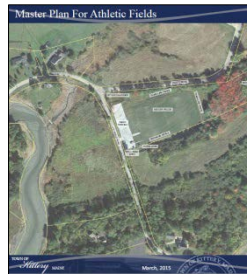


TOWN OF KITTERY



CAPITAL IMPROVEMENT PROGRAM 2019-2023



CIP Committee

Town Councilor - Gary Beers

School Committee Member - Jon Rivers

Citizen Representative - Jeff Clifford

Citizen Representative - Chris Perkins

School Superintendent - Eric Waddell

Town Manager - Kendra Amaral

Finance Director - Patricia Moore

200 ROGERS ROAD
KITTELY, ME 03904

EXECUTIVE SUMMARY

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

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

In 2017, the CIP Committee proposed revised policies and allowed actual projected need drive the process rather than a static funding threshold. This resulted in a \$300,328 increase in capital funding over previous years. The funding primarily supported much need vehicle replacements in the Police and Public Works departments, and implementation of Right of Way funding to sustain progress on road maintenance.

The Fiscal Year 2019 to Fiscal Year 2023 Capital Improvement Plan (FY19-FY23 CIP) continues with a focus on accurately reflecting the departments' needs, anticipating future projects, and thoughtfully planning debt management strategies. Since 2012, the Capital Improvement Program has supported the completion of \$15.5M in town and school projects through capital appropriation and bonding. These projects include \$7.3M in school improvements, \$1.2M in road maintenance and roadway improvements, \$6.5M for the Community Center, and \$500K in open space preservation. The town currently holds \$1.9M in capital reserves for future needs associated with roadways, equipment, buildings, technology, and land improvements.

The proposed funding for capital and reserves in FY19 is \$1,753,281, representing an increase of \$243,978 over the previous year. Town and School debt service decreases \$35,478 to \$1,643,630 in FY19. Combined capital and debt service is \$3,396,911, or approximately \$208,500 increase over FY18.

Though the appropriation for capital and reserves is proposed to increase, the property-tax supported portion is expected to remain flat at \$1,509,303, due to a proposed transfer from Other Funds in the amount of \$243,978. This is a one-time infusion of Other Funds and is not representative of an anticipated on-going trend.

The Other Funds transfer is projected to come from the Channel 22 – PEG account. This fund is expected to have a balance of approximately \$500,000 by the end of FY18. A policy is being proposed in this CIP to maintain a \$200,000 balance in the account for operations and capital associated with programming and broadcast of Public/Education/Government content. The \$200,000 threshold ensures sufficient funding to execute plans for production space for Channel 22. The proposed policy allows for the remaining balance to be available for transfer to other capital needs identified by the Town. The fund is the result of the Town's cable franchise license, and generates approximately \$100,000 annually, with off-setting expenditures of approximately \$60,000.

Funding for Holding Accounts is proposed to increase \$216,150 over the prior fiscal year. This increase is driven primarily by the Public Works Right of Way reserve, which has a proposed increase of \$200,000 over the previous year. The updated Five-Year Pavement Management Plan identifies that approximately \$400,000 is needed annually to keep up with basic road maintenance needs. Funding for Right of Way in FY18 was \$200,000. The Committee evaluated other funding options for roads including bonding. That evaluation confirmed that the financially prudent approach is to fund roads through a capital appropriation as proposed for the next five years.

The Capital Reserve Accounts are projected to decrease \$44,450 in FY19. This CIP proposes changing the Fire Station Boiler Replacement project into a reserve account and renaming it "Fire Facility Reserve". The boiler replacement at Gorges Road is complete, however the boiler at the Lewis Square station is in need of replacement. Recognizing that these on-going facility needs, some of which can be unique to fire stations, will exist into the future, it is prudent to maintain a placeholder for on-going fire station needs.

The administration anticipated developing a facility master plan in FY18. The plan has not yet been developed, therefore the Fire Facility Reserve is not populated past FY19, and the Municipal Facility Reserve (Holding Account) is again proposed for funding at \$50,000. The facility master plan is expected to inform the CIP in the coming years.

Capital Projects are increasing by \$72,278. The significant driver on this is the inclusion of design funds for the renovation and expansion of the Rice Public Library, at \$100,000. This represents sufficient funding to advance the design into the schematic phase. As a result of the November 2017 non-binding ballot vote, and the expectation that the Taylor Building will likely be sold as the Library expands its Rice facility, the various proposed Library building “enhancement projects” (elevators, air conditioning) have been removed from the plan. This work is expected to be incorporated into the overall renovation and expansion project. In conjunction with this, the CIP plan shows projected debt service for the Library project, starting in FY21. This is likely an ambitious timeline as it’s recognized that any bonding for the project will require a successful ballot initiative, which can take a significant amount of time.

An additional \$36,000 is being sought for the completion of the Pepperrell Cove paving project. Recent paving estimates came in significantly higher than anticipated when the project was initiated in FY14. The parking lot and ramp paving will close out this project.

This plan does not include additional funding for the Zoning Recodification and GIS Upgrade, which was created in FY18 as a \$75,000 project funded over two years. The current balance in the fund is \$45,000. A \$25,000 transfer of funds from the Comprehensive Plan Update account is being sought separately from the CIP process, which will bring the total balance to \$70,000 for the project.

Other projects proposed or sought are planned to be funded through the Public Safety Impact account. The current balance is \$87,000. The Police Department requested upgrades and replacements to their radios at approximately \$41,000. This was originally proposed as a capital request. The CIP Committee determined the request was better suited for the Public Safety Impact account. The Police Department will also be replacing outdated Automated Electrical Defibrillators (AEDs) at a cost of approximately \$11,000. Council has requested consideration of installing variable speed radar signs (pole mounted) as part of the multi-year capital program as well. The cost of solar powered signs is approximately \$3,000 - \$5,000 per device installed. We are prioritizing locations and plan to install three devices in FY19 with funds available in the Public Safety Impact account.

The Capital Improvement Plan process once again, commenced with a review of the Town’s Capital Improvement Program policy. As with the previous year’s plan, some reorganization of existing projects and reserve funds was also undertaken to ensure consistency with the CIP policy.

Department heads submitted their FY19-FY23 requests and presented them to the CIP Committee. Through this process, the CIP Committee asked questions, sought additional information, and proposed amendments to the requests. The CIP Committee then reviewed all the requests as an assembled plan. They evaluated the projects requested based on justification, priority, need, and impact on the Town’s ability to deliver core services to the residents and businesses. This report represents the culmination of their work and the proposed five-year capital improvement plan.

In summary, the FY19-FY23 CIP includes:

- A new policy proposal to allow a transfer from Channel 22 – PEG to other capital needs, when the fund balance exceeds \$200,000;
- No increase in property-tax funding for capital and reserves compared to the prior fiscal year;
- Updated Right of Way request based on the current 5-year pavement management plan;
- Establishment of Fire Facility Reserve fund;

- Inclusion of initial design funding for the Rice Library renovation and expansion project supported by non-binding referendum vote in November of 2017.

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

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MANDATE

The Kittery Town Charter mandates a capital program as follows:

“Sec. 6.05. Capital program”

- (1) Submission to manager. The Town Manager shall prepare and submit to the Council a 5-year capital program at least 90 calendar days prior to the final date for submission of the proposed budget. (Amended by vote of the people 11-7-17)
- (2) Contents. The capital program shall include:
 - (a) A clear general summary of its contents;
 - (b) A list of all capital improvements which are proposed to be undertaken during the 5 fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements;
 - (c) Cost estimates, method of financing and recommended time schedules for each such improvement; and
 - (d) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.
 - (e) Recommendations to fund improvements in the established capital improvement program dedicated reserves account; any proposed multi-year capital bonds for voter approval; or, any to be addressed as a separate budget line item to be fully funded in the ensuing fiscal year with voter approval. Debt service for voter-approved capital bonds and capital improvement program dedicated reserve funds are annual appropriations.

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

OVERVIEW OF CAPITAL IMPROVEMENT PROGRAM

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

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

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

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

- Developing revenue policies for proposed improvements.
- Determining budgeting methods for projects.
- Promoting inter-department coordination of projects within the Town.
- Informing the public of planned capital improvements.
- Facilitating coordination between capital needs and the operating budgets.

- Enhancing the community's credit rating, control of its tax rate, and avoiding sudden changes in its debt service requirements.
- Identifying the most economical means of financing capital projects.
- Increasing opportunities for obtaining federal and state aid.
- Relating public facilities to other public and private development and redevelopment policies and plans.
- Focusing attention on community objectives and fiscal capacity.
- Keeping the public informed about future needs and projects.
- Coordinating the activities of neighboring and overlapping units of local government to reduce duplication.

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

DEFINITIONS

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

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

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

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

Capital Improvement Reserve Accounts - CIP budget lines maintained by 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 of more than five years.

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

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

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

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

Useful Life - The length of time something is expected to last for its intended purpose.

For depreciation purposes the useful life will be determined by departments using published guidelines from professional organizations and industries, available information for comparable assets used by similar government agencies, and internal information based on experience.

COORDINATING COMMITTEE

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

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

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

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

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

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

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

PLANNING SCHEDULE

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

CAPITAL IMPROVEMENT POLICIES

- The Town will make all capital improvements in accordance with an adopted capital improvement program, except as may be necessary under the emergency provisions of the Town charter.
- The Town will develop and enact an annual capital budget based on the multi-year capital improvement program.
- The Town will maintain all its assets at a level adequate to protect the Town's capital investment and to minimize future maintenance and replacement costs.
- The Town will determine the most advantageous financing method for all new projects.
- The Town will maintain an unassigned fund balance (unencumbered surplus) at a minimum equal to two and a half months of current fiscal year operating budget inclusive of Town and School budgets.
- The Town will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to June Election Voters for approval.
- Departments will coordinate development of the capital improvement budget with development of the operating budget. Future operating, repair and maintenance costs associated with new capital improvements will be projected and included in operating budget forecasts.
- Departments will project equipment replacement and maintenance needs of \$5,000 or more for the next several years and will update this projection each year. From this projection, a schedule will be developed to establish/maintain budget capital improvement reserve accounts for replacement of fixed assets between \$5,000 and \$25,000 in original cost.
- Departments will address annual operating, repair and maintenance (R&M), and materiel acquisition/replacement costs less than \$5,000 in operating budgets.
- The Town will establish/maintain asset depreciation accounts in the capital improvement program.
- The fund established for cable franchise fees shall be utilized to defray the capital and operating cost of providing public, education, and government access through local broadcast and streaming of local proceedings, meetings, events, and programs of interest to the community. If the fund balance exceeds \$200,000, the excess funds may be transferred to capital holding accounts, capital reserve accounts, or capital projects. The Town Manager will recommend fund transfers to the Town Council in accordance with Charter and Town Ordinance.

DEBT POLICIES

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

- Total annual tax revenue supported debt service will not exceed 10 percent of the approved annual combined Town and School budget.
- Total general-obligation debt will not exceed 2.5 percent of total property valuation, 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 will include applicable ancillary costs. All costs must be documented, including methods and sources used to establish any estimated costs.

Asset Classification

Long-term assets are categorized into the following classes:

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

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

Capitalization

For Inventory, Financial Reporting and Depreciation Purposes

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

Construction in Progress Capitalization:

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

Depreciation/Amortization for Long-Term Assets

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

Retention

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

Annual Physical Inventory

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

Internal Controls

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

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

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

PROCESS SUMMARY

Inventory of Existing Facilities

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

Status of Previously Approved Projects

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

Solicitation, Compilation, and Evaluation of Project Requests

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

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

Town's Financial Capacity

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

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

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

Project Prioritization

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

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

Capital Improvement Program Financing Plan

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

Long-Term Financing:

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

Short-Term Financing and other Service Provision options:

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

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

Capital Improvement Program Recommendation

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

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

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

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

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

Monitoring Approved Projects

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

Capital Improvement Program Updates

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

CAPITAL PROJECT REQUESTS SUMMARY

YEAR	CAP TYPE	FUND TYPE	FUND CODE	DEPT	Project Name	TYPE	FY18 Approved	Balance as of 11-30-17	FY19 Plan	FY20 Plan	FY21 Plan	FY22 Plan	FY23 Plan	5 YR Totals
CAPITAL HOLDING ACCOUNTS														
	HLDG	CP	4002	DPW	Right of Way Reserve	Infrastructure	\$ 200,000	\$ 305,624	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 2,000,000
	HLDG	CP	4013	FD	Fire Apparatus & Vehicle Reserve	Vehicles & Equip	\$ 159,750	\$ 301,370	\$ 175,900	\$ 165,850	\$ 165,850	\$ 165,850	\$ 165,850	\$ 839,300
	HLDG	CP	2057	GG	Open Space Reserve	Land Improv	\$ -	\$ 59,047	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 100,000
	HLDG	CP	4027	GG	Municipal Facility Reserve	Buildings	\$ 50,000	\$ 202,128	\$ 50,000	\$ 100,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 750,000
	HLDG	CP	2078	GG	Athletic Field Master Plan	Land Improv	\$ 25,000	\$ 62,142	\$ 25,000	\$ 25,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 650,000
CAPITAL HOLDING ACCOUNTS TOTAL							\$ 434,750	\$ 930,311	\$ 650,900	\$ 715,850	\$ 990,850	\$ 990,850	\$ 990,850	\$ 4,339,300
Increase (Decrease) from Prior Year									\$ 216,150					
CAPITAL RESERVE ACCOUNTS														
	RES	CP	4012	DPW	DPW Vehicles & Equipment Reserve	Vehicles & Equip	\$ 500,000	\$ 140,611	\$ 400,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 300,000	\$ 2,200,000
	RES	CP	4017	DPW	MS4 Compliance Reserve	Infrastructure	\$ 10,000	\$ 113,360	\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 90,000
	RES	CP	4043	DPW	Parks Reserve	Land Improv	\$ 20,000	\$ 9,339	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
	RES	CP	SCH	ED	School Facility Reserve	Buildings	\$ 50,000	\$ 134,583	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
	RES	CP	SCH	ED	School Vehicle Reserve	Vehicles & Equip	\$ 10,000	\$ 17,719	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
	RES	CP	SCH	ED	School Equipment Reserve	Vehicles & Equip	\$ 40,000	\$ 124,925	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 200,000
	RES	CP	SCH	ED	School Technology Reserve	Technology	\$ 40,000	\$ 61,680	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 200,000
	RES	CP	4056	FD	Fire Equipment Reserve	Vehicles & Equip	\$ 57,667	\$ 142,884	\$ 57,667	\$ 57,667	\$ 57,667	\$ 57,667	\$ 57,667	\$ 288,335
	RES	CP	4020	TM	Municipal Technology Reserve	Technology	\$ 35,000	\$ 28,682	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
	RES	CP	4011	KCC	KCC Vehicle Reserve	Vehicles & Equip	\$ 6,000	\$ 20,700	\$ 8,650	\$ 8,650	\$ -	\$ -	\$ -	\$ 17,300
	RES	CP	4019	KCC	KCC Equipment Reserve	Vehicles & Equip	\$ 5,000	\$ 12,069	\$ 8,400	\$ 8,400	\$ 8,400	\$ 8,400	\$ 8,400	\$ 42,000
	RES	CP	4051	KCC	KCC Facility Reserve	Buildings	\$ 10,000	\$ 33,700	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
	RES	CP	4018	KPA	KPA Boat Reserve	Vehicles & Equip	\$ 7,500	\$ 17,098	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
	RES	CP	4055	KPA	KPA Equipment Reserve	Vehicles & Equip	\$ 13,000	\$ 50,686	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 65,000
	RES	CP	4116	KPA	KPA Facility Reserve	Infrastructure	\$ 50,000	\$ 59,355	\$ 50,000	\$ 50,000	\$ 50,000	\$ 10,000	\$ 10,000	\$ 170,000
	RES	CP	4022	PD	Police Vehicle Reserve	Vehicles & Equip	\$ 113,000	\$ 23,470	\$ 116,000	\$ 93,000	\$ 118,000	\$ 96,000	\$ 99,000	\$ 522,000
	RES	CP	NEW	PD	Police Equipment Reserve	Vehicles & Equip	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
	RES	CP	4100	FD	Fire Facility Reserve (was Boiler Replacement)	Buildings	\$ -	\$ (71)	\$ 19,000	\$ -	\$ -	\$ -	\$ -	\$ 19,000
	RES	CP	4026	GG	Town Hall Records Preservation	Regulatory	\$ 10,000	\$ 9,212	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
CAPITAL RESERVE ACCOUNTS TOTAL							\$ 977,167	\$ 1,000,003	\$ 932,717	\$ 1,000,717	\$ 1,017,067	\$ 955,067	\$ 758,067	\$ 4,663,635
Increase (Decrease) from Prior Year									\$ (44,450)					
CAPITAL PROJECTS														
2018	PRJ	CP	4122	GG	Zoning Recodification and GIS Upgrade	Regulatory	\$ 45,000	\$ 45,000						\$ -
	PRJ	CP	2053	KPA	Frisbee Wharf Town Pier (Reimb)	Infrastructure	\$ 35,646	\$ (33,664)	\$ 33,664	\$ -	\$ -	\$ -	\$ -	\$ 33,664
	PRJ	CP	4053	KPA	Paving and Pump Out Station - Pepperrell Cove	Infrastructure		\$ 21,462	\$ 36,000	\$ -	\$ -	\$ -	\$ -	\$ 36,000
	PRJ	CP	4120	LIB	Rice and Taylor Lighting	Buildings	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2018	PRJ	CP	4121	LIB	Rice Beam Replacement	Buildings	\$ 6,740	\$ 6,740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	PRJ	CP	NEW	GG	Rice Rehab and Expansion Design	Buildings	\$ -	\$ -	\$ 100,000	\$ 350,000	\$ 50,000			\$ 500,000
CAPITAL PROJECTS TOTAL							\$ 97,386	\$ 49,538	\$ 169,664	\$ 350,000	\$ 50,000	\$ -	\$ -	\$ 569,664
Increase (Decrease) from Prior Year									\$ 72,278					
TOTAL ALL CAPITAL							\$ 1,509,303	\$ 1,979,853	\$ 1,753,281	\$ 2,066,567	\$ 2,057,917	\$ 1,945,917	\$ 1,748,917	\$ 9,572,599
Total Increase(Decrease) from Prior Year									\$ 243,978	\$ 313,286	\$ (8,650)	\$ (112,000)	\$ (197,000)	
Proposed Use of PEG Surplus (Fund 2081)									\$ (243,978)					\$ (243,978)
TOTAL ALL CAPITAL ADJUSTED							\$ 1,509,303	\$ 1,979,853	\$ 1,509,303	\$ 2,066,567	\$ 2,057,917	\$ 1,945,917	\$ 1,748,917	\$ 9,328,621

YEAR	CAP TYPE	FUND TYPE	FUND CODE	DEPT	Project Name	TYPE	FY18 Approved	Balance as of 11-30-17	FY19 Plan	FY20 Plan	FY21 Plan	FY22 Plan	FY23 Plan	5 YR Totals
DEBT SERVICE														
2016	TWN	DEBT		FD	Fire Stations (refinanced 2006 Bonds)	Buildings	\$ 147,100		\$ 134,700	\$ 132,400	\$ 130,100	\$ 127,800	\$ 125,500	\$ 650,500
2010	TWN	DEBT		DPW	Public Works Department	Buildings	\$ 50,975		\$ 50,231	\$ 49,400	\$ 48,503	\$ 47,563	\$ 46,556	\$ 242,253
2012	TWN	DEBT		KCC	Community Center	Buildings	\$ 374,275		\$ 368,775	\$ 363,275	\$ 357,775	\$ 352,275	\$ 346,775	\$ 1,788,875
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	\$ 152,100		\$ 149,500	\$ 146,900	\$ 144,300	\$ 141,700	\$ 139,100	\$ 721,500
2016	TWN	DEBT		KCC	Community Center Annex	Buildings	\$ 111,150		\$ 109,250	\$ 107,350	\$ 105,450	\$ 103,550	\$ 101,650	\$ 527,250
2021	TWN	DEBT	NEW	GG	Rice Proposed Expansion/Renovation ¹	Buildings	\$ -		\$ -	\$ -	\$ 372,202	\$ 372,202	\$ 372,202	\$ 1,116,607
2013	SCH	DEBT		SCH	Mitchell School (refinanced 2002 bonds)	Buildings	\$ 232,628		\$ 228,900	\$ 224,700	\$ 220,500	\$ 216,300	\$ 212,100	\$ 1,102,500
2010	SCH	DEBT		SCH	Mitchell & Shapleigh	Buildings	\$ 483,625		\$ 476,719	\$ 469,000	\$ 460,672	\$ 451,938	\$ 442,594	\$ 2,300,922
2016	SCH	DEBT		SCH	School Various	Buildings	\$ 98,850		\$ 97,150	\$ 95,450	\$ 88,800	\$ 87,200	\$ 85,600	\$ 454,200
TOTAL DEBT SERVICE							\$ 1,679,108	\$ -	\$ 1,643,630	\$ 1,616,880	\$ 1,956,707	\$ 1,928,932	\$ 1,900,482	\$ 9,046,632
Total Town and School Debt Service Increase(Decrease)									\$ (35,478)	\$ (26,750)	\$ 339,827	\$ (27,775)	\$ (28,450)	
TOTAL CAPTIAL + DEBT							\$ 3,188,411		\$ 3,152,933	\$ 3,683,447	\$ 4,014,624	\$ 3,874,849	\$ 3,649,399	\$ 18,619,231
SEWER DEBT							\$ 769,211		\$ 769,024	\$ 767,499	\$ 765,954	\$ 764,260	\$ 763,738	\$ 3,830,475

Notes:

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

²Policy compares FY19 CIP to FY18 budget projections.

POLICY²		FY18	FY19
FY2018 Combined Town & School Operating Budget		\$ 30,262,346	
FY2018 Combined Town, School and Sewer Operating Budget		\$ 32,685,935	
Capital as a % of Combined Budget (Town and School)			5.79%
Debt as a % of Combined Budget (Town and School)		Policy: 10%	7.97%
Capital & Debt as a % of Combined Budget (Town, School & Sewer)		Policy: 15%	9.65%
Capital & Debt as a % of Combined Budget (Town and School)			10.42%
Unassigned Reserve Fund Requirement for 2.5 Months		\$ 6,304,655	
Unassigned Fund Balance as of 6/30/2017		\$ 6,276,417	

DETAILED CAPITAL PROJECT REQUESTS

2019 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4002):



Date: November 6, 2017
Department: Kittery Public Works
Project Title: RIGHT OF WAY RESERVE
Contact: David Rich
Previously Presented? YES NO

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$ 400,000
Est. Useful Life (Years):
If Yes, when? (FY): Annually

Project Type: Check All That Apply -

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

Project Description:

The town currently maintains 65 miles of roadway (reconstruction \$450,000 per mile), 12 miles of sidewalk (Up to \$285 per foot of sidewalk with curb), 5 miles of guard rails (\$50 per foot), 6 signalized intersections (\$100,000-\$200,000 per intersection), 883 drainage basins (\$1,500 per basin for repairs), and 26 miles of drainage pipes (\$20 per foot to replace). The Town also maintains several public parking lots. The 5-year pavement management plan projects over \$2.6M in needs, and covers only 1/3 of the town's road miles. The amount doesn't include improvements to sidewalks, drainage, or other ROW improvements as part of the projects.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$2,623,416	Town Funding Needed:	\$ 400,000
Amount and Type of Outside Funding Sources:	\$ 600,000	Comments:	State Compact Funds (for state roads only)
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

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

Project Planning:

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

FY19	FY20	FY21	FY22	FY23	Total
\$ 400,000	\$ 400,000	\$ 400,000	\$400,000	\$400,000	\$2,000,000

Town of Kittery
Pavement Management Plan

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
PHILBRICK RD-01	RT 103	LEMONT LN	Accepted	0.14	1,595.86	76.28	1" Shim	\$6.00	\$9,575.18	\$0.00	\$0.00	\$0.00	\$0.00	\$9,575.00
PHILBRICK RD-02	LEMONT LN	CROSS ST	Accepted	0.06	678.05	82.28	1" Shim	\$6.00	\$4,068.29	\$0.00	\$0.00	\$0.00	\$0.00	\$4,068.00
														\$13,643.00
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
PICOTT RD-01	CUTTS RD	ELLA WOODS DR	Accepted	0.29	3,581.69	35.31	1/2" Shim & 11/2" Overlay	\$12.50	\$44,771.16	\$0.00	\$0.00	\$0.00	\$0.00	\$44,771.00
PICOTT RD-02	ELLA WOODS DR	KELSEY LN	Accepted	0.05	663.36	58.31	1/2" Shim & 11/2" Overlay	\$12.50	\$8,292.03	\$0.00	\$0.00	\$0.00	\$0.00	\$8,292.00
PICOTT RD-03	KELSEY LN	SEWARD FARM LN	Accepted	0.13	1,614.87	24.31	Reclamation	\$45.00	\$72,669.06	\$0.00	\$0.00	\$0.00	\$0.00	\$72,669.00
PICOTT RD-04	SEWARD FARM LN	LITCHFIELD RD	Accepted	0.20	2,478.59	14.31	Reclamation	\$45.00	\$111,536.47	\$0.00	\$0.00	\$0.00	\$0.00	\$111,536.00
PICOTT RD-05	LITCHFIELD RD	RT 101	Accepted	0.44	5,471.04	34.31	1/2" Shim & 11/2" Overlay	\$12.50	\$68,387.97	\$0.00	\$0.00	\$0.00	\$0.00	\$68,388.00
														\$305,656.00
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
TRAIP AVE	RT 103	RT 103	Accepted	0.15	1,613.68	78.28	1" Shim	\$6.00	\$9,682.05	\$0.00	\$0.00	\$0.00	\$0.00	\$9,682.00
														\$9,682.00
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
GOODSOE RD-01	RT 236	COLONIAL RD	Accepted	0.05	586.54	68.27	1/2" Shim & 11/2" Overlay	\$12.50	\$7,331.76	\$0.00	\$0.00	\$0.00	\$0.00	\$7,332.00
GOODSOE RD-02	COLONIAL RD	DEAD END	Accepted	0.04	560.69	87.27	1/2" Shim & 11/2" Overlay	\$12.50	\$7,008.61	\$0.00	\$0.00	\$0.00	\$0.00	\$7,009.00
														\$14,341.00
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
OLD ARMORY WAY	GOVERNMENT ST	DEAD END	Accepted	0.13	1,108.42	53.32	1/2" Shim & 11/2" Overlay	\$12.50	\$13,855.21	\$0.00	\$0.00	\$0.00	\$0.00	\$13,855.00
														\$13,855.00
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
BADGERS IS W-01	RT 1	BADGERS IS W-02	Accepted	0.09	1,301.14	86.28	1" Shim	\$6.00	\$7,806.86	\$0.00	\$0.00	\$0.00	\$0.00	\$7,807.00
BADGERS IS W-02	BADGERS IS W-01	BADGERS IS W-01	Accepted	0.19	2,356.93	86.28	1" Shim	\$6.00	\$14,141.55	\$0.00	\$0.00	\$0.00	\$0.00	\$14,142.00
														\$21,949.00
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
LEACH RD-01	DENNETT RD	SALT CREEK WAY	Accepted	0.16	1,996.97	79.27	1" Shim	\$6.00	\$11,981.82	\$0.00	\$0.00	\$0.00	\$0.00	\$11,982.00
LEACH RD-02	SALT CREEK WAY	ELIOT TL	Accepted	0.10	1,214.36	84.27	1" Shim	\$6.00	\$7,286.14	\$0.00	\$0.00	\$0.00	\$0.00	\$7,286.00
														\$19,268.00
														Total Year 2019 \$398,394.00
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
CHAUNCEY CREEK RD-01	CUTTS ISLAND LN	GERRISH ISLAND LN	Accepted	0.38	4,657.55	48.31	1/2" Shim & 11/2" Overlay	\$12.50	\$58,219.42	\$0.00	\$0.00	\$0.00	\$0.00	\$58,219.00
CHAUNCEY CREEK RD-02	GERRISH ISLAND LN	RT 103	Accepted	0.51	6,281.90	34.31	Reclamation	\$45.00	\$282,685.34	\$0.00	\$0.00	\$0.00	\$0.00	\$282,685.00
														\$340,904.00
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
HUNTER AVE	WATER ST	GOVERNMENT ST	Accepted	0.12	1,605.60	88.32	1" Shim	\$6.00	\$9,633.60	\$0.00	\$0.00	\$0.00	\$0.00	\$9,634.00
														\$9,634.00
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
HAPPY AVE	DENNETT RD EXT	DEAD END	Accepted	0.04	405.44	82.27	1" Shim	\$6.00	\$2,432.62	\$0.00	\$0.00	\$0.00	\$0.00	\$2,433.00
														\$2,433.00
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
TOWN WHARF	WALLINGFORD SQ	DEAD END	Accepted	0.04	266.88	85.32	1" Shim	\$6.00	\$1,601.29	\$0.00	\$0.00	\$0.00	\$0.00	\$1,601.00
														\$1,601.00
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
RIPLEY RD	RT 1	DEAD END	Accepted	0.05	539.58	77.27	1" Shim	\$6.00	\$3,237.48	\$0.00	\$0.00	\$0.00	\$0.00	\$3,237.00
														\$3,237.00
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
MANSON AVE EXT	RT 236	ROGERS RD	Accepted	0.07	746.64	80.32	1" Shim	\$6.00	\$4,479.86	\$0.00	\$0.00	\$0.00	\$0.00	\$4,480.00
														\$4,480.00
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
NEWMARCH ST	WATER ST	RT 1	State Aid	0.03	378.85	84.32	1" Shim	\$6.00	\$2,273.12	\$0.00	\$0.00	\$0.00	\$0.00	\$2,273.00
														\$2,273.00
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
PAUL ST	RT 103	RUDOPH AVE	Accepted	0.08	741.96	78.28	1" Shim	\$6.00	\$4,451.76	\$0.00	\$0.00	\$0.00	\$0.00	\$4,452.00
														\$4,452.00
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
CENTRAL AVE-01	RT 103	PINE ST	Accepted	0.03	407.15	83.28	1" Shim	\$6.00	\$2,442.90	\$0.00	\$0.00	\$0.00	\$0.00	\$2,443.00
CENTRAL AVE-02	PINE ST	DAME ST	Accepted	0.03	371.33	91.28	1" Shim	\$6.00	\$2,227.98	\$0.00	\$0.00	\$0.00	\$0.00	\$2,228.00
CENTRAL AVE-03	DAME ST	JONES AVE	Accepted	0.03	359.15	82.28	1" Shim	\$6.00	\$2,154.90	\$0.00	\$0.00	\$0.00	\$0.00	\$2,155.00

Town of Kittery
Pavement Management Plan

\$6,826.00

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
HILL CREEK DR-01	LEWIS RD	ABBY DR	Accepted	0.08	1,096.18	89.27	1" Shim	\$6.00	\$6,577.08	\$0.00	\$0.00	\$0.00	\$0.00	\$6,577.00
HILL CREEK DR-02	ABBY DR	IZZY LN	Accepted	0.03	391.23	89.27	1" Shim	\$6.00	\$2,347.40	\$0.00	\$0.00	\$0.00	\$0.00	\$2,347.00
HILL CREEK DR-03	IZZY LN	DEAD END	Accepted	0.06	831.81	89.27	1" Shim	\$6.00	\$4,990.87	\$0.00	\$0.00	\$0.00	\$0.00	\$4,991.00

\$13,915.00

Total Year 2020 \$389,755.00

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
REMICKS LN-01	CUTTS RD	CUTTS RIDGE LN	Accepted	0.28	4,035.93	46.27	1/2" Shim & 11/2" Overlay	\$12.50	\$50,449.14	\$0.00	\$0.00	\$0.00	\$0.00	\$50,449.00
REMICKS LN-02	CUTTS RIDGE LN	CLAYTON LN	Accepted	0.07	980.04	75.27	1/2" Shim & 11/2" Overlay	\$12.50	\$12,250.47	\$0.00	\$0.00	\$0.00	\$0.00	\$12,250.00
REMICKS LN-03	CLAYTON LN	STONERIDGE WAY	Accepted	0.26	3,818.37	43.27	1/2" Shim & 11/2" Overlay	\$12.50	\$47,729.65	\$0.00	\$0.00	\$0.00	\$0.00	\$47,730.00
REMICKS LN-04	STONERIDGE WAY	HERITAGE WAY	Accepted	0.05	677.68	55.27	1/2" Shim & 11/2" Overlay	\$12.50	\$8,470.96	\$0.00	\$0.00	\$0.00	\$0.00	\$8,471.00

\$118,900.00

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
NORTON RD-01	HALEY RD	MILLER RD	Accepted	0.47	6585.89	48.31	1" Shim	\$6.00	\$39,515.34	\$0.00	\$0.00	\$0.00	\$0.00	\$39,515.00
NORTON RD-02	MILLER RD	OLD FARM RD	Accepted	0.46	6,450.00	70.31	1/2" Shim & 11/2" Overlay	\$12.50	\$80,625.01	\$0.00	\$0.00	\$0.00	\$0.00	\$80,625.00
NORTON RD-03	OLD FARM RD	HIGHPOINTE CIR	Accepted	0.15	2,080.62	70.31	1/2" Shim & 11/2" Overlay	\$12.50	\$26,007.73	\$0.00	\$0.00	\$0.00	\$0.00	\$26,008.00
NORTON RD-04	HIGHPOINTE CIR	LEWIS RD	Accepted	0.20	2,848.45	65.31	1/2" Shim & 11/2" Overlay	\$12.50	\$35,605.65	\$0.00	\$0.00	\$0.00	\$0.00	\$35,606.00
NORTON RD-05	LEWIS RD	DEAD END	Accepted	0.15	2,071.86	72.31	1/2" Shim & 11/2" Overlay	\$12.50	\$25,898.29	\$0.00	\$0.00	\$0.00	\$0.00	\$25,898.00

\$207,652.00

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
HIGHPOINTE CIR	NORTON RD	KITTREE LN	Accepted	0.32	4,720.40	87.27	1" Shim	\$6.00	\$28,322.40	\$0.00	\$0.00	\$0.00	\$0.00	\$28,322.00

\$28,322.00

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
LEWIS RD-01	NORTON RD	HILL CREEK DR	Accepted	0.16	1,865.15	70.31	1" Shim	\$6.00	\$11,190.88	\$0.00	\$0.00	\$0.00	\$0.00	\$11,191.00
LEWIS RD-02	HILL CREEK DR	KITTREE LN	Accepted	0.18	2,150.39	78.31	1" Shim	\$6.00	\$12,902.32	\$0.00	\$0.00	\$0.00	\$0.00	\$12,902.00
LEWIS RD-03	KITTREE LN	BLUEBERRY LN	Accepted	0.11	1,314.69	86.31	1" Shim	\$6.00	\$7,888.12	\$0.00	\$0.00	\$0.00	\$0.00	\$7,888.00
LEWIS RD-04	BLUEBERRY LN	DAHLIA DR	Accepted	0.08	891.25	78.31	1" Shim	\$6.00	\$5,347.50	\$0.00	\$0.00	\$0.00	\$0.00	\$5,348.00
LEWIS RD-05	DAHLIA DR	JEFFERSON LN	Accepted	0.05	621.41	78.31	1" Shim	\$6.00	\$3,728.46	\$0.00	\$0.00	\$0.00	\$0.00	\$3,728.00
LEWIS RD-06	JEFFERSON LN	ZAKAYLA LN	Accepted	0.16	1,852.87	67.31	1" Shim	\$6.00	\$11,117.22	\$0.00	\$0.00	\$0.00	\$0.00	\$11,117.00
LEWIS RD-07	ZAKAYLA LN	RT 1	Accepted	0.29	3,414.42	76.31	1" Shim	\$6.00	\$20,486.52	\$0.00	\$0.00	\$0.00	\$0.00	\$20,487.00

\$72,661.00

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
ROSELLEN DR	HALEY RD	CUL DE SAC	Accepted	0.10	1,409.82	84.27	1" Shim	\$6.00	\$8,458.92	\$0.00	\$0.00	\$0.00	\$0.00	\$8,459.00

\$8,459.00

Total Year 2021 \$435,994.00

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
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
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
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
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
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
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
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
BRAVE BOAT HARBOR RD-08	SALT MARSH LN	YORK TL	State Aid	0.26	3,362.78	33.31	11/2" Overlay	\$9.25	\$31,105.75	\$0.00	\$0.00	\$0.00	\$0.00	\$31,106.00

\$221,571.00

Street Segment	From Street	To Street	Status	Miles	Square Yards	RSR	RSR	Repair	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Estimate	Supplemental Estimate	Police Estimate
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
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
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
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
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
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
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
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
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
PEPPERRELL RD-10	SPARHAWK LN	DUNCAN WAY	State Aid	0.05	699.11	48.32	11/2" Overlay	\$9.25	\$6,466.80	\$0.00	\$0.00	\$0.00	\$0.00	\$6,467.00

\$188,564.00

Town of Kittery
Pavement Management Plan

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
TENNEY HILL RD -01	CHAUNCEY CREEK RD	FOG HOLLOW LN	State Aid	0.42	5,395.52	50.31	1 1/2" Overlay	\$9.25	\$49,908.54	\$0.00	\$0.00	\$0.00	\$0.00	\$49,909.00
TENNEY HILL RD -02	FROG HOLLOW LN	GERRISH ISLAND LN	State Aid	0.10	1,267.88	65.31	1 1/2" Overlay	\$9.25	\$11,727.92	\$0.00	\$0.00	\$0.00	\$0.00	\$11,728.00

\$61,637.00

Total Year 2022 \$471,772.00

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

\$927,501.00

Total Year 2023 \$927,501.00

5 Year Total \$2,623,416.00

2019 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4013):



Date:	November 27, 2017	Dept. Priority (1 of 3, etc.):	1
Department:	Fire Department	Est. Funding Request:	\$ 175,900
Project Title:	FIRE APPARATUS RESERVE	Est. Useful Life (Years):	30
Contact:	Chief David O'Brien	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

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

Project Description:

The Fire Department fire apparatus reserve fund (depreciation account) was created several years ago to support the routine replacement of fire apparatus. The reserve fund, when properly administered, ensures capital is available to purchase replacement apparatus based on a 25-year life span and an amortization schedule for the total fleet of the department. The Capital Improvement Program Committee agreed in principle with the need to ensure adequate funding is available to support a routine schedule of apparatus replacement. The FY15 CIP committee recommended the reserve account be funded at a \$46,000 vice the recommended amount of \$125,000. They also recommended funding in FY16, 17, 18 & 19 be targeted at \$144,750. FY16 and FY17 were actually funded to an amount higher in order to bring the depreciation account to the levels necessary to allow continued funding at \$144,750. The FY18 CIP committee added small rolling stock to this fund and placed \$159,750 in the fund to allow for the purchase of a new command vehicle in FY18 and the continuation of set aside money for future apparatus. They also increased the FY19-FY22 amount to \$165,850 to correct the shortfall as a result of FY18.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 839,300	Town Funding Needed:	\$ 175,900
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

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

Project Planning:

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

FY19	FY20	FY21	FY22	FY23	Total
\$ 175,900	\$ 165,850	\$ 165,850	\$165,850	\$165,850	\$839,300

Fire Apparatus Replacement Schedule

Fire Truck Replacement Reserve

	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34		
Start of Year Balance	\$ 300,612	\$ 476,512	\$ 40,616	\$ 206,466	\$ 372,316	\$ 538,166	\$ 694,016	\$ 849,866	\$ 383,343	\$ 588,918	\$ 794,493	\$ 942,323	\$ 392,511	\$ 598,086	\$ 201,349	\$ 406,924		
Add: CY CIP	\$ 175,900	\$ 165,850	\$ 165,850	\$ 165,850	\$ 165,850	\$ 155,850	\$ 155,850	\$ 205,575	\$ 205,575	\$ 205,575	\$ 205,575	\$ 205,575	\$ 205,575	\$ 205,575	\$ 205,575	\$ 205,575		
Total Available	\$ 476,512	\$ 642,362	\$ 206,466	\$ 372,316	\$ 538,166	\$ 694,016	\$ 849,866	\$ 1,055,441	\$ 588,918	\$ 794,493	\$ 1,000,068	\$ 1,147,898	\$ 598,086	\$ 803,661	\$ 406,924	\$ 612,499		
Unit #	Year	Make	Model	Features	Value	Deprec.	Years	Annual Reserve	Reserve Needed									
							Years Left											
Engine 1	1995	Pierce	Saber	Pumper	\$525,000	25	2	\$ 21,000	\$ 483,000	\$601,746								
Rescue 3	2001	Pierce	Saber	Heavy Rescue	\$475,000	25	8	\$ 19,000	\$ 323,000		\$ 624,024							
Command	2018	Chevrolet	Tahoe	Command	\$55,000	8	8	\$ 6,875	\$ 55,000		\$48,074							
Utility 8	2016	Ford	1/2 Ton	Pickup	\$28,000	20	16	\$ 1,400	\$ 5,600							\$ 39,382		
Forestry 4	2008	Ford	1 Ton	Pickup	\$46,000	20	11	\$ 2,300	\$ 20,700			57744.9712						
Engine 5	2005	Pierce	Enforcer	Pumper	\$525,000	25	12	\$ 21,000	\$ 273,000			\$ 755,387						
Tank 6	2007	Mack/KME	Commercial	3000 Gallon Tank	\$400,000	25	14	\$ 16,000	\$ 176,000					\$602,312				
Ladder 2	2009	Pierce	Arrow XT	75 foot Qunit	\$750,000	25	16	\$ 30,000	\$ 270,000							\$ 1,181,882		
Projected Expenditures	\$ -	\$ 601,746	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 672,098	\$ -	\$ -	\$ 57,745	\$ 755,387	\$ -	\$ 602,312	\$ -	\$ 1,221,263
Excess (Shortfall)	\$ 476,512	\$ 40,616	\$ 206,466	\$ 372,316	\$ 538,166	\$ 694,016	\$ 849,866	\$ 383,343	\$ 588,918	\$ 794,493	\$ 942,323	\$ 392,511	\$ 598,086	\$ 201,349	\$ 406,924	\$ (608,764)		

2019 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (2057):



Date:	November 27, 2017	Dept. Priority (1 of 3, etc.):	3
Department:	Administration	Est. Funding Request:	\$ 0
Project Title:	OPEN SPACE RESERVE	Est. Useful Life (Years):	NA
Contact:	Kendra Amaral, Town Manager	If Yes, when? (FY):	Ongoing
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

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

Project Description:

This fund was established as a reserve account in the event the Town seeks to purchase and/or improve open space. In 2015, Town Council approved a \$75,000 distribution from this account to the Kittery Land Trust in support of the Brave Boat Headwaters project. In 2017 \$50,000 was approved for the Emery Field Phase 1 project. There are no current open space acquisition or improvement projects anticipated in the next few years.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 100,000	Town Funding Needed:	\$ 0
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

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

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

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

FY19	FY20	FY21	FY22	FY23	Total
\$ 0	\$25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$100,000

2019 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4027):



Date:	November 27, 2017	Dept. Priority (1 of 3, etc.):	1
Department:	Administration	Est. Funding Request:	\$ 50,000
Project Title:	MUNICIPAL FACILITY RESERVE	Est. Useful Life (Years):	10-30
Contact:	Kendra Amaral, Town Manager	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

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

Project Description:

This reserve is for municipal facility repairs, equipment replacements, and facility rehabs. Projects will include major replacements such as roofs, HVAC/MEP systems, energy efficient upgrades, and expansion as needed. Presently, most of the Town facilities' roofs are newer and not in need of replacement in the short term. A facility assessment and master plan are needed to inform the capital program, investment needs in the physical plant, and plan for future space needs which will likely include fit-up for the 2nd floor of Town Hall.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$750,000	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 _____

FY19	FY20	FY21	FY22	FY23	Total
\$ 50,000	\$ 100,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 750,000

2019 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (2078):



Date:	November 27, 2017	Dept. Priority (1 of 3, etc.):	1
Department:	Administration	Est. Funding Request:	\$ 25,000
Project Title:	ATHLETIC FIELDS MASTER PLAN RESERVE FUND	Est. Useful Life (Years):	10-20 years
Contact:	Kendra Amaral, Town Manager	If Yes, when? (FY):	FY 2018
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

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

Project Description:

The Draft Athletic Fields Master Plan recommended a variety of improvements to repair, renovate, and enhance the Town's existing facilities. The entire plan outlines over \$8 million of investment. Projects may be phased, by priority and as particular opportunities arise. Phase 1 of the Emery Field improvement will be complete Spring of 2018 at a cost of \$380,000. The FY19 and FY20 requests focus on funding for design of the next project. Staff will be working with the Council and community to identify the next project and launch design and grant application process.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 8,000,000	Town Funding Needed:	\$ 25,000
Amount and Type of Outside Funding Sources:	\$	Comments:	LWCF, US Soccer, BTF, USTA, KAFI; DPW Labor
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

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

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? Athletic Fields Master Plan

Is Funding Necessary for Further Plans/Estimating? _____

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

FY19	FY20	FY21	FY22	FY23	Total
\$ 25,000	\$ 25,000	\$ 200,000	\$ 200,000	\$200,000	\$ 650,000

2019 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4012):



Date:	November 6, 2017	Dept. Priority (1 of 3, etc.):	1
Department:	Kittery Public Works	Est. Funding Request:	\$ 400,000
Project Title:	VEHICLES AND EQUIPMENT RESERVE	Est. Useful Life (Years):	10 – 25 years
Contact:	David Rich	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

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

Project Description:

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

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$	Town Funding Needed:	\$400,000
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

FY19	FY20	FY21	FY22	FY23	Total
\$ 400,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 300,000	\$2,200,000

2019 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4017):



Date: November 6, 2017
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: \$10,000
Est. Useful Life (Years): 10-20
If Yes, when? (FY): Annually

Project Type: Check All That Apply -

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

Project Description:

The new 2018-2023 permit requirements are still being developed. The requirements are expected to include: complete an evaluation of all municipal properties for stormwater retrofit-potential to reduce impervious cover; preparation and maintenance of a list of five (5) target properties to be retrofitted with stormwater quality and quantity treatment infrastructure; as each property is retrofitted and removed from the list a new property must be added. Retrofits are expected to cost between \$20,000 to \$50,000 per acre of impervious cover. Criteria for prioritizing the projects are expected to come with the MS4 permit. Potential locations are: Kittery Fire Department (Gorges Rd), Municipal Complex (Town Hall, Police, DPW), Kittery Community Center, Frisbee Pier, Memorial Field, Haley Field, Shapleigh Field & Shapleigh Middle School.

Photo (click image to insert):



Project Financing:

Total Project Cost: \$ 50,000 Town Funding Needed: \$10,000
 Amount and Type of Outside Funding Sources: \$ Comments: 319, Healthy Community, PREP, Coastal Resiliency grants.
 Salvage Value of Existing Equipment? \$ Comments:

Future Costs & Operating Expenses:

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

Project Planning:

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

FY19	FY20	FY21	FY22	FY23	Total
\$ 10,000	\$10,000	\$ 10,000	\$10,000	\$ 10,000	\$50,000

2019 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4043):



Date:	November 27, 2017	Dept. Priority (1 of 3, etc.):	2
Department:	Kittery Public Works	Est. Funding Request:	\$ 20,000
Project Title:	PARKS RESERVE	Est. Useful Life (Years):	10-20
Contact:	David Rich	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

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

Project Description:

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

Photo (click image to insert):



Project Financing:

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

Future Costs & Operating Expenses:

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

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

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

FY19	FY20	FY21	FY22	FY23	Total
\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000

2019 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):



Date: November 14, 2017
Department: Kittery School District
Project Title: SCHOOL FACILITY RESERVE
Contact: Eric Waddell, Superintendent of Schools
Previously Presented? YES NO

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$ 50,000
Est. Useful Life (Years): 10-30 years
If Yes, when? (FY): Annually

Project Type: Check All That Apply -

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

Project Description:

This is a request for the annual allocation for facility needs, which may include unanticipated repairs and/or replacement of outdated infrastructure. Facilities-related projects for FY19 include the following: ~Acoustic upgrades in the Mitchell School cafeteria (\$9,500). ~Student restroom renovations at Shapleigh School (\$15,000). ~Acoustic upgrades in the Shapleigh School Art classroom (\$6,000). ~ Addition of a privacy wall in the fourth grade common area at Shapleigh School (\$5,000). ~ Replace the flat portion of the roof over the Innovation Lab at Traip Academy (\$20,000). ~Window repair/replacement in the Guidance Office and Library at Traip Academy (\$10,000). ~Various painting projects (halls, classrooms, lockers) in the Upper Cook wing of Traip Academy (\$33,600). Lighting upgrades to the Atrium at Traip Academy (\$5,000). ~Addition of a fume hood in the Chemistry Lab at Traip Academy (\$9,500). ~Addition of a unisex staff restroom in the Upper Cook wing of Traip Academy (\$25,000).

Photo (click image to insert):



Project Financing:

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

Future Costs & Operating Expenses:

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

Project Planning:

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

FY19	FY20	FY21	FY22	FY23	Total
\$ 50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000

2019 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):



Date:	November 14, 2017	Dept. Priority (1 of 3, etc.):	1
Department:	Kittery School District	Est. Funding Request:	\$ 10,000
Project Title:	SCHOOL VEHICLE RESERVE	Est. Useful Life (Years):	5 years
Contact:	Eric Waddell, School Superintendent	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

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

Project Description:

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 16,255. The anticipated trade date will be eight to ten years from date of purchase (2021).

The 7-passenger van is a 2015 Toyota Sienna All-Wheel Drive. It was purchased in August, 2015. Current mileage is 48,000, and the anticipated trade year will be 2022 or approximately 120,000 miles.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 50,000	Town Funding Needed:	\$10,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

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

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

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

FY19	FY20	FY21	FY22	FY23	Total
\$ 10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000

2019 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):



Date:	November 14, 2017	Dept. Priority (1 of 3, etc.):	1
Department:	Kittery School District	Est. Funding Request:	\$ 40,000
Project Title:	SCHOOL EQUIPMENT RESERVE	Est. Useful Life (Years):	5-10 Years
Contact:	Eric Waddell, Superintendent of Schools	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

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

Project Description:

This is a request for the annual allocation from CIP funding to maintain an account which is available for replacement equipment, as needed. The account is used to replace or upgrade equipment needs on an as needed basis. Current plans for FY19 equipment expenditures from the CIP Equipment Reserve include the following: ~Classroom furniture at all three schools. The cost of replacing a class set of student desks is approximately \$2,000. ~Mitchell School server room Compact AC unit (\$12, 500), ~Replace cafeteria tables/chairs at Shapleigh School (\$30,000). ~Replace all paper towel dispensers at Traip Academy with hand dryers (\$5000).

Photo (click image to insert):



Project Financing:

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

Future Costs & Operating Expenses:

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

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

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

FY19	FY20	FY21	FY22	FY23	Total
\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000

2019 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):



Date: November 14, 2017
Department: Kittery School District
Project Title: SCHOOL TECHNOLOGY RESERVE
Contact: Eric Waddell, School Superintendent
Previously Presented? YES NO

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$ 40,000
Est. Useful Life (Years): 5 years
If Yes, when? (FY): Annually

Project Type: Check All That Apply -

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

Project Description:

This is a request for the annual allocation from CIP funding to maintain an account which is available for unexpected and/or technology needs, which may include unanticipated repairs and/or replacement of outdated infrastructure or equipment. Anticipated classroom technology needs for FY19 including the following:
 ~Five switches (cost TBD in May, 2018. Cost will be the difference between what E-rate will fund versus the total cost). ~Six interactive and/or non-interactive panels \$23,000. ~50 iPads for Horace Mitchell Primary School \$16,250. ~Seven document cameras \$5600.

Photo (click image to insert):



Project Financing:

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

Future Costs & Operating Expenses:

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

Project Planning:

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

FY19	FY20	FY21	FY22	FY23	Total
\$ 40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000

2019 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4056):



Date:	November 27, 2018	Dept. Priority (1 of 3, etc.):	1
Department:	Fire Department	Est. Funding Request:	\$ 57,667
Project Title:	FIRE EQUIPMENT RESERVE	Est. Useful Life (Years):	10
Contact:	Chief David O'Brien	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

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

Project Description: **Firefighter Protective Clothing and SCBA**

The 2018 Capital Improvement Program (CIP) combined three Fire Department equipment funding requirements into one CIP project and credited the combined amount of \$57,667 to account CP4056. This account is a reserve account that includes routine replacement of firefighter protective clothing, ten-year scheduled replacement of self-contained breathing apparatus (SCBA) and replacement of portable radio equipment. FY13 CIP funded new SCBA's. Firefighter protective clothing is a constant replacement program based on routine inspections and the cost to repair versus buy new. The department will be purchasing new portable radios this FY as the style and type of radio needed becomes available this year.



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

Future Costs & Operating Expenses:			
Estimated Annual Cost of Operation & Maintenance	\$ 3,500	Comments:	Annual test and certification and repairs
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$ 0	Comments:	

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

FY19	FY20	FY21	FY22	FY23	Total
\$ 57,667	\$57,667	\$57,667	\$57,667	\$57,667	\$288,335

Project Description (continued)

Protective clothing falls under NFPA standards 1971, 1977 and 1851, specifically 1851 requires all Personal Protective Equipment (PPE) be retired 10 years after the date of manufacture. This includes, helmets, gloves, boots, coats, pants and hoods. NFPA has stated "History has shown that the 10-year life expectancy is the maximum for functional use and technological obsolescence for gear that is seldom used." This does not mean that Kittery should wait until PPE is 10 years old to retire it. Several of our more active firefighters PPE only lasts between 4-6 years and needs retirement sooner. The increased requirements by the State for certifying and maintaining certification for structural firefighter's results in constant structural firefighting training which clearly has a deleterious effect on PPE. Kittery is an active fire department and stresses training. All new firefighters attend Firefighter 1 & 2 certification programs and all firefighters are required to train weekly and are prompted to attend fire attack schools. Aggressive training sharpens skills and maintains familiarization with equipment, however it does cause excess wear and tear of PPE. A policy is in place that ensures PPE is cleaned using a washer/extractor to ensure byproducts such as soot, smoke and carcinogens are removed. This policy is in line with NFPA requirements and results in increased wear and tear on a set of protective clothing. The ability to purchase PPE when needed from an established account supports the ability to project operating budgets accurately. The cost to replace a complete set of PPE is approaching \$3,000.

Self-Contained Breathing Apparatus (SCBA) is the most used piece of protective equipment next to turnout gear. The estimated life span SCBA equipment is ten years and due to extensive use by our firefighters during calls and training the cost to repair the equipment in the later years of its expected life span is high. It is expected the estimated cost to replace our compliment of SCBA's in four years will be around \$235,000.

The Fire Departments last set of portable radio equipment was purchased through a grant from Homeland Security in 2005. The radios continue to work well, however the need to start the replacement process and upgrade of numbers available is ongoing. The type of radio Kittery has been in search of is finally being rolled out by Motorola. We expect to have a demonstration portable radio for use in the coming months. A successful test of this radio will allow for the initial purchase of twelve new portables with the appropriate battery charging equipment. It is expected the radios to cost in the range of \$2,000 per unit.

2019 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4020):



Date:	November 27, 2017	Dept. Priority (1 of 3, etc.):	1
Department:	Administration	Est. Funding Request:	\$ 50,000
Project Title:	Technology Reserve	Est. Useful Life (Years):	5-7
Contact:	Kendra Amaral, Town Manager	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

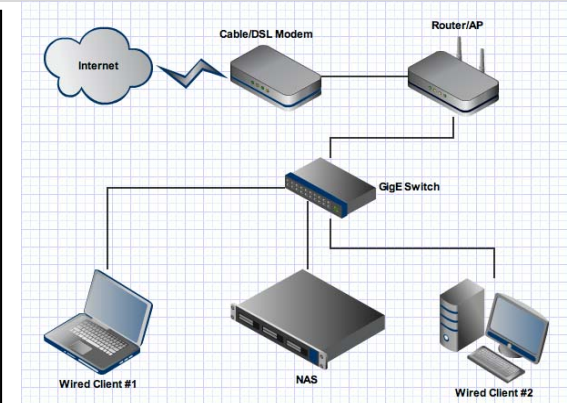
Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>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

Project Description:

The fund is for replacement of aging, failing, or obsolete hardware such as servers, desktops, firewalls, switches and routers, and cabling, replacement of software systems and licenses, and expansion of technology tools used in delivery of service. In FY18, the fund has supported the replacement of four computers, a server and a switch.

The Technology Reserve also supports upgrades that improve efficiency and/or functionality and one-time setup/initiation costs for new productivity software. In FY18, the fund has supported the purchase and setup of online permitting software which will allow the town to automate its permit tracking and workflows, and improve customer ease in applying for permits, and public access to information about permits.

Photo (click image to insert):



Project Financing:

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

Future Costs & Operating Expenses:

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

Project Planning:

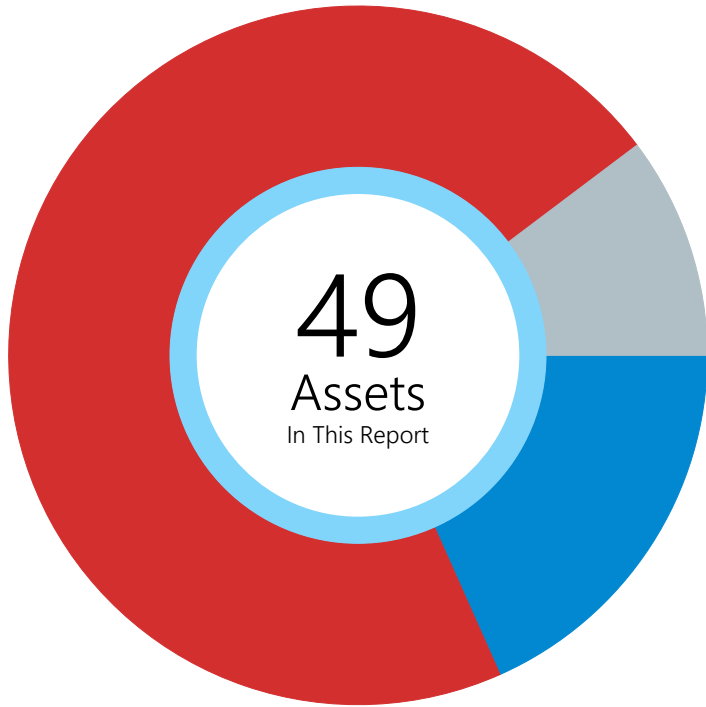
Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____
 Consultation with our IT provider, Two-Way Communications.

Is Funding Necessary for Further Plans/Estimating? _____

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

FY19	FY20	FY21	FY22	FY23	Total
\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$250,000



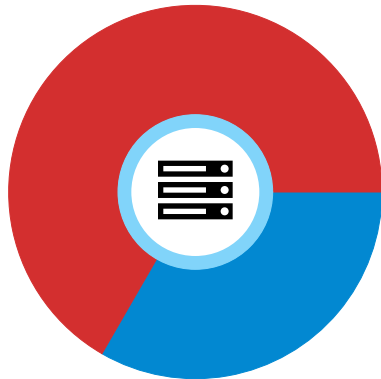
About This Report

This is an overview of known server and workstation assets for Kittery Town Office. A detailed breakdown starts on page 2. The sample evergreen report appearing on the last page is for discussion purposes only, and doesn't represent an actual quote. Please contact us with any questions and we would be pleased to discuss this report in further detail.

- **9 In Warranty**
Currently under warranty
- **35 Expired**
Already expired
- **5 Unknown**
Under review or unknown

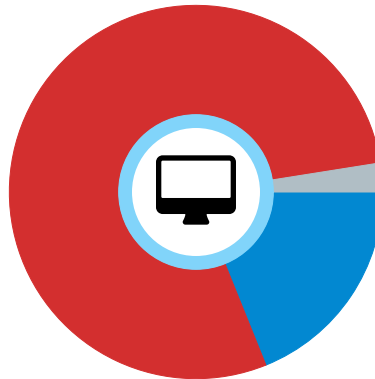
Operating System:
■ **49 Supported**
 Within support period

3 Servers



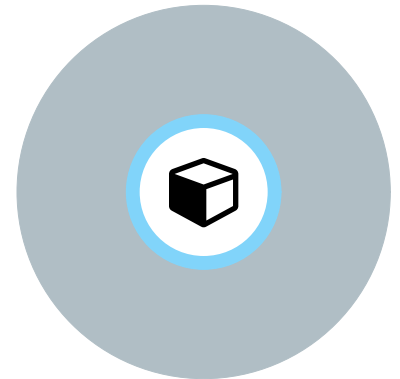
- **1 In Warranty**
 - **2 Expired**
- Operating System:
■ **3 Supported**

42 Workstations



- **8 In Warranty**
 - **33 Expired**
 - **1 Unknown**
- Operating System:
■ **42 Supported**

4 Virtual Machines

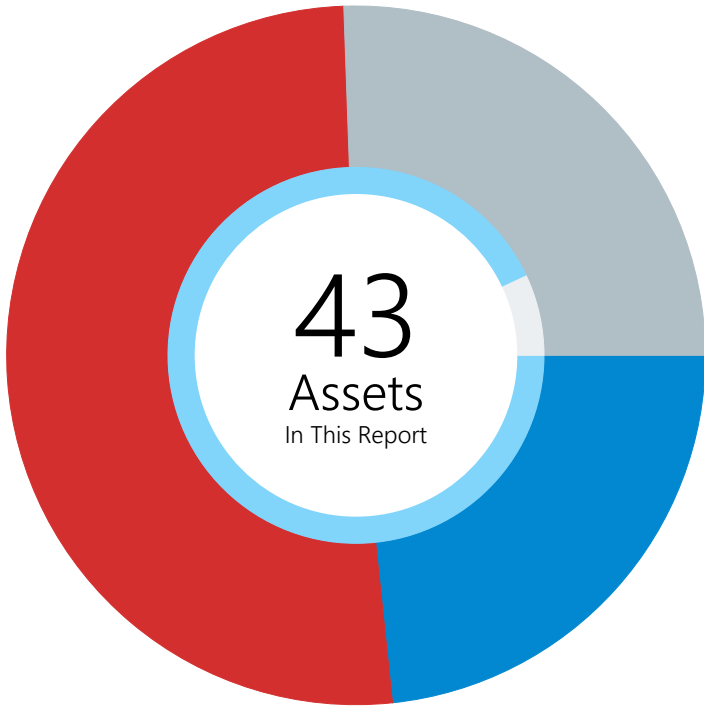


Operating System:
■ **4 Supported**

Warranty Report

Kittery Police Department

January 2018



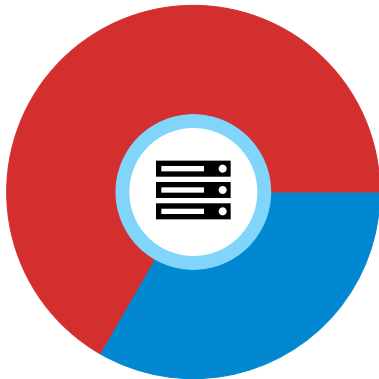
About This Report

This is an overview of known server and workstation assets for Kittery Police Department. A detailed breakdown starts on page 2. The sample evergreen report appearing on the last page is for discussion purposes only, and doesn't represent an actual quote. Please contact us with any questions and we would be pleased to discuss this report in further detail.

- 10 In Warranty**
Currently under warranty
- 22 Expired**
Already expired
- 11 Unknown**
Under review or unknown

- Operating System:
- 40 Supported**
Within support period
 - 3 End of Life**
No longer maintained

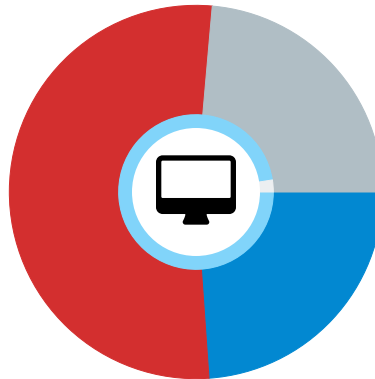
3
Servers



- 1 In Warranty**
- 2 Expired**

- Operating System:
- 3 Supported**

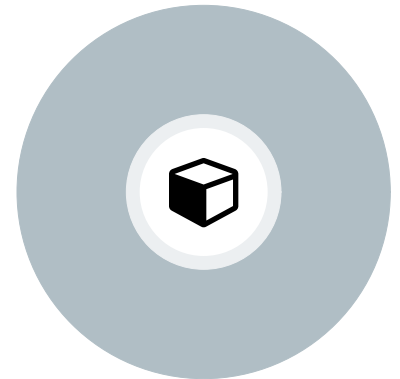
38
Workstations



- 9 In Warranty**
- 20 Expired**
- 9 Unknown**

- Operating System:
- 37 Supported**
 - 1 End of Life**

2
Virtual Machines



- Operating System:
- 2 End of Life**

Warranty Report

Kittery Recreation Department

January 2018



About This Report

This is an overview of known server and workstation assets for Kittery Recreation Department. A detailed breakdown starts on page 2. The sample evergreen report appearing on the last page is for discussion purposes only, and doesn't represent an actual quote. Please contact us with any questions and we would be pleased to discuss this report in further detail.

- 1 In Warranty**
Currently under warranty
- 12 Expired**
Already expired

- Operating System:
- 13 Supported**
Within support period

1
Servers

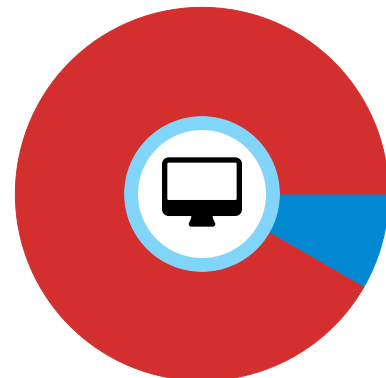


- 1 Expired**

Operating System:

- 1 Supported**

12
Workstations



- 1 In Warranty**
- 11 Expired**

Operating System:

- 12 Supported**

2019 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4011):



Date:	November 27, 2017	Dept. Priority (1 of 3, etc.):	1
Department:	Kittery Community Center	Est. Funding Request:	\$ 8,650
Project Title:	KCC VEHICLE RESERVE	Est. Useful Life (Years):	10 years
Contact:	Janice Grady, Director	If Yes, when? (FY):	Ongoing vehicle replacement
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

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

Project Description:

The truck is the next vehicle to be replaced. The department does not plow snow with the truck so a standard size is what would be purchased. Ford F-150 XL Truck V6 Eco Boost Engine 2017-18 or comparable. Purchase is expected to take place in FY20. Current fund balance is \$20,700. Having our own truck over the years has become essential. It is necessary for the special events that we are involved in and includes moving equipment and supplies from one site to the next, dump runs, and transporting purchased materials.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 38,000	Town Funding Needed:	\$17,300
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 _____

FY19	FY20	FY21	FY22	FY23	Total
\$ 8,650	\$8,650	\$ 0	\$0	\$ 0	\$17,300

2019 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4019):



Date:	November 27, 2017	Dept. Priority (1 of 3, etc.):	2
Department:	Kittery Community Center	Est. Funding Request:	\$ 8,400
Project Title:	KCC EQUIPMENT RESERVE	Est. Useful Life (Years):	5-10
Contact:	Janice Grady, Director	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

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

Project Description:

This account funds replacement of fitness, custodial, kitchen and theatre equipment. The weight machines in the fitness room are over 20 years old. The approximate price is \$36,873 to replace (11) machines. STAR Theatre needs upgrading/expansion in sound capacity and upgrades to the theatrical light system. The approximate price is \$17,000. The FY19 request focuses on increasing the annual reserve funding to meet the equipment requirements in a timely fashion.

Current Fund Balance is \$12,069.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 54,000	Town Funding Needed:	\$ 42,000
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:	Updated equipment will attract more rentals and revenue

Project Planning:

Proposed Start Date of Project:	We will phase these improvements and purchase as the account grows.
What Planning Has Been Done for Project?	
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	Yes, over the next five years these projects can be accomplished if enough money is approved.

FY19	FY20	FY21	FY22	FY23	Total
\$ 8,400	\$ 8,400	\$ 8,400	\$ 8,400	\$ 8,400	\$ 42,000

WORKOUT FITNESS STORE
200 GORHAM ROAD
SOUTH PORTLAND, MAINE 04106
TELEPHONE: 207-772-7110

DATE: NOVEMBER 22, 2017

KITTERY COMMUNITY CENTER
120 ROGERS ROAD
KITTERY, MAINE 03904

EQUIPMENT PROPOSAL # 1

<u>EXERCISE EQUIPMENT</u>	<u>QTY</u>	<u>REG. PRICE</u>	<u>DISC. PRICE</u>	<u>AMOUNT</u>
CYBEX PRESTIGE TORSO ROTATION # 21190	1	4825	3440	3440
CYBEX PRESTIGE ABDOMINAL # 21090	1	3925	2800	2800
CYBEX PRESTIGE CHEST PRESS # 21000	1	4725	3370	3370
CYBEX PRESTIGE LATERAL RAISE # 21160	1	4525	3225	3225
CYBEX VR1 HIP AB/AD # 13180	1	4435	2665	2665
CYBEX PRESTIGE BACK EXTENSION # 21100	1	4325	3085	3085
CYBEX PRESTIGE ARM CURL # 21070	1	4125	2940	2940
CYBEX PRESTIGE ARM EXTENSION # 21080	1	4125	2940	2940
CYBEX PRESTIGE SEATED LEG CURL # 21060	1	4525	3225	3225
CYBEX PRESTIGE ROW # 21030	1	4725	3370	3370
CYBEX PRESTIGE LEG EXTENSION # 21050	1	4525	3225	3225
EQUIPMENT TOTAL				34285
SHIPPING AND INSTALLATION				2588
TOTAL				36873

****PROMPT, & EXPERT TECHNICAL SERVICE PROVIDED BY
WORKOUT FITNESS**

2019 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4051):



Date:	November 27, 2017	Dept. Priority (1 of 3, etc.):	3
Department:	Kittery Community Center	Est. Funding Request:	\$ 25,000
Project Title:	KCC FACILITY RESERVE	Est. Useful Life (Years):	10-20
Contact:	Janice Grady, Director	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

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

Project Description:

This account will be for larger projects/maintenance of the KCC and the East Wing. A few examples: Blown in insulation in the annex would be of great value now that this area is renovated; the three exterior doors of the theatre in front need replacement; insulation in the attic at KCC. There are areas that will need to be expanded for increased parking. We also need to resolve our vehicles not being sheltered from inclement weather.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 125,000	Town Funding Needed:	\$ 25,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
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 _____

FY19	FY20	FY21	FY22	FY23	Total
\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000

2019 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4018):



Date:	November 27, 2017	Dept. Priority (1 of 3, etc.):	1
Department:	Harbormaster	Est. Funding Request:	\$ 5,000
Project Title:	KITTERY PORT AUTHORITY BOAT RESERVE	Est. Useful Life (Years):	7-10
Contact:	Scott Alessi	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

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

Project Description:

Annual funding for the routine maintenance and replacement of the Harbormaster boats. This will generally follow a budget plan for replacing the 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 FY18 and is a 24' Surfside center console. The other boat used by the Port Authority staff is a 16' Carolina skiff used for shallow water patrols and assistance.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$25,000	Town Funding Needed:	\$ 5,000
Amount and Type of Outside Funding Sources:	\$	Comments:	As needed
Salvage Value of Existing Equipment?	\$ 10,000	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$ 2,000	Comments:	Fuel and general maintenance
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

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

FY19	FY20	FY21	FY22	FY23	Total
\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000

2019 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4055):

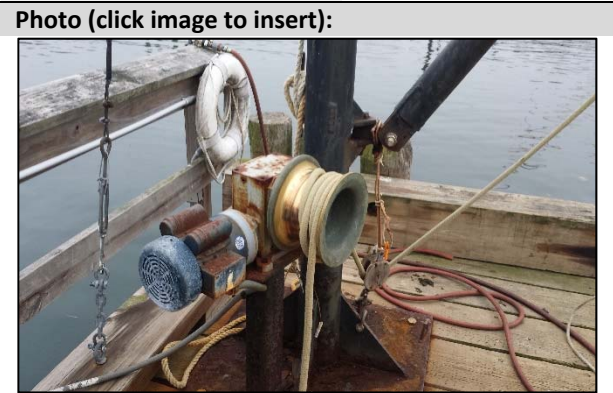


Date:	November 27, 2017	Dept. Priority (1 of 3, etc.):	1
Department:	Harbormaster	Est. Funding Request:	\$ 13,000
Project Title:	KITTERY PORT AUTHORITY EQUIPMENT RESERVE	Est. Useful Life (Years):	5
Contact:	Scott Alessi	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -			
Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input checked="" type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" 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 checked="" type="checkbox"/>

Project Description:

Annual funding for repairing and replacing equipment at Pepperrell Cove, Government Street, and Traip facilities to ensure safety and productivity. This would also include the purchase of signs, safety equipment (AED, Fire Extinguishers etc.) and tools for our facilities. Ramp and Float replacement will be for the maintenance and replacement of existing ramps and floats at approximately 2-3 per year. The fund also supports ongoing replacement of buoys.



Project Financing:			
Total Project Cost:	\$ 65,000	Town Funding Needed:	\$ 13,000
Amount and Type of Outside Funding Sources:	\$ 0	Comments:	
Salvage Value of Existing Equipment?	\$ 0	Comments:	

Future Costs & Operating Expenses:			
Estimated Annual Cost of Operation & Maintenance	\$ 3,000	Comments: Float and ramp removal and installation required annually	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:	
Proposed Start Date of Project:	7/1/2017
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

FY19	FY20	FY21	FY22	FY23	Total
\$13,000	\$13,000	\$13,000	\$13,000	\$13,000	\$65,000

2019 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4016):



Date:	November 27, 2017	Dept. Priority (1 of 3, etc.):	1
Department:	Port Authority	Est. Funding Request:	\$ 50,000
Project Title:	KITTERY PORT AUTHORITY FACILITY RESERVE	Est. Useful Life (Years):	20 – 50 years
Contact:	Scott Alessi	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

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

Project Description:

Government Street Pier assessment is complete. The assessment revealed structural issues and resulted in the posting of a weight limit for the pier until it can be reconstructed. Estimated replacement cost of the pier is \$200K-\$400K. Small Harbor Improvement Program grant funding is being sought to support the project.

Photo (click image to insert):



Project Financing:			
Total Project Cost:	\$ 400,000	Town Funding Needed:	\$ 50,000
Amount and Type of Outside Funding Sources:	\$ 200,000	Comments:	Small Harbor Improvement Program
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?	No
Can the Project be Phased? If yes, expenditure by year	Project funding is being phased, project implementation cannot be

FY19	FY20	FY21	FY22	FY23	Total
\$ 50,000	\$ 50,000	\$ 50,000	\$ 10,000	\$ 10,000	\$ 170,000

2019 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4022):



Date: November 24, 2017
Department: Kittery Police Department
Project Title: POLICE VEHICLE RESERVE
Contact: James Soucy, Chief of Police
Previously Presented? YES NO

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$ 116,000
Est. Useful Life (Years): 3 - 5
If Yes, when? (FY): Annually

Project Type: Check All That Apply -

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

Project Description:

This project has been renamed Vehicle Reserve, with the equipment fit-up of the vehicles considered incorporated into the vehicle projects. **2018 Project Update:** Auctioned 3 vehicles. FY 18 allowed the purchase of (3) replacement vehicles: (2) – Marked Units and (1) – Unmarked Detective Unit. Up-fit of Marked Units in process at 2-way Fleet Facility. **2019 Project:** Purchase (2) Additional Marked Vehicles and (1) Unmarked Admin vehicle. Vehicles to be auctioned: ACO Ford >160K, Detective Ford >165K, Chief Chevy – Blown Motor >120K, Patrol Back-Up Unit >130K. With these purchases our fleet will be maintained at 13. The SUV-all wheel drive platform continues to be the best option in our geographical area. Vehicle cost alone is \$28,000 - \$30,000. Vehicle set-up (Prisoner cage, lights, siren, computer, lettering, etc.) ranges from \$15,000. - \$18,000. Some equipment can be recycled into the new cruisers from the older units, resulting in savings. The rotation of the vehicles is based upon mileage and the year of the vehicles.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 522,000	Town Funding Needed:	\$116,000
Amount and Type of Outside Funding Sources:	\$ 0	Comments:	
Salvage Value of Existing Equipment?	\$ 0	Comments:	Auction of 4 vehicles

Future Costs & Operating Expenses:

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

Project Planning:

Proposed Start Date of Project:	7/1/2018
What Planning Has Been Done for Project?	
Is Funding Necessary for Further Plans/Estimating?	Yes
Can the Project be Phased? If yes, expenditure by year	

FY19	FY20	FY21	FY22	FY23	Total
\$ 116,000	\$93,000	\$118,000	\$96,000	\$99,000	\$ 522,000

KPD Vehicle Fleet Mapping / Replacement - Purchase (FY19)				KPD Vehicle Fleet Mapping / Replacement - Purchase (FY20-FY21)								KPD Vehicle Fleet Mapping / Replacement - Purchase (FY22-FY23)							
FY2019				FY2020				FY2021				FY2022				FY2023			
Vehicle#	Assigned to:	Type:	Mileage:	Vehicle #	Assigned to:	Type:	Mileage:	Vehicle#	Assigned to:	Type:	Mileage:	Vehicle#	Assigned to:	Type:	Mileage:	Vehicle #	Assigned to:	Type:	Mileage:
19	Supervisor	SUV	>15K	19	Supervisor	SUV	>35K	29*	line	SUV	new	27	line	SUV	>20k	27	line	SUV	>40K
23*	line	SUV	new	23	line	SUV	>35K	28*	line	SUV	new	28	line	SUV	>35k	32	line	SUV	>35K
22*	line	SUV	new	22	line	SUV	>35K	27	line	SUV	>35K	26	line	SUV	>60K	33	line	SUV	>35K
18	line	SUV	>65K	26*	line	SUV	new	23	line	SUV	>35K	32*	line	SUV	new	34*	line	SUV	new
21	line	SUV	>30K	27*	line	SUV	new	26	line	SUV	>35K	33*	line	SUV	new	35*	line	SUV	new
17	Chief	SUV	>50K	17	Chief	SUV	>75K	17	Chief	SUV	>100K	17	Chief	SUV	>125K	17	Chief	SUV	>140K
6	SRO	SUV	>115K	6	SRO	SUV	>125K	6	SRO	SUV	>130K	24	LT	SUV	>80K	24	LT	SUV	>95K
24*	LT	SUV	new	24	LT	Sedan	>30K	24	LT	SUV	>50K	19	ACO	SUV	>60K	19	ACO	SUV	>95K
2	ACO	PU	>80K	2	ACO	PU	>90K	19	ACO	SUV	>55K	25	Detective	SUV	>80K	25	Detective	SUV	>95K
25	Detective	SUV	>35K	25	Detective	Sedan	>50K	25	Detective	SUV	>65K	29	SRO	SUV	>80k	29	SRO	SUV	>90K
								31*	Detective	Sedan	>20K	31	Detective2	Sedan	>35K	31	Detective2	Sedan	>50K
4	Line Backup	SUV	>105K	18	Unmarked BU		>95K	21	Line BU	SUV	>75K	22	Marked BU		>65K	26	Marked BU		>90K
5	Spare	SUV	>105K	21	Marked BU		>65K	22	Unmarked BU	SUV	>65K	23	Marked BU		>70K	28	Marked BU		>70K
Purchase 3 SUVs / Cars 22,23,24				Purchase 2 SUVs / Cars 26, 27				Purchase 2 SUVs, 1 Sedan				Purchase 2 SUVs / 32,33				Purchase 2 SUV's / 34,35			
Cost 3 cars, 3 Upfits, 2 computers				Cost 2 cars, 2 upfits, 2 computers				Cost 3 Cars, 3 upfits, 2 computers				Costs, 2 Cars, 2 Upfits, 2 computers				Cost 2 Cars, 2 upfits, 2 computers, 2 radars			
Approx:	\$116,000			Approx:	\$93,000			Approx:	\$118,000			Approx.	\$96,000			Approx.	\$99,000		
Trade/Auc: 12, 13				Trade/Auc: 4,5				Trade/Auc 2, 18				Trade/Auc: 6,21				Trade/Auc: 22,23			

2019 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4100):



Date:	November 27, 2017	Dept. Priority (1 of 3, etc.):	1
Department:	Fire Department	Est. Funding Request:	\$ 19,000
Project Title:	FIRE FACILITY RESERVE (FORMERLY BOILER REPLMT)	Est. Useful Life (Years):	20 Years
Contact:	Chief David O'Brien	If Yes, when? (FY):	
Previously Presented?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

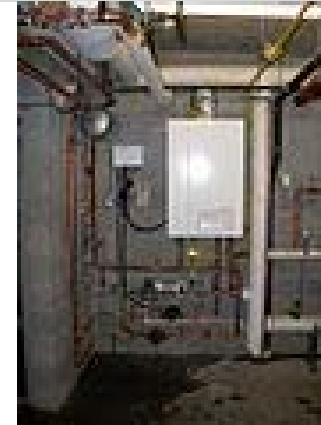
Project Type: Check All That Apply -

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

Project Description:

The Lewis Square Fire Station was built in 2007 and at that time the existing 5- year-old boiler from the old station was reinstalled in the new station. The boiler is now 16 years old and needs replacement. The new boiler will be a modulating condensing gas-fired boiler similar to the ones recently installed at the Gorges Road Station. The estimated costs include the purchase and installation of a 1,000-gallon propane tank. The estimated payback for this project is 6 years.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 19,000	Town Funding Needed:	\$19,000
Amount and Type of Outside Funding Sources:	\$ 0	Comments:	
Salvage Value of Existing Equipment?	\$ 0	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$3,000	Comments:	propane and routine maintenance
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$ 0	Comments:	

Project Planning:

Proposed Start Date of Project:	7/1/2018
What Planning Has Been Done for Project?	Estimates and specification sheets
Is Funding Necessary for Further Plans/Estimating?	no
Can the Project be Phased? If yes, expenditure by year	no

FY19	FY20	FY21	FY22	FY23	Total
\$19,000	\$0	\$0	\$0	\$0	\$19,000

2019 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4026):



Date:	November 28, 2017	Dept. Priority (1 of 3, etc.):	1
Department:	Administration	Est. Funding Request:	\$ 10,000
Project Title:	RECORDS PRESERVATION	Est. Useful Life (Years):	200-300 years
Contact:	Maryann Place	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

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

Project Description:

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

Photo (click image to insert):



In FY18, through CIP funds, five books of marriages records from 1940-1943 were restored. Restoration will continue with the remaining marriage records in FY 19 and future years until they are completed. These records are frequently accessed as certified copies are requested by the public, and can become damaged by frequent use.

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

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:

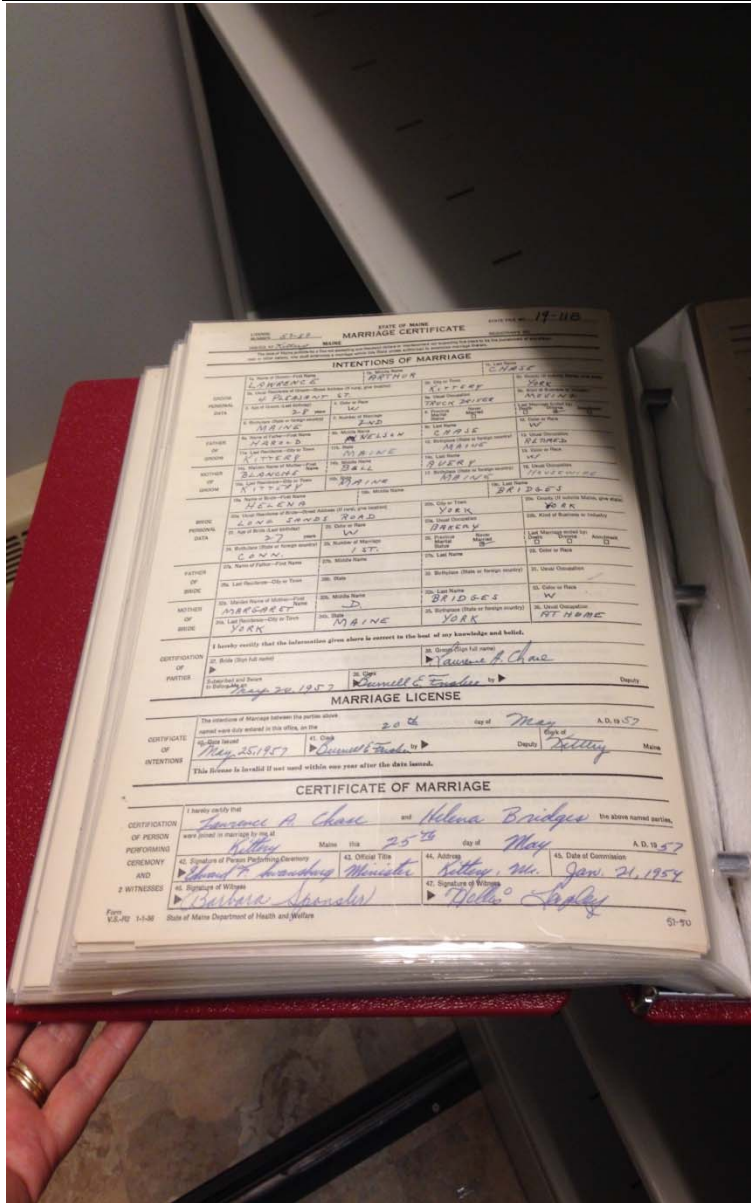
Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

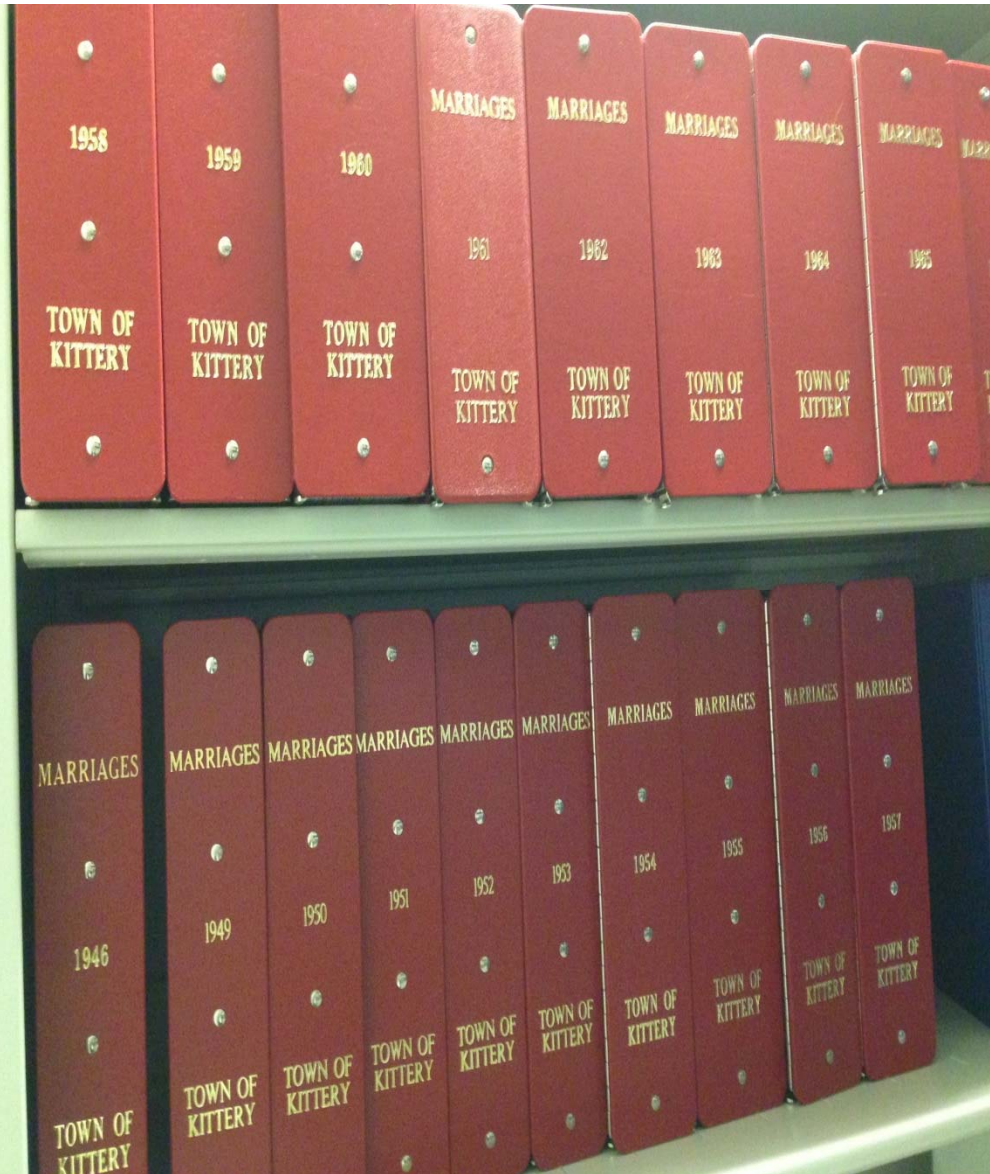
Proposed Start Date of Project:	JULY 1, 2018
What Planning Has Been Done for Project?	
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	Yes – In the past we have phased the project over 5 years at \$10,000 per year

FY19	FY20	FY21	FY22	FY23	Total
\$ 10,000	\$ 10,000	\$10,000	\$ 10,000	\$ 10,000	\$ 50,000

Restored Records



Restored Record Books



2019 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4053):



Date:	January 25, 2018	Dept. Priority (1 of 3, etc.):	1
Department:	Harbormaster	Est. Funding Request:	\$36,000
Project Title:	PAVING THE PEPPERRELL COVE PARKING LOT	Est. Useful Life (Years):	10 years
Contact:	Derek Jacobs	If Yes, when? (FY):	FY17
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

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

Project Description:

This project is for paving the parking lot at Pepperrell Cove and Bellamy Lane. The parking lot is ready for a full paving to even the parking lot out and fix any uneven areas that cause problems while using the facility. The ramp has areas where the pavement has broken away and eroded. The project was originally funded in FY14, and included work on the pump out station. The estimates for paving have come in over the original estimates. \$36,000 is needed to complete the project.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$105,987	Town Funding Needed:	\$ 36,000
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:	Final Phase to start spring/summer 2018
What Planning Has Been Done for Project?	
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	Final Phase planned for FY19

FY19	FY20	FY21	FY22	FY23	Total
\$ 36,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 36,000

2019 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (NEW):



Date:	January 25, 2018	Dept. Priority (1 of 3, etc.):	2
Department:	Administration	Est. Funding Request:	\$ 100,000
Project Title:	Rice Library Building Design	Est. Useful Life (Years):	30 Years
Contact:	Kendra Amaral, Town Manager	If Yes, when? (FY):	
Previously Presented?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

Project Type: Check All That Apply -

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

Project Description:

The Library Working Group successfully completed its objective of identifying the community-preferred option for the library building project. Now that we are able to focus on a single project, the work of determining the full scope, design and cost of that project must take place. A contracted design team which includes an architect and various engineers will be needed to assess the current structure, confirm the architectural program (how much of what kinds of spaces are needed), and develop the design options. Cost estimates will need to be developed throughout the process, and likely value engineering exercises will be necessary to manage the project to a budget. FY19 funding is expected to bring the project into schematic design phase.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 500,000	Town Funding Needed:	\$ 100,000
Amount and Type of Outside Funding Sources:	\$ TBD	Comments:	Grant funds will be sought for design and construction
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

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

Project Planning:

Proposed Start Date of Project:	7/1/2018
What Planning Has Been Done for Project?	Town vote to determine support for site of project
Is Funding Necessary for Further Plans/Estimating?	yes
Can the Project be Phased? If yes, expenditure by year	Yes, construction portion will be supported by bonds

FY19	FY20	FY21	FY22	FY23	Total
\$ 100,000	\$ 350,000	\$50,000	\$ 0	\$ 0	\$ 500,000

