

TOWN OF EASTHAM, MASSACHUSETTS



CAPITAL IMPROVEMENT PLAN

Fiscal Year 2024 - 2029

AND

FISCAL YEAR 2024 CAPITAL BUDGET

12/1/2022

TOWN OF EASTHAM, MASSACHUSETTS

Fiscal Year 2024 Capital Budget and Five-Year Plan

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TOWN OF EASTHAM, MASSACHUSETTS

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TOWN OF EASTHAM, MASSACHUSETTS

FIVE YEAR CAPITAL PLAN for Fiscal Year 2024 through 2029

ASSET TYPE/ITEM	Classification	Dept.	FY 2024		FY 2025		FY 2026		FY 2027		FY 2028		FY 2029		Thereafter
			Amount	Src.	Amount	Src.	Amount	Src.	Amount	Src.	Amount	Src.	Amount	Src.	Amount
FACILITIES AND LAND															
Town Hall Repair & Maint Prgm (Recurring)	Extrordinary Maint	Gen Govt	220,000	FC	83,000	FC	132,000	FC	60,000	FC	115,000	FC	100,000	FC	500,000
Town Hall Repair & Maint Prgm -Exterior Repairs	Extrordinary Maint	Gen Govt	650,000	CPA											
Senior Center Repair & Maint Prgm (Recurring)	Extrordinary Maint	COA	15,000	FC	48,000	FC	60,000	FC	87,000	FC	50,000	FC	45,000	FC	10,000,000
Public Works Facility Repair & Maint Prgm (Recurring)	Extrordinary Maint	DPW	30,000	FC	25,000	FC	25,000	FC	50,000	FC	50,000	FC	50,000	FC	30,000,000
Salt Shed Replacement	Extrordinary Maint	DPW	100,000	Ch90											
Recretaion/Sticker Building Repair & Maint Prgm (Recurring)	Extrordinary Maint	Recreation	5,000	FC	5,000	FC	5,000	FC	5,000	FC	5,000	FC	5,000	FC	
Police Station Repair & Maint Prgm (Recurring)	Extrordinary Maint	Police	49,000	FC	41,000	FC	42,000	FC	40,000	FC	44,000	FC	35,000	FC	
Fire Station Repair & Maint Prgm (Recurring)	Extrordinary Maint	Fire	70,000	FC	60,000	FC	45,000	FC	45,000	FC	40,000	FC	40,000	FC	156,000
Town Hall Annex Repair & Maint Prgm (Recurring)	Extrordinary Maint	Gen Govt	26,000	FC	25,000	FC	20,000	FC	20,000	FC	15,000	FC	7,500	FC	
Library Building Repair & Maint Prgm (Recurring)	Extrordinary Maint	Library	5,000	FC	35,000	FC	10,000	FC	10,000	FC	15,000	FC	15,000	FC	
Harbormaster Building Maintenance Plan (Recurring)	Extrordinary Maint	Nat. Res.							5,000	FC	5,000	FC	5,000	FC	
Elementary School Building Repair & Maint Prgm (Recurring)	Extrordinary Maint	Schools	71,000	FC	71,000	FC	75,000	FC	75,000	FC	100,000	FC	100,000	FC	
Transfer Station Facility Repair & Maint Prgm (Recurring)	Extrordinary Maint	DPW	10,000	FC	5,000	FC	5,000	FC	5,000	FC	5,000	FC	5,000	FC	
Miscellaneous Building Repair & Maint Prgm (Recurring)	Extrordinary Maint	Gen Govt													
Land, Parks & Cemetary Facility Repair & Maint Prgm (Recurring)	Extrordinary Maint	Various	25,000	FC	35,000	FC	30,000	FC	10,000	FC	60,000	FC	35,000	FC	
Land, Parks & Cemetary Facility Repair & Maint Prgm CPC Projects	Extrordinary Maint	Various							25,000	CPA			25,000	CPA	
Land, Parks & Cemetary Facility Repair & Maint Prgm Bathhouse replacemer	Renovation/Const	Recreation											2,000,000	BI	
Subtotal Facilities & Land			1,276,000		433,000		449,000		437,000		504,000		2,467,500		40,656,000
INFRASTRUCTURE															
Rock Harbor Dredging - Phase 1	Extrordinary Maint	Gen Govt													
Rock Harbor Dredging - Phase 2	Extrordinary Maint	Gen Govt	1,650,000	BI											
Local Road Improvements															
Intersection Improvement & Upgrade	Renovation/Const	DPW	50,000	FC	500,000	FC									
Planning & Design of Roadways	Planning/Engineering	DPW	150,000	Ch90	150,000	Ch90	150,000	Ch90							
Construction of Roadways	Renovation/Const	DPW	500,000	Grt	2,500,000	BI	1,000,000	Grt			500,000	Grt			10,000,000
Route Six Corridor Improvements															
Planning & Design of Roadways	Planning/Engineering	DPW													
Engineering & Design of Roadways	Planning/Engineering	DPW			2,000,000	Other					2,000,000	Other			19,500,000
Construction of Roadways	Renovation/Const	DPW													60,000,000
Town Landings															
Town-wide landing Planning, permitting, design	Planning/Engineering	DPW	75,000	FC											
Hemenway Landing	Renovation/Const	DPW			1,500,000	BI	(100% cost est. - expect 50% funding from SeaPort Grt.)								
Collins Landing	Renovation/Const	DPW			1,500,000	BI	(100% cost est. - expect 50% funding from SeaPort Grt.)								
Salt Pond Landing	Renovation/Const	DPW			1,500,000	BI	(100% cost est. - expect 50% funding from SeaPort Grt.)								
School House/Ministers Pond Landing	Renovation/Const	DPW													
Community Development															

