



TOWN OF KITTERY
Capital Improvement Program (CIP) Committee
AGENDA
January 22, 2020
5PM
Conference Room A

1. Finalize Plan
2. Adjourn

Materials:

- CIP Request Forms for all Departments
- Updated CIP Worksheet
- Updated CIP Policy (with corrections)
- Updated Major Projects Estimates

Next Meetings:

- TBD



CAPITAL IMPROVEMENT PROGRAM

POLICIES AND GUIDELINES

Updated February 2020

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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.

(2) Contents. The capital program shall include:

(a) A clear general summary of its contents;

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

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

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

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

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

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

Overview

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

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

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

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

- Developing revenue policies for proposed improvements.
- Determining budgeting methods for projects.
- Promoting inter-department coordination of projects within the town.
- Informing the public of planned capital improvements.
- Facilitate coordination between capital needs and the operating budgets.
- Enhance the community's credit rating, control of its tax rate, and avoid sudden changes in its debt service requirements.
- Identify the most advantageous means of financing capital projects.
- Increase opportunities for obtaining federal and state aid.
- Relate public facilities to other public and private development and redevelopment policies and plans.
- Focus attention on community objectives and fiscal capacity.
- Keep the public informed about future needs and projects.
- Coordinate 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 the departments for future demands for, repair, rehabilitation, or replacement, of fixed assets that cost between \$5,000 and \$25,000 and have a useful life more than five years.

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

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

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

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

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

COORDINATING COMMITTEE

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

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

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

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

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

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

the Charter. The Town Manager will incorporate the Capital Improvement Budget into the proposed operating budget for the ensuing fiscal year.

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

PLANNING SCHEDULE

Timetable	Action
Oct – Nov	<p>Status of Previously Approved Projects CIP Committee reviews status of previously approved projects.</p>
Nov – Jan	<p>Solicitation, Compilation and Evaluation of Project Requests Department Managers prepare and submit project requests.</p>
Dec - Jan	<p>Town's Financial Capacity Town Manager prepares financial analysis.</p> <p>Financing Plan Town Manager assembles project list and supporting data; Reserve and depreciation account requests to CIP Committee with preliminary funding source recommendations.</p>
Jan – Feb	<p>Project Prioritization CIP Committee reviews and ranks requests.</p> <p>Capital Improvements Program Development CIP Committee prepares five-year schedule of projects and makes recommendations on method of financing based upon financial analysis.</p>
Feb	<p>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.</p> <p>Approved projects scheduled for upcoming year are submitted to the Town Manager for incorporation into budget.</p> <p>Council reviews Capital Budget and prepares recommendation for June Election Warrants</p>
Jun	<p>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 on July</p>

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 materiel acquisition/replacement costs less than \$5,000 in operating budgets.
- The town will establish/maintain asset depreciation accounts in the capital improvement program.
- The fund established for cable franchise fees shall be utilized to defray the capital and operating cost of providing public, education, and government access through local broadcast and streaming of local proceedings, meetings, events, and programs of interest to the community. The fund balance shall not exceed \$200,000 at the close of each fiscal year. When the fund balance does exceed \$200,000, the excess funds may be transferred to capital holding accounts or capital reserve accounts. The Town Manager will recommend fund transfers to the Town Council in accordance with Charter and Town Ordinance.

DEBT POLICIES

- The town will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues and/or reserves.

- When the town finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the expected useful life of the project.
- The town annual capital budget and debt service appropriation will not exceed 15 percent of the total combined Town, School and Sewer operating budget.
- Total annual tax revenue supported debt service for will not exceed 8 percent of the approved annual combined Town and School budget.
- Total general-obligation debt will not exceed 2.5 percent of total property valuation, excepting as provided in state statutes.
- Total annual sewer revenue supported debt service for general or revenue obligation debt will be as approved by Town Council.
- Where possible, the town will use special assessment, revenues or other bonds, instead of general obligation bonds.
- The town will not use long-term debt for annual operations.
- The town will maintain regulatory communications with bond rating agencies about its financial condition.
- The town will follow a policy of full disclosure on every financial report and bond prospectus.

FIXED ASSET POLICIES

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

Asset Valuation

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

Asset Classification

Long-term assets are categorized into the following classes:

- Machinery & Equipment,
- Real Property,

- Infrastructure,
- Technology, or
- Construction in Progress.

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

Capitalization

For Inventory, Financial Reporting and Depreciation Purposes

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

Construction in Progress Capitalization:

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

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

Depreciation/Amortization for Long-Term Assets

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

Retention

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

Annual Physical Inventory

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

Internal Controls

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

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

Departments will establish and update their schedule of useful life for each asset or category of asset maintained by the department. The useful life will be determined using published guidelines from

professional organizations and industries, available information for similar assets used by comparable government agencies, and internal information based on experience.

PROCESS SUMMARY

Inventory of Existing Facilities

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

Status of Previously Approved Projects

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

Solicitation, Compilation, and Evaluation of Project Requests

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

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

Town's Financial Capacity

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

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

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

Project Prioritization

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

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

Capital Improvement Program Financing Plan

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

Long-Term Financing:

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

Short-Term Financing and other Service Provision options:

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

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

Capital Improvement Program Recommendation

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

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

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

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

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

Monitoring Approved Projects

Once the June Election voters have approved the Capital Warrants and the fiscal year begins, departments are authorized to begin project implementation. Periodic reports by the Town Manager to the Council should indicate changes in the targeted completion dates, identify serious problems, and document the financial

status of each project. Those reports may be based on project updates provided by the responsible departments.

Capital Improvement Program Updates

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

Projects Impacting Financial Position

Planned	Funded Year	Undesignated Fund	Capital	Annual Debt
Rice Library	2021	\$ -		\$ 375,000
Emery Field Phase 2	2020	\$ 100,000	\$ 300,000	\$ -
Senior Tax Circuit Breaker	Ongoing	\$ 40,000	\$ -	\$ -
Compensated Absences	2020	\$ 125,000	\$ -	\$ -
Possible				
Ambulance Relocation	2021	\$ 400,000	\$ -	\$ -
Memorial Field	TBD	\$ -	\$ 1,000,000	\$ -
New Sidewalks	TBD	\$ 500,000	\$ -	\$ -
Removal of Cole Street Bldg	TBD	\$ 80,000		
TOTAL		\$ 1,245,000	\$ 1,300,000	\$ 375,000

Notes:

1. At the end of FY19, the Undesignated Fund Balance was \$205,094 below policy.

YEAR	CAP TYPE	FUND TYPE	FUND CODE	DEPT	Project Name	TYPE	FY20 Approved	Balance as of 12-31-19	FY21 Plan	FY22 Plan	FY23 Plan	FY24 Plan	FY25 Plan	5 YR Totals	
CAPITAL HOLDING ACCOUNTS															
	HLDG	CP	4002	DPW	Right of Way Reserve	Infrastructure	\$ 500,000	\$ 318,623	\$ 450,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,450,000	
	HLDG	CP	4013	FD	Fire Apparatus & Vehicle Reserve	Vehicles & Equip	165,850	70,782	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	25,000	100,000	
	HLDG	CP	4027	GG	Municipal Facility Reserve	Buildings	-	145,158	80,000	100,000	150,000	150,000	150,000	630,000	
	HLDG	CP	2078	GG	Athletic Field Master Plan	Land Improv	-	2,142	-	-	-	-	-	-	
CAPITAL HOLDING ACCOUNTS TOTAL							\$ 665,850	\$ 543,595	\$ 695,850	\$ 790,850	\$ 840,850	\$ 840,850	\$ 840,850	\$ 4,009,250	
Increase (Decrease) from Prior Year															
CAPITAL RESERVE ACCOUNTS															
	RES	CP	4012	DPW	DPW Vehicles & Equipment Reserve	Vehicles & Equip	\$ 300,000	\$ 97,836	\$ 450,000	\$ 500,000	\$ 350,000	\$ 300,000	\$ 300,000	\$ 1,900,000	
	RES	CP	4017	DPW	MS4 Compliance Reserve	Infrastructure	10,000	45,893	10,000	40,000	40,000	40,000	40,000	170,000	
	RES	CP	4043	DPW	Parks Reserve	Land Improv	40,000	37,850	40,000	60,000	60,000	60,000	60,000	280,000	
	RES	CP	SCH	ED	School Facility Reserve	Buildings	50,000		50,000	50,000	50,000	50,000	50,000	250,000	
	RES	CP	SCH	ED	School Vehicle Reserve	Vehicles & Equip	10,000		10,000	10,000	10,000	10,000	10,000	50,000	
	RES	CP	SCH	ED	School Equipment Reserve	Vehicles & Equip	40,000		40,000	40,000	40,000	40,000	40,000	200,000	
	RES	CP	SCH	ED	School Technology Reserve	Technology	40,000		40,000	40,000	40,000	40,000	40,000	200,000	
	RES	CP	4056	FD	Fire Equipment Reserve	Vehicles & Equip	57,667	187,817	57,667	57,667	57,667	57,667	57,667	288,335	
	RES	CP	4020	TM	Municipal Technology Reserve	Technology	25,000	53,608	45,000	70,000	70,000	70,000	70,000	325,000	
	RES	CP	4011	KCC	KCC Vehicle Reserve	Vehicles & Equip	-	25,121	-	-	-	-	-	-	
	RES	CP	4019	KCC	KCC Equipment Reserve	Vehicles & Equip	-	7,463	25,000	30,000	30,000	30,000	35,000	150,000	
	RES	CP	4051	KCC	KCC Facility Reserve	Buildings	-	33,396	20,000	30,000	25,000	25,000	25,000	125,000	
	RES	CP	4018	KPA	KPA Boat Reserve	Vehicles & Equip	-	18,637	-	10,000	20,000	20,000	20,000	70,000	
	RES	CP	4055	KPA	KPA Equipment Reserve	Vehicles & Equip	15,000	75,082	25,000	35,000	45,000	45,000	45,000	195,000	
	RES	CP	4116	KPA	KPA Facility Reserve	Infrastructure	-	22,731	-	10,000	15,000	10,000	10,000	45,000	
	RES	CP	4022	PD	Police Vehicle Reserve	Vehicles & Equip	95,000	129,420	147,000	107,000	110,000	157,000	113,000	634,000	
	RES	CP	NEW	PD	Police Equipment Reserve	Vehicles & Equip	-	-	7,500	10,000	10,000	10,000	10,000	47,500	
	RES	CP	4100	FD	Fire Facility Reserve	Buildings	-	319	13,500	23,500	25,000	25,000	25,000	112,000	
	RES	CP	4026	GG	Town Hall Records Preservation	Regulatory	-	10	10,000	10,000	10,000	10,000	10,000	50,000	
CAPITAL RESERVE ACCOUNTS TOTAL							\$ 682,667	\$ 735,183	\$ 990,667	\$ 1,133,167	\$ 1,007,667	\$ 999,667	\$ 960,667	\$ 5,091,835	
Increase (Decrease) from Prior Year															
CAPITAL PROJECTS															
2018	PRJ	CP	4122	GG	Zoning Recodification and GIS Upgrade	Regulatory	\$ -	\$ 33,340		\$ -	\$ -	\$ -	\$ -	\$ -	
	PRJ	CP	4053	KPA	Paving and Pump Out Station - Pepperrell Cove	Infrastructure	-	57,462		-	-	-	-	-	
2019	PRJ	CP	4060	GG	Rice Rehab and Expansion Design	Buildings	400,000	339,157		-	-	-	-	-	
2020	PRJ	CP	NEW	GG	LED Lighting Conversion	Infrastructure	240,000	44,764		-	-	-	-	-	
NEW	PRJ	CP	NEW	DPW	Stevenson Sidewalk to Rte 236	Infrastructure	-			-	-	-	-	-	
2018	PRJ	CP	2094	DPW	Emery Field Phase 2	Infrastructure	-	43,830	300,000	-	-	-	-	300,000	
CAPITAL PROJECTS TOTAL							\$ 640,000	\$ 518,552	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000	
Increase (Decrease) from Prior Year															
TOTAL ALL CAPITAL							\$ 1,988,517	\$ 1,797,330	\$ 1,986,517	\$ 1,924,017	\$ 1,848,517	\$ 1,840,517	\$ 1,801,517	\$ 9,401,085	
Total Increase(Decrease) from Prior Year															
Proposed Fort Foster Fees															
Proposed Use of PEG Surplus (Fund 2081)															
TOTAL ALL CAPITAL ADJUSTED							\$ 1,938,517	\$ 1,797,330	\$ 1,951,517	\$ 1,924,017	\$ 1,848,517	\$ 1,840,517	\$ 1,801,517	\$ 9,366,085	
									\$ 13,000						

