

TOWN OF EASTHAM, MASSACHUSETTS



**CAPITAL IMPROVEMENT PLAN
Fiscal Year 2023 - 2028
AND
FISCAL YEAR 2023 CAPITAL BUDGET**

TOWN OF EASTHAM, MASSACHUSETTS

Fiscal Year 2023 Capital Budget and Five-Year Plan

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TOWN OF EASTHAM, MASSACHUSETTS

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TOWN OF EASTHAM, MASSACHUSETTS
FY 2023 CAPITAL BUDGET REQUESTS WORKSHEET

Item/Request	Type	Dept.	N/R/A/M	Amount	Department		Review		FY 2023	Funding Sources	Comments
					Category	Priority	Category	Priority	Recommendation		
LAND, BUILDINGS, FACILITIES											
Town Hall Repair & Maint Prgm (Recurring)	Extrordinary Maint	Gen Govt	M	100,000					100,000.00	Free Cash	
Senior Center Repair & Maint Prgm (Recurring)	Extrordinary Maint	COA	M	40,000					40,000.00	Free Cash	
Public Works Facility Repair & Maint Prgm (Recurring)	Extrordinary Maint	DPW	M	80,000					80,000.00	Free Cash	
Public Works Facility Repair & Maint Prgm (Chapter 90)	Extrordinary Maint	DPW	M	70,000					70,000.00	Ch. 90	
Recreation/Sticker Building Repair & Maint Prgm (Recurring)	Extrordinary Maint	Recreation	M								
Police Station Repair & Maint Prgm (Recurring)	Extrordinary Maint	Police	M	52,000					52,000.00	Free Cash	
Fire Station Repair & Maint Prgm (Recurring)	Extrordinary Maint	Fire	M	15,000					15,000.00	Free Cash	
Town Hall Annex Repair & Maint Prgm (Recurring)	Extrordinary Maint	Gen Govt	M	15,000					15,000.00	Free Cash	
Library Building Repair & Maint Prgm (Recurring)	Extrordinary Maint	Library	M	5,000					5,000.00	Free Cash	
Harbormaster Building Maintenance Plan (Recurring)	Extrordinary Maint	Natural Resources	M								
Elementary School Building Repair & Maint Prgm (Recurring)	Extrordinary Maint	Schools	M	71,000					71,000.00	Free Cash	
Transfer Station Facility Repair & Maint Prgm (Recurring)	Extrordinary Maint	DPW	M								
Miscellenous Building Repair & Maint Prgm (Recurring)	Extrordinary Maint	Gen Govt	M								
Land, Parks & Cemetary Facility Repair & Maint Prgm (Recurring)	Extrordinary Maint	Various	M	30,000	III. Important	5	III. Important	3	30,000.00	Free Cash	
INFRASTRUCTURE											
Rock Harbor Dredging - Phase 1	Extrordinary Maint	Gen Govt	M								
Local Road Improvements											
Intersection Improvement & Upgrade	Renovation/Const	DPW	M	500,000			IV. Desirable		500,000.00	Ch. 90	
Planning & Design of Roadways	Planning/Engineering	DPW	M/N	50,000			IV. Desirable		50,000.00	Free Cash	
Construction of Roadways	Renovation/Const	DPW	M/N	400,000			IV. Desirable		400,000.00	Grant	
Route Six Corridor Improvements											
Planning & Design of Roadways	Planning/Engineering	DPW	M/N	50,000			IV. Desirable		50,000.00	Free Cash	
Town Landings											
Town-wide landing Planning, permitting, design	Planning/Engineering	DPW	M/N	75,000			III. Important		75,000.00	Free Cash	
Community Development											
T-Time Site Design/Development Engineering	Planning/Engineering	Gen Govt	N	100,000			II. Essential		100,000.00	Free Cash	
WasteWater Infrastructure (Amounts represent 100% of cost estimate, expect significant funding from outside sources)											
Planning, Permitting, Testing	Planning/Engineering	DPW	N	250,000			I. Imperative		250,000.00	Free Cash	
Other Projects											
Eastham Community Internet	Planning/Engineering	Gen Govt	N	100,000	III. Important	3	III. Important	3	100,000.00	Grant	
DPW Recurring Maintenance Programs											
Stormwater Systems Maintenance Program (Recurring)	Routine Maint	DPW	M	60,000	II. Essential	3	II. Essential	2	60,000.00	Free Cash	
Parking Lot Maintenance Program (Recurring)	Routine Maint	DPW	M	20,000			III. Important	2b	20,000.00	Capital Levy	
VEHICLES & FLEET ASSETS											
Gen. Govt. Fleet Replacement Program (Recurring)	Vehicles	GenGovt	R	12,500			III. Important	2	12,500	Capital Levy	
DPW Fleet Replacement Program (Recurring)	Vehicles	DPW	R	73,750			II. Essential	2	73,750	Capital Levy	
Utility Loader	Heavy Equip	DPW	R	160,000			III. Important	2	160,000	Ch. 90	
Tanker Truck	Vehicles	DPW	R	200,000			III. Important	2	200,000	Ch. 90	
Semi-Trailer	Vehicles	DPW	R	90,000			III. Important	2	90,000	Free Cash	
Fire Department Fleet Replacement Program (Recurring)	Vehicles	Fire Dept	R	27,500			II. Essential	1	27,500	Capital Levy	

TOWN OF EASTHAM, MASSACHUSETTS
FY 2023 CAPITAL BUDGET REQUESTS WORKSHEET

Item/Request	Type	Dept.	N/R/A/M	Amount	Department		Review		FY 2023	Funding Sources	Comments
					Category	Priority	Category	Priority	Recommendation		
Police Department Fleet Replacement Program	Vehicles	Police Dept.	R	134,000			II. Essential	1	134,000	Capital Levy	
PD Motorcycle (3 year lease)	Vehicles	Police Dept.	R	5,000			IV. Desirable	3	5,000	Donation	
Senior Center Fleet Replacement Program	Vehicles	COA	R	15,000			II. Essential	1	15,000	Capital Levy	
Beach & Recreation Fleet Replacement Program	Vehicles	Beach/Rec	R	15,000			II. Essential	2	15,000	Capital Levy	
DEPARTMENTAL EQUIPMENT											
Energy Efficiency & Solar Program	Operational Equip	GenGovt.	N	25,000			III. Important	3	25,000	Free Cash	
PC's and component replacement program (Recurring)	Computer Hardware	Technology	R	20,250			II. Essential	1b	20,250	Capital Levy	
PC's and component Replacement Program (Addl.)	Computer Hardware	Technology	R	20,250			II. Essential	1b	20,250	Free Cash	
Servers/Network Component Replacement Program (Recurring)	Computer Hardware	Technology	R	57,000			I. Imperative	1a	57,000	Capital Levy	
Media Equipment Replacement Program (Recurring)	Computer Hardware	Technology	R	10,000			II. Essential	2	10,000	Media Fund	
Rock Harbor Parking Kiosk	Operational Equip	DPW	N	10,000			IV. Desirable	3	10,000	Grant	
Trash Compactors	Operational Equip	DPW	R	115,000	I. Imperative	1	II. Essential	1b	115,000	Free Cash	
Containers	Operational Equip	DPW	R	10,000	I. Imperative	2	II. Essential	1c	10,000	Free Cash	
Medical/Rescue Equipment Replacement Program (Recurring)	Operational Equip	Fire Dept.	R	15,000			I. Imperative	1	15,000	Ambulance Fd.	
Fire Suppression Equipment Replacement Program (Recurring)	Operational Equip	Fire Dept.	R	25,000			II. Essential	2	25,000	Capital Levy	
PD Departmental Equipment Replacement Program	Operational Equip	Police Dept.	R	20,000			II. Essential	2	20,000	Capital Levy	
Speed Trailer	Operational Equip	Police Dept.	R	11,000	III. Important		III. Important	3	11,000	Free Cash	
Outdoor Drive-through Book Return	Operational Equip	Library	R	10,124	II. Essential	1	III. Important	3	10,124	Free Cash	
Kitchen Appliance Replacement	Operational Equip	COA	R	20,000	I. Imperative	1	II. Essential	1	20,000	Free Cash	
Furniture Replacements	Operational Equip	COA	R	20,000	II. Essential	1	III. Important	2	20,000	Free Cash	
Elections Equipment Replacement Program (Recurring)	Operational Equip	Clerk	R	5,000			I. Imperative	2	5,000	Capital Levy	
Elementary School equipment Replacement Program (Recurring)	Operational Equip	Education	R	30,000			II. Essential	2	30,000	Free Cash	

3,239,374.00	Recommended Spending:	3,239,374.00
	Funding Provided By:	
	425,000.00	Capital Levy
		Capital Exclusion
	1,334,374.00	Free Cash
		Bond Issuance
		Lease Issuance
	930,000.00	Chapter 90
	520,000.00	Grant
	5,000.00	Donation
	15,000.00	Ambulance Fund
	10,000.00	Media Fund
	<u>3,239,374.00</u>	
	-	Balance (Over)/Under Funded

TOWN OF EASTHAM, MASSACHUSETTS

FIVE YEAR CAPITAL PLAN for Fiscal Year 2023 through 2028

ASSET TYPE/ITEM	Classification	Department	FY 2023		FY 2024		FY 2025		FY 2026		FY 2027		FY 2028		Thereafter Amount
			Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	
PC's and component Replacement Program (Addl.)	Computer Hardware	Technology	20,250	FC	10,250	FC	10,250	FC	10,250	FC	10,250	FC	10,250	FC	
Servers/Network Component Replacement Program (Recurring)	Computer Hardware	Technology	57,000	CL	57,000	CL	57,000	CL	57,000	CL	57,000	CL	57,000	CL	
Servers/Network Component Replacement Program (Addl.)	Computer Hardware	Technology							10,000	FC	10,000	FC	10,000	FC	
Media Equipment Replacement Program (Recurring)	Computer Hardware	Technology	10,000	CF	10,000	CF	10,000	CF	12,500	CF	12,500	CF	12,500	CF	
Phone System Replacement	Computer Hardware	Technology									35,000	FC			
Rock Harbor Parking Kiosk	Operational Equip	DPW	10,000	Grt											
Trash Compactors	Operational Equip	DPW	115,000	FC											
Containers	Operational Equip	DPW	10,000	Grt											
Medical/Rescue Equipment Replacement Program (Recurring)	Operational Equip	Fire Dept.	15,000	AF	15,000	AF	15,000	AF	15,000	AF	15,000	AF	15,000	AF	
Fire Suppression Equipment Replacement Program (Recurring)	Operational Equip	Fire Dept.	25,000	CL	25,000	CL	25,000	CL	25,000	CL	25,000	CL	25,000	CL	
Specialty Equipment	Operational Equip	Fire Dept.			10,000	FC			15,000	FC					
Defibrillators	Operational Equip	Fire Dept.			100,000	AF									
PD Departmental Equipment Replacement Program	Operational Equip	Police Dept.	20,000	CL	20,000	CL	20,000	CL	20,000	CL	25,000	CL	25,000	CL	
Sign Trailer (Message Board)	Operational Equip	Police Dept.									16,000	FC			
Speed Trailer	Operational Equip	Police Dept.	11,000	FC											
Interior Furnishings	Operational Equip	Police Dept.			20,000	FC									
Speed Display Road Signs	Operational Equip	Police Dept.					12,000	FC							
Electronic Recording Device (Dispatch phones and radios)	Operational Equip	Dispatch					15,000	FC							
Outdoor Drive-through Book Return	Operational Equip	Library	10,124	FC											
Furniture and Shelving Replacements	Operational Equip	Library			5,000	FC									
Accessibility Equipment	Operational Equip	Library							5,000	FC					
Kitchen Appliance Replacement	Operational Equip	COA	20,000	FC	20,000	FC	5,000	FC							
Furniture Replacements	Operational Equip	COA	20,000	FC											
Beach Chair Replacement	Operational Equip	Beach/Rec					3,500	FC							
Beach Equipment (Mobi Mat's, Walkways)	Operational Equip	Beach/Rec			20,000	FC			20,000	FC					
Elections Equipment Replacement Program (Recurring)	Operational Equip	Clerk	5,000	CL	5,000	CL	5,000	CL	5,000	CL	5,000	CL	5,000	CL	
Elementary School equipment Replacement Program (Recurring)	Operational Equip	Education	30,000	FC	30,000	FC	30,000	FC	35,000	FC	35,000	FC	35,000	FC	
Playground Equipment Replacement	Operational Equip	Education			80,000	CPA									
Elementary School Generator Replacement	Operational Equip	Education					40,000	FC							
Subotal Equipment			423,624		472,500		293,000		250,000		266,000		215,000		-
TOTAL CAPITAL PLAN EXPENDITURE AMOUNTS			3,239,374		4,898,250		9,488,750		22,862,750		2,412,750		23,077,750		160,656,000

