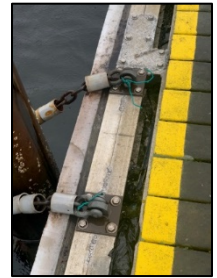


TOWN OF KITTERY



CAPITAL IMPROVEMENT PROGRAM 2020-2024



CIP Committee

Town Councilor – Charles Denault

School Committee Member - Nicholas Chalupa

Citizen Representative - Jeff Clifford

Citizen Representative - Chris Perkins

School Superintendent - Eric Waddell

Town Manager - Kendra Amaral

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 functions 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.

The Fiscal Year 2020 to Fiscal Year 2024 Capital Improvement Plan (FY20-FY24 CIP) incorporates a number of new and highly detailed replacement/management plans for various assets, including municipal facilities and the town's marine-based infrastructure. Effort is underway to add a similar level of specificity and long-range planning to the Kittery Community Center equipment, police equipment, and technology categories. The amount of detail and forethought being applied to the replacement schedules affords the CIP Committee and the Town an enhanced ability to manage annual capital funding needs and plan for future projects.

Since 2012, the Capital Improvement Program has supported the completion of \$19M of projects through capital appropriation and bonding. 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 has allowed the Town to make large purchases like a pumper truck in FY19 for \$550,000, and make annual investments in the roads without requiring annual debt, or deferring other equally important projects each year.

The proposed funding for capital and reserves in FY20 is \$1,988,517, representing an increase of \$285,236 over the previous year. Town and School debt service decreases \$26,750 to \$1,616,880 in FY20. The property-tax supported portion of the combined capital and debt allocation increases \$454,214.

The annual funding requirements for the CIP is nearing a point of stabilization, due in large part to the incorporation of detailed, long-range asset management plans established for each category of asset. At this time the average annual funding need for capital reserve allocation is between \$1.8M and \$1.9M. Funding at this level should be sufficient for the management of existing town assets for at least the next five years. This figure excludes larger projects such as new buildings, rebuilding or replacement of school buildings, or significant unforeseen projects that would likely require debt service to support. This stabilization in the CIP is beneficial to the annual operating budget and work plan development.

The FY20-FY24 CIP projection is driven primarily by three short-term projects; LED streetlight conversion (FY20), Rice Library renovation and expansion design (FY20), and Emery Field Phase 2 (potentially FY21). Combined, these three projects represent \$940,000 in costs not associated with long-term reserve accounts. FY20 funding from a number of reserve accounts is being diverted to these projects. The diversions do not hamper the overall asset management strategies because of the reserve approach the Town adopted in 2012. The reserve accounts can accommodate a year of zero funding, without losing ground on the overall asset management programs.

Funding for Holding Accounts is proposed to increase \$14,950 from the prior fiscal year. The Five-Year Pavement Management Plan includes approximately \$500,000 in projects for FY20. The five-year plan includes the repaving of Route 1, which will be accomplished by combining CIP funding with Compact Road funding (Other Funds) and TIF funding. New to the CIP is a detailed Facility Management plan which now serves as the basis for the Municipal Facility Reserve account requests. The plan includes replacement schedules for heating and cooling, building envelope (windows and roofs), interior finishes, electrical systems, life safety systems, and parking lots.

The Capital Reserve Accounts are projected to decrease \$200,050 in FY20. The DPW Vehicle reserve was reduced \$100,000 to accommodate other needs within the CIP. A number of other reserve accounts do not have funding requests or have lower than usual funding requests for FY20, also to accommodate the large projects on the schedule.

As with the Holding Accounts, the zero funding of various reserve accounts for FY20 is manageable and does not negatively impact the Town's asset management plans, so long as the five-year funding plan is followed through FY24. Work is underway to develop detailed KCC equipment, Police equipment, and municipal technology plans. The FY20-FY24 CIP includes a newly developed detailed marine infrastructure plan which encompasses piers, wharves, floats, boats, ramps, and other assets used to support the Harbormaster operations.

Capital Projects are increasing by \$470,336. The LED Street Light project will convert the lamps to lower-energy, high performance street lights. The anticipated return on investment is 2.6 years, and equates to annual operating savings of approximately \$92,000 each year for the life of the lamps. This project is highly recommended due to the significant and immediate savings-potential. The design of the renovation and expansion of the Rice Public Library has been consolidated from a three-year phasing to a two-year phasing schedule; due in large part to the planning done by the Library Building Committee. The design contract calls for work to progress through schematic design, followed by a bond vote. If the voters approve the construction bond, the remaining design will be completed; if not, design activity will be halted so the Town can assess the vote results and determine next steps. The anticipated timing for the bond vote is November 2019. The CIP plan also shows projected debt service for the Library project, starting in FY21 and with a maximum limit of \$5M for the bond.

Other projects proposed and designated as appropriate "Public Safety Impact Fund" projects include additional variable speed radar signs (pole mounted) and purchase of an electronic fingerprint machine that is directly tied into state and federal databases.

The Capital Improvement Plan process commenced with a review of the Town's Capital Improvement Program policy. No changes are proposed to the policy at this time.

Department heads submitted their FY20-FY24 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 FY20-FY24 CIP includes:

- Updated Right of Way request based on the current 5-year pavement management plan;
- Incorporation of detailed facility management and marine infrastructure management plans;
- Inclusion of a project to convert street lights to LEDs, which is anticipated to produce annual savings of \$92,000 in electricity costs;
- The remaining funding for design services for the Rice Library renovation and expansion project.

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.

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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. (Amended by vote of the people 11-7-17)
- (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; and
 - (d) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.
 - (e) Recommendations to fund improvements in the established capital improvement program dedicated reserves 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.

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 OF CAPITAL IMPROVEMENT PROGRAM

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 on-going maintenance and/or projected future capital outlays, and projected capital expenditures, as well as 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 avoiding sudden changes in its debt service requirements.
- Identifying the most economical 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.

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 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 of 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 on 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

Timetable	Action
Nov – Jan	Solicitation, Compilation and Evaluation of Project Requests Department Managers prepare and submit project requests.
Dec - Jan	Town's Financial Capacity Town Manager prepares financial analysis. Financing Plan Town Manager assembles project list and supporting data; Reserve and depreciation account requests to CIP Committee with preliminary funding source recommendations.
Jan – Feb	Project Prioritization CIP Committee reviews and ranks requests. Capital Improvements Program Development CIP Committee prepares five-year schedule of projects and makes recommendations on method of financing based upon financial analysis.
Feb	Capital Improvement Program Presentation and Approval 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.
Jun	Election Voter approval of upcoming year's Capital Budget Warrants and review of capital plan, followed by department head preparation for acquisition and development activities in 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 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 material 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. If the fund balance exceeds \$200,000, the excess funds may be transferred to capital holding accounts, capital reserve accounts, or capital projects. 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 will not exceed 10 percent of the approved annual combined Town and School budget.
- Total general-obligation debt will not exceed 2.5 percent of total property valuation, except 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 will include 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 permanently kept 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 include for each active project or account: the total available funding, total 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.

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 needs 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	FY19 Approved	Balance as of 12-31-18	FY20 Plan	FY21 Plan	FY22 Plan	FY23 Plan	FY24 Plan	5 YR Totals
CAPITAL HOLDING ACCOUNTS														
	HLDG	CP	4002	DPW	Right of Way Reserve	Infrastructure	\$ 400,000	\$ 268,309	\$ 500,000	\$ 400,000	\$ 472,000	\$ 500,000	\$ 500,000	\$ 2,372,000
	HLDG	CP	4013	FD	Fire Apparatus & Vehicle Reserve	Vehicles & Equip	175,900	187,546	165,850	165,850	165,850	165,850	165,850	829,250
	HLDG	CP	2057	GG	Open Space Reserve	Land Improv	-	6,890	-	-	25,000	25,000	25,000	75,000
	HLDG	CP	4027	GG	Municipal Facility Reserve	Buildings	50,000	223,505	-	80,000	90,000	100,000	90,000	360,000
	HLDG	CP	2078	GG	Athletic Field Master Plan	Land Improv	25,000	87,142	-	300,000	-	25,000	25,000	350,000
CAPITAL HOLDING ACCOUNTS TOTAL							\$ 650,900	773,392	\$ 665,850	\$ 945,850	\$ 752,850	\$ 815,850	\$ 805,850	\$ 3,986,250
Increase (Decrease) from Prior Year									\$ 14,950					
CAPITAL RESERVE ACCOUNTS														
	RES	CP	4012	DPW	DPW Vehicles & Equipment Reserve	Vehicles & Equip	\$ 400,000	\$ 288,457	\$ 300,000	\$ 500,000	\$ 500,000	\$ 400,000	\$ 300,000	\$ 2,000,000
	RES	CP	4017	DPW	MS4 Compliance Reserve	Infrastructure	10,000	52,017	10,000	10,000	10,000	10,000	10,000	50,000
	RES	CP	4043	DPW	Parks Reserve	Land Improv	20,000	6,570	40,000	40,000	60,000	60,000	60,000	260,000
	RES	CP	SCH	ED	School Facility Reserve	Buildings	50,000	123,434	50,000	50,000	50,000	50,000	50,000	250,000
	RES	CP	SCH	ED	School Vehicle Reserve	Vehicles & Equip	10,000	27,719	10,000	10,000	10,000	10,000	10,000	50,000
	RES	CP	SCH	ED	School Equipment Reserve	Vehicles & Equip	40,000	136,504	40,000	40,000	40,000	40,000	40,000	200,000
	RES	CP	SCH	ED	School Technology Reserve	Technology	40,000	76,198	40,000	40,000	40,000	40,000	40,000	200,000
	RES	CP	4056	FD	Fire Equipment Reserve	Vehicles & Equip	57,667	188,445	57,667	57,667	57,667	57,667	57,667	288,335
	RES	CP	4020	TM	Municipal Technology Reserve	Technology	50,000	41,396	25,000	35,000	70,000	60,000	60,000	250,000
	RES	CP	4011	KCC	KCC Vehicle Reserve	Vehicles & Equip	8,650	29,061	-	-	-	-	-	-
	RES	CP	4019	KCC	KCC Equipment Reserve	Vehicles & Equip	8,400	13,457	-	25,000	30,000	30,000	30,000	115,000
	RES	CP	4051	KCC	KCC Facility Reserve	Buildings	25,000	14,027	-	20,000	30,000	25,000	15,000	90,000
	RES	CP	4018	KPA	KPA Boat Reserve	Vehicles & Equip	5,000	22,098	-	-	10,000	15,000	15,000	40,000
	RES	CP	4055	KPA	KPA Equipment Reserve	Vehicles & Equip	13,000	60,082	15,000	45,000	60,000	50,000	40,000	210,000
	RES	CP	4116	KPA	KPA Facility Reserve	Infrastructure	-	469,674	-	10,000	15,000	10,000	10,000	45,000
	RES	CP	4022	PD	Police Vehicle Reserve	Vehicles & Equip	116,000	34,019	95,000	147,000	107,000	110,000	157,000	616,000
	RES	CP	NEW	PD	Police Equipment Reserve	Vehicles & Equip	-	-	-	7,500	10,000	10,000	10,000	37,500
	RES	CP	4100	FD	Fire Facility Reserve (was Boiler Replacement)	Buildings	19,000	319	-	13,500	23,500	25,000	25,000	87,000
	RES	CP	4026	GG	Town Hall Records Preservation	Regulatory	10,000	10,010	-	15,000	15,000	10,000	10,000	50,000
CAPITAL RESERVE ACCOUNTS TOTAL							\$ 882,717	\$ 1,593,487	\$ 682,667	\$ 1,065,667	\$ 1,138,167	\$ 1,012,667	\$ 939,667	\$ 4,838,835
Increase (Decrease) from Prior Year									\$ (200,050)					
CAPITAL PROJECTS														
2018	PRJ	CP	4122	GG	Zoning Recodification and GIS Upgrade	Regulatory	\$ -	\$ 68,409	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	PRJ	CP	2053	KPA	Frisbee Wharf Town Pier (Reimb)	Infrastructure	33,664	-	-	-	-	-	-	-
	PRJ	CP	4053	KPA	Paving and Pump Out Station - Pepperrell Cove	Infrastructure	36,000	57,462	-	-	-	-	-	-
	PRJ	CP	4120	LIB	Rice and Taylor Lighting	Buildings	-	-	-	-	-	-	-	-
2018	PRJ	CP	4121	LIB	Rice Beam Replacement	Buildings	-	6,740	-	-	-	-	-	-
	PRJ	CP	4060	GG	Rice Rehab and Expansion Design	Buildings	100,000	99,448	400,000	-	-	-	-	400,000
	PRJ	CP	NEW	GG	LED Lighting Conversion	Infrastructure	-	-	240,000	-	-	-	-	240,000
CAPITAL PROJECTS TOTAL							\$ 169,664	232,058	\$ 640,000	\$ -	\$ -	\$ -	\$ -	\$ 640,000
Increase (Decrease) from Prior Year									\$ 470,336					
TOTAL ALL CAPITAL							\$ 1,703,281	2,598,937	\$ 1,988,517	\$ 2,011,517	\$ 1,891,017	\$ 1,828,517	\$ 1,745,517	\$ 9,465,085
Total Increase(Decrease) from Prior Year									\$ 285,236	\$ 23,000	\$ (120,500)	\$ (62,500)	\$ (83,000)	
Proposed Fort Foster Fees									(40,000)					
Proposed Use of PEG Surplus (Fund 2081)							\$ (243,978)		(35,000)	\$ (35,000)				
TOTAL ALL CAPITAL ADJUSTED							\$ 1,459,303	\$ 2,598,937	\$ 1,913,517	\$ 1,976,517	\$ 1,891,017	\$ 1,828,517	\$ 1,745,517	\$ 9,395,085
Increase (Decrease) from Prior Year									\$ 454,214	\$ 63,000	\$ (85,500)	\$ (62,500)	\$ (83,000)	

