



# Capital Improvement Plan

## Fiscal Years 2022 to 2026

# Capital Improvement Committee

---

- Charles Denault, Council Member
- Eric Lemont, School Committee Member
- Jeff Clifford, Citizen Representative
- Chris Perkins, Citizen Representative
- Kendra Amaral, Town Manager
- Patricia Moore, Finance Director/Asst Town Manager
- Eric Waddell, School Superintendent

# Process

---



# Policy & Program Update

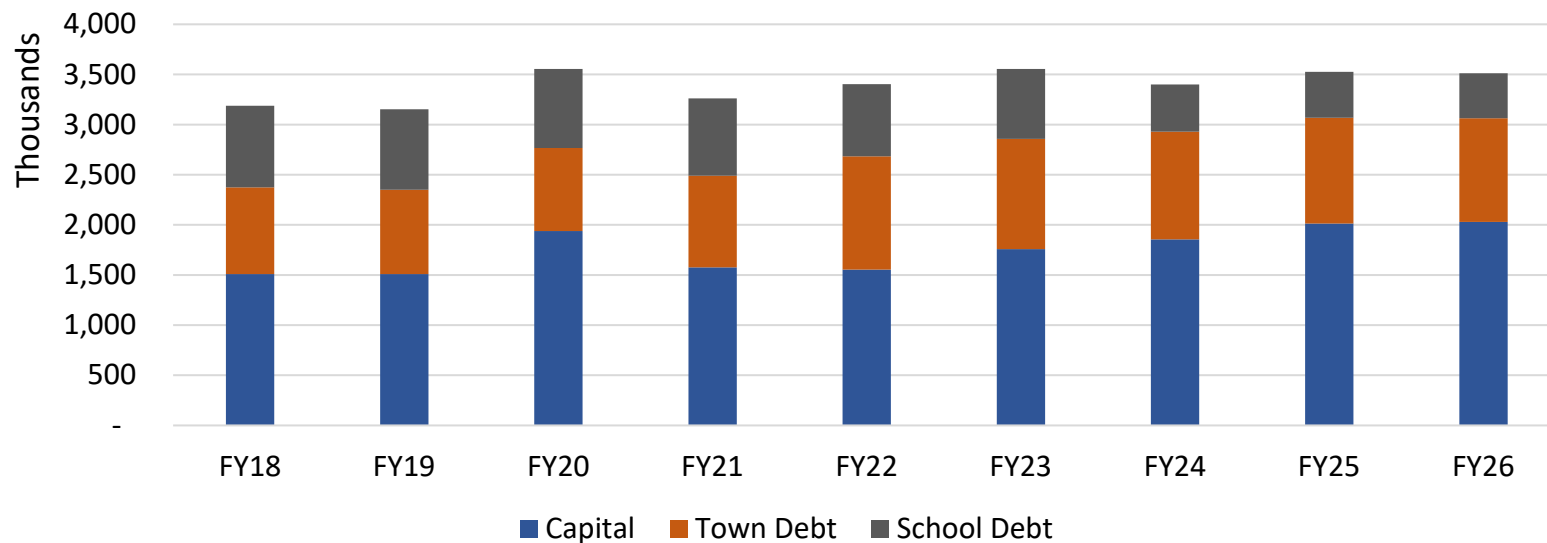
---

- Policy amendment proposed to incorporate climate resiliency and climate change considerations.
- Added “Projects on the Horizon” for Kittery Port Authority; projects that are currently conceptual and higher cost than is supported by reserve approach.
- Incorporated detailed asset management plan for:
  - Municipal Technology
  - Police Vehicles

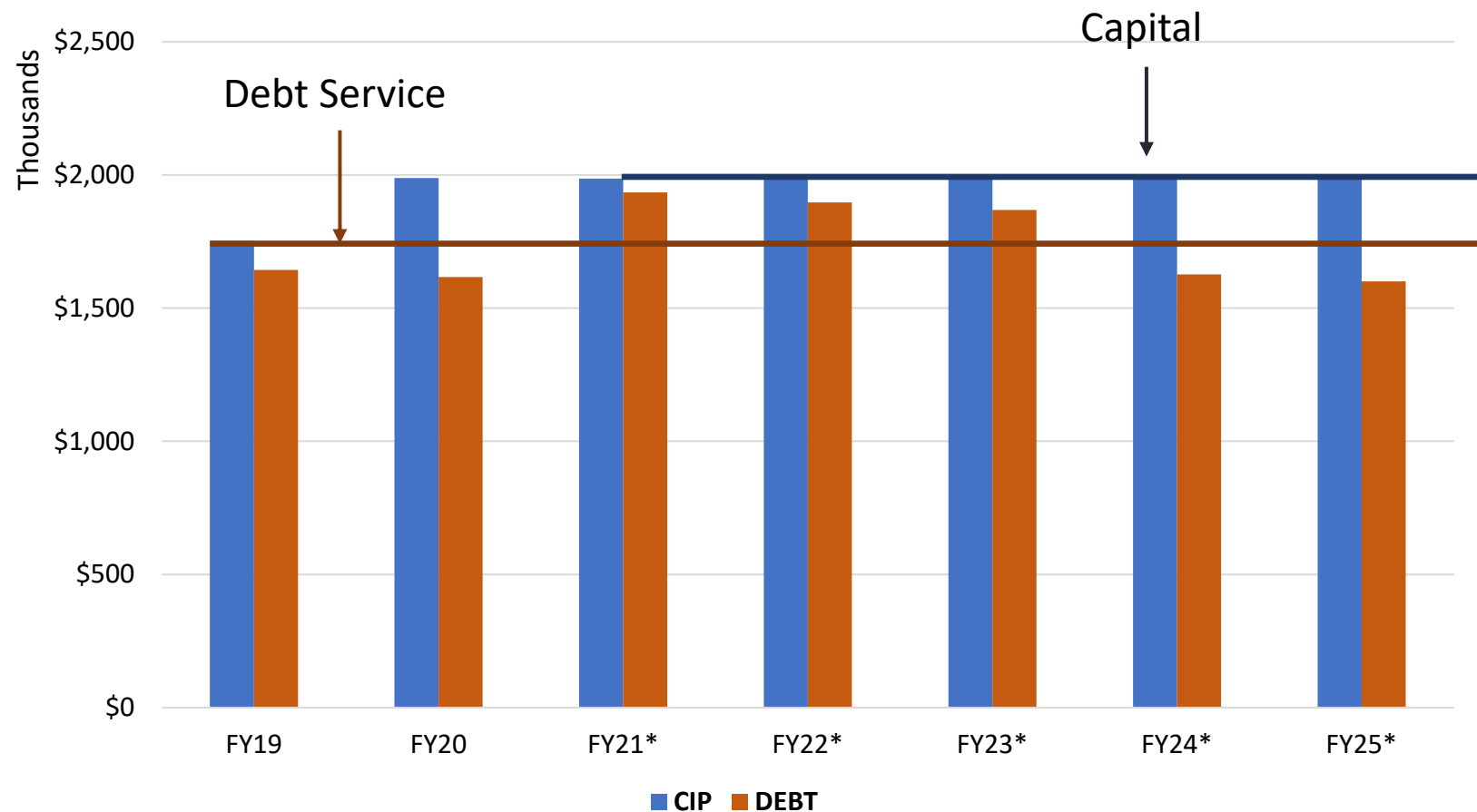
# Overview

	Pre-COVID Proposal FY21	Approved FY21	Proposed FY22
Capital Requests	\$1,986,517	\$1,455,500	\$1,588,900
YE Transfers	0	190,850	TBD
Rev & Other Funds Offsets	(35,000)	(35,000)	(35,000)
<b>NET CIP</b>	<b>\$1,951,517</b>	<b>\$1,576,350</b>	<b>\$1,553,900</b>

## Combined CIP

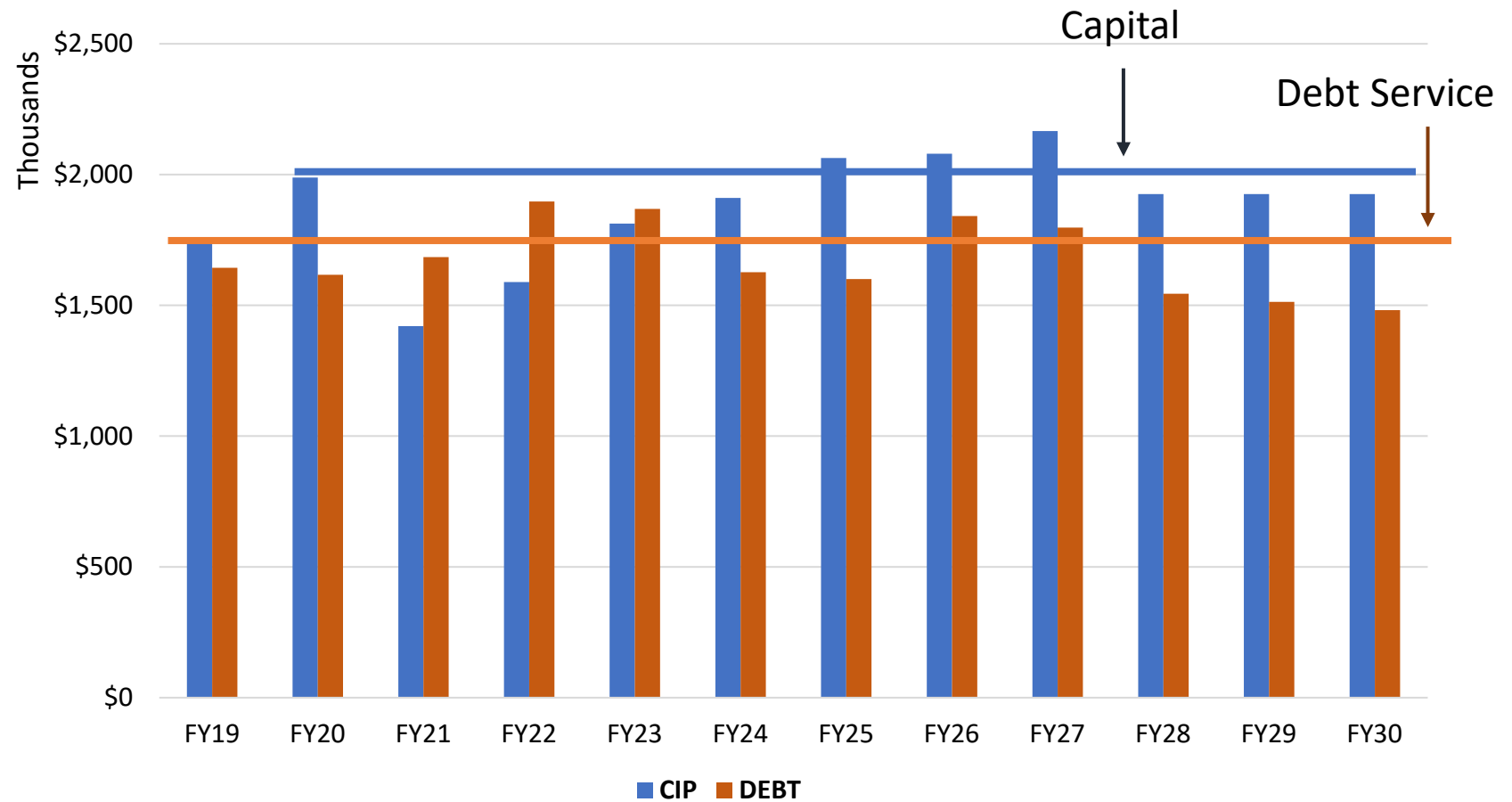


# Pre-COVID Plan



\*Bonds exclude Sewer debt; includes projected Library Project Debt

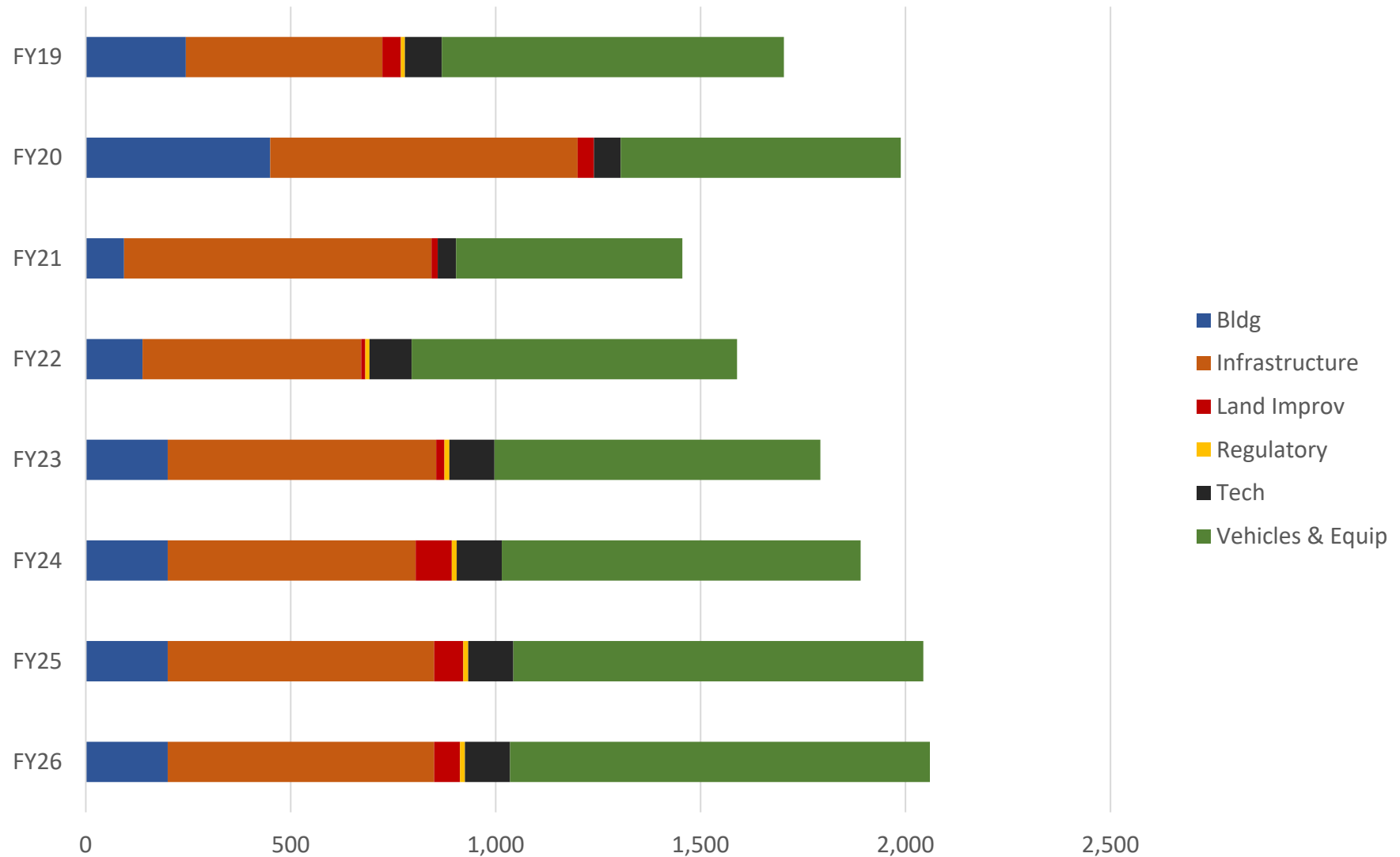
# Revised Plan



\*Bonds exclude Sewer debt

# CIP Funding By Category

---



# Holding Accts

---

- Right of Way funding supports ongoing implementation of Pavement Management Plan and builds some contingency for Rte 1 paving in FY23.
- Fire Apparatus - rebuilding reserve for next replacements scheduled for FY26 ~ \$840,000.
- Continue to build Municipal Facility reserve for planned future needs.



# Other Holding Accounts

---

- Municipal Facility Reserve will rely on built up reserves for the FY22 program.

## Municipal Facility Summary

	2022	2023	2024	2025	2026
AIR CONDITIONING		\$ 84,413			
EMERGENCY POWER	\$ 92,882				
EXTERIOR WALLS		\$ 30,951			
FLOOR COVERINGS					
HEATING SYSTEM		\$ 6,155			
INTERIOR WALLS		\$ 24,761			
POWER DISTRIBUTION					
ROOF SYSTEMS				\$ 5,320	
SITE UTILITIES					
VEHICULAR & PEDESTRIAN MOVEMENT		\$ 50,423			\$ 143,846
VENTILATION UNITS		\$ 3,658			
UNPLANNED PROJECTS	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
FIRE PROTECTION					\$ 32,637
<b>Total Est Projects</b>	<b>\$ 112,882</b>	<b>\$ 220,362</b>	<b>\$ 20,000</b>	<b>\$ 25,320</b>	<b>\$ 196,483</b>

# Reserve Accounts

---

- Most Reserve Accts were not funded in FY21 as a result of COVID-19 budget impacts. FY22 proposal starts to rebuild reserve plan to pre-COVID levels.
- Multi-year Technology Plan includes redesign of network architecture, transition to VoIP, equipment replacement.
- KCC equipment will be integral to service as community resumes normal activities post COVID-19.

FY2022			
Name	Priority	Status	Dependency
BACKUP: Acronis CyberCloud Migration	Medium	Not Started	
KWW Waste Water Virtualization/Network Rebuild	Medium	Not Started	Office 365 Government Community Cloud (GCC) Migration
Domain Reorganization	Low	Planning	Endpoint Security Enhancement
KPD Wireless Upgrade	Medium	Not Started	
SECURITY: Harden Local servers With Department of Defense settings (STIGS)	High	Not Started	New Hosts for Town Administration Office
New Network Switching - All locations	Medium	Not Started	Domain Reorganization
HARDWARE: Police: Evidence PC (Isolated PC)	Low	Not Started	
AUDIT: Business Continuity Review	High	Not Started	Compliance: Upgrade Local Servers to Windows 2019
Upgrade/Replace Windows 7: Year 2	Critical	Planning	
HARDWARE: Obsolete/Out of Warranty PC Replacements	High	Not Started	

# Projects & Debt

---

## Projects

- No new projects proposed for FY22

## Debt

- Library Expansion and Renovation ~\$350,000/annual
  - 20 Year Bond
  - Interest rate: 1.18% blended
- Refinance 2010 School and DPW bonds
  - \$640,000 savings over the next 10 years



# On the Horizon

---

<b>FY20 Unassigned Fund Balance</b>	<b>\$6,970,748</b>
<b>Policy 2.5 Months of Operating Costs</b>	<b>\$6,998,525</b>
<b>Surplus/(DEFICIT)</b>	<b>(\$27,777)</b>



# On the Horizon

Planned	Funded Year	COST	Unassigned Fund	Capital	Annual Debt	Grants
Senior Tax Circuit Breaker	Ongoing	\$50,000	\$ 50,000	\$ -	\$ -	\$ -
Compensated Absences	Ongoing	\$125,000	\$ 125,000	\$ -	\$ -	\$ -
<b>In Evaluation Phase</b>						
Ambulance Relocation <sup>1</sup>	TBD	\$700,000	\$ 700,000	\$ -	\$ -	\$ -
Memorial Field <sup>2</sup> - Phase 1	TBD	\$1,000,000	To Be Determined			
Stevenson Sidewalk <sup>3</sup>	TBD	\$750,000	To Be Determined			
Removal of Cole Street Bldg	TBD	\$80,000		\$ -	\$ -	\$ -
<b>TOTAL</b>			<b>\$ 875,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Requested</b>						
Dredge Pepperell Cove - Engineering and Permitting	2022	\$ 292,000	To Be Determined			
Love Lane Sidewalks <sup>3</sup>	TBD	1,900,000	To Be Determined			
<b>TOTAL</b>		<b>\$ 4,897,000</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\* See notes in Capital Improvement Plan

# Conclusion

---

- FY21 CIP allocation was reduced to respond to COVID-19.
- Reserve approach is working, absorbing larger projects without impacting long-term asset management while providing flexibility in lean years.
- Protection of unassigned fund balance, long-term planning, and reserve approach viewed favorably by Rating Agencies.
- Replacement schedules are gaining detail and predictability.
- Five Year CIP will slowly rebuild to resume stabilization.
- FY22 plan drivers:
  - Rebuild reserve account funding incrementally
  - Roads, facilities, technology

TOWN OF KITTERY



# CAPITAL IMPROVEMENT PROGRAM 2022-2026



## CIP Committee

Town Councilor – Charles Denault

School Committee Member - Eric Lemont

Citizen Representative - Jeff Clifford

Citizen Representative - Chris Perkins

School Superintendent - Eric Waddell

Town Manager - Kendra Amaral

Finance Director/Assistant Town Manager – Patricia Moore

200 ROGERS ROAD  
KITTERY, ME 03904

## **EXECUTIVE SUMMARY**

The Town of Kittery is committed to maintaining a five-year Capital Improvement Plan (CIP), for the purpose of identifying and prioritizing investment in the Town's assets. The assets included in the CIP are critical to delivering core services of the Town government and supporting the community's goals and objectives.