TOWN OF EASTHAM, MASSACHUSETTS
FY 2024 CAPITAL BUDGET REQUESTS WORKSHEET

Item/Request	Type	Dept.	N/R/A/M	Amount	Department		Review		FY 2024		Funding Sources	Comments
					Category	Priority	Category	Priority	Recommendation			
LAND, BUILDINGS, FACILITIES												
Town Hall Repair & Maint Prgm (Recurring)	Extrordinary Maint	Gen Govt	M	220,000			II. Essential	2	220,000.00	FC		
Town Hall Exterior Repairs			M	650,000			II. Essential	2	650,000.00	CPA		
Senior Center Repair & Maint Prgm (Recurring)	Extrordinary Maint	COA	M	15,000			II. Essential	2	15,000.00	FC		
Public Works Facility Repair & Maint Prgm (Recurring)	Extrordinary Maint	DPW	M	30,000			II. Essential	2	30,000.00	FC		
Public Works Facility Repair & Maint Prgm - Salt Shed	Extrordinary Maint	DPW	M	100,000			II. Essential	2	100,000.00	Ch. 90	May place Ch90 application on hold pending WW discussion	
Recreation/Sticker Building Repair & Maint Prgm (Recurring)	Extrordinary Maint	Recreation	M	5,000			II. Essential	2	5,000.00	FC		
Police Station Repair & Maint Prgm (Recurring)	Extrordinary Maint	Police	M	49,000			II. Essential	2	49,000.00	FC		
Fire Station Repair & Maint Prgm (Recurring)	Extrordinary Maint	Fire	M	70,000			II. Essential	2	70,000.00	FC		
Town Hall Annex Repair & Maint Prgm (Recurring)	Extrordinary Maint	Gen Govt	M	26,000			II. Essential	2	26,000.00	FC		
Library Building Repair & Maint Prgm (Recurring)	Extrordinary Maint	Library	M	5,000			II. Essential	2	5,000.00	FC		
Harbormaster Building Maintenance Plan (Recurring)	Extrordinary Maint	Natural Resources	M									
Elementary School Building Repair & Maint Prgm (Recurring)	Extrordinary Maint	Schools	M	71,000			II. Essential	2	71,000.00	FC		
Transfer Station Facility Repair & Maint Prgm (Recurring)	Extrordinary Maint	DPW	M	10,000			II. Essential	2	10,000.00	FC		
Miscellaneous Building Repair & Maint Prgm (Recurring)	Extrordinary Maint	Gen Govt	M									
Land, Parks & Cemetary Facility Repair & Maint Prgm (Recurring)	Extrordinary Maint	GenGovt.	M	25,000			II. Essential	2	25,000.00	FC		
Land, Parks & Cemetary Facility Repair & Maint Prgm (CPC Projects)	Extrordinary Maint	Recreation										
Land, Parks & Cemetary Facility Repair & Maint Prgm Bathhouse Replacemnet	Extrordinary Maint	Recreation	M									
BusinessExterior Improvement Program	Stewardship	Comm. Dev.	N	125,000			IV. Desirable	4	-			
INFRASTRUCTURE												
Rock Harbor Dredging - Phase 1	Extrordinary Maint	Gen Govt	M	1,650,000			II. Essential	1	1,650,000.00	Bond Issuance		
Local Road Improvements												
Intersection Improvement & Upgrade	Renovation/Const	DPW	M	50,000			III. Important	2	50,000.00	FC		
Planning & Design of Roadways	Planning/Engineering	DPW	M/N	150,000			IV. Desirable	3	150,000.00	Ch. 90		
Construction of Roadways	Renovation/Const	DPW	M/N	3,000,000			IV. Desirable	4	500,000.00	Grant	Original request was from Ch90, which is insufficient. Timing of request is premature, proceed with Complete Streets grant portion, if practical.	
Route Six Corridor Improvements												
Planning & Design of Roadways	Planning/Engineering	DPW	M/N	1,200,000			IV. Desirable	4	-		Premature pending discussion of wastewater and other needs.	
Town Landings												
Town-wide landing Planning, permitting, design	Planning/Engineering	DPW	M/N	75,000			III. Important	3	75,000.00	FC	Final design prior to construction documents and grant application.	
Community Development												
T-Time/TCP/COA Site Design/Development Engineering	Planning/Engineering	Gen Govt	N	100,000			I. Imperative	1	100,000.00	FC		
WasteWater Infrastructure (Amounts represent 100% of cost estimate, expect significant funding from outside sources)												
Planning, Permitting, Testing	Planning/Engineering	DPW	N	3,000,000			I. Imperative	1	3,000,000.00	Bond Issuance		
Other Projects												
Eastham Community Internet	Planning/Engineering	Gen Govt	N	100,000			IV. Desirable	4	100,000.00	Grant		
Wayfinding & Branding Plan	Planning/Engineering	Comm. Dev.	N	50,000			IV. Desirable	4	-			
Form Based Code & Zoning Overlay	Planning/Engineering	Comm. Dev.		86,000			II. Essential	1	-		Not capital plan, include as Art. 4 request	
Records scanning/storage	Stewardship	Comm. Dev.	N	10,000			III. Important	2	-		Not capital plan, include as Art. 4 request, use town-wide approach, not just one Dept.	
DPW Recurring Maintenance Programs												

TOWN OF EASTHAM, MASSACHUSETTS
FY 2024 CAPITAL BUDGET REQUESTS WORKSHEET

Item/Request	Type	Dept.	N/R/A/M	Amount	Department		Review		FY 2024	Funding Sources	Comments
					Category	Priority	Category	Priority	Recommendation		
Stormwater Systems Maintenance Program (Recurring)	Routine Maint	DPW	M	50,000			II. Essential	2	50,000.00	FC	
Parking Lot Maintenance Program (Recurring)	Routine Maint	DPW	M	50,000			II. Essential	2	50,000.00	FC/CL	
Town-wide Sign Replacement	Routine Maint	DPW		25,000			III. Important	3	25,000.00	FC	
VEHICLES & FLEET ASSETS											
Gen. Govt. Fleet Replacement Program (Recurring)	Vehicles	GenGovt	R	12,500			III. Important	2	12,500	CL	
DPW Fleet Replacement Program (Recurring)	Vehicles	DPW	R	73,750			II. Essential	2	73,750	CL	
Utility Loader	Heavy Equip	DPW	R								
Tanker Truck	Vehicles	DPW	R								
Dump Truck	Vehicles	DPW	R	200,000			III. Important	2	200,000	Ch. 90	
Tractor	Vehicles	DPW	R	200,000			II. Essential	1	200,000	FC	
Semi-Trailer	Vehicles	DPW	R								
Response Boat Trailer	Vehicles	Natural Resources	N	20,000			II. Essential	2	20,000	FC	
Fire Department Fleet Replacement Program (Recurring)	Vehicles	Fire Dept	R	30,000			II. Essential	2	30,000	CL	
Ambulance Replacement (for 3rd ambulance)	Vehicles	Fire Dept	N	28,000			III. Important	2	28,000	AF	
Police Department Fleet Replacement Program	Vehicles	Police Dept.	R	154,000			II. Essential	1	134,000	CL	Staying w/ initial calculated amount, will increase in subs. years.
PD Motorcycle (3 year lease)	Vehicles	Police Dept.	R	5,000			III. Important	2	5,000	Donation	
Senior Center Fleet Replacement Program	Vehicles	COA	R	15,000			II. Essential	1	15,000	CL	
Beach & Recreation Fleet Replacement Program	Vehicles	Beach/Rec	R	15,000			II. Essential	2	15,000	CL	
DEPARTMENTAL EQUIPMENT											
Energy Efficiency & Solar Program	Operational Equip	GenGovt.	N	25,000			III. Important	3	25,000	FC	
PC's and component replacement program (Recurring)	Computer Hardware	Technology	R	20,250			II. Essential	1b	20,250	CL	
PC's and component Replacement Program (Addl.)	Computer Hardware	Technology	R	20,250			II. Essential	1b	20,250	FC	
Servers/Network Component Replacement Program (Recurring)	Computer Hardware	Technology	R	57,000			I. Imperative	1a	57,000	CL	
Servers/Network Component Replacement Program (Addl. Recurring)	Computer Hardware	Technology	R	50,000			I. Imperative	1a	50,000	FC	
Media Equipment Replacement Program (Recurring)	Computer Hardware	Technology	R	10,000			II. Essential	2	10,000	CF	
Rock Harbor Parking Kiosk	Operational Equip	DPW	N								
Trash Compactors	Operational Equip	DPW	R								
Containers	Operational Equip	DPW	R								
Medical/Rescue Equipment Replacement Program (Recurring)	Operational Equip	Fire Dept.	R	15,000			I. Imperative	1	15,000	AF	
Fire Suppression Equipment Replacement Program (Recurring)	Operational Equip	Fire Dept.	R	25,000			II. Essential	2	25,000	CL	
FD Specialty Equipment	Operational Equip	Fire Dept.	R	10,000			II. Essential	2	10,000	FC	
FD defibrilators	Operational Equip	Fire Dept.	R	100,000			I. Imperative	1	100,000	AF	
PD Departmental Equipment Replacement Program	Operational Equip	Police Dept.	R	22,500			II. Essential	2	20,000	CL	Staying w/ initial calculated amount, may increase in subs. years
PD Interior Furnishings	Operational Equip	Police Dept.	R	20,000			III. Important	3	20,000	FC	
Speed Trailer	Operational Equip	Police Dept.	R								
Outdoor Pickup Lockers	Operational Equip	Library	R	25,000			III. Important	2	25,000	FC	
Furniture and Shelving Replacement	Operational Equip	Library	R	75,000			III. Important	1	7,500	FC	
Kitchen Appliance Replacement	Operational Equip	COA	R	20,000			II. Essential	1	20,000	FC	
Furniture Replacements	Operational Equip	COA	R								
Beach Equipment (MobiMats, Walkways, Chairs)	Operational Equip	Beach/Rec	R	20,000			III. Important	2	20,000	FC	
Elections Equipment Replacement Program (Recurring)	Operational Equip	Clerk	R	5,000			I. Imperative	1	5,000	CL	
Elementary School equipment Replacement Program (Recurring)	Operational Equip	Education	R	30,000			II. Essential	2	30,000	FC	