YEAR	CAP TYPE	FUND TYPE	FUND CODE	DEPT	Project Name	TYPE	FY19 Approved	Balance as of 12-31-18	FY20 Plan	FY21 Plan	FY22 Plan	FY23 Plan	FY24 Plan	5 YR Totals
DEBT SERVICE														
2016	TWN	DEBT		FD	Fire Stations (refinanced 2006 Bonds)	Buildings	\$ 134,700		\$ 132,400	\$ 130,100	\$ 127,800	\$ 125,500	\$ 118,250	\$ 634,050
2010	TWN	DEBT		DPW	Public Works Department	Buildings	50,231		49,400	48,503	47,563	46,556	45,484	237,506
2012	TWN	DEBT		KCC	Community Center	Buildings	368,775		363,275	357,775	352,275	346,775	341,275	1,761,375
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	149,500		146,900	144,300	141,700	139,100	136,500	708,500
2016	TWN	DEBT		KCC	Community Center Annex	Buildings	109,250		107,350	105,450	103,550	101,650	99,750	517,750
2021	TWN	DEBT	NEW	GG	Rice Proposed Expansion/Renovation ¹	Buildings	-		-	372,497	372,497	372,497	372,497	1,489,986
2013	SCH	DEBT		SCH	Mitchell School (refinanced 2002 bonds)	Buildings	228,900		224,700	220,500	216,300	212,100	-	873,600
2010	SCH	DEBT		SCH	Mitchell & Shapleigh	Buildings	476,719		469,000	460,672	451,938	442,594	432,641	2,256,844
2016	SCH	DEBT		SCH	School Various	Buildings	97,150		95,450	88,800	87,200	85,600	84,000	441,050
TOTAL DEBT SERVICE							\$ 1,643,630	\$ -	\$ 1,616,880	\$ 1,957,002	\$ 1,929,227	\$ 1,900,777	\$ 1,658,802	\$ 9,062,686
Total Town and School Debt Service Increase(Decrease)									\$ (26,750)	\$ 340,122	\$ (27,775)	\$ (28,450)	\$ (241,975)	
TOTAL CAPTIAL + DEBT							\$ 3,346,911		\$ 3,605,397	\$ 3,968,519	\$ 3,820,244	\$ 3,729,294	\$ 3,404,319	\$ 18,527,771
VARIANCE FROM PRIOR YEAR							\$ 260,795		\$ 258,486	\$ 363,122	\$ (148,275)	\$ (90,950)	\$ (324,975)	
SEWER DEBT							\$ 769,024		\$ 767,499	\$ 765,954	\$ 764,270	\$ 763,738	\$ 691,937	\$ 3,753,398

Notes:

¹Assumes \$5M, 20 years, 4%. Includes estimated issuance costs.

²Policy compares FY20 CIP to FY19 budget projections.

POLICY ²	FY19	FY20
FY2019 Combined Town & School Operating Budget	\$ 31,656,063	
FY2019 Combined Town, School and Sewer Operating Budget	\$ 34,245,564	
Capital as a % of Combined Budget (Town and School)		6.28%
Debt as a % of Combined Budget (Town and School)	Policy: 10%	5.11%
Capital & Debt as a % of Combined Budget (Town, School & Sewer)	Policy: 15%	12.77%
Capital & Debt as a % of Combined Budget (Town and School)		11.39%
Unassigned Reserve Fund Requirement for 2.5 Months	\$ 6,595,013	
Unassigned Fund Balance as of 6/30/2018	\$ 6,739,964	

DETAILED CAPITAL PROJECT REQUESTS

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4002):



Date:	November 12, 2018	Dept. Priority (1 of 3, etc.):	1
Department:	Kittery Public Works	Est. Funding Request:	\$ 500,000
Project Title:	RIGHT OF WAY RESERVE	Est. Useful Life (Years):	
Contact:	David Rich	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

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 type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input checked="" type="checkbox"/>
Replace Worn-out Equipment	<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:

The town currently maintains 65 miles of roadway (reconstruction \$450,000 per mile), 12 miles of sidewalk (Up to \$285 per foot of sidewalk with curb), 5 miles of guard rails (\$50 per foot), 6 signalized intersections (\$100,000-\$200,000 per intersection), 883 drainage basins (\$1,500 per basin for repairs), and 26 miles of drainage pipes (\$20 per foot to replace). The Town also maintains several public parking lots. 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.

The FY20 plan includes some sidewalk and drainage improvements in addition to paving.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$2,622,286	Town Funding Needed:	\$ 500,000
Amount and Type of Outside Funding Sources:	\$ 600,000	Comments:	State Compact Funds (for state roads only)
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

FY20	FY21	FY22	FY23	FY24	Total
\$ 500,000	\$ 400,000	\$ 472,000	\$500,000	\$500,000	\$2,372,000

Year	Funding Source	Project	Street Segment	From Street	To Street	Status	Miles	Square Yards	RSR	Repair	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Estimate	Supplemental Estimate	Police Estimate	Project Estimate
2022	Town	BRAVE BOAT HARBOR ROAD	BRAVE BOAT HARBOR RD-01	GERRISH ISLAND LN	CUTTS ISLAND LN	State Aid	0.13	1,620.23	79.31	11/2"Overlay	\$9.25	\$14,987.11	\$0.00	\$0.00	\$0.00	\$0.00	\$14,987.00
	Town	BRAVE BOAT HARBOR ROAD	BRAVE BOAT HARBOR RD-02	CUTTS ISLAND LN	KIMBALL LN	State Aid	0.43	5,539.30	57.31	11/2"Overlay	\$9.25	\$51,238.55	\$0.00	\$0.00	\$0.00	\$0.00	\$51,239.00
	Town	BRAVE BOAT HARBOR ROAD	BRAVE BOAT HARBOR RD-03	KIMBALL LN	EVENTIDE DR	State Aid	0.07	870.99	70.31	11/2"Overlay	\$9.25	\$8,056.63	\$0.00	\$0.00	\$0.00	\$0.00	\$8,057.00
	Town	BRAVE BOAT HARBOR ROAD	BRAVE BOAT HARBOR RD-04	EVENTIDE DR	SHEPHERDS WAY	State Aid	0.19	2,492.52	65.31	11/2"Overlay	\$9.25	\$23,055.78	\$0.00	\$0.00	\$0.00	\$0.00	\$23,056.00
	Town	BRAVE BOAT HARBOR ROAD	BRAVE BOAT HARBOR RD-05	SHEPHERDS WAY	SHORT FARM RD	State Aid	0.18	2,377.42	70.31	11/2"Overlay	\$9.25	\$21,991.17	\$0.00	\$0.00	\$0.00	\$0.00	\$21,991.00
	Town	BRAVE BOAT HARBOR ROAD	BRAVE BOAT HARBOR RD-06	SHORT FARM RD	GAILEY FARM LN	State Aid	0.32	4,108.57	60.31	11/2"Overlay	\$9.25	\$38,004.32	\$0.00	\$0.00	\$0.00	\$0.00	\$38,004.00
	Town	BRAVE BOAT HARBOR ROAD	BRAVE BOAT HARBOR RD-07	GAILEY FARM LN	SALT MARSH LN	State Aid	0.28	3,581.74	52.31	11/2"Overlay	\$9.25	\$33,131.11	\$0.00	\$0.00	\$0.00	\$0.00	\$33,131.00
	Town	BRAVE BOAT HARBOR ROAD	BRAVE BOAT HARBOR RD-08	SALT MARSH LN	YORK TL	State Aid	0.26	3,362.78	33.31	11/2"Overlay	\$9.25	\$31,105.75	\$0.00	\$0.00	\$0.00	\$0.00	\$31,106.00

\$221,571.00

Year	Funding Source	Project	Street Segment	From Street	To Street	Status	Miles	Square Yards	RSR	RSR	Repair	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Estimate	Supplemental Estimate	Police Estimate
2022	Town	PEPPERRELL ROAD	PEPPERRELL RD-01	CHAUNCEY CREEK RD	KEEN AVE	State Aid	0.06	865.42	73.00	11/2"Overlay	\$9.25	\$8,005.17	\$0.00	\$0.00	\$0.00	\$3,000.00	\$8,005.00
	Town	PEPPERRELL ROAD	PEPPERRELL RD-02	KEEN AVE	HALEY RD	State Aid	0.17	2,408.11	55.31	11/2"Overlay	\$9.25	\$22,275.05	\$0.00	\$0.00	\$0.00	\$0.00	\$22,275.00
	Town	PEPPERRELL ROAD	PEPPERRELL RD-03	HALEY RD	MOORES ISLAND LN	State Aid	0.18	2,604.70	64.31	11/2"Overlay	\$9.25	\$24,093.43	\$0.00	\$0.00	\$0.00	\$0.00	\$24,093.00
	Town	PEPPERRELL ROAD	PEPPERRELL RD-04	MOORES ISLAND LN	BELLAMY LN	State Aid	0.19	2,624.48	60.31	11/2"Overlay	\$9.25	\$24,276.44	\$0.00	\$0.00	\$0.00	\$0.00	\$24,276.00
	Town	PEPPERRELL ROAD	PEPPERRELL RD-05	BELLAMY LN	COLEMAN AVE	State Aid	0.13	1,835.83	65.31	11/2"Overlay	\$9.25	\$16,981.45	\$0.00	\$0.00	\$0.00	\$0.00	\$16,981.00
	Town	PEPPERRELL ROAD	PEPPERRELL RD-06	COLEMAN AVE	CROCKETTS NECK RD	State Aid	0.22	3,165.87	51.31	11/2"Overlay	\$9.25	\$29,284.31	\$0.00	\$0.00	\$0.00	\$0.00	\$29,284.00
	Town	PEPPERRELL ROAD	PEPPERRELL RD-07	CROCKETTS NECK RD	LAWRENCE LN	State Aid	0.26	3,687.51	45.31	11/2"Overlay	\$9.25	\$34,109.47	\$0.00	\$0.00	\$0.00	\$0.00	\$34,109.00
	Town	PEPPERRELL ROAD	PEPPERRELL RD-08	SPARHAWK LN	FOLLETT LN	State Aid	0.09	1,218.33	49.32	11/2"Overlay	\$9.25	\$11,269.52	\$0.00	\$0.00	\$0.00	\$0.00	\$11,270.00
	Town	PEPPERRELL ROAD	PEPPERRELL RD-09	FOLLETT LN	SPARHAWK LN	State Aid	0.09	1,276.10	49.32	11/2"Overlay	\$9.25	\$11,803.94	\$0.00	\$0.00	\$0.00	\$0.00	\$11,804.00
	Town	PEPPERRELL ROAD	PEPPERRELL RD-10	SPARHAWK LN	DUNCAN WAY	State Aid	0.05	699.11	48.32	11/2"Overlay	\$9.25	\$6,466.80	\$0.00	\$0.00	\$0.00	\$0.00	\$6,467.00

\$188,564.00

Year	Funding Source	Project	Street Segment	From Street	To Street	Status	Miles	Square Yards	RSR	Repair	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Estimate	Supplemental Estimate	Police Estimate	Project Estimate
2022	Town	TENNEY HILL ROAD	TENNEY HILL RD -01	CHAUNCEY CREEK RD	FOG HOLLOW LN	State Aid	0.42	5,395.52	50.31	11/2"Overlay	\$9.25	\$49,908.54	\$0.00	\$0.00	\$0.00	\$0.00	\$49,909.00
	Town	TENNEY HILL ROAD	TENNEY HILL RD -02	FROG HOLLOW LN	GERRISH ISLAND LN	State Aid	0.10	1,267.88	65.31	11/2"Overlay	\$9.25	\$11,727.92	\$0.00	\$0.00	\$0.00	\$0.00	\$11,728.00