FLEET INVENTORIES & CONDITION ASSESSMENTS

Date of Update		CONDITION ASSESSMENT (POINTS)																					
Department	Model Year	Manufacturer	Make/Model	VIN #	Plate #	Est. Cost New	Expected Max Life (Years)	In-Service Date	Years in Service	Function	Drive System	GVW	FEV		Engine Miles	Engine Hours	Age	Miles/Hours	Type of Service		M&R Costs	Condition	Total Points
													Policy Exempt	Combine d MPG					Reliability	Reliability			
ASSESSORS	2017	FORD	ESCAPE	1FMCU0F76HUB06359	M96826	\$19,747	8	7/1/17	4	Admin	2WD	4,620	N	24	12,330	4	1	1	1	1	1	1	8
BUILDING	2017	FORD	ESCAPE	1FMCU0F74HUB06358	M92801	\$19,747	8	7/1/17	4	Admin	2WD	4,620	N	24	15,835	4	1	1	1	1	1	1	8
General Govt	2020	Nissan	Leaf S	1N4AZ1BP6LC307708	M8000	\$25,000	8	1/1/21	0	Admin	2WD	4,600	N	111	486	0	0	1	1	1	1	1	4
General Govt	2020	Nissan	Leaf S	1N4AZ1BP8IC307435	M9077	\$25,000	8	1/1/21	0	Admin	2WD	4,600	N	111	361	0	0	1	1	1	1	1	4
RECREATION	2004	CHEVROLET	SILVERADO	1GCHC29U14E306452	M70668	\$30,000	10	7/1/04	17	Utility	2WD	5,443	N		91,444	17	9	3	5	3	5	42	
RECREATION	2011	FORD	TRACON VAN	NM0KS9BNXBT063122	M88195	\$22,769	10	7/1/11	10	Transport	2WD	4,965	N		64,385	10	6	3	3	2	3	27	
RECREATION	2014	CHEVROLET	EXPRESS VAN	1GNWGPFA4E1146232	M90149	\$23,825	10	7/1/14	7	Transport	2WD	8,600	N		26,587	7	2	3	1	2	1	14	
RECREATION	2018	CHEVROLET	SILVERADO	1GCRCNEH2JZ107154	M98617	\$24,656	10	7/1/18	3	Utility	2WD	6,900	N		11,272	3	1	3	1	1	1	9	
COA	2005	FORD	ECONOLINE VAN	1FBNE31L15HA04346	M46984	\$21,080	8	7/1/05	16	Transport	2WD	8,600			41,562	16	4	3	3	4	3	29	
COA	2010	TOYOTA	SIENNA VAN	5TDJK4CC1AS030781	M81709	\$26,490	8	7/1/10	11	Transport	4WD	4,297			133,637	11	13	3	1	3	1	32	
COA	2015	TOYOTA	SIENNA VAN	5TDJK3DC2FS108503	M92805	\$32,455	8	7/1/15	6	Transport	4WD	5,995			103,897	6	10	3	1	1	1	22	
COA	2018	FORD	ECONOLINE VAN	1FDFE4F56JDC17294	M2750A	\$68,852	8	7/1/18	3	Transport	2WD	14,500			12,342	3	1	3	1	1	1	9	
COA	2019	DODGE	CARAVAN	2C7WDGGBGOKR521443	M4070A	\$48,400	8	7/1/19	2	Transport	4WD	4,483		20	9,634	2	0	3	1	1	1	8	
COA	2020	TOYOTA	SIENNA VAN	5TZZ3DC3LS071214D	M4032	\$30,000	8	9/1/20	1	Transport	4WD	5,995			9,596	1	0	3	1	1	1	7	
COA	2019	DODGE	CARAVAN	2C7WDGGBGXKR808353	M8523A	\$48,400	8	7/1/21	1	Transport	WL. Othe	4,483		20	96	1	0	3	1	1	1	7	
FIRE	1997	GMC	C SERIES Tanker w/ Pump	1GDP7H1J3VJ519041	MF9174	\$85,000	25	7/1/97	24	HeavyEquip		16,034			16,724	1,773	24	1	3	1	3	4	35
FIRE	1998	STEWART	LMTV (High Wtr/All Terrain V	AT8744BDCG	MFB217	\$104,626	25	7/1/98	23	HeavyEquip		22,770			6,230	1,685	23	1	3	1	3	2	33
FIRE	2013	E ONE	CUSTOM PUMPER	4EN6AHA85D2007871	MFB221	\$498,483	20	7/1/13	8	HeavyEquip		45,000			23,066	1,722	8	2	3	3	3	20	
FIRE	2005	E ONE TYPHOON	PUMPER RESCUE PUMPER	4EN6AAA8251000567	MF7468	\$350,000	20	7/1/05	16	HeavyEquip		45,000			18,962	2,305	16	1	3	3	3	28	
FIRE	2019	FORD	F-550 Forestry Truck	1FD0W5HT8KED68809		\$175,124	20	7/1/19	2	HeavyEquip		19,500			2,856	342	2	0	3	1	1	1	8
FIRE	2016	FORD	F550 AMBULANCE	1FDUF5HT1GEA85239	MFA940	\$253,328	5	7/1/16	5	Ambulance		18,000			126,133	3,643	5	10	4	5	4	3	31
FIRE	2016	FORD	F550 AMBULANCE	1FDUF5HT8GEA85240	MFA945	\$253,328	5	7/1/16	5	Ambulance		18,000			134,091	3,812	5	10	4	5	4	3	31
FIRE	2012	CHEVROLET	SILVERADO (Squad Truck)	1GC2KVCGCZ242988	M1448	\$40,117	7	7/1/12	9	Utility		9,500			83,973		9	7	3	5	5	5	34
FIRE	2017	FORD	EXPLORER - Chief Command	1FM5K8D87HGE01316	MFB913	\$46,507	7	7/1/17	4	Utility		6,180			43,039		4	4	3	1	1	2	11
FIRE	2017	FORD	EXPLORER - DC Comm. Veh.	1FM5K8D87HGE01317	MFC105	\$46,507	7	7/1/17	4	Utility		6,180			56,455		4	5	3	1	1	2	11
Fire	2016	POLARIS	6 Wheel ATV			\$19,000	15	7/1/16	5	FleetEquip					1,340		5	0	2	1	2	2	12
FIRE	2016	TRAILER	UTILITY (ATV Trailer)	5B5PS1424FH005515	MFB721	\$2,652	25	7/1/16	5	FleetEquip		7,000			1		5	0	2	1	1	1	10
FIRE	2019	EZLOAD	TRAILER (Wtr Rescue Gear)	1ZETAAGB4KA005347		\$969	25	7/1/19	2	FleetEquip		1,250			1		2	0	2	1	1	1	7
FIRE	2000	LOAD RITE	TRAILER	5A4PVGH28Y2050436	MP265E	\$699	25	7/1/00	21	FleetEquip		1,980			1		21	0	2	1	1	3	28
Fire	1993	AVON	Rigid Hull Inflatable Boat (Cove)				20	7/1/00	21	FleetEquip						555	21	1	2	5	5	5	39
FIRE	2006	KARAVAN	BOAT TRAILER	5KTBS20166F000737	MFB809	\$500	25	7/1/06	15	FleetEquip		1,200			1		15	0	2	1	1	2	21
FIRE	2011	MAGNUM	LIGHT TOWER TRAILER	5AJLS1619BB012622	MFA325	\$8,260	20	7/1/11	10	FleetEquip		1,890			1		10	0	2	1	1	2	16
FIRE	2012	HOMEMADE	TRAILER	(MFB479)	MFB479	\$600	25	7/1/12	9	FleetEquip		1,000			1		9	0	2	1	1	3	16
FIRE	2018	EZHAUL	6X12	5WFBE1217JW083570	MFC766	\$9,700	25	7/1/18	3	FleetEquip		2,900			367	64	3	0	2	1	1	1	8
FIRE	2004	AVON	17' RIGID HULL BOAT	GB-AVB46071H304			20	7/1/04	17	FleetEquip							17	1	2	1	1	1	23
FIRE	2020	ZODIAC	SURF RESCUE BOAT	FR-XMPD575F11920		\$9,000	20	7/1/20	1	FleetEquip						12	1	1	2	1	1	1	7
POLICE	2018	FORD	EXPLORER	1FM5K8D83JGC43241	8HG278	\$40,650	5	7/1/18	3	Admin		6,180			41,864		3	4	1	2	2	2	10
POLICE	2016	FORD	EXPLORER	1FM5K8D81GGB43650	782ZK8	\$38,516	7	7/1/16	5	Admin		6,180			85,510		5	8	1	2	2	2	20
POLICE	2010	FORD	TAURUS	1FAHP2HW1AG107754	888EL4	\$25,630		7/1/10	11	Admin		4,234			138,525		11	13	1	2	2	3	32
POLICE	2017	FORD	F150	1FTEW1EF7HFC91807	MPD185	\$38,341		7/1/17	4	Utility		7,000			10,159		4	1	3	1	1	1	10
POLICE	2019	FORD	EXPLORER	1FM5K8ARXKGB45984	MPD931	\$40,836		7/1/19	2	Patrol		4,551			85,964		2	8	5	1	1	2	19
POLICE	2013	FORD	TAURUS	1FAHP2H89DG222415	389TM6	\$27,944		7/1/13	8	Patrol		4,234			89,451		8	8	5	2	1	2	26
POLICE	2018	FORD	EXPLORER	1FM5K8AR5JGB68121	MPD731	\$31,994		7/1/18	3	Patrol		6,342			110,098		3	11	5	2	1	3	25
POLICE	2019	FORD	EXPLORER	1FM5K8AR1KGB45985	MP932	\$40,581		7/1/19	2	Patrol		6,342			92,000		2	9	5	1	1	2	20
POLICE	2020	FORD	EXPLORER	1FM5K8AB9LGD00819	MPF790	\$52,000		12/15/20	0	Patrol		6,342			21,745		0	2	5	1	1	1	8
POLICE	2018	FORD	EXPLORER	1FM5K8AR3JGB68120	MPD733	\$27,919		7/1/18	3	Patrol		6,342			127,074		3	12	5	2	1	2	25
POLICE	2015	FORD	TAURUS	1FAHP2MK1FG115024	MP417J	\$29,703		7/1/15	6	Patrol		4,234			120,732		6	12	5	2	2	3	30
POLICE	2020	FORD	EXPLORER	1FM5K8AB8LGC99596	MPF789	\$52,000		3/10/21	0	Patrol		6,342			17,641		0	1	5	1	1	1	9
POLICE	2017	FORD	EXPLORER	1FM5K8ARXKGB45984	MP4242	\$33,828		7/1/17	4	Patrol		6,342			110,025		4	11	5	2	1	3	26
POLICE	2016	FORD	EXPLORER	1FM5K8AR9GGA08378	MP733J	\$36,330		7/1/16	5	Patrol		6,342			50,000		5	4	5	1	1	2	14
POLICE	2012	DECATUR	SPEED TRAILER	1A9S30ES9C1872268	MP731J	\$7,655		7/1/12	9	FleetEquip		900			1		9	0	2				11
POLICE	2017	SOLARTECH	TRAILER	4GM2M1313H1462107	M99713	\$16,750		7/1/17	4	FleetEquip		2,050			1		4	0	2				6
DPW	1987	TROJAN	UTILITY LOADER	3128001	M99981	\$5,000	20	7/1/87	34	FleetEquip					-	5,000	34	1	2	2	2	2	43
DPW	1990	FORD	DUMP TRUCK	1FDXK64P6LVA35793	M97291	\$10,000	20	7/1/90	31	HeavyEquip		26,500			18,200	-	31	1	3	2	2	2	40
DPW	1991	INTERNATIONAL	4800	1HTSENEN3MH332231	M56794	\$30,000	20	7/1/91	30	FleetEquip		28,000			7,500	-	30	0	2	2	2	2	38
DPW	1993	INTERNATIONAL	Tanker	1HTSCPML3PH481910	M97292	\$12,000	20	7/1/93	28	FleetEquip					12,598	-	28	1	2	2	2	2	36
DPW	2001	PETERBILT	ROLL OFF TRUCK	1NP5LB0X21N567104	M88189	\$64,000	20	7/1/01	20	HeavyEquip					371,174	-	20	5	3	2	2	2	29
DPW	2004	MACK	TRACTOR TRUCK	1M1AA18Y54N155444	M79281	\$42,960	20	7/1/04	17	HeavyEquip		99,000			15,157	-	17	1	3	2	2	2	26