TOWN OF EASTHAM, MASSACHUSETTS
 FY 2024 CAPITAL BUDGET REQUESTS WORKSHEET

Item/Request	Type	Dept.	N/R/A/M	Amount	Department		Review		FY 2024	Funding Sources	Comments
					Category	Priority	Category	Priority	Recommendation		

12,300,250.00

Recommended Spending:	8,239,250.00
Funding Provided By:	
	427,500.00 Capital Levy
	Capital Exclusion
	1,303,750.00 Free Cash
	4,650,000.00 Bond Issuance
	Lease Issuance
	450,000.00 Chapter 90
	600,000.00 Grant
	5,000.00 Donation
	143,000.00 Ambulance Fund
	10,000.00 Media Fund
	650,000.00 CPA
	<u>8,239,250.00</u>
	- Balance (Over)/Under Funded

FLEET INVENTORIES & CONDITION ASSESSMENTS

Date of Update		9/30/2022		Prior Year info - no update		CONDITION ASSESSMENT (POINTS)																		
Department	Model Year	Manufacturer	Make/Model	VIN #	Plate #	Est. Cost New	Expected		Years in Service	Function	Drive System	GVW	FEV		Combine d MPG	Miles	Engine Hours	Age	Miles/ Hours	Type of Service		M&R Costs	Condition	Total Points
							Max Life (Years)	In-Service Date					Policy Exempt	Reliability						Reliability				
ASSESSORS	2017	FORD	ESCAPE	1FMCU0F76HUB06359	M96826	\$19,747	8	7/1/17	5	Admin	2WD	4,620	N	24	13,746		5	1	1	1	1	1	10	
BUILDING	2017	FORD	ESCAPE	1FMCU0F74HUB06358	M92801	\$19,747	8	7/1/17	5	Admin	2WD	4,620	N	24	17,179		5	1	1	1	1	1	10	
General Govt	2020	Nissan	Leaf S	1N4AZ1BP6LC307708	M8000	\$25,000	8	1/1/21	1	Admin	2WD	4,600	N	111	1,207		1	0	1	1	1	1	5	
General Govt	2020	Nissan	Leaf S	1N4AZ1BP8IC307435	M9077	\$25,000	8	1/1/21	1	Admin	2WD	4,600	N	111	790		1	0	1	1	1	1	5	
RECREATION	2004	CHEVROLET	SILVERADO	1GCHC29U14E306452	M70668	\$30,000	10	7/1/04	18	Utility	2WD	5,443	N		91,618		18	9	3	5	3	5	43	
RECREATION	2011	FORD	TRACON VAN	NM0K59BNXBT063122	M88195	\$22,769	10	7/1/11	11	Transport	2WD	4,965	N		71,732		11	7	3	3	2	3	29	
RECREATION	2014	CHEVROLET	EXPRESS VAN	1GNWGPFA4E1146232	M90149	\$23,825	10	7/1/14	8	Transport	2WD	8,600	N		34,218		8	3	3	1	2	1	18	
RECREATION	2018	CHEVROLET	SILVERADO	1GCRCNEH2JZ107154	M98617	\$24,656	10	7/1/18	4	Utility	2WD	6,900	N		14,824		4	1	3	1	1	1	11	
COA	2005	FORD	ECONOLINE VAN	1FBNE31L15HA04346	M46984	\$21,080	8	7/1/05	17	Transport	2WD	8,600			41,617		17	4	3	3	4	3	34	
COA	2010	TOYOTA	SIENNA VAN	5TDJK4CC1AS030781	M81709	\$26,490	8	7/1/10	12	Transport	4WD	4,297			137,514		12	12	3	1	3	1	32	
COA	2015	TOYOTA	SIENNA VAN	5TDJK3DC2FS108503	M92805	\$32,455	8	7/1/15	7	Transport	4WD	5,995			108,098		7	10	3	1	1	1	23	
COA	2018	FORD	ECONOLINE VAN	1FD0FE4FS6JDC17294	M2750A	\$68,852	8	7/1/18	4	Transport	2WD	14,500			14,039		4	1	3	1	1	1	11	
COA	2019	DODGE	CARAVAN	2C7WDGDBGOKR521443	M4070A	\$48,400	8	7/1/19	3	Transport	4WD	4,483		20	14,513		3	1	3	1	1	1	10	
COA	2020	TOYOTA	SIENNA VAN	5TZZ3DC3LS071214D	M4032	\$30,000	8	9/1/20	2	Transport	4WD	5,995			10,033		2	1	3	1	1	1	9	
COA	2019	DODGE	CARAVAN	2C7WDGDBGXKR808353	M8523A	\$48,400	8	7/1/21	1	Transport	AWL. Other	4,483		20	2,248		1	0	3	1	1	1	7	
FIRE	1997	GMC	C SERIES Tanker w/ Pump	1GDP7H1J3VJ519041	MF9174	\$85,000	25	7/1/97	25	HeavyEquip		16,034			16,724	1,773	25	1	3	3	3	4	39	
FIRE	1998	STEWART	LMTV (High Wtr/All Terrain V	AT8744BDCG	MFB217	\$104,626	25	7/1/98	24	HeavyEquip		22,770			6,230	1,685	24	0	3	1	3	2	33	
FIRE	2013	E ONE	PUMPER	4EN6AHA85D2007871	MFB221	\$498,483	20	7/1/13	9	HeavyEquip		45,000			29,823	1,986	9	2	3	3	3	3	23	
FIRE	2005	E ONE	TYPHOON CUSTOM RESCUE PUMPER	4EN6AAA8251000567	MF7468	\$350,000	20	7/1/05	17	HeavyEquip		45,000			22,256	2,448	17	2	3	3	3	3	31	
FIRE	2019	FORD	F-550 Forestry Truck	1FD0W5HT8KED68809		\$175,124	20	7/1/19	3	HeavyEquip		19,500			6,048	727	3	0	3	1	1	1	9	
FIRE	2016	FORD	F550 AMBULANCE	1FDUF5HT1GEA85239	MFA940	\$253,328	5	7/1/16	6	Ambulance		18,000			126,133	3,643	6	12	4	5	4	3	34	
