



CAPITAL IMPROVEMENT PROGRAM COMMITTEE

January 18, 2023

4:30PM

AGENDA

1. CIP Department Presentations
 - a. Municipal Facilities
 - b. Police Department
 - c. Kittery Community Center
 - d. Harbormaster
 - e. Admin – Municipal Technology
2. Adjourn

Next Meeting: January 26, 5PM

Materials:

- Draft CIP Forms

2024 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4027):



Date: November 28, 2022
Department: Administration
Project Title: **Municipal Facility Reserve**
Contact: Kendra Amaral, Town Manager
Type of Request? Ongoing Reserve One-time project

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: **\$75,000**
Est. Useful Life (Years): 10-30

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 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 planned and unplanned municipal facility repairs, equipment replacements, and facility rehabs.

Projects being completed in FY23 include KPD cooling unit replacements, heating units at Town Hall, and the obsolete fire panel system. Interior painting was moved to FY24. The Town Hall generator will be put out for bidding again in FY24 with the hope of getting this project completed.

Photo (click image to insert):



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

Project Financing (if One-Time Project):

Total Project Cost: \$ CIP Funding Needed: \$

Other Funding Sources:

Amount and Type of Other Funding Sources: \$ Comments: _____
 Salvage Value of Existing Equipment? \$ 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 _____

FY24	FY25	FY26	FY27	FY28	Total
\$75,000	\$125,000	\$150,000	\$100,000	\$150,000	\$600,000

Please Provide and/or Attach Additional Project Details

TOWN OF KITTEERY, MAINE
TOP LEVEL - ANNUAL RESERVE ESTIMATES
2024-2028 FACILITY MAINTENANCE RESERVE

EST REPLACEMENT COST ESCALATED																				
	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
AIR CONDITIONING	\$ 89,439									\$ 70,888	\$ 203,714		\$ 26,291							\$ 44,035
EMERGENCY POWER		\$ 171,175																		
EXTERIOR WALLS			\$ 35,812			\$ 17,090														
FLOOR COVERINGS						\$ 37,227										\$ 59,272				
HEATING SYSTEM	\$ 8,336					\$ 32,694	\$ 5,355	\$ 42,533	\$ 23,149						\$ 6,954	\$ 43,616	\$ 144,703		\$ 174,606	
INTERIOR WALLS		\$ 27,416																		
POWER DISTRIBUTION																				
ROOF SYSTEMS			\$ 5,802		\$ 40,497			\$ 242,670		\$ 11,876	\$ 139,123	\$ 81,496			\$ 617,156			\$ 1,089,221	\$ 285,190	\$ 76,909
SITE UTILITIES																				
VEHICULAR & PEDESTRIAN MOVEMENT				\$ 220,133																
VENTILATION UNITS	\$ 1,193				\$ 1,422						\$ 2,315						\$ 3,806		\$ 4,156	
UNPLANNED PROJECTS	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
FIRE PROTECTION	\$ 31,646																			
Total Est Projects	\$ 150,613	\$ 218,591	\$ 61,614	\$ 240,133	\$ 61,919	\$ 107,011	\$ 20,000	\$ 268,025	\$ 20,000	\$ 133,421	\$ 261,054	\$ 159,123	\$ 127,787	\$ 20,000	\$ 644,111	\$ 122,888	\$ 168,509	\$ 1,109,221	\$ 483,952	\$ 140,944
Beginning Balance	\$ 224,722	\$ 124,109	\$ 45,519	\$ 108,905	\$ 18,772	\$ 56,853	\$ 99,842	\$ 229,842	\$ 161,817	\$ 366,817	\$ 483,397	\$ 472,343	\$ 588,220	\$ 735,433	\$ 990,433	\$ 621,322	\$ 773,434	\$ 904,926	\$ 145,705	\$ 11,753
CIP Allocation	\$ 50,000	\$ 75,000	\$ 125,000	\$ 150,000	\$ 100,000	\$ 150,000	\$ 150,000	\$ 200,000	\$ 225,000	\$ 250,000	\$ 250,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 300,000	\$ 350,000	\$ 350,000	\$ 350,000
Other Allocation		\$ 65,000																		
End Balance	\$124,109	\$ 45,519	\$108,905	\$18,772	\$56,853	\$99,842	\$229,842	\$161,817	\$366,817	\$483,397	\$472,343	\$588,220	\$735,433	\$990,433	\$621,322	\$773,434	\$904,926	\$145,705	\$11,753	\$220,809

TOWN OF KITTERY, MAINE
 TOP LEVEL - ANNUAL RESERVE ESTIMATES
 2024-2028 FACILITY MAINTENANCE RESERVE
 Inflation Assumption

