

TOWN OF KITTERY



CAPITAL IMPROVEMENT PROGRAM 2018-2022



CIP Committee

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School Committee Member, John Driscoll
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Town Manager, Kendra Amaral
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200 ROGERS ROAD
KITTERY, ME 03904

EXECUTIVE SUMMARY

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

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 March of 2009, the Town Council the set an annual capital funding threshold at \$1,208,975 for the FY2010 CIP. This threshold has not been adjusted to reflect inflation, despite requiring inflation factoring on the replacement projections for assets. The focus in developing the FY18-FY22 plan was to present requests that accurately reflected the departments' needs and have the Committee work from them to develop a recommendation, rather than produce requests that backed into a static bottom line. Therefore, the FY18-FY22 plan, to the greatest extent possible, reflects actual replacement costs and replacement schedules for a number of reserve accounts.

The Fiscal Year 2018 to Fiscal Year 2022 (FY18-FY22) CIP proposes funding in FY18 of \$1,509,303. This represents a \$300,328 increase in FY18 over the prior year's funding threshold of \$1,208,975. When combined with Town and School annual debt service, the total increase is \$257,404, which reflects a \$42,924 decrease in debt service.

Generally funding for Holding Accounts is proposed to increase \$207,575 over the prior fiscal year. This increase is a reflection of the consolidation and recalibration of a Public Works Right of Way reserve. This account combines the various smaller drainage, sidewalk, roads and lots paving reserves into one Right of Way reserve. As proposed this approach will build a sufficient fund to support roadway maintenance and rehabilitation projects, and to ensure that ancillary infrastructure is evaluated and addressed concurrently with a paving project.

The Capital Reserve Accounts are proposed to increase \$310,263 over the prior fiscal year. The most significant increase, approximately \$215,000, is in Public Works Vehicles and Equipment fund. This reflects an updated cost-of-replacement inclusive of inflation and actual useful life projections of the rolling and stationary stock. Additionally, an increase in the Port Authority Facility Reserve of \$42,000 is proposed to address deficiencies and deterioration of the Government Street pier facility. The town is currently seeking an update of a study conducted approximately which indicated significant structural work would be needed around the 2018 timeframe. The estimated cost was approximately \$100,000.

The Fiscal Year 2018 through 2022 (FY18-FY22) Capital Improvement Plan process began with a thorough review of the town's Capital Improvement Plan policy. A review and reorganization of existing projects and reserve funds were also undertaken to ensure consistency with the CIP policy.

Department heads submitted their FY18-FY22 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 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 FY18-FY22 CIP includes:

- An updated policy that incorporates goals, financial policies, and specific protocols to guide the development and implementation of the ongoing five-year CIP.
- Reconfiguration of account categorization to align with the CIP policy;
- Consolidation of accounts to improve the town's ability to meet both long-term investment needs and short-term asset management objectives more effectively;
- Updated replacement schedules for town technology, and for DPW, Police, and Fire vehicles.

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 council shall prepare and submit to the manager 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 6-11-02)

(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.

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

OVERVIEW

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

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

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

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

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

- Enhance the community's credit rating, control of its tax rate, and avoid sudden changes in its debt service requirements.
- Identify the most economical means of financing capital projects.
- Increase opportunities for obtaining federal and state aid.
- Relate public facilities to other public and private development and redevelopment policies and plans.
- Focus attention on community objectives and fiscal capacity.
- Keep the public informed about future needs and projects.
- Coordinate the activities of neighboring and overlapping units of local government to reduce duplication.

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

DEFINITIONS

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

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

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

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

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

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

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

Infrastructure - Long-lived fixed assets that are normally stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Infrastructure may include roads, bridges, dams, and similar fixed assets. For capitalization purposes, the town only considers roads and bridges that are the town's

responsibility, to be infrastructure. Departments should maintain records for all infrastructure for asset management purposes but should not capitalize or report infrastructure that is not roads or bridges.

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

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

COORDINATING COMMITTEE

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

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

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

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

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

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

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

PLANNING SCHEDULE

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

CAPITAL IMPROVEMENT POLICIES

- The town will make all capital improvements in accordance with an adopted capital improvement program, except as may be necessary under the emergency provisions of the town charter.
- The town will develop and enact an annual capital budget based on the multi-year capital improvement program.
- The town will maintain all its assets at a level adequate to protect the town's capital investment and to minimize future maintenance and replacement costs.
- The town will determine the most advantageous financing method for all new projects.
- The town will maintain an unassigned fund balance (unencumbered surplus) at a minimum equal to two and a half months of current fiscal year operating budget inclusive of Town and School budgets.
- The town will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to June Election Voters for approval.
- Departments will coordinate development of the capital improvement budget with development of the operating budget. Future operating, repair and maintenance costs associated with new capital improvements will be projected and included in operating budget forecasts.
- Departments will project equipment replacement and maintenance needs of \$5,000 or more for the next several years and will update this projection each year. From this projection, a schedule will be developed to establish/maintain budget capital improvement reserve accounts for replacement of fixed assets between \$5,000 and \$25,000 in original cost.
- Departments will address annual operating, repair and maintenance (R&M), and materiel acquisition/replacement costs less than \$5,000 in operating budgets.
- The town will establish/maintain asset depreciation accounts in the capital improvement program.

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 includes applicable ancillary costs. All costs must be documented, including methods and sources used to establish any estimated costs.

Asset Classification

Long-term assets are categorized into the following classes:

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

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

Capitalization

For Inventory, Financial Reporting and Depreciation Purposes

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

Construction in Progress Capitalization:

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

Depreciation/Amortization for Long-Term Assets

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

Retention

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

Annual Physical Inventory

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

Internal Controls

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

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

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

PROCESS SUMMARY**Inventory of Existing Facilities**

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

Status of Previously Approved Projects

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

Solicitation, Compilation, and Evaluation of Project Requests

The CIP Committee will solicit departmental recommendations for CIP projects. Each department submits requests which include a clear statement of the need and justification for the project, its costs, its net effect on the

operating budget, and an implementation schedule. The Committee then evaluates each request by reviewing the project information provided and meeting with the requesting department head, if necessary.

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

Town's Financial Capacity

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

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

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

Project Prioritization

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

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

Capital Improvement Program Financing Plan

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

Long-Term Financing:

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

Short-Term Financing and other Service Provision options:

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

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

Capital Improvement Program Recommendation

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

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

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

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

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

Monitoring Approved Projects

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

Capital Improvement Program Updates

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

CAP YEAR	FUND TYPE	FUND CODE	DEPT	Project Name	TYPE	FY17 Approved	Balance as of 12-31-16	FY18 Plan	FY19 Plan	FY20 Plan	FY21 Plan	FY22 Plan	5 YR Totals
CAPITAL HOLDING ACCOUNTS													
	HLDG	CP	4002	DPW	Right of Way Reserve (incl 4005, 4006, 4008, 2090)	Infrastructure	\$ 18,000	\$ 816,200	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
	HLDG	CP	4013	FD	Fire Apparatus & Vehicle Reserve	Vehicles & Equip	\$ 144,750	\$ 181,862	\$ 159,750	\$ 175,900	\$ 165,850	\$ 165,850	\$ 833,200
	HLDG	CP	2057	GG	Open Space Reserve	Open Space	\$ 50,000	\$ 59,047	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 100,000
	HLDG	CP	4027	GG	Municipal Facility Reserve (was Roof Maintenance)	Buildings	\$ 14,425	\$ 180,272	\$ 50,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 850,000
	HLDG	CP		TM	Athletic Field Master Plan	Open Space	\$ -	\$ 28,138	\$ 25,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 825,000
CAPITAL HOLDING ACCOUNTS TOTAL						\$ 227,175	\$ 1,265,520	\$ 434,750	\$ 800,900	\$ 790,850	\$ 790,850	\$ 790,850	\$ 3,608,200
CAPITAL RESERVE ACCOUNTS													
	RES	CP	4012	DPW	DPW Vehicles & Equipment Reserve (incl 4009, 4014,4015, 4023)	Vehicles & Equip	\$ 284,737	\$ 1,220,274	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,400,000
	RES	CP	4017	DPW	MS4 Compliance Reserve	Infrastructure	\$ 35,000	\$ 121,901	\$ 10,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 150,000
	RES	CP	4043	DPW	Parks Reserve (incl 4016)	Open Space	\$ 17,500	\$ 37,508	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
	RES	CP	SCH	ED	School Facility Reserve	Buildings	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
	RES	CP	SCH	ED	School Vehicle Reserve	Vehicles & Equip	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
	RES	CP	SCH	ED	School Equipment Reserve	Vehicles & Equip	\$ 50,000	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 200,000
	RES	CP	SCH	ED	School Technology Reserve	Technology	\$ 40,000	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 200,000
	RES	CP	4056	FD	Fire Equipment Reserve	Vehicles & Equip	\$ 57,667	\$ 85,217	\$ 57,667	\$ 57,667	\$ 57,667	\$ 57,667	\$ 288,335
	RES	CP	4020	GG	Municipal Technology Reserve (was Hardware & Software Upgrade)	Technology	\$ 35,000	\$ 50,460	\$ 35,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 235,000
	RES	CP	4011	KCC	KCC Vehicle Reserve	Vehicles & Equip	\$ 6,000	\$ 14,700	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 30,000
	RES	CP	4019	KCC	KCC Equipment Reserve	Vehicles & Equip	\$ 5,000	\$ 7,688	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
	RES	CP	4051	KCC	KCC Facility Reserve	Buildings	\$ -	\$ 10,000	\$ 10,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 110,000
	RES	CP	4018	KPA	KPA Boat Reserve	Vehicles & Equip	\$ 5,000	\$ 24,997	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 37,500
	RES	CP	4055	KPA	KPA Equipment Reserve (incl 4052)	Vehicles & Equip	\$ 13,000	\$ 50,561	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 65,000
	RES	CP	4116	KPA	KPA Facility Reserve (was Gov Pier)	Infrastructure	\$ 8,000	\$ 8,000	\$ 50,000	\$ 50,000	\$ 10,000	\$ 10,000	\$ 130,000
	RES	CP	4022	PD	Police Vehicle & Equipment Reserve	Vehicles & Equip	\$ 50,000	\$ 45,996	\$ 113,000	\$ 116,000	\$ 92,500	\$ 94,500	\$ 512,000
CAPITAL RESERVE ACCOUNTS TOTAL						\$ 656,904	\$ 1,677,301	\$ 967,167	\$ 1,025,167	\$ 961,667	\$ 963,667	\$ 865,167	\$ 4,782,835
CAPITAL PROJECTS													
2016	PRJ	CP	4110	DPW	Sign Storage Shed	Buildings	\$ -	\$ 24,961					
2017	PRJ	SR	2078	DPW	Emery Field - Phase 1 (was Athletic Field Master Plan)	Open Space	\$ 100,000	\$ 100,000					\$ -
2013	PRJ	CP	4037	FD	SCBA Reimbursement	Vehicles & Equip	\$ 30,000	\$ -					
2016	PRJ	CP	4100	FD	Boiler Replacements - Walker Street Station	Buildings	\$ 15,000	\$ 36,340					
	PRJ	CP	NEW	GG	Zoning Recodification and GIS Upgrade	Regulatory	\$ -	\$ -	\$ 45,000	\$ 30,000			\$ 75,000
	PRJ	CP	4026	GG	Town Hall Records Preservation	Regulatory	\$ 10,000	\$ 12	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
2016	PRJ	CP		GG	Comprehensive Plan Update	Other	\$ 30,000	\$ 33,720					
2017	PRJ	CP	4117	GG	Access Control System	Buildings	\$ 50,000	\$ 50,000					
	PRJ	CP	2053	KPA	Frisbee Wharf Town Pier (Reimb)	Infrastructure	\$ 35,646	\$ (104,956)	\$ 35,646	\$ 33,664			\$ 69,310
	PRJ	CP	4053	KPA	Paving and Pump Out Station - Pepperrell Cove	Infrastructure	\$ 9,250	\$ -					
	PRJ	CP	4115	KPA	Railing & Lighting at Pepperrell Cove	Infrastructure	\$ 45,000	\$ 22,561					
	PRJ	CP	NEW	LIB	Rice and Taylor Lighting	Buildings	\$ -	\$ -	\$ 10,000				\$ 10,000
	PRJ	CP	NEW	LIB	Rice Beam Replacement	Buildings	\$ -	\$ -	\$ 6,740				\$ 6,740
	PRJ	CP	NEW	LIB	Rice Air Conditioning	Buildings	\$ -	\$ -		\$ 51,000			\$ 51,000
	PRJ	CP	NEW	LIB	Rice Elevator	Buildings	\$ -	\$ -			\$ 395,000		\$ 395,000
	PRJ	CP	NEW	LIB	Taylor Elevator	Buildings	\$ -	\$ -			\$ 90,000		\$ 90,000
	PRJ	CP	NEW	LIB	Rice Roof Replacement	Buildings	\$ -	\$ -				\$ 100,000	
CAPITAL PROJECTS TOTAL						\$ 324,896	\$ 162,638	\$ 107,386	\$ 124,664	\$ 10,000	\$ 495,000	\$ 110,000	\$ 747,050
TOTAL ALL CAPITAL						\$ 1,208,975	\$ 3,105,459	\$ 1,509,303	\$ 1,950,731	\$ 1,762,517	\$ 2,249,517	\$ 1,766,017	\$ 9,138,085

