



## **CAPITAL IMPROVEMENT PROGRAM COMMITTEE**

**January 6, 2021**

**6PM**

**AGENDA**

1. Department Presentations
  - a. Municipal Facilities
  - b. Kittery Community Center
  - c. Harbormaster
  - d. School Department
2. Draft Policy Amendment Review
3. Adjourn

### **Materials:**

- CIP Requests Forms for all Departments
- Updated CIP Workshop
- Updated CIP Policy (with Climate Change recommendation)
- Updated "On the Horizon" Projects List

### **Next Meetings:**

- January 13 – 6PM
  - DPW
  - Fire
  - Police
  - Admin
- 4. January 20 – 6PM
  - Finalize Plan

The public may view the meeting via Zoom webinar. Register in advance for the webinar at:  
[https://us02web.zoom.us/webinar/register/WN\\_2j6lUViQRyWewd0fM3SCrw](https://us02web.zoom.us/webinar/register/WN_2j6lUViQRyWewd0fM3SCrw)

**Due to the Declaration of a State of Emergency for the State of Maine and Town of Kittery, this meeting will be held remotely in accordance with LD 2167.**

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4027):



**Date:** November 10, 2020  
**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:** \$105,000  
**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 type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

**Project Description:**

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.



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

**Project Financing:**

Total Project Cost:	<u>\$750,000</u>	Town Funding Needed:	<u>\$105,000</u>
Amount and Type of Outside Funding Sources:	<u>\$</u>	Comments:	<u></u>
Salvage Value of Existing Equipment?	<u>\$</u>	Comments:	<u></u>

**Future Costs & Operating Expenses:**

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

**Project Planning:**

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

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

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

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

FY22	FY23	FY24	FY25	FY26	Total
\$105,000	\$160,000	\$185,000	\$150,000	\$150,000	\$750,000

Please Provide and/or Attach Additional Project Details

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

Sum of EST REPLACEMENT COST ESCALATED																							
	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																							
EMERGENCY POWER	\$ 92,882																					\$ 92,882	
EXTERIOR WALLS		\$ 30,951					\$ 15,005															\$ 45,956	
FLOOR COVERINGS							\$ 32,685									\$ 45,034						\$ 77,719	
HEATING SYSTEM		\$ 6,155					\$ 28,705		\$ 4,568	\$ 2,169	\$ 35,245	\$ 18,907			\$ 5,361	\$ 33,140	\$ 108,367		\$ 127,034		\$ 193,131	\$ 562,781	
INTERIOR WALLS		\$ 24,761																				\$ 24,761	
POWER DISTRIBUTION																							
ROOF SYSTEMS				\$ 5,320		\$ 36,073		\$ 7,407	\$ 206,988			\$ 9,699	\$ 111,998	\$ 64,666	\$ 466,360			\$ 803,999	\$ 207,489	\$ 55,152		\$ 1,975,151	
SITE UTILITIES																							
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									\$ 315,000	
FIRE PROTECTION					\$ 32,637																	\$ 32,637	
<b>Grand Total</b>	<b>\$ 112,882</b>	<b>\$ 220,362</b>	<b>\$ 20,000</b>	<b>\$ 25,320</b>	<b>\$ 196,483</b>	<b>\$ 56,073</b>	<b>\$ 96,394</b>	<b>\$ 27,407</b>	<b>\$ 231,556</b>	<b>\$ 22,169</b>	<b>\$ 113,986</b>	<b>\$ 214,992</b>	<b>\$ 131,998</b>	<b>\$ 85,527</b>	<b>\$ 471,721</b>	<b>\$ 78,174</b>	<b>\$ 111,217</b>	<b>\$ 803,999</b>	<b>\$ 337,546</b>	<b>\$ 86,729</b>	<b>\$ 193,131</b>	<b>\$ 3,692,666</b>	
<b>Beginning Balance</b>	<b>\$ 181,783</b>	<b>\$ 173,901</b>	<b>\$ 113,539</b>	<b>\$ 278,539</b>	<b>\$ 403,219</b>	<b>\$ 356,736</b>	<b>\$ 450,663</b>	<b>\$ 504,269</b>	<b>\$ 626,862</b>	<b>\$ 545,306</b>	<b>\$ 673,137</b>	<b>\$ 709,151</b>	<b>\$ 644,159</b>	<b>\$ 662,161</b>	<b>\$ 726,634</b>	<b>\$ 791,107</b>	<b>\$ 862,933</b>	<b>\$ 901,716</b>	<b>\$ 247,718</b>	<b>\$ 60,171</b>	<b>\$ 123,442</b>		
CIP Allocation	\$ 105,000	\$ 160,000	\$ 185,000	\$ 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	\$ 3,230,000
Est Projects	\$ 112,882	\$ 220,362	\$ 20,000	\$ 25,320	\$ 196,483	\$ 56,073	\$ 96,394	\$ 27,407	\$ 231,556	\$ 22,169	\$ 113,986	\$ 214,992	\$ 131,998	\$ 85,527	\$ 85,527	\$ 78,174	\$ 111,217	\$ 803,999	\$ 337,546	\$ 86,729	\$ 193,131		
<b>Ending Balance</b>	<b>\$173,901</b>	<b>\$113,539</b>	<b>\$278,539</b>	<b>\$403,219</b>	<b>\$356,736</b>	<b>\$450,663</b>	<b>\$504,269</b>	<b>\$626,862</b>	<b>\$545,306</b>	<b>\$673,137</b>	<b>\$709,151</b>	<b>\$644,159</b>	<b>\$662,161</b>	<b>\$726,634</b>	<b>\$791,107</b>	<b>\$862,933</b>	<b>\$901,716</b>	<b>\$247,718</b>	<b>\$60,171</b>	<b>\$123,442</b>	<b>\$80,311</b>		

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

PROJECT COMPLETED w/NEW USEFUL LIFE ADDED  
 EARLY FAILURE - PULLED IN FOR REPLACEMENT w/NEW LIFE

3%

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

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

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

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

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4019):



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

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

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

**Project Description:**

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

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

The following projects are being considered for the next five years: Fitness room replacement machines and equipment. STAR Theatre upgrade/expansion of sound capacity and upgrades to the theatrical light system. Kitchen equipment nearing end of useful life and will be 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.



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

**Project Financing:**

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

**Future Costs & Operating Expenses**

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

**Project Planning:**

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

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

Please Provide and/or Attach Additional Project Details



# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4051):



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

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

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

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

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

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



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

**Project Financing:**

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

**Future Costs & Operating Expenses:**

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

**Project Planning:**

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

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



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

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

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

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

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

#### **FY21 Project Updates**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4018):



**Date:** November 12, 2020  
**Department:** Harbormaster  
**Project Title:** Kittery Port Authority Boat Reserve  
**Contact:** John Brosnihan  
**Previously Presented?**  YES  NO

**Dept. Priority (1 of 3, etc.):** 3  
**Est. Funding Request:** \$ 72,500  
**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 type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

**Project Description:**

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

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

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

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



**Climate Change/Sustainability:**

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

**Project Financing:**

Total Project Cost:	\$72,500	Town Funding Needed:	\$ 72,500
Amount and Type of Outside Funding Sources:	\$ TBD	Comments:	Seeking Port Security grant to replace HM primary boat
Salvage Value of Existing Equipment?	\$	Comments:	

**Future Costs & Operating Expenses:**

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

**Project Planning:**

Proposed Start Date of Project: Next purchase planned for 2027 if grant is unsuccessful

What Planning Has Been Done for Project?

Is Funding Necessary for Further Plans/Estimating?

Can the Project be Phased? If yes, expenditure by year No

FY22	FY23	FY24	FY25	FY26	Total
\$5,000	\$20,000	\$20,000	\$20,000	\$7,500	\$72,500

Please Provide and/or Attach Additional Project Details

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

Property	Year Purchased	Model Year	Cost	Replacement Year	Make	Description	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
21' Boat	2017	2013	\$35,000	2025	Surfside Hull	21 foot						44,337						
Outboard	2017	2013	\$13,000	2025	Evinrude E-Tech 115	115 HP Outboard						16,468						
Electronics Pkg	2020	2020	\$5,800	2025	Garmin/Icom	PS Radio/Radar/Gps						7,347						
Work Skiff	2020	2020	\$17,210	2035	Maritime	1480 Skiff												
Outboard	2020	2020	see Work Skiff above	2035		25 HP Outboard												
21' Trailer	2017	2013	\$4,000	2023	Came with Surfside	Trailer						5,067						
Work Skiff Trailer	2020	2020	see Work Skiff above	2035		Maritime Trailer												
HM Truck	2014	2014	\$20,000	2025	Dodge Quad Cab	Used			23,185									
<b>Account Balance</b>							<b>\$6,888</b>	<b>\$11,888</b>	<b>\$31,888</b>	<b>\$28,703</b>	<b>\$48,703</b>	<b>\$66,203</b>	<b>\$483</b>	<b>\$7,983</b>	<b>\$15,483</b>	<b>\$22,983</b>	<b>\$30,483</b>	
<b>Cost</b>							-	-	23,185	-	-	73,219	-	-	-	-	-	-
<b>Trade-In</b>							\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CIP Funding</b>							\$5,000	\$20,000	\$20,000	\$20,000	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
<b>Remaining Account Balance</b>							<b>\$11,888</b>	<b>\$31,888</b>	<b>\$28,703</b>	<b>\$48,703</b>	<b>\$66,203</b>	<b>\$483</b>	<b>\$7,983</b>	<b>\$15,483</b>	<b>\$22,983</b>	<b>\$30,483</b>	<b>\$37,983</b>	

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4016):



**Date:** November 12, 2020  
**Department:** HARBORMASTER  
**Project Title:** Kittery Port Authority Facility Reserve  
**Contact:** John Brosnihan  
**Previously Presented?**  YES  NO

**Dept. Priority (1 of 3, etc.):** 2  
**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 type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improv Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

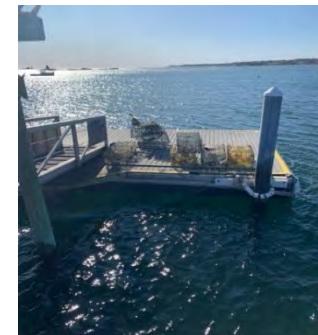
**Project Description:**

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

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

The Pepperrell Cove ramp received welding repairs to extend its useful life. The Frisbee Ramp is undergoing repair to further extend its useful life and improve safety. The parking lot was rehabilitated and repaved by DPW under a separate project number. The work included reinforcing and replacing riprap and a complete grind and repave of the parking lot.