\$61,637.00

Total Year 2022 \$471,772.00

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
2023	Town	ROUTE 1	ROUTE 1-03	RT 95 RAMP	RIPLEY RD	State Aid	0.11	3,240.24	75.32	1/2" Shim & 11/2"Overlay	\$12.50	\$40,503.00	0.00	\$0.00	\$0.00	\$0.00	\$40,503.00
	Town	ROUTE 1	ROUTE 1-04	RIPLEY RD	WILSON RD	State Aid	0.05	1,662.61	74.32	1/2" Shim & 11/2"Overlay	\$12.50	\$20,782.63	0.00	\$0.00	\$0.00	\$0.00	\$20,783.00
	Town	ROUTE 1	ROUTE 1-05	WILSON RD	COTTAGE WAY	State Aid	0.09	2,640.56	69.31	1/2" Shim & 11/2"Overlay	\$12.50	\$33,007.00	0.00	\$0.00	\$0.00	\$0.00	\$33,007.00
	Town	ROUTE 1	ROUTE 1-06	COTTAGE WAY	DEXTER LN	State Aid	0.41	12,412.46	69.31	1/2" Shim & 11/2"Overlay	\$12.50	\$155,155.75	0.00	\$0.00	\$0.00	\$0.00	\$155,156.00
	Town	ROUTE 1	ROUTE 1-07	DEXTER LN	HALEY RD	State Aid	0.26	7,902.50	68.31	1/2" Shim & 11/2"Overlay	\$12.50	\$98,781.25	0.00	\$0.00	\$0.00	\$0.00	\$98,781.00
	Town	ROUTE 1	ROUTE 1-08	HALEY RD	CUTTS RD	State Aid	0.22	6,686.62	46.31	1/2" Shim & 11/2"Overlay	\$12.50	\$83,582.75	0.00	\$0.00	\$0.00	\$0.00	\$83,583.00
	Town	ROUTE 1	ROUTE 1-09	CUTTS RD	LEWIS RD	State Aid	0.30	9,047.71	59.31	1/2" Shim & 11/2"Overlay	\$12.50	\$113,096.38	0.00	\$0.00	\$0.00	\$0.00	\$113,096.00
	Town	ROUTE 1	ROUTE 1-10	LEWIS RD	LEDGEWOOD DR	State Aid	0.41	12,590.36	80.31	1/2" Shim & 11/2"Overlay	\$12.50	\$157,379.50	0.00	\$0.00	\$0.00	\$0.00	\$157,380.00
	Town	ROUTE 1	ROUTE 1-11	LEDGEWOOD DR	IDLEWOOD LN	State Aid	0.25	7,629.50	80.31	1/2" Shim & 11/2"Overlay	\$12.50	\$95,368.75	0.00	\$0.00	\$0.00	\$0.00	\$95,369.00
	Town	ROUTE 1	ROUTE 1-12	IDLEWOOD LN	YORK TL	State Aid	0.34	10,387.40	80.31	1/2" Shim & 11/2"Overlay	\$12.50	\$129,842.50	0.00	\$0.00	\$0.00	\$0.00	\$129,843.00

\$927,501.00

Total Year 2023 \$927,501.00

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	GRAY LODGE ROAD	GRAY LODGE RD-01	RT 103	WALKER AVE	Accepted	0.02	319.41	83.00	1" Shim	\$6.00	\$1,916.46	0.00	\$0.00	\$0.00	\$0.00	\$1,916.00
	Town	GRAY LODGE ROAD	GRAY LODGE RD-02	WALKER AVE	HARRIS AVE	Accepted	0.10	1,230.72	77.00	1" Shim	\$6.00	\$7,384.32	0.00	\$0.00	\$0.00	\$0.00	\$7,384.00
	Town	GRAY LODGE ROAD	GRAY LODGE RD-03	HARRIS AVE	BRIDGEVIEW TER	Accepted	0.07	952.61	66.00	1" Shim	\$6.00	\$5,715.66	0.00	\$0.00	\$0.00	\$0.00	\$5,716.00

\$15,016.00

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	LEMONT LANE	LEMONT LN	WOODLAWN AVE	PHILBRICK RD	Accepted	0.13	1,253.97	73.00	1" Shim	\$6.00	\$7,523.82	0.00	\$0.00	\$0.00	\$0.00	\$7,524.00

\$7,524.00

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	PINKHAM AVENUE	PINKHAM AVE	RT 103	HARRIS AVE	Accepted	0.09	1,090.79	76.00	1" Shim	\$6.00	\$6,544.74	0.00	\$0.00	\$0.00	\$0.00	\$6,545.00

\$6,545.00

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	SCHOOL LANE	SCHOOL LN	RT 103	HAYLEY RD	Accepted	0.08	479.51	72.00	1" Shim	\$6.00	\$2,877.06	0.00	\$0.00	\$0.00	\$0.00	\$2,877.00
	Town	SCHOOL LANE	SCHOOL LN	RT 103	HAYLEY RD	Accepted	0.14	2,471.69	73.00	1" Shim	\$6.00	\$14,830.14	0.00	\$0.00	\$0.00	\$0.00	\$14,830.00

\$17,707.00

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	GERRISH ISLAND LANE	GERRISH ISLAND LANE-01	ROUTE 103	CHAUNCEY CREEK ROAD	Accepted	0.21	2,836.98	56.27	1/2" Shim & 11/2"Overlay	\$12.50	\$35,462.25	0.00	\$0.00	\$0.00	\$0.00	\$35,462.25

\$35,462.25

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
2024	Town	HARRIS AVENUE	HARRIS AVE	GRAY LODGE RD	PINKHAM AVE	Accepted	0.06	773.08	70.00	1/2" Shim & 11/2"Overlay	\$12.50	\$9,663.50	0.00	\$0.00	\$0.00	\$0.00	\$9,664.00

\$9,664.00

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	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

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4013):



Date:	November 2, 2018	Dept. Priority (1 of 3, etc.):	1
Department:	Fire Department	Est. Funding Request:	\$ 165,850
Project Title:	FIRE APPARATUS RESERVE	Est. Useful Life (Years):	25
Contact:	Chief David O'Brien	If Yes, when? (FY):	Annually
Previously Presented?	<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 checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<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:

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 upgraded yearly to reflect recent purchases and to provide a calculated estimate for the future. Due to a potential costly repair to Engine 1, it was decided to commence the process for replacement a year early with the actual delivery of the truck in the early FY20 timeframe. The amortization schedule reflects the 50% upfront payment for the truck during the FY19 period and also shows the balance being debited during FY20. FY20 also has an estimated \$40K being applied towards Engine 5. This is an estimate for a mid-range refurbishment of the truck. Engine 5 is the workhorse of the fleet and in order to be able to meet the 25-year life span, I recommend this refurbishment be done in FY20. This cost should well fall within the current projected amortization schedule as the replacement cost for Engine 1 is roughly \$40K less than the estimated cost of replacement and the department will be selling current Engine 1 after the refurbishment of Engine 5.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 829,250	Town Funding Needed:	\$ 165,850
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:	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	

FY20	FY21	FY22	FY23	FY24	Total
\$ 165,850	\$165,850	\$ 165,850	\$ 165,850	\$ 165,850	\$ 829,250

Fire Apparatus Replacement Schedule

Fire Truck Replacement Reserve

			FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34
Start of Year Balance			\$ 300,612	\$ 194,993	\$ 44,398	\$ 210,248	\$ 376,098	\$ 541,948	\$ 707,798	\$ 873,648	\$ 407,125	\$ 612,700	\$ 818,275	\$ 966,105	\$ 416,293	\$ 621,868	\$ 225,131	\$ 430,706
Add: CY CIP			\$ 175,900	\$ 165,850	\$ 165,850	\$ 165,850	\$ 165,850	\$ 165,850	\$ 165,850	\$ 205,575	\$ 205,575	\$ 205,575	\$ 205,575	\$ 205,575	\$ 205,575	\$ 205,575	\$ 205,575	\$ 205,575
Total Available			\$ 476,512	\$ 360,843	\$ 210,248	\$ 376,098	\$ 541,948	\$ 707,798	\$ 873,648	\$ 1,079,223	\$ 612,700	\$ 818,275	\$ 1,023,850	\$ 1,171,680	\$ 621,868	\$ 827,443	\$ 430,706	\$ 636,281
s	Annual Reserve	Reserve Needed																
\$	21,000	\$ 483,000	\$281,519	\$276,445														
\$	19,000	\$ 323,000							\$ 624,024									
\$	6,875	\$ 55,000							\$48,074									
\$	1,400	\$ 5,600																\$ 39,382
\$	2,300	\$ 20,700											\$ 57,745					
\$	21,000	\$ 273,000		\$ 40,000									\$ 755,387					
\$	16,000	\$ 176,000														\$602,312		
\$	30,000	\$ 270,000																\$ 1,181,882
Projected Expenditures			\$ 281,519	\$ 316,445	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 672,098	\$ -	\$ -	\$ 57,745	\$ 755,387	\$ -	\$ 602,312	\$ -	\$ 1,221,263
Excess (Shortfall)			\$ 194,993	\$ 44,398	\$ 210,248	\$ 376,098	\$ 541,948	\$ 707,798	\$ 873,648	\$ 407,125	\$ 612,700	\$ 818,275	\$ 966,105	\$ 416,293	\$ 621,868	\$ 225,131	\$ 430,706	\$ (584,982)

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (2057):



Date:	November 12, 2018	Dept. Priority (1 of 3, etc.):	3
Department:	Administration	Est. Funding Request:	\$ 0
Project Title:	OPEN SPACE RESERVE	Est. Useful Life (Years):	NA
Contact:	Kendra Amaral, Town Manager	If Yes, when? (FY):	Ongoing
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

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"/>
Replace Worn-out Equipment	<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:

This fund was established as a reserve account in the event the Town seeks to purchase and/or improve open space. In 2015, Town Council approved a \$75,000 distribution from this account to the Kittery Land Trust in support of the Brave Boat Headwaters project. In 2017, \$50,000 was approved for the Emery Field Phase 1 project.

There are no current open space acquisition or improvement projects anticipated in the next few years.

Photo (click image to insert):



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	

FY20	FY21	FY22	FY23	FY24	Total
\$ 0	\$0	\$25,000	\$25,000	\$25,000	\$75,000

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4027):



Date: November 12, 2018

Department: Administration

Project Title: MUNICIPAL FACILITY RESERVE

Contact: Kendra Amaral, Town Manager

Previously Presented? ☒ YES ☐ NO

Dept. Priority (1 of 3, etc.): 2

Est. Funding Request: \$0

Est. Useful Life (Years): 10-30

If Yes, when? (FY): Annually

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 type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<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:

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.

The reserve request for FY20 has been zeroed out to shift funding to other priority projects. The plan can sustain this without impacting the long-term management of the facilities, so long as the allocation is appropriately adjusted and maintained in the remaining years.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$360,000	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	

FY20	FY21	FY22	FY23	FY24	Total
\$0	\$80,000	\$90,000	\$100,000	\$90,000	\$360,000

TOWN OF KITTERY, MAINE
TOP LEVEL - ANNUAL RESERVE ESTIMATES
2020-2024 FACILITY MAINTENANCE RESERVE

Sum of EST REPLACEMENT COST ESCALATED																
	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
AIR CONDITIONING	\$ 13,390												\$ 58,741	\$ 279,829		
COMMUNICATION SYSTEMS																
EMERGENCY POWER																
EXTERIOR WALLS				\$ 30,951					\$ 15,005							
FLOOR COVERINGS									\$ 32,685							
HEATING SYSTEM		\$ 6,682		\$ 6,155					\$ 28,705		\$ 4,568		\$ 35,245	\$ 18,907		
INTERIOR WALLS				\$ 24,761												
POWER DISTRIBUTION																
ROOF SYSTEMS						\$ 5,320		\$ 36,073	\$ 793	\$ 7,407	\$ 158,540			\$ 9,699	\$ 111,998	
SITE UTILITIES																
VEHICULAR & PEDESTRIAN MOVEMENT				\$ 182,062												
VENTILATION UNITS				\$ 3,658												
UNPLANNED PROJECTS	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	
Grand Total	\$ 28,390	\$ 21,682	\$ 15,000	\$ 262,588	\$ 15,000	\$ 25,320	\$ 20,000	\$ 56,073	\$ 97,187	\$ 27,407	\$ 183,108	\$ 20,000	\$ 113,986	\$ 328,436	\$ 131,998	
Beginning Balance	\$ 65,375	\$ 36,985	\$ 95,303	\$ 170,303	\$ 7,715	\$ 82,715	\$ 152,396	\$ 227,396	\$ 266,322	\$ 269,135	\$ 341,729	\$ 258,621	\$ 338,621	\$ 324,634	\$ 96,198	
CIP Allocation	\$ -	\$ 80,000	\$ 90,000	\$ 100,000	\$ 90,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
Est Projects	\$ 28,390	\$ 21,682	\$ 15,000	\$ 262,588	\$ 15,000	\$ 25,320	\$ 20,000	\$ 56,073	\$ 97,187	\$ 27,407	\$ 183,108	\$ 20,000	\$ 113,986	\$ 328,436	\$ 131,998	
Ending Balance	\$36,985	\$95,303	\$170,303	\$7,715	\$82,715	\$152,396	\$227,396	\$266,322	\$269,135	\$341,729	\$258,621	\$338,621	\$324,634	\$96,198	\$64,200	

TOWN OF KITTERY, MAINE
TOP LEVEL - ANNUAL RESERVE ESTIMATES
2020-2024 FACILITY MAINTENANCE RESERVE
Inflation Assumption

3%

CATEGORY	SYSTEM	ANTICIPATED END LIFE	ESTIMATED REPLACEMENT COST TODAY	EST REPLACEMENT COST ESCALATED
AIR CONDITIONING	POLICE DEPT RADIO ROOM DMS-3	2020	\$ 6,500	\$ 6,695
AIR CONDITIONING	POLICE DEPT SERVER ROOM DMS-4	2020	\$ 6,500	\$ 6,695
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	2033	\$ 40,000	\$ 60,504
AIR CONDITIONING	MUNICIPAL COMPLEX CU-2 POLICE DISPATCH	2033	\$ 35,000	\$ 52,941
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			
COMMUNICATION SYSTEMS	SERVERS			
COMMUNICATION SYSTEMS	ANTENNAS			
EMERGENCY POWER	TOWN HALL CONNECTION PROJECT	2019	\$ 85,000	\$ 85,000
EMERGENCY POWER	POLICE DEPT.			
EMERGENCY POWER	TRANSFER SWITCHES			
EMERGENCY POWER	TRANSFORMERS			
EMERGENCY POWER	SERVICE WIRING			
EXTERIOR WALLS	PUBLIC WORKS - SHOP AND GARAGE	2019	\$ 50,000	\$ 50,000
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			
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	2021	\$ 3,149	\$ 3,341
HEATING SYSTEM	MUNICIPAL COMPLEX LOOP HEAT CIRC P2-B	2021	\$ 3,149	\$ 3,341
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	2035	\$ 30,000	\$ 48,141
HEATING SYSTEM	MUNICIPAL COMPLEX - BOILER B-2	2035	\$ 30,000	\$ 48,141
HEATING SYSTEM	MUNICIPAL COMPLEX BOILER CIRC B-1	2037	\$ 1,100	\$ 1,873
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