YEAR	CAP TYPE	FUND TYPE	FUND CODE	DEPT	Project Name	TYPE	FY17 Approved	Balance as of 12-31-16	FY18 Plan	FY19 Plan	FY20 Plan	FY21 Plan	FY22 Plan	5 YR Totals
DEBT SERVICE														
2002	SCH	DEBT		SCH	Mitchell School	Buildings	\$ 275,494		\$ 266,185	\$ 256,463	\$ 246,488	\$ 236,250	\$ 225,750	\$ 1,231,135
2006	TWN	DEBT		FD	Fire Stations	Buildings	\$ 179,113		\$ 173,488	\$ 158,088	\$ 152,913	\$ 147,738	\$ 142,563	\$ 774,790
2010	TWN	DEBT		DPW	Public Works Department		\$ 51,675		\$ 50,975	\$ 50,231	\$ 49,400	\$ 48,503	\$ 47,563	\$ 246,672
2010	SCH	DEBT		SCH	Mitchell & Shapleigh	Buildings	\$ 490,125		\$ 483,625	\$ 476,719	\$ 469,000	\$ 460,672	\$ 451,938	\$ 2,341,953
2012	TWN	DEBT		KCC	Community Center	Buildings	\$ 379,775		\$ 374,275	\$ 368,775	\$ 363,275	\$ 357,775	\$ 352,275	\$ 1,816,375
2016	TWN	DEBT		DPW	Road Improvements	Infrastructure	\$ 154,700		\$ 152,100	\$ 149,500	\$ 146,900	\$ 144,300	\$ 141,700	\$ 734,500
2016	TWN	DEBT		KCC	Community Center Annex	Buildings	\$ 121,130		\$ 111,150	\$ 109,250	\$ 107,350	\$ 105,450	\$ 103,550	\$ 536,750
2016	SCH	DEBT		SCH	School Various	Buildings	\$ 101,560		\$ 98,850	\$ 97,150	\$ 95,450	\$ 88,800	\$ 87,200	\$ 467,450
TOTAL DEBT SERVICE							\$ 1,753,572		\$ 1,710,648	\$ 1,666,176	\$ 1,630,776	\$ 1,589,488	\$ 1,552,538	\$ 8,149,625
TOTAL CAPTIAL + DEBT														
TOTAL CAPTIAL + DEBT							\$ 2,962,547		\$ 3,219,951	\$ 3,616,906	\$ 3,393,293	\$ 3,839,005	\$ 3,318,555	\$ 17,287,710
VARIANCE FROM PRIOR YEAR							\$ 319,465		\$ 257,404	\$ 396,955	\$ (223,614)	\$ 445,713	\$ (520,450)	
SEWER DEBT														
SEWER DEBT							\$ 847,970		\$ 849,214	\$ 849,028	\$ 847,503	\$ 845,957	\$ 844,247	\$ 4,235,949

POLICY	FY17	FY18
FY2017 Combined Town & School Operating Budget	\$ 28,879,190	
Capital as a % of Combined Budget		5.23%
Debt as a % of Combined Budget	Policy: 10%	8.86%
Capital & Debt as a % of Combined Budget	Policy: 15%	14.09%
Unassigned Reserve Fund of 2.5 Months	\$6,016,497.92	\$ 5,088,925

DETAILED CAPITAL PROJECT REQUESTS

2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4002):



Date: January 4, 2017
 Department: 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: \$ 200,000
 Est. Useful Life (Years):
 If Yes, when? (FY): ONGOING

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:

This reserve account combines all reserve accounts that support Right of Way infrastructure including drainage (4002), road bond (2090), streets and parking lots (4005), sidewalk repairs (4006), and asphalt maintenance (4008) into one account. 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 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 3rd 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. The program is in the process of being revised to reflect current needs and conditions.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 1,000,000	Town Funding Needed:	\$ 200,000
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 _____

FY18	FY19	FY20	FY21	FY22	Total
\$ 200,000	\$ 200,000	\$ 200,000	\$200,000	\$ 200,000	\$1,000,000

2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4013):



Date: November 15, 2016

Department: Fire Department

Project Title: Fire Apparatus & Vehicle Reserve

Contact: Chief David O'Brien

Previously Presented? ☒ YES ☐ NO

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

Est. Funding Request: \$ 159,750

Est. Useful Life (Years): VARIOUS

If Yes, when? (FY): ONGOING

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 and small vehicles. The large apparatus is 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 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 recommendation incorporates previously excluded small vehicles including the command vehicle and forestry unit. For FY18 the fund will be used to fund replacement of the command vehicle, with the \$40,000 shortfall made up in the four following years.

Photo (click image to insert):



Project Financing:

Total Project Cost: \$ 833,200 Town Funding Needed: \$ 159,750

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

FY18	FY19	FY20	FY21	FY22	Total
\$ 159,750	\$175,900	\$165,850	\$165,850	\$165,850	833,200

Full depreciation schedule for fire apparatus through FY22

							FY18	FY19	FY20	FY21	FY22	
							2.3%	2.3%	2.3%	2.3%	2.3%	
Fire Truck Replacement Reserve												
					Start of Year Balance		\$ 166,862	\$ 271,612	\$ 447,512	\$ 138,362	\$ 304,212	
					Less: Designated Funds Re-							
					Add: CY CIP		\$ 159,750	\$ 175,900	\$ 165,850	\$ 165,850	\$ 165,850	
					Additional Funding Needed							
					Total Available		\$ 326,612	\$ 447,512	\$ 613,362	\$ 304,212	\$ 470,062	
Unit #	Year	Value	Deprec. Years	Years Left	Annual Reserve	Reserve Needed						
Engine 1	1995	\$525,000	25	5	\$ 21,000	\$ 420,000			\$475,000			
Rescue 3	2001	\$475,000	25	12	\$ 19,000	\$ 247,000						
Command	2018	\$55,000	8	8	\$ 6,875	\$ 55,000	\$ 55,000					
Utility 8	2016	\$28,000	20	19	\$ 1,400	\$ 1,400						
Forestry 4	2008	\$46,000	20	13	\$ 2,300	\$ 16,100						
Engine 5	2005	\$525,000	25	15	\$ 21,000	\$ 210,000						
Tank 6	2007	\$400,000	25	18	\$ 16,000	\$ 112,000						
Ladder 2	2009	\$750,000	25	19	\$ 30,000	\$ 180,000						
		\$2,804,000			\$ 117,575	\$ 1,241,500	\$ 55,000	\$ -	\$ 475,000	\$ -	\$ -	
					Excess (Shortfall)		\$ 271,612	\$ 447,512	\$ 138,362	\$ 304,212	\$ 470,062	

2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (2057):



Date: January 3, 2017

Department: Administration

Project Title: Open Space Reserve

Contact: Kendra Amaral

Previously Presented? ☒ YES ☐ NO

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

Est. Funding Request: \$ 0

Est. Useful Life (Years): 5-10

If Yes, when? (FY): ONGOING

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 and will be used to support the Emery Field Phase 1 project.

Photo (click image to insert):



Project Financing:

Total Project Cost: \$ 100,000 Town Funding Needed: \$ 0

Amount and Type of Outside Funding Sources: \$

Salvage Value of Existing Equipment? \$

Comments:

Comments:

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance \$

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

Comments:

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

FY18	FY19	FY20	FY21	FY22	Total
\$ 0	\$25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$100,000

2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4027):



Date: December 30, 2016

Department: Administration

Project Title: Municipal Facility Reserve

Contact: Kendra Amaral

Previously Presented? ☒ YES ☐ NO

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

Est. Funding Request: \$ 50,000

Est. Useful Life (Years): 10-30

If Yes, when? (FY): ONGOING

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 requests combines the Facility Reserve and Roof Reserve contemplated in the FY17-FY21 Plan. It is a reserve for municipal facility repairs. Projects will include major replacements such as roofs, HVAC/MEP systems, energy efficient upgrades, and expansion as needed. This requests combines the Facility Reserve and Roof Reserve contemplated in the FY17-FY21 Plan. Presently, most of the Town facilities' roofs are newer and not in need of replacement in the short term. FY18 projects will likely include initiation of a facility master plan process to better identify and plan for large building needs in the future, and design of a fit-up for the 2nd floor of Town Hall.