Pepperrell Cove Rider pilings that secure the floats will begin needing replacement over the next few years. The plan is to replace one every other year beginning in FY2022.



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

**Project Financing:**

Total Project Cost:	<u>\$65,000</u>	Town Funding Needed:	<u>\$65,000</u>
Amount and Type of Outside Funding Sources:		Comments:	<u>Will investigate grant funds to offset some costs</u>
Salvage Value of Existing Equipment?	<u>\$</u>	Comments:	

**Future Costs & Operating Expenses:**

Estimated Annual Cost of Operation & Maintenance	<u>\$ .</u>	Comments:	<u>See harbormaster annual budget</u>
Estimated Net Effect on Operating Cost, Revenues, Staffing?	<u>\$</u>	Comments:	<u>FY20 annual revenues were ~ \$42,000</u>

**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, pilings and ramps are scheduled for replacement on a rolling basis

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

Please Provide and/or Attach Additional Project Details

Town of Kittery															
Harbormaster															
FACILITIES															
2019															
Escalation Factor: 3.0%															
Property	Year Purchased	Cost	Replacement Year	Description	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>PEPPERRELL COVE</b>															
Pepperrell Pier	1996	\$58,500	2036	East Pier											
Transient Ramp	2014	\$35,000	2034												
Frisbee Pier	2012	\$450,000	2052	West Pier											
Frisbee Ramp1	UNK	\$18,000	2022					21,493							
Frisbee Ramp2	2012	\$18,000	2032												26,434
Frisbee Ramp 3	UNK	\$13,000	2029									17,471			
HM Office	1997	\$47,000	2040												
Wharf Utilities	2014	\$83,400	2040												
Rider Piling Replacement	Various		Various		12,500		12,500		12,500		12,500				
Seawall	UNK														
<b>TRAIP</b>															
HM Shed	2020	\$6,500	NEW												
<b>GOV ST</b>															
Govt.St. Pier	2019	\$500,000	2059												
<b>RICE AVE</b>															
Storage Bldg	Unk	\$15,000	2025					17,911							
				Account Balance	\$12,889	\$15,389	\$30,389	\$32,889	\$3,485	\$985	\$10,985	\$8,485	\$1,014	\$11,014	\$31,014
				Cost	\$12,500	\$0	\$12,500	\$39,404	\$12,500	\$0	\$12,500	\$17,471	\$0	\$0	\$26,434
				Trade-In	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
				CIP Funding	\$15,000	\$15,000	\$15,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$20,000	\$20,000
				Remaining Account Balance	\$15,389	\$30,389	\$32,889	\$3,485	\$985	\$10,985	\$8,485	\$1,014	\$11,014	\$31,014	\$24,580

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4055):



**Date:** November 12, 2020  
**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 type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

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

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

Kayak racks are being added to Traip facility in the current fiscal year. This will increase revenue and access to the water. The KPA prioritized a regrid of the mooring field in the Back Channel which will be performed internally and improve navigation and available moorings.

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



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

**Project Financing:**

Total Project Cost:	\$ 195,000	Town Funding Needed:	\$ 195,000
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: See Harbormaster annual budget
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:

**Project Planning:**

Proposed Start Date of Project: \_\_\_\_\_  
 What Planning Has Been Done for Project? Redecking effort is a continuation of prior year's capital program  
 Is Funding Necessary for Further Plans/Estimating? \_\_\_\_\_  
 Can the Project be Phased? If yes, expenditure by year Yes , replacement of the PC equipment is purposefully phased.

FY22	FY23	FY24	FY25	FY26	Total
\$25,000	\$35,000	\$40,000	\$45,000	\$50,000	\$195,000

Please Provide and/or Attach Additional Project Details



Town of Kittery															
Harbormaster															
EQUIPMENT															
		Escalation Factor:		3.0%											
Property	Year Purchased	Cost	Replacement Year	Description	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>PEPPERRELL COVE</b>															
Float Replacement	Various	\$40,000	Annual	Various					49,195	50,671	52,191	53,757	55,369	57,030	58,741
Float Refurbishment	Various	\$15,000	Annual	Various	16,391	16,883	17,389								
Transient Utilities	2014	\$78,000	As Needed	H20+Electricity											
Mooring Replacement	Various	\$5,000	Annual	Various	5,464		5,796		6,149		6,524				
<b>TRAIP</b>															
Float Replacement	UNK	\$10,000	Annual	Various								13,439	13,842		
Float Refurbishment	UNK	\$10,000	Annual	Various		11,255	11,593								
Kayak Rack System	NEW	\$6,000	NA	NEW											
<b>GOV ST</b>															
Wharf	2019	\$500,000	2049												
<b>MISC</b>															
Hoist Replacement (2)	Various	\$4,000	As Needed		4,371		4,637				5,219				
<b>Account Balance</b>					\$36,228	\$35,002	\$41,864	\$42,449	\$87,449	\$82,105	\$81,434	\$67,500	\$50,304	\$31,092	\$24,062
<b>Cost</b>					\$26,225	\$28,138	\$39,415	\$0	\$55,344	\$50,671	\$63,934	\$67,196	\$69,212	\$57,030	\$58,741
<b>Trade-In</b>					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Cost</b>					\$26,225	\$28,138	\$39,415	\$0	\$55,344	\$50,671	\$63,934	\$67,196	\$69,212	\$57,030	\$58,741
<b>CIP Funding</b>					\$25,000	\$35,000	\$40,000	\$45,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$45,000
<b>Remaining Account Balance</b>					\$35,002	\$41,864	\$42,449	\$87,449	\$82,105	\$81,434	\$67,500	\$50,304	\$31,092	\$24,062	\$10,321

**Kittery Port Authority**  
**Long-Term Capital Ideas/Goals**  
**February 27, 2020**

- Existing Facility Repair and Replacement:
  - Pepperrell Cove boat ramp and seawall repair/rebuild - COMPLETE
- Maintain or Improve Draft - Dredge
  - Pepperrell Cove ~ \$250K - \$1M (depending on area to be dredged)
- Improve navigation and mooring capacity – mooring field re-grid
  - Back Channel – Capital not needed
- Provide more access for non-motorized craft
  - Add or formalize boat/kayak/paddleboard launches at other Town owned property
- Preserve commercial fishing access to waterfront
  - Identify strategic areas and desirable parcels to acquire or protect for commercial fishing in town
- Expand Pepperrell Cove facility
  - Investigate opportunities to expand parking over the water, and add decks to expand pedestrian flow around the site ~ \$35,000 for feasibility study
- Create space to store Harbormaster boats and various equipment
- Preserve and improve Rice Ave Facility
  - Protect against encroachment
  - Beautify/add amenities

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):



**Date:** \_\_\_\_\_  
**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 the Shapleigh School sewer pumps, kitchen equipment, replacement curtains for the Traip Academy stage, grounds keeping equipment (the District stopped contracting out the work of property maintenance in the spring of 2019), large maintenance equipment like backpack vacuums and floor scrubbers, bleacher repairs, and a sophisticated badge maker to integrate proximity cards and photo ID credentials within the District for heightened security and safety. The FY22 equipment purchases 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. The fund will be especially important in FY22 since the project was not funded in FY21.



**Project Financing:**

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

**Future Costs & Operating Expenses:**

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

**Project Planning:**

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

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

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

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

FY22	FY23	FY24	FY25	FY26	Total
------	------	------	------	------	-------

Please Provide and/or Attach Additional Project Details

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):



**Date:** \_\_\_\_\_  
**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:**

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

This is a request for the annual allocation for facility needs which may include unanticipated repairs and/or replacement of outdated infrastructure. 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. The fund will be especially important in FY22 since the project was not funded in FY21.



**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 \_\_\_\_\_

<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>Total</b>
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*Please Provide and/or Attach Additional Project Details*

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):



**Date:** \_\_\_\_\_  
**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:** **Photo (click image to insert):**

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

The 7-passenger van is a 2015 Toyota Sienna All-Wheel Drive. It was purchased in August, 2015. Current mileage is 67,000, and the anticipated trade year will be 2022 or approximately 120,000 miles. The fund will be especially important in FY22 since the project was not funded in FY21.



**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 \_\_\_\_\_

<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>Total</b>
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Please Provide and/or Attach Additional Project Details

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):



**Date:** \_\_\_\_\_  
**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:**

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

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. FY20 and FY21 projects focused on equipment purchases (iPads, interactive white boards) and infrastructure improvements/upgrades (switches, network hardware, etc). FY21 is a 'bridge' year for the MLTI program. The next MLTI contract will be in FY22. The CIP School Technology Reserve Fund will be essential for the District to participate in the longstanding program in Maine. Furthermore, the fund will be especially important in FY22 since the project was not funded in FY21.



**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 \_\_\_\_\_

<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>Total</b>
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Please Provide and/or Attach Additional Project Details

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4002):



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

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

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

**Project Description:**

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

We currently have 65 miles of roadway, 12 miles of sidewalk, and 5 miles of 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. FY22 projects included \$472,000 in paving, \$82,000 in drainage, \$80,000 in sidewalk repairs and \$45,000 in fence, ROW cut backs, guard rails, 5 year pavement re-evaluation and engineering for ROW work.



**Climate Change/Sustainability:**

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

**Project Financing:**

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

**Future Costs & Operating Expenses:**

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

**Project Planning:**

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

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

Please Provide and/or Attach Additional Project Details

Year	Funding Source	Project	Street Segment	From Street	To Street	Status	Miles	Square Yards	RSR	Repair	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Estimate	Supplemental Estimate	Police Estimate	Project Estimate
2022	Town	BRAVE BOAT HARBOR ROAD	BRAVE BOAT HARBOR RD-01	GERRISH ISLAND LN	CUTTS ISLAND LN	State Aid	0.13	1,620.23	79.31	11/2"Overlay	\$9.25	\$14,987.11	\$0.00	\$0.00	\$0.00	\$0.00	\$14,987.00
	Town	BRAVE BOAT HARBOR ROAD	BRAVE BOAT HARBOR RD-02	CUTTS ISLAND LN	KIMBALL LN	State Aid	0.43	5,539.30	57.31	11/2"Overlay	\$9.25	\$51,238.55	\$0.00	\$0.00	\$0.00	\$0.00	\$51,239.00
	Town	BRAVE BOAT HARBOR ROAD	BRAVE BOAT HARBOR RD-03	KIMBALL LN	EVENTIDE DR	State Aid	0.07	870.99	70.31	11/2"Overlay	\$9.25	\$8,056.63	\$0.00	\$0.00	\$0.00	\$0.00	\$8,057.00
	Town	BRAVE BOAT HARBOR ROAD	BRAVE BOAT HARBOR RD-04	EVENTIDE DR	SHEPHERDS WAY	State Aid	0.19	2,492.52	65.31	11/2"Overlay	\$9.25	\$23,055.78	\$0.00	\$0.00	\$0.00	\$0.00	\$23,056.00
	Town	BRAVE BOAT HARBOR ROAD	BRAVE BOAT HARBOR RD-05	SHEPHERDS WAY	SHORT FARM RD	State Aid	0.18	2,377.42	70.31	11/2"Overlay	\$9.25	\$21,991.17	\$0.00	\$0.00	\$0.00	\$0.00	\$21,991.00
	Town	BRAVE BOAT HARBOR ROAD	BRAVE BOAT HARBOR RD-06	SHORT FARM RD	GAILEY FARM LN	State Aid	0.32	4,108.57	60.31	11/2"Overlay	\$9.25	\$38,004.32	\$0.00	\$0.00	\$0.00	\$0.00	\$38,004.00
	Town	BRAVE BOAT HARBOR ROAD	BRAVE BOAT HARBOR RD-07	GAILEY FARM LN	SALT MARSH LN	State Aid	0.28	3,581.74	52.31	11/2"Overlay	\$9.25	\$33,131.11	\$0.00	\$0.00	\$0.00	\$0.00	\$33,131.00
	Town	BRAVE BOAT HARBOR ROAD	BRAVE BOAT HARBOR RD-08	SALT MARSH LN	YORK TL	State Aid	0.26	3,362.78	33.31	11/2"Overlay	\$9.25	\$31,105.75	\$0.00	\$0.00	\$0.00	\$0.00	\$31,106.00
<b>\$221,571.00</b>																	

Year	Funding Source	Project	Street Segment	From Street	To Street	Status	Miles	Square Yards	RSR	Repair	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Estimate	Supplemental Estimate	Police Estimate	Project Estimate
2022	Town	PEPPERRELL ROAD	PEPPERRELL RD-01	CHAUNCEY CREEK RD	KEEN AVE	State Aid	0.06	865.42	73.00	11/2"Overlay	\$9.25	\$8,005.17	\$0.00	\$0.00	\$0.00	\$3,000.00	\$8,005.00
	Town	PEPPERRELL ROAD	PEPPERRELL RD-02	KEEN AVE	HALEY RD	State Aid	0.17	2,408.11	55.31	11/2"Overlay	\$9.25	\$22,275.05	\$0.00	\$0.00	\$0.00	\$0.00	\$22,275.00
	Town	PEPPERRELL ROAD	PEPPERRELL RD-03	HALEY RD	MOORES ISLAND LN	State Aid	0.18	2,604.70	64.31	11/2"Overlay	\$9.25	\$24,093.43	\$0.00	\$0.00	\$0.00	\$0.00	\$24,093.00
	Town	PEPPERRELL ROAD	PEPPERRELL RD-04	MOORES ISLAND LN	BELLAMY LN	State Aid	0.19	2,624.48	60.31	11/2"Overlay	\$9.25	\$24,276.44	\$0.00	\$0.00	\$0.00	\$0.00	\$24,276.00
	Town	PEPPERRELL ROAD	PEPPERRELL RD-05	BELLAMY LN	COLEMAN AVE	State Aid	0.13	1,835.83	65.31	11/2"Overlay	\$9.25	\$16,981.45	\$0.00	\$0.00	\$0.00	\$0.00	\$16,981.00
	Town	PEPPERRELL ROAD	PEPPERRELL RD-06	COLEMAN AVE	CROCKETTS NECK RD	State Aid	0.22	3,165.87	51.31	11/2"Overlay	\$9.25	\$29,284.31	\$0.00	\$0.00	\$0.00	\$0.00	\$29,284.00
	Town	PEPPERRELL ROAD	PEPPERRELL RD-07	CROCKETTS NECK RD	LAWRENCE LN	State Aid	0.26	3,687.51	45.31	11/2"Overlay	\$9.25	\$34,109.47	\$0.00	\$0.00	\$0.00	\$0.00	\$34,109.00
	Town	PEPPERRELL ROAD	PEPPERRELL RD-08	SPARHAWK LN	FOLLETT LN	State Aid	0.09	1,218.33	49.32	11/2"Overlay	\$9.25	\$11,269.52	\$0.00	\$0.00	\$0.00	\$0.00	\$11,270.00
	Town	PEPPERRELL ROAD	PEPPERRELL RD-09	FOLLETT LN	SPARHAWK LN	State Aid	0.09	1,276.10	49.32	11/2"Overlay	\$9.25	\$11,803.94	\$0.00	\$0.00	\$0.00	\$0.00	\$11,804.00
	Town	PEPPERRELL ROAD	PEPPERRELL RD-10	SPARHAWK LN	DUNCAN WAY	State Aid	0.05	699.11	48.32	11/2"Overlay	\$9.25	\$6,466.80	\$0.00	\$0.00	\$0.00	\$0.00	\$6,467.00
<b>\$188,564.00</b>																	

Year	Funding Source	Project	Street Segment	From Street	To Street	Status	Miles	Square Yards	RSR	Repair	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Estimate	Supplemental Estimate	Police Estimate	Project Estimate	
2022	Town	TENNEY HILL ROAD	TENNEY HILL RD -01	CHAUNCEY CREEK RD	FOG HOLLOW LN	State Aid	0.42	5,395.52	50.31	11/2"Overlay	\$9.25	\$49,908.54	\$0.00	\$0.00	\$0.00	\$0.00	\$49,909.00	
	Town	TENNEY HILL ROAD	TENNEY HILL RD -02	FROG HOLLOW LN	GERRISH ISLAND LN	State Aid	0.10	1,267.88	65.31	11/2"Overlay	\$9.25	\$11,727.92	\$0.00	\$0.00	\$0.00	\$0.00	\$11,728.00	
<b>\$61,637.00</b>																	<b>Total Year 2022</b>	<b>\$471,772.00</b>

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate	
2023	Town	ROUTE 1	ROUTE 1-03	RT 95 RAMP	RIPLEY RD	State Aid	0.11	3,240.24	75.32	1/2" Shim & 11/2"Overlay	\$12.50	\$40,503.00	0.00	\$0.00	\$0.00	\$0.00	\$40,503.00	
	Town	ROUTE 1	ROUTE 1-04	RIPLEY RD	WILSON RD	State Aid	0.05	1,662.61	74.32	1/2" Shim & 11/2"Overlay	\$12.50	\$20,782.63	0.00	\$0.00	\$0.00	\$0.00	\$20,783.00	
	Town	ROUTE 1	ROUTE 1-05	WILSON RD	COTTAGE WAY	State Aid	0.09	2,640.56	69.31	1/2" Shim & 11/2"Overlay	\$12.50	\$33,007.00	0.00	\$0.00	\$0.00	\$0.00	\$33,007.00	
	Town	ROUTE 1	ROUTE 1-06	COTTAGE WAY	DEXTER LN	State Aid	0.41	12,412.46	69.31	1/2" Shim & 11/2"Overlay	\$12.50	\$155,155.75	0.00	\$0.00	\$0.00	\$0.00	\$155,156.00	
	Town	ROUTE 1	ROUTE 1-07	DEXTER LN	HALEY RD	State Aid	0.26	7,902.50	68.31	1/2" Shim & 11/2"Overlay	\$12.50	\$98,781.25	0.00	\$0.00	\$0.00	\$0.00	\$98,781.00	
	Town	ROUTE 1	ROUTE 1-08	HALEY RD	CUTTS RD	State Aid	0.22	6,686.62	46.31	1/2" Shim & 11/2"Overlay	\$12.50	\$83,582.75	0.00	\$0.00	\$0.00	\$0.00	\$83,583.00	
	Town	ROUTE 1	ROUTE 1-09	CUTTS RD	LEWIS RD	State Aid	0.30	9,047.71	59.31	1/2" Shim & 11/2"Overlay	\$12.50	\$113,096.38	0.00	\$0.00	\$0.00	\$0.00	\$113,096.00	
	Town	ROUTE 1	ROUTE 1-10	LEWIS RD	LEDGEWOOD DR	State Aid	0.41	12,590.36	80.31	1/2" Shim & 11/2"Overlay	\$12.50	\$157,379.50	0.00	\$0.00	\$0.00	\$0.00	\$157,380.00	
	Town	ROUTE 1	ROUTE 1-11	LEDGEWOOD DR	IDLEWOOD LN	State Aid	0.25	7,629.50	80.31	1/2" Shim & 11/2"Overlay	\$12.50	\$95,368.75	0.00	\$0.00	\$0.00	\$0.00	\$95,369.00	
	Town	ROUTE 1	ROUTE 1-12	IDLEWOOD LN	YORK TL	State Aid	0.34	10,387.40	80.31	1/2" Shim & 11/2"Overlay	\$12.50	\$129,842.50	0.00	\$0.00	\$0.00	\$0.00	\$129,843.00	
<b>\$927,501.00</b>																	<b>Total Year 2023</b>	<b>\$927,501.00</b>

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2024	Town	GRAY LODGE ROAD	GRAY LODGE RD-01	RT 103	WALKER AVE	Accepted	0.02	319.41	83.00	1" Shim	\$6.00	\$1,916.46	0.00	\$0.00	\$0.00	\$0.00	\$1,916.00
	Town	GRAY LODGE ROAD	GRAY LODGE RD-02	WALKER AVE	HARRIS AVE	Accepted	0.10	1,230.72	77.00	1" Shim	\$6.00	\$7,384.32	0.00	\$0.00	\$0.00	\$0.00	\$7,384.00
	Town	GRAY LODGE ROAD	GRAY LODGE RD-03	HARRIS AVE	BRIDGEVIEW TER	Accepted	0.07	952.61	66.00	1" Shim	\$6.00	\$5,715.66	0.00	\$0.00	\$0.00	\$0.00	\$5,716.00
<b>\$15,016.00</b>																	

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2024	Town	LEMONT LANE	LEMONT LN	WOODLAWN AVE	PHILBRICK RD	Accepted	0.13	1,253.97	73.00	1" Shim	\$6.00	\$7,523.82	0.00	\$0.00	\$0.00	\$0.00	\$7,524.00
<b>\$7,524.00</b>																	

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2024	Town	PINKHAM AVENUE	PINKHAM AVE	RT 103	HARRIS AVE	Accepted	0.09	1,090.79	76.00	1" Shim	\$6.00	\$6,544.74	0.00	\$0.00	\$0.00	\$0.00	\$6,545.00
<b>\$6,545.00</b>																	

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2024	Town	SCHOOL LANE	SCHOOL LN	RT 103	HAYLEY RD	Accepted	0.08	479.51	72.00	1" Shim	\$6.00	\$2,877.06	0.00	\$0.00	\$0.00	\$0.00	\$2,877.00
	Town	SCHOOL LANE	SCHOOL LN	RT 103	HAYLEY RD	Accepted	0.14	2,471.69	73.00	1" Shim	\$6.00	\$14,830.14	0.00	\$0.00	\$0.00	\$0.00	\$14,830.00
<b>\$17,707.00</b>																	

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2024	Town	GERRISH ISLAND LANE	GERRISH ISLAND LANE-01	ROUTE 103	CHAUNCEY CREEK ROAD	Accepted	0.21	2,836.98	56.27	1/2" Shim & 11/2"Overlay	\$12.50	\$35,462.25	0.00	\$0.00	\$0.00	\$0.00	\$35,462.25
<b>\$35,462.25</b>																	

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2024	Town	HARRIS AVENUE	HARRIS AVE	GRAY LODGE RD	PINKHAM AVE	Accepted	0.06	773.08	70.00	1/2" Shim & 11/2"Overlay	\$12.50	\$9,663.50	0.00	\$0.00	\$0.00	\$0.00	\$9,664.00
<b>\$9,664.00</b>																	



Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2024	Town	JONES AVENUE	JONES AVE-01	GOVERNMENT ST	RT 103	Accepted	0.05	571.85	56.00	1/2" Shim & 11/2" Overlay	\$12.50	\$7,148.13	0.00	\$0.00	\$0.00	\$0.00	\$7,148.00
	Town	JONES AVENUE	JONES AVE-02	RT 103	MAIN ST	Accepted	0.08	952.32	66.00	1/2" Shim & 11/2" Overlay	\$12.50	\$11,904.00	0.00	\$0.00	\$0.00	\$0.00	\$11,904.00
	Town	JONES AVENUE	JONES AVE-03	MAIN ST	CENTRAL AVE	Accepted	0.04	442.16	82.00	1/2" Shim & 11/2" Overlay	\$12.50	\$5,527.00	0.00	\$0.00	\$0.00	\$0.00	\$5,527.00
<b>\$24,579.00</b>																	

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2024	Town	MAIN STREET	MAIN ST-01	GOVERNMENT ST	E ST	Accepted	0.05	617.37	63.00	1/2" Shim & 11/2" Overlay	\$12.50	\$7,717.13	0.00	\$0.00	\$0.00	\$0.00	\$7,717.00
	Town	MAIN STREET	MAIN ST-02	E ST	RT 103	Accepted	0.05	618.83	58.00	1/2" Shim & 11/2" Overlay	\$12.50	\$7,735.38	0.00	\$0.00	\$0.00	\$0.00	\$7,735.00
	Town	MAIN STREET	MAIN ST-03	RT 103	OTIS AVE	Accepted	0.12	1,535.76	68.00	1/2" Shim & 11/2" Overlay	\$12.50	\$19,197.00	0.00	\$0.00	\$0.00	\$0.00	\$19,197.00
	Town	MAIN STREET	MAIN ST-04	OTIS AVE	JONES AVE	Accepted	0.03	356.93	87.00	1/2" Shim & 11/2" Overlay	\$12.50	\$4,461.63	0.00	\$0.00	\$0.00	\$0.00	\$4,462.00
<b>\$39,111.00</b>																	

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2024	Town	WHIPPLE ROAD	WHIPPLE RD-04	SHAPELEIGH RD RT 236	FRIEND ST	State Aid	0.10	1,968.90	67.00	1/2" Shim & 11/2" Overlay	\$12.50	\$24,611.25	0.00	\$0.00	\$0.00	\$0.00	\$24,611.00
	Town	WHIPPLE ROAD	WHIPPLE RD-05	FRIEND ST	WYMAN AVE	State Aid	0.05	1,033.51	62.00	1/2" Shim & 11/2" Overlay	\$12.50	\$12,918.88	0.00	\$0.00	\$0.00	\$0.00	\$12,919.00
	Town	WHIPPLE ROAD	WHIPPLE RD-06	WYMAN AVE	PHILBRICK RD	State Aid	0.10	2,092.43	67.00	1/2" Shim & 11/2" Overlay	\$12.50	\$26,155.38	0.00	\$0.00	\$0.00	\$0.00	\$26,155.00
	Town	WHIPPLE ROAD	WHIPPLE RD-07	PHILBRICK RD	WYMAN AVE	State Aid	0.05	997.12	65.00	1/2" Shim & 11/2" Overlay	\$12.50	\$12,464.00	0.00	\$0.00	\$0.00	\$0.00	\$12,464.00
	Town	WHIPPLE ROAD	WHIPPLE RD-08	WYMAN AVE	TILTON AVE	State Aid	0.12	2,342.98	62.00	1/2" Shim & 11/2" Overlay	\$12.50	\$29,287.25	0.00	\$0.00	\$0.00	\$0.00	\$29,287.00
	Town	WHIPPLE ROAD	WHIPPLE RD-09	TILTON AVE	NEWSON AVE	State Aid	0.20	3,954.86	70.00	1/2" Shim & 11/2" Overlay	\$12.50	\$49,435.75	0.00	\$0.00	\$0.00	\$0.00	\$49,436.00
	Town	WHIPPLE ROAD	WHIPPLE RD-10	NEWSON AVE	OLD FERRY LN	State Aid	0.15	2,965.48	54.00	1/2" Shim & 11/2" Overlay	\$12.50	\$37,068.50	0.00	\$0.00	\$0.00	\$0.00	\$37,069.00
	Town	WHIPPLE ROAD	WHIPPLE RD-11	OLD FERRY LN	TUDOR DR	State Aid	0.09	1,779.09	63.00	1/2" Shim & 11/2" Overlay	\$12.50	\$22,238.63	0.00	\$0.00	\$0.00	\$0.00	\$22,239.00
	Town	WHIPPLE ROAD	WHIPPLE RD-12	TUDOR DR	BOWEN RD	State Aid	0.11	2,198.07	59.00	1/2" Shim & 11/2" Overlay	\$12.50	\$27,475.88	0.00	\$0.00	\$0.00	\$0.00	\$27,476.00
<b>\$241,656.00</b>																	

**Total Year 2024 \$397,264.25**

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

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

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

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

**Total Year 2025 \$377,084.00**

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

**Total Year 2026 \$460,652.00**

**5 Year Total \$2,634,273.25**

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4012):



**Date:** November 12, 2020  
**Department:** Kittery Public Works  
**Project Title:** DPW Vehicles and Equipment Reserve  
**Contact:** David Rich  
**Previously Presented?**  Yes  No

**Dept. Priority (1 of 3, etc.):** 1  
**Est. Funding Request:** \$ 475,000  
**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"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

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

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



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

**Project Financing:**

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

**Future Costs & Operating Expenses:**

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

**Project Planning:**

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

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

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

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

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

Please Provide and/or Attach Additional Project Details

**Town of Kittery**  
**New/Replacement Schedule and Estimated Costs**  
**Public Works**  
**2020**  
**Vehicles and Equipment**  
**Highway Division: Account Number: 4012**

Unit	Year Purchased	Cost	Vehicle Make	Vehicle Description	2022 Replacement	2023 Replacement	2024 Replacement	2025 Replacement	2026 Replacement	2027 Replacement	2028 Replacement	2029 Replacement	2030 Replacement	2031 Replacement	2032 Replacement	2033 Replacement	2034 Replacement	2035 Replacement	
402	2017	154,800	Western Star	dump truck w/Viking gear												239680			
403	2017	154,800	Western Star	dump truck w/Viking gear															
404	2011	147,000	Freightliner	plow, wing, sander	220,000														
405	2017	82,500	Ford	550, 4WD, 3cy, SS dump, 9' plow						105000									
417	2002	83,700	Freightliner	dump truck w/Viking gear															
417A	2020	182,600	Western Star	dump/hitch plow/wing															
418	2001	10,000	Ford	Crew cab - 4 door			45000												
407	2017	104,100	Ford	550, 4WD, 3cy, SS dump, 10' plow, wingplow, wing, stainless sander/dump body						138200									
408	2004	14,500	Chevy	Dk green metallic, 4WD Ext Cab					50000										
409	2001	154,800	Western Star	dump truck w/Viking gear												239680			
410	2014	58,500	Ford	350, 4wd, pick up utility body, 9' plow			82345												
411	2012	20,000	Ford	F150 4WD Pickup			50,000												
411A	2007	17,700	Kia	Rondo LX															
412	2011	125,900	Freightliner	plow, wing, sander	220,000														
413	2017	82,500	Ford	550, SS dump, plow, crane, Sander						105000									
415	2017	294,100	Elgin	vaccum, street sweeper, serial #MV-41070															
416	2019	80,000	Ford	F350, Diesel, 4x4, Pickup, Stainless plow, crane															
406	2017	154,800	Western Star	dump truck w/Viking gear												239680			
419	2017	154,800	Western Star	dump truck w/Viking gear															
422	2014	103,000	Cat	4wd, loader/backhoe, 1 3/4 cy		125,000													
427	2019	190,700	CAT	930M, Small Wheel Loader															
429	2018	179,000	MultiTrac Multihog	Sidewalk Plow, 48"Hyd CX75 MT5T - SN: 3323															
430	2020	31,000	Ford	Explorer, 4 door eco boost															
431	2007	2,400	Sweepster	Sidewalk Sweeper walk behind															
432	2018	151,500	Maclean	sidewalk plow/mower/snow blower											185250				
433	2005		PetroVend	Fuel Pumps 1 & 2															
438	2001	40,000	Sewer Equipment	Culvert Cleaning Trailer, Diesel													100000		
440	1994	4,000	Lincoln	Welder with Trailer							5000								
441	2017	3,000	Icorn Pro Trailer	Utility trailer															
444	2020	26,300	Chicago Compressor	CPS185															
445	2017	15,100	Wacker	Paving Roller															
447	1950	500	Unknown	Parade Trailer															
448	1980	1,000	Homemade	Form Trailer 6000 lbs			5000												
449	2017	17,800	Talb	Equipment Trailer															
453	2017	1,800	Wacker	Wacker/Compactor															
455	1974	2,000	ED Etnyre	asphalt curb machine															
457	2002	9,200	Salsco	Mini Paver Sidewalks		60,000													
458	2001	3,300	Wacker	Reversible Plate Compactor															
491	1997	2,400	Sawtec	Pavement Cutter											5000				
506	2012	10,000	Load Max	Equipment Trailer Low Bed															
507	2006	24,000	Ford	Van, E350															
529	2012	3,800	Line Lazer	Line Striping Machine											4160				
533	2016	8,000	Bosch	Vehicle Diagnostic Tool		15,000					16,000								
576	2013	5,000	Cat Lifter	Sander Lifter											7,000				
579	2007	Unknown	Reznor	Waste Oil Furnace			8,000												
591	2018	2,500	Jet	Electric Chain Hoist															
592	2017	2,200	Dip-Pak	Welder															
594	2016	11,700	Bend Pak	2 Post Vehicle Lift															
595	2010	23,000	Kohler 60KW	Generator-Diesel 60KW														29,620	
597	Unknown	Unknown	Dynamic 40 amp	Plasma Cutter															
598	2017	Unknown	Hydro Tek	Pressure washer, sand blaster											5400				
599	2018	19,100	Spanco	Spanco Crane two Ton															
			Salt Shed	Doors															
			Storage Shed	PW 3 Car Storage Shed	35,000														
610 (25)	1998	11,200	Motorola(25 units)	Vehical Radios	2,250														
<b>In-Town Parks and Fort Foster Division:</b>																			
401	2017	97,900	Ford	Diesel, 4x4, SS dump body, plow						105000									
414	2017	79,000	Ford	550 4wd 3 cy, SS dump, plow						105000									
420	2006	12,000	John Deere	Z-Track															
421	2010	39,400	Kubota	B3030 loader, mower, sweeper, tiller					53000										
426	2017	16,200	Kubota	Zero Turn Mower with Deck (Bagger)															
426A	1999	14,200	Jacobsen	4wd fr mower											19575				
428	2013	14,100	Kubota	2wd Zero Turn Mower (Bagger)							22500								
436	2017	8,600	Udump Trailer	Dumpbed Trailer with Leaf Vacuum											12000				
446	2017	3,000	Icorn Pro Trailer	Trailer															
450	2000	5,000	Welsh	trailer															
<b>Solid Waste Division:</b>																			
423	2017	190,700	Cat	3.1cy GP Bucket, 3.25cyd Grapple bucket															
424	2011	46,400	New Holland	L185, skid steer					92900										
425	2007	40,000	New Holland	L185, skid steer	60,000														
437	1994	58,000	Read	RD-40B, screen all		130,000													
439	2016	67,300	Spector	Live Floor Trailer											89700				
442	1990	14,000	Morbark	290, chipper					50000										
500	2015	297,100	International	TR-10N-75 Auto Baler														502,530	
501	1991	41,000	MACHINEX	baler conveyor				170,000											
503	2004	70,000	ACCURATE	trash compactor				110,020											
504	1995	5,000	Unknown	old compactor			27,000												
505	1978	3,000	Valdor	air compressor			7,780												
510	1995	7,700	VALDOR	glass surge hopper/vari spd convey															
511	1995	8,600	PRODEVA	glass transfer glass conveyor															
512	1995	1,900	PRODEVA	glass breaker															
513	1995	15,000	ANDELA	glass pulverizer															
514	1995	5,200	PRODEVA	can surge hopper/conveyor															
515	1995	1,500	HOMEMADE	portable inclined screen															
516	1995	6,000	PRODEVA AA	cross belt magnetic steel can convey															
517	1995	20,600	DENS-A-CAN	steel can densifier/biscuit maker															
518	1995	5,400	PRODEVA	sorting conveyor															
519	1995	6,200	REM	alum can flattener															
520	1995	9,200	BSME	alum can two yd compactor															
521	1995	4,900	BSME	alum can 40 cu. yd. roll-off															
522	1995	4,900	BSME	HDPE 40 cu. yd. roll-off															
523 (12)	1980	3,000	(12)30VDDOT	12-30 cu.yd. roll off for storage			18,000												
524	2017		Hydro Tek	pressure washer											5325				
525	2004	11,000	Ameri Shredder	Paper shredder			37,950												
					<b>Cost</b>	\$ 537,250	\$ 339,370	\$ 288,615	\$ 283,742	\$ 245,900	\$ 558,200	\$ 43,500	\$ -	\$ -	\$ 345,410	\$ 719,040	\$ 100,000	\$ 532,150	
					<b>Trade-In</b>	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
					<b>Total Cost</b>	\$ 517,250	\$ 339,370	\$ 288,615	\$ 283,742	\$ 245,900	\$ 558,200	\$ 43,500	\$ -	\$ -	\$ 345,410	\$ 719,040	\$ 100,000	\$ 532,150	
					<b>CIP Funding</b>	\$ 475,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
					<b>Previous Year Balance</b>	\$ 56,321	\$ 14,071	\$ 24,701	\$ 86,086	\$ 152,344	\$ 256,444	\$ 48,244	\$ 204,744	\$ 404,744	\$ 604,744	\$ 804,744	\$ 709,334	\$ 240,294	\$ 390,294
					<b>Remaining Account Balance</b>	\$ 14,071	\$ 24,701	\$ 86,086	\$ 152,344	\$ 256,444	\$ 48,244	\$ 204,744	\$ 404,744	\$ 604,744	\$ 804,744	\$ 709,334	\$ 240,294	\$ 390,294	\$ 108,144

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4017):



**Date:** November 12, 2020

**Department:** Kittery Public Works

**Project Title:** MS4 Compliance

**Contact:** David Rich

**Previously Presented?**  Yes  No

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

**Est. Funding Request:** \$ 25,000

**Est. Useful Life (Years):** 10-20

**If Yes, when? (FY):** Annually

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

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

**Project Description:**

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

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



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

**Project Financing:**

Total Project Cost: \$ 185,000 Town Funding Needed: \$25,000

Amount and Type of Outside Funding Sources: \$ Comments: 319, Healthy Community, PREP, Coastal Resiliency grants.