APPENDIX A - DEBT SCHEDULE

Year Issued Project Total Bonded	Municipal Debt - Tax Funds												Tax Funds Municipal Total
	2006/2016 Refund Fire Stations		2010 PWD 675,000		2012 Frisbee - Com Ctr 5,500,000		2016 CIP- Roads/KCC Annex 2,258,000		2014A KLT Rustlewood 150,000		2016 KLT Braveboat 275,000		
	Princ	Interest	Princ	Interest	Princ	Interest	Princ	Interest					
2004													0
2005													0
2006													0
2007		83,742											83,742
2008	155,000	114,469											269,469
2009	155,000	107,881											262,881
2010	155,000	101,294											256,294
2011	155,000	94,706		11,675	0	0							261,381
2012	155,000	88,119		19,825	0	0							262,944
2013	155,000	81,338	35,000	19,475	275,000	126,775							692,588
2014	155,000	74,363	35,000	18,775	275,000	121,275							679,413
2015	155,000	67,388	35,000	18,075	275,000	115,775				4,034			670,272
2016	155,000	60,413	35,000	17,375	275,000	110,275		28,350	6,043	4,272			691,728
2017	125,000	42,213	35,000	16,675	275,000	104,775	233,000	42,830	6,076	4,239		6,318	891,126
2018	125,000	22,100	35,000	15,975	275,000	99,275	225,000	38,250	6,127	4,188	11,352	6,738	864,004
2019	115,000	19,700	35,000	15,231	275,000	93,775	225,000	33,750	6,199	4,116	11,463	6,627	840,861
2020	115,000	17,400	35,000	14,400	275,000	88,275	225,000	29,250	6,292	4,023	11,592	6,498	827,729
2021	115,000	15,100	35,000	13,503	275,000	82,775	225,000	24,750	6,407	3,907	11,741	6,349	814,532
2022	115,000	12,800	35,000	12,563	275,000	77,275	225,000	20,250	6,545	3,770	11,910	6,180	801,292
2023	115,000	10,500	35,000	11,556	275,000	71,775	225,000	15,750	6,701	3,614	12,101	5,989	787,986
2024	110,000	8,250	35,000	10,484	275,000	66,275	225,000	11,250	6,874	3,441	12,314	5,776	769,664
2025	110,000	6,050	35,000	9,369	275,000	60,088	225,000	6,750	7,063	3,252	12,550	5,540	755,661
2026	110,000	3,713	35,000	8,100	275,000	53,900	225,000	2,250	7,271	3,044	12,807	5,282	741,367
2027	110,000	1,238	35,000	6,700	275,000	47,025			7,502	2,813	13,088	5,001	503,367
2028			30,000	5,400	275,000	40,150			7,757	2,558	13,404	4,685	378,954
2029			30,000	4,200	275,000	32,588			8,032	2,283	13,763	4,327	370,192
2030			30,000	3,000	275,000	25,025			8,326	1,988	14,158	3,931	361,429
2031			30,000	1,800	275,000	16,913			8,642	1,672	14,585	3,504	352,117
2032			30,000	600	275,000	8,663			8,981	1,334	15,043	3,047	342,667
2033									9,338	977	15,531	2,558	28,404
2034									9,715	600	16,050	2,040	28,404
2035									10,111	203	16,597	1,493	28,404
2036											17,172	918	18,090
2037											17,779	311	18,090
2038													0
TOTAL	2,660,000	1,032,774	675,000	254,756	5,500,000	1,442,650	2,258,000	253,430	150,000	60,328	275,000	93,111	14,655,050

Year Issued Project Total Bonded	School Debt - Tax Funds						Tax Funds School Total
	2002/2013 Refund MITCHELL 4,220,000		2010 MITCHELL & SHAPLEIGH		2016 CIP Schools 821,000		
	Princ	Interest	Princ	Interest			
2004	215,000	264,367					479,367
2005	215,000	158,694					373,694
2006	215,000	151,906					366,906
2007	215,000	144,719					359,719
2008	210,000	137,813					347,813
2009	210,000	130,725					340,725
2010	210,000	123,375					333,375
2011	210,000	116,025		114,465			440,490
2012	210,000	108,150		194,375			512,525
2013	210,000	99,881	325,000	191,125			826,006
2014	210,000	40,399	325,000	184,625			760,024
2015	210,000	32,130	325,000	178,125			745,255
2016	210,000	28,980	325,000	171,625	10,308		745,913
2017	210,000	25,830	325,000	165,125	86,000	15,560	827,515
2018	210,000	22,628	325,000	158,625	85,000	13,850	815,103
2019	210,000	18,900	325,000	151,719	85,000	12,150	802,769
2020	210,000	14,700	325,000	144,000	85,000	10,450	789,150
2021	210,000	10,500	325,000	135,672	80,000	8,800	769,972
2022	210,000	6,300	325,000	126,938	80,000	7,200	755,438
2023	210,000	2,100	325,000	117,594	80,000	5,600	740,294
2024			325,000	107,641	80,000	4,000	516,641
2025			325,000	97,281	80,000	2,400	504,681
2026			325,000	85,500	80,000	800	491,300
2027			325,000	72,500			397,500
2028			330,000	59,400			389,400
2029			330,000	46,200			376,200
2030			330,000	33,000			363,000
2031			330,000	19,800			349,800
2032			330,000	6,600			336,600
2033							0
2034							0
2035							0
2036							0
2037							0
2038							0
TOTAL	4,220,000	1,638,120	6,525,000	2,561,934	821,000	91,118	15,857,173

Year Issued Project Total Bonded	Sewer Debt - Other Funds						Other Funds Sewer Total	All Funds Grand Total
	1992, 2003		2010		2016			
	SEWER SRF Refunded		SEWER SRF		SEWER SRF			
	Princ	Interest	Principle	Interest	Princ	Interest		
2004							0	479,367
2005							0	373,694
2006							0	366,906
2007							0	443,461
2008							0	617,281
2009							0	603,606
2010							0	589,669
2011	213,624	7,083	148,452	56,454			425,613	1,127,484
2012	206,541	3,541	149,937	56,528			416,548	1,192,016
2013	265,038	19,879	151,436	38,761			475,113	1,993,707
2014	65,959	11,570	152,950	37,246			267,726	1,707,162
2015	66,919	10,571	154,480	35,717			267,687	1,683,214
2016	67,921	9,440	156,025	34,172			267,558	1,705,198
2017	68,967	8,336	157,585	32,612	377,865	199,810	845,175	2,563,816
2018	70,059	7,215	159,161	31,036	379,594	122,147	769,211	2,448,317
2019	71,197	5,889	160,752	29,444	383,410	118,332	769,024	2,412,653
2020	72,381	3,182	162,360	27,837	387,262	114,478	767,499	2,384,379
2021	71,482	2,535	163,983	26,213	391,155	110,586	765,954	2,350,458
2022	70,474	1,859	165,623	24,573	395,086	106,655	764,270	2,321,000
2023	70,646	1,155	167,279	22,917	399,057	102,684	763,738	2,292,017
2024			168,952	21,244	403,067	98,674	691,937	1,978,242
2025			170,642	19,555	573,589	102,072	865,858	2,126,200
2026			172,348	17,848	579,354	96,308	865,858	2,098,525
2027			174,072	16,125	585,177	90,485	865,859	1,766,726
2028			175,812	14,384	591,058	84,604	865,858	1,634,212
2029			177,571	12,626	596,998	78,663	865,858	1,612,250
2030			179,346	10,850	602,999	72,663	865,859	1,590,288
2031					609,058	66,603	675,661	1,377,578
2032					615,179	60,482	675,661	1,354,928
2033					621,362	54,299	675,662	704,066
2034					627,608	48,053	675,661	704,065
2035					633,915	41,747	675,662	704,066
2036					640,286	35,376	675,662	693,751
2037							0	18,090
2038							0	0
TOTAL	1,381,208	92,254	3,268,766	566,145	10,393,077	1,804,721	17,506,171	48,018,394

APPENDIX B - TAX ASSET DETAIL

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Town of Kittery
Capital Plan: Assets by Class and Department
 Fiscal Year End: 6/30/2017

Asset Class/Dept	Total Original Cost	Total Replacement Cost	Annual Depreciation	Accumulated Depreciation
Building Improvements				
Fire	\$295,610.00	\$0.00	\$10,679.00	\$112,503.00
GG	\$183,606.00	\$0.00	\$6,019.00	\$12,504.00
HM	\$27,226.00	\$0.00	\$908.00	\$11,798.00
PW	\$77,950.00	\$0.00	\$2,450.00	\$56,909.00
Rec	\$156,965.00	\$0.00	\$5,590.00	\$52,092.00
School	\$741,945.00	\$0.00	\$31,902.00	\$134,917.00
Sewer	\$12,879,024.00	\$8,890,972.00	\$359,860.00	\$3,179,540.00
TW	\$34,183.00	\$0.00	\$1,709.00	\$15,382.00
Subtotals	\$14,396,509.00	\$8,890,972.00	\$419,117.00	\$3,575,645.00
Buildings				
Fire	\$2,289,800.00	\$0.00	\$61,667.00	\$699,800.00
GG	\$2,680,000.00	\$0.00	\$89,333.00	\$1,786,667.00
HM	\$71,000.00	\$0.00	\$2,367.00	\$47,333.00
Police	\$84,458.00	\$0.00	\$0.00	\$84,458.00
PW	\$2,137,245.00	\$811,479.00	\$55,509.00	\$1,410,441.00
Rec	\$5,872,598.00	\$0.00	\$131,644.00	\$667,627.00
School	\$24,832,441.00	\$6,522,528.00	\$725,349.00	\$16,815,497.00
Sewer	\$5,767,300.00	\$0.00	\$192,240.00	\$4,495,480.00
TW	\$2,958,504.00	\$2,899,969.00	\$82,856.00	\$2,875,648.00
Subtotals	\$46,693,346.00	\$10,233,976.00	\$1,340,965.00	\$28,882,951.00
Construction in Progress				
School	\$5,313.00	\$0.00	\$0.00	\$0.00
Sewer	\$11,565,258.00	\$0.00	\$0.00	\$0.00
Subtotals	\$11,570,571.00	\$0.00	\$0.00	\$0.00
Infrastructure				
HM	\$449,875.00	\$442,276.00	\$22,874.00	\$113,609.00
PW	\$11,151,967.00	\$31,376,083.00	\$261,909.00	\$8,701,941.00
Rec	\$375,902.00	\$0.00	\$7,518.00	\$15,036.00
Sewer	\$44,668.00	\$0.00	\$1,409.00	\$5,910.00
TW	\$15,000.00	\$0.00	\$1,500.00	\$6,000.00
Subtotals	\$12,037,412.00	\$31,818,359.00	\$295,210.00	\$8,842,496.00
Land				

Fire	\$353,200.00	\$0.00	\$0.00	\$0.00
PW	\$8,579,000.00	\$0.00	\$0.00	\$0.00
School	\$29,422.00	\$0.00	\$0.00	\$0.00
Sewer	\$285,980.00	\$0.00	\$0.00	\$0.00
TW	\$1,989,284.00	\$0.00	\$0.00	\$0.00
Subtotals	\$11,236,886.00	\$0.00	\$0.00	\$0.00
Land Improvements				
GG	\$9,485.00	\$0.00	\$474.00	\$4,268.00
PW	\$1,559,878.00	\$400,000.00	\$73,227.00	\$597,021.00
School	\$368,054.00	\$84,683.00	\$12,915.00	\$295,438.00
TW	\$266,217.00	\$74,725.00	\$20,250.00	\$160,896.00
Subtotals	\$2,203,634.00	\$559,408.00	\$106,866.00	\$1,057,623.00
Machinery & Equipment				
Fire	\$615,889.00	\$225,226.00	\$38,196.00	\$437,291.00
GG	\$372,091.00	\$178,023.00	\$23,933.00	\$259,821.00
Harbormaster	\$36,940.00	\$0.00	\$1,052.00	\$2,424.00
HM	\$43,213.00	\$22,700.00	\$1,900.00	\$27,565.00
Police	\$719,731.00	\$194,487.00	\$51,648.00	\$289,783.00
PW	\$1,397,490.00	\$1,064,215.00	\$72,095.00	\$889,726.00
Rec	\$10,063.00	\$5,000.00	\$1,013.00	\$9,050.00
School	\$613,050.00	\$199,875.00	\$16,986.00	\$481,010.00
School Lunch	\$130,546.00	\$0.00	\$2,891.00	\$87,434.00
Sewer	\$302,205.00	\$120,675.00	\$23,980.00	\$190,587.00
TW	\$75,058.00	\$0.00	\$5,000.00	\$70,058.00
Subtotals	\$4,316,276.00	\$2,010,201.00	\$238,694.00	\$2,744,749.00
Vehicles				
Fire	\$1,919,520.00	\$1,529,713.00	\$95,769.00	\$1,458,863.00
Police	\$452,931.00	\$212,235.00	\$27,124.00	\$330,772.00
PW	\$2,415,683.00	\$739,756.00	\$129,322.00	\$988,587.00
Rec	\$172,390.00	\$36,824.00	\$16,488.00	\$122,925.00
School	\$89,325.00	\$0.00	\$9,103.00	\$43,518.00
Sewer	\$148,452.00	\$74,029.00	\$13,167.00	\$107,290.00
Subtotals	\$5,198,301.00	\$2,592,557.00	\$290,973.00	\$3,051,955.00
Totals for Report	\$107,652,935.00	\$56,105,473.00	\$2,691,825.00	\$48,155,419.00