As a communication tool, the CIP informs the Town Council and the public about the Town's efforts to plan for on-going management of assets including buildings, roadways, equipment, vehicles, technology, and records. A properly developed CIP also guides the development of a debt plan, and identifies potential timing and bundling of higher cost investments for future bonding.

### **COVID-19 Impact on the Prior Year's CIP**

By January of 2020, the CIP was refined to a point that annual funding requirements were projected to stabilize at approximately \$1.95M each year through FY25. This stable annual projection adequately funded planned projects and built reserves for future needs. The stability of the annual CIP funding reduced pressure on the annual operating budget, and provided a relief valve in case the annual budget needed to be decreased in response to a financial or catastrophic emergency. COVID-19 proved to be such an emergency.

The Town Council was cognizant of the economic impacts immediately effecting taxpayers at the early onset of the pandemic in June of 2020. The Council directed that the FY21 general government budget, inclusive of capital funding, have no net increase over the prior year's budget. Accordingly, the FY21 CIP request was reduced from its proposed total of \$1,986,167 to \$1,455,500. Despite the significant reduction in funding, the existing capital reserve balances allowed the town to implement its planned critical capital projects as scheduled.

### **Fiscal Year 2022 CIP**

The Town currently holds \$2.6M in capital reserves for planned and unplanned future needs associated with roadways, equipment, buildings, technology, and land improvements. This "reserve" approach to funding capital allows the Town to make large purchases like a pumper truck in FY19 for \$550,000 without requiring debt or deferring other equally important capital projects each year.

The FY22-FY26 CIP focuses on rebuilding funding to the pre-COVID-19 projected levels at a pace that is measured and appropriate, given the ongoing pandemic and its economic impact on taxpayers. The proposed funding for capital in FY22 is \$1,588,900, representing an increase of \$133,400 over the previous year's COVID-19 adjusted funding. For comparison, the pre-COVID five-year plan called for \$1,951,167 to be funded in FY22. The funding proposed for FY22 will be supplemented by a request for transfers of approximately \$72,000 from remaining balances in completed project accounts to reserve accounts.

Debt service will be \$1,849,834, an increase of \$165,329. In January of 2021, the Town issued bonds to fund the Rice Library expansion and renovation project (\$5M) and refund the 2010 bonds for the Mitchell and Shapleigh Schools and DPW Shed. The refund of the 2010 bonds resulted in approximately \$640,000 in savings over the remaining ten years of the debt; the FY22 savings will be approximately \$64,000, split between the Town and School operating budgets. The Library bond issuance was delayed due to COVID-19. The full debt service for this bond is incorporated into the FY22-FY26 CIP.

The FY22-FY26 CIP projection reflects a measured approach to reestablishing a stable annual capital budget. The Town will likely draw on existing capital reserve balances to complete projects in the near term as reserve account funding is rebuilt slowly over the next five years. The Town is also actively seeking grants to offset costs and support the capital program.

Funding for Holding Accounts is proposed to increase \$98,000 from the prior fiscal year. The Five-Year Pavement Management Plan includes approximately \$500,000 in road and drainage projects. The town will also conduct its five-year road condition assessment, which will be used to update the Pavement Management Plan. This is the third year the CIP has a detailed Facility Management plan incorporated into it; and serves as the basis for the Municipal Facility Reserve account requests. The priority project is to install a generator at Town Hall to prevent service disruption and loss of productivity during power outages.

The Capital Reserve Accounts are projected to increase \$335,400 in FY22. A number of reserve accounts were not funded in FY21 to accommodate the Council's COVID-19 budget goal. The FY22 plan restores reserve funding for most of the accounts including School's KCC, Harbormaster (KPA), and Town Hall Records.

There are no new Capital Projects proposed for FY22. The next possible capital project is projected for FY24 and focuses on rehabilitation of Legion Pond. The project will cost over \$262,000 over six years (unadjusted for escalation), and was proposed in response to Council requests to bring the Pond back to a historic condition that supported neighborhood swimming and fishing.

Included in this plan is the Town's "on the horizon" list which includes potential projects or ideas that could impact the unassigned reserve fund, the capital program, or debt. Also incorporated this year is the Kittery Port Authority's "on the horizon" list which contemplates additional, large, capital project ideas. "On the horizon" projects reflect ideas that may not yet be vetted, prioritized, or approved.

The Capital Improvement Plan process commenced with a review of the Town's Capital Improvement Program policy. The policy was updated this year to reflect the Town's climate resiliency goals. The capital request forms were updated to identify whether a project will reduce greenhouse gas emissions (GHG) and/or improve energy efficiency, and to identify whether an asset is susceptible to impacts of climate change and/or sea level rise.

Department heads submitted their FY22-FY26 requests and presented them to the CIP Committee. Through this process, the CIP Committee asked questions, sought additional information, and proposed amendments to the requests. The CIP Committee then reviewed all of the requests as an assembled plan. They evaluated the projects requested based on justification, priority, need, and impact on the Town's ability to deliver core services to both residents and businesses. This report represents the culmination of their work and the proposed five-year capital improvement plan.

In summary, the FY22-FY26 CIP includes:

- Slow rebuild of the annual capital allocations to pre-COVID-19 levels.
- Incorporate the Town's climate adaptation goals into the policy and ensure the Town is making appropriate investments in assets vulnerable to environmental impacts of sea level change.
- "Projects on the horizon" to enhance long-term planning for use of unassigned reserve, capital funds, and debt. Incorporated Kittery Port Authority "on the horizon" ideas into the plan.

We wish to thank the Committee and the staff who participated in the development of the CIP. Their insight, expertise, and consideration added significant value to the process.

# TABLE OF CONTENTS

EXECUTIVE SUMMARY .....	i
MANDATE.....	1
DEFINITIONS .....	2
COORDINATING COMMITTEE.....	3
PLANNING SCHEDULE .....	5
CAPITAL IMPROVEMENT POLICIES .....	6
DEBT POLICIES .....	6
FIXED ASSET POLICIES .....	7
PROCESS SUMMARY .....	8
CAPITAL PROJECT REQUESTS SUMMARY.....	11
DETAILED CAPITAL PROJECT REQUESTS.....	14
Right of Way Reserve.....	15
Fire Apparatus Reserve.....	18
Open Space Reserve .....	20
Municipal Facility Reserve .....	21
DPW Vehicles and Equipment Reserve.....	27
MS4 Compliance.....	29
Parks Reserve .....	30
School Facility Reserve .....	31
School Vehicle Reserve .....	32
School Equipment Reserve .....	33
School Technology Reserve.....	34
Fire Equipment Reserve.....	35
Technology Reserve.....	36
KCC Equipment Reserve.....	38
KCC Facility Reserve.....	39
Kittery Port Authority Boat Reserve .....	42
Kittery Port Authority Equipment Reserve .....	44
Kittery Port Authority Facility Reserve .....	46
Police Vehicle Reserve .....	49
Police Equipment Reserve .....	51
Fire Facility Reserve.....	52
Records Preservation.....	53
Legion Pond Restoration.....	54
PROJECTS ON THE HORIZON .....	56
APPENDIX A - DEBT SCHEDULE.....	58



## MANDATE

The Kittery Town Charter mandates a capital program as follows:

### ***“Sec. 6.05. Capital program”***

*(1) Submission to manager. The town manager shall prepare and submit to the council a 5-year capital program at least 90 calendar days prior to the final date for submission of the proposed budget.*

*(2) Contents. The capital program shall include:*

*(a) A clear general summary of its contents;*

*(b) A list of all capital improvements which are proposed to be undertaken during the 5 fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements;*

*(c) Cost estimates, method of financing and recommended time schedules for each such improvement;*

*(d) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired; and*

*(e) Recommendations to fund improvements in the established capital program dedicated reserve account; any proposed multi-year capital bonds for voter approval; or any to be addressed as a separate budget line item to be fully funded in the ensuing fiscal year with voter approval. Debt service for voter approved capital bonds and capital improvement program dedicated reserve funds are annual appropriations.*

*(3) Capital program requirements approved by council to be entirely funded in the ensuing fiscal year, as a separate budget account line item outside the capital program dedicated reserve account, must be submitted to the qualified voters of the town after a public hearing, at a regular or special election, or town meeting as prescribe herein, and are obligated provided a majority of the legal votes cast in such election are in the affirmative.*

*(4) The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.”*

### **Overview**

One of the primary responsibilities of municipal government and school officials is to preserve, maintain, and improve a community's stock of buildings, roads, parks, sewer facilities, machinery, apparatus and equipment. Planning for capital improvements is a matter of prudent financial management as well as sound development practice.

Kittery's capital improvement program (CIP) is to be a blueprint for planning capital expenditures and is one of the most important responsibilities of local government officials. It coordinates community planning, financial capacity and physical development and is a community plan for short and long-range physical development in the form of capital purchases of equipment or facilities. It is intended to link the Town's comprehensive plan and fiscal plan to physical developments.

The capital improvement program is a five-year outlook that includes the upcoming year's proposed spending plan for capital items, the annual funding for reserve and holding accounts that support ongoing maintenance and/or projected future capital outlays, and projected capital expenditures and needed reserves for the four years beyond the capital budget.

The CIP goal is to insure sound fiscal and capital planning through effective leadership with the involvement and cooperation of all municipal departments. The CIP will support the following objectives:

- Developing revenue policies for proposed improvements.
- Determining budgeting methods for projects.
- Promoting inter-department coordination of projects within the town.
- Informing the public of planned capital improvements.
- Facilitating coordination between capital needs and the operating budgets.
- Enhancing the community's credit rating, control of its tax rate, and avoid sudden changes in its debt service requirements.
- Identifying the most advantageous means of financing capital projects.
- Increasing opportunities for obtaining federal and state aid.
- Relating public facilities to other public and private development and redevelopment policies and plans.
- Focusing attention on community objectives and fiscal capacity.
- Keeping the public informed about future needs and projects.
- Coordinating the activities of neighboring and overlapping units of local government to reduce duplication.
- Ensure public capital is resilient to environmental factors such as climate change and sea level rise.

Under GASB 34, the town is required to capitalize and depreciate long-term assets; including such items as equipment, real property, and infrastructure; and report this information in the town's annual financial report.

## DEFINITIONS

**Accumulated Depreciation** The total depreciation expense accumulated since the acquisition date of the fixed assets to the current fiscal year.

**Ancillary Costs** Costs, in addition to purchase or construction costs, related to placing a fixed asset into its intended state of operation. Normally, ancillary costs are to be included in the capitalized cost of a fixed asset. However, minor ancillary costs, not measurable at the time a fixed asset is recorded in the department's fixed asset inventory system, may be expensed.

**Construction in Progress** A long-term asset reflecting the cost of construction work undertaken, but not yet completed (usually a capital project).

**Capital Improvement Holding Accounts** The accounting identifier line in the town chart of accounts grouping the CIP funds dedicated for replacement of assets with a cost above \$25,000 and a life cycle greater than five years.

**Capital Improvement Reserve Accounts** CIP budget lines maintained by the departments for future demands for, repair, rehabilitation, or replacement, of fixed assets that cost between \$5,000 and \$25,000 and have a useful life more than five years.

**Capital Replacement Cost** The figure calculated for replacement of an asset. Capital replacement cost may be calculated based on original cost multiplied by the Schedule of Useful Life and an inflation factor, by current replacement costs multiplied by an inflation factor and the remaining Useful Life.

**Depreciation Method** For the purposes of implementing GASB 34, depreciation will be calculated using the straight-line depreciation method. Straight-line assumes that the asset will depreciate at the same rate each year of its useful life.

**Infrastructure** Long-lived fixed assets that are normally stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Infrastructure may include roads, bridges, dams, and similar fixed assets. For capitalization purposes, the town only considers roads and bridges that are the town's responsibility, to be infrastructure. Departments should maintain records for all infrastructure for asset management purposes but should not capitalize or report infrastructure that is not roads or bridges.

**Intangible Asset** Intangible assets are long-term assets that have no physical substance and are used in operations to produce products or services. Intangible asset costs must be systematically allocated to expenses over their useful life through a process called amortization.

**Useful Life** The length of time something is expected to last for its intended purpose. For depreciation purposes the useful life will be determined by departments using published guidelines from professional organizations and industries, available information for comparable assets used by similar government agencies, and internal information based on experience.

## **COORDINATING COMMITTEE**

The Town Council establishes and appoints a Capital Improvement Committee composed of one (1) Town Council representative, one (1) School Committee representative, two (2) citizen representatives for three (3) year staggered terms, the School Superintendent or designee, the Finance Director, and the Town Manager.

The Committee is to study proposed capital projects and improvements involving major tangible assets and projects which:

- 1) are purchased or undertaken at intervals of not less than five years;
- 2) have a useful life of at least five years; and
- 3) cost over \$25,000.

The Town Manager, and any applicable boards and committees, including the Council and the School Committee will provide information concerning all anticipated projects requiring June Election voter action during the ensuing five years. The Committee will establish the deadline and form in which information must be provided.

The Committee is to consider the relative need, impact, timing and cost of these expenditures and the effect each will have on the financial position of the town. No appropriation may be voted for a capital improvement unless the proposed capital improvement is considered in the Committee's report, or the Committee first submitted a report to the Town Council explaining the omission.

The Committee will prepare an annual report recommending a Capital Improvement Budget for the next fiscal year, and a Capital Improvement Program including recommended capital improvements for the following four fiscal years. The report is submitted to the Town Council for its consideration and approval. Upon approval, the Town Council will submit the Capital Improvement Program to the Town Manager as required by the Charter. The Town Manager will incorporate the Capital Improvement Budget into the proposed operating budget for the ensuing fiscal year.

The Committee's report and the Council's recommended Capital Budget is to be published and made available in a manner consistent with budget materials distribution. The Committee submits its original report with the Town Clerk.

## PLANNING SCHEDULE

<b>Timetable</b>	<b>Action</b>
<b>Oct – Nov</b>	<b>Status of Previously Approved Projects</b> CIP Committee reviews status of previously approved projects.
<b>Nov – Jan</b>	<b>Solicitation, Compilation and Evaluation of Project Requests</b> Department Managers prepare and submit project requests.
<b>Dec - Jan</b>	<b>Town's Financial Capacity</b> Town Manager prepares financial analysis.  <b>Financing Plan</b> Town Manager assembles project list and supporting data; Reserve and depreciation account requests to CIP Committee with preliminary funding source recommendations.
<b>Jan – Feb</b>	<b>Project Prioritization</b> CIP Committee reviews and ranks requests.  <b>Capital Improvements Program Development</b> CIP Committee prepares five-year schedule of projects and makes recommendations on method of financing based upon financial analysis.
<b>Feb</b>	<b>Capital Improvement Program Presentation and Approval</b> CIP Committee presents Capital Budget and Capital Program to the Town Council. Council reviews CIP and holds public hearing. Council approves prepared CIP, as may be adjusted/amended.  Approved projects scheduled for upcoming year are submitted to the Town Manager for incorporation into budget.  Council reviews Capital Budget and prepares recommendation for June Election Warrants.
<b>Jun</b>	<b>Election</b> Voter approval of upcoming year's capital budget warrants and review of capital plan, followed by department head preparation for acquisition and development activities on July.

## CAPITAL IMPROVEMENT POLICIES

- The town will make all capital improvements in accordance with an adopted capital improvement program, except as may be necessary under the emergency provisions of the town charter.
- The town will develop and enact an annual capital budget based on the multi-year capital improvement program.
- The town will maintain all its assets at a level adequate to protect the town's capital investment and to minimize future maintenance and replacement costs.
- The town will plan for environmental factors and variations, such as sea level rise and other impacting climate changes, and invest responsibly in infrastructure and infrastructure modifications to ensure the resiliency of the community, public operations, municipal assets.
- The town will determine the most advantageous financing method for all new projects.
- The town will maintain an unassigned fund balance (unencumbered surplus) at a minimum equal to two and a half months of current fiscal year operating budget inclusive of Town and School budgets.
- The town will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to June Election Voters for approval.
- Departments will coordinate development of the capital improvement budget with development of the operating budget. Future operating, repair and maintenance costs associated with new capital improvements will be projected and included in operating budget forecasts.
- Departments will project equipment replacement and maintenance needs of \$5,000 or more for the next several years and will update this projection each year. From this projection, a schedule will be developed to establish/maintain budget capital improvement reserve accounts for replacement of fixed assets between \$5,000 and \$25,000 in original cost.
- Departments will address annual operating, repair and maintenance (R&M), and materiel acquisition/replacement costs less than \$5,000 in operating budgets.
- The town will establish/maintain asset depreciation accounts in the capital improvement program.
- The fund established for cable franchise fees shall be utilized to defray the capital and operating cost of providing public, education, and government access through local broadcast and streaming of local proceedings, meetings, events, and programs of interest to the community. The fund balance shall not exceed \$200,000 at the close of each fiscal year. When the fund balance does exceed \$200,000, the excess funds may be transferred to capital holding accounts or capital reserve accounts. The Town Manager will recommend fund transfers to the Town Council in accordance with Charter and Town Ordinance.

## DEBT POLICIES

- The town will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues and/or reserves.
- When the town finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the expected useful life of the project.
- The town annual capital budget and debt service appropriation will not exceed 15 percent of the total combined Town, School and Sewer operating budget.

- Total annual tax revenue supported debt service for will not exceed 8 percent of the approved annual combined Town and School budget.
- Total general-obligation debt will not exceed 2.5 percent of total property valuation, excepting as provided in state statutes.
- Total annual sewer revenue supported debt service for general or revenue obligation debt will be as approved by Town Council.
- Where possible, the town will use special assessment, revenues or other bonds, instead of general obligation bonds.
- The town will not use long-term debt for annual operations.
- The town will maintain regulatory communications with bond rating agencies about its financial condition.
- The town will follow a policy of full disclosure on every financial report and bond prospectus.

## **FIXED ASSET POLICIES**

All assets meeting the definition of a fixed asset or intangible asset are to be considered an inventoried long-term asset and recorded in the town's fixed asset inventory system. Each department is responsible to account for all long-term assets under its jurisdiction. Such assets must be systematically and accurately recorded; properly classified; and adequately documented in their department's asset inventory system. All Departments will establish an internal control structure over long-term assets that provide reasonable assurance of effective and efficient operations, reliable financial reporting and compliance with applicable laws and regulations.

### **Asset Valuation**

Departments will record long-term assets at historic cost or, if the cost is not readily determined, at estimated historic cost. Cost includes applicable ancillary costs. All costs must be documented, including methods and sources used to establish any estimated costs.

### **Asset Classification**

Long-term assets are categorized into the following classes:

- Machinery & Equipment,
- Real Property,
- Infrastructure,
- Technology, or
- Construction in Progress.

These categories are used for reporting cost and depreciation (or amortization) amounts.

### **Capitalization**

*For Inventory, Financial Reporting and Depreciation Purposes*

All long-term assets with a cost equal to or greater than \$5,000 and a useful life of greater than five years.

*Construction in Progress Capitalization:*

A construction in progress asset reflects the cost of construction work undertaken, but not yet completed (frequently capital budget items). For construction in progress assets, no depreciation is recorded until the asset is placed in service.

When construction is completed, the asset should be reclassified, capitalized and depreciated.

### **Depreciation/Amortization for Long-Term Assets**

All long-term assets (except for land, certain land improvements, and building in progress) identified in the capitalization policy, will be depreciated/amortized. The Town Manager will be responsible for calculating depreciation/amortization.

### **Retention**

For each long-term asset recorded in the town's asset inventory system, evidential information to support estimated actual costs will be kept permanently and maintained until the asset is disposed of. If the asset is disposed of during a fiscal year, documentation should be maintained until June 30 of that year for audit purposes.

### **Annual Physical Inventory**

All departments will complete a physical inventory of their long-term assets annually. Long-term assets greater than \$5,000 and with a useful life of five or more years are to be included in the annual physical inventory conducted.

### **Internal Controls**

All departments will establish internal controls over long-term assets that provide reasonable assurance of effective and efficient operations, reliable financial reporting and compliance with applicable laws and regulations. The major objective of the internal control over long-term assets is accountability.

Departments will have procedures in place so that assets are adequately safeguarded from loss or theft.

Departments will establish and update their schedule of useful life for each asset or category of asset maintained by the department. The useful life will be determined using published guidelines from professional organizations and industries, available information for similar assets used by comparable government agencies, and internal information based on experience.

## **PROCESS SUMMARY**

### **Inventory of Existing Facilities**

The Town Manager will provide a complete inventory of all town and school properties and assets. The inventory should include the year the asset was placed in service, assigned department as applicable, current condition, anticipated useful life, remaining useful life, and scheduled date for replacement.

### **Status of Previously Approved Projects**

The Town Manager will provide a status of previously approved projects. The update will should include for each active project or account the total available funding, spent year to date, projected remaining cost and highlighted anticipated overages, and anticipated completion date. Projects or accounts with unspent funds not needed for the approved project should be identified for release or reallocation.

### **Solicitation, Compilation, and Evaluation of Project Requests**

The CIP Committee will solicit departmental recommendations for CIP projects. Each department submits requests which include a clear statement of the need and justification for the project, its costs, its net effect on the operating budget, and an implementation schedule. The Committee then evaluates each request by reviewing the project information provided and meeting with the requesting department head, if necessary.

Based on its review, the Committee should summarize its findings in preparation for establishing the Capital Improvement Program.

### **Town's Financial Capacity**

With the assistance of the Town Manager, Finance Director, and School Superintendent or designee, the Committee should analyze the town's ability to afford major expenditures. This analysis should examine recent and anticipated trends in revenues, expenditures, debt and unfunded liabilities such as pension costs. The analysis should be included with the Committee's presentation of the capital budget and program to the Council.

This financial analysis will permit the scheduling of funding sources for capital improvements to:

- Keep the tax rate stable
- Balance debt service and operating expenditures
- Determine available debt capacity and acceptable debt service levels
- Maximize intergovernmental aid for capital expenditures

### **Project Prioritization**

Proposed projects are ranked in priority as objectively as possible. This is perhaps the most difficult aspect of the Committee's duties, although the adoption by the Town Council of Capital Improvement Budget Policies and Debt Policies can provide helpful guidance.

The Committee should review each project utilizing a consistent set of criteria. The Committee should evaluate each project in relation to other projects and determine their relative importance. This will permit the Committee to establish project priorities based on both the community's goals and objective analysis.

### **Capital Improvement Program Financing Plan**

Based upon the adopted debt and CIP policies and the assessment of the town's financial capacity, the Committee will recommend the method of financing each project. There are several ways to finance capital improvement projects. Some of the most common long and short-term financing options are:

#### **Long-Term Financing:**

1. General obligation bonds and, for municipal utility improvements only, revenue bonds.
2. State and federal loans and grants.
3. Setting aside money in the capital holding account to pay for all or a portion of a capital project.

#### **Short-Term Financing and other Service Provision options:**

1. Appropriation of current revenue or reserves such as free cash.
2. Short-term debt such as bond anticipation notes and grant anticipation notes.
3. Capital outlay expenditure exclusions
4. Contracting/leasing provisions authorized by ordinance and Maine General Laws.

NOTE: The town may enter into a multi-year contract for any period of time which services the best interest of the town; however, payment and performance obligations for succeeding fiscal years is dependent on the availability and appropriation of funds.

### **Capital Improvement Program Recommendation**

Detailed Project Descriptions are prepared by the CIP Committee to reflect its final recommendation on each specific project. It presents all that is known about each project in a manner that is conducive to discussion and decision.

The CIP Committee's completed report should be presented to the Town Council for review and adoption. The report will include a summary of the CIP Committee's recommendations for the upcoming year's Capital Budget and the following years' Capital Program as well as its analysis of the town's fiscal capacity.

The Town Council will hold its own public hearing to present the CIP and solicit further citizen comment. The CIP hearing can be incorporated into the regular budget hearing.

The entire CIP will also be presented at the public hearing held by the Council. This will demonstrate to the community that the Capital Budget is part of a long-range plan to upgrade and maintain the town's infrastructure.

The June Election voter's adoption of capital warrants informs the balance of the community of the commitment to plan for and fund the acquisition and/or development of capital improvements and/or acquisitions.

### **Monitoring Approved Projects**

Once the June Election voters have approved the Capital Warrants and the fiscal year begins, departments are authorized to begin project implementation. Periodic reports by the Town Manager to the Council should indicate changes in the targeted completion dates, identify serious problems, and document the financial status of each project. Those reports may be based on project updates provided by the responsible departments.

### **Capital Improvement Program Updates**

Subsequent annual updating of the Capital Program involves repeating the process to reflect new information, policies and proposed projects. The CIP Committee will review the policies and revise the entire CIP as necessary to reflect its most recent determination of the need and goals of the Town. After the first year has been budgeted, one year is added to the Capital Program and the remainder of the plan updated. This completes the CIP process.

## **CAPITAL PROJECT REQUESTS SUMMARY**

CAP YEAR	FUND TYPE	FUND TYPE	FUND CODE	DEPT	Project Name	TYPE	FY21 Approved	Balance as of 12-31-2020	FY22 Plan	FY23 Plan	FY24 Plan	FY25 Plan	FY26 Plan	5 YR Totals	
CAPITAL HOLDING ACCOUNTS															
	HLDG	CP	4002	DPW	Right of Way Reserve	Infrastructure	\$ 450,000	\$ 719,501	\$ 500,000	\$ 600,000	\$ 550,000	\$ 600,000	\$ 600,000	\$ 2,850,000	
	HLDG	CP	4013	FD	Fire Apparatus & Vehicle Reserve	Vehicles & Equip	-	195,591	93,000	150,000	150,000	250,000	284,000	927,000	
	HLDG	CP	2057	GG	Open Space Reserve	Land Improv	-	6,890	-	-	-	-	-	-	
	HLDG	CP	4027	GG	Municipal Facility Reserve	Buildings	80,000	185,511	35,000	100,000	100,000	100,000	100,000	435,000	
	HLDG	CP	2078	GG	Athletic Field Master Plan	Land Improv	-	2,142	-	-	-	-	-	-	
CAPITAL HOLDING ACCOUNTS TOTAL							\$ 530,000	1,109,634	\$ 628,000	\$ 850,000	\$ 800,000	\$ 950,000	\$ 984,000	\$ 4,212,000	
CAPITAL RESERVE ACCOUNTS															
	RES	CP	4012	DPW	DPW Vehicles & Equipment Reserve	Vehicles & Equip	\$ 361,000	\$ 259,767	\$ 475,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,875,000	
	RES	CP	4017	DPW	MS4 Compliance Reserve	Infrastructure	-	8,116	25,000	40,000	40,000	40,000	40,000	185,000	
	RES	CP	4043	DPW	Parks Reserve	Land Improv	15,000	52,850	10,000	20,000	20,000	20,000	20,000	90,000	
	RES	CP	SCH	ED	School Facility Reserve	Buildings	-	6,623	50,000	50,000	50,000	50,000	50,000	250,000	
	RES	CP	SCH	ED	School Vehicle Reserve	Vehicles & Equip	-	37,719	-	10,000	10,000	10,000	10,000	40,000	
	RES	CP	SCH	ED	School Equipment Reserve	Vehicles & Equip	-	94,515	20,000	20,000	20,000	20,000	20,000	100,000	
	RES	CP	SCH	ED	School Technology Reserve	Technology	-	34,726	40,000	40,000	40,000	40,000	40,000	200,000	
	RES	CP	4056	FD	Fire Equipment Reserve	Vehicles & Equip	44,000	210,677	40,400	60,400	60,400	60,400	60,405	282,005	
	RES	CP	4020	TM	Municipal Technology Reserve	Technology	45,000	55,252	63,000	70,000	70,000	70,000	70,000	343,000	
	RES	CP	4011	KCC	KCC Vehicle Reserve	Vehicles & Equip	-	23,050	-	-	-	-	-	-	
	RES	CP	4019	KCC	KCC Equipment Reserve	Vehicles & Equip	-	5,163	30,000	30,000	30,000	35,000	35,000	160,000	
	RES	CP	4051	KCC	KCC Facility Reserve	Buildings	-	8,546	30,000	25,000	25,000	25,000	25,000	130,000	
	RES	CP	4018	KPA	KPA Boat Reserve	Vehicles & Equip	-	6,888	-	-	25,000	25,000	25,000	75,000	
	RES	CP	4055	KPA	KPA Equipment Reserve	Vehicles & Equip	-	58,141	13,500	25,000	40,000	45,000	50,000	173,500	
	RES	CP	4116	KPA	KPA Facility Reserve	Infrastructure	-	12,889	8,500	15,000	15,000	15,000	15,000	68,500	
	RES	CP	4022	PD	Police Vehicle Reserve	Vehicles & Equip	147,000	204,190	112,000	140,000	175,000	190,000	175,000	792,000	
	RES	CP	NEW	PD	Police Equipment Reserve	Vehicles & Equip	-	-	10,000	10,000	15,000	15,000	15,000	65,000	
	RES	CP	4100	FD	Fire Facility Reserve	Buildings	13,500	13,819	23,500	25,000	25,000	25,000	25,000	123,500	
	RES	CP	4026	GG	Town Hall Records Preservation	Regulatory	-	10	10,000	12,000	12,000	12,000	12,000	58,000	
CAPITAL RESERVE ACCOUNTS TOTAL							\$ 625,500	\$ 1,092,941	\$ 960,900	\$ 942,400	\$ 1,022,400	\$ 1,047,400	\$ 1,037,405	\$ 5,010,505	
									\$ 335,400						
CAPITAL PROJECTS															
2018	PRJ	CP	4122	GG	Zoning Recodification and GIS Upgrade	Regulatory	\$ -	\$ 10,315		\$ -	\$ -	\$ -	\$ -	\$ -	
	PRJ	CP	4053	KPA	Paving and Pump Out Station - Pepperrell Cove	Infrastructure	-	3,596		-	-	-	-	-	
2019	PRJ	CP	4060	GG	Rice Rehab and Expansion Design	Buildings	-	51,821		-	-	-	-	-	
2019	PRJ	CP	4123	GG	LED Lighting Conversion	Infrastructure	-	40,764		-	-	-	-	-	
2018	PRJ	CP	2094	DPW	Emery Field Phase 2	Infrastructure	300,000	383,570		-	-	-	-	-	
NEW	PRJ	CP	NEW	DPW	Legion Pond Rehabilitation	Land Improv	-	-	-	-	68,000	51,000	43,000	162,000	
CAPITAL PROJECTS TOTAL							\$ 300,000	\$ 490,066	\$ -	\$ -	\$ 68,000	\$ 51,000	\$ 43,000	\$ 162,000	
TOTAL ALL CAPITAL							\$ 1,455,500	2,692,641	\$ 1,588,900	\$ 1,792,400	\$ 1,890,400	\$ 2,048,400	\$ 2,064,405	\$ 9,384,505	
								Total Increase(Decrease) from Prior Year		\$ 133,400	\$ 203,500	\$ 98,000	\$ 158,000	\$ 16,005	
								Proposed Fort Foster Fees							
								Proposed Use of PEG Surplus (Fund 2081)	\$ (35,000)	\$ (35,000)	\$ (35,000)	\$ (35,000)	\$ (35,000)	\$ (35,000)	\$ (175,000)
TOTAL ALL CAPITAL ADJUSTED							\$ 1,420,500	\$ 2,692,641	\$ 1,553,900	\$ 1,757,400	\$ 1,855,400	\$ 2,013,400	\$ 2,029,405	\$ 9,209,505	
								Increase (Decrease) from Prior Year	\$ (568,017)	\$ 133,400	\$ 203,500	\$ 98,000	\$ 158,000	\$ 16,005	

YEAR	CAP TYPE	FUND TYPE	FUND CODE	DEPT	Project Name	TYPE	FY21 Approved	Balance as of 12-31-2020	FY22 Plan	FY23 Plan	FY24 Plan	FY25 Plan	FY26 Plan	5 YR Totals
DEBT SERVICE														
2016	TWN	DEBT		FD	Fire Stations (refinanced 2006 Bonds)	Buildings	\$ 130,100		\$ 127,800	\$ 125,500	\$ 118,250	\$ 116,050	\$ 113,713	\$ 601,313
2021	TWN	DEBT		DPW	Public Works Department (Refunded 2010)	Buildings	48,503		21,974	21,058	20,313	19,825	19,338	102,508
2012	TWN	DEBT		KCC	Community Center	Buildings	357,775		352,275	346,775	341,275	335,088	328,900	1,704,313
2014	TWN	DEBT		KLT	KLT Rustlewood	Other	10,315		10,315	10,315	10,315	10,315	10,315	51,575
2016	TWN	DEBT		KLT	KLT Braveboat	Other	18,090		18,090	18,090	18,090	18,090	18,090	90,450
2016	TWN	DEBT		DPW	Road Improvements	Infrastructure	144,300		141,700	139,100	136,500	133,900	131,300	682,500
2016	TWN	DEBT		KCC	Community Center Annex	Buildings	105,450		103,550	101,650	99,750	97,850	95,950	498,750
2021	TWN	DEBT	NEW	GG	Rice Proposed Expansion/Renovation <sup>+</sup>	Buildings	100,000		353,133	337,230	330,030	322,830	315,630	1,658,853
2013	SCH	DEBT		SCH	Mitchell School (refinanced 2002 bonds)	Buildings	220,500		216,300	212,100	-	-	-	428,400
2021	SCH	DEBT		SCH	Mitchell & Shapleigh (Refunded 2010)	Buildings	460,672		417,497	400,093	385,938	376,675	367,383	1,947,586
2016	SCH	DEBT		SCH	School Various	Buildings	88,800		87,200	85,600	84,000	82,400	80,800	420,000
TOTAL DEBT SERVICE							\$ 1,684,505	\$ -	\$ 1,849,834	\$ 1,797,511	\$ 1,544,461	\$ 1,513,023	\$ 1,481,419	\$ 8,186,248
Total Town and School Debt Service Increase(Decrease)									\$ 165,329	\$ (52,323)	\$ (253,050)	\$ (31,438)	\$ (31,604)	
TOTAL CAPTIAL + DEBT							\$ 3,105,005		\$ 3,403,734	\$ 3,554,911	\$ 3,399,861	\$ 3,526,423	\$ 3,510,824	\$ 17,395,753
VARIANCE FROM PRIOR YEAR							\$ (450,392)		\$ 298,729	\$ 151,177	\$ (155,050)	\$ 126,562	\$ (15,599)	
SEWER DEBT							\$ 765,954		\$ 764,270	\$ 763,738	\$ 691,937	\$ 865,858	\$ 865,858	\$ 3,951,661

Notes:

<sup>2</sup>Policy compares FY22 CIP to FY21 budget projections.

POLICY <sup>2</sup>	FY21	FY22
FY2021 Combined Town & School Operating Budget	\$ 33,592,921	
FY2021 Combined Town, School and Sewer Operating Budget	\$ 36,079,475	
Capital as a % of Combined Budget (Town and School)		4.73%
Debt as a % of Combined Budget (Town and School)	Policy: 10%	5.51%
Capital & Debt as a % of Combined Budget (Town, School & Sewer)	Policy: 15%	11.55%
Capital & Debt as a % of Combined Budget (Town and School)		10.13%
Unassigned Reserve Fund Requirement for 2.5 Months (Town & School)	\$ 6,998,525	
Unassigned Fund Balance as of 6/30/2020	\$ 6,970,748	
Surplus/(Deficit) Unassigned Reserve Fund:	(\$27,777)	

## **DETAILED CAPITAL PROJECT REQUESTS**

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4002):



<b>Date:</b>	November 11, 2020	<b>Dept. Priority (1 of 3, etc.):</b>	1
<b>Department:</b>	Kittery Public Works	<b>Est. Funding Request:</b>	<b>\$ 500,000</b>
<b>Project Title:</b>	<b>Right of Way Reserve</b>	<b>Est. Useful Life (Years):</b>	Varies
<b>Contact:</b>	David Rich		
<b>Previously Presented?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If Yes, when? (FY):</b>	Annually

## Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input checked="" type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

## Project Description:

Photo (click image to insert):

We currently have 65 miles of roadway, 12 miles of sidewalk, and 5 miles of guardrails, 6 signalized intersections, 883 drainage basins and 26 miles of drainage pipe. The 5-year pavement management plan projects over \$2.6M in needs, (excluding sidewalk, drainage, and intersection improvements), and covers only 1/3 of the town's road miles. FY22 projects included \$472,000 in paving, \$82,000 in drainage, \$80,000 in sidewalk repairs and \$45,000 in fence, ROW cut backs, and guard rails. FY22 will also include the next 5-year pavement reevaluation and engineering, including reassessment of roadway conditions/ratings and updated prioritization of ROW projects by year based on updated condition analysis.



**Climate Change/Sustainability:** Are the assets vulnerable to climate change or sea level rise? Yes ☒ No ☐

## Project Financing:

Total Project Cost:	\$2,850,000	Town Funding Needed:	\$ 500,000
Amount and Type of Outside Funding Sources:	\$ 500,000	Comments:	State Compact Funds (for state roads only), Highway grant
Salvage Value of Existing Equipment?	\$	Comments:	

## Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

## Project Planning:

Proposed Start Date of Project:	
What Planning Has Been Done for Project?	Pavement Management Plan and condition study
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	Yes

FY22	FY23	FY24	FY25	FY26	Total
\$ 500,000	\$ 600,000	\$ 550,000	\$600,000	\$600,000	\$ 2,850,000

Please Provide and/or Attach Additional Project Details



Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2024	Town	JONES AVENUE	JONES AVE-01	GOVERNMENT ST	RT 103	Accepted	0.05	571.85	56.00	1/2" Shim & 11/2"Overlay	\$12.50	\$7,148.13	0.00	\$0.00	\$0.00	\$0.00	\$7,148.00
	Town	JONES AVENUE	JONES AVE-02	RT 103	MAIN ST	Accepted	0.08	952.32	66.00	1/2" Shim & 11/2"Overlay	\$12.50	\$11,904.00	0.00	\$0.00	\$0.00	\$0.00	\$11,904.00
	Town	JONES AVENUE	JONES AVE-03	MAIN ST	CENTRAL AVE	Accepted	0.04	442.16	82.00	1/2" Shim & 11/2"Overlay	\$12.50	\$5,527.00	0.00	\$0.00	\$0.00	\$0.00	\$5,527.00

\$24,579.00

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2024	Town	MAIN STREET	MAIN ST-01	GOVERNMENT ST	E ST	Accepted	0.05	617.37	63.00	1/2" Shim & 11/2"Overlay	\$12.50	\$7,717.13	0.00	\$0.00	\$0.00	\$0.00	\$7,717.00
	Town	MAIN STREET	MAIN ST-02	E ST	RT 103	Accepted	0.05	618.83	58.00	1/2" Shim & 11/2"Overlay	\$12.50	\$7,735.38	0.00	\$0.00	\$0.00	\$0.00	\$7,735.00
	Town	MAIN STREET	MAIN ST-03	RT 103	OTIS AVE	Accepted	0.12	1,535.76	68.00	1/2" Shim & 11/2"Overlay	\$12.50	\$19,197.00	0.00	\$0.00	\$0.00	\$0.00	\$19,197.00
	Town	MAIN STREET	MAIN ST-04	OTIS AVE	JONES AVE	Accepted	0.03	356.93	87.00	1/2" Shim & 11/2"Overlay	\$12.50	\$4,461.63	0.00	\$0.00	\$0.00	\$0.00	\$4,462.00

\$39,111.00

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2024	Town	WHIPPLE ROAD	WHIPPLE RD-04	SHAPELEIGH RD RT 236	FRIEND ST	State Aid	0.10	1,968.90	67.00	1/2" Shim & 11/2"Overlay	\$12.50	\$24,611.25	0.00	\$0.00	\$0.00	\$0.00	\$24,611.00
	Town	WHIPPLE ROAD	WHIPPLE RD-05	FRIEND ST	WYMAN AVE	State Aid	0.05	1,033.51	62.00	1/2" Shim & 11/2"Overlay	\$12.50	\$12,918.88	0.00	\$0.00	\$0.00	\$0.00	\$12,919.00
	Town	WHIPPLE ROAD	WHIPPLE RD-06	WYMAN AVE	PHILBRICK RD	State Aid	0.10	2,092.43	67.00	1/2" Shim & 11/2"Overlay	\$12.50	\$26,155.38	0.00	\$0.00	\$0.00	\$0.00	\$26,155.00
	Town	WHIPPLE ROAD	WHIPPLE RD-07	PHILBRICK RD	WYMAN AVE	State Aid	0.05	997.12	65.00	1/2" Shim & 11/2"Overlay	\$12.50	\$12,464.00	0.00	\$0.00	\$0.00	\$0.00	\$12,464.00
	Town	WHIPPLE ROAD	WHIPPLE RD-08	WYMAN AVE	TILTON AVE	State Aid	0.12	2,342.98	62.00	1/2" Shim & 11/2"Overlay	\$12.50	\$29,287.25	0.00	\$0.00	\$0.00	\$0.00	\$29,287.00
	Town	WHIPPLE ROAD	WHIPPLE RD-09	TILTON AVE	NEWSON AVE	State Aid	0.20	3,954.86	70.00	1/2" Shim & 11/2"Overlay	\$12.50	\$49,435.75	0.00	\$0.00	\$0.00	\$0.00	\$49,436.00
	Town	WHIPPLE ROAD	WHIPPLE RD-10	NEWSON AVE	OLD FERRY LN	State Aid	0.15	2,965.48	54.00	1/2" Shim & 11/2"Overlay	\$12.50	\$37,068.50	0.00	\$0.00	\$0.00	\$0.00	\$37,069.00
	Town	WHIPPLE ROAD	WHIPPLE RD-11	OLD FERRY LN	TUDOR DR	State Aid	0.09	1,779.09	63.00	1/2" Shim & 11/2"Overlay	\$12.50	\$22,238.63	0.00	\$0.00	\$0.00	\$0.00	\$22,239.00
	Town	WHIPPLE ROAD	WHIPPLE RD-12	TUDOR DR	BOWEN RD	State Aid	0.11	2,198.07	59.00	1/2" Shim & 11/2"Overlay	\$12.50	\$27,475.88	0.00	\$0.00	\$0.00	\$0.00	\$27,476.00