Photo (click image to insert):



Project Financing:

Total Project Cost: \$850,000 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: 7/1/2016

What Planning Has Been Done for Project?

Is Funding Necessary for Further Plans/Estimating?

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

FY18	FY19	FY20	FY21	FY22	Total
\$ 50,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 850,000

2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4003):



Date: December 30, 2016

Department: Parks

Project Title: Athletic Fields Master Plan Reserve Fund

Contact: Kendra Amaral

Previously Presented? ☒ YES ☐ NO

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

Est. Funding Request: \$ 25,000

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

If Yes, when? (FY): FY 2017

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 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 will be phased, by priority and as particular opportunities arise.

Phase 1 of the Emery Field improvement is underway at an estimated cost of \$380,000. Construction will begin June 2017. The FY18 and FY19 requests focus on funding for design of the next project.

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:	\$ GRANT 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	

FY18	FY19	FY20	FY21	FY22	Total
\$ 25,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 850,000

Please Provide and/or Attach Additional Project Details

2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4012):



Date: January 4, 2017

Department: Public Works

Project Title: Vehicles and Equipment Reserve

Contact: David Rich

Previously Presented? ☒ YES ☐ NO

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

Est. Funding Request: \$ 500,000

Est. Useful Life (Years): EXCEEDED ON MOST

If Yes, when? (FY): ONGOING

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 reserves account combines all vehicle and equipment reserves (4009, 4012, 4014, 4015, and 4023) into one account to support all DPW Vehicles and Equipment repair and replacement. These accounts combined have been historically underestimated in terms of the replacement costs. In many cases, equipment has been used long past its useful life. The cost to get caught up to replacement and depreciation schedules for FY18 would be approximately \$2.9M. Annually depreciation should be funded at approximately \$470,000. This request seeks to fund replacement based on a specific schedule while building reserves to approximately \$400,000 by 2035. Attached is the specific replacement schedule for the next 13 years.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$2,400,000	Town Funding Needed:	\$500,000
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 _____

FY18	FY19	FY20	FY21	FY22	Total
\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 400,000	\$2,400,000

Town of Kittery New/Replacement Schedule and Estimated Costs Public Works2018 Vehicles and Equipment Highway Division:Account Number: 4012																	
Unit	Year Purchased	Cost	Vehicle Description	2017 Replacement	2018 Replacement	2019 Replacement	2020 Replacement	2021 Replacement	2022 Replacement	2023 Replacement	2024 Replacement	2025 Replacement	2026 Replacement	2027 Replacement	2028 Replacement	2032 Replacement	2035 Replacement
402	2001	95,000	8 cy dump plow, wing, sander	167,307													
403	2001	95,000	8 cy dump, plow, wing, sander	167,307													
404	2001	95,000	8 cy dump, plow, wing, sander						186,807								
405	2005	60,000	550, 4WD, 3cy, SS dump, 9' plow	82,475													
406	2001	95,000	8 cy dump, plow, wing, sander			176,347											
407	2005	70,000	550, 4WD, 3cy, SS dump, 10' plow, wing	104,085													
409	2001	95,000	8 cy dump, plow, wing, sander	167,307													
410	2014	59,000	350, 4wd, pick up utility body, 9' plow								82,345						
411	2012	20,000	F150 4WD Pickup						50,000								
411A	2007	17,719	Rondo LX			20,200											
412	2001	95,000	8 cy dump, plow, wing, sander						186,807								
413	2005	60,000	550, 4WD, 3cy, SS dump, 10' plow	82,475													
415	2006	185,000	sweeper, basin cleaner		310,000												
416	2005	25,000	F250, 4wd, , 8' plow					69,000									
417	1994	95,000	8 cy dump, plow, wing, sander	167,307													
419	2012	10,000	Low Pro trailer											11,500			
422	2014	103,000	4wd, loader/backhoe, 1 3/4 cy						121,750								
427	2008	121,900	4wd,loader 3 cy				212,710										
429	2006	108,000	MT, sidewalk plow				163,065										
430	2007	2,400	Sidewalk Sweeper walk behind											4,980			
431	2007	2,400	Sidewalk Sweeper walk behind											4,980			
432	2000	15,000	MV2 Sidewalk Plow	151,465													
438	2001	40,000	Culvert Cleaning Trailer, Diesel					80,000									
440	1994	4,000	Welder with Trailer						4,620								
441	1987	2,500	Roller Trailer	3,000													
444	1994	10,000	P185DWJD Air Compressor	30,000													
445	1995	10,700	Paving Roller	16,000													
448	1980	1,000	Trailer 6000 lbs	3,000													
449	1962	5,000	Equipment Trailer 20 ton	17,885													
453	1996	1,600	Plate Compactor	2,000													
457	2002	9,225	Mini Paver Sidewalks						16,800								
458	2001	3,400	Reversible Plate Compactor					8,580									
491	1997	2,500	Pavement Cutter	3,000													
529	2012	3,800	Line Striping Machine													4,160	
533	2017	8,137	Vehicle Diagnostic Tool	11,729					11,980					12,230			
561	2002	1,500	Air Compressor							9,370							
579	2007	Unknown	Waste Oil Furnace						7,820								
591	1992	1,200	Gantry Hoist	3,000													
591A	1992	Unknown	Bridge Crane Support	10,000													
592	1994	2,421	Welder	3,660													
594	1994	Unknown	Vehicle Lift	9,600													
595	2010	23,000	Generator-Dielsel 60KW														29,620
597	Unknown	Unknown	Plasma Cutter	1,550													
598	1993	3,500	Pressure Washer 3500 psi	3,699													
599	2017	Unknown	(4) Sander Racks	14,000													
610 (25)	Unknown	Unknown	(25 units)Vehical Radios	11,000	2,000	2,000	2,000	1,000	4,000	3,000							
In-Town Parks and Fort Foster Division:																	
401	2005	60,500	550, 4wd, 3cy, ss dump, 10' plow	97,910													
414	2005	60,000	550 4wd 3 cy, SS dump, 9' plow	78,980													
420	2006	12,000	Z-Track					29,200									
421	2010	38,000	B3030 loader,mower,sweeper, tiller									53,000					
426	1999	14,000	4wd fr mower	17,000													
428	2013	15,000	2wd Zero Turn Mower												22,500		
450	2000	5,000	trailer				7,950										
477/478	1996	4,000	Leaf loader	10,000													
Solid Waste Division:																	
423	2003	92,500	544H, loader		190,000												
424	2011	46,428	L185, skid steer										92,900				
425	2007	40,000	L185, skid steer						77,500								
437	1994	58,000	RD-40B, screen all					119,040									
439	2002	45,000	trailer	67,299													
442	1990	15,000	290, chipper			47,220											
488	2012	800	Enclosed Trailer						4,400								
500	2015	310,530	TR-10N-75 Auto Baler														502,530
501	1991	41,000	baler conveyor			154,200											
502	1998	10,000	Trash Trailer							109,750							
503	2004	70,000	trash compactor									110,020					
504	1995	15,000	old compactor						26,050								
505	1978	3,000	air compressor								7,780						
508	1966	2,500	air compressor								7,540						
510	1995	7,651	glass surge hopper/vari spd convey							10,525							
511	1995	8,625	glass transfer glass conveyor									10,455					
512	1995	1,868	glass breaker									11,275					
513	1995	14,997	glass pulverizer							18,700							
514	1995	5,252	can surge hopper/conveyor							7,400							
515	1995	1,500	portable inclined screen							7,650							
516	1995	5,951	cross belt magnetic steel can convey							20,725							
517	1995	20,600	steel can densifier/biscuit maker		60,000												
518	1995	5,400	sorting conveyor									6,850					
519	1995	6,175	alum can flatttener								24,410						
520	1995	9,165	alum can two yd compactor				12,260										
521	1995	4,898	alum can 40 cu. yd. roll-off				6,650										
522	1995	4,898	HDPE 40 cu. yd. roll-off				6,650										
523 (12)	1980	3,000	12-30 cu.yd. roll off for storage	10,000	10,000		22,210										
524	2000	3,500	pressure washer 3500 psi	3,699													
525	2004	11,000	Paper shredder								37,950						
561	2002	1,500	air compressor							11,410							
Cost				\$ 1,517,739.00	\$ 572,000.00	\$ 399,967.00	\$ 433,495.00	\$ 306,820.00	\$ 667,864.00	\$ 229,200.00	\$ 135,615.00	\$ 216,010.00	\$ 92,900.00	\$ 33,690.00	\$ 22,500.00	\$ 4,160.00	\$ 532,150.00
Trade-In				\$ 127,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cost				\$ 1,390,239.00	\$ 572,000.00	\$ 399,967.00	\$ 433,495.00	\$ 306,820.00	\$ 667,864.00	\$ 229,200.00	\$ 135,615.00	\$ 216,010.00	\$ 92,900.00	\$ 33,690.00	\$ 22,500.00	\$ 4,160.00	\$ 532,150.00
CIP Funding				\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 400,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00
Account Balance				\$ 1,438,717.76	\$ 48,478.76	\$ (23,521.24)	\$ 76,511.76	\$ 143,016.76	\$ 336,196.76	\$ 68,332.76	\$ 39,132.76	\$ 103,517.76	\$ 87,507.76	\$ 194,607.76	\$ 360,917.76	\$ 538,417.76	\$ 734,257.76
Remaining Account Balance				\$ 48,478.76	\$ (23,521.24)	\$ 76,511.76	\$ 143,016.76	\$ 336,196.76	\$ 68,332.76	\$ 39,132.76	\$ 103,517.76	\$ 87,507.76	\$ 194,607.76	\$ 360,917.76	\$ 538,417.76	\$ 734,257.76	\$ 402,107.76

2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4017):



Date: January 4, 2017

Department: Public Works

Project Title: MS4 Compliance Reserve

Contact: David Rich

Previously Presented? ☒ YES ☐ NO

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

Est. Funding Request: \$ 10,000

Est. Useful Life (Years):

If Yes, when? (FY): ONGOING

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 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:

The Town of Kittery is subject to the 2013-2018 General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4s). The Department of Public Works is required to: Prepare and maintain a map of the storm drain system and use it to conduct inspections of catch basins, outfalls, and ditches to evaluate them for signs of illicit discharges; perform swale restoration, install and replace inserts, and maintain/replace/repair existing stormwater collection systems and outfalls. The new 2018-2023 permit requirements are expected to be more stringent and require additional investment in the stormwater systems. A map of the storm drain system was completed in a prior year as well as some restoration and repair projects. In FY18 the town will focus on marking stormwater collection locations and outfalls and replacing inserts.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 150,000	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	

FY18	FY19	FY20	FY21	FY22	Total
\$ 10,000	\$ 35,000	\$ 35,000	\$35,000	\$ 35,000	\$150,000

Please Provide and/or Attach Additional Project Details

Kittery must complete an evaluation of all municipal properties for stormwater retrofit potential to reduce impervious cover and prepare a rolling list of five (5) properties that could be retrofitted with stormwater treatment infrastructure. Retrofits could cost from \$20,000 to \$50,000 per acre of impervious cover. Potential locations are: Kittery Fire Department (Gorges Rd), Municipal Complex (Town Hall, Police, DPW), Kittery Community Center, Harbormaster facility on Bellamy Lane, Memorial Field, Haley Field, Shapleigh Field and Shapleigh Middle School.