YEAR	CAP TYPE	FUND TYPE	FUND CODE	DEPT	Project Name	TYPE	FY20 Approved	Balance as of 12-31-19	FY21 Plan	FY22 Plan	FY23 Plan	FY24 Plan	FY25 Plan	5 YR Totals
DEBT SERVICE														
2016	TWN	DEBT		FD	Fire Stations (refinanced 2006 Bonds)	Buildings	\$ 132,400		\$ 130,100	\$ 127,800	\$ 125,500	\$ 118,250	\$ 116,050	\$ 617,700
2010	TWN	DEBT		DPW	Public Works Department	Buildings	49,400		48,503	47,563	46,556	45,484	44,369	232,475
2012	TWN	DEBT		KCC	Community Center	Buildings	363,275		357,775	352,275	346,775	341,275	335,088	1,733,188
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	146,900		144,300	141,700	139,100	136,500	133,900	695,500
2016	TWN	DEBT		KCC	Community Center Annex	Buildings	107,350		105,450	103,550	101,650	99,750	97,850	508,250
2021	TWN	DEBT	NEW	GG	Rice Proposed Expansion/Renovation ¹	Buildings	-		200,000	340,269	340,269	340,269	340,269	1,561,076
2013	SCH	DEBT		SCH	Mitchell School (refinanced 2002 bonds)	Buildings	224,700		220,500	216,300	212,100	-	-	648,900
2010	SCH	DEBT		SCH	Mitchell & Shapleigh	Buildings	469,000		460,672	451,938	442,594	432,641	422,281	2,210,125
2016	SCH	DEBT		SCH	School Various	Buildings	95,450		88,800	87,200	85,600	84,000	82,400	428,000
TOTAL DEBT SERVICE							\$ 1,616,880	\$ -	\$ 1,784,505	\$ 1,896,999	\$ 1,868,549	\$ 1,626,574	\$ 1,600,612	\$ 8,777,239
Total Town and School Debt Service Increase(Decrease)									\$ 167,625	\$ 112,494	\$ (28,450)	\$ (241,975)	\$ (25,962)	
TOTAL CAPTIAL + DEBT							\$ 3,555,397		\$ 3,736,022	\$ 3,821,016	\$ 3,717,066	\$ 3,467,091	\$ 3,402,129	\$ 18,178,324
VARIANCE FROM PRIOR YEAR							\$ 260,795		\$ 180,625	\$ 84,994	\$ (103,950)	\$ (249,975)	\$ (64,962)	
SEWER DEBT							\$ 767,499		\$ 767,499	\$ 765,954	\$ 764,270	\$ 763,738	\$ 691,937	\$ 3,753,398

Notes:

¹Assumes \$5M, 20 years, 3%. Includes estimated issuance costs.

²Policy compares FY21 CIP to FY20 budget projections.

³ School Undesignated Reserve was zeroed out in FY19

POLICY ²	FY20	FY21
FY2020 Combined Town & School Operating Budget	\$ 33,037,618	
FY2020 Combined Town, School and Sewer Operating Budget	\$ 35,479,437	
Capital as a % of Combined Budget (Town and School)		6.01%
Debt as a % of Combined Budget (Town and School)	Policy: 10%	5.40%
Capital & Debt as a % of Combined Budget (Town, School & Sewer)	Policy: 15%	12.69%
Capital & Debt as a % of Combined Budget (Town and School)		11.31%
Unassigned Reserve Fund Requirement for 2.5 Months (Town & School)	\$ 6,882,837	
Unassigned Fund Balance as of 6/30/2019	\$ 6,665,679	
	\$ 217,158	

2021 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4027):



Date: NOVEMBER 8, 2019
Department: Administration
Project Title: Municipal Facility Reserve
Contact: Kendra Amaral, Town Manager
Previously Presented? YES NO

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$ 80,000
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 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 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.

FY20 has included rehab of the PD Radio and Server Room A/C units, exterior wall repairs at the KRRF. Additional work is being done on Town Hall Offices in FY20. FY21 will focus on replacing the heating systems at Town Hall and rebuilding the reserve for expected projects in the out years.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$630,000	Town Funding Needed:	\$80,000
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 _____

FY21	FY22	FY23	FY24	FY25	Total
\$80,000	\$100,000	\$150,000	\$150,000	\$150,000	\$630,000

Please Provide and/or Attach Additional Project Details

TOWN OF KITTERY, MAINE
TOP LEVEL - ANNUAL RESERVE ESTIMATES
2021-2025 FACILITY MAINTENANCE RESERVE

Sum of EST REPLACEMENT COST ESCALATED	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2037	2038	2039	2040	2041	2042	2051	Grand Total	
AIR CONDITIONING				\$ 84,413									\$ 58,741	\$ 166,385		\$ 20,861						\$ 31,577		\$ 361,978	
COMMUNICATION SYSTEMS																								\$ 92,882	
EMERGENCY POWER			\$ 92,882																					\$ 92,882	
EXTERIOR WALLS				\$ 30,951					\$ 15,005															\$ 45,956	
FLOOR COVERINGS									\$ 32,685															\$ 77,719	
HEATING SYSTEM		\$ 6,682		\$ 6,155					\$ 28,705		\$ 4,568		\$ 35,245	\$ 18,907		\$ 96,282	\$ 7,234	\$ 45,034					\$ 193,131	\$ 538,416	
INTERIOR WALLS				\$ 24,761																				\$ 24,761	
POWER DISTRIBUTION																								\$ 24,761	
ROOF SYSTEMS						\$ 5,320		\$ 36,073		\$ 7,407	\$ 158,540			\$ 9,699	\$ 111,998	\$ 64,666	\$ 466,360				\$ 803,999	\$ 207,489	\$ 55,152	\$ 1,961,703	
SITE UTILITIES																								\$ 194,269	
VEHICULAR & PEDESTRIAN MOVEMENT				\$ 50,423			\$ 143,846																	\$ 194,269	
VENTILATION UNITS				\$ 3,658															\$ 2,850		\$ 3,024			\$ 9,532	
UNPLANNED PROJECTS	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000									\$ 315,000	
FIRE PROTECTION							\$ 32,637																		\$ 32,637
Grand Total	\$ 20,000	\$ 26,682	\$ 112,882	\$ 220,362	\$ 20,000	\$ 25,320	\$ 196,483	\$ 56,073	\$ 96,394	\$ 27,407	\$ 183,108	\$ 20,000	\$ 113,986	\$ 214,992	\$ 131,998	\$ 181,809	\$ 473,594	\$ 78,174	\$ 111,217	\$ 803,999	\$ 210,512	\$ 86,729	\$ 193,131	\$ 3,654,852	
Beginning Balance	\$ 145,158	\$ 125,158	\$ 178,476	\$ 165,594	\$ 95,232	\$ 225,232	\$ 349,913	\$ 303,430	\$ 397,357	\$ 450,962	\$ 573,556	\$ 540,447	\$ 670,447	\$ 706,461	\$ 641,470	\$ 659,471	\$ 627,662	\$ 595,853	\$ 667,679	\$ 706,462	\$ 52,463	\$ (8,049)	\$ 55,221		
CIP Allocation	\$ -	\$ 80,000	\$ 100,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 3,180,000
Est Projects	\$ 20,000	\$ 26,682	\$ 112,882	\$ 220,362	\$ 20,000	\$ 25,320	\$ 196,483	\$ 56,073	\$ 96,394	\$ 27,407	\$ 183,108	\$ 20,000	\$ 113,986	\$ 214,992	\$ 131,998	\$ 181,809	\$ 181,809	\$ 78,174	\$ 111,217	\$ 803,999	\$ 210,512	\$ 86,729	\$ 193,131		
Ending Balance	\$125,158	\$178,476	\$165,594	\$95,232	\$225,232	\$349,913	\$303,430	\$397,357	\$450,962	\$573,556	\$540,447	\$670,447	\$706,461	\$641,470	\$659,471	\$627,662	\$595,853	\$667,679	\$706,462	\$52,463	(\$8,049)	\$55,221	\$12,090		