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

4.5%

CATEGORY	SYSTEM	ANTICIPATED END LIFE	REPLACEMENT COST TODAY	EST REPLACEMENT COST ESCALATED
AIR CONDITIONING	POLICE DEPT RADIO ROOM DMS-3	2035	\$6,500	\$13,145
AIR CONDITIONING	POLICE DEPT SERVER ROOM DMS-4	2035	\$6,500	\$13,145
AIR CONDITIONING	COMMUNITY CENTER CONDENSING UNIT CU-2	2032	\$10,000	\$17,722
AIR CONDITIONING	COMMUNITY CENTER CONDENSING UNIT CU-3	2032	\$10,000	\$17,722
AIR CONDITIONING	COMMUNITY CENTER CONDENSING UNIT CU-4	2032	\$10,000	\$17,722
AIR CONDITIONING	COMMUNITY CENTER CONDENSING UNIT CU-5	2032	\$10,000	\$17,722
AIR CONDITIONING	MUNICIPAL COMPLEX CU-1 POLICE DEPT	2023	\$40,000	\$47,701
AIR CONDITIONING	MUNICIPAL COMPLEX CU-2 POLICE DISPATCH	2023	\$35,000	\$41,738
AIR CONDITIONING	MUNICIPAL COMPLEX CU-3 SCHOOL DEPT	2033	\$35,000	\$64,818
AIR CONDITIONING	MUNICIPAL COMPLEX CU-4 COUNCIL CHAMBERS	2033	\$35,000	\$64,818
AIR CONDITIONING	MUNICIPAL COMPLEX CU-5 TOWN HALL	2033	\$40,000	\$74,078
AIR CONDITIONING	TOWN HALL SERVER ROOM DMS-1	2042	\$8,000	\$22,017
AIR CONDITIONING	COUNCIL CHAMBERS A / V ROOM DMS-2	2042	\$8,000	\$22,017
AIR CONDITIONING	DUCTLESS MINI SPLIT SYSTEMS			
EMERGENCY POWER	TOWN HALL CONNECTION PROJECT	2024	\$150,000	\$171,175
EMERGENCY POWER	POLICE DEPT.			
EMERGENCY POWER	TRANSFER SWITCHES			
EMERGENCY POWER	TRANSFORMERS			
EMERGENCY POWER	SERVICE WIRING			
EXTERIOR WALLS	TRANSFER STATION - HOUSEHOLD WASTE	2069	\$50,000	\$451,632
EXTERIOR WALLS	TOWN HALL REAR EXIT DOOR # 102	2025	\$3,500	\$4,558
EXTERIOR WALLS	TOWN HALL REAR EXIT DOOR # 103	2025	\$5,500	\$7,162
EXTERIOR WALLS	SCHOOL DEPT REAR EXIT # 104	2025	\$3,500	\$4,558
EXTERIOR WALLS	POLICE DEPT REAR EXIT # 107	2025	\$3,500	\$4,558
EXTERIOR WALLS	POLICE DEPT SALLY PORT # 108	2025	\$3,500	\$4,558
EXTERIOR WALLS	POLICE DEPT SALLY PORT OVERHEAD # 109	2025	\$500	\$651
EXTERIOR WALLS	POLICE DEPT SALLY PORT OVERHEAD # 111	2025	\$500	\$651
EXTERIOR WALLS	POLICE DEPT FRONT VESTIBULE # 113	2025	\$3,500	\$4,558
EXTERIOR WALLS	POLICE DEPT FRONT VESTIBULE # 114	2025	\$3,500	\$4,558
EXTERIOR WALLS	MECHANICAL ROOM REAR ACCESS # 106	2028	\$5,500	\$8,174
EXTERIOR WALLS	POLICE DEPT GENERATOR SHED # 110	2028	\$2,500	\$3,715

CATEGORY	SYSTEM	ANTICIPATED END LIFE	REPLACEMENT COST TODAY	EST REPLACEMENT COST ESCALATED
EXTERIOR WALLS	POLICE DEPT TRAINING ROOM # 112	2028	\$3,500	\$5,201
EXTERIOR WALLS	WINDOWS			
EXTERIOR WALLS	SCREENS			
EXTERIOR WALLS	LOUVERS			
FLOOR COVERINGS	MUNICIPAL COMPLEX-CARPETING	2028	\$25,050	\$37,227
FLOOR COVERINGS	MUNICIPAL COMPLEX-VCT	2038	\$25,683	\$59,272
HEATING SYSTEM	MUNICIPAL COMPLEX LOOP HEAT CIRC P1-B	2041	\$3,149	\$8,293
HEATING SYSTEM	MUNICIPAL COMPLEX LOOP HEAT CIRC P2-B	2041	\$3,149	\$8,293
HEATING SYSTEM	POLICE DEPT SALLY PORT UH-1	2023	\$2,735	\$3,261
HEATING SYSTEM	POLICE DEPT SALLY PORT UH-2	2023	\$2,735	\$3,261
HEATING SYSTEM	PUBLIC WORKS - TOWN GARAGE (SHOP)	2028	\$22,000	\$32,694
HEATING SYSTEM	MUNICIPAL COMPLEX BOILER CIRC B-2	2030	\$1,100	\$1,785
HEATING SYSTEM	MUNICIPAL COMPLEX DHW HEATING P-3	2030	\$1,100	\$1,785
HEATING SYSTEM	MUNICIPAL COMPLEX DHW RECIRC BWP-1	2030	\$1,100	\$1,785
HEATING SYSTEM	COMMUNITY CENTER P-3 BOILER PRIMARY	2032	\$8,000	\$14,178
HEATING SYSTEM	COMMUNITY CENTER P-1 BUILDING DISTRIBUTION	2032	\$8,000	\$14,178
HEATING SYSTEM	COMMUNITY CENTER P-2 BUILDING DISTRIBUTION	2032	\$8,000	\$14,178
HEATING SYSTEM	PUBLIC WORKS - OFFICE BUILDING	2033	\$12,500	\$23,149
HEATING SYSTEM	MUNICIPAL COMPLEX - BOILER B-1	2041	\$30,000	\$79,010
HEATING SYSTEM	MUNICIPAL COMPLEX - BOILER B-2	2041	\$30,000	\$79,010
HEATING SYSTEM	MUNICIPAL COMPLEX BOILER CIRC B-1	2023	\$1,521	\$1,814
HEATING SYSTEM	MUNICIPAL COMPLEX LOOP HEAT CIRC P2-A	2037	\$3,149	\$6,954
HEATING SYSTEM	TRANSFER STATION - HOUSEHOLD WASTE	2038	\$7,875	\$18,174
HEATING SYSTEM	TRANSFER STATION - BALER BUILDING	2038	\$7,875	\$18,174
HEATING SYSTEM	MUNICIPAL COMPLEX LOOP HEAT CIRC P1-A	2038	\$3,149	\$7,267
HEATING SYSTEM	COMMUNITY CENTER - EASTWING BOILER B-1	2039	\$30,000	\$72,351
HEATING SYSTEM	COMMUNITY CENTER - EASTWING BOILER B-2	2039	\$30,000	\$72,351
HEATING SYSTEM	COMMUNITY CENTER - MAIN BUILDING	2051	\$75,000	\$306,749
INTERIOR WALLS	PAINT - TOWN HALL & SCHOOL DEPT	2024	\$22,000	\$27,416
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			