Salvage Value of Existing Equipment? \$ Comments:

**Future Costs & Operating Expenses:**

Estimated Annual Cost of Operation & Maintenance \$ Comments:

Estimated Net Effect on Operating Cost, Revenues, Staffing? \$ Comments:

**Project Planning:**

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

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

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

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

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

Please Provide and/or Attach Additional Project Details

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4043):



**Date:** November 12, 2020  
**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:** \$ 20,000  
**Est. Useful Life (Years):** 10-20  
**If Yes, when? (FY):** Annually

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

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

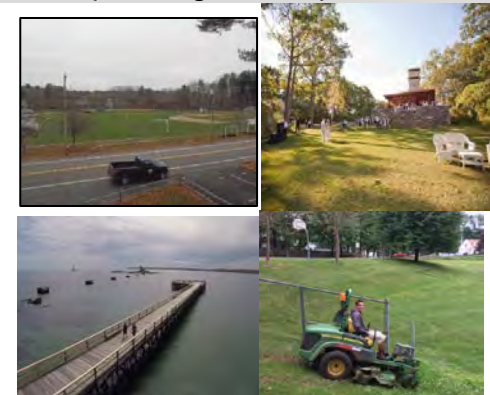
**Project Description:**

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

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

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

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



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

**Project Financing:**

Total Project Cost:	<u>\$ 180,000</u>	Town Funding Needed:	<u>\$20,000</u>
Amount and Type of Outside Funding Sources:	<u>\$ 50,000</u>	Comments:	<u>Wetlands Mitigation Funds</u>
Salvage Value of Existing Equipment?	<u>\$</u>	Comments:	

**Future Costs & Operating Expenses:**

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

**Project Planning:**

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

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

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

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

FY22	FY23	FY24	FY25	FY26	Total
\$ 20,000	\$ 40,000	\$ 40,000	\$ 40,000	\$40,000	\$180,000

Please Provide and/or Attach Additional Project Details

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (NEW):



**Date:** November 12, 2020  
**Department:** Public Works  
**Project Title:** Legion Pond Invasive Species Management  
**Contact:** David Rich  
**Previously Presented?**  Yes  No

**Dept. Priority (1 of 3, etc.):** 3  
**Est. Funding Request:** \$0  
**Est. Useful Life (Years):**  
**If Yes, when? (FY):**

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

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

**Project Description:**

Legion pond has been degraded by invasive plants and nutrient overload. The identified source for the nutrients is avian and decomposition of duckweed and submerged invasive plants. This project will focus on enhancement of the area and include permitting, invasive plant removal both uplands and pond skimming of duckweed, and remove debris, and reestablish fish populations once invasive plants are addressed.

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



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

**Project Financing:**

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

**Future Costs & Operating Expenses:**

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

**Project Planning:**

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

FY22	FY23	FY24	FY25	FY26	Total
\$0	\$68,000	\$51,000	\$43,000	\$36,000	\$198,000

Please Provide and/or Attach Additional Project Details

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4013):



<b>Date:</b>	November 12, 2020	<b>Dept. Priority (1 of 3, etc.):</b>	1
<b>Department:</b>	Fire Department	<b>Est. Funding Request:</b>	<b>\$193,000</b>
<b>Project Title:</b>	<b>Fire Apparatus Reserve</b>	<b>Est. Useful Life (Years):</b>	25
<b>Contact:</b>	Chief David O'Brien	<b>If Yes, when? (FY):</b>	Annually
<b>Previously Presented?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

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

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

**Project Description:**

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

The fire apparatus reserve fund ensures capital is available to purchase replacement fire apparatus based on a 25-year life span. The attached amortization schedule is updated each year. At the present time, the schedule is accurate in the estimated cost of replacement apparatus.



Photo by John Galla, www.firenews.org

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

**Project Financing:**

Total Project Cost:	\$ 1,152,000	Town Funding Needed:	<b>\$193,000</b>
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$ 20,000	Comments:	

**Future Costs & Operating Expenses:**

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

**Project Planning:**

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

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

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

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

FY22	FY23	FY24	FY25	FY26	Total
193,000	200,000	225,000	250,000	284,000	1,152,000

Please Provide and/or Attach Additional Project Details

Fire Apparatus Replacement Schedule

	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34
2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%
<b>Start of Year Balance</b>	\$ 195,591	\$ 388,591	\$ 588,591	\$ 813,591	\$ 1,063,591	\$ 507,944	\$ 791,944	\$ 1,075,944	\$ 1,293,757	\$ 888,834	\$ 1,172,834	\$ 914,797	\$ 1,198,797
<b>Add: CY CIP</b>	\$ 193,000	\$ 200,000	\$ 225,000	\$ 250,000	\$ 284,000	\$ 284,000	\$ 284,000	\$ 284,000	\$ 284,000	\$ 284,000	\$ 284,000	\$ 284,000	\$ 284,000
<b>Total Available</b>	\$ 388,591	\$ 588,591	\$ 813,591	\$ 1,063,591	\$ 1,347,591	\$ 791,944	\$ 1,075,944	\$ 1,359,944	\$ 1,577,757	\$ 1,172,834	\$ 1,456,834	\$ 1,198,797	\$ 1,482,797
<b>Unit #</b>	<b>Year</b>	<b>Features</b>	<b>Value</b>	<b>Deprec.</b>	<b>Years</b>	<b>Annual Reserve</b>	<b>Reserve Needed</b>						
				Years	Left	straight line							
Engine 5	2019	Pumper	\$566,402	25	22	\$ 22,656	\$ 67,968						
Rescue 3	2001	Heavy Rescue	\$675,000	25	4	\$ 27,000	\$ 567,000	\$773,674					
Command	2018	Command	\$55,000	8	4	\$ 6,875	\$ 27,500	\$65,973					\$79,136
Utility 8	2016	Pickup	\$28,000	20	14	\$ 1,400	\$ 8,400						
Forestry 4	2008	Pickup	\$46,000	20	6	\$ 2,300	\$ 32,200		\$66,186				
Engine 1	2005	Pumper	\$566,402	25	8	\$ 22,656	\$ 385,153		\$688,923				
Tank 6	2007	3000 Gallon Tank	\$307,000	25	10	\$ 12,280	\$ 184,200				\$542,037		
Ladder 2	2009	75 foot Qunit	\$750,000	25	12	\$ 30,000	\$ 390,000						\$ 1,324,195
						\$ 125,167							
<b>Projected Expenditures</b>						\$ -	\$ -	\$ -	\$ -	\$ 66,186	\$ 688,923	\$ -	\$ 542,037
<b>Excess (Shortfall)</b>						\$388,591	\$588,591	\$813,591	\$1,063,591	\$507,944	\$791,944	\$1,075,944	\$1,293,757
										\$888,834	\$1,172,834	\$914,797	\$1,198,797
													\$79,467



# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4056):



<b>Date:</b>	November 12, 2020	<b>Dept. Priority (1 of 3, etc.):</b>	1
<b>Department:</b>	Fire Department	<b>Est. Funding Request:</b>	\$60,400
<b>Project Title:</b>	Fire Equipment Reserve	<b>Est. Useful Life (Years):</b>	10
<b>Contact:</b>	Chief David O'Brien	<b>If Yes, when? (FY):</b>	Annually
<b>Previously Presented?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

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

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

**Project Description:**

The Fire Equipment Reserve account is in place to fund the routine replacement of firefighter protective clothing, firefighter self-contained breathing apparatus (SCBA), radios, and other higher cost equipment as needed. Replacement of the SCBA's is planned for FY23 an estimated to be \$235,000.

Portable radios were replaced in FY20 with the Police Dept using this account and public safety impact fees (one-time fees). Radios in the seven vehicles (apparatus, trucks, command vehicle) will be replaced in FY21 for approximately \$35,000.

The communications tower will be upgraded at the Mitchell School to improve public safety coms in Kittery Point. The tower will be funded through public safety impact fees (one-time fees), with the project being implemented in two phases in the spring and summer of 2021.

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



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

**Project Financing:**

Total Project Cost:	\$ 302,005	Town Funding Needed:	\$ 60,400
Amount and Type of Outside Funding Sources:	\$ 0	Comments:	
Salvage Value of Existing Equipment?	\$ 0	Comments:	

**Future Costs & Operating Expenses:**

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

**Project Planning:**

Proposed Start Date of Project:	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	

FY22	FY23	FY24	FY25	FY26	Total
\$60,400	\$60,400	\$60,400	\$60,400	\$60,405	\$302,005

Please Provide and/or Attach Additional Project Details

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4100):



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

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

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

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

Our two fire stations were built in 2006-2007. They were designed to a 100 year life cycle based on estimated town growth and estimated changes in fire apparatus and equipment. The buildings were constructed to provide a long term maintenance free exterior. However, like all buildings, maintenance is needed to meet the expected life cycle and also enhance energy efficiencies as they are developed. The past two FY years have funded high efficiency boiler replacement in both stations. The Gorges Road Station is facing repair work to the concrete ramp in front of the apparatus bays and both stations will be in need of apparatus floor repair work in the near future.



The Gorges Road should be expanded to house the ambulance service currently operating out of the Walker Street facility, and to prepare for eventual transition to a career firefighting force. A warrant article is being prepared for that effort.

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

**Project Financing:**

Total Project Cost:	\$123,500	Town Funding Needed:	<b>\$23,500</b>
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:	See Fire Dept Annual Operating Budget
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

**Project Planning:**

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

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

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

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

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

Please Provide and/or Attach Additional Project Details

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4022):



<b>Date:</b>	November 11, 2020	<b>Dept. Priority (1 of 3, etc.):</b>	1
<b>Department:</b>	Kittery Police Department	<b>Est. Funding Request:</b>	\$140,000
<b>Project Title:</b>	Police Vehicle Reserve	<b>Est. Useful Life (Years):</b>	3 - 5
<b>Contact:</b>	Chief Robert Richter	<b>If Yes, when? (FY):</b>	Annually
<b>Previously Presented?</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -			
Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<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:** **Photo (click image to insert):**

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

The FY20 vehicle replacements were purchased, still awaiting the delivery of one. COVID has impacted supply and production chains and created a backlog for vehicle orders. The FY21 vehicle purchases are also delayed. These delays strain the ability to rotate front-line vehicles and have the potential to require vehicles be replaced sooner than usual due to the added front-line wear and tear.

Total cost of a vehicle full up-fit (Prisoner cage, lights, siren, computer, lettering, etc.) is running approximately \$55,000.

FY22 proposal includes replacement of two front-line cruisers and purchase of a new motorcycle. The Town intends to transition to hybrid cruisers beginning in FY23. The cost per vehicle will increase \$7,000, though rebates may be available to offset the added cost.