\$241,656.00

Total Year 2024 \$397,264.25

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2025	Town	MANSON AVENUE	MANSON AVE-01	MEAD ST	MACDOUGAL ST	Accepted	0.1455438	2,561.57	74.96	1/2" Shim & 1 1/2" Overlay	\$12.50	\$32,019.63	0.00	\$0.00	\$0.00	\$0.00	\$32,020.00
2025	Town	MANSON AVENUE	MANSON AVE-02	MACDOUGAL ST	HALSTEAD ST	Accepted	0.0994643	1,750.57	58.96	1/2" Shim & 1 1/2" Overlay	\$12.50	\$21,882.14	0.00	\$0.00	\$0.00	\$0.00	\$21,882.00
2025	Town	MANSON AVENUE	MANSON AVE-03	HALSTEAD ST	GOODRICH ST	Accepted	0.036693	645.80	69.96	1/2" Shim & 1 1/2" Overlay	\$12.50	\$8,072.45	0.00	\$0.00	\$0.00	\$0.00	\$8,072.00
2025	Town	MANSON AVENUE	MANSON AVE-04	GOODRICH ST	DISMUKES ST	Accepted	0.0392218	690.30	90.96	1/2" Shim & 1 1/2" Overlay	\$12.50	\$8,628.79	0.00	\$0.00	\$0.00	\$0.00	\$8,629.00
2025	Town	MANSON AVENUE	MANSON AVE-05	DISMUKES ST	CROMWELL ST	Accepted	0.0519809	914.86	66.96	1/2" Shim & 1 1/2" Overlay	\$12.50	\$11,435.80	0.00	\$0.00	\$0.00	\$0.00	\$11,436.00
2025	Town	MANSON AVENUE	MANSON AVE-06	CROMWELL ST	BOUSH ST	Accepted	0.0281084	494.71	81.96	1/2" Shim & 1 1/2" Overlay	\$12.50	\$6,183.84	0.00	\$0.00	\$0.00	\$0.00	\$6,184.00
2025	Town	MANSON AVENUE	MANSON AVE-07	BOUSH ST	RT 236	Accepted	0.1852045	3,259.60	54.96	1/2" Shim & 1 1/2" Overlay	\$12.50	\$40,745.00	0.00	\$0.00	\$0.00	\$0.00	\$40,745.00

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2025	Town	WHIPPLE ROAD	WHIPPLE RD-01	WENTWORTH ST RT 103	WILLIAMS AVE	State Aid	0.1396121	2,784.80	59.94	1/2" Shim & 1 1/2" Overlay	\$12.50	\$34,809.95	0.00	\$0.00	\$0.00	\$0.00	\$34,810.00
2025	Town	WHIPPLE ROAD	WHIPPLE RD-02	WILLIAMS AVE	WILLIAMS AVE	State Aid	0.0689842	1,376.01	67.96	1/2" Shim & 1 1/2" Overlay	\$12.50	\$17,200.07	0.00	\$0.00	\$0.00	\$0.00	\$17,200.00
2025	Town	WHIPPLE ROAD	WHIPPLE RD-03	WILLIAMS AVE	SHAPELEIGH RD RT 236	State Aid	0.0608291	1,213.34	63.96	1/2" Shim & 1 1/2" Overlay	\$12.50	\$15,166.73	0.00	\$0.00	\$0.00	\$0.00	\$15,167.00

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2025	Town	WOODLAWN AVENUE	WOODLAWN AVE-01	RT 236	FRIEND ST	Accepted	0.0755	1,151.63	54.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$14,395.34	0.00	\$0.00	\$0.00	\$0.00	\$14,395.00
2025	Town	WOODLAWN AVENUE	WOODLAWN AVE-02	FRIEND ST	LEMONT LN	Accepted	0.1018865	1,554.11	54.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$19,426.36	0.00	\$0.00	\$0.00	\$0.00	\$19,426.00
2025	Town	WOODLAWN AVENUE	WOODLAWN AVE-03	LEMONT LN	CROSS ST	Accepted	0.0536499	818.34	59.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$10,229.24	0.00	\$0.00	\$0.00	\$0.00	\$10,229.00
2025	Town	WOODLAWN AVENUE	WOODLAWN AVE-04	CROSS ST	WAINWRIGHT AVE	Accepted	0.0478629	730.07	68.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$9,125.86	0.00	\$0.00	\$0.00	\$0.00	\$9,126.00
2025	Town	WOODLAWN AVENUE	WOODLAWN AVE-05	WAINWRIGHT AVE	BICKNELL ST	Accepted	0.0380781	580.82	70.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$7,260.23	0.00	\$0.00	\$0.00	\$0.00	\$7,260.00
2025	Town	WOODLAWN AVENUE	WOODLAWN AVE-06	BICKNELL ST	COLE ST	Accepted	0.0389285	593.79	70.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$7,422.37	0.00	\$0.00	\$0.00	\$0.00	\$7,422.00
2025	Town	WOODLAWN AVENUE	WOODLAWN AVE-07	COLE ST	DISMUKES ST	Accepted	0.0412898	629.81	65.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$7,872.59	0.00	\$0.00	\$0.00	\$0.00	\$7,873.00
2025	Town	WOODLAWN AVENUE	WOODLAWN AVE-08	DISMUKES ST	GOODRICH ST	Accepted	0.0431938	658.85	68.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$8,235.62	0.00	\$0.00	\$0.00	\$0.00	\$8,236.00
2025	Town	WOODLAWN AVENUE	WOODLAWN AVE-09	GOODRICH ST	HALSTEAD ST	Accepted	0.0355481	542.23	69.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$6,777.85	0.00	\$0.00	\$0.00	\$0.00	\$6,778.00
2025	Town	WOODLAWN AVENUE	WOODLAWN AVE-10	HALSTEAD ST	MANSON AVE	Accepted	0.0481584	734.58	73.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$9,182.21	0.00	\$0.00	\$0.00	\$0.00	\$9,182.00

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2025	Town	OLD DENNETT ROAD	OLD DENNETT RD-01	DENNETT RD	SILVER LAKE DR	Accepted	0.1549427	1,999.79	61.90	1/2" Shim & 1 1/2" Overlay	\$12.50	\$24,997.43	0.00	\$0.00	\$0.00	\$0.00	\$24,997.00
2025	Town	OLD DENNETT ROAD	OLD DENNETT RD-02	SILVER LAKE DR	SPINNEY WAY	Accepted	0.2854123	3,683.72	56.90	1/2" Shim & 1 1/2" Overlay	\$12.50	\$46,046.52	0.00	\$0.00	\$0.00	\$0.00	\$46,047.00
2025	Town	OLD DENNETT ROAD	OLD DENNETT RD-03	SPINNEY WAY	EMERY LN	Accepted	0.0617853	797.44	68.90	1/2" Shim & 1 1/2" Overlay	\$12.50	\$9,968.03	0.00	\$0.00	\$0.00	\$0.00	\$9,968.00

Total Year 2025 \$377,084.00

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2026	Town	WILSON ROAD	WILSON RD-01	RT 104	RYLE WAY	State Aid	0.2739827	5,304.30	51.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$66,303.81	0.00	\$0.00	\$0.00	\$0.00	\$66,304.00
2026	Town	WILSON ROAD	WILSON RD-02	RYLE WAY	MANSON RD	State Aid	0.1525394	2,953.16	58.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$36,914.53	0.00	\$0.00	\$0.00	\$0.00	\$36,915.00
2026	Town	WILSON ROAD	WILSON RD-03	MANSON RD	PETTIGREW RD	State Aid	0.1456936	2,820.63	69.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$35,257.84	0.00	\$0.00	\$0.00	\$0.00	\$35,258.00
2026	Town	WILSON ROAD	WILSON RD-04	PETTIGREW RD	DEVON WOODS DR	State Aid	0.5158708	9,987.26	54.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$124,840.74	0.00	\$0.00	\$0.00	\$0.00	\$124,841.00
2026	Town	WILSON ROAD	WILSON RD-05	DEVON WOODS DR	PICKERNELL LN	State Aid	0.2375716	4,599.39	60.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$57,492.32	0.00	\$0.00	\$0.00	\$0.00	\$57,492.00
2026	Town	WILSON ROAD	WILSON RD-06	PICKERNELL LN	ELIOT TL	State Aid	0.5778592	11,187.35	55.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$139,841.93	0.00	\$0.00	\$0.00	\$0.00	\$139,842.00

Total Year 2026 \$460,652.00

5 Year Total \$2,634,273.25

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4013):



<b>Date:</b>	November 12, 2020	<b>Dept. Priority (1 of 3, etc.):</b>	1
<b>Department:</b>	Fire Department	<b>Est. Funding Request:</b>	\$93,000
<b>Project Title:</b>	Fire Apparatus Reserve	<b>Est. Useful Life (Years):</b>	25
<b>Contact:</b>	Chief David O'Brien		
<b>Previously Presented?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If Yes, when? (FY):</b>	Annually

## Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

## Project Description:

Photo (click image to insert):

The fire apparatus reserve fund ensures capital is available to purchase replacement fire apparatus based on a 25-year life span. The attached amortization schedule is updated each year. The schedule has been adjusted to reflect anticipated needs and to ensure the town is reasonably allocating funds each year to both short-term and long-term needs.

The updated schedule results in sufficient funding through FY58 and covering over \$8.6M in apparatus replacements.



**Climate Change/Sustainability:** Are the assets vulnerable to climate change or sea level rise? Yes ☐ No ☒

## Project Financing:

Total Project Cost:	\$ 927,000	Town Funding Needed:	\$93,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$ 20,000	Comments:	

## Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

## Project Planning:

Proposed Start Date of Project:	
What Planning Has Been Done for Project?	
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	

FY22	FY23	FY24	FY25	FY26	Total
\$93,000	\$150,000	\$150,000	\$250,000	\$284,000	\$927,000

Please Provide and/or Attach Additional Project Details

					FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY 35	FY36	FY37	FY38	FY39	FY40	FY41		
					2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%
																			0							
Start of Year Balance					\$ 195,591	\$ 288,591	\$ 438,591	\$ 588,591	\$ 838,591	\$ 282,944	\$ 632,944	\$ 932,944	\$ 1,166,757	\$ 777,834	\$ 1,077,834	\$ 835,797	\$ 1,135,797	\$ 32,467	\$ 332,467	\$ 571,328	\$ 855,328	\$ 1,139,328	\$ 1,423,328	\$ 1,707,328		
Add: CY CIP					\$ 93,000	\$ 150,000	\$ 150,000	\$ 250,000	\$ 284,000	\$ 350,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 284,000	\$ 284,000	\$ 284,000	\$ 284,000	\$ 284,000	\$ 284,000		
Total Available					\$ 288,591	\$ 438,591	\$ 588,591	\$ 838,591	\$ 1,122,591	\$ 632,944	\$ 932,944	\$ 1,232,944	\$ 1,466,757	\$ 1,077,834	\$ 1,377,834	\$ 1,135,797	\$ 1,435,797	\$ 332,467	\$ 616,467	\$ 855,328	\$ 1,139,328	\$ 1,423,328	\$ 1,707,328	\$ 1,991,328		
Unit #	Year	Features	Annual Reserve	Reserve Needed																						
			straight line																							
Engine 5	2019	Pumper	\$ 22,656	\$ 67,968																						
Rescue 3	2001	Heavy Rescue	\$ 27,000	\$ 567,000			\$773,674																			
Command	2018	Command	\$ 6,875	\$ 27,500			\$65,973								\$79,136											
Utility 8	2016	Pickup	\$ 1,400	\$ 8,400														\$ 45,138								
Forestry 4	2008	Pickup	\$ 2,300	\$ 32,200							\$66,186															
Engine 1	2005	Pumper	\$ 22,656	\$ 385,153							\$688,923															
Tank 6	2007	3000 Gallon Tank	\$ 12,280	\$ 184,200										\$542,037												
Ladder 2	2009	75 foot Qunit	\$ 30,000	\$ 390,000												\$ 1,324,195										
\$ 125,167																										
Projected Expenditures					\$ -	\$ -	\$ -	\$ -	\$ 839,647	\$ -	\$ -	\$ 66,186	\$ 688,923	\$ -	\$ 542,037	\$ -	\$ 1,403,331	\$ -	\$ 45,138	\$ -	\$ -	\$ -	\$ -	\$ -		
Excess (Shortfall)					\$288,591	\$438,591	\$588,591	\$838,591	\$282,944	\$632,944	\$932,944	\$1,166,757	\$777,834	\$1,077,834	\$835,797	\$1,135,797	\$32,467	\$332,467	\$571,328	\$855,328	\$1,139,328	\$1,423,328	\$1,707,328	\$1,991,328		

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (2057):



<b>Date:</b>	November 10, 2020	<b>Dept. Priority (1 of 3, etc.):</b>	3
<b>Department:</b>	Administration	<b>Est. Funding Request:</b>	\$ 0
<b>Project Title:</b>	<b>Open Space Reserve</b>	<b>Est. Useful Life (Years):</b>	N/A
<b>Contact:</b>	Kendra Amaral, Town Manager		
<b>Previously Presented?</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<b>If Yes, when? (FY):</b>	Ongoing

## Project Type: Check All That Apply -

Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input checked="" type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

## Project Description:

Photo (click image to insert):

This fund was established as a reserve account in the event the Town seeks to purchase and/or improve open space. There are no anticipated open space acquisition or improvement projects anticipated in the next few years.



**Climate Change/Sustainability:** Are the assets vulnerable to climate change or sea level rise? Yes ☐ No ☐

## Project Financing:

Total Project Cost:	\$ 0	Town Funding Needed:	\$ 0
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

## Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

## Project Planning:

Proposed Start Date of Project:	
What Planning Has Been Done for Project?	
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	

FY22	FY23	FY24	FY25	FY26	Total
\$ 0	\$0	\$0	\$0	\$0	\$0

Please Provide and/or Attach Additional Project Details

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4027):



<b>Date:</b>	November 10, 2020	<b>Dept. Priority (1 of 3, etc.):</b>	1
<b>Department:</b>	Administration	<b>Est. Funding Request:</b>	<b>\$35,000</b>
<b>Project Title:</b>	<b>Municipal Facility Reserve</b>	<b>Est. Useful Life (Years):</b>	10-30
<b>Contact:</b>	Kendra Amaral, Town Manager		
<b>Previously Presented?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If Yes, when? (FY):</b>	Annually

## Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

## Project Description:

Photo (click image to insert):

This reserve is for municipal facility repairs, equipment replacements, and facility rehabs. Projects will include major replacements such as roofs, HVAC/MEP systems, energy efficient upgrades, and expansion as needed. Phase 1 of a facility assessment has been completed and includes a replacement schedule for many of the building envelope, interior, MEP, Life Safety and exterior systems. Utilizing the reserve system, it is anticipated that the buildings will be able to be maintained on an ongoing basis without bonding. This plan does not include full building replacement or expansions. There will be an accompanying transfer request of \$40,353 from inactive capital accounts. That will bring the total allocation to this reserve for FY22 to \$75,353.



**Climate Change/Sustainability:** Are the assets vulnerable to climate change or sea level rise? Yes ☐ No ☒

## Project Financing:

Total Project Cost:	\$435,000	Town Funding Needed:	\$35,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

## Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

## Project Planning:

Proposed Start Date of Project:	
What Planning Has Been Done for Project?	
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	

FY22	FY23	FY24	FY25	FY26	Total
\$35,000	\$100,000	\$100,000	\$100,000	\$100,000	\$435,000

Please Provide and/or Attach Additional Project Details

TOWN OF KITTERY, MAINE  
TOP LEVEL - ANNUAL RESERVE ESTIMATES  
2022-2026 FACILITY MAINTENANCE RESERVE

EST REPLACEMENT COST ESCALATED																					
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
AIR CONDITIONING		\$ 84,413									\$ 58,741	\$ 166,385		\$ 20,861							\$ 31,577
EMERGENCY POWER	\$ 92,882																				
EXTERIOR WALLS		\$ 30,951					\$ 15,005														
FLOOR COVERINGS							\$ 32,685														
HEATING SYSTEM		\$ 6,155					\$ 28,705		\$ 4,568	\$ 2,169	\$ 35,245	\$ 18,907				\$ 5,361	\$ 45,034			\$ 127,034	
INTERIOR WALLS		\$ 24,761															\$ 33,140	\$ 108,367			
POWER DISTRIBUTION																					
ROOF SYSTEMS				\$ 5,320		\$ 36,073		\$ 7,407	\$ 206,988			\$ 9,699	\$ 111,998	\$ 64,666		\$ 466,360			\$ 803,999	\$ 207,489	\$ 55,152
SITE UTILITIES																					
VEHICULAR & PEDESTRIAN MOVEMENT		\$ 50,423			\$ 143,846																
VENTILATION UNITS		\$ 3,658																\$ 2,850		\$ 3,024	
UNPLANNED PROJECTS	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
FIRE PROTECTION					\$ 32,637																
Total Est Projects	\$ 112,882	\$ 220,362	\$ 20,000	\$ 25,320	\$ 196,483	\$ 56,073	\$ 96,394	\$ 27,407	\$ 231,556	\$ 22,169	\$ 113,986	\$ 214,992	\$ 131,998	\$ 105,527	\$ 20,000	\$ 491,721	\$ 98,174	\$ 131,217	\$ 823,999	\$ 357,546	\$ 106,729
Beginning Balance	\$ 205,863	\$ 127,981	\$ 7,619	\$ 87,619	\$ 162,300	\$ 65,817	\$ 159,744	\$ 213,349	\$ 335,942	\$ 279,386	\$ 432,218	\$ 493,231	\$ 478,240	\$ 546,241	\$ 640,714	\$ 820,714	\$ 528,993	\$ 680,819	\$ 799,603	\$ 225,604	\$ 118,057
CIP Allocation	\$ 35,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 200,000
End Balance	\$127,981	\$7,619	\$87,619	\$162,300	\$65,817	\$159,744	\$213,349	\$335,942	\$279,386	\$432,218	\$493,231	\$478,240	\$546,241	\$640,714	\$820,714	\$528,993	\$680,819	\$799,603	\$225,604	\$118,057	\$211,328

TOWN OF KITTERY, MAINE  
TOP LEVEL - ANNUAL RESERVE ESTIMATES  
2022-2026 FACILITY MAINTENANCE RESERVE  
Inflation Assumption

PROJECT COMPLETED w/NEW USEFUL LIFE ADDED

EARLY FAILURE - PULLED IN FOR REPLACEMENT w/NEW LIFE

3%

CATEGORY	SYSTEM	ANTICIPATED END LIFE	REPLACEMENT COST		EST REPLACEMENT COST	
				TODAY		ESCALATED
AIR CONDITIONING	POLICE DEPT RADIO ROOM DMS-3	2035	\$	6,500	\$	10,431
AIR CONDITIONING	POLICE DEPT SERVER ROOM DMS-4	2035	\$	6,500	\$	10,431
AIR CONDITIONING	COMMUNITY CENTER CONDENSING UNIT CU-2	2032	\$	10,000	\$	14,685
AIR CONDITIONING	COMMUNITY CENTER CONDENSING UNIT CU-3	2032	\$	10,000	\$	14,685
AIR CONDITIONING	COMMUNITY CENTER CONDENSING UNIT CU-4	2032	\$	10,000	\$	14,685
AIR CONDITIONING	COMMUNITY CENTER CONDENSING UNIT CU-5	2032	\$	10,000	\$	14,685
AIR CONDITIONING	MUNICIPAL COMPLEX CU-1 POLICE DEPT	2023	\$	40,000	\$	45,020
AIR CONDITIONING	MUNICIPAL COMPLEX CU-2 POLICE DISPATCH	2023	\$	35,000	\$	39,393
AIR CONDITIONING	MUNICIPAL COMPLEX CU-3 SCHOOL DEPT	2033	\$	35,000	\$	52,941
AIR CONDITIONING	MUNICIPAL COMPLEX CU-4 COUNCIL CHAMBERS	2033	\$	35,000	\$	52,941
AIR CONDITIONING	MUNICIPAL COMPLEX CU-5 TOWN HALL	2033	\$	40,000	\$	60,504
AIR CONDITIONING	TOWN HALL SERVER ROOM DMS-1	2042	\$	8,000	\$	15,789
AIR CONDITIONING	COUNCIL CHAMBERS A / V ROOM DMS-2	2042	\$	8,000	\$	15,789
AIR CONDITIONING	DUCTLESS MINI SPLIT SYSTEMS					
EMERGENCY POWER	TOWN HALL CONNECTION PROJECT	2022	\$	85,000	\$	92,882
EMERGENCY POWER	POLICE DEPT.					
EMERGENCY POWER	TRANSFER SWITCHES					
EMERGENCY POWER	TRANSFORMERS					
EMERGENCY POWER	SERVICE WIRING					
EXTERIOR WALLS	TRANSFER STATION - HOUSEHOLD WASTE	2069	\$	50,000	\$	219,195
EXTERIOR WALLS	TOWN HALL REAR EXIT DOOR # 102	2023	\$	3,500	\$	3,939
EXTERIOR WALLS	TOWN HALL REAR EXIT DOOR # 103	2023	\$	5,500	\$	6,190
EXTERIOR WALLS	SCHOOL DEPT REAR EXIT # 104	2023	\$	3,500	\$	3,939
EXTERIOR WALLS	POLICE DEPT REAR EXIT # 107	2023	\$	3,500	\$	3,939
EXTERIOR WALLS	POLICE DEPT SALLY PORT # 108	2023	\$	3,500	\$	3,939
EXTERIOR WALLS	POLICE DEPT SALLY PORT OVERHEAD # 109	2023	\$	500	\$	563
EXTERIOR WALLS	POLICE DEPT SALLY PORT OVERHEAD # 111	2023	\$	500	\$	563
EXTERIOR WALLS	POLICE DEPT FRONT VESTIBULE # 113	2023	\$	3,500	\$	3,939
EXTERIOR WALLS	POLICE DEPT FRONT VESTIBULE # 114	2023	\$	3,500	\$	3,939
EXTERIOR WALLS	MECHANICAL ROOM REAR ACCESS # 106	2028	\$	5,500	\$	7,176
EXTERIOR WALLS	POLICE DEPT GENERATOR SHED # 110	2028	\$	2,500	\$	3,262
EXTERIOR WALLS	POLICE DEPT TRAINING ROOM # 112	2028	\$	3,500	\$	4,567
EXTERIOR WALLS	WINDOWS					
EXTERIOR WALLS	SCREENS					