TOWN OF KITTERY, MAINE
TOP LEVEL - ANNUAL RESERVE ESTIMATES
2021-2025 FACILITY MAINTENANCE RESERVE
Inflation Assumption

NEW PROJECT ADDED
PROJECT COMPLETED w/NEW USEFUL LIFE ADDED
END LIFE DATE MODIFIED
3%

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

CATEGORY	SYSTEM	ANTICIPATED END LIFE	ESTIMATED REPLACEMENT		EST REPLACEMENT
			COST TODAY	COST	ESCALATED
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	NEW FREEBIE BARN	2029	\$	2,499	\$ 3,358
ROOF SYSTEMS	OLD FREEBIE BARN	2029	\$	3,012	\$ 4,048
ROOF SYSTEMS	TRANSFER STATION - HOUSEHOLD WASTE	2030	\$	114,533	\$ 158,540
ROOF SYSTEMS	FORT FOSTER - NEW RESTROOM	2033	\$	6,413	\$ 9,699
ROOF SYSTEMS	TRANSFER STATION - UNIVERSAL WASTE BUILDING	2034	\$	48,195	\$ 75,086
ROOF SYSTEMS	PUBLIC WORKS - OFFICE BUILDING	2034	\$	23,693	\$ 36,912
ROOF SYSTEMS	PUBLIC WORKS - SALT / SAND BUILDING	2035	\$	35,438	\$ 56,867
ROOF SYSTEMS	PUBLIC WORKS - FRONT STORAGE GARAGE	2035	\$	4,860	\$ 7,799
ROOF SYSTEMS	COMMUNITY CENTER - MAIN BUILDING	2037	\$	210,938	\$ 359,107
ROOF SYSTEMS	COMMUNITY CENTER - GYMNASIUM	2037	\$	48,000	\$ 81,717
ROOF SYSTEMS	COMMUNITY CENTER - FITNESS	2037	\$	15,000	\$ 25,536
ROOF SYSTEMS	MUNICIPAL COMPLEX	2040	\$	212,625	\$ 395,545
ROOF SYSTEMS	PUBLIC WORKS - TOWN GARAGE (SHOP)	2040	\$	104,004	\$ 193,478
ROOF SYSTEMS	TRANSFER STATION - BALER BUILDING	2040	\$	115,560	\$ 214,976
ROOF SYSTEMS	COMMUNITY CENTER - EASTWING	2041	\$	108,287	\$ 207,489
ROOF SYSTEMS	FORT FOSTER - PAVILION #1	2042	\$	3,240	\$ 6,394
ROOF SYSTEMS	FORT FOSTER - PAVILION #2	2042	\$	10,125	\$ 19,983
ROOF SYSTEMS	FORT FOSTER - STORAGE GARAGE 2 BAY	2042	\$	7,290	\$ 14,387
ROOF SYSTEMS	PUBLIC WORKS - REAR SIGN STORAGE GARAGE	2042	\$	7,290	\$ 14,387
SITE UTILITIES	ELECTRICAL LINES				
SITE UTILITIES	COMMUNICATION LINES				
SITE UTILITIES	WATER LINES				
SITE UTILITIES	SEWER LINES				
SITE UTILITIES	NATURAL GAS LINES				
SITE UTILITIES	FUEL TANKS				
SITE UTILITIES	FIRE HYDRANTS				
SITE UTILITIES	STORM WATER DRAINS				
VEHICULAR & PEDESTRIAN MOVEMENT	PARKING LOT PAVING MUNICIPAL COMPLEX	2023	\$	44,800	\$ 50,423
VEHICULAR & PEDESTRIAN MOVEMENT	PARKING LOT PAVING DPW	2026	\$	63,760	\$ 78,417
VEHICULAR & PEDESTRIAN MOVEMENT	PARKING LOT PAVING COMMUNITY CENTER	2026	\$	53,200	\$ 65,429
VEHICULAR & PEDESTRIAN MOVEMENT	SIGNAGE				
VEHICULAR & PEDESTRIAN MOVEMENT	CURBS				
VEHICULAR & PEDESTRIAN MOVEMENT	FIRE LANES				
VEHICULAR & PEDESTRIAN MOVEMENT	SIDEWALKS				
VEHICULAR & PEDESTRIAN MOVEMENT	STEPS, STAIRS				
VEHICULAR & PEDESTRIAN MOVEMENT	HAND RAILS				
VENTILATION UNITS	AHU-2-BLOWER MOTOR	2023	\$	1,000	\$ 1,126
VENTILATION UNITS	AHU-3-BLOWER MOTOR	2023	\$	1,250	\$ 1,407
VENTILATION UNITS	AHU-4 -BLOWER MOTOR	2023	\$	1,000	\$ 1,126
VENTILATION UNITS	AHU-5-BLOWER MOTOR	2039	\$	1,578	\$ 2,850
VENTILATION UNITS	AHU-1 POLICE DEPT-BLOWER MOTOR	2041	\$	1,578	\$ 3,024
VENTILATION UNITS	AHU-1 POLICE DEPT-ACTUATOR				
VENTILATION UNITS	AHU-1 POLICE DEPT-SPEED CONTROLLER				
VENTILATION UNITS	AHU-2-ACTUATOR				
VENTILATION UNITS	AHU-2-SPEED CONTROLLER				

CATEGORY	SYSTEM	ANTICIPATED END LIFE	ESTIMATED REPLACEMENT COST TODAY	EST REPLACEMENT COST ESCALATED
VENTILATION UNITS	AHU-3-ACTUATOR			
VENTILATION UNITS	AHU-3-SPEED CONTROLLER			
VENTILATION UNITS	AHU-4 -ACTUATOR			
VENTILATION UNITS	AHU-4 -SPEED CONTROLLER			
VENTILATION UNITS	AHU-5-ACTUATOR			
VENTILATION UNITS	AHU-5-SPEED CONTROLLER			
FIRE PROTECTION	MUNICIPAL BUILDING FIRE ALARM SYSTEM	2026	\$ 26,537	\$ 32,637
UNPLANNED PROJECTS		2019	\$ 15,000	\$ 15,000
UNPLANNED PROJECTS		2020	\$ 20,000	\$ 20,000
UNPLANNED PROJECTS		2021	\$ 20,000	\$ 20,000
UNPLANNED PROJECTS		2022	\$ 20,000	\$ 20,000
UNPLANNED PROJECTS		2023	\$ 20,000	\$ 20,000
UNPLANNED PROJECTS		2024	\$ 20,000	\$ 20,000
UNPLANNED PROJECTS		2025	\$ 20,000	\$ 20,000
UNPLANNED PROJECTS		2026	\$ 20,000	\$ 20,000
UNPLANNED PROJECTS		2027	\$ 20,000	\$ 20,000
UNPLANNED PROJECTS		2028	\$ 20,000	\$ 20,000
UNPLANNED PROJECTS		2029	\$ 20,000	\$ 20,000
UNPLANNED PROJECTS		2030	\$ 20,000	\$ 20,000
UNPLANNED PROJECTS		2031	\$ 20,000	\$ 20,000
UNPLANNED PROJECTS		2032	\$ 20,000	\$ 20,000
UNPLANNED PROJECTS		2033	\$ 20,000	\$ 20,000
UNPLANNED PROJECTS		2034	\$ 20,000	\$ 20,000

2021 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (2094):



Date: NOVEMBER 7, 2019
Department: Administration
Project Title: Emery Field Phase 2
Contact: Kendra Amaral, Town Manager
Previously Presented? YES NO

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$ 300,000
Est. Useful Life (Years): 10-20 years
If Yes, when? (FY): FY 2020

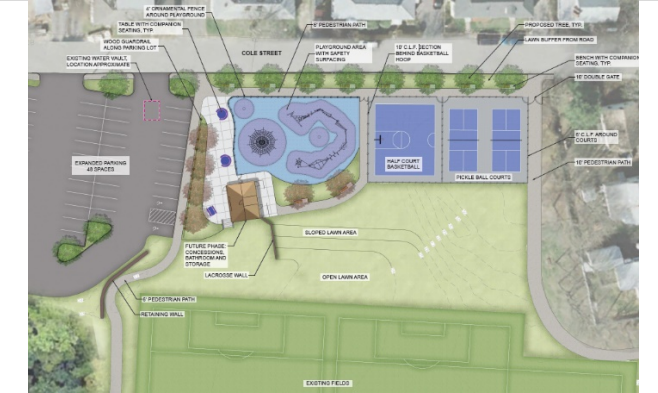
Project Type: Check All That Apply -

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. Phase 2 will focus on improvement and expansion of parking to support the park, installation of a playground, installation of a basketball and pickleball courts, and completion of the perimeter path around the park. The Town has applied for an LWCF grant for \$300,000 towards the total project costs. The Town needs to fund the remaining cost of \$430,782.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 730,782	Town Funding Needed:	\$ 300,000
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:	