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

Project Financing:	
Total Project Cost:	\$820,000
Town Funding Needed:	\$140,000
Amount and Type of Outside Funding Sources:	\$0
Comments:	Grants/rebates for hybrids
Salvage Value of Existing Equipment?	\$0
Comments:	Auction surplus

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

**Project Planning:**

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

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

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

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

FY22	FY23	FY24	FY25	FY26	Total
\$140,000	\$140,000	\$175,000	\$190,000	\$175,000	\$820,000

Please Provide and/or Attach Additional Project Details



# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (NEW):



<b>Date:</b>	November 12, 2020	<b>Dept. Priority (1 of 3, etc.):</b>	2
<b>Department:</b>	Police Department	<b>Est. Funding Request:</b>	\$10,000
<b>Project Title:</b>	Police Equipment Reserve	<b>Est. Useful Life (Years):</b>	Various
<b>Contact:</b>	Chief Robert Richter	<b>If Yes, when? (FY):</b>	FY19, FY20, FY21
<b>Previously Presented?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

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

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

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

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



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

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

<b>Future Costs &amp; Operating Expenses:</b>			
Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

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

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

Please Provide and/or Attach Additional Project Details

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4026):



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

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

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

**Project Description:**

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

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

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



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

**Project Financing:**

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

**Future Costs & Operating Expenses:**

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

**Project Planning:**

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

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

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

Can the Project be Phased? If yes, expenditure by year  
 Yes – In the past we have phased the project over 5 years at \$10,000 per year

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

Please Provide and/or Attach Additional Project Details

# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4020):



**Date:** November 15, 2020  
**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:** \$70,000  
**Est. Useful Life (Years):** 5-7  
**If Yes, when? (FY):** Annually

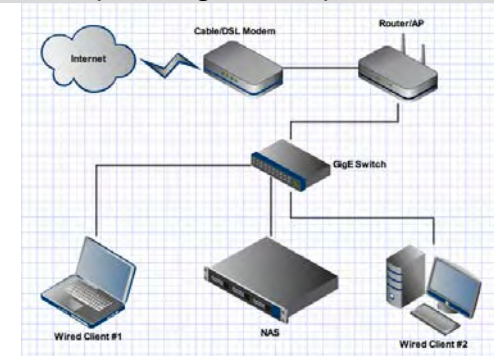
**Project Type: Check All That Apply -**

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"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

**Project Description:**

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.

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



**Climate Change/Sustainability:**

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

**Project Financing:**

Total Project Cost:	\$350,000	Town Funding Needed:	\$70,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

**Future Costs & Operating Expenses:**

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

**Project Planning:**

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

FY22	FY23	FY24	FY25	FY26	Total
\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$350,000

Please Provide and/or Attach Additional Project Details

## Kittery Technology

### Recommended Projects - Date Not Defined

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

### FY2021

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

### FY2022

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

### FY2023

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

### FY2024

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



# 2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (2057):



<b>Date:</b>	November 10, 2020	<b>Dept. Priority (1 of 3, etc.):</b>	3
<b>Department:</b>	Administration	<b>Est. Funding Request:</b>	\$ 0
<b>Project Title:</b>	<b>Open Space Reserve</b>	<b>Est. Useful Life (Years):</b>	NA
<b>Contact:</b>	Kendra Amaral, Town Manager	<b>If Yes, when? (FY):</b>	Ongoing
<b>Previously Presented?</b>	<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"/>
Reduce GHG/Improve Energy Eff	<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.



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

Project Financing:			
Total Project Cost:	\$ 75,000	Town Funding Needed:	\$ 0
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

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

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

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

Please Provide and/or Attach Additional Project Details

CIP FY 2022-2026

YEAR	CAP TYPE	FUND TYPE	FUND CODE	DEPT	Project Name	TYPE	FY21 Approved	Balance as of 11-25-2020	FY22 Plan	FY23 Plan	FY24 Plan	FY25 Plan	FY26 Plan	5 YR Totals
<b>CAPITAL HOLDING ACCOUNTS</b>														
	HLDG	CP	4002	DPW	Right of Way Reserve	Infrastructure	\$ 450,000	\$ 725,812	\$ 500,000	\$ 600,000	\$ 550,000	\$ 600,000	\$ 600,000	\$ 2,850,000
	HLDG	CP	4013	FD	Fire Apparatus & Vehicle Reserve	Vehicles & Equip	-	195,591	193,000	200,000	225,000	250,000	284,000	1,152,000
	HLDG	CP	2057	GG	Open Space Reserve	Land Improv	-	6,890	-	-	25,000	25,000	25,000	75,000
	HLDG	CP	4027	GG	Municipal Facility Reserve	Buildings	80,000	185,511	105,000	160,000	185,000	150,000	150,000	750,000
	HLDG	CP	2078	GG	Athletic Field Master Plan	Land Improv	-	2,142	-	-	-	-	-	-
<b>CAPITAL HOLDING ACCOUNTS TOTAL</b>							<b>\$ 530,000</b>	<b>1,115,945</b>	<b>\$ 798,000</b>	<b>\$ 960,000</b>	<b>\$ 985,000</b>	<b>\$ 1,025,000</b>	<b>\$ 1,059,000</b>	<b>\$ 4,827,000</b>
<b>CAPITAL RESERVE ACCOUNTS</b>														
	RES	CP	4012	DPW	DPW Vehicles & Equipment Reserve	Vehicles & Equip	\$ 361,000	\$ 259,767	\$ 475,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,875,000
	RES	CP	4017	DPW	MS4 Compliance Reserve	Infrastructure	-	8,116	25,000	40,000	40,000	40,000	40,000	185,000
	RES	CP	4043	DPW	Parks Reserve	Land Improv	15,000	52,850	20,000	40,000	40,000	40,000	40,000	180,000
	RES	CP	SCH	ED	School Facility Reserve	Buildings	-	-	50,000	50,000	50,000	50,000	50,000	250,000
	RES	CP	SCH	ED	School Vehicle Reserve	Vehicles & Equip	-	173,583	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	200,000
	RES	CP	SCH	ED	School Technology Reserve	Technology	-	-	40,000	40,000	40,000	40,000	40,000	200,000
	RES	CP	4056	FD	Fire Equipment Reserve	Vehicles & Equip	44,000	210,677	60,400	60,400	60,400	60,400	60,405	302,005
	RES	CP	4020	TM	Municipal Technology Reserve	Technology	45,000	55,252	70,000	70,000	70,000	70,000	70,000	350,000
	RES	CP	4011	KCC	KCC Vehicle Reserve	Vehicles & Equip	-	23,050	-	-	-	-	-	-
	RES	CP	4019	KCC	KCC Equipment Reserve	Vehicles & Equip	-	5,163	30,000	30,000	30,000	35,000	35,000	160,000
	RES	CP	4051	KCC	KCC Facility Reserve	Buildings	-	8,546	30,000	25,000	25,000	25,000	25,000	130,000
	RES	CP	4018	KPA	KPA Boat Reserve	Vehicles & Equip	-	6,888	5,000	20,000	20,000	20,000	7,500	72,500
	RES	CP	4055	KPA	KPA Equipment Reserve	Vehicles & Equip	-	58,141	25,000	35,000	40,000	45,000	50,000	195,000
	RES	CP	4116	KPA	KPA Facility Reserve	Infrastructure	-	12,889	15,000	15,000	15,000	10,000	10,000	65,000
	RES	CP	4022	PD	Police Vehicle Reserve	Vehicles & Equip	147,000	204,190	140,000	140,000	175,000	190,000	175,000	820,000
	RES	CP	NEW	PD	Police Equipment Reserve	Vehicles & Equip	-	-	10,000	10,000	15,000	15,000	15,000	65,000
	RES	CP	4100	FD	Fire Facility Reserve	Buildings	13,500	13,819	23,500	25,000	25,000	25,000	25,000	123,500
	RES	CP	4026	GG	Town Hall Records Preservation	Regulatory	-	10	10,000	12,000	12,000	12,000	12,000	58,000
<b>CAPITAL RESERVE ACCOUNTS TOTAL</b>							<b>\$ 625,500</b>	<b>\$ 1,092,941</b>	<b>\$ 1,078,900</b>	<b>\$ 1,012,400</b>	<b>\$ 1,057,400</b>	<b>\$ 1,077,400</b>	<b>\$ 1,054,905</b>	<b>\$ 5,281,005</b>
<b>CAPITAL PROJECTS</b>														
2018	PRJ	CP	4122	GG	Zoning Recodification and GIS Upgrade	Regulatory	\$ -	\$ 10,315	-	\$ -	\$ -	\$ -	\$ -	\$ -
	PRJ	CP	4053	KPA	Paving and Pump Out Station - Pepperrell Cove	Infrastructure	-	3,596	-	-	-	-	-	-
2019	PRJ	CP	4060	GG	Rice Rehab and Expansion Design	Buildings	-	51,821	-	-	-	-	-	-
2019	PRJ	CP	4123	GG	LED Lighting Conversion	Infrastructure	-	40,764	-	-	-	-	-	-
2018	PRJ	CP	2094	DPW	Emery Field Phase 2	Infrastructure	300,000	383,570	-	-	-	-	-	-
NEW	PRJ	CP	NEW	DPW	Legion Pond Rehabilitation	Land Improv	-	-	-	68,000	51,000	43,000	36,000	198,000
<b>CAPITAL PROJECTS TOTAL</b>							<b>\$ 300,000</b>	<b>\$ 490,066</b>	<b>\$ -</b>	<b>\$ 68,000</b>	<b>\$ 51,000</b>	<b>\$ 43,000</b>	<b>\$ 36,000</b>	<b>\$ 198,000</b>
<b>TOTAL ALL CAPITAL</b>							<b>\$ 1,455,500</b>	<b>2,698,952</b>	<b>\$ 1,876,900</b>	<b>\$ 2,040,400</b>	<b>\$ 2,093,400</b>	<b>\$ 2,145,400</b>	<b>\$ 2,149,905</b>	<b>\$ 10,306,005</b>
Total Increase(Decrease) from Prior Year									\$ 421,400	\$ 163,500	\$ 53,000	\$ 52,000	\$ 4,505	
Proposed Fort Foster Fees														
Proposed Use of PEG Surplus (Fund 2081)							\$ (35,000)		\$ (35,000)	\$ (35,000)	\$ (35,000)	\$ (35,000)	\$ (35,000)	\$ (175,000)
<b>TOTAL ALL CAPITAL ADJUSTED</b>							<b>\$ 1,420,500</b>	<b>2,698,952</b>	<b>\$ 1,841,900</b>	<b>\$ 2,005,400</b>	<b>\$ 2,058,400</b>	<b>\$ 2,110,400</b>	<b>\$ 2,114,905</b>	<b>\$ 10,131,005</b>
Increase (Decrease) from Prior Year							\$ (568,017)		\$ 421,400	\$ 163,500	\$ 53,000	\$ 52,000	\$ 4,505	

