brief project description and justification (Attach supporting documentation if necessary):

3. Preliminary cost estimate and breakdown (i.e., budgeted annual cost if the project will be undertaken over multiple years) (Attach supporting documentation if necessary):

Capital Project Form – **Hancock, Vermont**

4. Impact on annual operating expenditures.

5. Potential external funding sources, if any (Attach supporting documentation if necessary):

Capital Project Committee Review

Chair: Printed Name Click here to enter text. Signature: _____

Date: Click here to enter a date.

Preliminary Ranking (Choose 1-5 with 1 being of the highest priority): Choose ranking.

Additional Comments:

Selectboard Review

Chair: Printed Name Click here to enter text. Signature: _____

Date: Click here to enter a date.

Additional Comments: