

1 **Introduction**

2 “An important part of financial management is the study and application of capital budgeting, which encompasses (1) the
3 preparation, adoption, and implementation of a budget for major capital projects or acquisitions and (2) the funding of
4 those capital projects and acquisitions through a combination of pay-as-you-go and debt financing.”¹

5
6 The capital improvement plan (CIP) is a five-year planning and budgeting document. This narrative covers the entirety of
7 the CIP, though FY17 is the year that is proposed for funding.

8
9 The threshold for inclusion in the CIP is \$5,000 or more. Items with values less than \$5,000 appearing in previous
10 iterations will be migrated to the general fund budget in either FY17 or FY18, or excised. Projects, equipment, or items
11 with estimated values greater than \$400,000 will be listed in the CIP, but may be subject to separate approval by voters.

12
13 Each project or item is listed with its own brief narrative summary, to be paired with the summary and detail sheets of the
14 workbook and any applicable attachments (such as the FY15 capital reserves as adopted and the FY16 capital reserves
15 planning document – the current “de facto” CIP).

16
17 The bulk of the funding for the CIP comes in the form of transfers from the general fund budget each year. Larger projects
18 or items (such as facilities) may be shown in the plan, but are generally financed as part of the Town’s debt service
19 portfolio (think bond authorization). Other sources of funds are grants, donations, fundraising activities, legal settlement
20 funds, and impact fees (fees charged on new residential development to help offset the impacts associated with new
21 development).

22 ---

23
24 **HIGHWAY**

25
26 Highway Garage Replacement and Site Improvements (*New*)

27 **Department:** Highway

28 **FY17 CIP Transfer:** \$0.00

29 **Other funds:**² \$0.00

30 **Total Cost:** \$2.0 million (preliminary estimate)

31 **Description:** The Town carried \$9,000 forward from FY15³ to complete a scoping study that will provide a more
32 complete and accurate cost estimate, timeline, and site plan. The study focuses on replacement of the highway garage,
33 along with other alterations to the site (construction of a salt/sand storage shed capable of holding a year’s supply;
34 separation of access from the solid waste depot drop-off center; stormwater treatment and retention; and new water and
35 septic systems). The project is on a trajectory to be presented to voters as a bond vote as early as March 2016.

36 **Anticipated fiscal year of purchase/completion:** To be determined (possible bond vote in 2016)

37
38 **Project/Item:** Bridge Inventory and Prioritization Plan (*601*)

39 **Department:** Highway

40 **FY17 CIP Transfer:** \$0.00

41 **Total Cost:** \$10,000 (estimated)

42 **Description:** The bridge inventory and prioritization plan is currently scheduled for FY19. The plan will enable better
43 planning and budgeting for the maintenance, rehabilitation, and replacement of Town-owned bridges.

44 **Anticipated fiscal year of purchase/completion:** FY19

45
46 **Project/Item:** Culvert Inventory and Prioritization Plan (*601*)

47 **Department:** Highway

¹ Excerpted and adapted from “Capital Budgeting: Rationale, Scope, Policy, and Process” in Justin Marlowe, William C. Rivenbark, and A. John Vogt, *Capital Budgeting and Finance: A Guide for Local Governments*, 2d ed. (Washington, DC: ICMA Press, 2009). Copy of the entire excerpt included in the CIP document.

² Impact fees, grants, legal settlement funds, miscellaneous revenue, etc.

³ From highway professional services in the general fund budget.

48 **FY17 CIP Transfer:** \$0.00

49 **Total Cost:** \$10,000 (estimated)

50 **Description:** The general purpose is an update of the Town’s culvert inventory, to include sizes, locations, and conditions;
51 and to use that plan to prioritize maintenance, rehabilitation, and replacement of culverts. The plan is not currently
52 programmed as an expense in the CIP. The current strategy is to use existing data as a foundation to construct a plan using
53 in-house resources.

54 **Anticipated fiscal year of purchase/completion:** To be determined

55
56 **Project/Item:** Culvert Replacement/Repair Projects (601)

57 **Department:** Highway

58 **FY17 CIP Transfer:** \$15,000

59 **Total Cost:** \$15,000 (annual)

60 **Description:** This item funds annual culvert repair and replacement for culverts of all sizes and styles. Earlier drafts of the
61 CIP included more funds for this item – part of the process of saving towards a State structures grant match for
62 replacement of the culvert under Shelburne Falls Road by Pleasant View Lane. The State’s planned improvements to the
63 “upstream” intersection (VT Route 116/Shelburne Falls Road/CVU Road) scheduled for FY18 or FY19 will enlarge the
64 culvert under VT Route 116 – completion of the Shelburne Falls Road culvert prior to the State’s action is ideal project
65 timing to ensure appropriate functionality and safety. Future iterations of the CIP and general fund budget will also likely
66 split culverts into two categories (essentially large and small), with the larger, more expensive culvert projects appearing
67 in the CIP and the smaller, less expensive projects appearing in the general fund. Prior to this version of the CIP, culverts
68 and gravel roads were programmed together as a single capital item⁴.