CATEGORY	SYSTEM	ANTICIPATED END LIFE	ESTIMATED REPLACEMENT COST TODAY		EST REPLACEMENT COST ESCALATED
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	2019	\$	35,000	\$ 35,000
ROOF SYSTEMS	MEMORIAL FIELD - PARKS GARAGE	2025	\$	4,455	\$ 5,320
ROOF SYSTEMS	PUBLIC WORKS - STORAGE GARAGE 3 BAY	2027	\$	28,477	\$ 36,073
ROOF SYSTEMS	TRANSFER STATION - ASH BIN	2028	\$	608	\$ 793
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	2023	\$	63,760	\$ 71,762
VEHICULAR & PEDESTRIAN MOVEMENT	PARKING LOT PAVING COMMUNITY CENTER	2023	\$	53,200	\$ 59,877
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
VENTILATION UNITS	AHU-4 -BLOWER MOTOR	2023	\$	1,000	\$ 1,126
VENTILATION UNITS	AHU-5-BLOWER MOTOR	2039	\$	1,578	\$ 2,850

CATEGORY	SYSTEM	ANTICIPATED END LIFE	EST REPLACEMENT COST		
			REPLACEMENT COST TODAY	EST REPLACEMENT COST	EST REPLACEMENT COST ESCALATED
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				

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (2078):



Date:	November 12, 2018	Dept. Priority (1 of 3, etc.):	2
Department:	Administration	Est. Funding Request:	\$ 0
Project Title:	ATHLETIC FIELDS MASTER PLAN RESERVE	Est. Useful Life (Years):	10-20 years
Contact:	Kendra Amaral, Town Manager	If Yes, when? (FY):	FY 2018
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input checked="" 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"/>
Replace Worn-out Equipment	<input checked="" 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:

Phase 1 of the Emery Field improvement was completed in 2018 at a cost of \$380,000. Through discussion with the Kittery Athletic Field Improvement Committee and the KPS Athletic Director, phase 2 of Emery Field was identified as the next priority project. Phase 2 will include demo and remediation of the old recreation building, construction of a new building for bathrooms/concession/maintenance storage, and improvements to the parking lot. Total estimated cost is \$695,450. We have applied for another LWCF grant for \$300,000. Due in part to the government shutdown of 2019, LWCF allocations are expected to be delayed a year. Partial funding may be needed at the end of FY20 to start construction if this project is awarded a grant through LWCF.

Funding in the later years is for design of the next priority project.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 610,000	Town Funding Needed:	\$ 0
Amount and Type of Outside Funding Sources:	\$300,000	Comments:	Land and Water Conservation Fund
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?	Athletic Fields Master Plan
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	

FY20	FY21	FY22	FY23	FY24	Total
\$ 0	\$300,000	\$ 0	\$ 25,000	\$25,000	\$350,000

Emery Field Phase 2
Preliminary Estimate

Estimated Project Costs

Engineering (design, bid, resident)	\$	85,500
Demolition of old Rec Bldg		74,500
Asbestos Inspection		5,000
Fill & regrade site		20,000
Overhaul and expand parking area		150,000
Field house (bathrooms, concession, storage)		225,000
Walkway		80,000
Subtotal		640,000
Contingency 10%		55,450
Total Cost	\$	695,450

LWCF Share (50% up to \$300K)	300,000
Town Share (excluding design)	309,950

Funds Available for Town Share Match as of Nov 1, 2018

Open Space Reserve	6,890
Athletic Field Master Plan	87,143
Less: Design ¹	(85,500)
Total Available for Match	8,533
Variance	301,417

All Possible Addlt Sources

CIP 2020 Allocation ²	\$	300,000
Unencumbered for Match 2019 ³	Up to \$100,000	
Unencumbered for Match 2020 ³	Up to \$100,000	

Notes:

1. Design costs are not part of the LWCF grant. The town must cover the full cost of design on its own.
2. CIP 2020 Allocation based on FY19 - FY23 CIP. May be adjusted through the development of the FY20 - FY24 plan.
3. Unencumbered for Match available per Town Article approved June 2018, and proposed for Town Article in June 2019.

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4012):



Date:	November 12, 2018	Dept. Priority (1 of 3, etc.):	1
Department:	Kittery Public Works	Est. Funding Request:	\$ 300,000
Project Title:	VEHICLES AND EQUIPMENT RESERVE	Est. Useful Life (Years):	10 – 25 years
Contact:	David Rich	If Yes, when? (FY):	Annually
Previously Presented?	<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 checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" 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:

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

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$2,000,000	Town Funding Needed:	\$300,000
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

FY20	FY21	FY22	FY23	FY24	Total
\$300,000	\$ 500,000	\$ 500,000	\$400,000	\$300,000	\$2,000,000

New/Replacement Schedule and Estimated Costs Public Works 2020 Vehicles and Equipment Highway Division: Account Number: 4012																					
	Unit	Year Purchased	Cost	Vehicle Make	Vehicle Description	2020 Replacement	2021 Replacement	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	2001	95,000	Freightliner	8 cy dump plow, wing, sander														239,680		
	403	2001	95,000	Freightliner	8 cy dump, plow, wing, sander														239,680		
	404	2001	95,000	Freightliner	8 cy dump, plow, wing, sander			186,807													
	405	2005	60,000	Ford	550, 4WD, 3cy, SS dump, 9' plow								105000								
	417	2001	95,000	Freightliner	8 cy dump, plow, wing, sander																
	407	2005	70,000	Ford	550, 4WD, 3cy, SS dump, 10' plow, wing								138200								
	409	2001	95,000	Freightliner	8 cy dump, plow, wing, sander														239,680		
	410	2014	59,000	Ford	350, 4wd, pick up utility body, 9' plow					82345											
	411	2012	20,000	Ford	F150 4WD Pickup					50,000											
	411A	2007	17,719	Kia	Rondo LX		20,200														
	412	2001	95,000	Freightliner	8 cy dump, plow, wing, sander			186,807													
	413	2005	60,000	Ford	550, 4WD, 3cy, SS dump, 10' plow								105000								
	415	2006	185,000	Elgin	sweeper, basin cleaner																
	416	2005	25,000	Ford	F250, 4wd,, 8' plow	69000															
	406	1994	95,000	International	8 cy dump, plow, wing, sander														239,680		
	419	2012	10,000	Load Max	Low Pro trailer								11500								
	422	2014	103,000	Cat	4wd, loader/backhoe, 1 3/4 cy				121,750												
	427	2008	121,900	CAT	4wd,loader 3 cy	212710															
	429	2006	108,000	Trackless	MT, sidewalk plow																
	430	2007	2,400	Sweepster	Sidewalk Sweeper walk behind								4980								
	431	2007	2,400	Sweepster	Sidewalk Sweeper walk behind								4980								
	432	2000	15,000	Maclean	MV2 Sidewalk Plow Sander/Ribbon Blower													185,250			
	438	2001	40,000	Sewer Equipment	Culvert Cleaning Trailer, Diesel		80,000														
	440	1994	4,000	Lincoln	Welder with Trailer				4,620												
	441	1987	2,500	Low Bed	Roller Trailer																
	444	1994	10,000	Ingersoll Rand	69000	31740															
	445	1995	10,700	Wacker	Paving Roller																
	448	1980	1,000	Homemade	Form Trailer 6000 lbs		4,300														
	449	1962	5,000	GEN	Equipment Trailer 20 ton																
	453	1996	1,600	Wacker	Plate Compactor																
	457	2002	9,225	Salsco	Mini Paver Sidewalks			16,800													
	458	2001	3,400	Wacker	Reversible Plate Compactor																
	491	1997	2,500	Sawtec	Pavement Cutter													5,000			
	529	2012	3,800	Line Lazer	Line Striping Machine													4,160			
	533	2017	8,137	Bosch	Vehicle Diagnostic Tool			11,980					12,230								
	561	2002	1,500	Emglo	Air Compressor				9,370												
	579	2007	Unknown	Reznor	Waste Oil Furnace			7,820													
	591	1992	1,200	Jet	Gantry Hoist																
	591A	1992	Unknown	Bridge Crane	Bridge Crane Support																
	592	1994	2,421	Dip-Pak	Welder																
	594	1994	Unknown	Vehicle Lift	Vehicle Lift																
	595	2010	23,000	Kohler 60KW	Generator-Dielsel 60KW															29,620	
	597	Unknown	Unknown	Dynamic 40 amp	Plasma Cutter																
	598	1993	3,500	Landa	Pressure Washer 3500 psi													5,400			
	599	2017	Unknown	Sander Racks	(4) Sander Racks																
	610 (25)	Unknown	Unknown	(25 units)Vehical Radios	(25 units)Vehical Radios	900	450	2,250													
In-Town Parks and Fort Foster Division:																					
	401	2005	60,500	Ford	550, 4wd, 3cy, ss dump, 10' plow								135400								
	414	2005	60,000	Ford	550 4wd 3 cy, SS dump, 9' plow								99000								
	408	2004	14,500	Chevy	4WD Pickup																
	420	2006	12,000	John Deere	Z-Track	29200															
	421	2010	38,000	Kubota	B3030 loader,mower,sweeper, tiller						53,000										
	426	1999	14,000	Jacobsen	4wd fr mower													19,575			
	428	2013	15,000	Kubota	2wd Zero Turn Mower									22500							
	436/477	1996	4,000	Billy Goat	Leaf loader													12,000			
	446	1982	466	Hayes	Trailer																
	450	2000	5,000	Welsh	trailer		8,100														
	478	2011	1,260	Billy Goat	Leaf loader						3,722							12,000			
Solid Waste Division:																					
	423	2003	92,500	John Deere	544H, loader																
	424	2011	46,428	New Holland	L185, skid steer							92900									
	425	2007	40,000	New Holland	L185, skid steer			77,500													
	437	1994	58,000	Read	RD-40B, screen all				119,040												
	439	2002	45,000	Manac	trailer													89,700			
	442	1990	15,000	Morbark	290, chipper				48,330												
	488	2012	800	Homemade	Enclosed Trailer			4,400													
	500	2015	310,530	International	TR-10N-75 Auto Baler															502,530	
	501	1991	41,000	MACHINEX	baler conveyor		154,200														
	502	1998	10,000	Stecc	Trash Trailer				109,750												
	503	2004	70,000	Stecc	trash compactor						110,020										

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4017):



Date: November 12, 2018

Department: Kittery Public Works

Project Title: MS4 COMPLIANCE

Contact: David Rich

Previously Presented? ☒ YES ☐ NO

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

Est. Funding Request: \$ 10,000

Est. Useful Life (Years): 10-20

If Yes, when? (FY): Annually

Project Type: Check All That Apply -

Scheduled Replacement	<input 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"/>
Replace Worn-out Equipment	<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:

Through stormwater permitting the town is expected to complete a number of objectives, including an evaluation of all municipal properties for stormwater retrofit-potential/reduction in impervious cover; and preparation and maintenance of a list of five (5) target properties to be retrofitted with stormwater quality and quantity treatment infrastructure. As each property is retrofitted and removed from the list a new property must be added. Retrofits are expected to cost between \$20,000 to \$50,000 per acre of impervious cover. Criteria for prioritizing the projects are part of the MS4 permit. Projects completed late in FY18 and early FY19 include Dennett Road and Old Dennett Road.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 50,000	Town Funding Needed:	\$10,000
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	

FY20	FY21	FY22	FY23	FY24	Total
\$ 10,000	\$10,000	\$ 10,000	\$10,000	\$ 10,000	\$50,000

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4043):



Date: November 12, 2018

Department: Kittery Public Works

Project Title: PARKS RESERVE

Contact: David Rich

Previously Presented? ☒ YES ☐ NO

Dept. Priority (1 of 3, etc.): 2

Est. Funding Request: \$ 40,000

Est. Useful Life (Years): 10-20

If Yes, when? (FY): Annually

Project Type: Check All That Apply -

Scheduled Replacement	<input 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"/>
Replace Worn-out Equipment	<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:

Funds replacement, rehabilitation, and repair for various cemeteries, field irrigation systems, fences, and park buildings, and Fort Foster infrastructure including the pier, playground, etc.