2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4043):



Date: January 4, 2017

Department: Public Works

Project Title: Parks Reserve

Contact: David Rich

Previously Presented? ☒ YES ☐ NO

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

Est. Funding Request: \$ 20,000

Est. Useful Life (Years):

If Yes, when? (FY): ONGOING

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:

The FY18 proposal includes combining Account 4043 reserve with Account 4016 (Fort Foster Pier). This reserve will support the repair and replacement of all town park related infrastructure. We currently maintain various cemeteries, field irrigation systems, fences, and park buildings, and the Fort Foster pier. FY18 will focus on the second phase of the Fort Foster Pier repair (total estimated cost of \$32,000) and repairs to Fort Foster pavilions.

Photo (click image to insert):



Project Financing:

Total Project Cost: \$ 100,000 Town Funding Needed: \$ 20,000

Amount and Type of Outside Funding Sources: \$

Salvage Value of Existing Equipment? \$

Comments:

Comments:

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance \$

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

Comments:

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

FY18	FY19	FY20	FY21	FY22	Total
\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000

2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (SCH):



Date: NOVEMBER 16, 2016

Department: Kittery School Department

Project Title: School Facility Reserve

Contact: Allyn Hutton, Superintendent

Previously Presented? ☒ YES ☐ NO

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

Est. Funding Request: \$ 50,000

Est. Useful Life (Years): N/A

If Yes, when? (FY): ONGOING

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

Project Description:

Photo (click image to insert):

Annual request to allocate funding for ongoing facility and infrastructure replacement and repairs. Projects include flooring repairs and replacement, parking lot maintenance, other projects as needed.

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 \$50,000

FY18	FY19	FY20	FY21	FY22	Total
\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000

2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (SCH):



Date: NOVEMBER 16, 2016

Department: Kittery School Department

Project Title: School Vehicle Reserve

Contact: Allyn Hutton, Superintendent

Previously Presented? ☒ YES ☐ NO

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

Est. Funding Request: \$ 10,000

Est. Useful Life (Years):

If Yes, when? (FY): ONGOING

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

Project Description:

Photo (click image to insert):

Annual request to allocate funding for replacement of the school maintenance truck and student transport van when needed.

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 \$50,000

FY18	FY19	FY20	FY21	FY22	Total
\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000

2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (SCH):



Date: NOVEMBER 16, 2016

Department: Kittery School Department

Project Title: School Equipment Reserve

Contact: Allyn Hutton, Superintendent

Previously Presented? ☒ YES ☐ NO

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

Est. Funding Request: \$ 40,000

Est. Useful Life (Years): N/A

If Yes, when? (FY): ONGOING

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 checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

Photo (click image to insert):

Annual request to allocate funding for ongoing equipment replacement, upgrades and repairs. Projects include upgrade of generator transfer switch, HVAC equipment replacement, purchase of maintenance equipment, and other needs.

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	\$50,000

FY18	FY19	FY20	FY21	FY22	Total
\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000

2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (SCH):



Date: NOVEMBER 16, 2016

Department: Kittery School Department

Project Title: **School Technology Reserve**

Contact: Allyn Hutton, Superintendent

Previously Presented? ☒ YES ☐ NO

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

Est. Funding Request: \$ 40,000

Est. Useful Life (Years): N/A

If Yes, when? (FY): ONGOING

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:

Photo (click image to insert):

Annual request to allocate funding for ongoing technology replacement, upgrades and repairs. Projects include hardware systems upgrades and replacements, and other projects as needed.

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	

FY18	FY19	FY20	FY21	FY22	Total
\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000

2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4056)



Date: November 15, 2016

Department: Fire Department

Project Title: Fire Equipment Reserve

Contact: Chief David O'Brien

Previously Presented? ☒ YES ☐ NO

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

Est. Funding Request: \$57,667

Est. Useful Life (Years): VARIOUS

If Yes, when? (FY): ONGOING

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 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

This reserve account combines Fire equipment (4056) and Fire Radio account (4013) into a single reserve. The Fire Department purchased new self-contained breathing apparatus (SCBA) in FY13 and new protective clothing including pants, coats, boots and helmets in FY's 13-15. The life expectancy of SCBA is ten years and the National Fire Protection Association (NFPA) requirement for replacement of protective clothing is ten years. The effective and safe operations on a fire ground require the use of hand held communication equipment (portable radios). These require replacement approximately every 10 years. All radios should be no more than 3 to 5 years' difference in age due to changes in design and functionality over different model years. The FD has 24 radios; it should have 30 radios.



Project Financing:

Total Project Cost:	\$57,667	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	\$ 2,344	Comments:	Annual test and certification and repairs
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$ 0	Comments:	

Project Planning:

Proposed Start Date of Project:	
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

FY18	FY19	FY20	FY21	FY22	Total
\$ 57,667	\$ 57,667	\$ 57,667	\$ 57,667	\$ 57,667	\$288,335

Please Provide and/or Attach Additional Project Details

The department has in operation 24 SCBA units and in conjunction with firefighter protective clothing completes the full ensemble required by regulation to outfit and protect a firefighter. NFPA updates and revises the SCBA standard on a three-year schedule to ensure safety enhancements and technology is applied. Next to protective clothing the SCBA is the most utilized piece of protective equipment on the fire ground and during training evolutions. At the end of ten years the equipment has depreciated, is costing more for maintenance and repair, and is basically worn out.

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.

Effective and safe operations on a fire ground require the use of hand held communication equipment (portable radios). Portable radios are carried by all firefighters at an incident and provide not only a basic communication tool but a lifeline back to the incident commander should a MAYDAY occur. Our equipment has a useful life of ten years.

2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4020):



Date: December 30, 2016

Department: Administration

Project Title: Technology Reserve

Contact: Kendra Amaral

Previously Presented? ☒ YES ☐ NO

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

Est. Funding Request: \$ 35,000

Est. Useful Life (Years): 5-7

If Yes, when? (FY): ONGOING

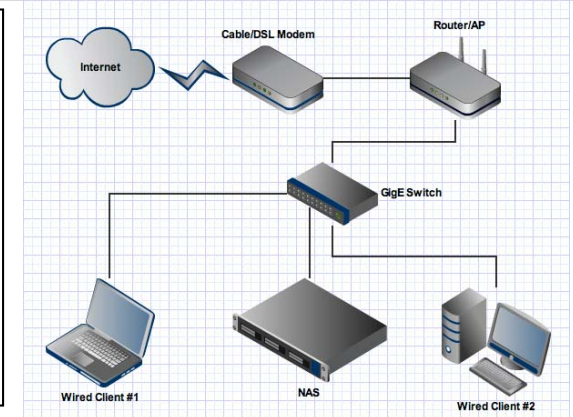
Project Type: Check All That Apply -

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:

This fund is being classified as the Technology Reserve (formerly Computer Hardware and Software). 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. For the current year, (FY17) cost of replacement for existing obsolete equipment is \$41,000. The Technology Reserve will also support upgrades that improve efficiency and/or functionality including a VOIP conversion, and one-time setup/initiation costs for new productivity software such the Town website redesign, expansion of online services, and implementation of internal workflow management software.

Photo (click image to insert):



Project Financing:

Total Project Cost: \$ 235,000 Town Funding Needed: \$ 35,000

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: 7/1/2017

What Planning Has Been Done for Project?

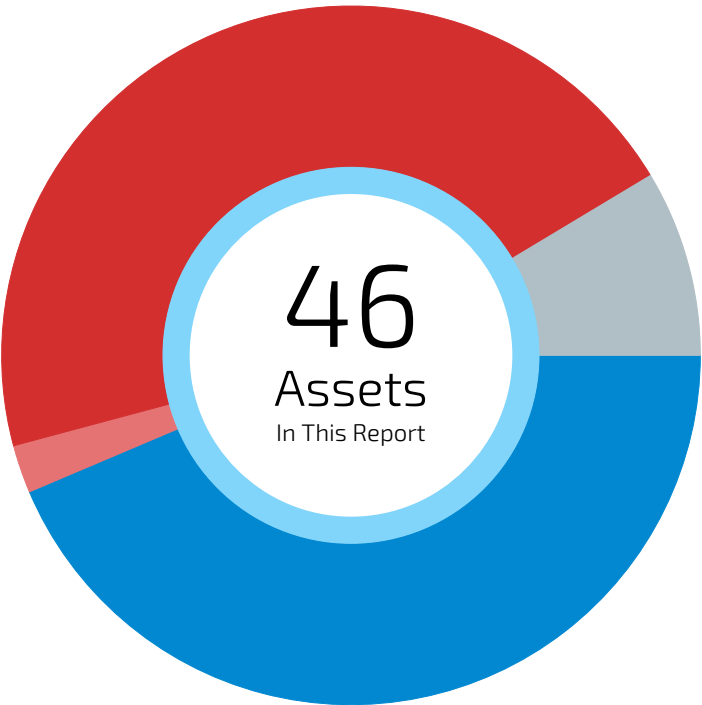
Consultation with our IT provider, Two-Way Communications.

Is Funding Necessary for Further Plans/Estimating?

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

FY18	FY19	FY20	FY21	FY22	Total
\$ 35,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$235,000

Please Provide and/or Attach Additional Project Details



About This Report

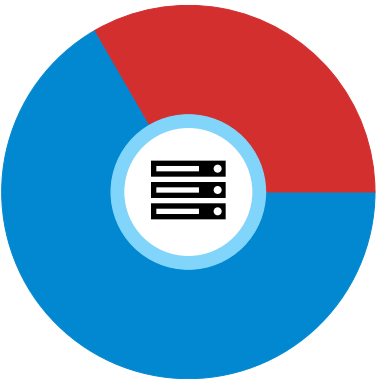
This is an overview of known server and workstation assets for Kittery Town Office. A detailed breakdown starts on page 2. The sample evergreen report appearing on the last page is for discussion purposes only, and doesn't represent an actual quote. Please contact us with any questions and we would be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

- 20 In Warranty**
Currently under warranty
- 1 Expiring Soon**
Expiring within 90 days
- 21 Expired**
Already expired
- 4 Unknown**
Under review or unknown

Operating System:

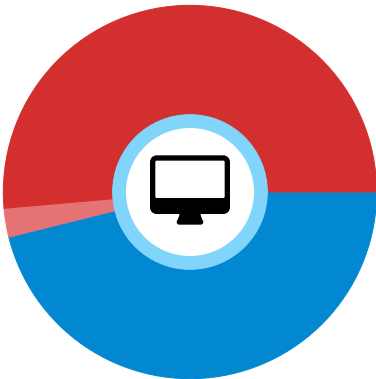
46 Supported
Within support period

3
Servers



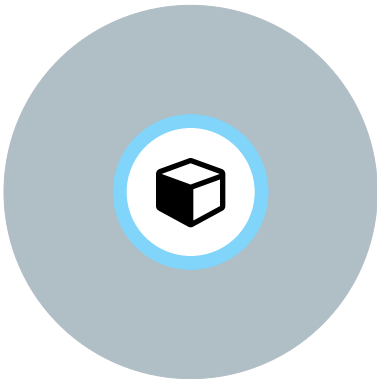
- 2 In Warranty**
 - 1 Expired**
- Operating System:
3 Supported

39
Workstations

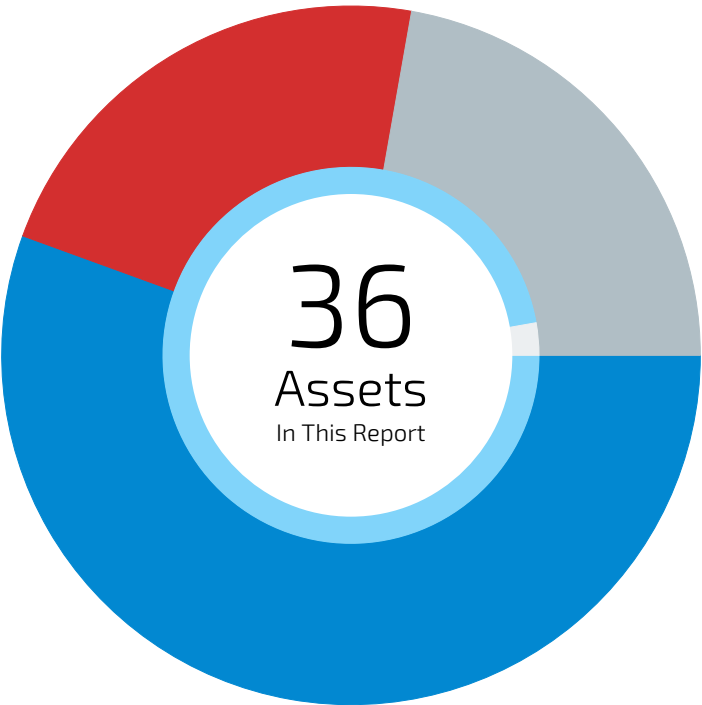


- 18 In Warranty**
 - 1 Expiring Soon**
 - 20 Expired**
- Operating System:
39 Supported

4
Virtual Machines

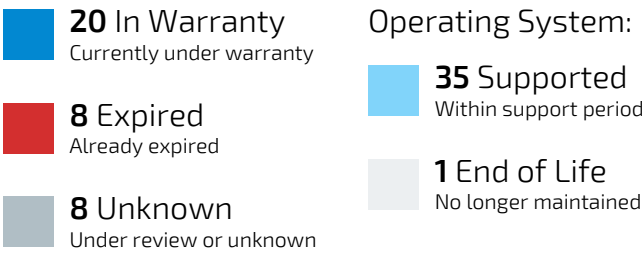


- Operating System:
4 Supported

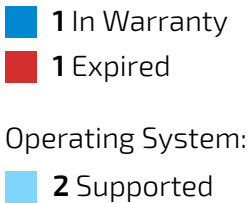
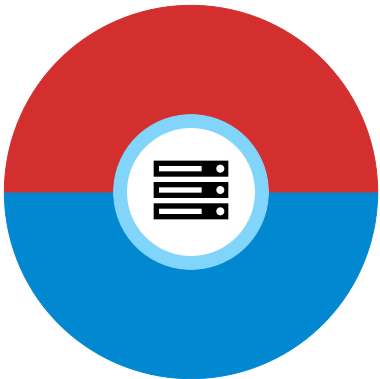


About This Report

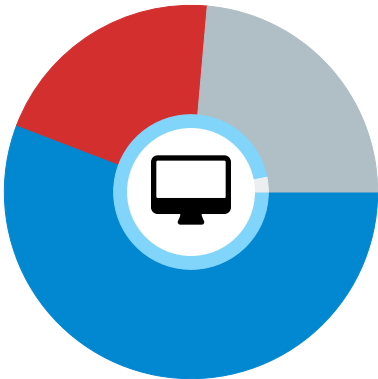
This is an overview of known server and workstation assets for Kittery Police Department. A detailed breakdown starts on page 2. The sample evergreen report appearing on the last page is for discussion purposes only, and doesn't represent an actual quote. Please contact us with any questions and we would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

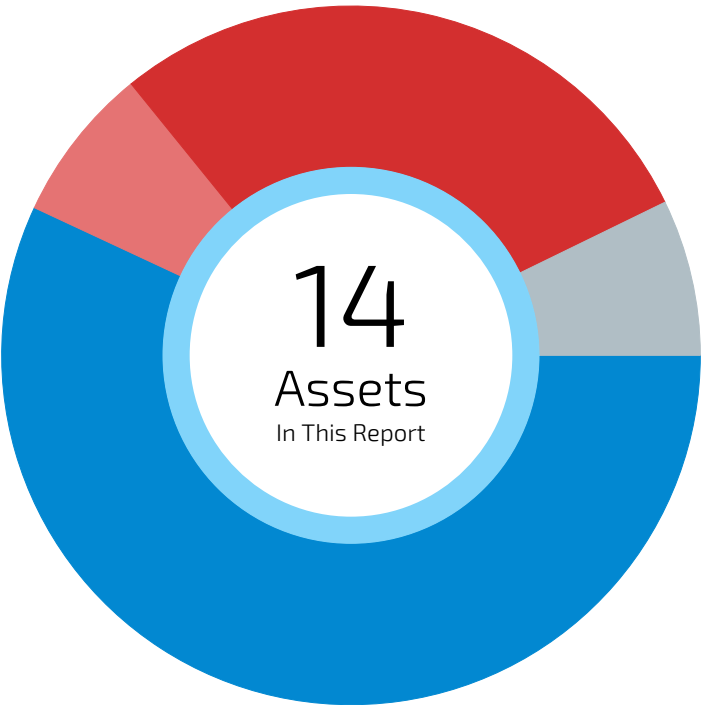


2
 Servers



34
 Workstations





About This Report

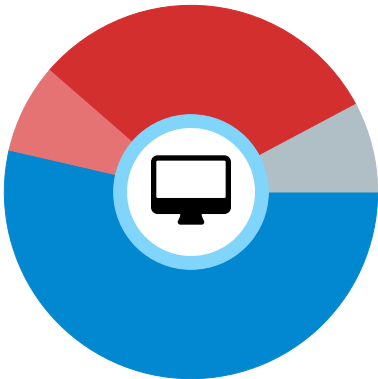
This is an overview of known server and workstation assets for Kittery Recreation Department. A detailed breakdown starts on page 2. The sample evergreen report appearing on the last page is for discussion purposes only, and doesn't represent an actual quote. Please contact us with any questions and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



1
 Servers



13
 Workstations



2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4011):



Date: November 15, 2016
Department: Kittery Community Center
Project Title: KCC Vehicle Reserve
Contact: Janice Grady, Director
Previously Presented? ☒ YES ☐ NO

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$ 6,000
Est. Useful Life (Years): 7-10 YEARS
If Yes, when? (FY): ONGOING

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:

Photo (click image to insert):

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 2016-17 - \$23,000-26,000

In the past, we would have to borrow a truck from the highway department when we needed to use one. 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.



Project Financing:

Total Project Cost:	\$ 30,000	Town Funding Needed:	\$ 6,000
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 _____

FY18	FY19	FY20	FY21	FY22	Total
\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 30,000

2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4019):



Date: November 15, 2016
Department: Kittery Community Center
Project Title: KCC Equipment Reserve
Contact: Janice Grady, Director
Previously Presented? ☒ YES ☐ NO

Dept. Priority (1 of 3, etc.): 2
Est. Funding Request: \$ 5,000
Est. Useful Life (Years): RESERVE ACCT
If Yes, when? (FY):

Project Type: Check All That Apply -

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

Project Description:

This account has been renamed to KKC Equipment Reserve. It has been an ongoing funded reserve account. Some of the weight machines we have are over 20 years old donated by York Hospital and will need to be replaced as they break down. Parts are not easily available and we have difficulty getting a tech to service them. Also, this account is used for any custodian equipment needed to replace or add to the machinery as appropriate. FY18 will focus on replacement of the gym equipment as needed.

Additional adjustment to this account will be sought in coming years to address required theater equipment replacement and repair, including lighting, sound, and stage equipment.

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:	
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	

FY18	FY19	FY20	FY21	FY22	Total
\$ 5,000	\$ 5,000	\$5,000	\$ 5,000	\$ 5,000	\$ 25,000

2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4051):



Date: November 15, 2016
Department: Kittery Community Center
Project Title: KCC Facility Reserve
Contact: Janice Grady, Director
Previously Presented? ☒ YES ☐ NO

Dept. Priority (1 of 3, etc.): 2
Est. Funding Request: \$ 10,000
Est. Useful Life (Years):
If Yes, when? (FY): ONGOING

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 has been renamed as KCC Facility Reserve. 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. There are areas that will need to be paved. The playground needs to be updated it has had many repairs. We also need to resolve our vehicles not being sheltered from inclement weather.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 110,000	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 _____

FY18	FY19	FY20	FY21	FY22	Total
\$ 10,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 110,000

2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4018):



Date: November 21, 2016

Department: Kittery Port Authority

Project Title: Kittery Port Authority Boat Reserve

Contact: Harbormaster Scott Alessi

Previously Presented? ☒ YES ☐ NO

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

Est. Funding Request: \$ 7,500

Est. Useful Life (Years): 7-10

If Yes, when? (FY): ONGOING

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. FY18 will focus on replacing the 24' Seapro with a boat that allows greater access to KPA jurisdictional waters during hightide. The Seapro has limited access during certain times of the day. It's expected resale value is \$10,000. The Seapro will be replaced with 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: \$ 37,500 Town Funding Needed: \$ 7,500

Amount and Type of Outside Funding Sources: \$ Comments: As needed

Salvage Value of Existing Equipment? \$ 10,000 Comments:

Future Costs & Operating Expenses:

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

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

Project Planning:

Proposed Start Date of Project:

What Planning Has Been Done for Project?

Is Funding Necessary for Further Plans/Estimating?

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

FY18	FY19	FY20	FY21	FY22	Total
\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 37,500

2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4055):



Date: December 30, 2016

Department: KPA

Project Title: Kittery Port Authority Equipment Reserve

Contact: Kittery Port Authority

Previously Presented? ☒ YES ☐ NO

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

Est. Funding Request: \$ 13,000

Est. Useful Life (Years): 5

If Yes, when? (FY): ONGOING

Project Type: Check All That Apply -

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

Project Description:

This reserve account combines the KPA equipment reserve (4055) and the ramp and float reserve (4052). 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. FY18 the Ramp and Float reserve will be incorporated. Ramp and Float replacement will be for the maintenance and replacement of existing ramps and floats at approximately 2-3 per year.

Photo (click image to insert):



Project Financing:

Total Project Cost: \$ 65,000 Town Funding Needed: \$ 13,000

Amount and Type of Outside Funding Sources: \$ 0

Salvage Value of Existing Equipment? \$ 0

Comments:

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

FY18	FY19	FY20	FY21	FY222	Total
\$13,00	\$13,000	\$13,000	\$13,000	\$13,000	\$65,000

2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4116):



Date: December 28, 2016

Department: Kittery Port Authority

Project Title: **Kittery Port Authority Facility Reserve**

Contact: Kittery Port Authority

Previously Presented? ☒ YES ☐ NO

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

Est. Funding Request: **\$ 50,000**

Est. Useful Life (Years): **25 YEARS**

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

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:

This fund has been renamed as the KPA Facility reserve and incorporates the Government Pier fund. The reserve will be used for the maintenance and upkeep of the Town-owned piers. Pepperrell Cove and the Traip facilities have recently received significant capital investment and should require minimal replacement or repair in the near term. Conversely Government Street Pier needs significant rehabilitation which may include replacement of the support structure and decking. A structural assessment of the pier is underway and will inform next steps.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 130,000	Town Funding Needed:	\$ 50,000
Amount and Type of Outside Funding Sources:	\$	Comments:	Potential for a SHIP grant if needed
Salvage Value of Existing Equipment?	\$ 0	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$ 0	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$ 0	Comments:	

Project Planning:

Proposed Start Date of Project:	
What Planning Has Been Done for Project?	Engineering Assessment from 2008
Is Funding Necessary for Further Plans/Estimating?	No
Can the Project be Phased? If yes, expenditure by year	Yes

FY18	FY19	FY20	FY21	FY21	Total
\$50,000	\$50,000	\$10,000	\$10,000	\$10,000	\$130,000



2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4022)



Date: November 18, 2016
Department: Kittery Police Department

Project Title: Cruiser Purchase/Replacement

Contact: James Soucy, Chief of Police

Previously Presented? ☒ YES ☐ NO

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

Est. Funding Request: \$ 113,000

Est. Useful Life (Years): 3 TO 5 YEARS

If Yes, when? (FY): ONGOING

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

Project Description:

KPD needs 13 working vehicles for minimum efficiency. There are currently 10 working vehicles in the fleet—5 nearing replacement with over 100K-150K miles. In 2016 we added a Sgt. position necessitating '6 line vehicles'. The all-wheel drive Police platform is the best option as the KPD moves forward with fleet improvements. Vehicle cost can range from \$28,000 - \$33,000. Vehicle setup (Prisoner cage, lights, siren, lettering, etc.) costs can vary from \$16,000 to \$26,000 depending on the equipment needed. When possible equipment is reused from the older units, resulting in savings. Program cars are less expensive, are not equipped with the Police platform, and have lower annual mileage. In FY 2018 we will replace/up-fit 2 SUV's and 1 Detective vehicle. The rotation of the vehicles is based upon mileage, year of the vehicle, and cost and frequency of maintenance. This requires the actual scheduling of replacements to be flexible.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$512,000	Town Funding Needed:	\$113,000
Amount and Type of Outside Funding Sources:	\$ 0	Comments:	
Salvage Value of Existing Equipment?	\$ 0	Comments:	Decommissioned vehicles are auctioned

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 _____

FY18	FY19	FY20	FY21	FY22	Total
\$113,000	\$116,000	\$92,500	\$94,500	\$96,000	\$512,000

Police Fleet Mapping

FY2017

2 line	PU	>70K
4 line	SUV	>65K
5 line	SUV	>95K
6 line	SUV	>60K
*17 line	SUV	new
3 line	Sedan	>120K
*18 Chief	SUV	new
12 SRO	Chev	>95K
11 LT	Chev	>135K
16 ACO	Ford	>150K
9 Detective	Ford	>165K
13 Unmarked spare Sedan		>140K
No Line Backup		

Purchase 2 Interceptors #s 17,18

Costs, 2 cars, 2 upfits, 1 computer
Approx. **\$88,106.00**

***No line b/u this year. Adding a Sgt.

FY2018

*19 line	SUV	new
6 line	SUV	>85K
4 line	SUV	>95K
17 line	SUV	>35K
*20 line	SUV	new
5 line	SUV	>100K
18 Chief	SUV	>25K
12 SRO	Chev Sedan	>105K
11 LT	Chev Sedan	>150K
*25 Detective	Program Sedan	new
2 ACO	PU	>80K
13 Unmarked Training Car		>135K
No Line Backup		

Purchase 2 Interceptors, 1 Program (Car #s 19,20,25

Costs, 3 cars, 3 upfits, 2 computer
Approx. **\$112,881.00**

Trade 3 >125,9 >170 16 >160

FY2019

19 line	SUV	>15K
*21 line	SUV	new
*22 line	SUV	new
17 line	SUV	>65K
20 line	SUV	>30K
5 line	SUV	>105K
18 Chief	SUV	>50K
6 SRO	SUV	>115K
*26 LT Program Sedan		new
2 ACO	PU	>85K
25 Detective	Sedan	>35K
4 Line Backup SUV		>105K
11 Unmarked Spare Seda		>160K

Purchase 2 Interceptors, 1 Program Car #s 21,22,26

Costs, 3 cars, 3 upfits, 2 computers
Approx. **\$115,098.00**

Trade 12 >125,13 >140

FY2020

19 line	SUV	>35K
21 line	SUV	>35K
22 line	SUV	>35K
*23 line	SUV	new
*24 line	SUV	new
20 line	SUV	>65K
18 Chief	SUV	>75K
6 SRO	SUV	>125K
26 LT	Sedan	>30K
2 ACO	PU	>90K
25 Detective	Sedan	>50K
17 Line BU 4 yoa SUV		>95K
4 make unmarked SUV		>120K

Purchase 2 Interceptors #s 23,24

Costs, 2 cars, 2 upfits , 2 computers
Approx. **\$92,316.00**

Trade 5 >120,11 >165

FY2021

*27 line	SUV	new
*28 line	SUV	new
22 line	SUV	>65K
23 line	SUV	>35K
24 line	SUV	>35K
21 line	SUV	>70K
18 Chief	SUV	>100K
6 SRO	SUV	>135K
26 LT	Sedan	>50K
19 ACO	SUV	>55K
25 Detective	Sedan	>65
20 Line BU 4 yoa SUV		>75K
4 Unmarked Spare SUV		>125K

Purchase 2 Interceptors #s 27,28

Costs, 2 Cars, 2 Upfits, 2 computers
Approx. **\$94,122.00**

Trade 2 >95K, 17 >100K

FY2022

27 line	SUV	>20k
28 line	SUV	>35k
23 line	SUV	>65k
24 line	SUV	>65k
*29 line	SUV	new
*30 line	SUV	new
18 Chief	SUV	>130k
26 LT	Sedan	>80k
19 ACO	SUV	>60k
25 Detective	Sedan	>80k
22 SRO	SUV	>75k
Trade 4 >130k, 6 >145k		

Purchase 2 Interceptors #s 29,30

Costs, 2 Cars, 2 Upfits, 2 computers
Approx. **\$96,004.00**

2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (NEW):



Date: November 17, 2016

Department: Planning and Code

Project Title: Zoning Recodification and GIS Upgrade

Contact: Chris DiMatteo

Previously Presented? ☒ YES ☐ NO

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

Est. Funding Request: \$ 45,000

Est. Useful Life (Years):

If Yes, when? (FY):

Project Type: Check All That Apply -

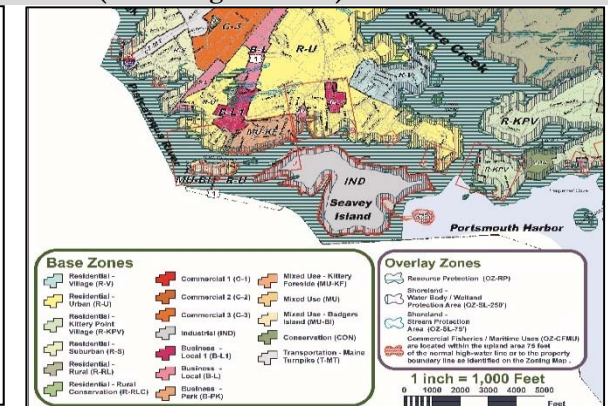
Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input checked="" type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input checked="" type="checkbox"/>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

Project Description:

Through the Comp Plan process, two critical topics surfaced; the need to have a Land Use Code that reflects the desired vision of the town, and the need to provide accurate and useful information to the public. The Land Use Code and associated materials are critical to maintaining and growing the town's financial supports and has a direct impact on the physical character and use of real property. This project will focus on a comprehensive review of zoning, and recommendations to address areas of inconsistency and vagueness that have arisen from incremental amendments over the years. The zoning map will be updated to reflect changes that have occurred since it's last generation and changes resulting from the recodification. Both efforts will bring the town to a "baseline" from which to proceed with implementation of the Comp Plan and future code changes. The Town's GIS will be updated to address parcel map misalignment, and improve access to land-based information.

FY18 phase will focus on initiation of recodification of Title 16 and the first phase of the GIS update.

Photo (click image to insert):



Project Financing:

Total Project Cost: \$ 75,000 Town Funding Needed: \$45,000

Amount and Type of Outside Funding Sources: \$

Salvage Value of Existing Equipment? \$

Comments:

Comments:

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance \$

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

Comments:

Comments:

Project Planning:

Proposed Start Date of Project: 2/1/2017

What Planning Has Been Done for Project?

Is Funding Necessary for Further Plans/Estimating?

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

No

FY18	FY19	FY20	FY21	FY22	Total
\$ 45,000	\$30,000	\$	\$	\$	\$ 75,000

2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4026):



Date: December 31, 2016

Department: Town Clerk

Project Title: Records Preservation

Contact: Maryann Place

Previously Presented? ☒ YES ☐ NO

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

Est. Funding Request: \$ 10,000

Est. Useful Life (Years): 200-300 YEARS

If Yes, when? (FY): ONGOING

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 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:

To have our town records restored using a de-acidification process to remove acid from the paper, any mending or lamination to the pages if necessary and re-sewing and re-binding the books. We are in and out of these records as we provide certified copies to the public, which damages them, therefore it is important to preserve these records for future years to come. In FY17, through CIP funds, five books of marriages records from 1944-1948 were restored. Restoration of the remaining marriage records will continue in FY18 and future years until they are completed. Following restoration of the marriage records, the next phase will focus on Selectmen/Council minutes. These go back to the early 1960's.

Vital records produced since 1998 are printed on acid-free paper and stored in Mylar protectors to prevent future deterioration; the cost of which is included in the annual operating budget.

Photo (click image to insert):



Current Records

Project Financing:

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

Amount and Type of Outside Funding Sources: \$ 0

Salvage Value of Existing Equipment? \$ N/A

Comments:

Comments:

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance \$ n/a

Estimated Net Effect on Operating Cost, Revenues, Staffing? \$ n/a

Comments:

Comments:

Project Planning:

Proposed Start Date of Project:

What Planning Has Been Done for Project?

Is Funding Necessary for Further Plans/Estimating?

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

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

FY18	FY19	FY20	FY21	FY22	Total
\$ 10,000	\$ 10,000	\$10,000	\$ 10,000	\$ 10,000	\$ 50,000

2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (INTERNAL USE ONLY):



Date: January 17, 2017

Department: Rice Public Library

Project Title: Replace Interior Lighting

Contact: Lee Perkins

Previously Presented? ☐ YES ☒ NO

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

Est. Funding Request: \$ 10,000

Est. Useful Life (Years): 20

If Yes, when? (FY):

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:

Project to include replacement of lighting fixtures in both the Rice Building and the Taylor Building. T-12 bulbs contain mercury and are no longer manufactured due to efficiency standards set by US DEPT -EPA. Scope includes replacement of all fluorescent light fixtures and non-LED fixtures with LED fixtures. Energy efficient lighting will reduce annual energy costs.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 10,000	Town Funding Needed:	\$10,000
Amount and Type of Outside Funding Sources:	\$ 300	Comments:	Rice will rent dumpster
Salvage Value of Existing Equipment?	\$0	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$ 0	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$ 0	Comments:	Will reduce annual energy costs

Project Planning:

Proposed Start Date of Project:	8/1/2019
What Planning Has Been Done for Project?	1 estimate has been received
Is Funding Necessary for Further Plans/Estimating?	no
Can the Project be Phased? If yes, expenditure by year	no

FY18	FY19	FY20	FY21	FY22	Total
\$ 10,00	\$ 0	\$0	\$0	\$ 0	\$ 10,000

2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (INTERNAL USE ONLY):



Date: November 15, 2016

Department: Rice Public Library

Project Title: Replace Roof Beam

Contact: Lee Perkins

Previously Presented? ☒ YES ☐ NO

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

Est. Funding Request: \$ 6,740

Est. Useful Life (Years): 15

If Yes, when? (FY): FY2017

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 type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

While work was being done on the roof of the Rice Library it was identified that the beam was rotted. It is not a structural issue now; however, it does need replacement.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 6,740.	Town Funding Needed:	\$ 6,740
Amount and Type of Outside Funding Sources:	\$ 300	Comments:	Rice will rent dumpster
Salvage Value of Existing Equipment?	\$0	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$ 0	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$ 0	Comments:	

Project Planning:

Proposed Start Date of Project:	8/1/2017
What Planning Has Been Done for Project?	3 estimates have been received. Beam needs replacement
Is Funding Necessary for Further Plans/Estimating?	no
Can the Project be Phased? If yes, expenditure by year	no

FY18	FY19	FY20	FY21	FY22	Total
\$ 6,740	\$	\$	\$	\$	\$ 6,740

2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (INTERNAL USE ONLY):



Date: January 17, 2017

Department: Rice Public Library

Project Title: Rice Air Conditioning

Contact: Lee Perkins

Previously Presented? ☐ YES ☒ NO

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

Est. Funding Request: \$ 51,000

Est. Useful Life (Years): 20

If Yes, when? (FY):

Project Type: Check All That Apply -

Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input 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:

Installing 5 Ductless Air Conditioning Units. The project will reduce cooling costs in the annual operating budget. The project scope includes installing three units on the first floor and two on the second floor of the Rice Library.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$51,000	Town Funding Needed:	\$51,000
Amount and Type of Outside Funding Sources:	\$ 0	Comments:	Rice will rent dumpster
Salvage Value of Existing Equipment?	\$0	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$ 0	Comments:	Will lower cooling costs
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$ 0	Comments:	

Project Planning:

Proposed Start Date of Project:	7/1/2019
What Planning Has Been Done for Project?	1 estimate has been received from Ty Mark Heating & Cooling
Is Funding Necessary for Further Plans/Estimating?	no
Can the Project be Phased? If yes, expenditure by year	no

FY18	FY19	FY20	FY21	FY22	Total
\$ 0	\$51,000	\$0	\$0	\$ 0	\$51,000

Please Provide and/or Attach Additional Project Details

Installation of 5 Mitsubishi split ductless air conditioning units. Second floor will have two Mitsubishi 36,000 BTU units in main room. One 24,000 BTU unit in historical room. First floor will have three units including a 12,000 BTU unit in office, a 24,000 BTU unit in reception area and a 12,000 unit in main open area.

This is an approximate estimate for installing Mitsubishi cooling only units. Before a final estimate can be supplied logistical questions need to be answered such as outdoor unit placement and outdoor AC line coverage method.

2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (INTERNAL USE ONLY):



Date: January 17, 2017

Department: Rice Public Library

Project Title: Rice Building Elevator

Contact: Lee Perkins

Previously Presented? ☐ YES ☒ NO

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

Est. Funding Request: \$ 395,000

Est. Useful Life (Years): 20

If Yes, when? (FY):

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 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:

Photo (click image to insert):

The upper floors of the Rice Building are currently inaccessible for those with mobility challenges, limiting their access to programs and services. A chair lift is not viable due to the steep slope of the stairs.

Scope includes

1. Demolition/excavation/infill landscaping of site \$20,000
2. Elevator \$80,000
3. Elevator enclosure /shaft \$80,000
4. Three phase power \$15,000
5. Brick work, and granite to blend with 1888 building \$200,000



Project Financing:

Total Project Cost: \$ 395,000 Town Funding Needed: \$395,000

Amount and Type of Outside Funding Sources: \$ NONE Comments: Rice will rent dumpster

Salvage Value of Existing Equipment? \$0 Comments:

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance \$ 0 Comments:

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? 1 estimate has been received from Lassel Architect's

Is Funding Necessary for Further Plans/Estimating? no

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

FY18	FY19	FY20	FY21	FY22	Total
\$ 0	\$0	\$0	\$395,000	\$0	\$395,000

Please Provide and/or Attach Additional Project Details

Elevators install costs for budgeting purposes without any design or engineering.

For the Rice Building, with its historic masonry and stone façade, careful attention to detail and integration into the existing structure is critical. With the split-level construction, the elevator will need to be half story on some floors with small lobby spaces to overcome the ½ story differences. This will have a greater impact on the façade. A commercial elevator to work properly will need 3 phase power. Existing single phase power can be converted to 3 phase but the costs may be the same if the current power is adequate.

2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (INTERNAL USE ONLY):



Date: January 17, 2017

Department: Rice Public Library

Project Title: Elevator Taylor Annex

Contact: Lee Perkins

Previously Presented? ☐ YES ☒ NO

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

Est. Funding Request: \$ 90,000

Est. Useful Life (Years): 20

If Yes, when? (FY):

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 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 lower floor of the Rice Building is currently inaccessible for those with mobility challenges, limiting their access to programs and services.

Scope includes

1. Demotion/excavation/infill landscaping of site \$10,000
2. Two stop elevator \$40,000.
3. Elevator enclosure /shaft with heat \$30,000.
4. Three phase power \$10,000.

Elevators install costs for budgeting purposes without any design or engineering.

Photo (click image to insert):



Project Financing:

Total Project Cost: \$ 90,000 Town Funding Needed: \$90,000

Amount and Type of Outside Funding Sources: \$ NONE Comments: Rice will rent dumpster

Salvage Value of Existing Equipment? \$0 Comments:

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance \$ 0 Comments:

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? 1 estimate has been received from Lassell Architect's

Is Funding Necessary for Further Plans/Estimating? no

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

FY18	FY19	FY20	FY21	FY22	Total
\$	\$	\$	\$90,000	\$	\$ 90,000

2018 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (INTERNAL USE ONLY):



Date: November 15, 2016

Department: Rice Public Library

Project Title: Replace Slate Roof

Contact: Lee Perkins

Previously Presented? ☐ YES ☒ NO

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

Est. Funding Request: \$ 100,000

Est. Useful Life (Years): 100 YEARS

If Yes, when? (FY):

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 department is starting to notice some slate tiles coming from the roof. It is being inspected to identify the extent of the wear. Roof will be replaced with either slate or a slate alternative. Old slate in better condition may be sold to offset the cost. The building is on the National Register, which may have implications for the material used for the roof replacement.

Photo (click image to insert):



Project Financing:

Total Project Cost:	<u>\$100,000</u>	Town Funding Needed:	<u>\$ 100,000</u>
Amount and Type of Outside Funding Sources:	<u>\$ 1,500</u>	Comments:	<u>Rice will rent dumpster and have over hanging tree trimmed back</u>
Salvage Value of Existing Equipment?	<u>\$0</u>	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	<u>\$ 0</u>	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	<u>\$ 0</u>	Comments:	

Project Planning:

Proposed Start Date of Project:	<u>8/1/2020</u>
What Planning Has Been Done for Project?	<u>1/10/2017 pictures of roof have been taken using a drone. Waiting for photos.</u>
Is Funding Necessary for Further Plans/Estimating?	<u>no</u>
Can the Project be Phased? If yes, expenditure by year	<u>no</u>

FY18	FY19	FY20	FY21	FY22	Total
<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>

APPENDIX A
DEBT SCHEDULE

DEBT SERVICE 2011-2038

Year Issued Project Total Bonded	Municipal Debt - Tax Funds										Tax Funds Municipal Total
	2006 Fire Stations		2010 PWD ¹ 675,000		2012 Frisbee - Com Ctr 5,500,000		2016 Road Bond 1,300,000		2016 Facility Bond 958,000		
	Princ	Interest	Princ	Interest	Princ	Interest	Princ	Interest	Princ	Interest	
2011	155,000	94,706		11,675	0	0					405,486
2012	155,000	88,119		19,825	0	0					400,029
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					666,238
2016	155,000	60,413	35,000	17,375	275,000	110,275					653,063
2017	125,000	54,113	35,000	16,675	275,000	104,775	130,000	24,700	103,000	18,130	886,393
2018	125,000	48,488	35,000	15,975	275,000	99,275	130,000	22,100	95,000	16,150	861,988
2019	115,000	43,088	35,000	15,231	275,000	93,775	130,000	19,500	95,000	14,250	835,844
2020	115,000	37,913	35,000	14,400	275,000	88,275	130,000	16,900	95,000	12,350	819,838
2021	115,000	32,738	35,000	13,503	275,000	82,775	130,000	14,300	95,000	10,450	803,766
2022	115,000	27,563	35,000	12,563	275,000	77,275	130,000	11,700	95,000	8,550	787,650
2023	115,000	22,388	35,000	11,556	275,000	71,775	130,000	9,100	95,000	6,650	771,469
2024	110,000	17,325	35,000	10,484	275,000	66,275	130,000	6,500	95,000	4,750	750,334
2025	110,000	12,375	35,000	9,369	275,000	60,088	130,000	3,900	95,000	2,850	733,581
2026	110,000	7,425	35,000	8,100	275,000	53,900	130,000	1,300	95,000	950	716,675
2027	110,000	2,475	35,000	6,700	275,000	47,025					476,200
2028			30,000	5,400	275,000	40,150					350,550
2029			30,000	4,200	275,000	32,588					341,788
2030			30,000	3,000	275,000	25,025					333,025
2031			30,000	1,800	275,000	16,913					323,713
2032			30,000	600	275,000	11,071					316,671
2033											0
2034											0
2035											0
2036											0
2037											0
2038											0
TOTAL	2,195,000	772,213	675,000	254,756	5,500,000	1,445,059	1,300,000	130,000	958,000	95,080	13,606,297

DEBT SERVICE 2011-2038

Year Issued Project Total Bonded	School Debt - Tax Funds						Tax Funds School Total	School Debt - Other Funds		Other Funds School Total
	2002		2010		2016			2011		
	MITCHELL		MITCHELL & SHAPLEIGH ¹		Various			Traip HVAC		
	4,220,000				821,817			LEASE AGREEMENT		
	Princ	Interest	Princ	Interest	Princ	Interest		Princ	Interest	
2011	210,000	116,025		114,465			440,490	IN OPERATING BUDGET (& Total Debt Service)		
2012	210,000	108,150		194,375			512,525			
2013	210,000	99,881	325,000	191,125			826,006	104,551	10,677	115,228
2014	210,000	91,613	325,000	184,625			811,238	104,551	10,677	115,228
2015	210,000	83,081	325,000	178,125			796,206	104,551	10,677	115,228
2016	210,000	74,419	325,000	171,625			781,044	104,551	10,677	115,228
2017	210,000	65,494	325,000	165,125	86,000	15,560	867,179	104,551	10,677	115,228
2018	210,000	56,185	325,000	158,625	85,000	13,850	848,660	115,228		115,228
2019	210,000	46,463	325,000	151,719	85,000	12,150	830,331			0
2020	210,000	36,488	325,000	144,000	85,000	10,450	810,938			0
2021	210,000	26,250	325,000	135,672	80,000	8,800	785,722			0
2022	210,000	15,750	325,000	126,938	80,000	7,200	764,888			0
2023	210,000	5,250	325,000	117,594	80,000	5,600	743,444			0
2024			325,000	107,641	80,000	4,000	516,641			0
2025			325,000	97,281	80,000	2,400	504,681			0
2026			325,000	85,500	80,000	800	491,300			0
2027			325,000	72,500			397,500			0
2028			330,000	59,400			389,400			0
2029			330,000	46,200			376,200			0
2030			330,000	33,000			363,000			0
2031			330,000	19,800			349,800			0
2032			330,000	6,600			336,600			0
2033							0			0
2034							0			0
2035							0			0
2036							0			0
2037							0			0
2038							0			0
TOTAL	2,730,000	825,048	6,525,000	2,561,934	821,000	80,810	13,543,792	522,755	168,613	691,368

DEBT SERVICE 2011-2038

Year Issued Project Total Bonded	Sewer Debt - Other Funds						Other Funds Sewer Total	All Funds Grand Total
	1992, 2003		2010		2016			
	SEWER SRF		SEWER SRF		SEWER SRF	11,900,025		
	Princ	Interest	Principle	Interest	Princ	Interest		
2011	213,624	7,083	180,390	24,516			425,613	1,271,589
2012	206,541	3,541	181,949	24,516			416,548	1,329,101
2013	265,038	19,879	174,602	15,594			475,113	2,108,935
2014	65,959	12,396	152,950	37,246			268,551	1,874,429
2015	72,539	4,951	175,397	14,799			267,687	1,845,359
2016	67,921	4,420	156,025	34,172			262,538	1,811,873
2017	73,437	3,866	177,011	13,185	377,865	202,605	847,970	2,716,769
2018	73,985	3,289	177,830	12,366	440,121	141,623	849,214	2,675,090
2019	74,400	2,686	178,658	11,539	444,545	137,200	849,028	2,515,203
2020	73,506	2,056	179,493	10,703	449,012	132,732	847,503	2,478,278
2021	72,616	1,400	180,337	9,859	453,525	128,219	845,957	2,435,445
2022	71,618	715	181,190	9,007	458,083	123,661	844,274	2,396,812
2023	71,800		182,051	8,146	462,687	119,058	843,741	2,358,654
2024			182,920	7,277	467,337	114,407	771,941	2,038,916
2025			183,798	6,398	665,049	118,348	973,594	2,211,856
2026			184,685	5,511	671,733	111,664	973,594	2,181,569
2027			185,581	4,616	678,485	104,913	973,595	1,847,295
2028			186,486	3,711	685,303	98,094	973,594	1,713,544
2029			187,400	2,797	692,191	91,207	973,594	1,691,582
2030			188,323	1,874	699,148	84,250	973,595	1,669,620
2031			189,255	942	706,174	77,223	973,594	1,647,106
2032					713,271	70,126	783,397	1,436,668
2033					720,440	62,957	783,397	783,397
2034					727,681	55,717	783,398	783,398
2035					734,994	48,403	783,397	783,397
2036					742,381	41,017	783,398	783,398
2037							0	0
2038							0	0
TOTAL	1,402,986	66,282	3,766,333	258,775	11,990,025	2,063,425	19,547,825	47,389,282

APPENDIX B
TAX ASSET DETAIL

Town of Kittery
Capital Plan: Assets by Class and Department
 Fiscal Year End: 6/30/2016

Asset Class/Dept	Total Original Cost	Total Replacement Cost	Annual Depreciation	Accumulated Depreciation
Building Improvements				
Fire	\$1,209,937.00	\$0.00	\$41,157.00	\$406,602.00
GG	\$183,606.00	\$0.00	\$4,160.00	\$6,484.00
HM	\$27,226.00	\$0.00	\$908.00	\$10,890.00
PW	\$67,485.00	\$0.00	\$1,861.00	\$54,459.00
Rec	\$172,430.00	\$0.00	\$5,699.00	\$48,645.00
School	\$604,955.00	\$0.00	\$31,902.00	\$103,014.00
Sewer	\$12,879,024.00	\$8,890,972.00	\$359,860.00	\$2,819,682.00
TW	\$34,183.00	\$0.00	\$1,709.00	\$13,673.00
Subtotals	\$15,178,846.00	\$8,890,972.00	\$447,256.00	\$3,463,449.00
Buildings				
Fire	\$2,289,800.00	\$0.00	\$61,667.00	\$638,133.00
GG	\$2,680,000.00	\$0.00	\$89,333.00	\$1,697,333.00
HM	\$71,000.00	\$0.00	\$2,367.00	\$44,967.00
Police	\$84,458.00	\$0.00	\$0.00	\$84,458.00
PW	\$2,137,245.00	\$811,479.00	\$55,509.00	\$1,354,933.00
Rec	\$5,872,598.00	\$0.00	\$131,644.00	\$535,982.00
School	\$24,832,441.00	\$6,522,528.00	\$725,349.00	\$16,090,148.00
Sewer	\$5,767,300.00	\$0.00	\$192,240.00	\$4,303,240.00
TW	\$2,958,504.00	\$2,899,969.00	\$82,856.00	\$2,792,791.00
Subtotals	\$46,693,346.00	\$10,233,976.00	\$1,340,965.00	\$27,541,985.00
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	\$90,735.00
PW	\$10,892,960.00	\$31,142,633.00	\$244,785.00	\$8,198,849.00
Rec	\$375,902.00	\$0.00	\$7,518.00	\$7,518.00
Sewer	\$44,668.00	\$0.00	\$1,409.00	\$4,501.00
TW	\$15,000.00	\$0.00	\$1,500.00	\$4,500.00
Subtotals	\$11,778,405.00	\$31,584,909.00	\$278,086.00	\$8,306,103.00
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	\$3,794.00
PW	\$1,559,878.00	\$400,000.00	\$73,227.00	\$523,795.00
School	\$368,054.00	\$84,683.00	\$12,915.00	\$282,524.00
TW	\$266,217.00	\$74,725.00	\$20,250.00	\$140,647.00
Subtotals	\$2,203,634.00	\$559,408.00	\$106,866.00	\$950,760.00
Machinery & Equipment				
Fire	\$545,949.00	\$225,226.00	\$25,646.00	\$372,679.00
GG	\$372,091.00	\$178,023.00	\$13,083.00	\$235,887.00
HM	\$320,496.00	\$22,700.00	\$329.00	\$25,665.00
Police	\$1,063,496.00	\$613,770.00	\$8,283.00	\$597,972.00
PW	\$1,785,739.00	\$1,667,950.00	\$51,772.00	\$1,479,254.00
Rec	\$23,988.00	\$5,000.00	\$1,013.00	\$8,038.00
School	\$511,498.00	\$199,875.00	\$15,788.00	\$464,022.00
School Lunch	\$116,887.00	\$0.00	\$2,891.00	\$84,542.00
Sewer	\$421,780.00	\$210,675.00	\$25,637.00	\$251,254.00
TW	\$75,058.00	\$0.00	\$5,000.00	\$65,058.00
Subtotals	\$5,236,982.00	\$3,123,219.00	\$149,442.00	\$3,584,371.00
Vehicles				
Fire	\$1,800,402.00	\$1,640,833.00	\$72,802.00	\$1,262,802.00
Police	\$509,633.00	\$212,235.00	\$28,465.00	\$356,451.00
PW	\$1,405,432.00	\$1,644,007.00	\$87,373.00	\$1,236,982.00
Rec	\$172,390.00	\$36,824.00	\$16,488.00	\$106,435.00
School	\$89,325.00	\$0.00	\$4,406.00	\$34,415.00
Sewer	\$205,849.00	\$156,426.00	\$13,167.00	\$151,519.00
Subtotals	\$4,183,031.00	\$3,690,325.00	\$222,701.00	\$3,148,604.00
Totals for Report	\$108,081,701.00	\$58,082,809.00	\$2,545,316.00	\$46,995,272.00