69 **Anticipated fiscal year of purchase/completion:** Annual for the regular culvert work; FY18 for the Shelburne Falls Road

70
71 **Project/Item:** Gravel Road projects (601)

72 **Department:** Highway

73 **FY17 CIP Transfer:** \$25,000.00

74 **Total Cost:** \$25,000.00 (annual)

75 **Description:** Annual capital improvements (drainage, sub-base, ditching, etc.) to the Town’s gravel roads.⁵

76 **Anticipated fiscal year of purchase/completion:** Annual

77
78 **Project/Item:** Disc harrow (602)

79 **Department:** Highway

80 **FY17 CIP Transfer:** \$10,000

81 **Total Cost:** \$10,000

82 **Description:** The disc harrow is an effective tool for ditching and reclamation (of material) efforts on gravel roads. The
83 implement will be pulled behind the tractor.

84 **Anticipated fiscal year of purchase/completion:** FY17

85
86 **Project/Item:** Sand/Gravel Crusher and Screen (602)

87 **Department:** Highway

88 **FY17 CIP Transfer:** \$0.00

89 **Total Cost:** \$25,000 (preliminary estimate)

90 **Description:** The first step in saving to purchase equipment to process sand and gravel at the Town-owned gravel pit.
91 Finding and scheduling a private contractor to perform this work is increasingly difficult. This item is not currently listed
92 in the FY17-FY21 CIP.

93 **Anticipated fiscal year of purchase/completion:** To be determined

94
95 **Project/Item:** Dump Truck – 2010 International (602)

⁴ The \$45,000 appropriation in FY16 in two for FY17 (\$20,000 for culverts and \$25,000 for gravel roads, and is shown similarly in the master spreadsheet for FY16).

⁵ See footnote above.

96 **Department:** Highway

97 **FY17 CIP Transfer:** \$0.00

98 **Total Cost:** \$200,000 (estimate)

99 **Description:** The Town replaces dump trucks after 10 or more years in service. This dump truck is the oldest of the four-
100 truck fleet. Replacement is currently scheduled for FY19, placing the first payment in FY20 (if the truck is lease-
101 financed). The CIP anticipates a five-year term; annual payments including principal and interest are estimated as
102 \$40,000.

103 **Anticipated fiscal year of purchase/completion:** FY19 (replacement); FY20 (first payment)

104
105 **Project/Item:** Dump Truck –2014 Mack (602)

106 **Department:** Highway

107 **FY17 CIP Transfer:** \$34,950

108 **Total Cost:** \$244,651

109 **Description:** The Town currently replaces dump trucks after 10 or more years in service. This truck’s purchase was lease-
110 financed, and the final payment due in FY20. The debt service schedule contains a full listing of lease-financed vehicles
111 and equipment and payment schedules. Annual payments are the same throughout.

112 **Anticipated fiscal year of purchase/completion:** FY20 (final payment)

113
114 **Project/Item:** Dump Truck – 2013 International (602)

115 **Department:** Highway

116 **FY17 CIP Transfer:** \$37,027

117 **Total Cost:** \$185,135

118 **Description:** The Town currently replaces dump trucks after 10 or more years in service. The truck’s purchase was lease-
119 financed, and the final payment due in FY18. Replacement of this truck may be moved up in the replacement schedule,
120 due to the amount of time, money, and effort spent on repairs and maintenance. The debt service schedule contains a full
121 listing of lease-financed vehicles and equipment and payment schedules. Annual payments are the same throughout.

122 **Anticipated fiscal year of purchase/completion:** FY18 (final payment)

123
124 **Project/Item:** Dump Truck –2015 Freightliner (602)

125 **Department:** Highway

126 **FY17 CIP Transfer:** \$34,975.81

127 **Total Cost:** \$169,402.97

128 **Description:** The Town currently replaces dump trucks after 10 or more years in service. This truck is the newest addition
129 to the highway fleet, replaced in FY16. The truck’s purchase was lease-financed, with the first payment due in FY17 and
130 the final payment due in FY21. The annual payments decrease throughout, though not by much (slightly more than \$2,200
131 from the first annual payment to the last). The debt service schedule contains a full listing of lease-financed vehicles and
132 equipment and payment schedules.