FIRE	2016	FORD	F550 AMBULANCE	1FDUF5HT8GEA85240	MFA945	\$253,328	5	7/1/16	6	Ambulance		18,000			134,091	3,812	6	12	4	5	4	3	34	
FIRE	2012	CHEVROLET	SILVERADO (Squad Truck)	1GC2KVCG0CZ242988	M1448	\$40,117	7	7/1/12	10	Utility		9,500			91,359		10	9	3	5	5	5	37	
FIRE	2017	FORD	EXPLORER - Chief Command V	1FM5K8D87HGE01316	MFB913	\$46,507	7	7/1/17	5	Utility		6,180			43,039		5	4	3	1	1	2	16	
FIRE	2017	FORD	EXPLORER - DC Comm. Veh.	1FM5K8D87HGE01317	MFC105	\$46,507	7	7/1/17	5	Utility		6,180			56,455		5	5	3	1	1	2	17	
Fire	2016	POLARIS	6 Wheel ATV			\$19,000	15	7/1/16	6	FleetEquip					272	77	6	0	2	1	2	2	13	
FIRE	2016	TRAILER	UTILITY (ATV Trailer)	5B5PS1424FH005515	MFB721	\$2,652	25	7/1/16	6	FleetEquip		7,000			1		6	0	2	1	1	1	11	
FIRE	2019	EZLOAD	TRAILER (Wtr Rescue Gear)	1ZETAAGB4KA005347		\$969	25	7/1/19	3	FleetEquip		1,250			1		3	0	2	1	1	1	8	
FIRE	2000	LOAD RITE	TRAILER	5A4PVGH28Y2050436	MP265E	\$699	25	7/1/00	22	FleetEquip		1,980			1		22	0	2	1	1	3	29	
Fire	1993	AVON	Rigid Hull Inflatable Boat (Cove)				20	7/1/00	22	FleetEquip					10,001	577	22	1	2	5	5	5	40	
FIRE	2006	KARAVAN	BOAT TRAILER	5KTBS20166F000737	MFB809	\$500	25	7/1/06	16	FleetEquip		1,200			1		16	0	2	1	1	2	22	
FIRE	2011	MAGNUM	LIGHT TOWER TRAILER	5AJLS1619BB012622	MFA325	\$8,260	20	7/1/11	11	FleetEquip		1,890			1	352	11	0	2	1	1	2	17	
FIRE	2012	HOMEMADE	TRAILER	(MFB479)	MFB479	\$600	25	7/1/12	10	FleetEquip		1,000			1		10	0	2	1	1	3	17	
FIRE	2018	EZHAUL	6X12	5WFBE1217JW083570	MFC766	\$9,700	25	7/1/18	4	FleetEquip		2,900			1	1	4	0	2	1	1	1	9	
FIRE	2004	AVON	17' RIGID HULL BOAT	GB-AVB46071H304			20	7/1/04	18	FleetEquip					10,001	392	18	1	2	1	1	1	24	
FIRE	2020	ZODIAC	SURF RESCUE BOAT	FR-XMPD575F11920		\$9,000	20	7/1/20	2	FleetEquip					5,000	32	2	0	2	1	1	1	7	
POLICE	2018	FORD	EXPLORER	1FM5K8D83JGC43241	8HG278	\$53,000	9	7/1/18	4	Admin	AWL. Other	6,180			52,762		4	5	1	2	2	2	16	
POLICE	2016	FORD	EXPLORER	1FM5K8D81GGB43650	782ZK8	\$53,000	9	7/1/16	6	Admin	AWL. Other	6,180			95,234		6	9	1	2	2	2	22	
POLICE	2010	FORD	TAURUS	1FAHP2HW1AG107754	888EL4	\$53,000	9	7/1/10	12	Admin	AWL. Other	4,234			142,752		12	12	1	3	3	3	34	
POLICE	2017	FORD	F150	1FTEW1EF7HFC91807	MPD185	\$55,000	10	7/1/17	5	Utility	AWL. Other	7,000			11,955		5	1	3	1	1	1	12	
POLICE	2019	FORD	EXPLORER	1FM5K8ARXKGB45984	MPD931	\$53,000	5	7/1/19	3	Patrol	AWL. Other	4,551			118,457		3	11	5	4	4	4	31	
POLICE	2013	FORD	TAURUS	1FAHP2H89DG222415	389TM6	\$53,000	5	7/1/13	9	Patrol	AWL. Other	4,234			94,402		9	9	5	1	2	2	28	
POLICE	2018	FORD	EXPLORER	JFM5K8AR5JGB68121	MPD731	\$53,000	5	7/1/18	4	Patrol	AWL. Other	6,342			112,114		4	11	5	2	1	3	26	
POLICE	2019	FORD	EXPLORER	1FM5K8AR1KGB45985	MP932	\$53,000	5	7/1/19	3	Patrol	AWL. Other	6,342			116,432		3	11	5	2	1	2	24	
POLICE	2020	FORD	EXPLORER	1FM5K8AB9LGD00819	MPF790	\$53,000	5	12/15/20	1	Patrol	AWL. Other	6,342			54,473		1	5	5	1	1	1	14	
POLICE	2020	FORD	EXPLORER	1FM5K8AB8LGC99596	MPF789	\$53,000	5	3/10/21	1	Patrol	AWL. Other	6,342			44,263		1	4	5	1	1	1	13	
POLICE	2021	FORD	EXPLORER - Hybrid	1FM5K8AW7MNA20798	MPF874	\$55,000	5	5/6/22	0	Patrol	AWL. Other	6,342			12,678		0	1	5	1	1	1	9	
POLICE	2021	DODGE	CHARGER	2C3CDXKG5MH622202	1TLK19	\$52,000	5	12/3/21	0	Patrol	AWL. Other	5,000			15,869		0	1	5	1	1	1	9	
POLICE	2012	DECATUR	SPEED TRAILER	1A9S30ES9C1872268	MP731J	\$7,655	10	7/1/12	10	FleetEquip		900			1		10	0	2	4	3	5	24	
POLICE	2017	SOLARTECH	TRAILER	4GM2M1313H1462107	M99713	\$16,750	10	7/1/17	5	FleetEquip		2,050			1		5	0	2				7	
DPW	1987	TROJAN	UTILITY LOADER	3128001	M99981	\$5,000	20	7/1/87	35	FleetEquip					50,000	5,000	35	4	2	2	2	2	47	
DPW	1990	FORD	DUMP TRUCK	1FDXK64P6LVA35793	M97291	\$10,000	20	7/1/90	32	HeavyEquip		26,500			18,200	-	32	1	3	2	2	2	42	