CATEGORY	SYSTEM	ANTICIPATED END LIFE	REPLACEMENT COST		EST REPLACEMENT COST	
				TODAY		ESCALATED
EXTERIOR WALLS	LOUVERS					
FLOOR COVERINGS	MUNICIPAL COMPLEX-CARPETING	2028	\$	25,050	\$	32,685
FLOOR COVERINGS	MUNICIPAL COMPLEX-VCT	2038	\$	25,683	\$	45,034
HEATING SYSTEM	MUNICIPAL COMPLEX LOOP HEAT CIRC P1-B	2041	\$	3,149	\$	6,034
HEATING SYSTEM	MUNICIPAL COMPLEX LOOP HEAT CIRC P2-B	2041	\$	3,149	\$	6,034
HEATING SYSTEM	POLICE DEPT SALLY PORT UH-1	2023	\$	2,735	\$	3,078
HEATING SYSTEM	POLICE DEPT SALLY PORT UH-2	2023	\$	2,735	\$	3,078
HEATING SYSTEM	PUBLIC WORKS - TOWN GARAGE (SHOP)	2028	\$	22,000	\$	28,705
HEATING SYSTEM	MUNICIPAL COMPLEX BOILER CIRC B-2	2030	\$	1,100	\$	1,523
HEATING SYSTEM	MUNICIPAL COMPLEX DHW HEATING P-3	2030	\$	1,100	\$	1,523
HEATING SYSTEM	MUNICIPAL COMPLEX DHW RECIRC BWP-1	2030	\$	1,100	\$	1,523
HEATING SYSTEM	COMMUNITY CENTER P-3 BOILER PRIMARY	2032	\$	8,000	\$	11,748
HEATING SYSTEM	COMMUNITY CENTER P-1 BUILDING DISTRIBUTION	2032	\$	8,000	\$	11,748
HEATING SYSTEM	COMMUNITY CENTER P-2 BUILDING DISTRIBUTION	2032	\$	8,000	\$	11,748
HEATING SYSTEM	PUBLIC WORKS - OFFICE BUILDING	2033	\$	12,500	\$	18,907
HEATING SYSTEM	MUNICIPAL COMPLEX - BOILER B-1	2041	\$	30,000	\$	57,483
HEATING SYSTEM	MUNICIPAL COMPLEX - BOILER B-2	2041	\$	30,000	\$	57,483
HEATING SYSTEM	MUNICIPAL COMPLEX BOILER CIRC B-1	2031	\$	1,521	\$	2,169
HEATING SYSTEM	MUNICIPAL COMPLEX LOOP HEAT CIRC P2-A	2037	\$	3,149	\$	5,361
HEATING SYSTEM	TRANSFER STATION - HOUSEHOLD WASTE	2038	\$	7,875	\$	13,809
HEATING SYSTEM	TRANSFER STATION - BALER BUILDING	2038	\$	7,875	\$	13,809
HEATING SYSTEM	MUNICIPAL COMPLEX LOOP HEAT CIRC P1-A	2038	\$	3,149	\$	5,522
HEATING SYSTEM	COMMUNITY CENTER - EASTWING BOILER B-1	2039	\$	30,000	\$	54,183
HEATING SYSTEM	COMMUNITY CENTER - EASTWING BOILER B-2	2039	\$	30,000	\$	54,183
HEATING SYSTEM	COMMUNITY CENTER - MAIN BUILDING	2051	\$	75,000	\$	193,131
INTERIOR WALLS	PAINT - TOWN HALL & SCHOOL DEPT	2023	\$	22,000	\$	24,761
INTERIOR WALLS	DOORS					
INTERIOR WALLS	DOOR TRIM					
INTERIOR WALLS	WINDOWS					
INTERIOR WALLS	WINDOW TRIM					
INTERIOR WALLS	WINDOW DRESSING					
INTERIOR WALLS	WALL TRIM					
POWER DISTRIBUTION	MAIN SERVICE ENTRANCE					
POWER DISTRIBUTION	POWER DISTRIBUTION PANELS					
POWER DISTRIBUTION	ELECTRICAL RECEPTACLES					
POWER DISTRIBUTION	LIGHT SWITCHES					
POWER DISTRIBUTION	CIRCUIT BREAKERS					
ROOF SYSTEMS	TRANSFER STATION - BALER BUILDING	2030	\$	35,000	\$	48,448
ROOF SYSTEMS	MEMORIAL FIELD - PARKS GARAGE	2025	\$	4,455	\$	5,320

CATEGORY	SYSTEM	ANTICIPATED END LIFE	REPLACEMENT COST		EST REPLACEMENT COST	
				TODAY		ESCALATED
ROOF SYSTEMS	PUBLIC WORKS - STORAGE GARAGE 3 BAY	2027	\$	28,477	\$	36,073
ROOF SYSTEMS	NEW FREEBIE BARN	2029	\$	2,499	\$	3,358
ROOF SYSTEMS	OLD FREEBIE BARN	2029	\$	3,012	\$	4,048
ROOF SYSTEMS	TRANSFER STATION - HOUSEHOLD WASTE	2030	\$	114,533	\$	158,540
ROOF SYSTEMS	FORT FOSTER - NEW RESTROOM	2033	\$	6,413	\$	9,699
ROOF SYSTEMS	TRANSFER STATION - UNIVERSAL WASTE BUILDING	2034	\$	48,195	\$	75,086
ROOF SYSTEMS	PUBLIC WORKS - OFFICE BUILDING	2034	\$	23,693	\$	36,912
ROOF SYSTEMS	PUBLIC WORKS - SALT / SAND BUILDING	2035	\$	35,438	\$	56,867
ROOF SYSTEMS	PUBLIC WORKS - FRONT STORAGE GARAGE	2035	\$	4,860	\$	7,799
ROOF SYSTEMS	COMMUNITY CENTER - MAIN BUILDING	2037	\$	210,938	\$	359,107
ROOF SYSTEMS	COMMUNITY CENTER - GYMNASIUM	2037	\$	48,000	\$	81,717
ROOF SYSTEMS	COMMUNITY CENTER - FITNESS	2037	\$	15,000	\$	25,536
ROOF SYSTEMS	MUNICIPAL COMPLEX	2040	\$	212,625	\$	395,545
ROOF SYSTEMS	PUBLIC WORKS - TOWN GARAGE (SHOP)	2040	\$	104,004	\$	193,478
ROOF SYSTEMS	TRANSFER STATION - BALER BUILDING	2040	\$	115,560	\$	214,976
ROOF SYSTEMS	COMMUNITY CENTER - EASTWING	2041	\$	108,287	\$	207,489
ROOF SYSTEMS	FORT FOSTER - PAVILION #1	2042	\$	3,240	\$	6,394
ROOF SYSTEMS	FORT FOSTER - PAVILION #2	2042	\$	10,125	\$	19,983
ROOF SYSTEMS	FORT FOSTER - STORAGE GARAGE 2 BAY	2042	\$	7,290	\$	14,387
ROOF SYSTEMS	PUBLIC WORKS - REAR SIGN STORAGE GARAGE	2042	\$	7,290	\$	14,387
SITE UTILITIES	ELECTRICAL LINES					
SITE UTILITIES	COMMUNICATION LINES					
SITE UTILITIES	WATER LINES					
SITE UTILITIES	SEWER LINES					
SITE UTILITIES	NATURAL GAS LINES					
SITE UTILITIES	FUEL TANKS					
SITE UTILITIES	FIRE HYDRANTS					
SITE UTILITIES	STORM WATER DRAINS					
VEHICULAR & PEDESTRIAN MOVEMENT	PARKING LOT PAVING MUNICIPAL COMPLEX	2023	\$	44,800	\$	50,423
VEHICULAR & PEDESTRIAN MOVEMENT	PARKING LOT PAVING DPW	2026	\$	63,760	\$	78,417
VEHICULAR & PEDESTRIAN MOVEMENT	PARKING LOT PAVING COMMUNITY CENTER	2026	\$	53,200	\$	65,429
VEHICULAR & PEDESTRIAN MOVEMENT	SIGNAGE					
VEHICULAR & PEDESTRIAN MOVEMENT	CURBS					
VEHICULAR & PEDESTRIAN MOVEMENT	FIRE LANES					
VEHICULAR & PEDESTRIAN MOVEMENT	SIDEWALKS					
VEHICULAR & PEDESTRIAN MOVEMENT	STEPS, STAIRS					
VEHICULAR & PEDESTRIAN MOVEMENT	HAND RAILS					
VENTILATION UNITS	AHU-2-BLOWER MOTOR	2023	\$	1,000	\$	1,126
VENTILATION UNITS	AHU-3-BLOWER MOTOR	2023	\$	1,250	\$	1,407

CATEGORY	SYSTEM	ANTICIPATED END LIFE	REPLACEMENT COST		EST REPLACEMENT COST	
				TODAY		ESCALATED
VENTILATION UNITS	AHU-4 -BLOWER MOTOR	2023	\$	1,000	\$	1,126
VENTILATION UNITS	AHU-5-BLOWER MOTOR	2039	\$	1,578	\$	2,850
VENTILATION UNITS	AHU-1 POLICE DEPT-BLOWER MOTOR	2041	\$	1,578	\$	3,024
VENTILATION UNITS	AHU-1 POLICE DEPT-ACTUATOR					
VENTILATION UNITS	AHU-1 POLICE DEPT-SPEED CONTROLLER					
VENTILATION UNITS	AHU-2-ACTUATOR					
VENTILATION UNITS	AHU-2-SPEED CONTROLLER					
VENTILATION UNITS	AHU-3-ACTUATOR					
VENTILATION UNITS	AHU-3-SPEED CONTROLLER					
VENTILATION UNITS	AHU-4 -ACTUATOR					
VENTILATION UNITS	AHU-4 -SPEED CONTROLLER					
VENTILATION UNITS	AHU-5-ACTUATOR					
VENTILATION UNITS	AHU-5-SPEED CONTROLLER					
FIRE PROTECTION	MUNICIPAL BUILDING FIRE ALARM SYSTEM	2026	\$	26,537	\$	32,637

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4012):



<b>Date:</b>	November 12, 2020	<b>Dept. Priority (1 of 3, etc.):</b>	1
<b>Department:</b>	Kittery Public Works	<b>Est. Funding Request:</b>	<b>\$ 475,000</b>
<b>Project Title:</b>	<b>DPW Vehicles and Equipment Reserve</b>	<b>Est. Useful Life (Years):</b>	10 – 25 years
<b>Contact:</b>	David Rich		
<b>Previously Presented?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If Yes, when? (FY):</b>	Annually

## Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

<b>Project Description:</b>	<b>Photo (click image to insert):</b>
-----------------------------	---------------------------------------

This fund is for replacement of DPW equipment and vehicles. Attached is the inventory and the projected replacement schedule.



<b>Climate Change/Sustainability:</b>	Are the assets vulnerable to climate change or sea level rise? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
---------------------------------------	--

## Project Financing:

Total Project Cost:	\$1,875,000	Town Funding Needed:	\$475,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

## Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

## Project Planning:

Proposed Start Date of Project:	
What Planning Has Been Done for Project?	
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	Yes

FY22	FY23	FY24	FY25	FY26	Total
\$475,000	\$ 350,000	\$ 350,000	\$350,000	\$350,000	\$1,875,000

Please Provide and/or Attach Additional Project Details

Town of Kittery  
New/Replacement Schedule and Estimated Costs  
Public Works  
Vehicles and Equipment

Highway Division: Account Number: 4012

Unit	Year Purchased	Cost	Vehicle Make	Vehicle Description	2022 Replacement	2023 Replacement	2024 Replacement	2025 Replacement	2026 Replacement	2027 Replacement	2028 Replacement	2029 Replacement	2030 Replacement	2031 Replacement	2032 Replacement	2033 Replacement	2034 Replacement	2035 Replacement
402	2017	154,800	Western Star	dump truck w/Viking gear												239,680		
403	2017	154,800	Western Star	dump truck w/Viking gear														
404	2011	147,000	Freightliner	plow, wing, sander	220,000													
405	2017	82,500	Ford	550, 4WD, 3cy, SS dump, 9' plow						105,000								
417	2002	83,700	Freightliner	dump truck w/Viking gear														
417A	2020	182,600	Western Star	dump/hitch plow/wing														
418	2001	10,000	ford	Crew cab - 4 door			45,000											
407	2017	104,100	Ford	550, 4WD, 3cy, SS dump, 10' plow, wingplow, wing, stainless sander/dump body						138,200								
408	2004	14,500	Chevy	Dk green metallic, 4WD Ext Cab					50,000									
409	2001	154,800	Western Star	dump truck w/Viking gear												239,680		
410	2014	58,500	Ford	350, 4wd, pick up utility body, 9' plow			82,345											
411	2012	20,000	Ford	F150 4WD Pickup			50,000											
411A	2007	17,700	Kia	Rondo LX														
412	2011	125,900	Freightliner	plow, wing, sander	220,000													
413	2017	82,500	Ford	550, SS dump, plow, crane,Sander						105,000								
415	2017	294,100	Elgin	vacuum, street sweeper, serial #MV-41070														
416	2019	80,000	Ford	F350, Diesel, 4x4, Pickup,Stainless plow, crane														
406	2017	154,800	Western Star	dump truck w/Viking gear												239,680		
419	2017	154,800	Western Star	dump truck w/Viking gear														
422	2014	103,000	Cat	4wd, loader/backhoe, 1 3/4 cy		125,000												
427	2019	190,700	CAT	930M, Small Wheel Loader														
429	2018	179,000	MultiTrac Multihog	Sidewalk Plow, 48"Hyd CX75 MT5T - SN: 3323														
430	2020	31,000	Ford	Explorer, 4 door eco boost														
431	2007	2,400	Sweepster	Sidewalk Sweeper walk behind														
432	2018	151,500	Maclean	sidewalk plow/mower/snow blower											185,250			
433	2005		PetroVend	Fuel Pumps 1 & 2														
438	2001	40,000	Sewer Equipment	Culvert Cleaning Trailer, Diesel													100,000	
440	1994	4,000	Lincoln	Welder with Trailer							5,000							
441	2017	3,000	Icorn Pro Trailer	Utility trailer														
444	2020	26,300	Chicago Compressor	CPS185														
445	2017	15,100	Wacker	Paving Roller														
447	1950	500	Unknown	Parade Trailer														
448	1980	1,000	Homemade	Form Trailer 6000 lbs			5,000											
449	2017	17,800	Talb	Equipment Trailer														
453	2017	1,800	Wacker	Wacker/Compactor														
455	1974	2,000	ED Etnyre	asphalt curb machine														
457	2002	9,200	Salsco	Mini Paver Sidewalks		60,000												
458	2001	3,300	Wacker	Reversible Plate Compactor														
491	1997	2,400	Sawtec	Pavement Cutter											5,000			
506	2012	10,000	Load Max	Equipment Trailer Low Bed														
507	2006	24,000	Ford	Van, E350														
529	2012	3,800	Line Lazer	Line Striping Machine												4,160		
533	2016	8,000	Bosch	Vehicle Diagnostic Tool		15,000					16,000							
576	2013	5,000	Cat Lifter	Sander Lifter											7,000			
579	2007	Unknown	Reznor	Waste Oil Furnace			8,000											
591	2018	2,500	Jet	Electric Chain Hoist														
592	2017	2,200	Dip-Pak	Welder														
594	2016	11,700	Bend Pak	2 Post Vehicle Lift														
595	2010	23,000	Kohler 60KW	Generator-Diesel 60KW														29,620
597	Unknown	Unknown	Dynamic 40 amp	Plasma Cutter														
598	2017	Unknown	Hydro Tek	Pressure washer, sand blaster											5,400			
599	2018	19,100	Spanco	Spanco Crane two Ton														
			Salt Shed	Doors														
			Storage Shed	PW 3 Car Storage Shed	35,000													
610 (25)	1998	11,200	Motorola(25 units)	Vehicle Radios	2,250													
In-Town Parks and Fort Foster Division:																		
401	2017	97,900	Ford	Diesel, 4x4, SS dump body, plow						105,000								
414	2017	79,000	Ford	550 4wd 3 cy, SS dump, plow						105,000								
420	2006	12,000	John Deere	Z-Track														
421	2010	39,400	Kubota	B3030 loader,mower,sweeper, tiller					53,000									
426	2017	16,200	Kubota	Zero Turn Mower with Deck (Bagger)														
426A	1999	14,200	Jacobsen	4wd fr mower											19,575			
428	2013	14,100	Kubota	2wd Zero Turn Mower (Bagger)							22,500							
436	2017	8,600	Udump Trailer	Dumpbed Trailer with Leaf Vacuum											12,000			
446	2017	3,000	Icorn Pro Trailer	Trailer														
450	2000	5,000	Welsh	trailer														
Solid Waste Division:																		
423	2017	190,700	Cat	3.1cy GP Bucket, 3.25cyd Grapple bucket														
424	2011	46,400	New Holland	L185, skid steer					92,900									
425	2007	40,000	New Holland	L185, skid steer	60,000													
437	1994	58,000	Read	RD-40B, screen all		130,000												
439	2016	67,300	Spector	Live Floor Trailer											89,700			
442	1990	14,000	Morbark	290, chipper														

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4017):



<b>Date:</b>	November 12, 2020	<b>Dept. Priority (1 of 3, etc.):</b>	2
<b>Department:</b>	Kittery Public Works	<b>Est. Funding Request:</b>	<b>\$ 25,000</b>
<b>Project Title:</b>	<b>MS4 Compliance</b>	<b>Est. Useful Life (Years):</b>	10-20
<b>Contact:</b>	David Rich		
<b>Previously Presented?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If Yes, when? (FY):</b>	Annually

**Project Type: Check All That Apply -**

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input checked="" type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

**Project Description:**

Through MS4 stormwater permitting requirements, the town is expected to evaluate stormwater infrastructure and track and remediate illicit discharges to the MS4. Evaluation of our infrastructure is done by site visits which require televising and sampling with some modifications to the infrastructure found inadequate requiring new infrastructure to be installed. FY22 projects include the sampling and camera inspection of storm drains and pipes, and replacing basin insert cartridges.

**Photo (click image to insert):**



**Climate Change/Sustainability:**

Are the assets vulnerable to climate change or sea level rise? Yes ☒ No ☐

**Project Financing:**

Total Project Cost:	\$ 185,000	Town Funding Needed:	\$25,000
Amount and Type of Outside Funding Sources:	\$	Comments:	319, Healthy Community, PREP, Coastal Resiliency grants.
Salvage Value of Existing Equipment?	\$	Comments:	

**Future Costs & Operating Expenses:**

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

**Project Planning:**

Proposed Start Date of Project: \_\_\_\_\_

What Planning Has Been Done for Project? \_\_\_\_\_

Is Funding Necessary for Further Plans/Estimating? \_\_\_\_\_

Can the Project be Phased? If yes, expenditure by year \_\_\_\_\_

FY22	FY23	FY24	FY25	FY26	Total
\$ 25,000	\$40,000	\$ 40,000	\$40,000	\$ 40,000	\$185,000

Please Provide and/or Attach Additional Project Details

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4043):



<b>Date:</b>	November 12, 2020	<b>Dept. Priority (1 of 3, etc.):</b>	2
<b>Department:</b>	Kittery Public Works	<b>Est. Funding Request:</b>	\$ 10,000
<b>Project Title:</b>	<b>Parks Reserve</b>	<b>Est. Useful Life (Years):</b>	10-20
<b>Contact:</b>	David Rich		
<b>Previously Presented?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If Yes, when? (FY):</b>	Annually

## Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

## Project Description:

## Photo (click image to insert):

Allocated funds are used for replacement/rehabilitation of field irrigation systems, fences, park buildings etc. as well as Fort Foster infrastructure including the pier, playground, tower bathroom roof, invasive plan, and supplemental reserve funding for future projects.

The final phase of the Fort Foster pier deck replacement is planned for FY21.