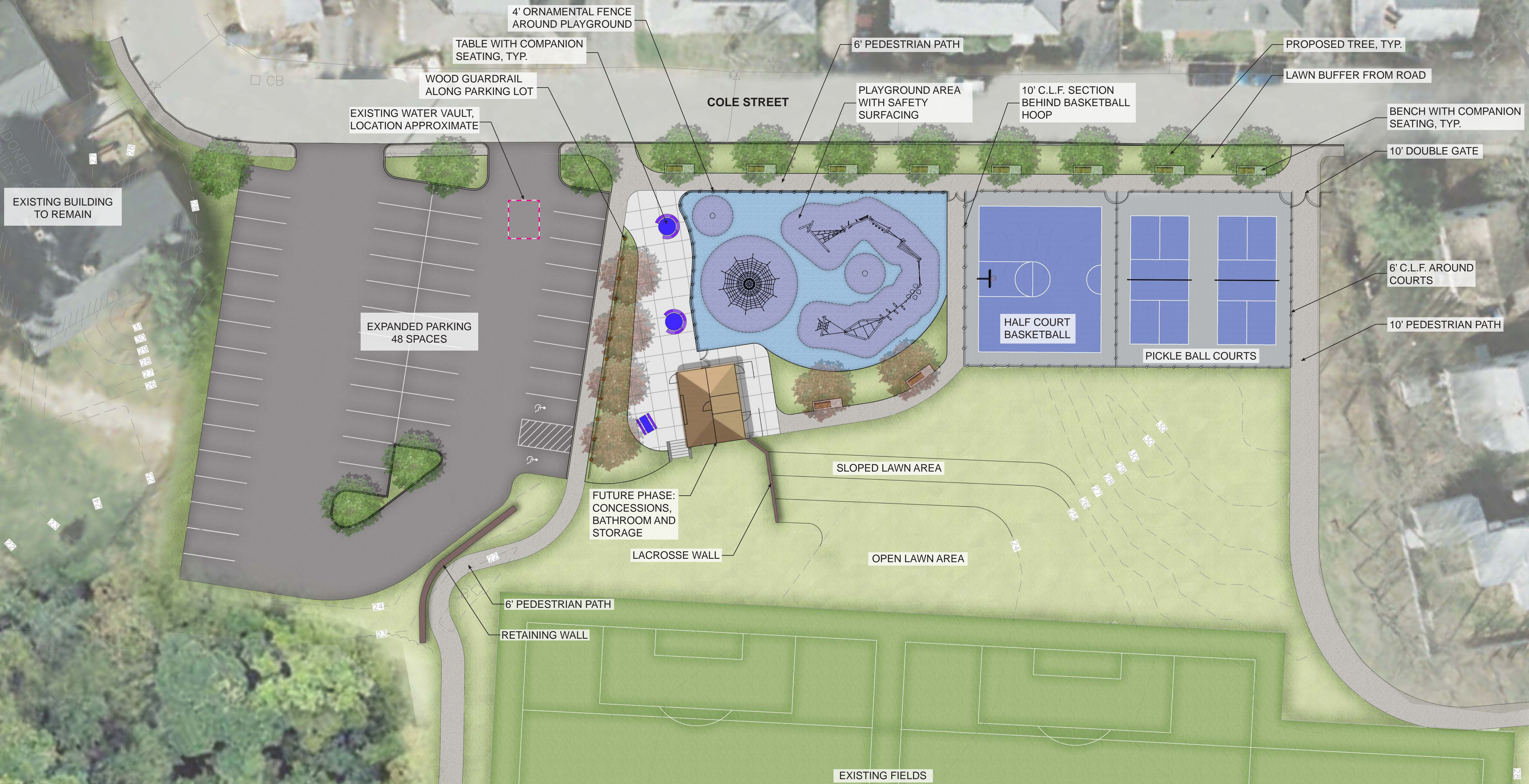
Project Planning:

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 _____

FY21	FY22	FY23	FY24	FY25	Total
\$ 300,000	\$ 0	\$ 0	\$ 0	\$ 0	\$300,000

Please Provide and/or Attach Additional Project Details

SCALE: 1" = 40'-0"



**Emery Field Park Phase 2
LWCF Budget Worksheet**

Item Description	Total Item Cost	Portion Funded with Applicant Cash	Portion Funded with Applicant In-Kind	Portion to be Funded by RTP
Administrative and Legal Expenses				
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Land, Structures, ROW, Appraisals, etc.,				
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Relocation Expenses				
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Architectural and Engineering fees				
Project Engineering	\$ 57,200.00	\$ 57,200.00	\$ -	\$ -
Construction Administration	\$ 28,300.00	\$ 28,300.00	\$ -	\$ -
Other A&E fees				
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Project Inspection Fees				
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Site Work				
Walkways and Landscaping	\$ 174,126.00	\$ 74,126.00	\$ -	\$ 100,000.00
Fencing	\$ 45,000.00	\$ 45,000.00	\$ -	\$ -
Demolition & Removal				
Demolition and Site Prep	\$ 137,494.00	\$ 37,494.00	\$ -	\$ 100,000.00
	\$ -	\$ -	\$ -	\$ -
Construction				
Concessions/Bathrooms/Storage Facility	\$ 200,000.00	\$ 100,000.00	\$ -	\$ 100,000.00
Site Furniture	\$ 30,000.00	\$ 30,000.00	\$ -	\$ -
Equipment				
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Miscellaneous				
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Contingencies				
Construction Contingency 10%	\$ 58,662.00	\$ 58,662.00	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Project / Program Income				
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Project Total	\$ 730,782.00	Recipient Cash	Recipient Match	LWCF Grant Request
	\$ 730,782.00	\$ 430,782.00	\$ -	\$ 300,000.00
sum of project total column green cells must match		Project Total	\$ 730,782.00	sum of breakout column totals
\$ 430,782.00	=	58.95%	Combined Match (at least 50% total project cost)	
\$ 300,000.00	=	41.05%	Grant Request (no more than 50% total project cost)	

MATCH FUNDING STATUS WORKSHEET

Source	Who is providing the Match?	Amount	Status (select dropdown)
Town Warrant Authorization	FY20 - Grant Match from Undesignated Fund	\$ 100,000.00	Pending
Cash from Applicant's Funds:	Capital Improvement Allocation	\$ 30,782.00	Committed
Capital Improvement Allocation	FY21 - Capital Request	\$ 300,000.00	Pending
Donated Labor:		\$ -	
Other:		\$ -	

Committed
Pending
Not Contacted

2021 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4020):



Date: NOVEMBER 7, 2019
Department: Administration
Project Title: Technology Reserve
Contact: Kendra Amaral, Town Manager
Previously Presented? YES NO

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$ 45,000
Est. Useful Life (Years): 5-7
If Yes, when? (FY): Annually

Project Type: Check All That Apply -

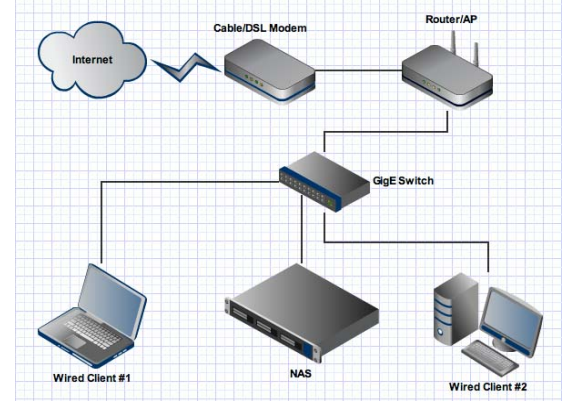
Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
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 FY20, the fund is supported transition from unsupported Windows 7 machines and network rebuild for public safety. FY21 will get the Town back on track to convert to VOIP. The funding for this reserve is needed to increase overtime to support the transition to a more robust and secure technology infrastructure.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$325,000	Town Funding Needed:	\$45,000
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 _____

FY21	FY22	FY23	FY24	FY25	Total
\$ 45,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$325,000

Please Provide and/or Attach Additional Project Details

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

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

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



Project Financing:			
Total Project Cost:	\$ 100,000	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			

FY21	FY22	FY23	FY24	FY25	Total
\$ 0	\$25,000	\$25,000	\$25,000	\$25,000	\$100,000

Please Provide and/or Attach Additional Project Details

2021 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4026):



Date:	DECEMBER 16, 2019	Dept. Priority (1 of 3, etc.):	1
Department:	Administration	Est. Funding Request:	\$ 10,000
Project Title:	Records Preservation	Est. Useful Life (Years):	200-300 years
Contact:		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:

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

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

The request for FY20 was zeroed out to shift funding to other priority projects. The plan is to resume preservation efforts in FY21.