The FY20 request will fund Parks Commission priorities for Fort Foster including repair of the Tower Bathroom roof, development of a landscape plan, and supplemental reserve funding for future projects. Day pass rates are being increased to offset the added capital costs.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 260,000	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	

FY20	FY21	FY22	FY23	FY24	Total
\$ 40,000	\$ 40,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 260,000

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):



Date:	November 13, 2018	Dept. Priority (1 of 3, etc.):	1
Department:	Kittery School District	Est. Funding Request:	\$ 50,000
Project Title:	SCHOOL FACILITY RESERVE	Est. Useful Life (Years):	10-30 years
Contact:	Eric Waddell, Superintendent of Schools	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

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"/>
Replace Worn-out Equipment	<input checked="" 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 for facility needs, which may include unanticipated repairs and/or replacement of outdated infrastructure. Facilities-related projects for FY20 include the following: Digital marquee at Traip Academy (\$15,000 with a \$5000 gift from the Centennial Committee); Mitchell Primary School Cafeteria sound abatement tiles (\$9,500); exterior painting project at Mitchell Primary School (\$20,000); Shapleigh School classroom/office/hall carpet replacement project (\$25,000); interior painting projects at Traip Academy including the gymnasium (\$38,600); roofing repair/replacement project at Traip Academy (\$15,000); slate/flashing roof repairs at Traip Academy (\$10,000); replace the aging and obsolete scoreboards at the Shapleigh and Memorial Fields with LED devices that are more efficient and do not require bulb replacement, and are highly functioning (\$10,000).



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	

FY20	FY21	FY22	FY23	FY24	Total
\$ 50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):



Date:	November 13, 2018	Dept. Priority (1 of 3, etc.):	1
Department:	Kittery School District	Est. Funding Request:	\$ 10,000
Project Title:	SCHOOL VEHICLE RESERVE	Est. Useful Life (Years):	5 years
Contact:	Eric Waddell, School Superintendent	If Yes, when? (FY):	Annually
Previously Presented?	<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 type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" 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 21,358. 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 54,000, and the anticipated trade year will be 2022 or approximately 120,000 miles.



Project Financing:

Total Project Cost:	\$ 50,000	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	

FY20	FY21	FY22	FY23	FY24	Total
\$ 10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):



Date:	November 13, 2018	Dept. Priority (1 of 3, etc.):	1
Department:	Kittery School District	Est. Funding Request:	\$ 40,000
Project Title:	SCHOOL EQUIPMENT RESERVE	Est. Useful Life (Years):	5-10 Years
Contact:	Eric Waddell, Superintendent of Schools	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

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"/>
Replace Worn-out Equipment	<input checked="" 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 maintain an account which is available for replacement equipment, as needed. The account is used to replace or upgrade equipment needs on an as needed basis. Current plans for FY20 equipment expenditures from the CIP Equipment Reserve include the following: floor auto scrubber at Shapleigh School and Traip Academy (\$20,000); replace the air conditioning unit in the computer server room at Shapleigh School (\$13,230); install an existing boiler at Shapleigh School to boost the existing boilers on especially cold days (\$8,500); upgrades to the Traip Academy Fitness Center aerobic equipment (\$10,000); domestic water boosters pumps (2) at Shapleigh School (\$25,000); 2,500 pound utility trailer for the maintenance department to transport heavy equipment among the three schools including the hydraulic lift (\$5,500).



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	

FY20	FY21	FY22	FY23	FY24	Total
\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):



Date:	November 13, 2018	Dept. Priority (1 of 3, etc.):	1
Department:	Kittery School District	Est. Funding Request:	\$ 40,000
Project Title:	SCHOOL TECHNOLOGY RESERVE	Est. Useful Life (Years):	5 years
Contact:	Eric Waddell, School Superintendent	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

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"/>
Replace Worn-out Equipment	<input checked="" 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 maintain an account which is available for unexpected and/or technology needs, which may include unanticipated repairs and/or replacement of outdated infrastructure or equipment. Anticipated classroom technology needs for FY20 including the following: wireless infrastructure network replacement (\$24,000); replace switches with new Meraki switches (may be partially funded through E-rate--\$8000); possible technology upgrades to security/surveillance system; various classroom technology needs including Promethean Board upgrades. The District has a technology plan which drives our technology upgrades and purchases. The CIP Technology Reserve enables the District to execute that plan.



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	

FY20	FY21	FY22	FY23	FY24	Total
\$ 40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000

2019 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4056):



Date: November 2, 2018

Department: Fire Department

Project Title: FIRE EQUIPMENT RESERVE

Contact: Chief David O'Brien

Previously Presented? ☒ YES ☐ NO

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

Est. Funding Request: \$ 57,667

Est. Useful Life (Years): 10

If Yes, when? (FY): 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"/>
Replace Worn-out Equipment	<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:

The Fire Equipment Reserve account is in place to fund the routine replacement of firefighter protective clothing, firefighter self-contained breathing apparatus (SCBA) and other large dollar equipment as needed. As stated in previous project descriptions for this account the estimated cost to replace the SCBA's in FY23 is approaching \$235K. In previous years, protective clothing has been replaced on an as needed basis with an NFPA requirement of ten year replacement. I am proud to say that Kittery has adopted the CDC recommendations concerning cancer among firefighters and is now supplying two sets of protective clothing to each certified structural firefighter. The process mandates that once exposed to potential carcinogens the firefighter will remove the protective ensemble at the scene of the incident and change into the reserve set of clothing.



Project Financing:

Total Project Cost:	\$ 288,335	Town Funding Needed:	\$57,667
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?	\$ 0	Comments:	

Project Planning:

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

FY20	FY21	FY22	FY23	FY24	Total
\$ 57,667	\$57,667	\$57,667	\$57,667	\$57,667	\$288,335

Project Description (continued)

The contaminated clothing is bagged and tagged at the scene. This ensures contamination is limited to the scene and not to the apparatus seating, or back at the fire stations. The contaminated gear is washed by an extractor and air dried which takes up to two days of down time for the clothing. We were able to meet this goal with some older clothing and purchasing new clothing. I expect I will be purchasing at least ten more complete sets in FY19 and into FY20 at an expected cost of \$30,000. I am also proud to say that this account will support this initiative and is funded at the proper level at this time.

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4020):



Date:	November 12, 2018	Dept. Priority (1 of 3, etc.):	1
Department:	Administration	Est. Funding Request:	\$ 25,000
Project Title:	Technology Reserve	Est. Useful Life (Years):	5-7
Contact:	Kendra Amaral, Town Manager	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

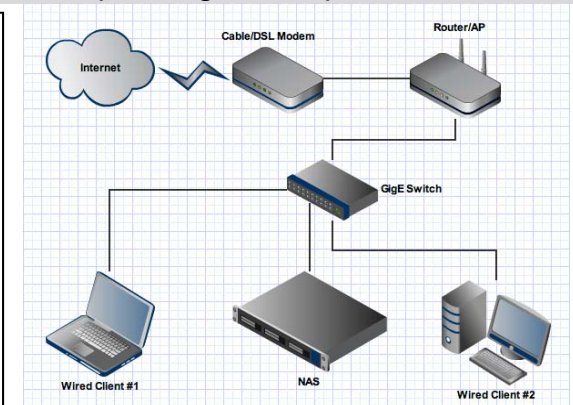
Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" 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:

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.

In FY19, the fund has supported the implementation of new back-up and storage systems, server repair and computer replacement. We have been having a number of hardware issues specifically with our virtual servers this year which are diverting effort and funding from the VOIP conversion.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$250,000	Town Funding Needed:	\$ 25,000
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	

FY20	FY21	FY22	FY23	FY24	Total
\$ 25,000	\$ 35,000	\$ 70,000	\$ 60,000	\$ 60,000	\$250,000

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4019):



Date:	November 13, 2018	Dept. Priority (1 of 3, etc.):	2
Department:	Kittery Community Center	Est. Funding Request:	\$0
Project Title:	KCC EQUIPMENT RESERVE	Est. Useful Life (Years):	5-10
Contact:	Jeremy Paul, Director	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

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"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input checked="" type="checkbox"/>		

Project Description:

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

The following projects are being considered for the next five years: weight machines in the fitness room that are over 20 years old. STAR Theatre needs an upgrade/expansion of sound capacity and upgrades to the theatrical light system. Kitchen equipment is nearing the end of useful life and will need replacement, including 60" stainless steel range, 2 convection ovens, walk-in cooler and walk-in freezer. The KCC is looking into adding a sound system to the gym to expand its appeal and capabilities for events; and an all building intercom system to coincide with emergency management plans. Broken or worn out playground equipment also needs replacement.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 115,000	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:	Would be added to routine maintenance schedule
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	Updated equipment will attract more rentals and revenue

Project Planning:

Proposed Start Date of Project:	We will phase these improvements and purchase as the account grows.
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, over the next five years these projects can be accomplished if enough money is approved.

FY20	FY21	FY22	FY23	FY24	Total
\$ 0	\$25,000	\$30,000	\$30,000	\$30,000	\$115,000



Kittery Community Center
 120 Rogers Road, Kittery, ME 03904
 (p) 207-439-3800 • (f) 207-439-1780
www.kitterycommunitycenter.org

Director
Assistant Director
Recreation Supervisor
Early Childhood Supervisor

Jeremy Paul
Todd Henley
Valerie Lachapelle
Dawn Jenkins

KCC EQUIPMENT RESERVE (CIP FUND 4019)

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

Fitness Equipment: A number of fitness machines in the fitness suite that were donated by York Hospital are over 20 years and nearing the end of their usefulness. The cost to replace those machines is \$37,068.



Kitchen Equipment: In reviewing the equipment in the kitchen, we realized there weren't prices estimated in previous requests for things such as the stove, convection ovens, and the walk-in refrigerator/freezer unit if they were to be replaced. The cost to replace those pieces of equipment is roughly \$20,000.

STAR Theatre Equipment: As we now have six years of experience and feedback from users of the STAR facility, we are aware of the need to upgrade and expand the sound capacity and lighting system. The cost for those items would be approximately \$66,000, but can be phased in over the years. The priority LED fixtures would be \$22,000. In addition, we need to consider a better theatre management/preventive maintenance procedure.

Playground Equipment: The playground in the back of the building is in need of repair and upgrades. Most of the equipment currently on the playground was installed when that playground was constructed around 2000. This playground houses the public as well as our daycare programs. As our Board of Directors looks into an overall campus plan, the location of the playground may change, but that may be years down the road. With our state licensed daycare programs using the playground, we need to make the facility safer. The cost to repair/replace various items is \$1,331.



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 without skipping a beat. We have had to make due with a portable speaker with microphone for some events. The cost to have a new sound system put in is approximately \$48,000. Please see the attached.

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 thru 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. Being able to communicate effectively with as many people as possible is of the utmost importance in case of emergency. We are currently working on getting pricing information on this system.

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4051):



Date: November 13, 2018

Department: Kittery Community Center

Project Title: KCC FACILITY RESERVE

Contact: Jeremy Paul, Director

Previously Presented? ☒ YES ☐ NO

Dept. Priority (1 of 3, etc.): 2

Est. Funding Request: \$0

Est. Useful Life (Years): 10-20

If Yes, when? (FY): Annually

Project Type: Check All That Apply -

Scheduled Replacement	<input 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"/>
Replace Worn-out Equipment	<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:

This account will be for larger projects/maintenance of the KCC and the East Wing. Examples include: Blown in insulation in the annex which would be of great value now that this area is renovated, replacement of exterior doors, and insulation in the attic at KCC. In addition, evaluating the heating system in the East Wing has led us to look into installing a two heat pump systems to replace the current one pump system that is in poor condition and not efficiently meeting the needs of the space.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 90,000	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:	part of PM program in east wing for heating system
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	insulation will increase heating efficiency

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	

FY20	FY21	FY22	FY23	FY24	Total
\$ 0	\$20,000	\$30,000	\$25,000	\$15,000	\$90,000



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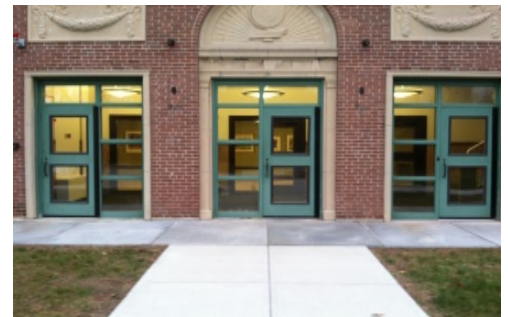
KCC FACILITY RESERVE (CIP FUND 4051)

Insulation of the East Wing: 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.

Insulation in the attic at KCC: Based on the pricing information given to insulate the East Wing, we have come up with a cost estimate \$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 fluxation, providing better indoor air quality and indoor comfort, and having less wear and tear on HVAC systems.

Replacement of Exterior Doors: There is a need to replace exterior doors. The current priority for safety and security is for doors #6 and #7 to be replaced. Based on pricing information provided for similar doors at the Kittery Police Department, the price would be \$3,500 per door.



Increased Parking at KCC: With the number of large events here at the KCC, there is a dire need to expand/increase parking on site. The recent Election Day on November 6th, resulted in using the front field as extra parking and the attached photos show the damage to the field. The broader overall campus plan taken on by the KCC Board of Directors will include expanded parking. Based on an estimate from 2017, a price to do the top portion of the field would now cost an estimated \$16,000.



East Wing Heating System: In reviewing the heating system of the East Wing, we found that the current single-pump system is in poor condition. The cost to install two new heating system pumps is \$16,956. Two pump systems are now standard in these types of buildings. This will maintain redundancy so that we will always have circulation and will help save energy.