CATEGORY	SYSTEM	ANTICIPATED END LIFE	REPLACEMENT COST TODAY	EST REPLACEMENT COST ESCALATED
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	\$56,800
ROOF SYSTEMS	MEMORIAL FIELD - PARKS GARAGE	2025	\$4,455	\$5,802
ROOF SYSTEMS	PUBLIC WORKS - STORAGE GARAGE 3 BAY	2027	\$28,477	\$40,497
ROOF SYSTEMS	NEW FREEBIE BARN	2037	\$2,499	\$5,519
ROOF SYSTEMS	OLD FREEBIE BARN	2037	\$3,012	\$6,652
ROOF SYSTEMS	TRANSFER STATION - HOUSEHOLD WASTE	2030	\$114,533	\$185,870
ROOF SYSTEMS	FORT FOSTER - NEW RESTROOM	2033	\$6,413	\$11,876
ROOF SYSTEMS	TRANSFER STATION - UNIVERSAL WASTE BUILDING	2034	\$48,195	\$93,271
ROOF SYSTEMS	PUBLIC WORKS - OFFICE BUILDING	2034	\$23,693	\$45,852
ROOF SYSTEMS	PUBLIC WORKS - SALT / SAND BUILDING	2035	\$35,438	\$71,668
ROOF SYSTEMS	PUBLIC WORKS - FRONT STORAGE GARAGE	2035	\$4,860	\$9,829
ROOF SYSTEMS	COMMUNITY CENTER - MAIN BUILDING	2037	\$210,938	\$465,851
ROOF SYSTEMS	COMMUNITY CENTER - GYMNASIUM	2037	\$48,000	\$106,007
ROOF SYSTEMS	COMMUNITY CENTER - FITNESS	2037	\$15,000	\$33,127
ROOF SYSTEMS	MUNICIPAL COMPLEX	2040	\$212,625	\$535,866
ROOF SYSTEMS	PUBLIC WORKS - TOWN GARAGE (SHOP)	2040	\$104,004	\$262,115
ROOF SYSTEMS	TRANSFER STATION - BALER BUILDING	2040	\$115,560	\$291,239
ROOF SYSTEMS	COMMUNITY CENTER - EASTWING	2041	\$108,287	\$285,190
ROOF SYSTEMS	FORT FOSTER - PAVILION #1	2042	\$3,240	\$8,917
ROOF SYSTEMS	FORT FOSTER - PAVILION #2	2042	\$10,125	\$27,866
ROOF SYSTEMS	FORT FOSTER - STORAGE GARAGE 2 BAY	2042	\$7,290	\$20,063
ROOF SYSTEMS	PUBLIC WORKS - REAR SIGN STORAGE GARAGE	2042	\$7,290	\$20,063
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	2026	\$44,800	\$60,967
VEHICULAR & PEDESTRIAN MOVEMENT	PARKING LOT PAVING DPW	2026	\$63,760	\$86,769

CATEGORY	SYSTEM	ANTICIPATED END LIFE	REPLACEMENT COST TODAY	EST REPLACEMENT COST ESCALATED
VEHICULAR & PEDESTRIAN MOVEMENT	PARKING LOT PAVING COMMUNITY CENTER	2026	\$53,200	\$72,398
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	\$1,193
VENTILATION UNITS	AHU-3-BLOWER MOTOR	2033	\$1,250	\$2,315
VENTILATION UNITS	AHU-4 -BLOWER MOTOR	2027	\$1,000	\$1,422
VENTILATION UNITS	AHU-5-BLOWER MOTOR	2039	\$1,578	\$3,806
VENTILATION UNITS	AHU-1 POLICE DEPT-BLOWER MOTOR	2041	\$1,578	\$4,156
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	2023	\$26,537	\$31,646

2024 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4022):



Date: _____
Department: Kittery Police Department
Project Title: **Police Vehicle Reserve**
Contact: Chief Robert Richter
Type of Request? Ongoing Reserve One-time project

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: **\$155,000**
Est. Useful Life (Years): 3 - 5

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

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

This reserve is for replacement of police cruisers and vehicles. Front line vehicles are scheduled to be replaced every three years, with the usable vehicles cycling down for non-patrol operations. Other vehicle replacements are based on condition, mileage, and general wear and tear. The department is transitioning to hybrid cruisers. The inflation factor has been increased to 5% to reflect current market trends.

Due to supply shortages, the front-line cruiser replacement has been set back approximately 1 ½ years. 3 new vehicles were placed into service at the end of FY22. Two additional new cruisers have just arrived but will not be outfitted and service ready until late winter/early spring of 2023. New cost estimates from GM and Ford indicate a price increase for police cruisers from an average of \$38,000 to approximately \$47,000 per unit for the 2023 model year. This does not include the cost of equipment and upfit. New body styles will require new equipment such as prisoner enclosures, consoles and storage units.



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

Project Financing (if One-Time Project):

Total Project Cost:	\$ _____	CIP Funding Needed:	\$ _____
Amount and Type of Other Funding Sources:	\$ _____	Comments:	_____
Salvage Value of Existing Equipment?	\$ _____	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 _____

FY24	FY25	FY26	FY27	FY28	Total
\$155,000	\$175,000	\$175,000	\$175,000	\$195,000	\$875,000

Please Provide and/or Attach Additional Project Details

Town of Kittery
Police
VEHICLES

2023
Escalation Factor: **5.0%**

Vehicle	Model Year	Cost	Replacement		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
			Year	Make													
Front Line Cruiser ¹	2018	\$67,000	3 YR	Ford Explorer			77,561			89,786			103,939			120,322	
Front Line Cruiser ¹	2022	\$67,000	3 YR	Ford Explorer		73,868			85,511			98,990			114,593		
Front Line Cruiser ¹	2022	\$67,000	3 YR	Ford Explorer		73,868			85,511								
Front Line Cruiser ¹	2021	\$67,000	3 YR	Chevy Tahoe	70,350			81,439			94,276			109,136			126,338
Front Line Cruiser ¹	2021	\$67,000	3 YR	Chevy Tahoe	70,350			81,439			94,276		109,136				126,338
Front Line Supervisor ¹	2021	\$67,000	3 YR	Chevy Tahoe			77,561			89,786			103,939			120,322	
Animal Control ²	2020	\$67,000	2029	F150 Pickup						89,786							
Detective	2017		Rotation FL	Ford Explorer													
Detective	2018		Rotation FL	Ford Explorer													
School Resource Officer	2018		Rotation FL	Ford Explorer													
Supervisor - Admin ²	2018	\$58,000	2023	Ford Explorer - Admin Pkg								85,692					
Supervisor - Admin ²	2019	\$58,000	2026	Ford Explorer - Admin Pkg			67,142								99,200		
Spare Unmarked	2015		Rotation FL	Ford Explorer													
Motorcycle	NEW	\$35,000	2026				40,517						54,296				
Account Balance					\$103,834	\$118,134	\$145,399	\$57,618	\$69,740	\$93,718	\$24,359	\$35,807	\$51,126	\$13,951	\$20,679	\$31,887	\$16,242
Cost					140,700	147,735	262,781	162,878	171,022	269,359	188,551	184,682	262,174	218,272	213,792	240,645	252,677
Trade-In					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CIP Funding					\$155,000	\$175,000	\$175,000	\$175,000	\$195,000	\$200,000	\$200,000	\$200,000	\$225,000	\$225,000	\$225,000	\$225,000	\$250,000
Remaining Account Balance					\$118,134	\$145,399	\$57,618	\$69,740	\$93,718	\$24,359	\$35,807	\$51,126	\$13,951	\$20,679	\$31,887	\$16,242	\$13,565

- Notes:
1. Transition to hybrid when possible
2. Transition to Electric Vehicle

2024 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4129):



Date: November 28, 2022
Department: Police Department
Project Title: Police Equipment Reserve
Contact: Chief Robert Richter
Type of Request? Ongoing Reserve One-time project

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$35,000
Est. Useful Life (Years): Various

Project Type: Check All That Apply -

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

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

Police utilize a variety of equipment in the course of conducting public safety work including the fingerprint machine, firearms and firearm storage equipment, cameras, radios, and cruiser equipment. The service life of firearms, portable radios and electronic control weapons (tasers) is about 7-10 years. Most of this equipment has been upgraded in the past three years. The current projected replacement cost for each is as follows: firearms- \$15,000, portable radios - \$57,500, tasers - \$45,000, patrol rifles - \$22,000.



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

Project Financing (if One-Time Project Request):

Project Costs: \$ CIP Funding Needed:

Other Funding Sources:

Amount and Type of Other Funding Sources: \$ Comments:

Salvage Value of Existing Equipment? \$ 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

FY24	FY25	FY26	FY27	FY28	Total
\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$175,000

Please Provide and/or Attach Additional Project Details

2024 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4019):



Date: November 15, 2022
Department: Kittery Community Center
Project Title: KCC Equipment Reserve
Contact: Jeremy Paul
Type of Request? Ongoing Reserve One-time project

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$40,000
Est. Useful Life (Years): 5-20

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 checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input checked="" type="checkbox"/>		

Project Description:

This account funds replacement of fitness equipment, custodial, kitchen, theatre, and playground equipment. The following projects are being considered for the next five years: replacement of Fitness Room machines and equipment, STAR Theatre upgrade/expansion of sound capacity and upgrades to the theatrical light system, replacement of kitchen equipment including the walk-in cooler and walk-in freezer, gymnasium sound system for expanded capabilities and uses; an all-building intercom system to coincide with emergency management plans, installed projection in meeting rooms to improve flexibility/technology for groups using the meeting spaces, and upgrading our security camera system.

Photo (click image to insert):



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

Project Financing (if One-Time Project):

Total Project Cost: \$ CIP Funding Needed: \$

Other Funding Sources:

Amount and Type of Other Funding Sources: _____ Comments: _____
 Salvage Value of Existing Equipment? _____ Comments: Varies-some have no salvage value

Project Planning:

Proposed Start Date of Project: We will phase In these improvements and purchase as the account grows
 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 _____

FY24	FY25	FY26	FY27	FY28	Total
\$40,000	\$55,000	\$55,000	\$65,000	\$65,000	\$280,000

Please Provide and/or Attach Additional Project Details

2024 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4051):



Date: November 15, 2022
Department: Kittery Community Center
Project Title: KCC Facility Reserve
Contact: Jeremy Paul
Type of Request? Ongoing Reserve One-time project

Dept. Priority (1 of 3, etc.): 3
Est. Funding Request: \$ 25,000
Est. Useful Life (Years): 10-20

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 continuing to replace exterior doors, as well as to evaluate improving safety measures within the building making better use of a swipe card system.

FY24 focus includes completing the analysis and implementation of blown-in insulation in the annex. This fund is also being held to support any improvements that arise out of the KCC Campus Master Plan being developed in 2022/2023.



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

Project Financing (if One-Time Project):

Total Project Cost: \$ CIP Funding Needed: \$

Other Funding Sources:

Amount and Type of Other Funding Sources: \$64,718 Comments: Playground donations
 Salvage Value of Existing Equipment? 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

FY24	FY25	FY26	FY27	FY28	Total
\$25,000	\$35,000	\$35,000	\$75,000	\$75,000	\$245,000

Please Provide and/or Attach Additional Project Details



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

Director
Community Center Supervisor
Community Programs Supervisor
Youth Programs Supervisor

Jeremy Paul
Chris Luise
Nicole McNally
Kyle Cook

TO: Kendra Amaral, Town Manager
CC: Elizabeth Lallemand, Finance Director
FROM: Jeremy Paul, Director Kitterry Community Center
DATE: November 15, 2022
RE: FY2024-FY2028 Capital Improvement Plan



Please find the FY2024-FY2028 Capital Improvement Plan update and requests from the Kitterry Community Center.

FY23 Project Updates

FY23 saw us replace two exterior doors to improve safety and security at those two locations and upgraded a number of machines in the fitness suite. We are also in the process of purchasing a new floor scrubber to help maintain the cleanliness of the facility.

FY24-FY28 Project Requests

The majority of these requests are carryovers from previous requests.

KCC EQUIPMENT RESERVE (CIP FUND 4019)

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

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 useful life. Replacement cost for the equipment in our Fitness Suite is roughly \$90,000 (see attached).

Kitchen Equipment: We are continually trying to increase the program offerings in our kitchen. In addition to our relationship with the School Nutrition Program, we do have a number of chefs that use the kitchen to prep for farmers markets, etc. We have previously been able to upgrade the stove, convection ovens, and add a warming rack to the kitchen. We still need to be prepared to replace the walk-in fridge/freezer. Potential replacement costs for the walk-in refrigerator/freezer unit are roughly \$19,000 (see attached).

STAR Theatre Equipment: The STAR is the crown jewel of the KCC and continues to host a wide variety of events and productions. With over ten years of use, we are aware of the need to upgrade and expand the sound capacity and lighting system, as well as some other equipment that would make the space more attractive to potential renters and to upgrade the technology. The cost for those items would be approximately \$88,000 (see attached), but can be phased in over time. The priority, LED fixtures, would be roughly \$30,000. 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 theatre 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 \$67,000 (see attached). This price does not include any additional sound proofing needs, such as acoustical panels, which would also be needed.

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 does not have a phone will not be able to hear any announcements being made. In today's climate, 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 \$19,000 (see attached).

Camera Improvements: The security cameras in the facility are becoming obsolete. There are not a lot of vendors that have the experience with older analog surveillance systems. Upgrading the technology and capabilities of the camera system will help make the KCC a safer environment for everyone who comes into the building. A recent quote for the system upgrades was \$25,000 (see attached).

Installed Projection: The pandemic has taught us a number of things and one of those is the need to be more flexible and tech savvy in our meeting room spaces. Being able to hold hybrid meetings, have screens incorporated into the rooms, and be able to connect wirelessly are all important features in today's world. We are looking to installed projection systems in some of our meeting rooms; particularly Downstairs meeting room 1, the upstairs meeting room, and the community/banquet room. A recent evaluation produced a quote to do all three spaces for \$67,00 (see attached).

KCC FACILITY RESERVE (CIP FUND 4019)

Replacement of Exterior Doors: The KCC has 22 exterior doors throughout the building. For safety and security reasons, there is a need to replace the three exterior doors leading to the theatre. The costs range from \$13,000 to \$15,000 per door.

Swipe Card Access/Upgrading of Interior Doors: As we continue to evaluate the safety of those who use the KCC, adjusting the interior doors that access the rooms will be a priority. Currently, the doors only lock from the outside. We want the doors to be able to be locked from the inside as well as making the doors accessible via swipe cards rather than physical keys. A tentative price to switch doors over is estimated at \$4,000/per door. We are going to do some more research on other potential options.

Campus Improvement Projects:

The KCC Board of Directors is working with staff to engage consulting assistance from a qualified landscape design firm to develop a campus master plan for the Kittery Community Center site. This would enable us to plan for future capital projects and investment in outdoor spaces and amenities to support the strategic goals of the KCC and to address the growing challenges with the site. The master plan will establish the most beneficial layout for passive and active recreation space, adequate parking, and site circulation. The plan will include recommendations for implementation strategies including phasing, and provide budget estimates for each phase or component. Additionally, it will help the Town invest wisely, by providing a comprehensive site layout and a phasing approach that maximizes the investment in each outdoor component. The master plan will also support grant applications and fundraising for implementation.

The costs of possible projects associated with the master plan (playground, expanded parking, playing field improvements, community gardens, etc.) could be well over \$300,000. Putting aside money will allow potential projects to be more feasible when the opportunity arises.

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 to 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.

2024 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4018):



Date: November 28, 2022
Department: Harbormaster
Project Title: Kittery Port Authority Boat Reserve
Contact: John Brosnihan
Type of Request? Ongoing Reserve One-time project

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$ 40,000
Est. Useful Life (Years): 7-10

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 checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

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

This reserve funds replacement of the Harbormaster boats and vehicles. The boats are generally replaced every 7-10 years, based on wear and tear and/or mission needs. The skiff was replaced in 2020 and includes a new trailer and outboard.

The main boat (21' Surfside center console) is proving to be insufficient for the needs and mission of the Harbormaster including search and rescue and law enforcement on the water. A Port Security grant application was submitted in 2021 to replace the boat, but was unsuccessful in getting federal funds. Public Safety impact fees were used to replace the boat with a Maritime Voyager, currently in production.

The Harbormaster vehicle is breaking down with greater frequency and needs to be replaced. The goal would be replace with a used, hybrid truck or other type vehicle that runs more efficient.



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

Project Financing (if One-Time Project):

Total Project Cost: \$ CIP Funding Needed: \$

Other Funding Sources:

Amount and Type of Other Funding Sources: \$ Comments:

Salvage Value of Existing Equipment? \$ 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 No

FY24	FY25	FY26	FY27	FY28	Total
\$40,000	\$7,500	\$7,500	\$7,500	\$7,500	\$70,000

Please Provide and/or Attach Additional Project Details

Town of Kittery
 Harbormaster
 BOATS AND VEHICLES

2019
 Escalation Factor: 4.5%

Property	Year Purchased	Model Year	Cost	Replacement Year	Make	Description	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	
Harbormaster 1	2022	2023	\$157,770	2035	Maritime Voyager	Primary Work/Rescue Boat														
Harbormaster 1 Trailer	2022	2023	see Harbormaster 1	2035																
Electronics Pkg	2020	2020	\$5,800	2025	Garmin/Icom	PS Radio/Radar/Gps				8,248										
Harbormaster 2	2020	2020	\$17,210	2035	Maritime Work Skiff	1480 Skiff												33,306		
Outboard	2020	2020	\$5,000	2035		50 HP Outboard				7,111										
Harbormaster 2 Trailer	2020	2020	see Work Skiff above	2035		Maritime Trailer														
HM Truck	2014	2014	\$40,000	2025	Dodge Quad Cab	Used	40,000													
Account Balance							\$8,325	\$13,325	\$20,825	\$28,325	\$20,466	\$27,966	\$35,466	\$42,966	\$50,466	\$57,966	\$65,466	\$72,966	\$47,160	
Cost							40,000	-	-	15,359	-	-	-	-	-	-	-	33,306	-	
Trade-In							\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CIP Funding							\$40,000	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Remaining Account Balance							\$13,325	\$20,825	\$28,325	\$20,466	\$27,966	\$35,466	\$42,966	\$50,466	\$57,966	\$65,466	\$72,966	\$47,160	\$54,660	

2024 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4055):



Date: November 28, 2022
Department: Harbormaster
Project Title: Kittery Port Authority Equipment Reserve
Contact: John Brosnihan
Type of Request? Ongoing Reserve One-time project

Dept. Priority (1 of 3, etc.): 2
Est. Funding Request: \$15,000
Est. Useful Life (Years): Varies

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):

This reserve supports the rehab and replacement of equipment that has reached the end of its service life. The KPA/Harbormaster maintain 25 floats and 5 ramps all of differing ages and level of wear. The equipment also includes hoists used by commercial fishing and kayak racks recently added to the inventory.

FY23 focused on redecking floats to extend their useful life and replacement of Town moorings. The second hoist is being replaced and remounted to meet current safety standards.

Redecking will continue for the next few years.