133 **Anticipated fiscal year of purchase/completion:** FY21 (final payment)

134
135 **Project/Item:** One-ton (602)

136 **Department:** Highway

137 **FY17 CIP Transfer:** Replace

138 **Total Cost:** \$45,000 (estimate)

139 **Description:** The current schedule calls for replacement of the one-ton truck in FY17, and if lease-financed, the first
140 payment due in FY18. Three- and five-year financing terms will be explored, though a three-year term (with \$15,000
141 estimated annual payments, including principal and interest) is what is scheduled.

142 **Anticipated fiscal year of purchase/completion:** FY17 (replacement); FY18 (first payment)

143
144 **Project/Item:** Loader (602)

145 **Department:** Highway

146 **FY17 CIP Transfer:** Replace

147 **Total Cost:** \$100,000 (estimate)

148 **Description:** The current schedule calls for replacement in FY17, with the first payment in FY18 (if the equipment is
149 lease-financed). The useful life of the loader is 10 years.

150 **Anticipated fiscal year of purchase/completion:** FY18 purchase; FY19 first payment

151
152 **Project/Item:** Case Tractor (602)

153 **Department:** Highway

154 **FY17 CIP Transfer:** \$0.00

155 **Total Cost:** To be determined

156 **Description:** This item is included in the listing, but is not slotted into any of the fiscal years of this plan.

157 **Anticipated fiscal year of purchase/completion:** To be determined

158
159 **Project/Item:** Excavator (602)

160 **Department:** Highway

161 **FY17 CIP Transfer:** \$18,535

162 **Total Cost:** \$92,675

163 **Description:** The excavator was replaced in FY13, with the first payment (of five) in FY14. The final payment is due in
164 FY18. The anticipated life of the excavator is 15 years.

165 **Anticipated fiscal year of purchase/completion:** FY18 (final payment)

166
167 **Project/Item:** Grader (602)

168 **Department:** Highway

169 **FY17 CIP Transfer:** \$22,993

170 **Total Cost:** \$229,930

171 **Description:** The final payment (of 10) is scheduled for FY18. The anticipated life of the grader is 15 to 20 years.

172 **Anticipated fiscal year of purchase/completion:** FY18 (final payment)

173
174 **Project/Item:** Mowing Attachment (602)

175 **Department:** Highway

176 **FY17 CIP Transfer:** \$5,279.27

177 **Total Cost:** \$28,875.00

178 **Description:** This funds the purchase of a mowing attachment for the tractor, generally used for roadside mowing. The
179 final payment is due in FY17.

180 **Anticipated fiscal year of purchase/completion:** FY17 (final payment)

181
182 **Project/Item:** Chipper (602)

183 **Department:** Highway

184 **FY17 CIP Transfer:** \$0.00

185 **Total Cost:** To be determined

186 **Description:** This item is included in the listing, but is not slotted into any of the fiscal years of this plan.

187 **Anticipated fiscal year of purchase/completion:** To be determined

188
189 **Project/Item:** Radios (602)

190 **Department:** Highway

191 **FY17 CIP Transfer:** \$0.00

192 **Total Cost:** To be determined.

193 **Description:** Replacement of radios for Highway Department vehicles and equipment.

194 **Anticipated fiscal year of purchase/completion:** To be determined

195
196 **Paving**

197 The Town’s current paving program, established in 2011, calls for an average of 2.3 miles of paved roads to be re-paved
198 each fiscal year. The Town generally applies 2” of pavement. Actual spending on paving exceeded the paving budget in
199 both FY15 and FY16, leading to the more modest approach (one mile of paving) proposed for FY17.
200

201 The paving program will be re-examined in FY17 to ensure that the Town’s paving goals are being met and to make
202 necessary modifications based on road conditions throughout Town.
203

204 **Project/Item:** Charlotte Road paving (600)

205 **Department:** Highway

206 **FY17 CIP Transfer:** \$0.00

207 **Total Cost:** \$250,000 (estimate)

208 **Description:** Charlotte Road paving concluded in FY15. The project has been and may continue to be split into two
209 phases.

210 **Anticipated fiscal year of purchase/completion:** FY26 or FY27
211

212 **Project/Item:** Commerce Street paving (600)

213 **Department:** Highway

214 **FY17 CIP Transfer:** \$0.00

215 **Total Cost:** \$250,000 (estimate)

216 **Description:** Paving, per the schedule.

217 **Anticipated fiscal year of purchase/completion:** To be determined
218

219 **Project/Item:** CVU Road paving (600)

220 **Department:** Highway

221 **FY17 CIP Transfer:** \$0.00

222 **Total Cost:** \$250,000 (estimate)

223 **Description:** Paving, per the schedule.

224 **Anticipated fiscal year of purchase/completion:** To be determined
225

226 **Project/Item:** Hollow Road paving (600)

227 **Department:** Highway

228 **FY17 CIP Transfer:** \$0.00

229 **Total Cost:** \$250,000.

230 **Description:** Phase one of Hollow Road is scheduled to begin in FY18, with phase two scheduled for FY19. The Town
231 will pursue a Class 2 paving grant from the State for the maximum award amount (\$175,000 in State funds, to be matched
232 with \$35,000 in Town funds – an 80/20 grant split). If a grant is awarded, the Town will move another paving project into
233 FY18 to fully utilize the paving funds.

234 **Anticipated fiscal year of purchase/completion:** Phase one in FY18; Phase two in FY19
235

236 **Project/Item:** Mechanicsville Road paving (600)

237 **Department:** Highway

238 **FY17 CIP Transfer:** \$0.00

239 **Total Cost:** \$250,000 (estimate)

240 **Description:** Paving, per the schedule.

241 **Anticipated fiscal year of purchase/completion:** To be determined
242

243 **Project/Item:** North Road paving (600)

244 **Department:** Highway

245 **FY17 CIP Transfer:** \$0.00

246 **Total Cost:** \$250,000 (estimate)

247 **Description:** Paving, per the schedule.

248 **Anticipated fiscal year of purchase/completion:** FY21 or FY22

249
250 **Project/Item:** Pond Road paving (600)

251 **Department:** Highway

252 **FY17 CIP Transfer:** \$0.00

253 **Total Cost:** \$250,000 (estimate)

254 **Description:** Paving, per the schedule.

255 **Anticipated fiscal year of purchase/completion:** To be determined

256
257 **Project/Item:** Richmond Road paving (600)

258 **Department:** Highway

259 **FY17 CIP Transfer:** \$0.00

260 **Total Cost:** \$250,000 (estimate)

261 **Description:** Richmond Road paving concluded in FY15. Future paving of Richmond Road may be split into two or more
262 phases.

263 **Anticipated fiscal year of purchase/completion:** FY26 or FY27

264
265 **Project/Item:** Shelburne Falls Road paving (600)

266 **Department:** Highway

267 **FY17 CIP Transfer:** \$0.00

268 **Total Cost:** \$370,000.00

269 **Description:** Phase 1 slated for FY19 at \$125,000; phase 2 in FY20 at \$245,000.

270 **Anticipated fiscal year of purchase/completion:** Phase 1 in FY19; phase 2 in FY20

271
272 **Project/Item:** Silver Street (600)

273 **Department:** Highway

274 **FY17 CIP Transfer:** \$125,000.00

275 **Total Cost:** \$368,000

276 **Description:** This is the final mile of Silver Street, most of which was paved in FY16. The Town spent \$243,000 paving
277 approximately 2.3 miles of Silver Street in FY16.

278 **Anticipated fiscal year of purchase/completion:** Final mile in FY17

279 ---

280
281 BUILDINGS AND GROUNDS

282 **Project/Item:** Corridor Improvement (605)

283 **FY17 CIP Transfer:** \$0.00

284 **Total Cost:** Project dependent (variable)

285 **Description:** Corridor improvement as a broad category at \$5,000 or less may be better suited for the general fund budget,
286 per the proposed changes in the CIP thresholds. Funds previously held as capital reserves were re-purposed in FY15 and
287 FY16.

288 **Anticipated fiscal year of purchase/completion:** To be determined

289
290 **Project/Item:** Tree Planting and Maintenance (605)

291 **FY17 CIP Transfer:** \$0.00

292 **Total Cost:** \$0.00

293 **Description:** Tree planting and maintenance, as a broad category at \$5,000 or less, may be better suited for the general
294 fund budget per the proposed changes in the CIP thresholds. A 2015 street tree inventory should prove invaluable when
295 thinking about tree planting and maintenance in the village area.

296 **Anticipated fiscal year of purchase/completion:** Annual

297
298 **Project/Item:** Sidewalk Construction (605)

299 **FY17 CIP Transfer:** \$5,000.00

300 **Total Cost:** To be determined (variable; project dependent)

301 **Description:** The transfer proposed in FY17, and those proposed for the CIP years beyond, are intended to rebuild the
302 capital reserves for use in either completing a sidewalk project or as a match for State or Federal grants. A recent study
303 identifying sidewalk projects in the village area is a guide for project selection. As a note, at this rate the amount proposed
304 to be set aside is unlikely to cover the Town's portion of a grant match.

305 **Anticipated fiscal year of purchase/completion:** To be determined

306
307 **Project/Item:** Town Forest (605)

308 **FY17 CIP Transfer:** \$0.00

309 **Total Cost:** \$0.00

310 **Description:** At the proposed funding level, and given the scope of projects, this item is better suited for the general fund
311 budget as an operation and maintenance expense unless there is a specific project pushing the project cost to be greater
312 than the proposed CIP threshold (\$5,000 or more).

313 **Anticipated fiscal year of purchase/completion:** To be determined

314
315 **Project/Item:** Town Hall upgrades (605)

316 **FY17 CIP Transfer:** \$0.00

317 **Total Cost:** To be determined

318 **Description:** Town Hall is reaching a point in its life-cycle and condition where improvements and upgrades need to be
319 planned for, at a minimum. A schedule and corresponding costs can then be ascertained. Primary areas of concern are the
320 exterior siding, accessibility, workspaces, and storage.

321 **Anticipated fiscal year of purchase/completion:** FY18 (planning phase); to be determined (construction/upgrade phase)

322
323 **Project/Item:** Lot 1 (605)

324 **FY17 CIP Transfer:** \$1,000.00

325 **Total Cost:** To be determined

326 **Description:** The amount is an initial attempt to begin saving for completion of the Town park/green known as Lot 1
327 (bordered by VT Route 116 and Farmall Drive). At this time, the master plan for Lot 1 is the rendering completed during
328 the planning and permitting work associated with the police facility project.

329 **Anticipated fiscal year of purchase/completion:** To be determined

330
331 **Project/Item:** Memorial Park (605)

332 **FY17 CIP Transfer:** \$0.00

333 **Total Cost:** \$0.00

334 **Description:** At the proposed funding level, and given the scope of projects, this item is better suited for the general fund
335 budget as an operation and maintenance expense unless there is a specific project pushing the amount to be greater than
336 the proposed CIP threshold (\$5,000 or more). There is no active Town project identified, though the Village Steering
337 Committee has been working to identify and advance park improvement projects (street trees, benches, installation of
338 pavers, etc.).

339 **Anticipated fiscal year of purchase/completion:** To be determined

340
341 **Project/Item:** Sidewalk Plow/Sander (605)

342 **FY17 CIP Transfer:** \$0.00

343 **Total Cost:** \$0.00

344 **Description:** The replacement of the sidewalk plow and sander needs to be programmed in a future CIP.

345 **Anticipated fiscal year of purchase/completion:** To be determined

346
347 **Project/Item:** Pick-up (605)

348 **FY17 CIP Transfer:** \$4,090.00

349 **Total Cost:** \$25,478.32

Description: This is the portion (40%) of the lease payments assigned to Buildings and Facilities. The other 60% is covered in the water/wastewater budget. Future purchases of a truck will be split along the revised allocation framework, with 30% of the expense allocated to the CIP and 70% allocated to capital lines for the water/wastewater budget.
Anticipated fiscal year of purchase/completion: FY18 (final payment)

RECREATION

Project/Item: Bissonette Fields (610)

Department: Recreation

FY17 CIP Transfer: \$5,000.00

Total Cost: \$650,000.00 (estimate)

Description: The fields have been subdivided from the larger parcel, and have received necessary State and local permits. The fields will need a full spring/summer/fall cycle of turf development prior to opening for regular use. The storage shed included in prior iterations of the CIP is now incorporated into this project, as the multi-use building provides storage space, restrooms, and a concession stand. The Town has access to investment income (the “Eddy Funds,” colloquially), which is currently valued at more than \$90,000. Fund-raising efforts are on-going and a crucial component of the overall funding mix (and represent another \$93,000 in available funds, when combined with general fund transfers). The multi-purpose playing fields, along with the access road and large culvert, are the focus of initial construction activities and funding efforts. Some funds transferred or raised in prior fiscal years have already been spent on aspects of the project.

Anticipated fiscal year of purchase/completion: To be determined; field use possible in FY17 (spring of 2017)

Project/Item: Ice Rink (610)

Department: Recreation

FY17 CIP Transfer: \$0.00

Total Cost: \$0.00

Description: The ice rink, along with the basketball and tennis courts, remains in the CIP but is in need of re-imagining. Reserves set aside prior were re-purposed in FY15 and FY16.

Anticipated fiscal year of purchase/completion: To be determined

Project/Item: Storage Shed (610)

Department: Recreation

FY17 CIP Transfer: \$0.00

Total Cost: \$0.00

Description: The plans for the Bissonette Fields include a multi-purpose building with a storage component.