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4018):



Date:	November 27, 2018	Dept. Priority (1 of 3, etc.):	2
Department:	Harbormaster	Est. Funding Request:	\$ 0
Project Title:	KITTERY PORT AUTHORITY BOAT RESERVE	Est. Useful Life (Years):	7-10
Contact:	John Brosnihan, Harbormaster	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

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"/>
Replace Worn-out Equipment	<input checked="" 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:

This account provides 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 other boat used by the Port Authority staff is a 16' Carolina skiff used for shallow water patrols and assistance. In 2018, the Carolina Skiff had restoration work on the hull and service work on the Yamaha engine. This work will continue in order to lengthen the useful life of the boat. The trailer for the Carolina Skiff is in desperate need of replacement due to extensive rust and electrical problems. The Surfside needs some outfitting with heavier service fittings and updated electronics as it was used by the former owner for strictly civilian use.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$40,000	Town Funding Needed:	\$ 0
Amount and Type of Outside Funding Sources:	\$	Comments:	As needed
Salvage Value of Existing Equipment?	\$ 10,000	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$ 2,000	Comments:	Fuel and general maintenance
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

FY20	FY21	FY22	FY23	FY24	Total
\$0	\$0	\$10,000	\$15,000	\$15,000	\$40,000

Town of Kittery																						
Harbor Master																						
BOATS AND VEHICLES			Escalation Factor:		3%																	
Harbor Master																						
	Year	Model	Replacement																			
Property	Purchased	Year	Cost	Year	Make	Description	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
21' Boat	2017	2013	\$23,000	2025	Surfside Hull (out of business)	21 foot							27,463									
Outboard	2017	2013	\$11,000	2025	Evinrude E-Tech 115	115 HP Outboard							13,135									
Electronics Pkg	UNK	UNK	\$3,400	2021					3,607													
16' Boat	UNK	UNK	\$8,000	2021	Carolina Skiff	16 foot			8,487													
Outboard	2015	2015	\$2,800	2021	Yamaha	25 HP Outboard			2,971													
21' Trailer	2017	2013	\$4,000	2023	Came with Surfside						4,502			4,919								
16 ' Trailer	Unk	Unk	\$1,800	ASAP	Homemade		1,800															
HM Truck	2019	2001	\$9,000	2023	Ford	Used					10,130											
Account Balance							\$22,098	\$20,298	\$20,298	\$5,233	\$15,233	\$15,602	\$30,602	\$4	\$5,084	\$15,084	\$22,584	\$30,084	\$37,584	\$45,084	\$52,584	\$60,084
Cost							1,800	-	15,065	-	14,632	-	40,598	4,919	-	-	-	-	-	-	-	-
Trade-In							\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost							\$1,800	\$0	\$15,065	\$0	\$14,632	\$0	\$40,598	\$4,919	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CIP Funding							\$0	\$0	\$0	\$10,000	\$15,000	\$15,000	\$10,000	\$10,000	\$10,000	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Remaining Account Balance							\$20,298	\$20,298	\$5,233	\$15,233	\$15,602	\$30,602	\$4	\$5,084	\$15,084	\$22,584	\$30,084	\$37,584	\$45,084	\$52,584	\$60,084	\$67,584

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4055):



Date: December 10, 2018

Department: Harbormaster

Project Title: KITTERY PORT AUTHORITY EQUIPMENT RESERVE

Contact: John Brosnihan, Harbormaster

Previously Presented? ☒ YES ☐ NO

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

Est. Funding Request: \$ 15,000

Est. Useful Life (Years): 5

If Yes, when? (FY): Annually

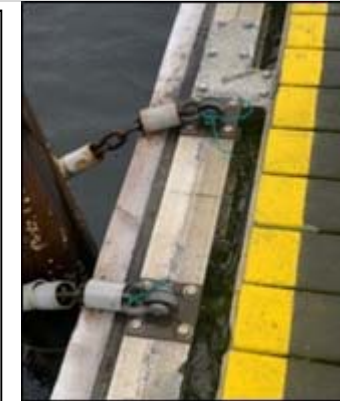
Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input checked="" type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input checked="" type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input checked="" type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

This account provides annual funding to replace equipment that has reached the end of its service life as well as keep a stock of spare equipment in the event that an unexpected failure beyond repair occurs. Floats (docks) and ramps are currently the highest cost equipment expenses. The "Frisbee float" otherwise referred to as the commercial float is 20+ years old and is an aluminum frame heavy duty float. Because of its location to the prevailing weather and age, it has required repeated structural repair on the above water portion. It is unknown what degree of wear and damage exist to the frame and floatation below the waterline as this float stays in the water 8 to 9 months a year and is only moved to the ramp area and not hauled out during the remaining 4 months. The KPA/Harbormaster maintain 25 floats and 5 ramps all of which are of different age and level of wear. Included with this request is a spreadsheet with an estimated replacement schedule of all equipment.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 210,000	Town Funding Needed:	\$ 15,000
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	\$ 3,000	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

FY20	FY21	FY22	FY23	FY24	Total
\$15,000	\$45,000	\$60,000	\$50,000	\$40,000	\$210,000

Town of Kittery Harbor Master EQUIPMENT																			
Escalation Factor:		3%																	
Property	Year Purchased	Cost	Replacement Year	Make	Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
PEPPERRELL COVE																			
T.Float 1	2014	\$25,000	2023	ALL T FLOATS	16x30				28,138										
T.Float 2	2014	\$25,000	2024	INC ELECTRIC	16.32					28,982									
T.Float 3	2014	\$25,000	2020	WATER	12x32	25,750													
T.Float 4	2014	\$25,000	2021	RAMP	12x32		26,523												
T.Float 5	2014	\$25,000	2025	B.I.G	10x32						29,851								
T.Float 6	2014	\$10,000	2019	Grant	8x24														
T. Utilities	2014	\$78,000	As Needed		H20+Electricity														
T. Dinghy F1	2017	\$9,000	2023		6x24				10,130										
T.Dinghy F2	2017	\$9,000	2023		6x30				10,130										
T.Dinghy F3	UNK	\$9,000	2021		8X30		9,548												
T. Mooring 1	2014	\$2,500	waiting for rigging est		8000 lb														
T.Mooring 2	2014	\$2,500	waiting for rigging est		7000 lb														
T.Mooring 3	2014	\$2,500	waiting for rigging est		7000 lb														
T.Mooring 4	2014	\$2,500	waiting for rigging est		7000 lb														
T. Mooring 5	2014	\$2,500	waiting for rigging est		7000 lb														
T.Mooring 6	2014	\$2,500	waiting for rigging est		7000 lb														
Frisbee Float	UNK	\$45,000	2020			46,350													
Frisb Dinghy F1	2016	\$12,000	2022		12x22			13,113											
Frisb Dinghy F2	2016	\$12,000	2022		12x24			13,113											
Frisb Dinghy F3	UNK	\$12,000	will be replaced with f		12x12														
Frisb Dinghy F4	2018	\$8,875	2028										11,243						
Frisb Dinghy F5	2018	\$8,875	2028										11,243						
Frisb Dinghy F6	UNK	\$10,000	2028		12x19								12,668						
Frisb Dinghy F7	UNK	\$10,000	2028		10x24								12,668						
Frisb Dinghy F8	UNK	\$10,000	2028		10x24								12,668						
Frisb Hoist	2015	\$3,500	2025 Lodestar 1 Ton Chain								4,179								
TRAIP																			
Traip Facility		\$11,000																	
Traip Float 1	UNK	\$9,500	2022						10,692										
Traip Float 2	UNK	\$9,500	2022						10,692										
Traip Float 3	UNK	\$9,500	2021					10,381											
Traip Float 4	UNK	\$9,500	2021					10,381											
Traip Float 5	2014	\$10,300																	
Traip Float 6	2014	\$10,300																	
Traip Float 7	2014	\$10,300																	
GOV ST																			
Govt. St. Hoist	2015	\$3,500	2025 Loadstar 1 Ton Chair		1 Ton						4,179								
MISC																			
Spare Hoist		\$3,500	Lodestar 1 Ton Chair		Need to Purchase														
Dock Boxes 2		\$1,000			Need to Purchase														
Shed for Traip		\$6,500	Home Depot		Need to Purchase														
Laptop	2017	\$2,500	2021 Panasonic Toughbook		CF-31		2,652												
Account Balance						\$60,082	\$2,982	\$9,259	\$22,272	\$2,490	\$13,508	\$5,299	\$35,299	(\$189)	\$9,811	\$19,811	\$29,811	\$39,811	\$49,811
Cost						\$72,100	\$38,723	\$46,987	\$69,782	\$28,982	\$38,210	\$0	\$60,488	\$0	\$0	\$0	\$0	\$0	\$0
Trade-In						\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost						\$72,100	\$38,723	\$46,987	\$69,782	\$28,982	\$38,210	\$0	\$60,488	\$0	\$0	\$0	\$0	\$0	\$0
CIP Funding						\$15,000	\$45,000	\$60,000	\$50,000	\$40,000	\$30,000	\$30,000	\$25,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Remaining Account Balance						\$2,982	\$9,259	\$22,272	\$2,490	\$13,508	\$5,299	\$35,299	(\$189)	\$9,811	\$19,811	\$29,811	\$39,811	\$49,811	\$59,811

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4116):



Date:	November 20, 2018	Dept. Priority (1 of 3, etc.):	2
Department:	Port Authority	Est. Funding Request:	\$0
Project Title:	KITTERY PORT AUTHORITY FACILITY RESERVE	Est. Useful Life (Years):	20 – 50 years
Contact:	John Brosnihan, Harbormaster	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

Scheduled Replacement	<input 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"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input checked="" type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

Photo (click image to insert):

These funds are 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. Plans include the addition of a small structure for the harbormaster assistant and dock attendant at the Traip facility to work from. The construction of several seasonal rental kayak racks at the Pepperrell Cove Facility as well as the Traip Ave. Facility to increase revenue and lower the tax burden on residents. The ramp or gangway to the Frisbee float is nearing the end of its useful life, is not ADA compliant and is in need of repair as well.



Project Financing:

Total Project Cost:	\$ 45,000	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	

FY20	FY21	FY22	FY23	FY24	Total
\$0	\$10,000	\$15,000	\$10,000	\$10,000	\$45,000

Town of Kittery Harbor Master FACILITIES																				
Escalation Factor:				3%																
Property	Year Purchased	Model Year	Cost	Replacement Year	Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Pepperrell Pier	1996	1996	\$58,500	2036	East Pier															
T. Ramp	2014	2014	\$35,000	2034																54,529
Frisbee Pier	2012	2012	\$450,000	2052	West Pier															
Frisbee Ramp1	UNK	UNK	\$18,000	2022				19,669												
Frisbee Ramp2	2012	2012	\$18,000	2032														26,434		
Frisbee Ramp 3	UNK	UNK	\$13,000	2029											17,471					
HM Office	1997	1997	\$47,000	2040																
Wharf Utilities	2014	2014	\$83,400	Updates as Needed																
Govt. St. Facility																				
Govt.St. Pier	2019	2019	\$470,000	2059																
Rice Ave.																				
Rice Ave BLDG	Unk	UNK	\$25,000	2025							29,851									
Account Balance						\$0	\$0	\$10,000	\$5,331	\$15,331	\$25,331	\$5,480	\$15,480	\$25,480	\$35,480	\$28,009	\$38,009	\$48,009	\$31,575	\$41,575
Cost						\$0	\$0	\$19,669	\$0	\$0	\$29,851	\$0	\$0	\$0	\$17,471	\$0	\$0	\$26,434	\$0	\$54,529
Trade-In						\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost						\$0	\$0	\$19,669	\$0	\$0	\$29,851	\$0	\$0	\$0	\$17,471	\$0	\$0	\$26,434	\$0	\$54,529
CIP Funding						\$0	\$10,000	\$15,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Remaining Account Balance						\$0	\$10,000	\$5,331	\$15,331	\$25,331	\$5,480	\$15,480	\$25,480	\$35,480	\$28,009	\$38,009	\$48,009	\$31,575	\$41,575	(\$2,954)

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4022):



Date:	January 4, 2019	Dept. Priority (1 of 3, etc.):	1
Department:	Kittery Police Department	Est. Funding Request:	\$ 95,000
Project Title:	POLICE VEHICLE RESERVE	Est. Useful Life (Years):	3 - 5
Contact:	Robert Richter, Police Chief	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

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 type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" 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:

This project has been renamed Vehicle Reserve, with the equipment fit-up of the vehicles considered incorporated into the vehicle projects. **2019 Project:** Purchase (2) Additional Marked Vehicles and (1) Unmarked Admin vehicle. Vehicles to be auctioned: ACO Ford >160K, Detective Ford >165K, Chief Chevy – Blown Motor >120K, Patrol Back-Up Unit >130K. With these purchases our fleet will be maintained at 13. The SUV-all wheel drive platform continues to be the best option in our geographical area. Vehicle cost alone is \$28,000 - \$30,000 and vehicle set-up (Prisoner cage, lights, siren, computer, lettering, etc.) ranges from \$15,000. - \$18,000. Some equipment can be recycled into the new cruisers from the older units, resulting in savings. The rotation of the vehicles is based upon mileage and the year of the vehicles.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$616,000	Town Funding Needed:	\$95,000
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	

FY20	FY21	FY22	FY23	FY24	Total
\$ 95,000	\$147,000	\$107,000	\$110,000	\$157,000	\$ 616,000