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

Project Financing (if One-Time Project):

Total Project Cost: \$ _____ CIP Funding Needed: \$ _____

Other Funding Sources:

Amount and Type of Other Funding Sources: \$ _____ Comments: _____

Salvage Value of Existing Equipment? \$ _____ 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 _____

FY24	FY25	FY26	FY27	FY28	Total
\$15,000	\$25,000	\$25,000	\$35,000	\$50,000	\$150,000

Please Provide and/or Attach Additional Project Details

Town of Kittery															
Harbormaster															
EQUIPMENT															
		Escalation Factor:		4.5%											
Property	Year Purchased	Cost	Replacement Year	Description	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
PEPPERRELL COVE															
Float Replacement	Various	\$40,000	Annual	Various					59,444	62,119	64,914	67,835	70,888	74,078	77,411
Float Refurbishment	Various	\$10,000	Annual	Various	10,000	10,000	12,000								
Transient Utilities	2014	\$78,000	As Needed	H20+Electricity											
Mooring Replacement	Various	\$5,000	Annual	Various			6,804		7,430		8,114		8,861		9,676
TRAIP															
Float Replacement	UNK	\$10,000	Annual	Various						15,530	16,229				
Float Refurbishment	UNK	\$10,000	Annual	Various											
Kayak Rack System	2022	\$6,000	2037												
GOV ST															
Wharf	2019	\$500,000	2049												
MISC															
Hoist Replacement (2)	2022	\$10,000	As Needed								13,023				
Account Balance					\$14,369	\$19,369	\$34,369	\$40,565	\$75,565	\$58,690	\$36,042	\$3,762	\$5,927	\$1,178	\$7,101
Cost					\$10,000	\$10,000	\$18,804	\$0	\$66,874	\$77,648	\$102,280	\$67,835	\$79,749	\$74,078	\$87,088
Trade-In					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost					\$10,000	\$10,000	\$18,804	\$0	\$66,874	\$77,648	\$102,280	\$67,835	\$79,749	\$74,078	\$87,088
CIP Funding					\$15,000	\$25,000	\$25,000	\$35,000	\$50,000	\$55,000	\$70,000	\$70,000	\$75,000	\$80,000	\$90,000
Remaining Account Balance					\$19,369	\$34,369	\$40,565	\$75,565	\$58,690	\$36,042	\$3,762	\$5,927	\$1,178	\$7,101	\$10,013

2024 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4016):



Date: November 28, 2022
Department: Harbormaster
Project Title: Kittery Port Authority Facility Reserve
Contact: John Brosnihan
Type of Request? Ongoing Reserve One-time project

Dept. Priority (1 of 3, etc.): 2
Est. Funding Request: \$15,000
Est. Useful Life (Years): Various

Project Type: Check All That Apply -

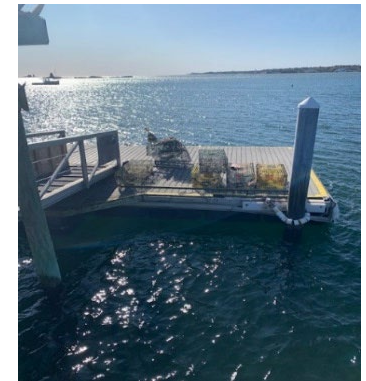
Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce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

This reserve funds the replacement and additions to the Town’s working and recreational waterfront facilities to include wharf repair, pier replacement/repair as well as buildings and utilities replacement.

The projects being planned for the coming few years include the short ramps at Frisbee Pier to address the slope during low tide; seawall reinforcement, working on retrofits of the existing piles to extend their length of useful life rather than replace, and address damage to the utilities service from the December 2022 storm.



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

Project Financing (if One-Time Project):

Total Project Cost: \$ CIP Funding Needed: \$

Other Funding Sources:

Amount and Type of Other Funding Sources: \$ Comments: Potential FEMA funding; investigating BIG program grants
 Salvage Value of Existing Equipment? \$ 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 _____

FY24	FY25	FY26	FY27	FY28	Total
\$15,000	\$15,000	\$20,000	\$20,000	\$20,000	\$90,000

Please Provide and/or Attach Additional Project Details

Property	Year		Replacement		Description	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	
	Purchased	Cost	Year	Year															
Pepperrell Pier	2011	\$58,500	2036		East Pier														123,633
Transient Ramp	2014	\$35,000	2034													67,735			
Frisbee Pier	2012	\$450,000	2052		West Pier														
Frisbee Ramp1	2022	\$18,000	2034						25,598										
Frisbee Ramp2	2012	\$18,000	2032			6,000									33,335				
Frisbee Ramp 3	UNK	\$13,000	2029													25,159			
HM Office	1997	\$47,000	2040																
Wharf Utilities	2014	\$83,400	2040																
Rider Piling Replacement	Various	\$12,500	Various			12,500		14,265		15,577		17,011							
Seawalls	UNK																		
MOORING FIELD																			
Back Channel Regrid	NEW	TBD	TBD																
TRAIP																			
HM Shed	2020	\$6,500	2040																
GOV ST																			
Govt.St. Pier	2019	\$500,000	2059																
RICE AVE																			
Storage Bldg	Unk	\$15,000	2025				19,534												
					Account Balance	\$17,123	\$13,623	\$9,089	\$14,825	\$9,227	\$13,649	\$33,649	\$46,639	\$76,639	\$106,639	\$103,304	\$45,410	\$85,410	
					Cost	\$18,500	\$19,534	\$14,265	\$25,598	\$15,577	\$0	\$17,011	\$0	\$0	\$33,335	\$92,894	\$0	\$123,633	
					Trade-In	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
					CIP Funding	\$15,000	\$15,000	\$20,000	\$20,000	\$20,000	\$20,000	\$30,000	\$30,000	\$30,000	\$30,000	\$35,000	\$40,000	\$40,000	
					Remaining Account Balance	\$13,623	\$9,089	\$14,825	\$9,227	\$13,649	\$33,649	\$46,639	\$76,639	\$106,639	\$103,304	\$45,410	\$85,410	\$1,778	