Anticipated fiscal year of purchase/completion: See description of the fields

Project/Item: Recreation Path (610)

Department: Recreation

FY17 CIP Transfer: \$0.00

Total Cost: \$0.00

Description: This is a completed project. This could be re-purposed, utilized for planning and eventual construction of other similar infrastructure. Bike/pedestrian improvements along Richmond Road (the focus of a scoping study underway) or development of infrastructure using the Carse easement (along a portion of Charlotte Road) are potential project candidates.

Anticipated fiscal year of purchase/completion: To be determined

FIRE

Project/Item: Fire Station Heating System Replacement/Upgrade (620)

Department: Fire

FY17 CIP Transfer: \$0.00

401 **Total Cost:** \$15,000.00 (Impact fees)
402 **Description:** This was completed in FY16 using impact fee revenue rather than capital funds. The heating system was
403 replaced with a system sized for and designed with the Fire Station upgrades in mind.
404 **Anticipated fiscal year of purchase/completion:** FY16
405
406 **Project/Item:** Fire Department Renovations/Expansion (620)
407 **Department:** Fire
408 **FY17 CIP Transfer:** \$0.00
409 **Total Cost:** \$1.5 million (estimate)
410 **Description:** This is the second half of the public safety facility project (the police facility being the first half). The project
411 is in the queue with no set timeline as of this writing. The Fire Department has chosen to focus on vehicle and equipment
412 replacement, notably the new rescue pumper, and has altered its vehicle replacement and purchasing schedule to
413 maximize the flexibility of its current and future spaces. The project needs an updated timeline and cost estimate for
414 planning purposes. This project is an eligible use of impact fee revenue.
415 **Anticipated fiscal year of purchase/completion:** To be determined
416
417 **Project/Item:** Med 100 (620)
418 **Department:** Fire
419 **FY17 CIP Transfer:** \$18,890.00
420 **Total Cost:** \$188,900.00
421 **Description:** Purchase of Med 100 was lease-financed. The final payment is scheduled for FY17. The estimated life cycle
422 is between 15 and 20 years.
423 **Anticipated fiscal year of purchase/completion:** FY17 (final payment)
424
425 **Project/Item:** Engine 1 (620)
426 **Department:** Fire
427 **FY17 CIP Transfer:** \$0.00
428 **Total Cost:** To be determined
429 **Description:** Replacement is scheduled outside of this version of the CIP.
430 **Anticipated fiscal year of purchase/completion:** To be determined
431
432 **Project/Item:** Engine 2 (620)
433 **Department:** Fire
434 **FY17 CIP Transfer:** \$0.00
435 **Total Cost:** To be determined
436 **Description:** Replacement is scheduled outside of this version of the CIP. The goal is to use the funding currently
437 proposed for the rescue pumper payments (approximately \$100,000 per fiscal year) and purchase the replacement (rather
438 than lease-financing) after saving for two fiscal years. At the end of a 12 fiscal year period, it is possible to have paid off
439 the replacement of all fire vehicles, which in turn have useful lives of 20 or more years.
440 **Anticipated fiscal year of purchase/completion:** FY23
441
442 **Project/Item:** Engine 3 (620)
443 **Department:** Fire
444 **FY17 CIP Transfer:** \$0.00
445 **Total Cost:** To be determined
446 **Description:** Replacement is scheduled outside of this version of the CIP.
447 **Anticipated fiscal year of purchase/completion:** FY25
448
449 **Project/Item:** Rescue Pumper (620)
450 **Department:** Fire
451 **FY17 CIP Transfer:** \$97,957.97