KPD Vehicle Fleet Mapping / Replacement - Purchase (FY20-FY21)						KPD Vehicle Fleet Mapping / Replacement - Purchase (FY22-FY23)						Mapping / Replacement - Purchase (FY24)		
FY2020			FY2021			FY2022			FY2023			FY2024		
Vehicle #	Assigned to:	Type:	Vehicle#	Assigned to:	Type:	Vehicle#	Assigned to:	Type:	Vehicle #	Assigned to:	Type:	Vehicle #	Assigned to:	Type:
19	Supervisor	SUV	31*	Supervisor	SUV	31	Supervisor	SUV	31	Supervisor	SUV	36*	Supervisor	SUV
23	line	SUV	23	line	SUV	32*	line	SUV	32	line	SUV	32	line	SUV
22	line	SUV	29*	line	SUV	29	line	SUV	29	line	SUV	37*	line	SUV
18	line	SUV	28*	line	SUV	28	line	SUV	28	line	SUV	38*	line	SUV
26*	line	SUV	26	line	SUV	33*	line	SUV	33	line	SUV	33	line	SUV
27*	line	SUV	27	line	SUV	27	line	SUV	35*	line	SUV	35	line	SUV
17	Detective	SUV	17	Detective	SUV	26	Detective	SUV	26	Detective	SUV	26	Detective	SUV
5	Detective	SUV	5	Detective	SUV	23	Detective	SUV	23	Detective	SUV	27	Detective	SUV
6	SRO	Chev	19	SRO	SUV	19	SRO	SUV	19	SRO	SUV	29	SRO	SUV
24	LT	SUV	24	LT	Sedan	24	LT	SUV	24	LT	SUV	24	LT	SUV
2	ACO	PU	2	ACO	PU	2	ACO	PU	34*	ACO	SUV	34	ACO	SUV
25	Chief	SUV	25	Chief	SUV	25	Chief	SUV	25	Chief	SUV	25	Chief	SUV
4	Unmarked BU		22	Line BU	SUV	22	Marked BU		27	Marked BU		31	Marked BU	
21	Marked BU		21	Unmarked BU	SUV	21	unMarked BU		22	Marked BU		28	Marked BU	
Purchase 2 SUVs / Cars 26*, 27*			Purchase 3 SUVs / Cars 28*, 29*, 31*			Purchase 2 SUVs / Cars 32*,33*			Purchase 2 SUV's / Cars 34*,35*			Purchase 3 SUV's / Cars 36*,37*,38*		
Cost 2 cars, 2 upfits, 2 computers			Cost3 Cars, 3 upfits, 2 computers			Costs, 2 Cars, 2 Upfits, 2 computers			Cost 2 Cars, 2 upfits, 2 computers, 2 radars			Cost 3 Cars, 3 upfits, 2 computers		
Approx:	\$95,000		Approx:	\$146,450		Approx.	\$106,162		Approx.	\$109,081		Approx.	\$157,000	
Trade/Auc: 12			Trade/Auc 3 vehicles 4,6,18)			Trade/Auc: 21,5			Trade/Auc: 2,21,			Trade/Auc: 19,22,23		

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (NEW):



Date:	JANUARY 2, 2019	Dept. Priority (1 of 3, etc.):	2
Department:	POLICE DEPARTMENT	Est. Funding Request:	\$0
Project Title:	POLICE EQUIPMENT RESERVE	Est. Useful Life (Years):	VARIES
Contact:	Robert Richter, Police Chief	If Yes, when? (FY):	FY19
Previously Presented?	<input 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 checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<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:

Police utilize a variety of equipment in the course of conducting public safety work. Equipment that is maintained and replaced by the department include: finger print machine, firearms and firearm storage equipment, cameras, radios, and cruiser equipment. In FY19, the public safety impact fund was designated to support radio replacement for police.

A detailed plan will be developed for the specific replacement schedules and equipment as part of the FY21 – FY25 Plan.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$37,500	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	

FY20	FY21	FY22	FY23	FY24	Total
\$ 0	\$7,500	\$10,000	\$10,000	\$ 10,000	\$ 37,500

lease Provide and/or Attach Additional Project Details

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4100):



Date:	NOVEMBER 2, 2018	Dept. Priority (1 of 3, etc.):	2
Department:	FIRE DEPARTMENT	Est. Funding Request:	\$0
Project Title:	FIRE DEPARTMENT FACILITY RESERVE	Est. Useful Life (Years):	100
Contact:	Chief David O'Brien	If Yes, when? (FY):	ANNUAL
Previously Presented?	<input type="checkbox"/> YES <input checked="" 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 type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" 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:

Our two fire stations were built in 2006-2007. They were designed for 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 fiscal years have funded high efficiency boiler replacements 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.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$87,000	Town Funding Needed:	\$0
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:	ANNUAL
What Planning Has Been Done for Project?	PLANNED MAINTENANCE SCHEDULE
Is Funding Necessary for Further Plans/Estimating?	NOT AT THIS TIME
Can the Project be Phased? If yes, expenditure by year	YES

FY20	FY21	FY22	FY23	FY24	Total
\$ 0	\$13,500	\$ 23,500	\$25,000	\$25,000	\$ 87,000

Please Provide and/or Attach Additional Project Details

I foresee a time in the near future where the Kittery Fire Department becomes a career entity with full-time personnel requiring living accommodations at the Gorges Road Station. I believe there is a way to fund this project without a bond or having to provide large capital amounts in this reserve account. The Town Manager stands ready to provide information on this. I have estimated \$17,500 a year be provided to ensure an adequate reserve be established to correct deficiencies, repair facilities and plan for future energy efficiency projects. I would expect this number to change in later years as the buildings get older and items such as roof replacement, paving, and other large dollar projects become due.

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4026):



Date:	NOVEMBER 12, 2018	Dept. Priority (1 of 3, etc.):	2
Department:	Administration	Est. Funding Request:	\$ 0
Project Title:	RECORDS PRESERVATION	Est. Useful Life (Years):	200-300 years
Contact:	Nicole Maurice, Town Clerk	If Yes, when? (FY):	Annually
Previously Presented?	<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 checked="" type="checkbox"/>
Replace Worn-out Equipment	<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:

This fund is for 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 FY19, we continue to work on marriage records. These records are frequently requested by the public, and can become damaged by frequent use. 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. The request for FY20 has been zeroed out to shift funding to other priority projects.

Photo (click image to insert):



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	Yes – In the past we have phased the project over 5 years at \$10,000 per year

FY20	FY21	FY22	FY23	FY24	Total
\$0	\$ 15,000	\$15,000	\$ 10,000	\$ 10,000	\$ 50,000

Please Provide and/or Attach Additional Project Details

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4060):



Date:	December 26, 2018	Dept. Priority (1 of 3, etc.):	1
Department:	Administration	Est. Funding Request:	\$ 400,000
Project Title:	RICE LIBRARY BUILDING DESIGN	Est. Useful Life (Years):	30 Years
Contact:	Kendra Amaral, Town Manager	If Yes, when? (FY):	FY2019
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

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 type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" 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):

The Library Working Group successfully completed its objective of identifying the community-preferred option for the library building project in 2017. A building committee was formed in 2018 to shepherd the project through design and construction. The FY19 CIP included \$100,000 for the start of design. The building committee selected Scott Simons Architects to lead the design process. Design costs inclusive of stand-alone services (signage design, site plan, etc.) are expected to be approximately \$500,000. We are setting up the contract such that the design will progress through schematic phase; then approval of the voters will be sought for the bond. If the bond is approved, we will continue with design. The bond vote is tentatively being scheduled for Nov 2019. The project has developed assuming \$500,000 is available in CIP allocation and \$5M in debt. The project costs inclusive of hard and soft costs, bonding costs, FFE, and contingencies is being capped at \$5.5M



Project Financing:

Total Project Cost:	\$ 500,000	Town Funding Needed:	\$400,000
Amount and Type of Outside Funding Sources:	\$ TBD	Comments:	Grants are being identified to support ancillary costs and offsets
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:	7/1/2018
What Planning Has Been Done for Project?	Town vote to determine support for site of project
Is Funding Necessary for Further Plans/Estimating?	yes
Can the Project be Phased? If yes, expenditure by year	Yes, construction portion will be supported by bonds

FY20	FY21	FY22	FY23	FY24	Total
\$ 400,000	\$ 0	\$0	\$ 0	\$ 0	\$400,000

Please Provide and/or Attach Additional Project Details

RICE PUBLIC LIBRARY
Manager's Budget Tracking

	Request for Proposals	Revised Price Proposal
Soft Costs		
<i>Design and Engineering</i>	425,000	
Existing Conditions		19,000
Programming		7,500
SDs		105,000
Intitial Permitting		5,000
Phase 1 Cost Estimating		4,000
DDs		105,000
Final Permits & Approvals		12,000
Phase 2 Cost Estimating		8,000
CDs		115,000
Bidding & Negotiating		12,800
CA - Shop Drawings, Requisite Reviews, 24 Site visits		54,000
Other CA - <i>Time and Materials</i>		
Site Plan		3,200
Geo Tech		7,400
Signage Design		10,000
Subtotal Design & Engineering	425,000	467,900
<i>Misc Soft Costs</i>		
Misc Expenses	10,000	10,000
Bonding	70,000	70,000
Permit Fees	5,000	5,000
Legal	2,500	2,500
Construction Phasing	15,000	15,000
Clerk of the Works	200,000	200,000
FFE	125,000	125,000
Technology	125,000	125,000
Subtotal Soft Costs	977,500	1,020,400
	18%	19%
Hard Costs		
Construction (Reno & Exp)	3,700,000	3,700,000
Subtotal Soft Costs	3,700,000	3,700,000
Contingencies		
Construction Contingency (15%)	555,000	555,000
Owner's Contingency (5%)	225,250	225,250
Subtotal Contingencies	780,250	780,250
Contingency as % of Total Project	14%	14%
TOTAL	\$ 5,457,750	\$ 5,500,650
Current Funding	100,000	100,000
Max Addlt Funding	5,400,000	5,400,000
NET	\$ 42,250	\$ (650)

Notes:

1. *Italics* represent estimates
2. Owner's Contingency is 5% of Hard Costs + FFE + Tech + Construction Conti

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (NEW):



Date:	JANUARY 2, 2019	Dept. Priority (1 of 3, etc.):	1
Department:	ADMINISTRATION	Est. Funding Request:	\$240,000
Project Title:	LED STREET LIGHT CONVERSION	Est. Useful Life (Years):	20 YEARS
Contact:	Kendra Amaral, Town Manager	If Yes, when? (FY):	
Previously Presented?	<input type="checkbox"/> YES <input type="checkbox"/> NO		

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"/>
Replace Worn-out Equipment	<input type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input checked="" type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

This will fund the purchase of street lights from CMP and convert them to LED lights. The Town issued an RFP to better understand the cost and return on investment. Six proposals were received with the most advantageous being \$240,000 for the base plan and \$330,000 if smart control technology is included. Estimated ROI with the base plan is 2.56 years, and 3.52 years with the added technology. The conversion would require the Town take on maintenance costs, currently handled by CMP. The ROI includes that added maintenance built in.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$240,000	Town Funding Needed:	\$240,000
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	

FY20	FY21	FY22	FY23	FY24	Total
\$ 240,000	\$0	\$0	\$0	\$0	\$240,000

Please Provide and/or Attach Additional Project Details



Town of Kittery, Maine

Fire Department

3 Gorges Road
Kittery, Maine 03904
Tel (207) 439-2262

Chief David O'Brien
firechief@kitteryme.org

To: Town Manager Kendra Amaral

26 August 2018

Subj: LED Lighting RFP Submittal Review

Kendra:

On Thursday, 23 August 2018, subject proposals were opened at 2:00 pm in Conference Room A at Kittery Town Hall. I have reviewed the six proposals for completeness and conformance with the specifications to the RFP and addendums as issued. Please find below the results of my review:

In alphabetical order by company name.

Affinity LED Light LLC
133 Islington Street
Portsmouth, NH 03801

Net Book Value		\$ 47,591
Project Cost (includes fuse holder, fuse holder install LED fixture and LED fixture install)		<u>190,248</u>
	Total	\$237,839

Add on SMART Technology at install	\$88,766	\$326,605
Add on SMART Technology later date	\$107,996	\$345,835

Proposal includes requested warranties (two and ten), insurances,
Existing equipment audit, GIS review and references

Estimated Annual Savings
 $\$103,188 - \$10,417 = \$92,771$

Estimated Project Payback	
Without SMART Technology	$\$237,839 / \$92,771 = 2.56$ years
With SMART Technology	$\$326,605 / \$92,771 = 3.52$ years

PowerSecure

1609 Heritage Commerce Court
Wake Forest, NC 27587

Net Book Value	\$ 47,591
Project Cost (includes fuse holder, fuse older install LED fixture and LED fixture install	<u>\$240,256</u>
Total	\$287,797

SMART Technology not cost proposed

Proposal includes, insurances, GIS Review, existing equipment audit and references. Warranties are two on workmanship and manufacturers Warranties on material (five years)

Estimated Annual Savings
 $\$103,292 - \$9,327 = \$93,965$

Estimated Project Payback
Without SMART Technology $\$287,839 / \$93,965 = 3.06$ years

RealTerm Energy

201 West Street
Suite 200
Annapolis, MD 21401

Net Book Value	\$ 47,591
Project Cost with Photocells	<u>\$274,282</u>
Total	\$321,873

Net Book Value	\$ 47,591
Project Cost with SMART Technology	<u>\$332,258</u>
Total	\$379,849

Proposal includes, insurances, existing equipment audit, GIS review and references. Warranties are unclear (nothing found on workmanship, five years with a ten year option on materials)

Estimated Annual Savings
 $\$104,349 - \$20,279 = \$84,070$

Estimated Project Payback
Without SMART Technology $\$321,873 / \$84,070 = 3.83$ years
With SMART Technology $\$379,849 / \$84,070 = 4.52$ years

Seimans Mobility, Inc.- ITS
 8 Progress Road
 Billerica, MA 01821

Net Book Value		\$ 47,591
Fuse and Fuse Install		\$ 32,351
LED fixture and fixture install		<u>\$262,170</u>
	Total	\$342,112

Add on SMART Technology at install	\$74,412	\$416,524
Add on SMART Technology later date	\$98,112	\$440,024

Proposal includes requested, insurances, existing equipment audit, GIS review and references. Warranties are two year on workmanship, unknown on material (no cut sheets provided)

Estimated Annual Savings
 $\$102,993 - \$12,121 = \$90,872$

Estimated Project Payback	
Without SMART Technology	$\$342,112 / \$90,872 = 3.77$ years
With SMART Technology	$\$416,524 / \$90,872 = 4.58$ years

Tanko Streetlighting, Inc.
 220 Bayshore Boulevard
 San Francisco, CA 94124

This proposal included three different manufacturers of LED fixtures. They are Cooper, Philips, and GE. Philips is the lowest estimate provided. Below is the estimate using Philips LED fixtures.