Date of Update		CONDITION ASSESSMENT (POINTS)																			
Department	Model Year	Manufacturer	Make/Model	VIN #	Plate #	Expected				Drive System	GVW	FEV		Miles	Engine Hours	Age	Miles/Hours	Type of Service	M&R		Total Points
						Est. Cost New	Max Life (Years)	In-Service Date	Years in Service			Policy Exempt	Combine d MPG						Reliability	Costs	
DPW	2006	PETERBILT	335 DUMP TRUCK	2NPLHZ8X06M655873	M74752	\$100,972	20	7/1/06	15	HeavyEquip			46,519	-	15	4	3	2	2	2	24
DPW	2006	PETERBILT	335 DUMP TRUCK	2NPLHZ8X26M655874	M74751	\$110,972	20	7/1/06	15	HeavyEquip			47,847	-	15	4	3	2	2	2	24
DPW	2006	STECO	PUSHOUT SEMI TRAILER	5EWES382261254230	M46547	\$43,365	20	7/1/06	15	FleetEquip	80,000		-	-	15	5	2	2	2	2	23
DPW	2006	STECO	SEMI TRAILER	5EWES382661254231	M46549	\$43,365	20	7/1/06	15	FleetEquip	80,000		-	-	15	5	2	2	2	2	23
DPW	2007	MORBARK	TORNADO CHIPPER	4S8SZ161X7W024697	M79534	\$35,000	20	7/1/07	14	FleetEquip	7,500		-	5,000	14	5	2	2	2	2	22
DPW	2009	CHEVROLET	DUMP TRUCK	1GBE5C3969F405684	M82203	\$59,954	20	7/1/09	12	Utility	19,500		21,836	-	12	2	3	2	2	2	21
DPW	2010	SPECTEC	STEEL EJECTOR	1S9ES3828AS188366	M83224	\$45,650	20	7/1/10	11	FleetEquip	80,000		-	-	11	5	2	2	2	2	19
DPW	2010	KUBOTA	TRACTOR	M96SDSC70049	M82797	\$68,500	20	7/1/10	11	HeavyEquip			-	2,040	11	5	3	2	2	2	20
DPW	2011	JOHN DEERE	LOADER	1DW544KZVA0633138	M85251	\$159,010	20	7/1/11	10	HeavyEquip	30,500		-	6,000	10	5	3	2	2	2	19
DPW	2012	BARBER	SURF RAKE	1H9GU13182N485323	M88708	\$48,427	15	7/1/12	9	FleetEquip	4,000		-	1,000	9	5	2	2	2	2	17
DPW	2017	INTERNATIONA	SWEEPER	1HTMMAN7HH744099	M96918	\$249,674	20	7/1/17	4	HeavyEquip			9,312	1,423	4	0	3	2	2	2	13
DPW	2019	FREIGHTLINER	114SD	1FVHG3DVXKHKG5101	M3031A	\$189,500	20	7/1/19	2	HeavyEquip	92,000		5,252	-	2	0	3	2	2	2	11
DPW	2019	VOLVO	L70H	VCE0L70HT05623790		\$204,311	20	7/1/19	2	HeavyEquip	29,780		-	490	2	5	3	2	2	2	11
DPW	2020	PETERBUILT	567	1NPCLPEX4LD732558		\$205,979	20	7/1/20	1	HeavyEquip	72,000		7,500	-	1	0	3	2	2	2	10
HIGHWAY	2000	INTERNATIONA	DUMP	1HTSDAAR6YH268681	M63168	\$73,000	20	7/1/00	21	HeavyEquip			53,000	-	21	5	3	2	2	2	30
DPW	2016	SPECTEC	TRAILER	1S9ES3823GS188896	M97091	\$57,484		7/1/16	5	FleetEquip	80,000		-	-	5	5	2				7
DPW	2015	ATLAS	COMPRESSOR/TRAILER	4500A1013FR049683	M95034	\$17,950		7/1/15	6	FleetEquip	2,099		-	51	6	5	2				8
DPW	2016	CAM	UTILITY TRAILER	5JPBU2525GP040553	M92823	\$7,100		7/1/16	5	FleetEquip	16,100		-	-	5	5	2				7
DPW	2016	CAM	UTILITY TRAILER	5JPBU2226GP041845	M95049	\$6,280		7/1/16	5	FleetEquip	9,996		-	-	5	5	2				7
DPW	2015	SPECTEC	EJECTOR TRAILER	1S9ES3821FS188698	M95050	\$55,664		7/1/15	6	FleetEquip	80,000		-	-	6	5	2				8
DPW	1996	HOMEMADE	TRAILER	(M55455)	M55455	\$500		7/1/96	25	FleetEquip	1,000		-	N/A	25	5	2				27
DPW	2020	SOLAR TECH	UTILITY	4GM2M1311L1462597		\$18,500		7/1/20	1	HeavyEquip	2,050		-	-	1	5	3				4
DPW	1999	SHADOW	UTILITY TRAILER	4U01S1629XA993695		\$82,017		7/1/99	22	FleetEquip	7,000		-	N/A	22	5	2				24
NATURAL RES	2002	SHORE LANDER	BOAT TRAILER	1MDAS4W233A233659	M36370	\$3,330		7/1/02	19	FleetEquip	5,920		-	-	19	5	2				21
NATURAL RES	2003	MAGIC - TILT	BOAT TRAILER	1M5BR191X31E90723	M97295	\$3,000		7/1/03	18	FleetEquip	4,000		-	-	18	5	2				20
NATURAL RES	2005	TIDEWATER	BOAT TRAILER	5LFGV19105P001309	M72625	\$1,353		7/1/05	16	FleetEquip	2,995		-	-	16	5	2				18
NATURAL RES	2019	LOADRITE	TRAILER	5A4YMFN11K2000739		\$2,290		7/1/19	2	FleetEquip	2,690		-	-	2	5	2				4
NATURAL RES	2009	LOAD RITE	TRAILER	5A4XRJ1X92018078	M81719	\$575		7/1/19	2	FleetEquip	980		-	-	2	5	2				4
DPW	2015	CHEVROLET	SILVERADO	1GB3KYCG1FF182347	M91422	\$47,944	8	7/1/15	6	Utility	13,200		34,862	-	6	3	3	1	1	1	12
DPW	2015	CHEVROLET	SILVERADO TRUCK	1GC0KUEG4FZ546036	M95030	\$40,272	8	7/1/15	6	Utility	9,500		24,406	-	6	2	3	1	1	1	12
DPW	1998	CHEVROLET	PICKUP	1GCCS1446WK208634	M98609	\$12,800	8	7/1/98	23	Utility	6,400		113,859	-	23	11	3	3	3	3	46
DPW	1999	CHEVROLET	GMT400	1GBJK34R7XF078005	M96917	\$15,000	8	7/1/99	22	Utility			34,382	-	22	3	3	3	3	3	34
DPW	2006	FORD	EXPLORER	1FMEU73896ZA13141	M3032A	\$23,750	8	7/1/06	15	Admin			107,350	-	15	10	1	3	3	2	34
DPW	2008	CHEVROLET	SILVERADO PICKUP	1GCHK24K08E152959	M79549	\$35,320	8	7/1/08	13	Admin	9,200		46,199	-	13	4	1	2	2	2	20
DPW	2010	CHEVROLET	SILVERADO PICKUP	1GC3KVBG4AF153588	M82293	\$31,591	8	7/1/10	11	Utility	9,200		36,723	-	11	3	3	2	2	2	20
DPW	2010	CHEVROLET	SILVERADO PICKUP	1GC3KVBG1AF153581	M2248A	\$36,320	8	7/1/10	11	Utility	9,200		47,845	-	11	4	3	2	2	2	20
NATURAL RES	2010	CHEVROLET	SILVERADO PICKUP	1GCSKPEA7AZ129797	M83216	\$23,056	8	7/1/10	11	Utility	7,000		99,155	-	11	9	3	2	2	2	29
DPW	2012	CHEVROLET	DUMP TRUCK	1GB3KZCG6CF134831	M87300	\$45,110	8	7/1/12	9	Utility	13,200		50,302	-	9	5	3	2	2	2	18
DPW	2017	CHEVROLET	SILVERADO	1GC2KUEG2HZ182985	M99026	\$43,098	8	7/1/17	4	Admin	9,500		18,666	-	4	1	1	1	1	1	8
MAINTENANC	2011	CHEVROLET	EXPRESS	1GCSGAFX1B1100054	M82284	\$18,388	8	7/1/11	10	Admin	7,300		61,964	-	10	6	1	2	2	2	23
MAINTENANC	2013	FORD	TRACON VAN	NM0LS6AN6DT166237	M89395	\$20,399	8	7/1/13	8	Admin	5,005		61,313	-	8	6	1	2	2	2	21
NATURAL RES	2012	CHEVROLET	SILVERADO	1GC0KVCG1CZ337261	M88707	\$35,771	8	7/1/12	9	Utility	9,500		65,659	-	9	6	3	2	2	2	24
NATURAL RES	2017	CHEVROLET	SILVERADO	1GC0KUEG4HZ348446	M95835	\$42,690	8	7/1/17	4	Utility	9,500		19,980	-	4	1	3	1	1	1	10
DPW	2020	VIBROSCREEN	SCM-40	2V9TAFE7LP022109		\$60,750	15	9/30/2021	0	FleetEquip	11,759		100	-	0	0	2	1	1	1	5
DPW	2021	FORD	F-350 PICK UP	1FDRF3H65MED08723		\$62,897	8	9/30/2021	0	Utility	6,203		1,000	-	0	0	3	1	1	1	6

Traded in, in a prior year

Traded in 2021

STATUS OF UNSPENT ARTICLES AND OTHER AVAILABLE FUNDS

TOWN OF EASTHAM, MASSACHUSETTS

Ambulance Fund Projection

	FISCAL YEAR						
	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Beginning Balance, 7/1	1,499,283.00	1,466,097.00	1,297,911.00	849,725.00	676,539.00	503,353.00	438,587.00
Transfer for 9/2020 ATM funding							
Annual Receipts expected	750,000.00	750,000.00	770,000.00	770,000.00	770,000.00	790,000.00	790,000.00
Operating Budget Utilization	(535,000.00)	(550,000.00)	(550,000.00)	(575,000.00)	(575,000.00)	(600,000.00)	(600,000.00)
Ambulance lease/reserve		(120,000.00)	(120,000.00)	(120,000.00)	(120,000.00)	(125,000.00)	(125,000.00)
Rescue equipment replacement Prg.	(15,000.00)	(15,000.00)	(15,000.00)	(15,000.00)	(15,000.00)	(15,000.00)	(20,000.00)
Rigid Hull Inflatable Boat			(200,000.00)				
Defibrillators			(100,000.00)				
Ambulance Lease Payment	(118,420.00)	(118,420.00)	(118,420.00)	(118,420.00)	(118,420.00)		
Quint Lease Payment	(114,766.00)	(114,766.00)	(114,766.00)	(114,766.00)	(114,766.00)	(114,766.00)	(114,766.00)
Net	(33,186.00)	(168,186.00)	(448,186.00)	(173,186.00)	(173,186.00)	(64,766.00)	(69,766.00)
Ending Balance, 6/30	1,466,097.00	1,297,911.00	849,725.00	676,539.00	503,353.00	438,587.00	368,821.00

TOWN OF EASTHAM, MASSACHUSETTS

Chapter 90 Fund Projection

	FISCAL YEAR						
	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Beginning Balance, 7/1	1,288,900.00	1,310,231.90	630,231.90	430,231.90	530,231.90	430,231.90	480,231.90
Annual allotment	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00
DPW facility maintenance		(70,000.00)	(100,000.00)				
Local Intersection Impr.		(500,000.00)	(150,000.00)	(150,000.00)	(150,000.00)		
DPW Fleet replacements		(360,000.00)	(200,000.00)		(200,000.00)	(200,000.00)	
FY 22 Loader & Equip.	(228,668.10)						
Net	21,331.90	(680,000.00)	(200,000.00)	100,000.00	(100,000.00)	50,000.00	250,000.00
Ending Balance, 6/30	1,310,231.90	630,231.90	430,231.90	530,231.90	430,231.90	480,231.90	730,231.90

TOWN OF EASTHAM, MASSACHUSETTS

PEG Access Fund Projection

	FISCAL YEAR						
	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Beginning Balance, 7/1	150,879.00	166,256.60	176,634.20	187,011.80	189,889.40	192,767.00	195,644.60
Annual Franchise Fees expected	230,000.00	230,000.00	230,000.00	230,000.00	230,000.00	230,000.00	230,000.00
Less: Payment to LCTV	(110,142.40)	(110,142.40)	(110,142.40)	(110,142.40)	(110,142.40)	(110,142.40)	(110,142.40)
Capital Payment from Comcast	20,520.00	20,520.00	20,520.00	20,520.00	20,520.00	20,520.00	20,520.00
Operating Budget Utilization	(115,000.00)	(120,000.00)	(120,000.00)	(125,000.00)	(125,000.00)	(125,000.00)	(125,000.00)
Capital Budget Utilization	(10,000.00)	(10,000.00)	(10,000.00)	(12,500.00)	(12,500.00)	(12,500.00)	(15,000.00)
Net	15,377.60	10,377.60	10,377.60	2,877.60	2,877.60	2,877.60	377.60
Ending Balance, 6/30	166,256.60	176,634.20	187,011.80	189,889.40	192,767.00	195,644.60	196,022.20

CURRENT AND PROJECTED DEBT SERVICE BALANCES & EXPENDITURES

TOWN OF EASTHAM, MASSACHUSETTS

Projected Outstanding Debt Balances

	<u>6/30/2022</u>	<u>6/30/2023</u>	<u>6/30/2024</u>	<u>6/30/2025</u>	<u>6/30/2026</u>	<u>6/30/2027</u>	<u>6/30/2028</u>
Existing Bond Issues	85,339,952	82,037,903	78,677,507	75,407,531	72,311,718	69,533,774	66,697,375
Cumulative New Issues	-	3,080,000	19,116,999	34,134,342	37,278,469	35,772,595	34,266,721
Anticipated Bond Issues							
Town Center Plaza purchase	3,080,000						
Water Project Phase 2D		13,690,999					
Water Project Phase 2E			13,290,210				
Water Project Phase USDA		2,500,000					
Wastewater Permitting & Design			750,000				
Rock Harbor Dredging			1,650,000				
Town Landings				4,500,000			
Water Project Final Costs							
WasteWater Implementation							
Subtotal anticipated bond issues	3,080,000	16,190,999	15,690,210	4,500,000	-	-	-
Less: Principal Payments on new issues	-	(154,000)	(672,867)	(1,355,874)	(1,505,874)	(1,505,874)	(1,505,874)
Total Outstanding Debt Projected	88,419,952	101,154,902	112,811,849	112,686,000	108,084,313	103,800,495	99,458,223

TOWN OF EASTHAM, MASSACHUSETTS

Projected Debt Service Requirements

	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>FY 2027</u>	<u>FY 2028</u>
Existing Bond Issues						
Principal	3,302,049	3,360,396	3,269,976	3,095,813	2,777,945	2,836,399
Interest & Fees	2,151,303	2,096,299	2,001,074	1,828,750	1,421,825	1,768,294
Total existing debt service	5,453,352	5,456,695	5,271,050	4,924,563	4,199,770	4,604,693
Anticipated Bond Issues						
Town Center Plaza						
Principal	154,000	154,000	154,000	154,000	154,000	154,000
Interest & Fees	56,980	53,900	50,820	47,740	44,660	41,580
Projected debt service	210,980	207,900	204,820	201,740	198,660	195,580
Water Project Phase 2D						
Principal	-	456,367	456,367	456,367	456,367	456,367
Interest & Fees	-	323,108	312,155	301,202	290,249	279,296
Projected debt service	-	779,474	768,521	757,569	746,616	735,663
Water Project Phase 2E						
Principal			443,007	443,007	443,007	443,007
Interest & Fees			313,649	303,017	292,385	281,752
Projected debt service	-	-	756,656	746,024	735,392	724,759
Water USDA						
Principal		62,500	62,500	62,500	62,500	62,500
Interest & Fees		37,031	36,094	35,156	34,219	33,281
Projected debt service	-	99,531	98,594	97,656	96,719	95,781
Wasterwater Design						
Principal			75,000	75,000	75,000	75,000
Interest & Fees			14,250	12,750	11,250	9,750
Projected Debt Service		-	89,250	87,750	86,250	84,750
Rock Harbor Improvements						
Principal			165,000	165,000	165,000	165,000
Interest & Fees			31,350	28,050	24,750	21,450
Projected debt service	-	-	196,350	193,050	189,750	186,450
Town Landings						
Principal				150,000	150,000	150,000
Interest & Fees				106,200	102,600	99,000
Projected debt service	-	-	-	256,200	252,600	249,000
Total New Issue Projected Debt Service						
Principal	154,000	672,867	1,355,874	1,505,874	1,505,874	1,505,874
Interest & Fees	56,980	414,039	758,317	834,115	800,113	766,110
Projected debt service	210,980	1,086,905	2,114,191	2,339,989	2,305,986	2,271,984
Grand Total Projected Debt Service						
Principal	3,456,049	4,033,263	4,625,850	4,601,687	4,283,819	4,342,273
Interest & Fees	2,208,283	2,510,338	2,759,391	2,662,865	2,221,938	2,534,404
Projected debt service	5,664,332	6,543,600	7,385,241	7,264,552	6,505,756	6,876,677

CAPITAL BUDGET GUIDELINES & INSTRUCTIONS TO DEPARTMENTS

TOWN OF EASTHAM, MASSACHUSETTS

Capital Improvement Program - Introduction

The Town's Capital Improvement Program (CIP) is comprised of two parts – a capital budget, which provides for funding of approved capital items in the upcoming years spending plan; and a capital plan which identifies the timing for replacement and possible funding sources to replace, renovate, upgrade Town/departmental assets (facilities, equipment, and infrastructure).

The Town of Eastham Charter requires us to present a capital budget for the upcoming fiscal year, as well as a capital plan for the subsequent five years, to Town Meeting each year. As part of this process, Town Administration provides oversight and due diligence to ensure we are good stewards of the funding provided by the community, and that the acquisition of these assets are prioritized to meet the operational needs of the Town while at the same time living within our financial means. The capital plan and capital budget are presented and vetted through our Finance Committee and Select Board to assure the public of those efforts and to ensure the requests meet town goals and objectives and are in the community's interest. Both the Select Board and Finance Committee provide their recommendation to Town Meeting in this regard.

Department Heads play a key role in developing the long-term capital plan and in identifying capital needs for the upcoming capital budget. By working together, Department Heads, Town Administration, elected and appointed officials can develop a plan that can be supported by our community. Some of the benefits of a properly developed and vetted CIP include:

- Coordination between capital needs, operating budgets, and operational impacts.
- Enhanced credit rating, stability of the tax rate, and avoidance of dramatic shifts in debt service requirements.
- Identification of the most economical means of financing capital projects
- Increased opportunities for obtaining federal, state, or grant funding
- Coordination of public facilities with other development and redevelopment policies and plans.
- Opportunity to focus attention on community objectives and fiscal capacity
- An informed community that is aware of our future needs and projects and how those align with our strategic and other plans.
- Ability to coordinate with our neighbors to reduce duplication
- An improved project planning and design effort to ensure we achieve community goals in an efficient and cost-effective manner.

The enclosed Capital Plan & Budget Guidelines provides department heads with the information needed to prepare a complete capital plan as well as to provide the detail information needed to properly consider, analyze and prioritize requests for funding by Town Meeting. If there are any questions regarding the capital planning process or the capital budget, please contact the Finance Director.

TOWN OF EASTHAM, MASSACHUSETTS

FY 2023 BUDGET INSTRUCTIONS – Capital Budget

Capital Budget Guidelines

Town departments are provided an annual operating budget to pay for the day-to-day costs of running their operations. These include salaries and expenses for expendable items typically consumed in those activities and within the town's fiscal year. Costs associated with acquiring non-expendable supplies or equipment (assets) with a useful life (or financial impact) of greater than one year, and with a cost exceeding \$5,000 are provided through a capital budget. These items include department equipment and vehicles, as well as facilities, infrastructure and major repairs and renovations.

All capital budget items must appear on the Town-wide Capital Plan which indicates the planned replacement of all town assets and estimates the associated costs. To this end, each department has been provided with materials related to the Town's capital planning and budget process. These include:

- Capital Improvement Program - Introduction
- An Introduction to Fleet Inventory Replacement Guidelines
- Fleet Asset Condition Assessment Guidelines
- Fleet Asset Inventory List
- Capital Plan Template
- Capital Budget Request Submission Form
- Instructions for Completing the Capital Budget Request Submission Form

Please use these materials to document your departments capital needs in the upcoming years using the following guidelines. As you move through the capital planning process, it is expected that there will be questions or uncertainties – meet frequently with our Finance Department team to address these questions and to ensure we are providing a complete plan, properly addressing timing and funding considerations, and providing the information necessary to properly evaluate and prioritize your funding requests.

The following procedures should be undertaken with a first draft provided to the Finance Department no later than September 15, 2021.

TOWN OF EASTHAM, MASSACHUSETTS

FY 2023 BUDGET INSTRUCTIONS – Capital Budget

Fleet (vehicle) assets

Update your department's fleet asset inventory list. Include all vehicles, heavy equipment, trailers, and other rolling stock – *please ensure this listing is complete!* This information will be used to help provide for a complete capital plan and to ensure all rolling stock is properly registered and insured. In addition, providing the information requested on the inventory list allows us to update the vehicle condition assessments and keep track of that condition over time. Furthermore, some of the information requested is necessary for us to meet reporting requirements required for our participation in the Green Communities program.

- Update information related to existing fleet inventory by completing the departments fleet inventory spreadsheet – the input fields are self-explanatory. Finance Department staff will validate the data and update the inventory listing as appropriate and communicate any changes back to you. **Those cells shaded Gray require your input.**
- For the “Function” field, use the most appropriate selection from the drop-down menu that best describes the intensity of use for that vehicle on a scale from 1 – 5. Selecting “admin” function is the least intensive use (a value of 1) and is appropriate for most passenger vehicles. A passenger vehicle that also performs additional operational functions may be appropriate for the “Utility” selection to indicate a higher intensity of use. A police department patrol vehicle “patrol” represents the highest intensity of use (a value of 5). Trailers and related type fleet equipment should use the “FleetEquip” function.
- Depending on how the vehicle is used enter either odometer mileage or engine hours (the most appropriate), not both. Typically, passenger cars and trucks will use mileage, heavy equipment will use engine hours.
- FEV (Fuel Efficient Vehicle) Policy Exempt field can be left blank – will be completed by Finance.
- Condition Assessment points will auto generate from prior data entry except for those **highlighted gray** – these are more subjective and require you to enter a value between 1 and 5 based upon the Fleet Asset Condition Assessment Guidelines.
- The condition assessment for each vehicle will update automatically and is color coded depending upon the information that is entered. This should assist you in further completing your department's capital replacement plan, in others that are charged with evaluating and recommending your requests.

When updating the fleet inventory list, also consider opportunities to “right-size” your department's fleet assets. Would a different mix of vehicles or equipment improve operations or be more cost-efficient? These considerations should be applied when completing the capital plan and replacement of fleet inventory.

TOWN OF EASTHAM, MASSACHUSETTS

FY 2023 BUDGET INSTRUCTIONS – Capital Budget

Capital Plan

The capital plan template provides space to list departmental assets by four (4) broad categories:

1. Facilities and Land; 2. Infrastructure; 3. Fleet Inventory; 4. Equipment. Update this template *to include all assets for which your department is responsible*, regardless if the asset is slated for replacement in the next five years.

Assets planned for replacement in the next five years should include an estimated amount in the year the purchase/replacement is anticipated. Significant assets (estimated over \$100,000) that are anticipated to be purchased/replaced, etc. in years 6-10 should include a “placeholder” amount in the *Thereafter* column to identify a significant purchase/investment is on the horizon.

- Ensure the fleet inventory listed on the Capital Plan matches those listed on the Fleet Inventory Listing.

For those assets identified for replacement in the upcoming five-year plan, please select an appropriate “classification” from the drop-down menu to indicate the type of expenditure expected. These options are:

Routine maintenance; extraordinary maintenance; Renovation/Construction; Planning/Engineering; Acquisition; Stewardship; Vehicles; Heavy Equipment; Operational Equipment; Computer Hardware; Software/Applications.

In addition to providing an estimated amount for each capital item on the five-year plan, also indicate the anticipated funding source for each item to the best of your ability. Potential funding sources are indicated on a drop-down menu and are defined at the bottom of the Capital Plan template in the section entitled *Anticipated Funding Sources*. Please consult with the Finance Director with questions on potential funding sources. If you are unclear as to the funding source, please label the source as “other.”

Although we ask that you identify a funding source for each item in the five-year plan. **Do not complete the *Anticipated Funding Source* section at the bottom of the template** – Finance Department staff will finalize this section after reviewing drafts of your submissions with each department and the Town Administrator.

In addition to each departmental capital plan, we also prepare a town-wide maintenance & repair plan and a town-wide technology plan. Accordingly, most requests for building maintenance (routine & extra-ordinary) should be referred to the DPW Director for evaluation and placement on the town-wide maintenance & repair plan. Most requests (some exceptions for department specific operational applications) for technology hardware and software should be referred to the IT Director for inclusion on the town-wide technology plan. New facilities, additions, major renovations, or infrastructure can be retained by the Department, at least through the conceptual and planning phase.

General Guidelines for placement of asset funding on the Capital Plan:

- Assets not listed on a previous Capital Plan typically do not appear for potential funding in the five-year plan.
- Typically, those assets listed as “thereafter” will first move into the five-year plan in year 5.
- Typically, requests for funding assets in the upcoming years Capital Budget will have previously appeared in the Capital Plan in years 1 through 3 – movement of assets between these years is acceptable based upon your annual assessment of need and an ongoing/updated condition assessment of your assets.

TOWN OF EASTHAM, MASSACHUSETTS

FY 2023 BUDGET INSTRUCTIONS – Capital Budget

Capital Budget Requests

For those items listed on the Capital Plan for the upcoming fiscal year, complete a Capital Budget Submission Form for each request. Please follow the separate instructions on how to complete this form, which include your prioritization of need and justifications for the request.

All Capital Budget Request will be evaluated and prioritized by Town Administration based upon your submission forms, and subsequent follow-up and supplemental information. These forms will also serve as a basis for review by the Finance Committee and Select Board as part of their consideration of budget requests and ultimately for their recommendation to Town Meeting.

Please contact the Finance Director for assistance in completing these forms, if needed.

TOWN OF EASTHAM, MASSACHUSETTS
FLEET INVENTORY REPLACEMENT GUIDELINES

Reliable vehicles and equipment maintained in good working order are essential for each of our department's operations and activities. Vehicles and equipment that break down frequently due to age or excessive use interfere with workforce planning and can lead to disrupted services. Equipment may become obsolete or difficult to maintain. Good, working equipment is also an important factor in maintaining employee morale and productivity. When maintenance costs, downtime and inefficiency become excessive and detract from the organizations ability to function effectively, a viable and comprehensive replacement program is needed to ensure vehicles and equipment are replaced at an optimum time.

Community demand for services creates the need for fleet vehicles and equipment. A sustainable, effective, and supported fleet replacement program provides those citizens with the best value for their tax dollars. Good stewardship of our community's tax dollars require that department managers continuously evaluate the need for the vehicles and equipment maintained in our fleet to ensure it is "right-sized" for our current and projected needs. Additionally, having a basis for completing a vehicle and equipment condition assessment is important to ensure that we only replace vehicle assets at an optimum time to minimize our total cost of ownership.

Some of the symptoms of an ineffective fleet replacement program that department managers should consider include:

- Aging fleet requires frequent repairs, more costly repairs limiting the ability to do planned maintenance.
- Over and under-utilized units
- Inventory of decommissioned (reserve) units retained for back-up service or parts
- Assets are sold for low residual returns
- No one knows when a fleet asset will be replaced, resulting in funds being spent on maintenance rather than replacement.
- Unavailability of funds for replacement assets which impacts operations
- Complaints from operators about poor function, dependability, or safety concerns
- Staffing changes to provide for servicing of fleet assets

To assist and inform the fleet replacement program and the capital planning process, the Town of Eastham has adopted guidelines developed by the American Public Works Association for Planned Fleet Replacement. These guidelines should be considered when finalizing and prioritizing capital requests and are required to be updated for all fleet assets being proposed for funding to Town Meeting.

The attached assessment guidelines indicate the grading process for fleet vehicles and the resulting condition assessments. Please update the information in the annual fleet inventory listing to ensure it is as up to date and accurate as possible so we may properly assess our fleet replacement needs. In addition, as part of submitting your departments capital plan, document your considerations regarding the rightsizing of your departments fleet inventory.

TOWN OF EASTHAM, MASSACHUSETTS
FLEET ASSET CONDITION ASSESSEMENT GUIDELINES

FACTOR	POINTS
Age	One point for each year of age, based upon in-service date
Miles/Hours	One point for each 10,000 miles of use or 1,000 engine hours
Type of Service	1 - 5 points are assigned based on the type of service the fleet asset receives. A police patrol vehicle is a 5 because of its intensive use. An administrative vehicle is a 1.
Reliability	Points are assigned depending on the frequency that a vehicle is in the shop for repair. 1 In repair on average once every three months, or less 2 3 In repair on average once per month 4 5 In repair on average two or more times per month
Maint & Repair Costs	1 - 5 points are assigned based on total life M&R costs (excluding accident damage). 1 Lifetime M&R costs less than 20% of the vehicle purchase price 2 3 Lifetime M&R costs greater than 60% of the vehicle purchase price 4 5 Lifetime M&R costs greater than vehicle purchase price
Condition assessment	Subjective factor taking into consideration body and interior condition, rust, accident history, anticipated repairs, etc. 1 Good 2 3 Fair 4 5 Poor

ASSESSMENT OF TOTAL POINTS	
Under 18 points	Excellent condition
18 - 22 points	Good condition
23 - 27 points	Qualifies for replacement
28 points and above	Needs immediate consideration

TOWN OF EASTHAM, MASSACHUSETTS

CAPITAL IMPROVEMENT & MAINTENANCE PLAN

INSTRUCTIONS FOR COMPLETING THE CAPITAL REQUEST SUBMISSION FORM

The Capital Request Submission Form is used to document and summarize information pertaining to requests for funding from the Town Capital Improvement & Maintenance Plan in the upcoming fiscal year. All requests submitted for funding consideration should prepare this form. Town Administration will review these requests for need and prioritize for funding within the annual Capital Plan article, or for other approvals/funding, if necessary.

This form is in an excel workbook. The first sheet of the workbook is the form template – please type the requested information in each of the designated areas. The second sheet of the workbook contains the lists to populate template drop-down menus – do not change these lists. Save each request as a separate excel file.

FORM HEADER

Complete the header of the request form using the following as a guideline:

Request Title: Provide a sufficiently descriptive title. If the request is part of a multi-year or multi-phase request, this should clearly be identified in the title.

Amount: Provide a cost estimate for the request. Be prepared to discuss what is included in this request, the narrative description should describe the basis of the estimate and what it includes (or doesn't) i.e. purchase of a piece of equipment, but not the installation, or that the estimated cost is all inclusive.

New/Replace/Addition: Select an appropriate classification from the drop-down menu.

New	Represents a request for an item that does not currently exist in the Town's inventory or Capital Plan.
Replacement	Represents a request for an item to replace existing assets. This also includes requests for departmental routine, recurring replacement programs.
Addition	Represents a request for item that is in addition, or an improvement to, an existing asset. i.e. building of additional office space to existing building or additional module or functionality to an existing software application.
Maintenance	Represent requests for extraordinary, or non-routine maintenance outside of a departmental operating budget to maintain or repair existing town assets.

Department: Select the appropriate department from the drop-down menu. Department Heads are responsible for responding to all information pertaining to requests of their department.

Type: Select the appropriate type of request from the drop-down menu.

Land	Open space or conservation land for municipal use.
Facilities	Includes buildings and operating facilities (i.e. transfer station) as well as non-vertical structures (i.e. parks, playgrounds, beach facilities).
Infrastructure	Includes water mains, sewers, storm-water systems, roadways, sidewalks and the like.
Vehicles	Includes all rolling stock including administrative vehicles, police and fire vehicles, DPW heavy equipment (i.e. loaders), trailers, boats and the like.
Equipment	Includes departmental equipment used in operations, such as computer hardware, network equipment, and applications; hose, breathing apparatus, recreation equipment, diagnostic tools and the like.

TOWN OF EASTHAM, MASSACHUSETTS

CAPITAL IMPROVEMENT & MAINTENANCE PLAN

INSTRUCTIONS FOR COMPLETING THE CAPITAL REQUEST SUBMISSION FORM

Classification: Select the appropriate classification from the drop-down menu. The options for these drop-downs change depending upon the entry made for the request Type but are self-evident.

Category: Categorize this request using the drop-down menu and the following characterizations:

I. Imperative	Must do – projects cannot reasonably be postponed in order to avoid harmful or otherwise undesirable consequences. <ul style="list-style-type: none">a. Corrects a condition immediately dangerous to public health or safetyb. Satisfies a legal, regulatory or statutory obligation or requirementc. Alleviates an emergency service disruption or deficiencyd. Prevents irreparable damage to a valuable public facility
II. Essential	Should do – Projects that address clearly demonstrated needs or objectives. <ul style="list-style-type: none">a. Rehabilitates or replaces an obsolete public facility or attachment theretob. Stimulates economic growth and private capital investmentc. Reduces future operating and maintenance costsd. Leverages available state or federal funding
III. Important	Could do – Projects that benefit the community but may be delayed without detrimental effects to basic services. <ul style="list-style-type: none">a. Provides a new or expanded level of serviceb. Promotes intergovernmental cooperationc. Reduces energy consumptiond. Enhances educational, cultural, or natural resources
IV. Desirable	Nice to do – Desirable projects that are not included within a two-year program because of funding limitations.

Priority: Assign a numeric priority ranking for this request for your departmental operation. Priority rankings should be in order of importance of all the requests. If there are more than one high priority requests, feel free to add an additional modifier to indicate the requests relative importance. i.e. 1a vs. 1b, etc.

DESCRIPTION FIELD

Provide a basic description of the proposed project or purchase. Include:

Location, type of building/facility, intended use(s), expected useful life
Project/purchase timeline and if any time constraints or deadlines are involved
Basis for cost estimate and the primary cost drivers
Stakeholders involved

Provide additional attachments as necessary.

For multi-year or multi-phase projects clearly identify which phase of the project this request covers and the timelines and anticipated costs of the remainder of the project and whether those need to be completed as a result of this request, or could be further deferred.

TOWN OF EASTHAM, MASSACHUSETTS

CAPITAL IMPROVEMENT & MAINTENANCE PLAN

INSTRUCTIONS FOR COMPLETING THE CAPITAL REQUEST SUBMISSION FORM

BENEFITS/IMPACTS

Provide your justification for the request in this area. Highlight the specific benefits that will directly result from completing the request. These details may depend on the chosen priority level. For instance, if the request is for an enhancement, you should fully describe all new benefits the request offers, including cost savings and efficiencies. Just as importantly, state how the project will benefit community and administrative stakeholders. You should also explain what will happen if the request is not approved by fully describing the potential consequences to the community. This information is particularly important for projects categorized as “imperative” or “essential.”

JUSTIFICATION

Succinctly summarize in one or two sentences the important element(s) of your request explained in the benefits/impacts section above.

OPERATING BUDGET IMPACT

Explain the requests temporary and/or long-term impact on the operating budget. Oftentimes, capital requests can result in either new, or additional operating costs. Some may only be necessary for a project’s duration (i.e. increased use of one facility while another is renovated). Others may be longer lasting, such as a new facility resulting in increased (or decreased) energy costs, or a need to hire additional personnel.

In addition to your narrative description, if possible, estimate and assign a dollar value to the impacts to the operating budget and indicate if these are one-time impacts, or annually recurring impacts.

FUNDING

Provide your recommended funding source for this request. Also, indicate if non-taxpayer support is available for this request (i.e. grant or other available fund). If so, discuss attempts to secure that funding and whether or not those attempts were successful. Some requests could also be funded through the imposition of local option fees and if those are available, or reasonable to impose, this should also be discussed. If other funds are available, but not being recommended as a funding source, please explain why. Some of the typical funding sources available to provide funding for the Capital Plan include:

Tax levy; Free Cash; Stabilization Funds; Ambulance Receipts Fund; Cable Franchise Fee Fund; C&I Water Protection Trust; Bond Issuance; Lease programs; Local option revenues; State Chapter 90 allocations; Grant programs – such as Green Communities Program, Community Compact Program, PARC funds; Assistance to Firefighters Grant, to name just a few.

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 2: Town-Wide Infrastructure Improvement Capital Plan

- FY 2023 Requested Capital Budget and Five-Year Capital Plan
- FY 2023 Capital Request Submission Forms
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

TOWN-WIDE INFRASTRUCTURE IMPROVEMENT CAPITAL PLAN

FIVE YEAR CAPITAL PLAN for Fiscal Year 2023 through 2028

ASSET TYPE/ITEM	FY 2023		FY 2024		FY 2025		FY 2026		FY 2027		FY 2028		Thereafter Amount
	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	
INFRASTRUCTURE													
ROCK HARBOR													
Harbor Improvements													
Dredging Phase 1	150,000	FC	1,500,000	BI									
Dredging Phase 2													
Subtotal Rock Harbor	150,000		1,500,000		-		-		-		-		-
LOCAL ROAD IMPROVEMENTS													
Intersection Improvement & Upgrades	500,000	Ch90			500,000	FC							
Complete Streets Program													
Planning & Design of MultiModal Roadways	50,000	FC	150,000	Ch90	150,000	Ch90	150,000	Ch90					
Construction of MultiModal Roadways	400,000	Grt			400,000	Grt	400,000	Grt	400,000	Grt			10,000,000
Subtotal Local Road Improvements	450,000		150,000		550,000		550,000		400,000		-		10,000,000
ROUTE SIX CORRIDOR IMPROVEMENTS													
Planning & Design of MultiModal Roadways	50,000	FC											
Engineering & Design of MultiModal Roadways					2,000,000	BI					2,000,000	BI	
Construction of MultiModal Roadways													60,000,000
Subtotal Public Works Facility Plan	50,000		-		2,000,000		-		-		2,000,000		60,000,000
TOWN LANDINGS													
Landing Planning & Permitting	75,000	FC	75,000	FC									
Hemenway Landing					1,500,000	BI							
Collins Landing					1,500,000	BI							
School House/Ministers Pond Landing													
Salt Pond Landing					1,500,000	BI							
Subtotal Town Landings	75,000		75,000		4,500,000		-		-		-		-

TOWN OF EASTHAM, MASSACHUSETTS

TOWN-WIDE INFRASTRUCTURE IMPROVEMENT CAPITAL PLAN

FIVE YEAR CAPITAL PLAN for Fiscal Year 2023 through 2028

ASSET TYPE/ITEM	FY 2023		FY 2024		FY 2025		FY 2026		FY 2027		FY 2028		Thereafter	
	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	
COMMUNITY DEVELOPMENT														
T-time Site														
Design/Development/Engineering	100,000	FC												
Town Center Plaza														
Design/Development/Engineering			100,000	FC										
General Community Development														
Subtotal Community Development	100,000		100,000		-		-		-		-		-	
WASTEWATER														
Wastewater Planning, Permitting, Testing	250,000	FC												
Wastewater Design & Engineering			750,000	BI			750,000	BI						
Wastewater Infrastructure Implementation							20,000,000	BI			20,000,000	BI	50,000,000	
Subtotal Wastewater	250,000		750,000		-		20,750,000		-		20,000,000			
OTHER INFRASTRUCTURE PROJECTS														
Eastham Community Internet	100,000	Grt	100,000	Other	100,000	Other	100,000	Other	100,000	Other	100,000	Other		
Subtotal Other Infrastructure Projects	100,000		100,000		100,000		100,000		100,000		100,000			
Other														
Subtotal Other	-		-		-		-		-		-			
OTHER														

CAPITAL REQUEST SUBMISSION FORMS

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2024

Request Title:	Town Landing Repairs and Replacements - Collins, Hemenway and Salt Pond Landings (\$1,500,000 each)	Amount:	4,500,000	New/Replace/Addition	Replacement
Department:	Administration	Type:	Infrastructure	Classification:	Renovation/Construction
			Category:	III. Important	Priority:

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*

These three town landings are the only public access points in Eastham to Nauset Marsh and Town Cove. They were evaluated by Woods Hole Group in 2019 and 2020, and received unfavorable ratings for the condition of the pavement and ramps, as well as the deteriorating condition of seawalls and lack of stormwater treatment. They are in general need of upgrades and replacement of the parking areas and boat ramps and will need stormwater treatment. The retaining walls at Collins Landing and Salt Pond Landing will need to be evaluated for replacement. A more detailed construction cost estimate will be available when design progresses, and the requested allocation can be adjusted. Permitting is anticipated to take at least a year or more.

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savings, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*

The benefits include that the facilities will have greater longevity, and result in an improved experience for users. The boat ramps will be an improvement for users. Stormwater retention areas will benefit water quality in Town Cove and Nauset Marsh. This capital item will directly satisfy recommendations in the 2020 Eastham Municipal Harbor Plan. These landings also provide access for commercial lobster license holders, mooring permit holders, and access to commercial aquaculture grants. The Town also uses these landings to access the marsh.

JUSTIFICATION: *Succinctly summarize your request and statement of need.*

These landings have been evaluated and deemed in need of repairs and upgrades. If they are left to deteriorate, they may become unusable and unstable. They are regularly flooded during coastal storms, which could increase impacts to these landings and marsh water quality.

OPERATING BUDGET IMPACT *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*

In the short and hopefully long term, the repairs will reduce the need for DPW resources to repair these areas after each storm, and regularly need to paint parking lines. Otherwise, there are no anticipated staffing impacts.

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*

The funding would likely be a debt exclusion. Once the project is complete, funding would likely not be needed again for many decades.

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2023

Request Title:	Rock Harbor Permitting for Dredging	Amount:	150,000	New/ Replace/ Addition	Maint
Department:	Administration	Type:	Infrastructure	Classification:	Routine Maintenance
				Category:	III. Important
Priority:					

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*

Dredging Rock Harbor is completed every ten years. This process involves engineering, permitting. There are funds remaining from the previous dredging, however, an area in the harbor is gaining sand and creating a navigation hazard. Therefore, emergency permitting and dredging may be needed for the winter of 2021/2022. We would need to use our left over dredge funds for the emergency permitting, and request additional funds to complete the permitting for the full dredge of Rock Harbor. The full dredging would occur in the winter of 2023/2024. Foth Engineering will provide a more detailed cost estimate for permitting both the emergency and the full dredge in the fall of 2021.

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savomgs, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*

Benefits include providing an accessible navigable and safe channel for vessels to move in and out of the harbor around high tide.

JUSTIFICATION: *Succinctly summarize your request and statement of need.*

This is general maintenance for Rock Harbor navigation.

OPERATING BUDGET IMPACT *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*

No impact.

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*

The town's could pursue grant funding jointly with the Town of Orleans, otherwise it would likely be a debt exclusion or free cash.

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2024

Request Title:	Rock Harbor Dredging and Piling Replacements	Amount:	1,500,000	New/ Replace/ Addition	Maint
Department:	Administration	Type:	Infrastructure	Classification:	Routine Maintenance
			Category:	II. Essential	Priority:

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*

Dredging Rock Harbor is completed every ten years. This process involves engineering, permitting, and removal of approximately 25,000 yards of material from the harbor. The cost of the dredge is split 50% with the Town of Orleans. Stakeholders include commercial fishermen and charterboats in Orleans and Eastham, Eastham slipholders, and those launching vessels from the state boat launch. A more detailed cost estimate will be provided in 2021/2022, when it is determined how much material will need to be dredged. We may also be discussing dredging more frequently than every ten years. The cost also includes replacement of some of the dock pilings that were not replaced during the last dredge.

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savomgs, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*

Benefits include providing an accessible navigable and safe channel for vessels to move in and out of the harbor around high tide.

JUSTIFICATION: *Succinctly summarize your request and statement of need.*

This is general maintenance for Rock Harbor navigation.

OPERATING BUDGET IMPACT *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*

No impact.

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*

The town's could pursue grant funding jointly with the Town of Orleans, otherwise it would likely be a debt exclusion or free cash.

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 3: Town-Wide Building Maintenance & Replacement Capital Plan

- FY 2023 Requested Capital Budget and Five-Year Capital Plan
- FY 2023 Capital Request Submission Forms
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

TOWN-WIDE BUILDING MAINTENANCE & REPLACEMENT PLAN

FIVE YEAR CAPITAL PLAN for Fiscal Year 2023 through 2028

ASSET TYPE/ITEM	FY 2023		FY 2024		FY 2025		FY 2026		FY 2027		FY 2028		Thereafter Amount
	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	
Windows and Doors													
Roof Systems and Components													
Generator and Back-Up Systems													
Elevators and Lifts													
Accessibility Upgrades													
Grounds and Parking Areas													
Septic/Wastewater Treatment Systems													
Other Maintenance & Repairs													
Subtotal Transfer Station Facilities Plan	-		-		-		-		-		-		-
MISCELLANEOUS BUILDINGS													
Windmill													
Salt Pond Shed													
Visitor Information Booth													
Subtotal Misc. Buildings Facilities Plan	-		-		-		-		-		-		-
LAND, PARKS, CEMETERIES													
Town Hall Park and Fields													
Town Hall Playground													
Wiley Park													
Wiley Park Playground													
Wiley Park Bathhouse													
First Encounter Beach													
First Encounter Bathhouse													
Cooks Brook Beach													
Cooks Brook Bathhouse													
Cole Road Beach													
Great Pond Beach													
South Sunken Meadow Beach													
Campground Beach													
Thumpertown Beach													
Kingsbury Beach													
Herring Pond Beach													
Cottontail Conservation Trails													
Sandy Meadow Conservation Area													
Cove Burying Ground													
Bridge Road Cemetary													
General Land Stewardship & Management	30,000	FC	10,000	FC	10,000	FC	10,000	FC	10,000	FC	10,000	FC	
Subtotal Misc.Land, Parks & Cemeteries Facilities Plan	30,000		10,000		10,000		10,000		10,000		10,000		-
TOTAL BUILDING MAINT & REPLACEMENT CAPITAL PLAN EXPENDITURE	478,000		593,000		353,000		395,000		312,000		328,000		40,656,000

CAPITAL REQUEST SUBMISSION FORMS

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2023

Request Title:	TOWN HALL MECHANICAL HVAC OVERHAUL	Amount:	90,000	New/ Replace/ Addition	Replacement	
Department:	DPW - Municipal Buildings	Type:	Facilities	Classification:	Extraordinary Maint. & Repair	
				Category:	I. Imperative	
					Priority	1

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*

Continuation of HVAC Upgrades at Town Hall in accordance with the Building Condition Assessment Report

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savomgs, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*

Upgrading the HVAC system will provide reliable management of the internal conditions of the building. A more efficient HVAC should also operate at a lower cost that the existing outdated system lowering current heating and electric costs

JUSTIFICATION: *Succinctly summarize your request and statement of need.*

The original Town Hall building assessment highlighted the eventual need to upgrade the mechanical components of the HVAC system. As part of a more detailed HVAC assessment done in conjunction with the on-going controls upgrade project, engineers determined that the Air Handling units are 25 years old and approaching the end of their service life. Similarly, the condensers are close to 20 years old and use an outdated refrigerant that began to be phased out in 2010, so the costs of servicing them will continue to rise.

OPERATING BUDGET IMPACT *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*

Not providing comprehensive repairs to these very important assets with result in increased maintenance and operating costs. Providing new systems should provide savings in heating and electricity costs

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*

Town Capital funds

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2023

Request Title:	ACCESSIBILITY UPGRADES AT THE SENIOR CENTER	Amount:	40,000	New/ Replace/ Addition	Replacement
Department:	Council on Aging	Type:	Facilities	Classification:	Renovation/Construction
				Category:	I. Imperative
				Priority	2

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*

Accessibility Upgrades as outlined in the COA Building Assessment Report. This would include a new ADA-compliant ramp and wheelchair lift.

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savomgs, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*

Benefits to this project include compliance with Federal and State accessibility laws and immeidite improvement in the user experience for seniors visiting the COA. Short and long term consequences of not approving the funding would mean potential fines and even closure of the building for lack of compliance

JUSTIFICATION: *Succinctly summarize your request and statement of need.*

The Building Assessment Report indentifies 4 issues that needed immediate attention and the accessibility issues described above are the top 2.

OPERATING BUDGET IMPACT *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*

Reduced maintenance costs

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*

Town Capital Funds

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2023

Request Title:	OVERHEAD DOOR REPLACEMENT - POLICE STATION	Amount:	15,000	New/ Replace/ Addition	Replacement
Department:	Police Dept.	Type:	Facilities	Classification:	Extraordinary Maint. & Repair
			Category:	II. Essential	Priority
					3

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*

Replacement of garage overhead doors at the Police Station

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savomgs, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*

Police Department uses this access for a variety of public safety activities. Long and short term consequences would mean negative impacts to those activities

JUSTIFICATION: *Succinctly summarize your request and statement of need.*

Identified as a necessary repair in the Police Station Building Assessment

OPERATING BUDGET IMPACT *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*

Continuing maintenance until imminent failure and then replacement using operating funds because garage bays to the Police Station need to be readily accessible

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*

Town Capital Funds

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2023

Request Title:	FRONT APPARATUS RAMP - FIRE STATION	Amount:	15,000	New/ Replace/ Addition	Replacement
Department:	Fire Dept.	Type:	Facilities	Classification:	Extraordinary Maint. & Repair
			Category:	II. Essential	Priority
					4

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*

Replacement of front apparatus ramp to Fire Station garage bays

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savomgs, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*

The main benefit is that this will provide a more reliable means of egress for Fire appartus and ambulances answering calls

JUSTIFICATION: *Succinctly summarize your request and statement of need.*

Lack of a proper apparatus ramp could not only impede the department's ability to answer calls, it could potentially damage the equipment

OPERATING BUDGET IMPACT *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*

Not providing repairs will increase maintenance and repair costs until ramp has to be replaced

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*

Town Capital Funds

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2023

Request Title:	WINDOW REPLACEMENT - POLICE STATION	Amount:	37,000	New/ Replace/ Addition	Replacement	
Department:	Police Dept.	Type:	Facilities	Classification:	Maintenance	
				Category:	III. Important	
					Priority	5

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*
 Replacement of various windows & doors at the Police Station

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savomgs, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*
 Currently some windows do not shut creating a safety and comfort issue inside the building during extreme weather. Impacts range from safety of the building to higher heating/cooling costs

JUSTIFICATION: *Succinctly summarize your request and statement of need.*
 Identified as necessary repair in Building Assessment Report.

OPERATING BUDGET IMPACT *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*
 Increased energy costs

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*
 Town Capital Funding

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2023

Request Title:	REPLACE HOT WATER TANK - TOWN HALL	Amount:	10,000	New/ Replace/ Addition	Replacement	
Department:	Administration	Type:	Facilities	Classification:	Maintenance	
				Category:	III. Important	
					Priority	6

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*

Replacement of the Hot Water Tank serving the Town Hall

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savomgs, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*

The main benefit is that this will provide a more reliable hot water system system for the Town Hall. Short and long term impact would mean increase maintenance costs due to constant breakdowns, leading to the eventual replacement of the tank, and loss of hot water at faucets

JUSTIFICATION: *Succinctly summarize your request and statement of need.*

Identified in the Town Hall Building assessment as a repair priority

OPERATING BUDGET IMPACT *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*

Not providing repairs will increase maintenance and repair costs due to lack of available hot water when needed, requiring numerous calls to our plumber

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*

Town Capital Funds

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2023

Request Title:	VARIOUS PLUMBING REPAIRS - TOWN HALL ANNEX			Amount:	15,000	New/ Replace/ Addition	Maint
Department:	Administration	Type:	Facilities	Classification:	Maintenance	Category:	III. Important
						Priority	7

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*

Various plumbing-related repairs and upgrades at the small building next to Town Hall

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savomgs, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*

Currently some issues have come up with the plumbing at this location that have interrupted the operations of its users. The main benefit would be to make these repairs before a large issue arises and the problem becomes costlier.