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

FY21	FY22	FY23	FY24	FY25	Total
\$10,000	\$ 10,000	\$10,000	\$ 10,000	\$ 10,000	\$ 50,000

Please Provide and/or Attach Additional Project Details

2021 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4002):



Date: DECEMBER 18, 2019
Department: Kittery Public Works
Project Title: Right of Way Reserve
Contact: David Rich
Previously Presented? YES NO

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$ 450,000
Est. Useful Life (Years):
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 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:

We currently have 65 miles of roadway, 12 miles of sidewalk, and 5 miles of guard rails, 6 signalized intersections, 883 drainage basins and 26 miles of drainage pipe. The 5-year pavement management plan projects over \$2.6M in needs, (excluding sidewalk, drainage, and intersection improvements), and covers only 1/3 of the town's road miles. FY20 projects included \$420,000 in paving, \$40,000 in drainage, \$38,000 in sidewalk repairs, and \$38,000 in fence, guard rails, and engineering for ROW work.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$2,450,000	Town Funding Needed:	\$ 450,000
Amount and Type of Outside Funding Sources:	\$	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? _____
 Is Funding Necessary for Further Plans/Estimating? _____
 Can the Project be Phased? If yes, expenditure by year Yes

FY21	FY22	FY23	FY24	FY25	Total
\$ 450,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,450,000

Please Provide and/or Attach Additional Project Details

DENNETT RD-02	RT 1A	ELIOT RD	State Aid	0.10	2,373.80	76.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$29,672.51	\$0.00	\$0.00	\$0.00	\$0.00	\$29,673.00
DENNETT RD-03	ELIOT RD	RANGER DR	State Aid	0.06	1,496.08	74.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$18,700.94	\$0.00	\$0.00	\$0.00	\$0.00	\$18,701.00
DENNETT RD-04	RANGER DR	RT 95 RAMP	State Aid	0.16	3,791.40	38.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$47,392.44	\$0.00	\$0.00	\$0.00	\$0.00	\$47,392.00
DENNETT RD-05	RT 95 RAMP	SPINNEY WAY	State Aid	0.17	3,914.23	28.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$48,927.93	\$0.00	\$0.00	\$0.00	\$0.00	\$48,928.00
DENNETT RD-06	SPINNEY WAY	RT 95 RAMP	State Aid	0.04	1,011.12	28.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$12,639.03	\$0.00	\$0.00	\$0.00	\$0.00	\$12,639.00
DENNETT RD-07	RT 95 RAMP	OLD DENNETT RD	State Aid	0.37	8,707.20	74.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$108,840.01	\$0.00	\$0.00	\$0.00	\$0.00	\$108,840.00
DENNETT RD-08	OLD DENNETT RD	NORDIA LN	State Aid	0.03	733.28	80.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$9,166.01	\$0.00	\$0.00	\$0.00	\$0.00	\$9,166.00
DENNETT RD-09	NORDIAN LN	ROSEBERRY LN	State Aid	0.03	820.34	74.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$10,254.23	\$0.00	\$0.00	\$0.00	\$0.00	\$10,254.00
DENNETT RD-10	ROSEBERRY LN	SUNSET DR	State Aid	0.10	2,261.48	74.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$28,268.53	\$0.00	\$0.00	\$0.00	\$0.00	\$28,269.00
DENNETT RD-11	SUNSET DR	DENNETT RD EXT	State Aid	0.07	1,552.28	74.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$19,403.51	\$0.00	\$0.00	\$0.00	\$0.00	\$19,404.00
DENNETT RD-12	DENNETT RD EXT	ESTUARY DR	State Aid	0.13	2,997.87	74.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$37,473.32	\$0.00	\$0.00	\$0.00	\$0.00	\$37,473.00
DENNETT RD-13	ESTUARY DR	LEACH RD	State Aid	0.08	1,778.46	74.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$22,230.78	\$0.00	\$0.00	\$0.00	\$0.00	\$22,231.00
DENNETT RD-14	LEACH RD	ELIOT TL	State Aid	0.08	1,868.64	74.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$23,357.96	\$0.00	\$0.00	\$0.00	\$0.00	\$23,358.00

Total Year 2028 \$433,129.00

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
BARTLETT RD-01	HALEY RD	HIGH PASTURE RD	State Aid	0.22	2,792.22	50.94	1/2" Shim & 1 1/2" Overlay	\$12.50	\$34,902.70	\$0.00	\$0.00	\$0.00	\$0.00	\$34,903.00
BARTLETT RD-02	HIGH PASTURE RD	CHARLES HILL RD	State Aid	0.36	4,642.02	66.94	1/2" Shim & 1 1/2" Overlay	\$12.50	\$58,025.29	\$0.00	\$0.00	\$0.00	\$0.00	\$58,025.00
BARTLETT RD-03	CHARLES HILL RD	ABES WAY	State Aid	0.38	4,881.33	53.94	1/2" Shim & 1 1/2" Overlay	\$12.50	\$61,016.61	\$0.00	\$0.00	\$0.00	\$0.00	\$61,017.00
BARTLETT RD-04	ABES WAY	PINKHAMS LN	State Aid	0.12	1,561.82	72.94	1/2" Shim & 1 1/2" Overlay	\$12.50	\$19,522.69	\$0.00	\$0.00	\$0.00	\$0.00	\$19,523.00
BARTLETT RD-05	PINKHAMS WAY	SHAYDON LN	State Aid	0.05	651.27	78.94	1/2" Shim & 1 1/2" Overlay	\$12.50	\$8,140.85	\$0.00	\$0.00	\$0.00	\$0.00	\$8,141.00
BARTLETT RD-06	SHAYDON LN	LYNCH LN	State Aid	0.39	5,078.60	63.94	1/2" Shim & 1 1/2" Overlay	\$12.50	\$63,482.54	\$0.00	\$0.00	\$0.00	\$0.00	\$63,483.00
BARTLETT RD-07	LYNCH LN	CRANBERRY LN	State Aid	0.10	1,328.37	65.94	1/2" Shim & 1 1/2" Overlay	\$12.50	\$16,604.62	\$0.00	\$0.00	\$0.00	\$0.00	\$16,605.00
BARTLETT RD-08	CRANBERRY LN	YORK TL	State Aid	0.61	7,844.87	54.94	1/2" Shim & 1 1/2" Overlay	\$12.50	\$98,060.89	\$0.00	\$0.00	\$0.00	\$0.00	\$98,061.00

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
MILLER RD-01	BARTLETT RD	HIGH PASTURE RD	Accepted	0.16	2,004.59	54.94	1/2" Shim & 1 1/2" Overlay	\$12.50	\$25,057.35	\$0.00	\$0.00	\$0.00	\$0.00	\$25,057.00
MILLER RD-02	HIGH PASTURE RD	NORTON RD	Accepted	0.38	4,657.94	50.94	1/2" Shim & 1 1/2" Overlay	\$12.50	\$58,224.23	\$0.00	\$0.00	\$0.00	\$0.00	\$58,224.00

Total Year 2029 \$443,039.00

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
CUTTS ISLAND LN	RT 103	CHAUNCEY CREEK LN	Accepted	0.31	3,677.66	38.91	Reclamation	\$32.00	\$117,685.25	\$0.00	\$0.00	\$0.00	\$0.00	\$117,685.00

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
SEAPOINT RD-01	CUTTS ISLAND LN	THAXTER LN	Accepted	0.64	7,905.39	32.94	Reclamation	\$32.00	\$252,972.52	\$0.00	\$0.00	\$0.00	\$0.00	\$252,973.00
SEAPOINT RD-02	THAXTER LN	DEAD END	Accepted	0.16	2,000.25	54.94	Reclamation	\$32.00	\$64,008.09	\$0.00	\$0.00	\$0.00	\$0.00	\$64,008.00

Total Year 2030 \$434,666.00

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
ELIZABETH LN	HIGH PASTURE RD	HIGH PASTUER RD	Accepted	0.32	5,199.97	24.91	Reclamation	\$32.00	\$166,399.11	\$0.00	\$0.00	\$0.00	\$0.00	\$166,399.00

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
HIGH PASTURE RD-01	BARTLETT RD	ELIZABETH LN	Accepted	0.40	6,033.17	46.91	1/2" Shim & 1 1/2" Overlay	\$12.50	\$75,414.60	\$0.00	\$0.00	\$0.00	\$0.00	\$75,415.00
HIGH PASTURE RD-02	ELIZABETH LN	ELIZABETH LN	Accepted	0.09	1,315.60	67.91	1/2" Shim & 1 1/2" Overlay	\$12.50	\$16,444.95	\$0.00	\$0.00	\$0.00	\$0.00	\$16,445.00
HIGH PASTURE RD-03	ELIZABETH LN	MILLER RD	Accepted	0.15	2,244.38	46.91	1/2" Shim & 1 1/2" Overlay	\$12.50	\$28,054.80	\$0.00	\$0.00	\$0.00	\$0.00	\$28,055.00

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
WYMAN AVE	RT 103	WAINWRIGHT AVE	Accepted	0.28	3,401.40	22.95	Reclamation	\$32.00	\$108,844.72	\$0.00	\$0.00	\$0.00	\$0.00	\$108,845.00

Total Year 2031 \$395,159.00

6 Year Total \$2,665,804.00

2021 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4012):



Date: DECEMBER 18, 2019
Department: Kittery Public Works
Project Title: Vehicles and Equipment Reserve
Contact: David Rich
Previously Presented? YES NO

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$ 450,000
Est. Useful Life (Years): 10 – 25 years
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 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:	\$1,900,000	Town Funding Needed:	\$450,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	Varies

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

FY21	FY22	FY23	FY24	FY25	Total
\$450,000	\$ 500,000	\$ 350,000	\$300,000	\$300,000	\$1,900,000

Please Provide and/or Attach Additional Project Details

2021 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4043):



Date: DECEMBER 18, 2019
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

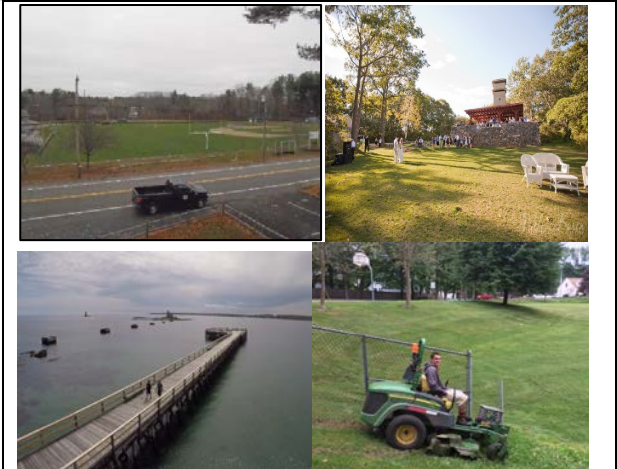
Project Type: Check All That Apply -

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:

Allocated funds are used for replacement/rehabilitation of field irrigation systems, fences, park buildings etc. as well as Fort Foster infrastructure including the pier, playground, tower bathroom roof, invasive plan, and supplemental reserve funding for future projects. Day pass rates were increased to offset the added capital costs. FY20 projects include \$30,000 for continuation of the Fort Foster Pier re-decking and \$10,000 for toilet replacements.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 280,000	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

FY21	FY22	FY23	FY24	FY25	Total
\$ 40,000	\$ 60,000	\$ 60,000	\$ 60,000	\$60,000	\$280,000

Please Provide and/or Attach Additional Project Details

2021 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4017):



Date:	DECEMBER 18, 2019	Dept. Priority (1 of 3, etc.):	2
Department:	Kittery Public Works	Est. Funding Request:	\$ 10,000
Project Title:	MS4 Compliance	Est. Useful Life (Years):	10-20
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 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 MS4 stormwater permitting requirements, the town is expected to evaluate stormwater infrastructure and track and remediate illicit discharges to the MS4. Evaluation of our infrastructure is done by site visits which require televising and sampling with some modifications to the infrastructure found inadequate requiring new infrastructure to be installed. FY20 projects include the sampling and camera inspection of storm drains and pipes, and replacing basin insert cartridges.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 170,000	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 _____

FY21	FY22	FY23	FY24	FY25	Total
\$ 10,000	\$40,000	\$ 40,000	\$40,000	\$ 40,000	\$170,000

Please Provide and/or Attach Additional Project Details

2021 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4013):



Date:	08 NOVEMBER 2019	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"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>
		Deemed Critical by Dept.	<input checked="" type="checkbox"/>
		Regulatory Requirement	<input type="checkbox"/>
		Other	<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 new truck was delivered in October, 2019. The amortization schedule reflects the 50% upfront payment for the truck during the FY19 period and also shows the balance amount of \$284,883 paid upon delivery. FY20 also has an estimated \$40K being applied towards Engine 5 for a mid-range refurbishment of the truck. The refurbishment started the last week of October 2019 and will finish before the end of the calendar year. Estimated FY20 expenditures total \$324,993 leaving a balance of \$30,782 in the Fire Apparatus Reserve Fund.



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?	\$ 20,000	Comments:	

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

Project Planning:	
Proposed Start Date of Project:	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	

FY21	FY22	FY23	FY24	FY25	Total
\$ 165,850	\$165,850	\$ 165,850	\$ 165,850	\$ 165,850	\$ 829,250

Please Provide and/or Attach Additional Project Details

2021 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4056):



Date:	08 NOVEMBER 2019	Dept. Priority (1 of 3, etc.):	1
Department:	FIRE DEPARTMENT	Est. Funding Request:	\$57,667
Project Title:	FIRE EQUIPMENT RESERVE	Est. Useful Life (Years):	10
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"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>
		Deemed Critical by Dept.	<input checked="" type="checkbox"/>
		Regulatory Requirement	<input checked="" type="checkbox"/>
		Other	<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 FY 23 is approaching \$235K. In previous years, protective clothing has been replaced on an as needed basis with an NFPA requirement of ten year replacement. However, at the start of this FY we have been purchasing protective clothing in order to have all active firefighters outfitted with two sets of gear. This will continue throughout this FY and into next FY in order to fulfill the requirements of the presumptive cancer recommendations. As of 31 October 2019 expenditures from this account total \$26,244 leaving a balance of 194,065. I estimate expenditures of an additional \$15,000 from this account this year.



Project Financing:	
Total Project Cost:	\$ 288,335
Amount and Type of Outside Funding Sources:	\$ 0
Salvage Value of Existing Equipment?	\$ 0
Town Funding Needed:	\$ 57,667
Comments:	
Comments:	

Future Costs & Operating Expenses:	
Estimated Annual Cost of Operation & Maintenance	\$ 3,500
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$
Comments:	ANNUAL TEST AND CERTIFICATION AND REPAIRS
Comments:	

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

FY21	FY22	FY23	FY24	FY25	Total
\$ 57,667	\$57,667	\$ 57,667	\$ 57,667	\$ 57,667	\$ 288,335

Please Provide and/or Attach Additional Project Details

2021 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4100):



Date: 08 NOVEMBER 2019
Department: FIRE DEPARTMENT
Project Title: FIRE DEPARTMENT FACILITY RESERVE
Contact: Chief David O'Brien
Previously Presented? YES NO

Dept. Priority (1 of 3, etc.): 2
Est. Funding Request: \$13,500
Est. Useful Life (Years): 100
If Yes, when? (FY): ANNUAL

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 to a 100 year life cycle based on estimated town growth and estimated changes in fire apparatus and equipment. The buildings were constructed to provide a long term maintenance free exterior. However, like all buildings, maintenance is needed to meet the expected life cycle and also enhance energy efficiencies as they are developed. The past two FY years have funded high efficiency boiler replacement in both stations. The Gorges Road Station is facing repair work to the concrete ramp in front of the apparatus bays and both stations will be in need of apparatus floor repair work in the near future.

Photo (click image to insert):



Project Financing:

Total Project Cost: \$ _____ Town Funding Needed: \$ _____
 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? _____
 Can the Project be Phased? If yes, expenditure by year YES

FY21	FY22	FY23	FY24	FY25	Total
\$13,500	\$ 23,500	\$25,000	\$25,000	\$25,000	\$112,000

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 fulltime 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.

2021 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4018):



Date: _____
Department: Harbormaster
Project Title: Kittery Port Authority Boat Reserve
Contact: John Brosnihan
Previously Presented? YES NO

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$ 0
Est. Useful Life (Years): 7-10
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 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:

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. A vehicle is also being assigned to the Harbormaster for towing, transport of equipment and tools, and response to emergencies during prime boating season. The vehicle is being transferred from another department, having reached its end of useful life for that department's needs.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$70,000	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	\$	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

FY21	FY22	FY23	FY24	FY25	Total
\$0	\$10,000	\$20,000	\$20,000	\$20,000	\$70,000

Please Provide and/or Attach Additional Project Details

Town of Kittery
Harbormaster
BOATS AND VEHICLES 2019
 Escalation Factor: **3.0%**
Harbormaster

Property	Year Purchased	Model Year	Cost	Replacement Year	Make	Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
21' Boat	2017	2013	\$35,000	2025	Surfside Hull	21 foot						41,792								
Outboard	2017	2013	\$11,000	2025	Evinrude E-Tech 115	115 HP Outboard						13,135								
Electronics Pkg	2020	UNK	\$5,000	2025								5,970								
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							
HM Truck	2019	2014	\$20,000	2025	Dodge Quad Cab	Used				22,510										
Account Balance							\$22,098	\$22,098	\$13,140	\$23,140	\$18,628	\$38,628	\$2,731	\$5,312	\$12,812	\$20,312	\$27,812	\$35,312	\$42,812	
Cost							-	11,458	-	27,012	-	60,897	4,919	-	-	-	-	-	-	
Trade-In							\$0	\$2,500	\$0	\$2,500	\$0	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CIP Funding							\$0	\$0	\$10,000	\$20,000	\$20,000	\$20,000	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Remaining Account Balance							\$22,098	\$13,140	\$23,140	\$18,628	\$38,628	\$2,731	\$5,312	\$12,812	\$20,312	\$27,812	\$35,312	\$42,812	\$50,312	

2021 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4055):



Date: DECEMBER 7, 2019
Department: Harbormaster
Project Title: Kittery Port Authority Equipment Reserve
Contact: John Brosnihan
Previously Presented? YES NO

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$25,000
Est. Useful Life (Years): Varies
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 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:

Annual funding to replace or rehab equipment that has reached the end of its service life. The KPA/Harbormaster maintain 25 floats and 5 ramps all of which are of different age and level of wear. Floats (docks) and ramps are currently the highest cost equipment expenses. The capital management plan has evolved to focus on annual re-decking of floats to extend their useful life.

In FY20 the Frisbee Float is the priority. The float was originally scheduled for replacement at a cost of \$60,000 however further investigation has indicated that re-decking, at a significantly lower cost, may extend the useful life for a number of years. Quotes are being obtained now for the work.

The KPA is recommending adding kayak racks in FY21 to enhance service for recreational boating at the Traip launch.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 195,000	Town Funding Needed:	\$ 25,000
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 Yes

FY21	FY22	FY23	FY24	FY25	Total
\$25,000	\$35,000	\$45,000	\$45,000	\$45,000	\$195,000

Please Provide and/or Attach Additional Project Details

Town of Kittery Harbor Master EQUIPMENT Escalation Factor: **3.0%**

Property	Year Purchased	Cost	Replacement Year	Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
PEPPERRELL COVE																	
Float Replacement	Various	\$40,000	Annual	Various	70,000						49,195	50,671	52,191	53,757	55,369	57,030	58,741
Float Redeck	Various	\$20,000	Annual	Various		21,218	21,855	22,510	23,185								
Transient Utilities	2014	\$78,000	As Needed	H20+Electricity													
Mooring Replacement	Various	\$5,000	Annual	Various		5,305		5,628		5,970		6,334					
TRAIP																	
Float Replacement	UNK	\$10,000	Annual	Various										13,439	13,842		
Float Redeck	UNK	\$10,000	Annual	Various				11,255	11,593								
Kayak Rack System	NEW	\$6,000	NA	NEW		6,000											
GOV ST																	
Wharf	2019	\$500,000	2049														
MISC																	
Hoist Replacement (2)	Various	\$4,000	As Needed				4,371		4,637				5,219				