Net Book Value		\$ 47,591
Project Cost		\$213,155
Fuse Holders		28,845
	Total	\$289,591

Add on SMART Technology	\$96,150	\$385,741
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Proposal includes requested insurances, equipment audit
 GIS review, and references. Warranties two and ten
 As requested

Estimated Annual Savings
 $\$100,087 - \$7,882 = \$92,205$

Payback

Without SMART Technology	$\$246,740/\$92,205 = 2.67$ years
With SMART Technology	$\$342,890/\$92,205 = 3.72$ years

TEN Connected Solutions

1501 Reedsdale Street, Suite 401
Pittsburgh, PA 15233

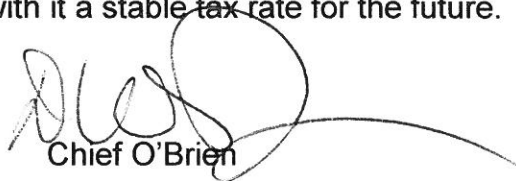
Net Book Value (quoted, \$57,690)	\$ 47,591
Project Cost (includes, fuse, LED fixture and install)	<u>\$277,250</u>
Total	\$324,841

Add on SMART Technology	\$99,355	\$424,196
Add on SMART Technology later date	\$149,000	\$473,841

Proposal includes requested insurances, equipment audit
GIS review, and references. Warranties are unclear as workmanship
and either five or ten years for equipment based on the fixture.

After careful review of the proposals, I recommend the low bidder, Affinity LED Light, LLC. They are a local company who have experience in Maine, have provided Kittery with the lowest cost for the project and meet all of the expectations outlined in the RFP. Crucial to the success of this project is our ability to interact routinely with the contractor to ensure the project meets our expectations. A local company enhances this ability and will be able to provide repair services long after the two-year warranty on labor has expired.

Thank you for the opportunity to assist with this project. I believe this project and in the future more of similar scope will help our community understand the efforts being put forward by the town employees and with it a stable tax rate for the future.


Chief O'Brien

APPENDIX A - DEBT SCHEDULE

Town of Kittery
Debt Schedule
UPDATED:
2/1/2019

Year Issued Project Total Bonded	Municipal Debt - Tax Funds												Tax Funds Municipal Total
	2006/2016 Refund Fire Stations		2010 PWD 675,000		2012 Frisbee - Com Ctr 5,500,000		2016 CIP- Roads/KCC Annex 2,258,000		2014A KLT Rustlewood 150,000		2016 KLT Braveboat 275,000		
	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	13,503	275,000	82,775	225,000	24,750	6,407	3,907	11,741	6,349	814,532
2022	115,000	12,800	35,000	12,563	275,000	77,275	225,000	20,250	6,545	3,770	11,910	6,180	801,292
2023	115,000	10,500	35,000	11,556	275,000	71,775	225,000	15,750	6,701	3,614	12,101	5,989	787,986
2024	110,000	8,250	35,000	10,484	275,000	66,275	225,000	11,250	6,874	3,441	12,314	5,776	769,664
2025	110,000	6,050	35,000	9,369	275,000	60,088	225,000	6,750	7,063	3,252	12,550	5,540	755,661
2026	110,000	3,713	35,000	8,100	275,000	53,900	225,000	2,250	7,271	3,044	12,807	5,282	741,367
2027	110,000	1,238	35,000	6,700	275,000	47,025			7,502	2,813	13,088	5,001	503,367
2028			30,000	5,400	275,000	40,150			7,757	2,558	13,404	4,685	378,954
2029			30,000	4,200	275,000	32,588			8,032	2,283	13,763	4,327	370,192
2030			30,000	3,000	275,000	25,025			8,326	1,988	14,158	3,931	361,429
2031			30,000	1,800	275,000	16,913			8,642	1,672	14,585	3,504	352,117
2032			30,000	600	275,000	8,663			8,981	1,334	15,043	3,047	342,667
2033									9,338	977	15,531	2,558	28,404
2034									9,715	600	16,050	2,040	28,404
2035									10,111	203	16,597	1,493	28,404
2036											17,172	918	18,090
2037											17,779	311	18,090
2038													0
TOTAL	2,660,000	1,032,774	675,000	254,756	5,500,000	1,442,650	2,258,000	253,430	150,000	60,328	275,000	93,111	14,655,050

Town of Kitttery
Debt Schedule
UPDATED:
2/1/2019

Year Issued Project Total Bonded	School Debt - Tax Funds						Tax Funds School Total
	2002/2013 Refund MITCHELL 4,220,000		2010 MITCHELL & SHAPLEIGH		2016 CIP Schools 821,000		
	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	135,672	80,000	8,800	769,972
2022	210,000	6,300	325,000	126,938	80,000	7,200	755,438
2023	210,000	2,100	325,000	117,594	80,000	5,600	740,294
2024			325,000	107,641	80,000	4,000	516,641
2025			325,000	97,281	80,000	2,400	504,681
2026			325,000	85,500	80,000	800	491,300
2027			325,000	72,500			397,500
2028			330,000	59,400			389,400
2029			330,000	46,200			376,200
2030			330,000	33,000			363,000
2031			330,000	19,800			349,800
2032			330,000	6,600			336,600
2033							0
2034							0
2035							0
2036							0
2037							0
2038							0
TOTAL	4,220,000	1,638,120	6,525,000	2,561,934	821,000	91,118	15,857,173

Town of Kitttery
Debt Schedule
UPDATED:
2/1/2019

Year Issued Project Total Bonded	Sewer Debt - Other Funds						Other Funds Sewer Total	All Funds Grand Total
	1992, 2003		2010		2016			
	SEWER SRF Refunded		SEWER SRF		SEWER SRF			
	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	2,350,458
2022	70,474	1,859	165,623	24,573	395,086	106,655	764,270	2,321,000
2023	70,646	1,155	167,279	22,917	399,057	102,684	763,738	2,292,017
2024			168,952	21,244	403,067	98,674	691,937	1,978,242
2025			170,642	19,555	573,589	102,072	865,858	2,126,200
2026			172,348	17,848	579,354	96,308	865,858	2,098,525
2027			174,072	16,125	585,177	90,485	865,859	1,766,726
2028			175,812	14,384	591,058	84,604	865,858	1,634,212
2029			177,571	12,626	596,998	78,663	865,858	1,612,250
2030			179,346	10,850	602,999	72,663	865,859	1,590,288
2031					609,058	66,603	675,661	1,377,578
2032					615,179	60,482	675,661	1,354,928
2033					621,362	54,299	675,662	704,066
2034					627,608	48,053	675,661	704,065
2035					633,915	41,747	675,662	704,066
2036					640,286	35,376	675,662	693,751
2037							0	18,090
2038							0	0
TOTAL	1,381,208	92,254	3,268,766	566,145	10,393,077	1,804,721	17,506,171	48,018,394

APPENDIX B - TAX ASSET DETAIL

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Town of Kittery
Capital Plan: Assets by Class and Department
 Fiscal Year End: 6/30/2018

Asset Class/Dept	Total Original Cost	Total Replacement Cost	Annual Depreciation	Accumulated Depreciation
Building Improvements				
Fire	\$369,408.00	\$0.00	\$10,679.00	\$123,181.00
GG	\$183,606.00	\$0.00	\$6,019.00	\$18,521.00
HM	\$27,226.00	\$0.00	\$908.00	\$12,705.00
PW	\$77,950.00	\$0.00	\$2,450.00	\$59,360.00
Rec	\$156,965.00	\$0.00	\$5,590.00	\$57,683.00
School	\$741,945.00	\$0.00	\$38,249.00	\$173,166.00
Sewer	\$12,879,024.00	\$8,890,972.00	\$359,860.00	\$3,539,401.00
TW	\$34,183.00	\$0.00	\$1,709.00	\$17,092.00
Subtotals	\$14,470,307.00	\$8,890,972.00	\$425,464.00	\$4,001,109.00
Buildings				
Fire	\$2,289,800.00	\$0.00	\$61,667.00	\$761,467.00
GG	\$2,680,000.00	\$0.00	\$89,333.00	\$1,876,000.00
HM	\$71,000.00	\$0.00	\$2,367.00	\$49,700.00
Police	\$84,458.00	\$0.00	\$0.00	\$84,458.00
PW	\$2,137,245.00	\$811,479.00	\$55,509.00	\$1,465,952.00
Rec	\$5,872,598.00	\$0.00	\$131,644.00	\$799,271.00
School	\$24,832,441.00	\$6,522,528.00	\$725,349.00	\$17,540,847.00
Sewer	\$5,767,300.00	\$0.00	\$192,240.00	\$4,687,720.00
TW	\$2,958,504.00	\$2,899,969.00	\$82,856.00	\$2,958,504.00
Subtotals	\$46,693,346.00	\$10,233,976.00	\$1,340,965.00	\$30,223,919.00
Construction in Progress				
School	\$5,313.00	\$0.00	\$0.00	\$0.00
Subtotals	\$5,313.00	\$0.00	\$0.00	\$0.00
Infrastructure				
Harbormaster	\$375,902.00	\$0.00	\$7,518.00	\$22,554.00
HM	\$461,110.00	\$442,276.00	\$22,874.00	\$136,483.00
PW	\$11,151,967.00	\$31,376,083.00	\$261,909.00	\$8,963,838.00
Sewer	\$11,691,686.00	\$0.00	\$464,019.00	\$469,928.00
TW	\$15,000.00	\$0.00	\$1,500.00	\$7,500.00
Subtotals	\$23,695,665.00	\$31,818,359.00	\$757,820.00	\$9,600,303.00
Land				
Fire	\$353,200.00	\$0.00	\$0.00	\$0.00

PW	\$8,579,000.00	\$0.00	\$0.00	\$0.00
School	\$29,422.00	\$0.00	\$0.00	\$0.00
Sewer	\$285,980.00	\$0.00	\$0.00	\$0.00
TW	\$1,989,284.00	\$0.00	\$0.00	\$0.00
Subtotals	\$11,236,886.00	\$0.00	\$0.00	\$0.00
Land Improvements				
GG	\$9,485.00	\$0.00	\$474.00	\$4,743.00
PW	\$1,559,878.00	\$400,000.00	\$73,227.00	\$670,253.00
School	\$368,054.00	\$84,683.00	\$12,915.00	\$308,353.00
TW	\$266,217.00	\$74,725.00	\$9,575.00	\$170,472.00
Subtotals	\$2,203,634.00	\$559,408.00	\$96,191.00	\$1,153,821.00
Machinery & Equipment				
Fire	\$651,381.00	\$225,226.00	\$32,776.00	\$470,068.00
GG	\$377,129.00	\$178,023.00	\$23,933.00	\$283,755.00
Harbormaster	\$36,940.00	\$0.00	\$5,277.00	\$7,701.00
HM	\$43,213.00	\$22,700.00	\$1,900.00	\$29,465.00
Police	\$719,731.00	\$194,487.00	\$55,103.00	\$344,883.00
PW	\$1,627,190.00	\$1,064,215.00	\$70,895.00	\$960,620.00
Rec	\$10,063.00	\$5,000.00	\$1,013.00	\$10,063.00
School	\$613,050.00	\$199,875.00	\$12,506.00	\$493,517.00
School Lunch	\$130,546.00	\$0.00	\$4,842.00	\$92,276.00
Sewer	\$302,205.00	\$120,675.00	\$23,980.00	\$214,567.00
TW	\$75,058.00	\$0.00	\$5,000.00	\$75,058.00
Subtotals	\$4,586,506.00	\$2,010,201.00	\$237,225.00	\$2,981,973.00
Vehicles				
Fire	\$1,967,967.00	\$1,529,713.00	\$66,345.00	\$1,525,208.00
Police	\$542,479.00	\$212,235.00	\$33,042.00	\$363,813.00
PW	\$2,694,263.00	\$739,756.00	\$289,324.00	\$1,277,912.00
Rec	\$117,180.00	\$36,824.00	\$8,601.00	\$99,977.00
School	\$89,325.00	\$0.00	\$9,103.00	\$52,621.00
Sewer	\$148,452.00	\$74,029.00	\$13,167.00	\$120,458.00
Subtotals	\$5,559,666.00	\$2,592,557.00	\$419,582.00	\$3,439,989.00
Totals for Report	\$108,451,323.00	\$56,105,473.00	\$3,277,247.00	\$51,401,114.00