The FF Tower bathroom is in need of structural repairs to the roof. Implementation of a comprehensive invasive plant management plan is planned for FY22, and includes both professional work and volunteer efforts. The Town will seek to utilize Wetlands Mitigation funds to support the implementation of the plan.



## Climate Change/Sustainability:

Are the assets vulnerable to climate change or sea level rise? Yes ☒ No ☐

## Project Financing:

Total Project Cost:	\$ 90,000	Town Funding Needed:	\$10,000
Amount and Type of Outside Funding Sources:	\$ 60,000	Comments:	Wetlands Mitigation Funds
Salvage Value of Existing Equipment?	\$	Comments:	

## Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

## Project Planning:

Proposed Start Date of Project:	
What Planning Has Been Done for Project?	
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	

FY22	FY23	FY24	FY25	FY26	Total
\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000	\$20,000	\$90,000

Please Provide and/or Attach Additional Project Details

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):



<b>Date:</b>	November 22, 2020	<b>Dept. Priority (1 of 3, etc.):</b>	1
<b>Department:</b>	Kittery School District	<b>Est. Funding Request:</b>	\$ 50,000
<b>Project Title:</b>	School Facility Reserve	<b>Est. Useful Life (Years):</b>	10-30 years
<b>Contact:</b>	Eric Waddell, Superintendent of Schools		
<b>Previously Presented?</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<b>If Yes, when? (FY):</b>	Annually

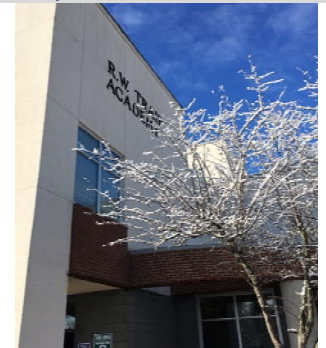
## Project Type: Check All That Apply -

Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

## Project Description:

Photo (click image to insert):

All purchases through the CIP Facilities Reserve Fund are recommended to the Facilities, Finance, & Safety Committee by the Facilities Director and the Superintendent of Schools and require approval of the Kittery School Committee. Purchases from FY19 and FY20 have included a glass wall system for the Traip Academy library to facilitate small group work without disturbing other library patrons. New cafeteria fixtures at Shapleigh School and Traip Academy, Traip Academy roof repair, cafeteria sound abatement at MPS, and upgrades to the science laboratories at Traip Academy. FY21 CIP Facilities Reserve Fund projects will be presented to the Facilities, Finance, & Safety Committee by the superintendent and facilities director and recommended for approval to the full School Committee. Projects will be prioritized using the District's newly developed Maintenance, Facilities, and Equipment Inventory.



## Climate Change/Sustainability:

Are the assets vulnerable to climate change or sea level rise? Yes ☒ No ☐

## Project Financing:

Total Project Cost:	\$ 250,000	Town Funding Needed:	\$50,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

## Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

## Project Planning:

Proposed Start Date of Project:	
What Planning Has Been Done for Project?	
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	

FY22	FY23	FY24	FY25	FY26	Total
\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000

Please Provide and/or Attach Additional Project Details

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):



<b>Date:</b>	November 22, 2020	<b>Dept. Priority (1 of 3, etc.):</b>	3
<b>Department:</b>	Kittery School District	<b>Est. Funding Request:</b>	\$ 0
<b>Project Title:</b>	<b>School Vehicle Reserve</b>	<b>Est. Useful Life (Years):</b>	5 years
<b>Contact:</b>	Eric Waddell, School Superintendent		
<b>Previously Presented?</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<b>If Yes, when? (FY):</b>	Annually

## Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

## Project Description:

Photo (click image to insert):

This is a request for the annual allocation from CIP funding to replace the school maintenance vehicle and the 7-passenger school van at the end of their useful life. The maintenance vehicle is a 2014 Ford F-250 purchased in November, 2013. Current mileage is 25,207. The anticipated trade date will be eight to ten years from date of purchase (2023).

The 7-passenger van is a 2015 Toyota Sienna All-Wheel Drive. It was purchased in August, 2015. Current mileage is 67,000, and the anticipated trade year will be 2022 or approximately 120,000 miles.



**Climate Change/Sustainability:** Are the assets vulnerable to climate change or sea level rise? Yes ☐ No ☒

## Project Financing:

Total Project Cost:	\$ 50,000	Town Funding Needed:	\$0
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

## Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

## Project Planning:

Proposed Start Date of Project:	
What Planning Has Been Done for Project?	
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	

FY22	FY23	FY24	FY25	FY26	Total
\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$40,000

Please Provide and/or Attach Additional Project Details

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):



<b>Date:</b>	November 22, 2020	<b>Dept. Priority (1 of 3, etc.):</b>	1
<b>Department:</b>	Kittery School District	<b>Est. Funding Request:</b>	\$ 20,000
<b>Project Title:</b>	<b>School Equipment Reserve</b>	<b>Est. Useful Life (Years):</b>	5-10 Years
<b>Contact:</b>	Eric Waddell, Superintendent of Schools		
<b>Previously Presented?</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<b>If Yes, when? (FY):</b>	Annually

## Project Type: Check All That Apply -

Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

## Project Description:

Photo (click image to insert):

This account is used to replace or upgrade equipment needs on an as-needed basis as recommended by the District's Facilities, Finance, & Safety Committee. Recent purchases included the Shapleigh School sewer pumps, kitchen equipment, replacement curtains for the Traip Academy stage, grounds keeping equipment (the District stopped contracting out the work of property maintenance in the spring of 2019), large maintenance equipment like backpack vacuums and floor scrubbers, bleacher repairs, and a sophisticated badge maker to integrate proximity cards and photo ID credentials within the District for heightened security and safety. The FY22 equipment purchases will be thoughtfully recommended to the School Committee using a newly developed facilities and equipment inventory managed by the Facilities Director and Superintendent of Schools.



**Climate Change/Sustainability:** Are the assets vulnerable to climate change or sea level rise? Yes ☐ No ☒

## Project Financing:

Total Project Cost:	\$ 100,000	Town Funding Needed:	\$20,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

## Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

## Project Planning:

Proposed Start Date of Project:	
What Planning Has Been Done for Project?	
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	

FY22	FY23	FY24	FY25	FY26	Total
\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000

Please Provide and/or Attach Additional Project Details

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):



<b>Date:</b>	November 22, 2020	<b>Dept. Priority (1 of 3, etc.):</b>	1
<b>Department:</b>	Kittery School District	<b>Est. Funding Request:</b>	\$ 40,000
<b>Project Title:</b>	School Technology Reserve	<b>Est. Useful Life (Years):</b>	5 years
<b>Contact:</b>	Eric Waddell, School Superintendent		
<b>Previously Presented?</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<b>If Yes, when? (FY):</b>	Annually

## Project Type: Check All That Apply -

Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

## Project Description:

Photo (click image to insert):

This reserve is available for unanticipated and/or essential technology needs which may include unanticipated repairs and/or replacement of outdated infrastructure or equipment. Technology projects are presented by the Director of Technology and the Superintendent of Schools to the Facilities, Finance, & Safety Committee who then makes recommendations for funding to the full School Committee which must approve CIP Reserve Fund projects. FY20 and FY21 projects focused on equipment purchases (iPads, interactive white boards) and infrastructure improvements/upgrades (switches, network hardware, etc.). FY21 is a 'bridge' year for the MLTI program. The next MLTI contract will be in FY22. The CIP School Technology Reserve Fund will be essential for the District to participate in the longstanding program in Maine.



## Climate Change/Sustainability:

Are the assets vulnerable to climate change or sea level rise? Yes ☐ No ☒

## Project Financing:

Total Project Cost:	\$200,000	Town Funding Needed:	\$40,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

## Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

## Project Planning:

Proposed Start Date of Project:	
What Planning Has Been Done for Project?	
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	

FY22	FY23	FY24	FY25	FY26	Total
\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000

Please Provide and/or Attach Additional Project Details

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4056):



<b>Date:</b>	November 12, 2020	<b>Dept. Priority (1 of 3, etc.):</b>	1
<b>Department:</b>	Fire Department	<b>Est. Funding Request:</b>	\$40,400
<b>Project Title:</b>	Fire Equipment Reserve	<b>Est. Useful Life (Years):</b>	10
<b>Contact:</b>	Chief David O'Brien		
<b>Previously Presented?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If Yes, when? (FY):</b>	Annually

## Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input checked="" type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

## Project Description:

Photo (click image to insert):

This reserve funds the routine replacement of firefighter protective clothing, firefighter self-contained breathing apparatus (SCBA), radios, and other higher cost equipment as needed. Replacement of the SCBA's is planned for FY23 an estimated to be \$235,000.

Portable radios were replaced in FY20 with the Police Dept. Radios in the seven vehicles (apparatus, trucks, command vehicle) will be replaced in FY21 for approximately \$35,000. The communications tower will be upgraded at the Mitchell School to improve public safety coms in Kittery Point. The tower will be funded through public safety impact fees (one-time fees), with the project being implemented in two phases in the spring and summer of 2021. The remaining balance in the Public Safety Base Radio project (4031) of \$20,845 will be transferred into this fund in FY21.



## Climate Change/Sustainability:

Are the assets vulnerable to climate change or sea level rise? Yes ☐ No ☒

## Project Financing:

Total Project Cost:	\$ 282,005	Town Funding Needed:	\$ 40,400
Amount and Type of Outside Funding Sources:	\$ 0	Comments:	
Salvage Value of Existing Equipment?	\$ 0	Comments:	

## Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$ 3,500	Comments:	annual test and certification and repairs
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

## Project Planning:

Proposed Start Date of Project:	
What Planning Has Been Done for Project?	
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	

FY22	FY23	FY24	FY25	FY26	Total
\$40,400	\$60,400	\$60,400	\$60,400	\$60,405	\$282,005

Please Provide and/or Attach Additional Project Details

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4020):



<b>Date:</b>	November 15, 2020	<b>Dept. Priority (1 of 3, etc.):</b>	1
<b>Department:</b>	Administration	<b>Est. Funding Request:</b>	\$ 63,000
<b>Project Title:</b>	Technology Reserve	<b>Est. Useful Life (Years):</b>	5-7
<b>Contact:</b>	Kendra Amaral, Town Manager		
<b>Previously Presented?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If Yes, when? (FY):</b>	Annually

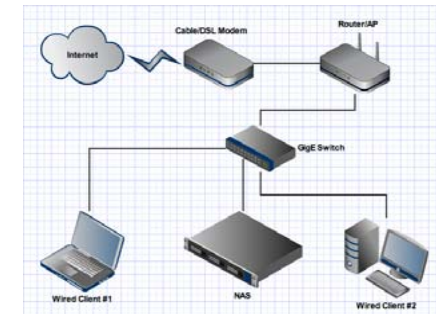
## Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

## Project Description:

Photo (click image to insert):

The fund is for replacement of aging, failing, or obsolete hardware such as servers, desktops, firewalls, switches and routers, and cabling, replacement of software systems and licenses, and expansion of technology tools used in delivery of service. The Technology Reserve also supports upgrades that improve efficiency and/or functionality and one-time setup/initiation costs for new productivity software. There will be an accompanying transfer request of \$7,637 from inactive capital account. That will bring the total allocation to this reserve for FY22 to \$70,637.



<b>Climate Change/Sustainability:</b>	Are the assets vulnerable to climate change or sea level rise? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
---------------------------------------	--

## Project Financing:

Total Project Cost:	\$343,000	Town Funding Needed:	\$63,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

## Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	Replacements are typically more energy efficient
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

## Project Planning:

Proposed Start Date of Project:	
What Planning Has Been Done for Project?	Consultation with our IT provider.
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	

FY22	FY23	FY24	FY25	FY26	Total
\$63,000	\$70,000	\$70,000	\$70,000	\$70,000	\$343,000

Please Provide and/or Attach Additional Project Details

## Kittery Technology

### Recommended Projects - Date Not Defined

Name	Priority	Status	Dependency
Hardware: Harbor Cameras	Medium	Not Started	
Phone System Review	High	Not Started	

### FY2021

Name	Priority	Status	Dependency
SECURITY: Firewalls: Town Admin	Critical	Done	
Hardware: Harbor WiFi	Low	In Progress	
Office 365 Government Community Cloud (GCC) Migration	Critical	Planning	
PHYSICAL: Library Site Move	High	Planning	
SharePoint and Teams Implementation	High	Not Started	Office 365 Government Community Cloud (GCC) Migration
FUNCTIONALITY: Standardize Remote Work Process	Medium	Planning	SECURITY: Firewalls: Town Admin
Endpoint Security Enhancement	Critical	Planning	
New Hosts for Town Administration Office	High	Planning	
SECURITY: Harden Local Servers With Department of Defense Settings (STIGS)	High	Not Started	New Hosts for Town Administration Office
Compliance: Upgrade Local Servers to Windows 2019	High	Not Started	New Hosts for Town Administration Office
Network Segmentation	Medium	Not Started	New Hosts for Town Administration Office
Obsolescence: Remove Untangled System	High	Planning	
MS-ISAC Cyber-Security Program	High	Not Started	
Upgrade/Replace Windows 7: Year 1	High	Planning	

### FY2022

Name	Priority	Status	Dependency
BACKUP: Acronis CyberCloud Migration	Medium	Not Started	
KWW Waste Water Virtualization/Network Rebuild	Medium	Not Started	Office 365 Government Community Cloud (GCC) Migration
Domain Reorganization	Low	Planning	Endpoint Security Enhancement
KPD Wireless Upgrade	Medium	Not Started	
SECURITY: Harden Local servers With Department of Defense settings (STIGS)	High	Not Started	New Hosts for Town Administration Office
New Network Switching - All locations	Medium	Not Started	Domain Reorganization
HARDWARE: Police: Evidence PC (Isolated PC)	Low	Not Started	
AUDIT: Business Continuity Review	High	Not Started	Compliance: Upgrade Local Servers to Windows 2019
Upgrade/Replace Windows 7: Year 2	Critical	Planning	
HARDWARE: Obsolete/Out of Warranty PC Replacements	High	Not Started	

### FY2023

Name	Priority	Status	Dependency
FUNCTIONALITY: Electronic Archive	Low	Not Started	
HARDWARE: Obsolete/Out of Warranty PC Replacements	High	Not Started	

### FY2024

Name	Priority	Status	Dependency
Security Revist	Critical	Not Started	Task 12
HARDWARE: Obsolete/Out of Warranty PC Replacements	High	Not Started	

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4019):



<b>Date:</b>	November 10, 2020	<b>Dept. Priority (1 of 3, etc.):</b>	2
<b>Department:</b>	Kittery Community Center	<b>Est. Funding Request:</b>	<b>\$30,000</b>
<b>Project Title:</b>	<b>KCC Equipment Reserve</b>	<b>Est. Useful Life (Years):</b>	5-20
<b>Contact:</b>	Jeremy Paul		
<b>Previously Presented?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If Yes, when? (FY):</b>	Annually

## Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input checked="" type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input checked="" type="checkbox"/>		

## Project Description:

Photo (click image to insert):

This account funds replacement of fitness, custodial, kitchen, theatre, and playground equipment.

The following projects are being considered for the next five years: Fitness room replacement machines and equipment. STAR Theatre upgrade/expansion of sound capacity and upgrades to the theatrical light system. Kitchen equipment nearing end of useful life and will be replaced including 60" stainless steel range, 2 convection ovens, walk-in cooler and walk-in freezer. Gymnasium sound system to expand its appeal and capabilities for events; and an all-building intercom system to coincide with emergency management plans.



## Climate Change/Sustainability:

Are the assets vulnerable to climate change or sea level rise? Yes ☐ No ☒

## Project Financing:

Total Project Cost:	\$160,000	Town Funding Needed:	\$ 30,000
Amount and Type of Outside Funding Sources:		Comments:	
Salvage Value of Existing Equipment?		Comments:	

## Future Costs & Operating Expenses

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	See KCC annual operating budget
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	Updated equipment will attract more rentals and revenue

## Project Planning:

Proposed Start Date of Project:	
What Planning Has Been Done for Project?	Cost estimates obtained
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	

FY22	FY23	FY24	FY25	FY26	Total
30,000	30,000	30,000	35,000	35,000	160,000

Please Provide and/or Attach Additional Project Details

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4051):



<b>Date:</b>	November 10, 2020	<b>Dept. Priority (1 of 3, etc.):</b>	1
<b>Department:</b>	Kittery Community Center	<b>Est. Funding Request:</b>	\$ 30,000
<b>Project Title:</b>	KCC Facility Reserve	<b>Est. Useful Life (Years):</b>	10-20
<b>Contact:</b>	Jeremy Paul		
<b>Previously Presented?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If Yes, when? (FY):</b>	Annually

## Project Type: Check All That Apply -

Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input checked="" type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

## Project Description:

Photo (click image to insert):

This account is for larger projects/maintenance of the KCC and the East Wing. Project needs include: Replacement of some exterior doors and blown in insulation in the annex, improved insulation of the annex, and conversion of exterior and interior lighting to LED.

The KCC Board of Directors are interested in developing a campus master plan to guide future development of the site including increasing parking, improving the ball fields, and replacing the playground. The campus master plan will ensure outdoor amenities are ideally suited for the operation and the site conditions.



## Climate Change/Sustainability:

Are the assets vulnerable to climate change or sea level rise? Yes ☐ No ☒

## Project Financing:

Total Project Cost:	\$130,000	Town Funding Needed:	\$ 30,000
Amount and Type of Outside Funding Sources:	\$0	Comments:	Playground donations, investigating grants for master plan
Salvage Value of Existing Equipment?	0	Comments:	

## Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	See KCC Annual operating budget
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

## Project Planning:

Proposed Start Date of Project:	Phase in as the account grows
What Planning Has Been Done for Project?	RFP developed for master plan, cost estimates for building improvements
Is Funding Necessary for Further Plans/Estimating?	Yes
Can the Project be Phased? If yes, expenditure by year	

FY22	FY23	FY24	FY25	FY26	Total
\$30,000	\$25,000	\$25,000	\$25,000	\$25,000	\$130,000

Please Provide and/or Attach Additional Project Details



**Kittery Community Center**  
120 Rogers Road, Kittery, ME 03904  
(p) 207-439-3800 • (f) 207-439-1780  
[www.kitterycommunitycenter.org](http://www.kitterycommunitycenter.org)

**Director**  
**Assistant Director**  
**Recreation Supervisor**

**Jeremy Paul**  
**Todd Henley**  
**Valerie Lachapelle**

TO: Kendra Amaral, Town Manager  
CC: Patricia Moore, Finance Director  
FROM: Jeremy Paul, Director Kittery Community Center  
DATE: November 10, 2020  
RE: FY2022-FY2026 Capital Improvement Plan

Please find the FY2022-FY2026 Capital Improvement Plan update and requests from the Kittery Community Center.

#### **FY21 Project Updates**

The replacement of the STAR Theater flooring was the major project in FY20. The project was completed in February and we are very happy with the final product. We are proud to have a floor that will last for many years.

Through the help of State grants, we will be completing a major East Wing heating project. In reviewing the heating system of the East Wing, we found the current one pump system is in poor condition. We will be installing two new heating system pumps, as two pump systems are now the standard in these types of buildings. This will maintain redundancy so that we will always have circulation and will help save energy. This will be beneficial as we continue to support the School Department in their returning children to the classroom. The East Wing houses the Shapleigh students who attend the gap care afterschool program.

#### **FY22-FY26 Project Requests**

**The majority of these requests are carryovers from the previous requests. Given the current economic impacts of COVID on labor and materials, a 5% escalator was used on estimates obtained in the prior year.**

#### **KCC EQUIPMENT RESERVE (CIP FUND 4019)**

This account funds replacement of fitness, custodial, kitchen, theatre, and playground equipment. We have reached out to the companies we have received pricing information from in the past and are still waiting for some updated prices.

**Fitness Equipment:** A number of fitness machines in the fitness suite were donated by York Hospital and are over 20 years old and nearing the end of their usefulness. Replacement cost for the equipment in our Fitness Suite is roughly \$85,000. Grant opportunities are being explored to offset the cost of the replacements.

**Kitchen Equipment:** We are continually trying to increase our program offerings in our kitchen. With that increased use, we are working to anticipate any possible replacement costs of essential equipment. That would include a stove, convection ovens, and the walk-in refrigerator/freezer unit. One oven is currently not working. The cost to replace those pieces of equipment is roughly \$21,000.

**STAR Theater Equipment:** The STAR is the crown jewel of the KCC and continues to host a wide variety of events and productions. With over seven years of use, we are aware of the need to upgrade and expand the sound capacity and lighting system. The cost for those items would be approximately \$75,000, but can be

phased in over time. The priority, LED fixtures, would be \$25,000. We are working to develop a better theatre management/preventive maintenance program.

**Gym Sound System:** Over the years, we have come to realize that we need a sound system in the gymnasium. We have had a number of rentals and other activities in the gym that could have benefitted from a sound system. Conferences, lectures, tournaments that need announcements, special events, etc., that may not be able to be held in the theater could be held in the gymnasium. We have had to improvise by bringing in a portable speaker with microphone for some events. The cost to have a new sound system put in is approximately \$50,000.