Account Balance	\$75,082	\$20,082	\$12,560	\$21,334	\$26,941	\$32,526	\$71,556	\$72,361	\$65,356	\$57,946	\$40,750	\$21,539	\$14,508
Cost	\$70,000	\$32,523	\$26,225	\$39,393	\$39,415	\$5,970	\$49,195	\$57,005	\$57,410	\$67,196	\$69,212	\$57,030	\$58,741
Trade-In	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost	\$70,000	\$32,523	\$26,225	\$39,393	\$39,415	\$5,970	\$49,195	\$57,005	\$57,410	\$67,196	\$69,212	\$57,030	\$58,741
CIP Funding	\$15,000	\$25,000	\$35,000	\$45,000	\$45,000	\$45,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$45,000
Remaining Account Balance	\$20,082	\$12,560	\$21,334	\$26,941	\$32,526	\$71,556	\$72,361	\$65,356	\$57,946	\$40,750	\$21,539	\$14,508	\$767

2021 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4016):



Date: December 7, 2019
Department: HARBORMASTER
Project Title: Kittery Port Authority Facility Reserve
Contact: John Brosnihan
Previously Presented? YES NO

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$0
Est. Useful Life (Years): Various
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 checked="" 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 checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input checked="" type="checkbox"/>		

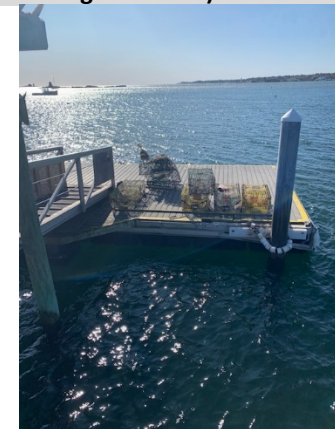
Project Description:

Photo (click image to insert):

Funds request for replacement and additions to the Kittery working and recreational waterfront facilities to include wharf repair, pier replacement/repair as well as buildings and utilities replacement and repair. Rider piles have been added to address pile replacement needs for the facilities.

FY20 will focus on rehabilitating/repurposing a storage shed at Traip to serve as a work space for the HM Staff that monitor and operate the Traip ramp.

The Frisbee ramp is planned for replacement in FY22. The ramp has received repeated repairs and welds to extend the useful life as long as possible. It is not ADA compliant and is needs to be upgraded.



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 _____

FY21	FY22	FY23	FY24	FY25	Total
\$0	\$10,000	\$15,000	\$10,000	\$10,000	\$45,000

Town of Kittery Harbor Master FACILITIES

2019
Escalation Factor: **3.0%**

Property	Year Purchased	Cost	Replacement Year	Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
PEPPERRELL COVE																	
Pepperrell Pier	1996	\$58,500	2036	East Pier													
Transient Ramp	2014	\$35,000	2034														
Frisbee Pier	2012	\$450,000	2052	West Pier													
Frisbee Ramp1	UNK	\$18,000	2022				19,669										
Frisbee Ramp2	2012	\$18,000	2032														26,434
Frisbee Ramp 3	UNK	\$13,000	2029											17,471			
HM Office	1997	\$47,000	2040														
Wharf Utilities	2014	\$83,400	2040														
Rider Piling Replac	Various		Various					7,500			7,500			7,500			
TRAIP																	
HM Shed	2020	\$6,500	NEW		7,500												
GOV ST																	
Govt.St. Pier	2019	\$500,000	2059														
RICE AVE																	
Storage Bldg	Unk	\$25,000	2025							29,851							
				Account Balance	\$22,731	\$15,231	\$15,231	\$5,562	\$13,062	\$23,062	\$3,211	\$5,711	\$15,711	\$25,711	\$10,740	\$20,740	\$40,740
		Cost			\$7,500	\$0	\$19,669	\$7,500	\$0	\$29,851	\$7,500	\$0	\$0	\$24,971	\$0	\$0	\$26,434
		Trade-In			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		CIP Funding			\$0	\$0	\$10,000	\$15,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$20,000	\$20,000
				Remaining Account Balance	\$15,231	\$15,231	\$5,562	\$13,062	\$23,062	\$3,211	\$5,711	\$15,711	\$25,711	\$10,740	\$20,740	\$40,740	\$34,306

2021 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4019):



Date: November 7, 2019
Department: Kittery Community Center
Project Title: KCC Equipment Reserve
Contact: Jeremy Paul
Previously Presented? YES NO

Dept. Priority (1 of 3, etc.): 2
Est. Funding Request: \$25,000
Est. Useful Life (Years): 5-20
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 checked="" 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 checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" 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: Fitness room replacement machines and equipment. STAR Theatre upgrade/expansion of sound capacity and upgrades to the theatrical light system. Kitchen equipment nearing end of useful life and will be replacement including 60" stainless steel range, 2 convection ovens, walk-in cooler and walk-in freezer. Gymnasium sound system to expand its appeal and capabilities for events; and an all building intercom system to coincide with emergency management plans.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$150,000	Town Funding Needed:	\$ 25,000
Amount and Type of Outside Funding Sources:	0	Comments:	
Salvage Value of Existing Equipment?		Comments:	To be determined

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

FY21	FY22	FY23	FY24	FY25	Total
\$25,000	\$30,000	\$30,000	\$30,000	\$35,000	\$150,000

Please Provide and/or Attach Additional Project Details

2021 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4051):



Date: NOVEMBER 7, 2019
Department: Kittery Community Center
Project Title: KCC Facility Reserve
Contact: Jeremy Paul
Previously Presented? YES NO

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$ 20,000
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 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:

Photo (click image to insert):

This account is for larger projects/maintenance of the KCC and the East Wing. Project needs include: Replacement of some exterior doors, blown in insulation in the annex; replacement of exterior doors; 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 system to replace the current one pump system that is in poor condition and not efficiently meeting the needs of the space.

The priority for FY20 is the replacement of the floor in the STAR Theater. Other potential projects have taken a backseat and reprioritized to accommodate the floor being replaced.



Project Financing:

Total Project Cost:	\$125,000	Town Funding Needed:	\$ 20,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	0	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$ 3000	Comments:	part of PM program in east wing for heating system
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$ TBD	Comments:	insulation will increase heating efficiency, Proper doors increase security

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 _____

FY21	FY22	FY23	FY24	FY25	Total
\$20,000	\$30,000	\$25,000	\$25,000	\$25,000	\$125,000



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
Jess Labbe

TO: Kendra Amaral, Town Manager
FROM: Jeremy Paul, Director Kittery Community Center
DATE: November 7, 2019
RE: FY2021-FY2025 Capital Improvement Plan

Please find the FY2021-FY2025 Capital Improvement Plan update and requests from the Kittery Community Center.

FY20 Project Updates

KCC Vehicle Reserve (CIP FUND 4011)

As with the previous year's request, we will not be requesting any funds for the Vehicle Reserve account.

KCC EQUIPMENT RESERVE (CIP FUND 4019)

This past year we were able to reupholster a number of fitness machines that needed new padding. In addition, we purchased a new recumbent bicycle to replace a failing machine. We are also researching possible ways to sell equipment that we are phasing out. Unfortunately, due to the age of most of the equipment, there isn't a big market right now.

In addition to the fitness equipment, we were able to purchase two swings and a face to face glider swing for the playground. Our maintenance staff was able to repair the super tube slide to satisfactory condition allowing us to defer replacement of the slide for a while.

KCC FACILITY RESERVE (CIP FUND 4051)

As mentioned above, the STAR Theatre floor was an unexpected project that has taken priority and will have a major impact on the FY21-FY25 facility reserve request.

As the year has progressed, a major project presented itself in the need to replace the STAR Theater flooring. We noticed small issues in early April 2019 when removing floor tape. The tape would also strip off some of the stain that had been applied earlier in the year. The theater schedule did not allow us to notice the severity of the issue until mid-August. At that point we also found damage to the floor that included chipping of the wood, some breaking and buckling of boards and overall unsatisfactory floor conditions. It is an old floor and have been advised that it cannot be sanded further without resulting in more damage than good.

This floor replacement has become our top priority. We have a scheduling window from January 20 to February 10, 2020 that would allow for a potential project to be completed. The cost of the repair is estimated to be over \$30,000 and would basically use the entire current KCC Facility Reserve Fund balance.

FY21-FY25 Project Requests

KCC EQUIPMENT RESERVE (CIP FUND 4019)

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

Fitness Equipment: A number of fitness machines in the fitness suite were donated by York Hospital and are over 20 years and nearing the end of their usefulness. Replacement cost for the equipment in our fitness suite is roughly \$85,000.

As mentioned in the update portion, this past year, we were able to reupholster a number of machines that needed padding improvements. In addition, we purchased a new recumbent bicycle to replace a worn-out machine, as well as two treadmill belts.

Kitchen Equipment: We are continually trying to increase our program offerings in our kitchen. With that increased use, we are working to anticipate any possible replacement costs of essential equipment. That would include a stove, convection ovens, and the walk-in refrigerator/freezer unit. The cost to replace those pieces of equipment is roughly \$20,000.

STAR Theater Equipment: The STAR is the crown jewel of the KCC and continues to host a wide variety of events and productions. With over seven years of use, we are aware of the need to upgrade and expand the sound capacity and lighting system. The cost for those items would be approximately \$72,000, but can be phased in over time. The priority, LED fixtures, would be \$24,000. We are working to develop a better theatre management/preventive maintenance program.

Playground Equipment: We were able to purchase some replacement equipment for the playground. In addition, maintenance staff were able repair the super tube slide. Most of the equipment currently on the playground was installed when that playground was constructed around 2000. This playground serves the public as well as our daycare programs. As our Board of Directors looks into an overall campus master 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 sure the playground is safe and meets current standards.

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 bringing in a portable speaker with microphone for some events. The cost to have a new sound system put in is approximately \$48,000.

Building Wide Intercom: The KCC currently does not have a building-wide intercom system to make announcements, alert the public to any safety issues, etc. Any room that has a phone has the ability to be heard 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. In today's day and age, being able to communicate effectively with as many people as possible is of the utmost importance. The cost to install this public address system is \$14,000.