Date of Update		9/30/2022		Prior Year info - no 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 Policy Exempt	Combine d MPG	Miles	Engine Hours	Age	Miles/ Hours	Type of Service	Reliability	M&R Costs	Condition	Total Points
DPW	1991	INTERNATIONA	4800	1HTSEENEN3MH32231	M56794	\$30,000	20	7/1/91	31	FleetEquip		28,000			7,500	-	31	0	2	2	2	2	39
DPW	1993	INTERNATIONA	Tanker	1HTSCPLM3PH481910	M97292	\$12,000	20	7/1/93	29	FleetEquip					12,598	-	29	1	2	2	2	2	38
DPW	2001	PETERBILT	ROLL OFF TRUCK	1NP5LB0X21N567104	M88189	\$64,000	20	7/1/01	21	HeavyEquip					371,174	-	21	12	3	2	2	2	42
DPW	2004	MACK	TRACTOR TRUCK	1M1AA18Y54N155444	M79281	\$42,960	20	7/1/04	18	HeavyEquip		99,000			15,157	-	18	1	3	2	2	2	28
DPW	2006	PETERBILT	335 DUMP TRUCK	2NPLHZ8X06M655873	M74752	\$100,972	20	7/1/06	16	HeavyEquip					46,519	-	16	4	3	2	2	2	29
DPW	2006	PETERBILT	335 DUMP TRUCK	2NPLHZ8X26M655874	M74751	\$110,972	20	7/1/06	16	HeavyEquip					47,847	-	16	4	3	2	2	2	29
DPW	2006	STECO	PUSHOUT SEMI TRAILER	5EWES382261254230	M46547	\$43,365	20	7/1/06	16	FleetEquip		80,000			1	-	16	0	2	2	2	2	24
DPW	2006	STECO	SEMI TRAILER	5EWES382661254231	M46549	\$43,365	20	7/1/06	16	FleetEquip		80,000			1	-	16	0	2	2	2	2	24
DPW	2007	MORBARK	TORNADO CHIPPER	4S8SZ161X7W024697	M79534	\$35,000	20	7/1/07	15	FleetEquip		7,500			50,000	5,000	15	4	2	2	2	2	27
DPW	2009	CHEVROLET	DUMP TRUCK	1GBE5C3969F405684	M82203	\$59,954	20	7/1/09	13	Utility		19,500			21,836	-	13	2	3	2	2	2	24
DPW	2010	SPECTEC	STEEL EJECTOR	1S9ES3828AS188366	M83224	\$45,650	20	7/1/10	12	FleetEquip		80,000			1	-	12	0	2	2	2	2	20
DPW	2010	KUBOTA	TRACTOR	M96SDSC70049	M82797	\$68,500	20	7/1/10	12	HeavyEquip					20,000	2,040	12	1	3	2	2	2	22
DPW	2011	JOHN DEERE	LOADER	1DW544KZVA0633138	M85251	\$159,010	20	7/1/11	11	HeavyEquip		30,500			60,000	6,000	11	5	3	2	2	2	25
DPW	2012	BARBER	SURF RAKE	1H9GU13182N485323	M88708	\$48,427	15	7/1/12	10	FleetEquip		4,000			10,000	1,000	10	0	2	2	2	2	18
DPW	2017	INTERNATIONA	SWEEPER	1HTMMAN7HH744099	M96918	\$249,674	20	7/1/17	5	HeavyEquip					9,312	1,423	5	0	3	2	2	2	14
DPW	2019	FREIGHTLINER	114SD	1FVHG3DVXKHKG5101	M3031A	\$189,500	20	7/1/19	3	HeavyEquip		92,000			5,252	-	3	0	3	2	2	2	12
DPW	2019	VOLVO	L70H	VCE0L70HT0S623790		\$204,311	20	7/1/19	3	HeavyEquip		29,780			10,000	490	3	0	3	2	2	2	12
DPW	2020	PETERBUILT	567	1NPCLPEX4LD732558		\$205,979	20	7/1/20	2	HeavyEquip		72,000			7,500	-	2	0	3	2	2	2	11
HIGHWAY	2000	INTERNATIONA	DUMP	1HTSDAAR6YH268681	M63168	\$73,000	20	7/1/00	22	HeavyEquip					53,000	-	22	5	3	2	2	2	36
									122									FALSE					0
DPW	2016	SPECTEC	TRAILER	1S9ES3823GS188896	M97091	\$57,484		7/1/16	6	FleetEquip		80,000			1	-	6	0	2				8
DPW	2015	ATLAS	COMPRESSOR/TRAILER	4500A1013FR049683	M95034	\$17,950		7/1/15	7	FleetEquip		2,099			1	51	7	0	2				9
DPW	2016	CAM	UTILITY TRAILER	5JPBU2525GP040553	M92823	\$7,100		7/1/16	6	FleetEquip		16,100			1	-	6	0	2				8
DPW	2016	CAM	UTILITY TRAILER	5JPBU2226GP041845	M95049	\$6,280		7/1/16	6	FleetEquip		9,996			1	-	6	0	2				8
DPW	2015	SPECTEC	EJECTOR TRAILER	1S9ES3821FS188698	M95050	\$55,664		7/1/15	7	FleetEquip		80,000			1	-	7	0	2				9
DPW	1996	HOMEMADE	TRAILER	(M55455)	M55455	\$500		7/1/96	26	FleetEquip		1,000			1	N/A	26	0	2				28
DPW	2020	SOLAR TECH	UTILITY	4GM2M1311L1462597		\$18,500		7/1/20	2	HeavyEquip		2,050			1	-	2	0	3				5
DPW	1999	SHADOW	UTILITY TRAILER	4U01S1629XA993695		\$82,017		7/1/99	23	FleetEquip		7,000			1	N/A	23	0	2				25
NATURAL RES	2002	SHORE LANDER	BOAT TRAILER	1MDAS4W233A233659	M36370	\$3,330		7/1/02	20	FleetEquip		5,920			1	-	20	0	2				22
NATURAL RES	2003	MAGIC - TILT	BOAT TRAILER	1M5BR191X31E90723	M97295	\$3,000		7/1/03	19	FleetEquip		4,000			1	-	19	0	2				21
NATURAL RES	2019	LOADRITE	TRAILER	5A4YMFN11K2000739		\$2,290		7/1/19	3	FleetEquip		2,690			1	-	3	0	2				5
NATURAL RES	2009	LOAD RITE	TRAILER	5A4XRJ1X92018078	M81719	\$575		7/1/19	3	FleetEquip		980			1	-	3	0	2				5
									122									FALSE					0
DPW	2015	CHEVROLET	SILVERADO	1GB3KYCG1FF182347	M91422	\$47,944	8	7/1/15	7	Utility		13,200			34,862	-	7	3	3	1	1	1	16
DPW	2015	CHEVROLET	SILVERADO TRUCK	1GC0KUEG4FZ546036	M95030	\$40,272	8	7/1/15	7	Utility		9,500			24,406	-	7	2	3	1	1	1	15
DPW	1998	CHEVROLET	PICKUP	1GCCS1446WK208634	M98609	\$12,800	8	7/1/98	24	Utility		6,400			113,859	-	24	11	3	3	3	3	47
DPW	1999	CHEVROLET	GMT400	1GBJK34R7XF078005	M96917	\$15,000	8	7/1/99	23	Utility					34,382	-	23	3	3	3	3	3	38
DPW	2006	FORD	EXPLORER	1FMEU73896ZA13141	M3032A	\$23,750	8	7/1/06	16	Admin					107,350	-	16	10	1	3	3	2	35
DPW	2010	CHEVROLET	SILVERADO PICKUP	1GC3KVBG4AF153588	M82293	\$31,591	8	7/1/10	12	Utility		9,200			36,723	-	12	3	3	2	2	2	24
DPW	2010	CHEVROLET	SILVERADO PICKUP	1GC3KVBG1AF153581	M2248A	\$36,320	8	7/1/10	12	Utility		9,200			47,845	-	12	4	3	2	2	2	25
NATURAL RES	2010	CHEVROLET	SILVERADO PICKUP	1GCSKPEA7AZ129797	M83216	\$23,056	8	7/1/10	12	Utility		7,000			99,155	-	12	9	3	2	2	2	30
DPW	2012	CHEVROLET	DUMP TRUCK	1GB3KZCG6CF134831	M87300	\$45,110	8	7/1/12	10	Utility		13,200			50,302	-	10	5	3	2	2	2	24
DPW	2017	CHEVROLET	SILVERADO	1GC2KUEG2HZ182985	M99026	\$43,098	8	7/1/17	5	Admin		9,500			18,666	-	5	1	1	1	1	1	10
MAINTENANCE	2011	CHEVROLET	EXPRESS	1GCSGAFX1B1100054	M82284	\$18,388	8	7/1/11	11	Admin		7,300			61,964	-	11	6	1	2	2	2	24
MAINTENANCE	2013	FORD	TRACON VAN	NM0LS6AN6DT166237	M89395	\$20,399	8	7/1/13	9	Admin		5,005			61,313	-	9	6	1	2	2	2	22
NATURAL RES	2012	CHEVROLET	SILVERADO	1GC0KVCG1CZ337261	M88707	\$35,771	8	7/1/12	10	Utility		9,500			65,659	-	10	6	3	2	2	2	25
NATURAL RES	2017	CHEVROLET	SILVERADO	1GC0KUEG4HZ348446	M95835	\$42,690	8	7/1/17	5	Utility		9,500			19,980	-	5	1	3	1	1	1	12
DPW	2020	VIBROSCREEN	SCM-40	2V9TAFEF7LPO22109		\$60,750	15	9/30/2021	1	FleetEquip		11,759			100	-	1	0	2	1	1	1	6
DPW	2021	FORD	F-350 PICK UP	1FDRF3H65MED08723		\$62,897	8	9/30/2021	1	Utility		6,203			1,000	-	1	0	3	1	1	1	7

STATUS OF UNSPENT ARTICLES AND OTHER AVAILABLE FUNDS

TOWN OF EASTHAM, MASSACHUSETTS

Ambulance Fund Projection - FY 2024 - 2029

	FISCAL YEAR						
	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Beginning Balance, 7/1	1,608,628.00	1,608,628.00	1,447,442.00	1,084,256.00	916,070.00	741,304.00	566,538.00
Annual Receipts expected	760,000.00	760,000.00	770,000.00	770,000.00	790,000.00	790,000.00	790,000.00
MA CPE program revenue	130,000.00	130,000.00	130,000.00	130,000.00			
Ambulance replacement reserve	(120,000.00)	(125,000.00)	(125,000.00)	(130,000.00)			
Operating Budget Utilization	(535,000.00)	(550,000.00)	(575,000.00)	(575,000.00)	(600,000.00)	(600,000.00)	(625,000.00)
Capital Plan projected funding	(15,000.00)	(143,000.00)	(215,000.00)	(15,000.00)	(15,000.00)	(15,000.00)	(15,000.00)
Ambulance Lease Payment	(118,420.00)	(118,420.00)	(118,420.00)	(118,420.00)			
Amb. Lease Pymt. FY 25 (5 Yrs.)			(115,000.00)	(115,000.00)	(115,000.00)	(115,000.00)	(115,000.00)
Amb. Lease Pymt. FY 27 (5 Yrs.)					(120,000.00)	(120,000.00)	(120,000.00)
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	<u>(13,186.00)</u>	<u>(161,186.00)</u>	<u>(363,186.00)</u>	<u>(168,186.00)</u>	<u>(174,766.00)</u>	<u>(174,766.00)</u>	<u>(199,766.00)</u>
Ending Balance, 6/30	1,595,442.00	1,447,442.00	1,084,256.00	916,070.00	741,304.00	566,538.00	366,772.00
Ambulance Reserve Balance	120,000.00	245,000.00	370,000.00	500,000.00	500,000.00	500,000.00	500,000.00

TOWN OF EASTHAM, MASSACHUSETTS

PEG Access Fund Projection

	FISCAL YEAR						
	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Beginning Balance, 7/1	148,917.00	118,985.80	114,054.60	104,123.40	91,692.20	79,261.00	66,829.80
Annual Franchise Fees expected	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00
Less: Payment to LCTV	(114,931.20)	(114,931.20)	(114,931.20)	(114,931.20)	(114,931.20)	(114,931.20)	(114,931.20)
Capital Payment from Comcast							
Operating Budget Utilization	(120,000.00)	(120,000.00)	(125,000.00)	(125,000.00)	(125,000.00)	(125,000.00)	(125,000.00)
Capital Budget Utilization	(35,000.00)	(10,000.00)	(10,000.00)	(12,500.00)	(12,500.00)	(12,500.00)	(15,000.00)
Net	(29,931.20)	(4,931.20)	(9,931.20)	(12,431.20)	(12,431.20)	(12,431.20)	(14,931.20)
Ending Balance, 6/30	118,985.80	114,054.60	104,123.40	91,692.20	79,261.00	66,829.80	51,898.60