**Building Wide Intercom:** The KCC currently does not have a building-wide intercom system to make announcements, alert the public to any safety issues, etc. Any room that has a phone has the ability to be heard through the system, but any rooms, hallways, common areas, etc., that do not have a phone will not be able to hear any announcements being made. In today's day and age, being able to communicate effectively with as many people as possible is of the utmost importance. The cost to install this public address system is \$14,700.

#### **KCC FACILITY RESERVE (CIP FUND 4019)**

Based on the unexpected project involving the STAR floor, we have reevaluated and reprioritized the other projects in this section.

**Replacement of Exterior Doors:** The KCC has 22 exterior doors throughout the building. For safety and security reasons, there is a need to replace exterior doors #6 and #7. In addition, the three exterior doors to the theatre will need to be replaced. The costs range from \$9,500 to \$11,500.

**Increased Parking at KCC:** With the number of events at the KCC continuing to grow, there is a dire need to expand/increase parking on site. Larger voting turnouts often result in damage to the field, and there are some conferences that we are unable to have back due to the concerns over parking. The KCC BOD is working on a campus master plan that will include expanded parking. As the plan and suggested locations for the additional parking are still in the works, we don't see an immediate parking project coming forward and can afford to wait for more information.

**East Wing Project:** As we evaluate the potential future use of the East Wing, we are working on a project that would add ventilation and air conditioning in that area. More specific details are being identified.

With the East Wing housing a number of State licensed childcare programs, there is a need to keep that section warmer during the winter months. Blown-in insulation would help meet that goal. We need to undertake some further investigation to determine the feasibility and cost of the project. Based on the pricing information given to insulate the East Wing, we have come up with a price tag of \$30,000 to insulate the attic of the main KCC building.

The benefits of insulating the building would be reducing energy costs, helping to prevent gradual damage caused by heat and moisture, providing better indoor air quality and indoor comfort, and having less wear and tear on existing HVAC systems.

**LED Lighting Conversion:** Most of the interior and exterior lights at the KCC are standard bulbs. Conversion to LED lighting both inside and outside will not only reduce annual electricity costs, it will also reduce the Town's overall green house gas emissions.

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4018):



<b>Date:</b>	November 12, 2020	<b>Dept. Priority (1 of 3, etc.):</b>	3
<b>Department:</b>	Harbormaster	<b>Est. Funding Request:</b>	\$ 0
<b>Project Title:</b>	<b>Kittery Port Authority Boat Reserve</b>	<b>Est. Useful Life (Years):</b>	7-10
<b>Contact:</b>	John Brosnihan	<b>If Yes, when? (FY):</b>	Annually
<b>Previously Presented?</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

## Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

## Project Description:

## Photo (click image to insert):

Annual funding for replacement of the Harbormaster boats approximately every 7-10 years to reduce the cost of excessive maintenance and ensure maximum productivity and safety. The main Harbormaster Boat was purchased new in FY17 and is a 21' Surfside center console.

The Skiff was replaced in the summer of 2020 and includes a new trailer and outboard.

The main Harbormaster boat is proving insufficient for needs of the Harbormaster's search, rescue, and enforcement operations. Grants are being pursued to replace the boat for one that better suits the broad range of needs on Kittery's waterways.



## Climate Change/Sustainability:

Are the assets vulnerable to climate change or sea level rise? Yes ☐ No ☒

## Project Financing:

Total Project Cost:	\$75,000	Town Funding Needed:	\$0
Amount and Type of Outside Funding Sources:	\$ TBD	Comments:	Seeking Port Security grant to replace HM primary boat
Salvage Value of Existing Equipment?	\$	Comments:	

## Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

## Project Planning:

Proposed Start Date of Project:	Next purchase planned for 2027 if grant is unsuccessful
What Planning Has Been Done for Project?	
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	No

FY22	FY23	FY24	FY25	FY26	Total
\$0	\$0	\$25,000	\$25,000	\$25,000	\$75,000

Please Provide and/or Attach Additional Project Details

Town of Kittery Harbormaster BOATS AND VEHICLES																			
2019 Escalation Factor:				3.0%															
Property	Year Purchased	Model Year	Cost	Replacement Year	Make	Description	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
21' Boat	2017	2013	\$35,000	2025	Surfside Hull	21 foot						44,337							
Outboard	2017	2013	\$13,000	2025	Evinrude E-Tech 115	115 HP Outboard						16,468							
Electronics Pkg	2020	2020	\$5,800	2025	Garmin/Icom	PS Radio/Radar/Gps						7,347							
Work Skiff	2020	2020	\$17,210	2035	Maritime	1480 Skiff													
Outboard	2020	2020	see Work Skiff above	2035		25 HP Outboard													
21' Trailer	2017	2013	\$4,000	2023	Came with Surfside	Trailer						5,067							
Work Skiff Trailer	2020	2020	see Work Skiff above	2035		Maritime Trailer													
HM Truck	2014	2014	\$20,000	2025	Dodge Quad Cab	Used			23,185										
Account Balance							\$6,888	\$6,888	\$6,888	\$8,703	\$33,703	\$68,703	\$2,983	\$10,483	\$17,983	\$25,483	\$32,983	\$40,483	\$47,983
Cost							-	-	23,185	-	-	73,219	-	-	-	-	-	-	-
Trade-In							\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CIP Funding							\$0	\$0	\$25,000	\$25,000	\$25,000	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Remaining Account Balance							\$6,888	\$6,888	\$8,703	\$33,703	\$68,703	\$2,983	\$10,483	\$17,983	\$25,483	\$32,983	\$40,483	\$47,983	\$55,483

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4055):



<b>Date:</b>	November 12, 2020	<b>Dept. Priority (1 of 3, etc.):</b>	1
<b>Department:</b>	Harbormaster	<b>Est. Funding Request:</b>	<b>\$13,500</b>
<b>Project Title:</b>	<b>Kittery Port Authority Equipment Reserve</b>	<b>Est. Useful Life (Years):</b>	Varies
<b>Contact:</b>	John Brosnihan		
<b>Previously Presented?</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<b>If Yes, when? (FY):</b>	Annually

## Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

## Project Description:

Photo (click image to insert):

Annual funding to replace or rehab equipment that has reached the end of its service life. The KPA/Harbormaster maintain 25 floats and 5 ramps all of which are of different age and level of wear. Kayak racks are being added to the Traip facility in the current fiscal year. This will increase revenue and access to the water. The KPA prioritized a regrid of the mooring field in the Back Channel which will be performed internally and improve navigation and available moorings.

FY22 will continue float redecking efforts, replacement of damaged or worn Town moorings, and rehab of the hoist at Government Street. Seeking grants (SHIP grant) to expand float system at Traip, expanding water access.

The remaining balance in the BIG project (2069) with a balance of \$1,583 will be transferred to this reserve.



## Climate Change/Sustainability:

Are the assets vulnerable to climate change or sea level rise? Yes ☒ No ☐

## Project Financing:

Total Project Cost:	\$173,500	Town Funding Needed:	\$ 13,500
Amount and Type of Outside Funding Sources:	\$ 0	Comments:	
Salvage Value of Existing Equipment?	\$ 0	Comments:	

## Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

## Project Planning:

Proposed Start Date of Project:	
What Planning Has Been Done for Project?	
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	

FY22	FY23	FY24	FY25	FY26	Total
\$13,500	\$25,000	\$40,000	\$45,000	\$50,000	\$173,500

Please Provide and/or Attach Additional Project Details

Town of Kittery Harbormaster EQUIPMENT															
Escalation Factor:		3.0%													
Property	Year Purchased	Cost	Replacement Year	Description	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
PEPPERRELL COVE															
Float Replacement	Various	\$40,000	Annual	Various					49,195	50,671	52,191	53,757	55,369	57,030	58,741
Float Refurbishment	Various	\$15,000	Annual	Various	16,391	16,883	17,389								
Transient Utilities	2014	\$78,000	As Needed	H20+Electricity											
Mooring Replacement	Various	\$5,000	Annual	Various	5,464		5,796		6,149		6,524				
TRAIP															
Float Replacement	UNK	\$10,000	Annual	Various								13,439	13,842		
Float Refurbishment	UNK	\$10,000	Annual	Various		11,255	11,593								
Kayak Rack System	NEW	\$6,000	NA	NEW											
GOV ST															
Wharf	2019	\$500,000	2049												
MISC															
Hoist Replacement (2)	Various	\$4,000	As Needed		4,371		4,637				5,219				
Account Balance					\$37,811	\$25,085	\$21,947	\$22,532	\$67,532	\$62,188	\$61,517	\$52,583	\$40,387	\$26,175	\$24,145
Cost					\$26,225	\$28,138	\$39,415	\$0	\$55,344	\$50,671	\$63,934	\$67,196	\$69,212	\$57,030	\$58,741
Trade-In					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost					\$26,225	\$28,138	\$39,415	\$0	\$55,344	\$50,671	\$63,934	\$67,196	\$69,212	\$57,030	\$58,741
CIP Funding					\$13,500	\$25,000	\$40,000	\$45,000	\$50,000	\$50,000	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000
Remaining Account Balance					\$25,085	\$21,947	\$22,532	\$67,532	\$62,188	\$61,517	\$52,583	\$40,387	\$26,175	\$24,145	\$20,404

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4116):



<b>Date:</b>	November 12, 2020	<b>Dept. Priority (1 of 3, etc.):</b>	2
<b>Department:</b>	Harbormaster	<b>Est. Funding Request:</b>	<b>\$8,500</b>
<b>Project Title:</b>	<b>Kittery Port Authority Facility Reserve</b>	<b>Est. Useful Life (Years):</b>	Various
<b>Contact:</b>	John Brosnihan		
<b>Previously Presented?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If Yes, when? (FY):</b>	Annually

## Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improv Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

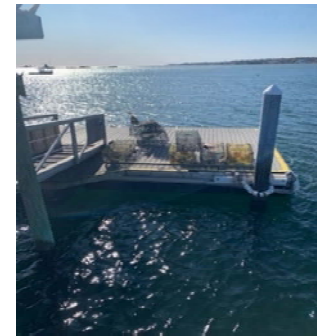
## Project Description:

Photo (click image to insert):

Funds request for replacement and additions to the Kittery working and recreational waterfront facilities to include wharf repair, pier replacement/repair as well as buildings and utilities replacement and repair.

The Pepperrell Cove ramp received welding repairs to extend its useful life. The Frisbee Ramp is undergoing repair to further extend its useful life and improve safety. The parking lot was rehabilitated and repaved by DPW under a separate project number. The work included reinforcing and replacing riprap and a complete grind and repave of the parking lot. Pepperrell Cove Rider pilings that secure the floats will need replacement beginning in the next few years. The plan is to replace one every other year, beginning in FY22.

The balance in the Pepperrell Cove Paving project (4053) of \$1,495 will be transferred for this reserve.



**Climate Change/Sustainability:** Are the assets vulnerable to climate change or sea level rise? Yes ☒ No ☐

## Project Financing:

Total Project Cost:	\$68,500	Town Funding Needed:	\$8,500
Amount and Type of Outside Funding Sources:		Comments:	Will investigate grant funds to offset some costs
Salvage Value of Existing Equipment?	\$	Comments:	

## Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$ .	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	FY20 annual revenues were ~ \$42,000

## Project Planning:

Proposed Start Date of Project:	
What Planning Has Been Done for Project?	
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	

FY22	FY23	FY24	FY25	FY26	Total
\$8,500	\$15,000	\$15,000	\$15,000	\$15,000	\$68,500

Please Provide and/or Attach Additional Project Details

Town of Kittery Harbormaster FACILITIES															
2019 Escalation Factor: 3.0%															
Property	Year Purchased	Cost	Replacement Year	Description	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
PEPPERRELL COVE															
Pepperrell Pier	1996	\$58,500	2036	East Pier											
Transient Ramp	2014	\$35,000	2034												
Frisbee Pier	2012	\$450,000	2052	West Pier											
Frisbee Ramp1	UNK	\$18,000	2022					21,493							
Frisbee Ramp2	2012	\$18,000	2032												26,434
Frisbee Ramp 3	UNK	\$13,000	2029									17,471			
HM Office	1997	\$47,000	2040												
Wharf Utilities	2014	\$83,400	2040												
Rider Piling Replacement	Various		Various		12,500		12,500		12,500		12,500				
Seawall	UNK														
TRAIP															
HM Shed	2020	\$6,500	NEW												
GOV ST															
Govt.St. Pier	2019	\$500,000	2059												
RICE AVE															
Storage Bldg	Unk	\$15,000	2025					17,911							
Account Balance					\$14,384	\$10,384	\$25,384	\$27,884	\$3,480	\$5,980	\$15,980	\$13,480	\$6,009	\$16,009	\$36,009
Cost					\$12,500	\$0	\$12,500	\$39,404	\$12,500	\$0	\$12,500	\$17,471	\$0	\$0	\$26,434
Trade-In					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CIP Funding					\$8,500	\$15,000	\$15,000	\$15,000	\$15,000	\$10,000	\$10,000	\$10,000	\$10,000	\$20,000	\$20,000
Remaining Account Balance					\$10,384	\$25,384	\$27,884	\$3,480	\$5,980	\$15,980	\$13,480	\$6,009	\$16,009	\$36,009	\$29,575

**Kittery Port Authority**  
**Long-Range Planning**

<b>On the Horizon</b>	<b>KPA Priority</b>	<b>Capital</b>	<b>Anticipated Cost</b>
Regriidding of back channel mooring field	1	N	Operational cost
<i>Dredge Pepperrell Cove</i>			
Engineering Study	1		\$ 30,250
Dredge (Not FNP) [approx 6 acres] <sup>1</sup>	1		\$ 242,000
Harbormaster Boat House	2-3	Y	\$ 50,000
Preserve waterfront access	?	?	?
<i>Expand Pepperrell Cove</i>			
Engineering Study	3	Y	\$ 35,000
Construction	3	Y	?
Improve Rice Ave	3	Y	\$ 10,000

1. Assumes \$25/cubic yard

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4022):



<b>Date:</b>	November 11, 2020	<b>Dept. Priority (1 of 3, etc.):</b>	1
<b>Department:</b>	Kittery Police Department	<b>Est. Funding Request:</b>	<b>\$112,000</b>
<b>Project Title:</b>	<b>Police Vehicle Reserve</b>	<b>Est. Useful Life (Years):</b>	3 - 5
<b>Contact:</b>	Chief Robert Richter		
<b>Previously Presented?</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<b>If Yes, when? (FY):</b>	Annually

## Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

## Project Description:

Photo (click image to insert):

The Police fleet is maintained at 13 vehicles. Frontline vehicles are rotated to second line for administration, detective, and back-up vehicles or traded-in/auctioned. The rotation of the vehicles is based upon mileage, operational condition, and the year of the vehicles.

The FY20 vehicle replacements were purchased, still awaiting the delivery of one. COVID has impacted supply and production chains and created a backlog for vehicle orders. The FY21 vehicle purchases are also delayed. These delays strain the ability to rotate front-line vehicles and have the potential to require vehicles be replaced sooner than usual due to the added front-line wear and tear. FY22 proposal includes replacement of two front-line cruisers. The Town intends to transition to hybrid cruisers beginning in FY23. The cost per vehicle will increase \$7,000, though rebates may be available to offset the added cost.



**Climate Change/Sustainability:** Are the assets vulnerable to climate change or sea level rise? Yes ☐ No ☒

## Project Financing:

Total Project Cost:	\$792,000	Town Funding Needed:	\$112,000
Amount and Type of Outside Funding Sources:	\$ 0	Comments:	Grants/rebates for hybrids
Salvage Value of Existing Equipment?	\$ 0	Comments:	Auction surplus

## Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

## Project Planning:

Proposed Start Date of Project:	
What Planning Has Been Done for Project?	
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	

FY22	FY23	FY24	FY25	FY26	Total
\$112,000	\$140,000	\$175,000	\$190,000	\$175,000	\$792,000

Please Provide and/or Attach Additional Project Details

Town of Kittery																
Police		2022														
VEHICLES		Escalation Factor:				3.0%										
Replacement																
Vehicle	Model Year	Cost	Year	Make	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Front Line Cruiser	2021	\$62,000	3 YR	Ford Explorer			65,776			71,875			78,540			85,822
Front Line Cruiser	2021	\$62,000	3 YR	Ford Explorer			65,776			71,875			78,540			85,822
Front Line Cruiser	2018	\$55,000	3 YR	Ford Explorer	55,000			67,749			74,031			80,896		
Front Line Cruiser	2018	\$55,000	3 YR	Ford Explorer	55,000			67,749			74,031			80,896		
Front Line Cruiser	2018	\$62,000	3 YR	Ford Explorer		63,860			69,782			76,252			83,323	
Front Line Supervisor	2021	\$62,000	3 YR	Ford Explorer			65,776			71,875			78,540			85,822
Animal Control	2020	\$28,644	2029	F150 Pickup								35,229				
Detective	2017		Rotation FL	Ford Explorer												
Detective	2017		Rotation FL	Ford Explorer												
School Resource Officer	2017	\$61,000	Rotation FL	Ford Explorer												
Supervisor - Admin	2018	\$50,000	2023	Ford Explorer - Admin Pkg		51,500										
Supervisor - Admin	2019	\$50,000	2026	Ford Explorer - Admin Pkg					56,275							
Spare Unmarked	2015		Rotation FL	Ford Explorer												
Motorcycle	NEW	\$28,000	2032						37,630						37,630	
Account Balance					\$0	\$2,000	\$26,640	\$4,313	\$58,814	\$70,128	\$29,503	\$46,440	\$99,959	\$29,340	\$32,548	\$76,596
Cost					110,000	115,360	197,327	135,498	163,687	215,625	148,062	111,481	235,619	161,792	120,952	257,467
Trade-In					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CIP Funding					\$112,000	\$140,000	\$175,000	\$190,000	\$175,000	\$175,000	\$165,000	\$165,000	\$165,000	\$165,000	\$165,000	\$165,000
Remaining Account Balance					\$2,000	\$26,640	\$4,313	\$58,814	\$70,128	\$29,503	\$46,440	\$99,959	\$29,340	\$32,548	\$76,596	(\$15,872)

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (NEW):



<b>Date:</b>	November 12, 2020	<b>Dept. Priority (1 of 3, etc.):</b>	1
<b>Department:</b>	Police Department	<b>Est. Funding Request:</b>	<b>\$10,000</b>
<b>Project Title:</b>	<b>Police Equipment Reserve</b>	<b>Est. Useful Life (Years):</b>	Various
<b>Contact:</b>	Chief Robert Richter		
<b>Previously Presented?</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<b>If Yes, when? (FY):</b>	FY19, FY20, FY21

## Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improv Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

## Project Description:

Photo (click image to insert):

Police utilize a variety of equipment in the course of conducting public safety work. Equipment that is maintained and replaced by the department include a finger print machine, firearms and firearm storage equipment, cameras, radios, flashlights, and cruiser equipment. Historically, the Town has not planned for the capital costs of replacing this equipment; resulting in the use of outdated equipment with inconsistent performance.

Evidence storage and file storage is nearing maximum capacity. A high-density records storage system is needed to gain space without having to expand on the Police Dept facility. Total project cost is approximately \$40,000.



## Climate Change/Sustainability:

Are the assets vulnerable to climate change or sea level rise? Yes ☐ No ☒

## Project Financing:

Total Project Cost:	\$65,000	Town Funding Needed:	\$10,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

## Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

## Project Planning:

Proposed Start Date of Project:	Storage project proposed to start in FY25. Replacement of other equip will be ongoing.
What Planning Has Been Done for Project?	
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	

FY22	FY23	FY24	FY25	FY26	Total
\$10,000	\$10,000	\$15,000	\$15,000	\$15,000	\$65,000

Please Provide and/or Attach Additional Project Details

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4100):



<b>Date:</b>	November 12, 2020	<b>Dept. Priority (1 of 3, etc.):</b>	2
<b>Department:</b>	Fire Department	<b>Est. Funding Request:</b>	<b>\$23,500</b>
<b>Project Title:</b>	<b>Fire Facility Reserve</b>	<b>Est. Useful Life (Years):</b>	100
<b>Contact:</b>	Chief David O'Brien		
<b>Previously Presented?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If Yes, when? (FY):</b>	Annual

## Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input checked="" type="checkbox"/>	Deemed Critical by Dept.	<input type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

## Project Description:

Photo (click image to insert):

Our two fire stations were built in 2006-2007. They were designed to a 100-year life cycle based on estimated town growth and estimated changes in fire apparatus and equipment. The buildings were constructed to provide a long-term maintenance free exterior. However, like all buildings, maintenance is needed to meet the expected life cycle and also enhance energy efficiencies as they are developed. The past two FY years have funded high efficiency boiler replacement in both stations. The Gorges Road Station is facing repair work to the concrete ramp in front of the apparatus bays and both stations will be in need of apparatus floor repair work in the near future. The Gorges Road should be expanded to house the ambulance service currently operating out of the Walker Street facility, and to prepare for eventual transition to a career firefighting force. A warrant article is being prepared for that effort.