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

Replacement of Exterior Doors: The KCC has 22 exterior doors throughout the building. For safety and security reasons, there is a need to replace exterior doors #6 and #7. In addition, the three exterior doors to the theatre will need to be replaced. The costs range from \$9,000 to \$11,000.

Increased Parking at KCC: With the number of events at the KCC continuing to grow, there is a dire need to expand/increase parking on site. Larger voting turnouts often result in damage to the field, and there are some conferences we are unable to have back due to the concerns over parking. The KCC BOD is working on a campus master plan that will include expanded parking. As the plan

and suggested locations for the additional parking are still in the works, we don't see an immediate parking project coming forward and can afford to wait for more information.

East Wing Projects

There are two projects in the East Wing that we are including with our requests, and, like the parking project, realize there will be some time before these projects will be planned and completed.

As we evaluate the potential future use of the East Wing, we are working on a project that would add ventilation and air conditioning in the East Wing. More specific details are being worked on and allows us to keep our focus on the STAR floor as our priority at this time.

East Wing Heating System: In reviewing the heating system of the East Wing, we found the current one pump system is in poor condition. The cost to install two new heating system pumps is \$19,000. Two pump systems are now the standard in these types of buildings. This will maintain redundancy so that we will always have circulation and will help save energy.

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. We need to undertake some further investigation to determine the feasibility and cost of the project.

Insulation in the attic at KCC: Based on the pricing information given to insulate the East Wing, we have come up with a price tag of \$30,000 to insulate the attic of the main KCC building. The benefits of insulating the building would be reducing energy costs, helping to prevent gradual damage caused by heat and moisture, providing better indoor air quality and indoor comfort, and having less wear and tear on HVAC systems.

2021 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4022):



Date:	NOVEMBER 7, 2019	Dept. Priority (1 of 3, etc.):	1
Department:	Kittery Police Department	Est. Funding Request:	\$147,000
Project Title:	Police Vehicle Reserve	Est. Useful Life (Years):	3 - 5
Contact:	Chief Robert Richter	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: **Photo (click image to insert):**

In 2020 two front line vehicles were replaced. The replacement included two up-fits, and two in-car computer replacements. With these purchases our fleet will be maintained at 13 for the time being. With the return of the second detective to Kittery assignments, an additional back-up vehicle was needed. This was achieved by holding onto one of the vehicles that is taken out of regular rotation (front or second line).

Total cost of a vehicle full up-fit (Prisoner cage, lights, siren, computer, lettering, etc.) is running approximately \$48,000. The rotation of the vehicles is based upon mileage and the year of the vehicles.



Project Financing:			
Total Project Cost:	\$ 634,000	Town Funding Needed:	\$147,000
Amount and Type of Outside Funding Sources:	\$ 0	Comments:	
Salvage Value of Existing Equipment?	\$ 0	Comments:	Auction of 4 vehicles

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?	
Is Funding Necessary for Further Plans/Estimating?	Yes
Can the Project be Phased? If yes, expenditure by year	

FY21	FY22	FY23	FY24	FY25	Total
\$147,000	\$107,000	\$110,000	\$157,000	\$113,000	\$ 634,000

Please Provide and/or Attach Additional Project Details

KPD Vehicle Fleet Mapping / Replacement - Purchase

FY2020			FY2021			FY2022			FY2023			FY2024			FY2025		
Vehicle #	Assigned to:	Type:	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	37*	Supervisor	SUV	36	Supervisor	SUV
23	line	SUV	23	line	SUV	32*	line	SUV	32	line	SUV	32	line	SUV	39*	line	SUV
22	line	SUV	29*	line	SUV	29	line	SUV	29	line	SUV	36*	line	SUV	37	line	SUV
18	line	SUV	28*	line	SUV	28	line	SUV	34*	line	SUV	38*	line	SUV	38	line	SUV
26*	line	SUV	26	line	SUV	33*	line	SUV	33	line	SUV	33	line	SUV	41*	line	SUV
27*	line	SUV	27	line	SUV	27	line	SUV	35*	line	SUV	35	line	SUV	35	line	SUV
17	Detective	SUV	17	Detective	SUV	26	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	273	Detective	SUV
6	SRO	Chev	19	SRO	SUV	19	SRO	SUV	19	SRO	SUV	29	SRO	SUV	32	SRO	SUV
24	LT	SUV	24	LT	Sedan	24	LT	SUV	24	LT	SUV	24	LT	SUV	33	LT	SUV
2	ACO	PU	2	ACO	PU	2	ACO	PU	2	ACO	PU	2	ACO	PU	2	ACO	PU
25	Chief	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		6	Line Backup	SUV
21	Marked BU		21	Unmarked BU	SUV	21	unMarked BU		28	Marked BU		34	Marked BU		5	Detective	SUV
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*			Purchase 2 SUVs / Cars 39*,41*		
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			Cost 2 cars, 2 Upfits, 2 computers		
Approx:	\$95,000		Approx:	\$147,000		Approx.	\$107,000		Approx.	\$110,000		Approx.	\$157,000		Approx:	\$113,000	
Trade/Auc: 12			Trade/Auc 3 vehicles 4,6,18)			Trade/Auc: 21,5			Trade/Auc: 22,21,			Trade/Auc: 19,22,23			Trade/Auc: 26,27		

2021 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (NEW):



Date:	NOVEMBER 7, 2019	Dept. Priority (1 of 3, etc.):	2
Department:	POLICE DEPARTMENT	Est. Funding Request:	\$7,500
Project Title:	EQUIPMENT RESERVE	Est. Useful Life (Years):	VARIES
Contact:	Chief Robert Richter	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, flashlights, batteries and cruiser equipment.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$47,500	Town Funding Needed:	\$7,500
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 _____

FY21	FY22	FY23	FY24	FY25	Total
\$7,500	\$10,000	\$10,000	\$ 10,000	\$ 10,000	\$ 47,500

Please Provide and/or Attach Additional Project Details

2021 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):



Date: November 13, 2019
Department: Kittery School District
Project Title: School Facility Reserve
Contact: Eric Waddell, Superintendent of Schools
Previously Presented? YES NO

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$ 50,000
Est. Useful Life (Years): 10-30 years
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 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 is a request for the annual allocation for facility needs which may include unanticipated repairs and/or replacement of outdated infrastructure. All purchases through the CIP Facilities Reserve Fund are recommended to the Facilities, Finance, & Safety Committee by the Facilities Director and the Superintendent of Schools and require approval of the Kittery School Committee. Purchases from FY19 and FY20 have included a glass wall system for the Traip Academy library to facilitate small group work without disturbing other library patrons. New cafeteria fixtures at Shapleigh School and Traip Academy were funded through this CIP reserve fund. Other reserve fund projects: Traip Academy roof repair, cafeteria sound abatement at MPS, and upgrades to the science laboratories at Traip Academy. FY21 CIP Facilities Reserve Fund projects will be presented to the Facilities, Finance, & Safety Committee by the superintendent and facilities director and recommended for approval to the full School Committee. Projects will be prioritized using the District's newly developed Maintenance, Facilities, and Equipment Inventory.

Photo (click image to insert):



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 _____

FY21	FY22	FY23	FY24	FY25	Total
\$ 50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000

Please Provide and/or Attach Additional Project Details

2021 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):



Date: November 13, 2019
Department: Kittery School District
Project Title: School Vehicle Reserve
Contact: Eric Waddell, School Superintendent
Previously Presented? YES NO

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$ 10,000
Est. Useful Life (Years): 5 years
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 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 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 24,424. 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 60,500, and the anticipated trade year will be 2022 or approximately 120,000 miles.

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:
 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 _____

FY21	FY22	FY23	FY24	FY25	Total
\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000

Please Provide and/or Attach Additional Project Details

2021 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):



Date: November 13, 2019
Department: Kittery School District
Project Title: School Equipment Reserve
Contact: Eric Waddell, Superintendent of Schools
Previously Presented? YES NO

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$ 40,000
Est. Useful Life (Years): 5-10 Years
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 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 that is available for replacing equipment, as needed. The account is used to replace or upgrade equipment needs on an as-needed basis as recommended by the District's Facilities, Finance, & Safety Committee. Recent purchases through the CIP Equipment Reserve Fund included kitchen equipment, replacement curtains for the Traip Academy stage, grounds keeping equipment (the District stopped contracting out the work of property maintenance in the spring of 2019), large maintenance equipment like backpack vacuums and floor scrubbers, bleacher repairs, and a sophisticated badge maker to integrate proximity cards and photo ID credentials within the District for heightened security and safety. The FY21 equipment purchases through the CIP Equipment Reserve Fund will be thoughtfully recommended to the School Committee using a newly developed facilities and equipment inventory managed by the Facilities Director and Superintendent of Schools.



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 _____

FY21	FY22	FY23	FY24	FY25	Total
\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000

Please Provide and/or Attach Additional Project Details

2021 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):



Date: November 13, 2019
Department: Kittery School District
Project Title: **School Technology Reserve**
Contact: Eric Waddell, School Superintendent
Previously Presented? YES NO

Dept. Priority (1 of 3, etc.): **1**
Est. Funding Request: **\$ 40,000**
Est. Useful Life (Years): 5 years
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 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 is a request for the annual allocation from CIP funding to maintain an account which is available for unanticipated and/or essential technology needs which may include unanticipated repairs and/or replacement of outdated infrastructure or equipment. Technology projects funded through the CIP Technology Reserve Fund are presented by the Director of Technology and the Superintendent of Schools to the Facilities, Finance, & Safety Committee who then makes recommendations for funding to the full School Committee which must approve CIP Reserve Fund projects. FY19 and FY20 projects focused on equipment purchases (ipads, interactive white boards) and infrastructure improvements/upgrades (switches, network hardware, etc).

Photo (click image to insert):



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 _____

FY21	FY22	FY23	FY24	FY25	Total
\$ 40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000

Please Provide and/or Attach Additional Project Details