452 **Total Cost:** \$489,789.85
453 **Description:** Purchased in FY16. The vehicle is lease-financed for a five-year term with the first payment in FY17 and the
454 final payment in FY21. This vehicle replaces the need for two other fire response vehicles. As of this writing, the rescue
455 pumper is under construction and will be in service later this fiscal year.
456 **Anticipated fiscal year of purchase/completion:** FY17 (first payment); FY21 (final payment)
457
458 **Project/Item:** W-1 (620)
459 **Department:** Fire
460 **FY17 CIP Transfer:** \$0.00
461 **Total Cost:** To be determined
462 **Description:** This item is included in the listing, but is not slotted into any of the fiscal years of this plan.
463 **Anticipated fiscal year of purchase/completion:** To be determined
464
465 **Project/Item:** Rescue 1 (620)
466 **Department:** Fire
467 **FY17 CIP Transfer:** \$0.00
468 **Total Cost:** To be determined
469 **Description:** This item is included in the listing, but is not slotted into any of the fiscal years of this plan.
470 **Anticipated fiscal year of purchase/completion:** To be determined
471
472 **Project/Item:** Thermal Imaging (620)
473 **Department:** Fire
474 **FY17 CIP Transfer:** \$0.00
475 **Total Cost:** \$10,000.00 (estimate)
476 **Description:** To purchase thermal imaging equipment. The first year for funding reserves for eventual purchase is
477 scheduled for FY19.
478 **Anticipated fiscal year of purchase/completion:** FY22
479
480 **Project/Item:** Harden Laptop Computer (620)
481 **Department:** Fire
482 **FY17 CIP Transfer:** \$0.00
483 **Total Cost:** \$0.00
484 **Description:** To purchase a laptop computer. As an individual item to purchase, this is currently not programmed in the
485 CIP.
486 **Anticipated fiscal year of purchase/completion:** To be determined
487
488 **Project/Item:** Portable Defibrators (620)
489 **Department:** Fire
490 **FY17 CIP Transfer:** \$0.00
491 **Total Cost:** \$12,000.00 (estimate)
492 **Description:** Replacement of portable defibrators. The first year for funding reserves for eventual purchase is scheduled
493 for FY19.
494 **Anticipated fiscal year of purchase/completion:** To be determined
495
496 **Project/Item:** Gas Meter (620)
497 **Department:** Fire
498 **FY17 CIP Transfer:** \$0.00
499 **Total Cost:** \$1,000.00
500 **Description:** This item was included as a component of the purchase of the new rescue pumper in FY16.
501 **Anticipated fiscal year of purchase/completion:** FY16
502

503 **Project/Item:** Rescue Equipment (620)

504 **Department:** Fire

505 **FY17 CIP Transfer:** \$0.00

506 **Total Cost:** \$25,000.00 (estimate)

507 **Description:** The Town will begin placing funds in reserve in FY18 for the purchase of rescue equipment.

508 **Anticipated fiscal year of purchase/completion:** To be determined

509
510 **Project/Item:** SCBA Units (620)

511 **Department:** Fire

512 **FY17 CIP Transfer:** \$5,000.00

513 **Total Cost:** \$100,000.00

514 **Description:** The Town currently has \$20,000 in capital reserves set aside (\$15,000 as of 06/30/15 and \$5,000 from FY16) to replace the SCBA (self-contained breathing apparatus – i.e. air tanks and masks) units. Lease-financing is a possible method of purchase that would enable replacement of all of the units at the same time. If the equipment purchase is lease-financed, the replacement would likely occur in FY17 or FY18 with the first payment to follow one fiscal year after.

518 **Anticipated fiscal year of purchase/completion:** To be determined, may be as early as FY17 or an annual expense

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520
521 POLICE

522 **Project/Item:** Police Vehicle 1 – Ford Interceptor (625)

523 **Department:** Police

524 **FY17 CIP Transfer:** \$12,600.00

525 **Total Cost:** \$37,800.00

526 **Description:** The total cost listed here is likely higher than the actual cost. The vehicle is lease-financed for a three-year term. The final payment is due in FY17. The vehicle is in service. The current replacement schedule for police vehicles is five years.

529 **Anticipated fiscal year of purchase/completion:** FY17 (final payment)

530
531 **Project/Item:** Police Vehicle 2 – Ford Interceptor (625)

532 **Department:** Police

533 **FY17 CIP Transfer:** \$12,600.00

534 **Total Cost:** \$37,800.00

535 **Description:** The total cost listed here is likely higher than the actual cost. The vehicle is lease-financed for a three-year term. The final payment is due in FY17. The vehicle is in service. The current replacement schedule for police vehicles is five years.

538 **Anticipated fiscal year of purchase/completion:** FY17 (final payment)

539
540 **Project/Item:** Police Vehicle 3 (625)

541 **Department:** Police

542 **FY17 CIP Transfer:** Replace

543 **Total Cost:** \$45,000.00

544 **Description:** Replacement is currently scheduled for FY17. The proposal is to lease-finance the purchase, placing the first payment in FY18 and final payment in FY20 or FY22 (depending on term). Three-year and five-year lease financing options will be explored. The current version of the CIP shows a three-year term with annual payments (principal and interest) of approximately \$15,000. The current replacement schedule for police vehicles is five years.