JUSTIFICATION: *Succinctly summarize your request and statement of need.*

This includes various items identified in the Building Assessment Report and would bring the plumbing of this building into good standing

OPERATING BUDGET IMPACT *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*

Expenditures related to unexpected repairs as they come up could severely affect operating budget

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*

Town Capital Funds

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2023

Request Title:	DPW GARAGE LIGHTING	Amount:	10,000	New/ Replace/ Addition	Replacement
Department:	DPW - Highways	Type:	Facilities	Classification:	Routine Maintenance
		Category:	III. Important	Priority	8

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*

Replacement of lighting in the DPW garage

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savomgs, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*

Main benefits would be to allow for better lighting for vehicle repairs, which will soon include the entire fleet of the Town. Additionally, it would allow for nighttime repairs during snow and other storm events which are very difficult with the current old lighting

JUSTIFICATION: *Succinctly summarize your request and statement of need.*

Identified in the Building assessment as a repair priority. Confirmed by staff request

OPERATING BUDGET IMPACT *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*

Not providing repairs will increase maintenance and repair costs due extended time spent on repairs. LED lighting would also lower current electricity costs

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*

Town Capital Funds

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 4: Administration & General Government Capital Plan

- FY 2023 Requested Capital Budget and Five-Year Capital Plan
- FY 2023 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 5: Town Clerk Capital Plan

- FY 2023 Requested Capital Budget and Five-Year Capital Plan
- FY 2023 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 6: Technology Capital Plan

- FY 2023 Requested Capital Budget and Five-Year Capital Plan
- FY 2023 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 7: Public Works Department Capital Plan

- FY 2023 Requested Capital Budget and Five-Year Capital Plan
- FY 2023 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

PUBLIC WORKS DEPARTMENT

FIVE YEAR CAPITAL PLAN for Fiscal Year 2023 through 2028

ASSET TYPE/ITEM	Classification	Department	FY 2023		FY 2024		FY 2025		FY 2026		FY 2027		FY 2028		Thereafter
			Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount
2016 CAM UTILITY TRAILER	Vehicles	DPW													20,000
2016 CAM UTILITY TRAILER	Vehicles	DPW													20,000
2016 SPECTEC TRAILER	Vehicles	DPW													100,000
1996 HOMEMADE TRAILER	Vehicles	DPW													10,000
2020 SOLAR TECH UTILITY	Vehicles	DPW													10,000
1999 SHADOW UTILITY TRAILER	Vehicles	DPW													25,000
2002 SHORE LANDER BOAT TRAILER	Vehicles	NatRes													5,000
2003 MAGIC - TILT BOAT TRAILER	Vehicles	NatRes													5,000
2005 TIDEWATER BOAT TRAILER	Vehicles	NatRes													5,000
2009 LOAD RITE TRAILER	Vehicles	NatRes													5,000
2019 LOADRITE TRAILER	Vehicles	NatRes													5,000
Subtotal Fleet Inventory			523,750		473,750		73,750		473,750		273,750		73,750		2,290,000
EQUIPMENT															
MOWER	Operational Equip	DPW													40,000
TRASH COMPACTORS	Operational Equip	DPW	115,000	FC											
CONTAINERS	Operational Equip	DPW	10,000	Grt											
WORK ORDER SYSTEM	Operational Equip	DPW													15,000
SANDERS	Operational Equip	DPW													50,000
Backhoe	Operational Equip	DPW													160,000
Screener	Operational Equip	DPW													70,000
Sweeper for Loader	Operational Equip	DPW													30,000
Shop/Mechanic Tools inventory	Operational Equip	DPW													15,000
Portable Welder	Operational Equip	DPW													10,000
Maintenance Equip. (Extractor, Vacuum, Cleaning)	Operational Equip	Maint.													10,000
Subtotal Equipment			125,000		-		-		-		-		-		400,000
TOTAL CAPITAL PLAN EXPENDITURE AMOUNTS			738,750		598,750		213,750		613,750		413,750				2,690,000
ANTICIPATED FUNDING SOURCES															
(CL) Capital Levy (Recurring)			93,750		93,750		93,750		93,750		93,750				
(CEX) Capital Levy Exclusion															
(BI) Bond Issuance															
(LI) Lease Issuance															
(FC) Free Cash			265,000		305,000		120,000		320,000		120,000				
(CPA) Community Preservation Act															
(AF) Ambulance Fund															
(CF) Cable Fund															
(Ch90) Chapter 90 Fund			360,000		200,000				200,000		200,000				
(OAF) Other Available Fund															
(Grt) Grant			20,000												
Other															2,690,000
TOTAL ANTIPATED FUNDING			738,750		598,750		213,750		613,750		413,750				2,690,000
Capital Plan Funding Surplus (Deficit)			-		-		-		-		-				-

CAPITAL REQUEST SUBMISSION FORMS

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2023

Request Title:	SOLID WASTE (TRASH) COMPACTORS			Amount:	115,000	New/ Replace/ Addition	Replacement	
Department:	DPW - Sanitation	Type:	Equipment	Classification:	Operational Equipment		Category: I. Imperative	Priority: 1

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*

Replacement of second compactor for Solid Waste (Trash) Disposal Area

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savomgs, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*

Compacting disposed solid waste greatly enhances the Transfer Station's capacity to receive and process Solid Waste. The alternative would be to store trash in open top containers, uncompacted, requiring a large amount of storage to cope with the incoming waste and potentially creating a nuisance. Additionally, the area around the compactor is structurally unsound creating a safety concern that does not allow staff to clean it properly which enhances the proble. Short term consequences of not purchasing a new compactor would mean loss of the equipment. This would severely reduce the Transfer Station's capacity and require a reduction in the amount of waste allowed in every day. Long term consequences range from public health concerns to loss of Transfer Station operating permit.

JUSTIFICATION: *Succinctly summarize your request and statement of need.*

The Transfer Station currently has two trash drop off areas each one equiped with a compactor. They were originally installed around 2003, and one was replaced about 10 years ago, but both are in dire need of replacement due to severe rust throughout the equipment and are in danger of being going out of operation soon. In FY22, we received funding to replace the older one of the two compactors, this year we are asking for funds to replace the second one.

OPERATING BUDGET IMPACT: *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*

Maintenance, Overtime and Hauling costs would be severely impacted due to continuing expensive repairs or in the event of losing the equipment altogether, additional work hours and hauling costs due to the lack of ability to compact the incoming solid waste

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*

Town Capital Funds



TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2023

Request Title:	SOLID WASTE (TRASH) STORAGE AND HAULING TRAILERS			Amount:	90,000	New/ Replace/ Addition	Replacement	
Department:	DPW - Sanitation	Type:	Equipment	Classification:	Operational Equipment		Category: I. Imperative	Priority: 2

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*

Replacement of existing trailer for storing and hauling Solid Waste

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savomgs, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*

Upgrade provides reliability to transfer station operations and cost savings over other alternatives. Short term consequence of not upgrading trailer will lead to escalating repair costs. Long term consequence could mean entire loss of trailer and loss of solid waste acceptance capacity.

JUSTIFICATION: *Succinctly summarize your request and statement of need.*

Trailer is the second of two from 2006. Repairs and patches have been made throughout the years but it is currently rusted far beyond repair and it is not longer cost effective to continue. Solid waste and fluids leak when loading and transporting material which could result in fines due to hauling an unsecured load.

OPERATING BUDGET IMPACT: *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*

Maintenance, Overtime and Hauling costs would be severely impacted due to the need to try to rebuild the trailer (if possible) until a new one is purchased. In the event of losing the equipment altogether, additional work hours and hauling costs due to the lack of ability to properly store and haul incoming solid waste

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*

Town Capital Funds



TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2023

Request Title:	STORMWATER SYSTEMS			Amount:	60,000	New/ Replace/ Addition	Replacement
Department:	DPW - General	Type:	Infrastructure	Classification:	Planning/Engineering	Category:	II. Essential
						Priority:	3

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*

Continuation of yearly required Engineering and Planning Support services necessary to maintain the Town of Eastham's compliance with its NPDES Stormwater Discharge Permit

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savomgs, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*

In order to meet Federal and State laws and regulations, the Town of Eastham applied and received permission to discharge stormwater runoff under the Massachusetts Small MS4 General Permit. This assists in the Town's efforts to improve the water quality around Eastham, and helps protect our aquifer, by requiring the development and update of the Town's Stormwater Management Plan. Short term consequences could mean incurring in fines and long term consequences could mean loss of discharge permit

JUSTIFICATION: *Succinctly summarize your request and statement of need.*

Statutory Requirement. Yearly report including a fair amount of specialized work needs to be submitted to the Federal Environmental Protection Agency (EPA) every year.

OPERATING BUDGET IMPACT: *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*

Lack of approval would require a minimum of 1 FTE staff increase to focus on MS4-related activities. The recurring salary and benefit costs would be exponentially higher than outsourcing to a consultant.

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*

Town Capital Funds



TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2023

Request Title:	DPW FLEET REPLACEMENT PROGRAM			Amount:	60,000	New/ Replace/ Addition	Replacement
Department:	DPW - General	Type:	Vehicles	Classification:	Vehicles	Category:	II. Essential
						Priority:	4

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*

Continuation of yearly DPW Fleet Replacement Program

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savomgs, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*

Vehicles, along with equipment, are the most imporant asset in support of DPW/DNR operations. Short term impact could be loss of vehicles which would severely impact our ability to perform our duties, while long term issues could involve potential safety hazards to staff and the public.

JUSTIFICATION: *Succinctly summarize your request and statement of need.*

Statutory Requirement. Yearly report including a fair amount of specialized work needs to be submitted to the Federal Environmental Protection Agency (EPA) every year.

OPERATING BUDGET IMPACT: *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*

Lack of approval would require a minimum of 1 FTE staff increase to focus on MS4-related activities. The recurring salary and benefit costs would be exponentially higher than outsourcing to a consultant.

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*

Town Capital Funds

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2023

Request Title:	TOWNWIDE FIELDS MAINTENANCE	Amount:	30,000	New/ Replace/ Addition	Replacement
Department:	DPW - General	Type:	Land	Classification:	Stewardship
				Category:	III. Important
					Priority: 5

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*

Funding to assist the Open Space Committee with the development of land management plans for all conservation and open space areas and to implement the required maintenance that results from the plan

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savomgs, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*

Open space and conservation areas are some of the most important assets and draws that the Town of Eastham has to offer. Lack of maintenance will put them in a deplorable state and could create potential safety impacts for visitors using trails

JUSTIFICATION: *Succinctly summarize your request and statement of need.*

Proper management of these properties in line with conservation regulations is imperative to protect the investment made on these properties.

OPERATING BUDGET IMPACT: *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*

Depending on the results of the plan, additional equipment or a request for additional staff might be necessary. Currently one of our properties has a land management plan and staff gets assistance from AmeriCorps Cape Cod to complete the maintenance work, so the goal is to follow the same model with the rest of the areas

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*

Town Capital Funds



TOWN OF EASTHAM, MASSACHUSETTS

SECTION 8: Fire Department Capital Plan

- FY 2023 Requested Capital Budget and Five-Year Capital Plan
- FY 2023 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

FIVE YEAR CAPITAL PLAN for Fiscal Year 2023 through 2028

FIRE DEPARTMENT

ASSET TYPE/ITEM	Classification	Department	FY 2023		FY 2024		FY 2025		FY 2026		FY 2027		FY 2028		Thereafter Amount
			Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	
FACILITIES AND LAND															
Exhaust System	Opreational E	Fire													
Fire Station	Renovation/C	Fire													
Subtotal Facilities & Land			-		-		-		-		-		-		-
INFRASTRUCTURE															
None															
Subtotal Infrastructure			-		-		-		-		-		-		-
FLEET INVENTORY (VEHICLES)															
2016 Ford F-550 Ambulance	Vehicles	Fire													
2016 Ford F-550 Ambulance	Vehicles	Fire													
2022 Ambulance 1 Replacement	Vehicles	Fire								350,000	LI				
2022 Ambulance 2 Replacement	Vehicles	Fire								350,000	LI				
1997 GMC Tanker Truck	Vehicles	Fire													
Quint Engine/Ladder & Equip	Vehicles	Fire													
2005 E-One Pumper	Vehicles	Fire					750,000	BI							
2013 E-One Pumper	Vehicles	Fire													
2019 Ford F-550 Forestry Unit	Vehicles	Fire													
1998 Stewart LMTV All-Terrain Rescue Truck	Vehicles	Fire													
2016 Polaris 6 Wheel UTV	Vehicles	Fire													
FD Fleet Vehicle Replacement Prg. (3 light duty veh	Vehicles	Fire	27,500	CL	27,500	CL	27,500	CL	27,500	CL	27,500	CL	27,500	CL	
FD Fleet Replacement Prg. (additional)	Vehicles	Fire													
Rigid Hull Inflatable Boat (Nauset Est.)	Vehicles	Fire			200,000	AF									
Subtotal Fleet Inventory			27,500		227,500		777,500		27,500		727,500		27,500		-
EQUIPMENT															
Medical/Rescue Equipment Replacement Prg.	Opreational E	Fire	15,000	AF	15,000	AF	15,000	AF	15,000	AF	15,000	AF	15,000	AF	
Fire Suppression Equipment Replacement Prg.	Opreational E	Fire	25,000	CL	25,000	CL	25,000	CL	25,000	CL	25,000	CL	25,000	CL	
SCBA Compressor System	Opreational E	Fire													60,000
Specialty Equipment	Opreational E	Fire			10,000	FC			15,000	FC					
Defibrillators	Opreational E	Fire			100,000	AF									
2000 Load Rite Trailer	Opreational E	Fire													
2006 Karavan Boat Trailer	Opreational E	Fire													
2011 Magnum Light Tower Trailer	Opreational E	Fire													
2012 Homemade Trailer	Opreational E	Fire													
2016 Utility Trailer (for ATV)	Opreational E	Fire													
2018 EZ Haul 6x12 Trailer	Opreational E	Fire													
2019 EZLoad Trailer (Water Rescue Equipment)	Opreational E	Fire													
Subtotal Equipment			40,000		150,000		40,000		55,000		40,000		40,000		60,000
TOTAL CAPITAL PLAN EXPENDITURE AMOUNTS			67,500		377,500		817,500		82,500		767,500		67,500		60,000

CAPITAL REQUEST SUBMISSION FORMS

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2023

Request Title:	Replacement of the Fire Department Squad/Utility Vehicle	Amount:	70,000	New/Replace/Addition	Replacement
Department:	Fire Dept.	Type:	Vehicles	Classification:	Vehicles
			Category:	II. Essential	Priority: 5

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*

This request is for the replacement of the department's current Squad Utility Vehicle. This vehicle is an extended cab 4X4 pickup with a utility body, winch on the front end, and towing capacity for boats and utility trailers. This truck is used daily for department business, emergency response when the ambulances are not available (emergency medical equipment carried onboard), and for towing operations for department boats and emergency response trailers. The expected life of this type of vehicle is 10-12 years. The vehicle due for replacement is a 2012 Chevrolet Silverado pickup 4X4 /Utility with body, this vehicle currently has 84,000 miles.