TOWN OF EASTHAM, MASSACHUSETTS
STATUS OF ARTICLES AS OF 11/15/2022

<u>Org</u>	<u>Description</u>	<u>2022 Available</u>	<u>2023 Revised</u>	<u>2023 YTD</u>	<u>2023</u>	
			<u>Budget</u>	<u>Actual</u>	<u>Encumbrances</u>	<u>2023 Available</u>
02210404	BEACH ENFORCEMENT	25,000.00	0.00	3,743.60	5,615.40	15,641.00
02200130	FY21 NAUSET CAPITAL ENCUMBERED	15,732.38	0.00	4,242.26	0.00	11,490.12
02200130	FY22 NAUSET CAPITAL	73,113.85	0.00	5,384.58	0.00	67,729.27
02210402	BETTERMENTS HOLDING	100,000.00	0.00	0.00	0.00	100,000.00
02200801	FAMILY SUPPORT PACKAGE	135,832.82	0.00	0.00	0.00	135,832.82
02200801	FAMILY SUPPORT HOUSING	172,964.14	0.00	0.00	0.00	172,964.14
02200801	FAMILY SUPPRT SCHOOL MEALS	242,600.00	0.00	0.00	0.00	242,600.00
02210403	SEASHORE LAND TRANSFER	75,000.00	0.00	0.00	0.00	75,000.00
02210401	T-TIME MASTER PLAN	1,785.72	0.00	25,000.00	-25,000.00	1,785.72
0251101R	WASTEWATER PLANNING	146,141.66	0.00	135,100.54	4,448.68	6,592.44
0251102R	WATER QUALITY & WASTEWATER	350,000.00	0.00	95,732.44	193,437.76	60,829.80
02211336	HARBOR MANAGEMENT PLAN IMPLEM	69,168.00	0.00	1,000.00	-1,000.00	69,168.00
0212304R	NAUSET ESTUARY STUDY	75,000.00	0.00	0.00	75,000.00	0.00
0212306R	TOWN LANDINGS & CULVERTS	100,000.00	0.00	0.00	0.00	100,000.00
02200312	FY20 EES BLDG MAINT & IMPRVMTS	12,681.10	0.00	12,681.10	0.00	0.00
02200313	FY20 EES INDR/OUTDR LIGHTING	163.45	0.00	0.00	0.00	163.45
02200314	FY20 EES WATER HEATER/KITCHEN	2,500.00	0.00	0.00	0.00	2,500.00
02200315	FY20 RINSE TWR/WTR FLL STATION	12,000.00	0.00	0.00	0.00	12,000.00
0217501R	COMMUNITY HOUSE PLAN	900,000.00	0.00	0.00	0.00	900,000.00
0217502R	STRATEGIC PLAN	15,000.00	0.00	0.00	0.00	15,000.00
0217503R	LOCAL ROADS PLAN & DESIGN	50,000.00	0.00	0.00	0.00	50,000.00
0217504R	ROUTE SIX CORRIDOR	50,000.00	0.00	34,170.00	15,830.00	0.00
0217505R	T-TIME, TCP & COA DESIGN	100,000.00	0.00	0.00	17,000.00	83,000.00
0212307R	GENERAL GOV FLEET	0.00	12,500.00	0.00	0.00	12,500.00
0222001R	EFD FLEET REPLACE PROGRAM	27,500.00	27,500.00	56,483.99	0.00	-1,483.99
0221001R	PD FLEET REPLACEMENT PROGRAM	1,564.91	134,000.00	0.00	112,139.62	23,425.29
0254101R	COA Fleet Replacement Program	25,000.00	15,000.00	0.00	0.00	40,000.00
0263501R	BEACH FLEET REPLACEMENT PROGRA	15,000.00	15,000.00	0.00	0.00	30,000.00
0263502R	BEACH EQUIPMENT REPLACEMENT PR	25,967.62	0.00	0.00	0.00	25,967.62
0221003R	EPD BUILD & REPAIR PROGRAM	52,000.00	0.00	4,803.45	-6,073.13	53,269.68
0254102R	COA Kitchen Replace Program	27,000.00	0.00	0.00	0.00	27,000.00
0254103R	COA BUILD & REPAIR PROGRAM	50,671.64	0.00	0.00	0.00	50,671.64
0254104R	COA FURNITURE	20,000.00	0.00	0.00	0.00	20,000.00
0261001R	LIBRARY BUILDING & REPAIR	5,000.00	0.00	0.00	0.00	5,000.00
0261002R	OUTDOOR DRIVE-BOOK DROP	10,124.00	0.00	0.00	0.00	10,124.00
02211304	PUBLIC WORKS FACILITY UPGRADES	75,000.00	0.00	0.00	0.00	75,000.00
02211306	SALT POND SHED	6,368.51	0.00	112.86	0.00	6,255.65
02211309	BEACH BATH HOUSE ASSESSMENT	40,000.00	0.00	0.00	0.00	40,000.00
02211323	SEMI-TRAILER	90,000.00	0.00	0.00	0.00	90,000.00
02211324	SHOP/MECHANIC TOOLS	3,316.79	0.00	1,962.38	0.00	1,354.41
02211325	PORTABLE WELDER	6,500.00	0.00	0.00	0.00	6,500.00
02211326	ROCK HARBOR RESPONSE BOAT	150,000.00	0.00	60,000.00	90,000.00	0.00
02211327	TRASH COMPACTORS	115,000.00	0.00	0.00	0.00	115,000.00
02211334	PERMIT TRACKING SOFTWARE	20,500.00	0.00	0.00	0.00	20,500.00
0222002R	EFD SUPPRESSION/RADIO PROGRAM	133,874.48	25,000.00	2,850.00	0.00	156,024.48
0222003R	EFD MEDICAL EQUIPMENT PROGRAM	70,639.21	0.00	0.00	0.00	70,639.21
0222004R	EFD BUILDING & REPAIR PROGRAM	158,225.98	0.00	23,844.00	0.00	134,381.98
0222005R	EFD SPECIALTY GEAR PROGRAM	17,497.26	0.00	0.00	0.00	17,497.26
0230001R	EES BUILD & REPAIR PROGRAM	108,372.00	0.00	18,274.14	0.00	90,097.86
0230002R	EES GROUNDS MAINT PROGRAM	15,000.00	0.00	6,918.90	0.00	8,081.10
0230003R	EES EQUIPMENT MAINT PROGRAM	47,759.44	0.00	30,463.00	0.00	17,296.44