548 **Anticipated fiscal year of purchase/completion:** FY17 (replace); FY18 (first payment)

549
550 **Project/Item:** Police Vehicle 4 (625)

551 **Department:** Police

552 **FY17 CIP Transfer:** \$0.00

553 **Total Cost:** \$45,000.00

Description: Replacement is currently scheduled for FY17. The proposal is to lease-finance the purchase, placing the first payment in FY18 and final payment in FY20 or FY22 (depending on term). Three-year and five-year lease financing options will be explored. The current version of the CIP shows a three-year term with annual payments (principal and interest) of \$15,000. The current replacement schedule for police vehicles is five years.

Anticipated fiscal year of purchase/completion: FY17 (replace); FY18 (final payment)

Project/Item: Video Cameras (625)

Department: Police

FY17 CIP Transfer: \$0.00

Total Cost: \$0.00

Description: Replacement and upgrade of necessary video equipment.

Anticipated fiscal year of purchase/completion: To be determined

Project/Item: Computers (625)

Department: Police

FY17 CIP Transfer: \$1,000.00

Total Cost: \$3,500.00

Description: Replacement of department computers. Given the dollar amounts (less than \$5,000) this item may be best suited for the general fund budget line for computer replacement and will likely be moved in FY18.

Anticipated fiscal year of purchase/completion: Annual

Project/Item: Mobile Data Terminals (625)

Department: Police

FY17 CIP Transfer: \$1,000.00

Total Cost: \$10,000 (estimate)

Description: Grant funds were used to replace mobile data terminals in FY16. The next replacement is scheduled for FY20; this is an amount to be reserved for that purpose.

Anticipated fiscal year of purchase/completion: FY20

Project/Item: Radios (625)

Department: Police

FY17 CIP Transfer: \$0.00

Total Cost: To be determined

Description: Replacement of radio equipment as needed. The department has had success securing grants to pay for replacement in the past.

Anticipated fiscal year of purchase/completion: To be determined

TECHNOLOGY

Project/Item: Computer replacement

Department: Technology

FY17 CIP Transfer: \$0.00

Total Cost: \$2,500.00 per fiscal year

Description: Computers are replaced, generally, based upon a combination of condition, age, and schedule. The item is lower than the CIP threshold of \$5,000; computer replacement is in the FY17 general fund budget at the same amount listed here.

Anticipated fiscal year of purchase/completion: Annual

Project/Item: Town Hall Server

Department: Technology

FY17 CIP Transfer: \$2,000.00

605 **Total Cost:** \$12,500 (estimate)

606 **Description:** Replacement of the server at Town Hall. This is an amount to be reserved for that replacement.

607 **Anticipated fiscal year of purchase/completion:** To be determined

608
609 **Project/Item:** DRB tablets/iPads

610 **Department:** Technology

611 **FY17 CIP Transfer:** \$0.00

612 **Total Cost:** \$3,000.00 (estimate)

613 **Description:** This is for the purchase of tablets or iPads, to enable Development Review Board packets to be “digitized.”
614 The item is included in the FY17 proposed general fund budget, given the estimated cost (\$3,000).

615 **Anticipated fiscal year of purchase/completion:** FY17

616
617 **Project/Item:** GIS Software Upgrade

618 **Department:** Technology

619 **FY17 CIP Transfer:** \$0.00

620 **Total Cost:** \$0.00

621 **Description:** This item is included in the listing, but is not slotted into any of the fiscal years of this plan. In the past,
622 capital funds were used to acquire the software.

623 **Anticipated fiscal year of purchase/completion:** To be determined

624 ---

625
626 PLANNING AND ZONING

627 **Project/Item:** Zoning Regulations Overhaul

628 **Department:** Planning and Zoning

629 **FY17 CIP Transfer:** \$0.00

630 **Total Cost:** \$14,000.00

631 **Description:** This is for a complete overhaul of the Town’s zoning regulations, to ensure they enable the achievement of
632 Town Plan goals and objectives and are efficient to administer. The Town will use \$7,500 in capital reserves (\$6,000 as of
633 06/30/15 and \$1,500 in FY16) along with \$4,500 in special projects funds from the FY17 proposed general fund budget as
634 a grant match to complete the project in FY17. If a grant is not awarded as anticipated, the funds will be rolled forward for
635 FY18.

636 **Anticipated fiscal year of purchase/completion:** FY17

637 ---

638
639 STORMWATER

640 **Project/Item:** Stormwater road assessment and inventory (*New*)

641 **Department:** Highway/Administrator

642 **FY17 CIP Transfer:** \$0.00

643 **Total Cost:** \$8,500.00

644 **Description:** The goal is to perform a stormwater assessment and inventory of the Town’s roads to prepare for the State
645 road permit the Town is required to obtain in a few years. The Town will look to scale the project back and fully-fund in
646 FY18.

647 **Anticipated fiscal year of purchase/completion:** FY18

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649