**Climate Change/Sustainability:** Are the assets vulnerable to climate change or sea level rise? Yes ☐ No ☒

## Project Financing:

Total Project Cost:	\$123,500	Town Funding Needed:	\$23,500
Amount and Type of Outside Funding Sources:	\$ 0	Comments:	
Salvage Value of Existing Equipment?	\$ 0	Comments:	

## Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

## Project Planning:

Proposed Start Date of Project:	
What Planning Has Been Done for Project?	
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	

FY22	FY23	FY24	FY25	FY26	Total
\$23,500	\$25,000	\$25,000	\$25,000	\$25,000	\$123,500

Please Provide and/or Attach Additional Project Details

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4026):



<b>Date:</b>	November 10, 2020	<b>Dept. Priority (1 of 3, etc.):</b>	1
<b>Department:</b>	Administration	<b>Est. Funding Request:</b>	\$ 10,000
<b>Project Title:</b>	Records Preservation	<b>Est. Useful Life (Years):</b>	200-300 years
<b>Contact:</b>	Kendra Amaral, Town Manager		
<b>Previously Presented?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If Yes, when? (FY):</b>	Annually

## Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input checked="" type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

## Project Description:

Restoration of Town records using a de-acidification process to remove acid from the paper, mending/laminating of the pages if necessary and re-sewing and re-binding the books.

In addition to the marriage records, Selectmen/Council minutes dating back to the early 1960's will also be addressed. Restoring and preserving Town records is critical as old records were instrumental in Kittery winning the land dispute for the Portsmouth Naval Ship Yard back in 2000.

This project is expected to be completed in FY26 with all historic records being preserved. Thereafter, annual costs for preservation of new records will be incorporated into the annual operating budget.

## Photo (click image to insert):



## Climate Change/Sustainability:

Are the assets vulnerable to climate change or sea level rise? Yes ☐ No ☒

## Project Financing:

Total Project Cost:	\$ 58,000	Town Funding Needed:	\$ 10,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

## Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

## Project Planning:

Proposed Start Date of Project:	
What Planning Has Been Done for Project?	
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	Yes – In the past we have phased the project over 5 years at \$10,000 per year

FY22	FY23	FY24	FY25	FY26	Total
\$10,000	\$12,000	\$12,000	\$12,000	\$12,000	\$58,000

Please Provide and/or Attach Additional Project Details

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (NEW):



Date: November 12, 2020

Department: Public Works

Project Title: Legion Pond Restoration

Contact: David Rich

Previously Presented? ☐ Yes ☒ No

Dept. Priority (1 of 3, etc.): 3

Est. Funding Request: \$0

Est. Useful Life (Years):

If Yes, when? (FY):

## Project Type: Check All That Apply -

Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input checked="" type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input checked="" type="checkbox"/>
Improve Public/Staff safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

## Project Description:

Photo (click image to insert):

Legion pond has been degraded by invasive plants and nutrient overload. The identified source for the nutrients is avian and decomposition of duckweed and submerged invasive plants. The Town Council has asked for the pond to be prioritized for restoration to historic conditions. This project will focus on enhancement of the area and include permitting, invasive plant removal both uplands and pond skimming of duckweed, removal of debris, and reestablishment of fish populations once invasive plants are addressed.



Climate Change/Sustainability: Is the project vulnerable to climate change or sea level rise? Yes ☐ No ☒

## Project Financing:

Total Project Cost:	\$262,000	Town Funding Needed:	\$0
Amount and Type of Outside Funding Sources:	\$	Comments:	Grant application was denied. Seeking other grant options.
Salvage Value of Existing Equipment?	\$	Comments:	

## Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

## Project Planning:

Proposed Start Date of Project:	
What Planning Has Been Done for Project?	DEP assessment and recommendations
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	Yes, project is phased over six years starting in FY24

FY22	FY23	FY24	FY25	FY26	Total
\$0	\$0	\$68,000	\$51,000	\$43,000	\$162,000

Please Provide and/or Attach Additional Project Details

## Legion Pond Invasive Species Management

Task	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6
<b>Professional Services</b>						
Monitoring- plants (invasives/ buffers)	\$ 6,265	\$ 6,265	\$ 6,265	\$ 6,265	\$ 6,265	\$ 6,265
Monitoring- water quality pre and post	\$ 9,890	\$ 9,890	\$ 9,890	\$ 9,890	\$ 9,890	\$ 9,890
Regulatory- permit app's/ compliance	\$ 3,370	\$ 1,195	\$ 1,195	\$ 1,195	\$ 1,195	\$ 1,195
<b>Integrated Vegetation Management (IVM)</b>						
Design IVM Program	\$ 2,580					
Manual cutting/ pulling- buffers	\$ 3,770	\$ 2,890	\$ 2,890	\$ 1,190	\$ 1,190	\$ 1,190
Herbicide applications- buffers	\$ 3,890	\$ 3,555	\$ 2,580	\$ 2,190	\$ 1,995	\$ 1,795
Herbicide applications- aquatic	\$ 19,890	\$ 12,230	\$ 7,410	\$ 3,790	\$ 3,790	\$ 3,790
Pond skimming- duckweed removal (4)	\$ 15,955	\$ 13,995	\$ 11,995	\$ 9,995	\$ 7,995	\$ 5,995
Remove man- made debris	\$ 1,950	\$ 560	\$ 560	\$ 560	\$ 560	\$ 560
<b>TOTAL</b>	<b>\$ 67,560</b>	<b>\$ 50,580</b>	<b>\$ 42,785</b>	<b>\$ 35,075</b>	<b>\$ 32,880</b>	<b>\$ 30,680</b>

## **PROJECTS ON THE HORIZON**

**PROJECTS IMPACTING FINANCIAL POSITION**  
**CAPITAL IMPROVEMENT PLAN**  
**FY22 - FY26**

FY21 Unassigned Fund Balance (Undesignated Reserve)	\$6,970,748
Policy Requirement (2.5 months of Town and School operating budgets)	\$6,998,525
Surplus/(Deficit)	<b>(\$27,777)</b>

Planned	Funded Year	COST	Unassigned Fund	Capital	Annual Debt	Grants
Senior Tax Circuit Breaker	Ongoing	\$50,000	\$ 50,000	\$ -	\$ -	\$ -
Compensated Absences	Ongoing	\$125,000	\$ 125,000	\$ -	\$ -	\$ -
<b>In Evaluation Phase</b>						
Ambulance Relocation <sup>1</sup>	TBD	\$700,000	\$ 700,000	\$ -	\$ -	\$ -
Memorial Field <sup>2</sup> - Phase 1	TBD	\$1,000,000		To Be Determined		
Stevenson Sidewalk <sup>3</sup>	TBD	\$750,000		To Be Determined		
Removal of Cole Street Bldg	TBD	\$80,000		\$ -	\$ -	\$ -
Legion Pond (grants still be pursued for project)	2024	\$262,000	\$ -	\$ 262,000	\$ -	\$ -
<b>TOTAL</b>			<b>\$ 875,000</b>	<b>\$ 262,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Considered</b>						
Dredge Pepperell Cove - Engineering and Permitting (incl.)	2022	\$ 272,250		To Be Determined		
Love Lane Sidewalks <sup>3</sup>	TBD	1,900,000		To Be Determined		
<b>TOTAL</b>		<b>\$ 4,877,250</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Notes:**

1. Proceeds from the sale of Walker Street Station could replenish some of the reserves allocated to the project. Requires a warrant article.
2. Memorial Field Phase 1 includes field renovation, lighting, and parking lot expansion.
3. Estimate based on length and anticipated complexity.
4. Estimate based on broad assumption of acreage and prevailing cost for dredging in Maine. Federal dredging may offset a portion of costs, but not all as a good portion of the project will not be within the FNP.

## **APPENDIX A - DEBT SCHEDULE**

Year Issued Project Total Bonded	Municipal Debt - Tax Funds														Tax Funds Municipal Total
	2006/2016 Refund		2010/2021 Refund		2012		2016		2014A		2016		2021		
	Fire Stations		PWD 675,000/175,250		Frisbee - Com Ctr 5,500,000		Roads/KCC Annex 2,258,000		KLT Rustlewood 150,000		KLT Braveboat 275,000		Rice Library		
	Princ	Interest	Princ	Interest	Princ	Interest	Princ	Interest	Princ	Interest	Princ	Interest	Princ	Interest	
2004															0
2005															0
2006															0
2007		83,742													83,742
2008	155,000	114,469													269,469
2009	155,000	107,881													262,881
2010	155,000	101,294													256,294
2011	155,000	94,706		11,675	0	0									261,381
2012	155,000	88,119		19,825	0	0									262,944
2013	155,000	81,338	35,000	19,475	275,000	126,775									692,588
2014	155,000	74,363	35,000	18,775	275,000	121,275									679,413
2015	155,000	67,388	35,000	18,075	275,000	115,775				4,034					670,272
2016	155,000	60,413	35,000	17,375	275,000	110,275		28,350	6,043	4,272					691,728
2017	125,000	42,213	35,000	16,675	275,000	104,775	233,000	42,830	6,076	4,239		6,318			891,126
2018	125,000	22,100	35,000	15,975	275,000	99,275	225,000	38,250	6,127	4,188	11,352	6,738			864,004
2019	115,000	19,700	35,000	15,231	275,000	93,775	225,000	33,750	6,199	4,116	11,463	6,627			840,861
2020	115,000	17,400	35,000	14,400	275,000	88,275	225,000	29,250	6,292	4,023	11,592	6,498			827,729
2021	115,000	15,100	35,000	6,981	275,000	82,775	225,000	24,750	6,407	3,907	11,741	6,349			808,011
2022	115,000	12,800	16,500	5,474	275,000	77,275	225,000	20,250	6,545	3,770	11,910	6,180	240,000	113,133	1,128,835
2023	115,000	10,500	16,500	4,558	275,000	71,775	225,000	15,750	6,701	3,614	12,101	5,989	240,000	97,230	1,099,717
2024	110,000	8,250	16,250	4,063	275,000	66,275	225,000	11,250	6,874	3,441	12,314	5,776	240,000	90,030	1,074,522
2025	110,000	6,050	16,250	3,575	275,000	60,088	225,000	6,750	7,063	3,252	12,550	5,540	240,000	82,830	1,053,947
2026	110,000	3,713	16,250	3,088	275,000	53,900	225,000	2,250	7,271	3,044	12,807	5,282	240,000	75,630	1,033,234
2027	110,000	1,238	16,250	2,600	275,000	47,025			7,502	2,813	13,088	5,001	240,000	68,430	788,947
2028			16,250	2,113	275,000	40,150			7,757	2,558	13,404	4,685	240,000	61,230	663,147
2029			16,250	1,625	275,000	32,588			8,032	2,283	13,763	4,327	240,000	54,030	647,897
2030			16,250	1,138	275,000	25,025			8,326	1,988	14,158	3,931	240,000	46,830	632,647
2031			16,250	650	275,000	16,913			8,642	1,672	14,585	3,504	240,000	39,630	616,847
2032			16,250	163	275,000	8,663			8,981	1,334	15,043	3,047	235,000	32,430	595,909
2033									9,338	977	15,531	2,558	235,000	30,080	293,484
2034									9,715	600	16,050	2,040	235,000	27,495	290,899
2035									10,111	203	16,597	1,493	235,000	24,793	288,197
2036											17,172	918	235,000	21,855	274,945
2037											17,779	311	235,000	18,683	271,772
2038													235,000	15,275	250,275
2039													235,000	11,633	246,633
2040													235,000	7,873	242,873
2041													235,000	3,995	238,995
TOTAL	2,660,000	1,032,774	494,250	203,506	5,500,000	1,442,650	2,258,000	253,430	150,000	60,328	275,000	93,111	#####	923,113	19,367,662

Year Issued Project Total Bonded	School Debt - Tax Funds						Tax Funds
	2002/2013 Refund		2010/2021 Refund		2016		School
	MITCHELL 4,220,000		MITCHELL & SHAPLEIGH 6,525,000/3,405,750		CIP Schools 821,000		Total
	Princ	Interest	Princ	Interest			
2004	215,000	264,367					479,367
2005	215,000	158,694					373,694
2006	215,000	151,906					366,906
2007	215,000	144,719					359,719
2008	210,000	137,813					347,813
2009	210,000	130,725					340,725
2010	210,000	123,375					333,375
2011	210,000	116,025		114,465			440,490
2012	210,000	108,150		194,375			512,525
2013	210,000	99,881	325,000	191,125			826,006
2014	210,000	40,399	325,000	184,625			760,024
2015	210,000	32,130	325,000	178,125			745,255
2016	210,000	28,980	325,000	171,625	10,308		745,913
2017	210,000	25,830	325,000	165,125	86,000	15,560	827,515
2018	210,000	22,628	325,000	158,625	85,000	13,850	815,103
2019	210,000	18,900	325,000	151,719	85,000	12,150	802,769
2020	210,000	14,700	325,000	144,000	85,000	10,450	789,150
2021	210,000	10,500	325,000	69,969	80,000	8,800	704,269
2022	210,000	6,300	313,500	103,997	80,000	7,200	720,997
2023	210,000	2,100	313,500	86,593	80,000	5,600	697,793
2024			308,750	77,188	80,000	4,000	469,938
2025			308,750	67,925	80,000	2,400	459,075
2026			308,750	58,663	80,000	800	448,213
2027			308,750	49,400			358,150
2028			308,750	40,138			348,888
2029			308,750	30,875			339,625
2030			308,750	21,613			330,363
2031			308,750	12,350			321,100
2032			308,750	3,088			311,838
2033							0
2034							0
2035							0
2036							0
2037							0
2038							0
2039							
2040							
2041							
TOTAL	4,220,000	1,638,120	6,330,750	2,275,605	821,000	91,118	15,376,594

Year Issued Project Total Bonded	Sewer Debt - Other Funds						Other Funds Sewer Total	All Funds Grand Total
	1992, 2003		2010		2016			
	SEWER SRF		SEWER SRF		SEWER SRF			
	Refunded							
	Princ	Interest	Principle	Interest	Princ	Interest		
2004							0	479,367
2005							0	373,694
2006							0	366,906
2007							0	443,461
2008							0	617,281
2009							0	603,606
2010							0	589,669
2011	213,624	7,083	148,452	56,454			425,613	1,127,484
2012	206,541	3,541	149,937	56,528			416,548	1,192,016
2013	265,038	19,879	151,436	38,761			475,113	1,993,707
2014	65,959	11,570	152,950	37,246			267,726	1,707,162
2015	66,919	10,571	154,480	35,717			267,687	1,683,214
2016	67,921	9,440	156,025	34,172			267,558	1,705,198
2017	68,967	8,336	157,585	32,612	377,865	199,810	845,175	2,563,816
2018	70,059	7,215	159,161	31,036	379,594	122,147	769,211	2,448,317
2019	71,197	5,889	160,752	29,444	383,410	118,332	769,024	2,412,653
2020	72,381	3,182	162,360	27,837	387,262	114,478	767,499	2,384,379
2021	71,482	2,535	163,983	26,213	391,155	110,586	765,954	2,278,233
2022	70,474	1,859	165,623	24,573	395,086	106,655	764,270	2,614,103
2023	70,646	1,155	167,279	22,917	399,057	102,684	763,738	2,561,247
2024			168,952	21,244	403,067	98,674	691,937	2,236,397
2025			170,642	19,555	573,589	102,072	865,858	2,378,880
2026			172,348	17,848	579,354	96,308	865,858	2,347,305
2027			174,072	16,125	585,177	90,485	865,859	2,012,956
2028			175,812	14,384	591,058	84,604	865,858	1,877,892
2029			177,571	12,626	596,998	78,663	865,858	1,853,380
2030			179,346	10,850	602,999	72,663	865,859	1,828,868
2031					609,058	66,603	675,661	1,613,608
2032					615,179	60,482	675,661	1,583,408
2033					621,362	54,299	675,662	969,146
2034					627,608	48,053	675,661	966,560
2035					633,915	41,747	675,662	963,858
2036					640,286	35,376	675,662	950,606
2037							0	271,772
2038							0	250,275
2039								
2040								
2041								
TOTAL	1,381,208	92,254	3,268,766	566,145	10,393,077	1,804,721	17,506,171	52,250,427

## **APPENDIX B - TAX ASSET DETAIL**

[Home](#)
[ViewAssets](#)
[SearchAssets](#)
[Reports](#)
[Print](#)
[Logout](#)

User: Town of Kittery User    Kittery    State: ME    Fiscal Year End: 6/30/2020

**Town of Kittery (Gov. Activities)**  
**Capital Plan: Assets by Class and Type**  
 Fiscal Year End: 6/30/2020

Asset Class/Type	Total Original Cost	Total Replacement Cost	Annual Depreciation	Accumulated Depreciation
<b>Building Improvements</b>				
Building	\$39,618.00	\$0.00	\$3,381.00	\$29,476.00
General	\$1,865,071.00	\$0.00	\$82,706.00	\$638,847.00
<b>Subtotals</b>	<b>\$1,904,689.00</b>	<b>\$0.00</b>	<b>\$86,087.00</b>	<b>\$668,323.00</b>
<b>Buildings</b>				
Building	\$27,637,384.00	\$3,013,610.00	\$267,941.00	\$20,195,152.00
Buildings	\$13,770,662.00	\$7,220,366.00	\$463,951.00	\$6,780,728.00
<b>Subtotals</b>	<b>\$41,408,046.00</b>	<b>\$10,233,976.00</b>	<b>\$731,892.00</b>	<b>\$26,975,880.00</b>
<b>Construction in Progress</b>				
Construction in Progress	\$382,517.00	\$0.00	\$0.00	\$0.00
<b>Subtotals</b>	<b>\$382,517.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Infrastructure</b>				
Drainage System	\$29,000.00	\$0.00	\$0.00	\$0.00
Infrastructure	\$2,229,222.00	\$846,729.00	\$90,073.00	\$924,437.00
Roads	\$10,408,589.00	\$30,971,630.00	\$202,443.00	\$8,784,426.00
<b>Subtotals</b>	<b>\$12,666,811.00</b>	<b>\$31,818,359.00</b>	<b>\$292,516.00</b>	<b>\$9,708,863.00</b>
<b>Land</b>				
Land	\$10,950,906.00	\$0.00	\$0.00	\$0.00
<b>Subtotals</b>	<b>\$10,950,906.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Land Improvements**

General	\$442,779.00	\$159,408.00	\$12,915.00	\$408,906.00
Land Improvements	\$1,760,855.00	\$400,000.00	\$83,276.00	\$937,290.00
<b>Subtotals</b>	<b>\$2,203,634.00</b>	<b>\$559,408.00</b>	<b>\$96,191.00</b>	<b>\$1,346,196.00</b>

**Machinery & Equipment**

Audio/Visual	\$27,572.00	\$5,000.00	\$3,939.00	\$27,572.00
Cafeteria Equipment	\$5,689.00	\$0.00	\$569.00	\$1,138.00
Communication Equipment	\$108,523.00	\$0.00	\$0.00	\$0.00
Communications	\$0.00	\$11,800.00	\$0.00	\$0.00
Computer	\$203,094.00	\$203,294.00	\$329.00	\$203,094.00
Computers	\$90,825.00	\$13,118.00	\$3,217.00	\$86,587.00
Equipment	\$1,775,219.00	\$0.00	\$149,498.00	\$989,393.00
Fire Equipment	\$380,701.00	\$219,652.00	\$30,570.00	\$260,897.00
Heavy Equipment	\$617,913.00	\$360,603.00	\$19,136.00	\$284,646.00
Highway Equipment	\$942,508.00	\$849,324.00	\$45,034.00	\$479,153.00
Housekeeping/Maintenance	\$10,246.00	\$0.00	\$0.00	\$0.00
Kitchen Equipment	\$107,229.00	\$0.00	\$3,034.00	\$87,507.00
Miscellaneous Equipment	\$443,478.00	\$38,474.00	\$40,336.00	\$172,424.00
Other	\$11,986.00	\$0.00	\$329.00	\$9,680.00
Photocopier	\$9,099.00	\$0.00	\$0.00	\$9,099.00
Police Equipment	\$129,153.00	\$122,088.00	\$6,707.00	\$94,006.00
Radios & Pagers	\$81,010.00	\$61,173.00	\$7,081.00	\$58,377.00
Technology equipment	\$44,185.00	\$0.00	\$1,008.00	\$2,015.00
Telephone	\$61,000.00	\$5,000.00	\$0.00	\$61,000.00
<b>Subtotals</b>	<b>\$5,049,430.00</b>	<b>\$1,889,526.00</b>	<b>\$310,787.00</b>	<b>\$2,826,588.00</b>

**Vehicles**

Equipment	\$26,074.00	\$0.00	\$2,967.00	\$8,902.00
Vehicle	\$3,371,849.00	\$2,422,896.00	\$147,219.00	\$2,008,540.00
Vehicle Accessories	\$16,921.00	\$0.00	\$2,171.00	\$4,342.00
Vehicles	\$1,718,389.00	\$95,632.00	\$214,511.00	\$1,095,023.00
<b>Subtotals</b>	<b>\$5,133,233.00</b>	<b>\$2,518,528.00</b>	<b>\$366,868.00</b>	<b>\$3,116,807.00</b>

Totals for Report	\$79,699,266.00	\$47,019,797.00	\$1,884,341.00	\$44,642,657.00
-------------------	-----------------	-----------------	----------------	-----------------

User: Town of Kittery User

© Copyright 2003 • RHR Smith & Company, CPAs • All rights reserved •