2024 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4020):



Date: November 28, 2022
Department: Administration
Project Title: Technology Reserve
Contact: Kendra Amaral, Town Manager
Type of Request? Ongoing Reserve One-time project

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$ 70,000
Est. Useful Life (Years): 5-7

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 checked="" type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

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

The fund is for replacement of aging, failing, or obsolete hardware such as servers, desktops, firewalls, switches and routers, and cabling, replacement of software systems and licenses, and expansion of technology tools used in delivery of service. The Technology Reserve also supports upgrades that improve efficiency and/or functionality and one-time setup/initiation costs for new productivity software.

FY23 is focused on transition to MS365, VoIP conversion, modernizing servers and desktops to most current OS. Some projects planned for 2023 were moved to 2024 for management/operational needs.

FY24 will continue modernization of services to stay ahead of end of service/life dates, security hardening, and removal of obsolete systems.



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

Financing:

Total Project Cost: \$ _____ CIP Funding Needed: \$70,000

Other Funding Sources:

Amount and Type of Other Funding Sources: \$ _____ Comments: _____

Salvage Value of Existing Equipment? \$ _____ 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 _____

FY24	FY25	FY26	FY27	FY28	Total
\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$350,000

Please Provide and/or Attach Additional Project Details

Kittery-RoadMap

2023

Name	Priority	Status	Tags	Dependency	\$	183,000
HARDWARE: Police: Evidence PC (Isolated PC)	Low	Complete	Functionality, Hardware			
SECURITY: MS-ISAC Cyber-Security Program	Low	Complete	SAAS, Security			
PHYSICAL: Library Site Move (Ongoing)	Medium	Complete	Physical			
Modernize Remaining servers to Most recent OS	Critical	In Progress	Compliance	New Hosts for Town Administration Office	\$	9,500
Hardware: Harbor WiFi	Low	In Progress	Hardware		\$	1,500
Phone System Review	Medium	In Progress	Functionality		\$	35,000
Office 365 Government Community Cloud (GCC) Migration	Critical	Planning	SAAS	Kick Off March	\$	45,000
Update System Security Plan (SSP) and POA&M	High	Planning	Security	Governance: Policies and Procedures	\$	2,500
Hardware: Harbor Cameras	Low	Planning	Hardware, Security	Being Bid	\$	15,000
Hardware: Police Cameras and Doors	Low	Planning	Hardware, Security	Being Bid	\$	67,000
Security: Workstation Hardening	Medium	Planning	Security, Governance		\$	7,500

2024

Name	Priority	Status	Tags	Dependency	\$	32,400
Security: Firewall Hardening via DarkCube	High	Not Started	Security		\$	3,000
SECURITY: Endpoint Security Enhancement	High	Not Started	SAAS, Security		\$	1,500
Governance: Policies and Procedures	High	Not Started	DisasterRecovery, Governance		\$	4,500
SECURITY: Vulnerability Management	High	Not Started	Security			
Modernize Remaining servers to Most recent OS	High	Not Started				
SECURITY: Harden Local Servers With Department of Defense Settings (STIGS)	High	Waiting on Dependent	Security	New Hosts for Town Administration Office	\$	3,000
FUNCTIONALITY: Electronic Archive	Low	Not Started				
Obsolescence: Remove Untangled System	Medium	Not Started	Hardware, Security			
SECURITY: User based Cyber Security Training	Medium	Not Started	Security, Compliance		\$	2,700
Network Segmentation	Medium	Not Started	Functionality, Security		\$	3,000
SharePoint and Teams Implementation	Medium	Waiting on Dependent	SAAS	Office 365 Government Community Cloud (GCC) Migration		
KPD Wireless Upgrade	Medium	Waiting on Dependent	Functionality, Hardware, Security	Obsolescence: Remove Untangled System		
KWW Waste Water Virtualization/Network Rebuild	Medium	Waiting on Dependent	Functionality, Hardware	Office 365 Government Community Cloud (GCC) Migration	\$	1,200
Domain Reorganization	Medium	Waiting on Dependent	Functionality	SECURITY: Endpoint Security Enhancement	\$	8,500
New Network Switching - All locations	Medium	Waiting on Dependent	Hardware	Domain Reorganization	\$	5,000

FUTURE

Name	Priority	Status	Tags	Dependency	\$	175,000
Police Incidement Management Software Conversion	High	Not Started	IMC Ending Support		\$	175,000
Government rated version of Zoom	Low	Not Started				
BACKUP: Acronis CyberCloud Migration	Medium	Not Started	DisasterRecovery			