

TOWN OF BEDFORD INFRASTRUCTURE MASTER PLAN (IMP)

Updated September 24, 2009

PURPOSE: To identify Town Infrastructure Projects (which include roads, water/sewer needs, active and passive recreation, open space and town buildings) and to establish cost estimates and project priorities (Phase 1) in order to support Bedford's Capital Plan. Also, it is to propose an approach for developing a master schedule and review process for project funding and project development to implement the agreed to projects (Phase 2 [tbd])

BACKGROUND: There are areas within the Town of Bedford lacking infrastructure which, if addressed, would promote or enhance commercial growth and thus grow the commercial tax base. Additionally, there are town owned properties which require rehabilitation or replacement. Presently there is no detailed identification or candidate projects (Phase 1) or a defined process for developing schedules for and funding methodologies for project implementation (Phase 2).

A Building Sub-committee of the Council will review the town owned buildings and provide their assessment of those buildings for identification and need purposes. Effectively identifying and then addressing projects will contribute to the quality of life in the Town of Bedford. Note: New roads do not include any roads which are part of or associated with new residential or commercial developments and are the responsibility of the developer(s).

This document is intended to propose a process for project identification, project rationale and priority, project schedule and project funding. The end result is to be an overview Infrastructure Master Plan listing each project with all relevant information. The Infrastructure Master Plan is proposed to be used to help support the Capital Improvement Plan as a management and decision tool when considering infrastructure project implementation during and in conjunction with the Town of Bedford's budgeting process.

APPROACH

1. Identify potential Infrastructure projects. Identify and support the necessity of each project in terms of Town benefit and/or necessity and needed date (if appropriate).
2. Identify each project's scope: Develop a preliminary concept and Rough Order of Magnitude (ROM) cost for each project.
3. Develop a preliminary project schedule
4. Prioritize projects considering necessity and schedule of need. Important in this is the Summary of the Council's Building Committee review of Town Owned Buildings.
5. Develop project funding options and process.
6. Update the document on an annual basis in order to keep it current.

- A. Town Staff will develop a candidate listing of infrastructure projects, project definition, and rationale and ROM costs. (Town Manager and Planning Department Director will oversee list development, information of which will come from Department Managers and the Council's Building Review Committee)
- B. The Town Manager and Planning Director will review the list with the Planning Board for input and comment. (The input and comment of each Board shall be identified separately.)
- C. Town Staff will then review the updated document with the Town Council and a final document will be produced. The staff will then update the document, review the updates with the Planning Board, and submit the updated document to the Town Council by the end of May of each year.

IMPLEMENTATION SCHEDULE (Phase 1):

- 1. The Town Staff shall provide a preliminary Infrastructure Master Document by the end of March, 2010
- 2. The Planning Board shall review the document and provide comments at one of their April, 2010 meetings
- 3. The Town Staff shall make any necessary changes and present the draft document for review and comment to the Town Council at their last monthly meeting in May, 2010. In addition, a proposed process for implementing the submitted document shall be included in the presentation (Phase 2).

The approved Infrastructure Master Plan shall be used in conjunction with the Town's Capital Improvement Plan in the determination of implementing any Town infrastructure project(s).

The current thought is to include the Infrastructure Master Plan (IMP) implementing process as part of the present Capital Improvement Plan review process after the present CIP process has been reviewed and updated. (Phase 2)

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