**CIP FY 2022-2026**

YEAR	CAP TYPE	FUND TYPE	FUND CODE	DEPT	Project Name	TYPE	FY21 Approved	Balance as of 11-25-2020	FY22 Plan	FY23 Plan	FY24 Plan	FY25 Plan	FY26 Plan	5 YR Totals
<b>DEBT SERVICE</b>														
2016	TWN	DEBT		FD	Fire Stations (refinanced 2006 Bonds)	Buildings	\$ 130,100		\$ 127,800	\$ 125,500	\$ 118,250	\$ 116,050	\$ 113,713	\$ 601,313
2010	TWN	DEBT		DPW	Public Works Department	Buildings	48,503		47,563	46,556	45,484	44,369	43,100	227,072
2012	TWN	DEBT		KCC	Community Center	Buildings	357,775		352,275	346,775	341,275	335,088	328,900	1,704,313
2014	TWN	DEBT		KLT	KLT Rustlewood	Other	10,315		10,315	10,315	10,315	10,315	10,315	51,575
2016	TWN	DEBT		KLT	KLT Braveboat	Other	18,090		18,090	18,090	18,090	18,090	18,090	90,450
2016	TWN	DEBT		DPW	Road Improvements	Infrastructure	144,300		141,700	139,100	136,500	133,900	131,300	682,500
2016	TWN	DEBT		KCC	Community Center Annex	Buildings	105,450		103,550	101,650	99,750	97,850	95,950	498,750
2021	TWN	DEBT	NEW	GG	Rice Proposed Expansion/Renovation <sup>1</sup>	Buildings	350,000		340,269	340,269	340,269	340,269	340,269	1,701,345
2013	SCH	DEBT		SCH	Mitchell School (refinanced 2002 bonds)	Buildings	220,500		216,300	212,100	-	-	-	428,400
2010	SCH	DEBT		SCH	Mitchell & Shapleigh	Buildings	460,672		451,938	442,594	432,641	422,281	410,500	2,159,953
2016	SCH	DEBT		SCH	School Various	Buildings	88,800		87,200	85,600	84,000	82,400	80,800	420,000
<b>TOTAL DEBT SERVICE</b>							\$ 1,934,505	\$ -	\$ 1,896,999	\$ 1,868,549	\$ 1,626,574	\$ 1,600,612	\$ 1,572,937	\$ 8,565,671
Total Town and School Debt Service Increase(Decrease)									\$ (37,506)	\$ (28,450)	\$ (241,975)	\$ (25,962)	\$ (27,675)	
<b>TOTAL CAPTIAL + DEBT</b>							\$ 3,355,005		\$ 3,738,899	\$ 3,873,949	\$ 3,684,974	\$ 3,711,012	\$ 3,687,842	\$ 18,696,676
<b>VARIANCE FROM PRIOR YEAR</b>							\$ (200,392)		\$ 383,894	\$ 135,050	\$ (188,975)	\$ 26,038	\$ (23,170)	
<b>SEWER DEBT</b>							\$ 765,954		\$ 764,270	\$ 763,738	\$ 691,937	\$ 865,858	\$ 865,858	\$ 3,951,661

**Notes:**

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

<b>POLICY<sup>2</sup></b>	<b>FY21</b>	<b>FY22</b>
FY2021 Combined Town & School Operating Budget	\$ 33,592,921	
FY2021 Combined Town, School and Sewer Operating Budget	\$ 36,079,475	
Capital as a % of Combined Budget (Town and School)		5.59%
Debt as a % of Combined Budget (Town and School)	Policy: 10%	5.65%
Capital & Debt as a % of Combined Budget (Town, School & Sewer)	Policy: 15%	12.48%
Capital & Debt as a % of Combined Budget (Town and School)		11.13%
Unassigned Reserve Fund Requirement for 2.5 Months (Town & School)	\$ 6,998,525	
Unassigned Fund Balance as of 6/30/2020	\$ 6,970,748	
Surplus/(Deficit) Unassigned Reserve Fund:	(\$27,777)	

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

FY21 Unassigned Fund Balance (Undesignated Reserve)  
Policy Requirement (2.5 months of Town and School operating budgets)  
Surplus/(Deficit)

\$6,970,748  
\$6,998,525  
(\$27,777)

Planned	Funded Year	COST	Unassigned Fund	Capital	Annual Debt	Grants
Senior Tax Circuit Breaker	Ongoing	\$50,000	\$ 50,000	\$ -	\$ -	\$ -
Compensated Absences	Ongoing	\$125,000	\$ 125,000	\$ -	\$ -	\$ -
<b>In Evaluation Phase</b>						
Ambulance Relocation <sup>1</sup>	TBD	\$700,000	\$ 700,000	\$ -	\$ -	\$ -
Memorial Field <sup>2</sup> - Phase 1	TBD	\$1,000,000		To Be Determined		
Stevenson Sidewalk <sup>3</sup>	TBD	\$750,000		To Be Determined		
Removal of Cole Street Bldg	TBD	\$80,000		\$ -	\$ -	\$ -
<b>TOTAL</b>			<b>\$ 875,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Requested</b>						
Dredge Pepperell Cove and Chauncy Creek - Engineering and Permitting	2022	?		To Be Determined		
Dredge Portion of Pepperrell Cove and Mouth of Chauncy Creek <sup>4</sup>	2025	?		To Be Determined		
Love Lane Sidewalks <sup>3</sup>	TBD	1,900,000		To Be Determined		
<b>TOTAL</b>		<b>\$ 4,605,000</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Notes:**

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



# CAPITAL IMPROVEMENT PROGRAM

## POLICIES AND GUIDELINES

DRAFT

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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.
- [Ensure public capital is resilient to climate change and sea level rise.](#)

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

## DEFINITIONS

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

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

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

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

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

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

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

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

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

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

## **COORDINATING COMMITTEE**

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

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

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

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

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

The Committee will prepare an annual report recommending a Capital Improvement Budget for the next fiscal year, and a Capital Improvement Program including recommended capital improvements for the following



four fiscal years. The report is submitted to the Town Council for its consideration and approval. Upon approval, the Town Council will submit the Capital Improvement Program to the Town Manager as required by the Charter. The Town Manager will incorporate the Capital Improvement Budget into the proposed operating budget for the ensuing fiscal year.

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

## PLANNING SCHEDULE

<b>Timetable</b>	<b>Action</b>
<b>Oct – Nov</b>	<p><b>Status of Previously Approved Projects</b> CIP Committee reviews status of previously approved projects.</p>
<b>Nov – Jan</b>	<p><b>Solicitation, Compilation and Evaluation of Project Requests</b> Department Managers prepare and submit project requests.</p>
<b>Dec - Jan</b>	<p><b>Town's Financial Capacity</b> Town Manager prepares financial analysis.</p> <p><b>Financing Plan</b> Town Manager assembles project list and supporting data; Reserve and depreciation account requests to CIP Committee with preliminary funding source recommendations.</p>
<b>Jan – Feb</b>	<p><b>Project Prioritization</b> CIP Committee reviews and ranks requests.</p> <p><b>Capital Improvements Program Development</b> CIP Committee prepares five-year schedule of projects and makes recommendations on method of financing based upon financial analysis.</p>
<b>Feb</b>	<p><b>Capital Improvement Program Presentation and Approval</b> CIP Committee presents Capital Budget and Capital Program to the Town Council. Council reviews CIP and holds public hearing. Council approves prepared CIP, as may be adjusted/amended.</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>
<b>Jun</b>	<b>Election</b>

	Voter approval of upcoming year's capital budget warrants and review of capital plan, followed by department head preparation for acquisition and development activities on July
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## CAPITAL IMPROVEMENT POLICIES

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

excess funds may be transferred to capital holding accounts or capital reserve accounts. The Town Manager will recommend fund transfers to the Town Council in accordance with Charter and Town Ordinance.

## **DEBT POLICIES**

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

## **FIXED ASSET POLICIES**

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

### **Asset Valuation**

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

### **Asset Classification**

Long-term assets are categorized into the following classes:

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

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

### **Capitalization**

*For Inventory, Financial Reporting and Depreciation Purposes*

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

#### *Construction in Progress Capitalization:*

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

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

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

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

### **Retention**

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

### **Annual Physical Inventory**

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

### **Internal Controls**

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

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

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

## **PROCESS SUMMARY**

### **Inventory of Existing Facilities**

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

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

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

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

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

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

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

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

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

- Keep the tax rate stable
- Balance debt service and operating expenditures
- Determine available debt capacity and acceptable debt service levels

- Maximize intergovernmental aid for capital expenditures

### **Project Prioritization**

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

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

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

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

#### Long-Term Financing:

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

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

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

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

### **Capital Improvement Program Recommendation**

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

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

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

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

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

### **Monitoring Approved Projects**

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

### **Capital Improvement Program Updates**

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