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savings, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*

The benefits of replacing this vehicle is to provide a mechanically sound and non-rusted vehicle for daily operations. This vehicle has been problematic for the last two years, we have installed three new starters, batteries, grounding cables, and ignition components. This vehicle hasn't started on several occasions when needed to respond to an emergency. The cost savings would come from a vehicle with warranty.

JUSTIFICATION: *Succinctly summarize your request and statement of need.*

This vehicle needs to be replaced due to reliability issues, this vehicle is also rusting badly, especially where the trailer hitch attaches. We need to have a reliable, safe vehicle for daily operations, emergency response, and emergency trailer towing operations.

OPERATING BUDGET IMPACT: *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*

The replacement of this vehicle will provide a new vehicle with a warranty, saving on current repair cost and out of service time.

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*

Funding from the Ambulance Fund and/or Vehicle Replacement Program

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 9: Police Department & Dispatch Capital Plan

- FY 2023 Requested Capital Budget and Five-Year Capital Plan
- FY 2023 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

FIVE YEAR CAPITAL PLAN for Fiscal Year 2023 through 2028

DISPATCH

ASSET TYPE/ITEM	Classification	Department	FY 2023		FY 2024		FY 2025		FY 2026		FY 2027		FY 2028	
			Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source
FACILITIES AND LAND														
Subtotal Facilities & Land			-		-		-		-		-		-	
INFRASTRUCTURE														
Subtotal Infrastructure			-		-		-		-		-		-	
FLEET INVENTORY (VEHICLES)														
Subtotal Fleet Inventory			-		-		-		-		-		-	
EQUIPMENT														
Electronic Recording Device (Dispatch phones and radios)							15,000	FC						
Subtotal Equipment			-		-		15,000		-		-		-	
TOTAL CAPITAL PLAN EXPENDITURE AMOUNTS			-		-		15,000		-		-		-	

ANTICIPATED FUNDING SOURCES														
(CL) Capital Levy (Recurring)														
(CEX) Capital Levy Exclusion														
(BI) Bond Issuance														
(LI) Lease Issuance														
(FC) Free Cash														
(CPA) Community Preservation Act														
(AF) Ambulance Fund														
(CF) Cable Fund														
(OAF) Other Available Fund														
(Grt) Grant														
Other														
TOTAL ANTICIPATED FUNDING			-		-		-		-		-		-	
Capital Plan Funding Surplus (Deficit)			-		-		(15,000)		-		-		-	

CAPITAL REQUEST SUBMISSION FORMS

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2023

Request Title:	Police Fleet Replacement Program	Amount:	151,000	New/ Replace/ Addition	Replacement
Department:	Police Dept.	Type:	Vehicles	Classification:	Vehicles
			Category:	I. Imperative	Priority: 1

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*

The Eastham Police Department operates four fully marked "front line" police cruisers and one unmarked, fully equipped, traffic enforcement cruiser. The four fully marked cruisers are each assigned to

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savings, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*

The benefit of the yearly replacement of two-three police vehicles is that we are able to keep our vehicles in top shape with minimal down time. As a public safety agency, we cannot afford breakdowns in our fleet. The replacement program that we have followed for many years has proven to keep a high level of reliability in our fleet, and therefore helping us to provide a high level of police services to the Town of Eastham. The regular replacement of these vehicles also allows for keeping repair costs as low as possible. Although there will always be maintenance costs and the occasional breakdown, the Eastham Police Department has, for the most part, avoided untimely, costly repairs to our fleet.

JUSTIFICATION: *Succinctly summarize your request and statement of need.*

Along with the Eastham Police Facility, our vehicles play a crucial role in providing a high level of police services to the Town of Eastham. These vehicles act as an "office" to the on-duty police officers 24 hours per day. It is essential for the Eastham Police Department to possess reliable, highly functional vehicles for both safety and the execution of the police duties.

OPERATING BUDGET IMPACT: *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*

The expense of replacing police cruisers has increased significantly over the past couple of years. Ford altered the design of the police edition Ford Explorers in the 2020 model year which increased the cost of the vehicle significantly. In addition, with the 2020 model design change, many of the expensive pieces of equipment that are installed in the police vehicles will not transfer from the 2019 models, forcing us to purchase new equipment. Continuing to follow the fleet replacement program that has been in place for many years will minimize repair costs and, more importantly, minimize down time. Also beginning in 2020, Ford is offering a hybrid version of the police edition Ford Explorer. Our first two Ford Explorer police vehicles are currently on order and we anticipate a cost

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*

There are grant opportunities for "green" vehicles, which our hybrid cruisers would qualify for. We will pursue these grants with town administration as well as grant funding for equipment items, such as mobile data terminals. These opportunities are never guaranteed, but we will continue to be diligent in our search for grants to reduce the overall cost of these vehicles and equipment.

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2023

Request Title:	Police Department Equipment Replacement Program	Amount:	22,500	New/ Replace/ Addition	Replacement
Department:	Police Dept.	Type:	Equipment	Classification:	Operational Equipment
				Category:	II. Essential
Priority 2					

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*

The police department has significant equipment needs that are not provided for in the annual operating budget. These equipment items have a useful life of greater than one year, and

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savomgs, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*

The above listed equipment is essential to the police department operation. Failure to replace this equipment on a recurring basis would lead to the equipment being unreliable or not functional at all. This would lead to safety concerns for our police officers and the public. For a modern day police department, high quality, reliable, equipment allows for police officers to provide a professional, high level of police services to the community.

JUSTIFICATION: *Succinctly summarize your request and statement of need.*

The Eastham Police Department possesses and deploys top notch equipment as we police the Eastham Community every day. Each piece of equipment has a life expectancy before it becomes unreliable. This program, which plans for replacing certain equipment items on a schedule, is necessary to maintain reliability and functionality.

OPERATING BUDGET IMPACT *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*

Equipment items such as, portable radios, body armor, mobile data computers, weapons, and automatic external defibrillators, are expensive and not budgeted for in the annual operating budget. This recurring Police Department Equipment Replacement Program provides management the flexibility to replace equipment items when needed. Some critical equipment items may simply be replaced on a schedule, while others may be left in service for longer than their life expectancy as long as they are still functional and reliable. The recurring equipment replacement program allows flexibility for management to access all equipment and make these decisions each year.

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*

Year to year, different grant opportunities present themselves for police department related services, equipment, infrastructure, etc. Over the last 12 months, the Eastham Police Department has been awarded over \$150,000 in grant funds for both equipment purchases and supplemental staff funding. We are committed to continue to aggressively seek out grant opportunities and pursue them aggressively.

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2023

Request Title:	Eastham Police Department Speed Display Trailer	Amount:	11,000	New/ Replace/ Addition	Addition
Department:	Police Dept.	Type:	Equipment	Classification:	Operational Equipment
				Category:	III. Important
Priority:					

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*

The Eastham Police Department is seeking to purchase a Decatur Speed Display Trailer. This is a small trailer that can be deployed roadside to assist with calming traffic speeds. It displays the

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savomgs, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*

The use of these devices is an efficient way for the police department to calm traffic and also study traffic habits and patterns. There is an onboard memory device that records vehicle speeds and then can produce reports by time of day, violator speed, etc. These are all useful tools in our endeavor to calm traffic within the community and the speed display trailer allows us to do this with very little staff involvement.

JUSTIFICATION: *Succinctly summarize your request and statement of need.*

The Eastham Police Department currently possesses on speed display trailer. This unit is approximately 10 years old and has recently needed significant maintenance. We will not be losing possession of the current trailer, but adding a second to our fleet. This will allow us to do more with our speed calming efforts and then to dispose of the older trailer when the cost of

OPERATING BUDGET IMPACT *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*

A purchase of this size is not provided for in the operating budget and the life expectancy of this device is approximately 10 years. By planning for this item in the capital budget we can plan for its replacement far ahead of time and ensure that we always have a well operating, reliable device. The deployment of speed display trailers also assists the department with speed calming efforts with very little staff involvement

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*

As of this time, there are no grant opportunities for a purchase such as this. As always, the Eastham Police Department is committed to seeking out grant opportunities and applying for them when appropriate.

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 10: Health and Environment Capital Plan

- FY 2023 Requested Capital Budget and Five-Year Capital Plan
- FY 2023 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 11: Library Capital Plan

- FY 2023 Requested Capital Budget and Five-Year Capital Plan
- FY 2023 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

CAPITAL REQUEST SUBMISSION FORMS

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2023

Request Title:	Outdoor Drive-Through Book Return (Replacement)	Amount:	10,124	New/ Replace/ Addition	Replacement
Department:	Library	Type:	Equipment	Classification:	Operational Equipment
				Category:	II. Essential
Priority: 1					

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*

Our outdoor book return does not close securely and needs to be replaced. Patrons and library staff rely on the bookdrop for regular library circulation activity.

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savomgs, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*

The drive through book return is critical for patrons who need to return items outside normal library hours. Our existing return no longer is secure as the doors are broken.

JUSTIFICATION: *Succinctly summarize your request and statement of need.*

This is an essential service and no longer securely protects the contents (the locking mechanism is broken and door no longer aligns to close).

OPERATING BUDGET IMPACT *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*

There is no impact.

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*

There are no grant opportunities to fund a project of this nature. Town funds are needed to replace this piece of operational equipment.

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 12: Council on Aging Capital Plan

- FY 2023 Requested Capital Budget and Five-Year Capital Plan
- FY 2023 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

CAPITAL REQUEST SUBMISSION FORMS

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2023

Request Title:	Cook Range Commercial Replacement/Add Hood Range	Amount:	20,000	New/ Replace/ Addition	Replacement
Department:	Council on Aging	Type:	Facilities	Classification:	Extraordinary Maint. & Repair
		Category:	I. Imperative	Priority:	1

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*
 We use this oven to supply 100 meals a week to seniors. We plan to expand this meal program in FY23. Without the commercial range we can't prepare meals for seniors.

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savings, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*
 This will create a way to meet needs of seniors from nutrition to socialization.

JUSTIFICATION: *Succinctly summarize your request and statement of need.*
 Current stove doesn't work correctly; temperature is off and needs constant repairs.

OPERATING BUDGET IMPACT: *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*
 This should reduce expenses as repairs have been frequent.

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*
 We have been collecting donations into the Human Services account; we may be able to off set some of the cost to the town with these funds.

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2023

Request Title:	New Furnishings			Amount:	20,000	New/ Replace/ Addition	Replacement
Department:	Council on Aging	Type:	Facilities	Classification:	Extraordinary Maint. & Repair	Category:	II. Essential
						Priority:	1

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*
 New furniture is desperately needed. Furniture should be wipeable especially with current pandemic.

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savings, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*
 Will provide a clean and comfortable environment for seniors to use for programs.

JUSTIFICATION: *Succinctly summarize your request and statement of need.*
 Meet current health and ADA requirements.

OPERATING BUDGET IMPACT: *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*
 This will help reduce costs of cleaning furniture with professional company.

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 13: Beach and Recreation Capital Plan

- FY 2023 Requested Capital Budget and Five-Year Capital Plan
- FY 2023 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 14: Community Development Capital Plan

- FY 2023 Requested Capital Budget and Five-Year Capital Plan
- FY 2023 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 15: Eastham Elementary School Capital Plan

- FY 2023 Requested Capital Budget and Five-Year Capital Plan
- FY 2023 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