TOWN OF EASTHAM, MASSACHUSETTS

STATUS OF ARTICLES AS OF 11/15/2022

<u>Org</u>	<u>Description</u>	<u>2022 Available</u>	<u>2023 Revised</u>	<u>2023 YTD</u>	<u>2023</u>	
			<u>Budget</u>	<u>Actual</u>	<u>Encumbrances</u>	<u>2023 Available</u>
0242201R	DPW FLEET REPLACEMENT PROGRAM	58,457.61	73,750.00	0.00	46,781.20	85,426.41
0242202R	DPW PARKING LOT MAINT PROG	38,047.12	20,000.00	0.00	0.00	58,047.12
0242203R	DPW STORMWATER SYSTEM PROGRAM	65,242.50	0.00	35,825.00	-32,325.00	61,742.50
0242204R	DPW TOWN SIGN REPLACEMENT PROG	50,670.25	0.00	1,939.05	0.00	48,731.20
0242207R	DPW FACILITY REPAIR	80,000.00	0.00	0.00	0.00	80,000.00
0242208R	LAND, PARK & CEMETERY	30,000.00	0.00	1,647.26	0.00	28,352.74
0219301R	TOWNHALL BUILD & MAINT PROGRAM	23,571.16	0.00	3,506.50	0.00	20,064.66
0219302R	GENERAL BUILD & MAINT PROGRAM	101,442.60	0.00	8,186.87	-7,986.87	101,242.60
0219303R	SOLAR & ENERGY UPGRADES	50,600.94	0.00	0.00	0.00	50,600.94
02200401	RADIO REPLACEMENTS	28,258.11	0.00	432.20	0.00	27,825.91
02200318	FY20 T.S CONTAINER MAINT/UPGRD	419.00	0.00	0.00	0.00	419.00
02200319	FY20 SNOW & ICE SANDERS	1,900.00	0.00	0.00	0.00	1,900.00
0221002R	PD EQUIPMENT REPLACE PROGRAM	13,060.22	20,000.00	3,318.50	0.00	29,741.72
0221004R	SPEED TRAILER & SIGNS	11,000.00	0.00	9,999.00	0.00	1,001.00
0216101R	TOWN CLERK ELECTION EQUIPMENT	0.00	5,000.00	0.00	0.00	5,000.00
02200307	FY20 NR PORTABLE GPS	2,500.00	0.00	0.00	0.00	2,500.00
0215501R	PC'S OFFICE EQUIPMENT	79,802.02	20,250.00	4,934.52	6,452.50	88,665.00
0215502R	SERVER OFFICE EQUIPMENT	9,047.75	57,000.00	20,759.98	13,499.99	31,787.78
0215503R	MEDIA OFFICE EQUIPMENT	6,499.35	0.00	17,110.05	-17,110.05	6,499.35
0215504R	TOWN-WIDE MIS	35,000.00	0.00	8,319.96	21,769.94	4,910.10
02181300	FY07-ART 13 REC IRRIGATE FIELD	9,384.47	0.00	0.00	0.00	9,384.47
02181300	FY10-ART 13 REC BACKSTOP	10,280.00	0.00	0.00	0.00	10,280.00
02181300	N/R SAND DRIFT FENCE	4,322.24	0.00	0.00	0.00	4,322.24
02181300	FY13-ART 29 MATCHING GRANT	82,118.07	0.00	0.00	0.00	82,118.07
02181300	FY17-ART 13 N/R PAINT EXTERIOR	4,281.21	0.00	0.00	0.00	4,281.21
02181300	FY18 ART-13 LASERFICHE	6,196.62	0.00	0.00	0.00	6,196.62
02181300	FY18-ART 13 N/R BOAT MOTOR	131.06	0.00	0.00	0.00	131.06
02181300	FY18 ART 13 HERRING GATES	5,354.89	0.00	0.00	0.00	5,354.89
02181300	FY18-ART 13 REC LOT REPAIR	6,000.00	0.00	0.00	0.00	6,000.00
02181300	FY19-ART13 PLOTTER/SCANNER	6,660.00	0.00	0.00	0.00	6,660.00
02181300	FY19-ART13 COPIER/POSTAGE MACH	5,000.00	0.00	0.00	0.00	5,000.00
02181300	FY19-ART13 REC BUILD FURNISH	2,081.65	0.00	0.00	0.00	2,081.65
02181300	FY19-ART13 SOUNDPROOF ROOM	7,485.00	0.00	0.00	0.00	7,485.00
02181300	FY19-ART13 SLIDEOUT STAGE	6,960.90	0.00	0.00	0.00	6,960.90
02181300	FY19-ART13 STAIRS SUNKEN MEAD	44,381.70	0.00	123.34	0.00	44,258.36
02181300	FY19-ART13 MOBILE COMPUTER	10,034.43	0.00	0.00	0.00	10,034.43
02191305	FY19 CIRCULATION PCS 50%	2,362.17	0.00	0.00	0.00	2,362.17
02191316	FY19 DPW COPIER	4,558.05	0.00	0.00	0.00	4,558.05
02191320	FY19 EES ROUTINE PAINTING	4,257.79	0.00	0.00	0.00	4,257.79
02191321	FY19 UPGRADE/ADA BATH HOUSES	28,810.00	0.00	3,144.87	0.00	25,665.13
02191322	FY19 BEACH SHACK REPLACEMENT	9,000.00	0.00	0.00	0.00	9,000.00
02191324	FY19 RECYCLING COMPACTOR	27,438.08	0.00	0.00	0.00	27,438.08
02191336	FY19 COASTAL EROSION PLANNING	4,230.00	0.00	0.00	0.00	4,230.00

CURRENT AND PROJECTED DEBT SERVICE BALANCES & EXPENDITURES

TOWN OF EASTHAM, MASSACHUSETTS

Projected Outstanding Debt Balances

	<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>	<u>6/30/2029</u>
Existing Bond Issues	92,629,357	89,276,397	85,684,495	82,266,953	79,167,481	76,009,760	72,877,440
Cumulative New Issues	6,340,000	10,990,000	23,987,710	27,287,203	25,936,696	24,586,189	23,235,682
Anticipated Bond Issues							
Town Center Plaza purchase							
Beach Plum Property							
Water Project Phase 2E		13,290,210					
Water Project Phase USDA							
Wastewater Permitting & Design	3,000,000						
Rock Harbor Dredging	1,650,000						
Town Landings			4,500,000				
Water Project Final Costs							
WasteWater Implementation							
Subtotal anticipated bond issues	4,650,000	13,290,210	4,500,000	-	-	-	-
Less: Principal Payments on new issues	-	(292,500)	(1,200,507)	(1,350,507)	(1,350,507)	(1,350,507)	(1,350,507)
Total Outstanding Debt Projected	103,619,357	113,264,107	112,971,698	108,203,649	103,753,670	99,245,442	94,762,615

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>	<u>FY 2029</u>
Existing Bond Issues							
Principal	2,820,139	3,352,960	3,591,902	3,417,542	3,099,473	3,157,721	3,132,320
Interest & Fees	1,652,489	2,322,031	2,267,143	2,086,610	2,091,541	2,009,751	1,930,760
Total existing debt service	4,472,628	5,674,991	5,859,045	5,504,152	5,191,014	5,167,472	5,063,080
Anticipated Bond Issues							
Town Center Plaza							
Principal	-	154,000	154,000	154,000	154,000	154,000	154,000
Interest & Fees	105,105	99,715	94,325	88,935	83,545	78,155	72,765
Projected debt service	105,105	253,715	248,325	242,935	237,545	232,155	226,765
Beach Plum Property Purchase							
Principal	-	76,000	76,000	76,000	76,000	76,000	76,000
Interest & Fees	13,300	25,270	22,610	19,950	17,290	11,970	9,310
Projected debt service	13,300	101,270	98,610	95,950	93,290	87,970	85,310
Water Project Phase 2E							
Principal			443,007	443,007	443,007	443,007	443,007
Interest & Fees			313,649	303,017	292,385	281,752	271,120
Projected debt service	-	-	756,656	746,024	735,392	724,759	714,127
Water USDA							
Principal		62,500	62,500	62,500	62,500	62,500	62,500
Interest & Fees		37,031	36,094	35,156	34,219	33,281	32,344
Projected debt service	-	99,531	98,594	97,656	96,719	95,781	94,844
Wasterwater Design							
Principal			300,000	300,000	300,000	300,000	300,000
Interest & Fees			99,750	89,250	78,750	68,250	57,750
Projected Debt Service		-	399,750	389,250	378,750	368,250	357,750
Rock Harbor Improvements							
Principal			165,000	165,000	165,000	165,000	165,000
Interest & Fees			54,863	49,088	43,313	37,538	31,763
Projected debt service	-	-	219,863	214,088	208,313	202,538	196,763
Town Landings							
Principal				150,000	150,000	150,000	150,000

Interest & Fees				106,200	102,600	99,000	95,400
Projected debt service	-	-	-	256,200	252,600	249,000	245,400

Total New Issue Projected Debt Service							
Principal	-	292,500	1,200,507	1,350,507	1,350,507	1,350,507	1,350,507
Interest & Fees	118,405	162,016	621,290	691,596	652,101	609,946	570,452
Projected debt service	118,405	454,516	1,821,797	2,042,103	2,002,608	1,960,453	1,920,959

Grand Total Projected Debt Service							
Principal	2,820,139	3,645,460	4,792,409	4,768,049	4,449,980	4,508,228	4,482,827
Interest & Fees	1,770,894	2,484,047	2,888,433	2,778,206	2,743,642	2,619,697	2,501,212
Projected debt service	4,591,033	6,129,507	7,680,842	7,546,255	7,193,622	7,127,925	6,984,039

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 2024 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 19, 2022.

TOWN OF EASTHAM, MASSACHUSETTS

FY 2024 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 2024 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 2024 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. a. Corrects a condition immediately dangerous to public health or safety b. Satisfies a legal, regulatory or statutory obligation or requirement c. Alleviates an emergency service disruption or deficiency d. Prevents irreparable damage to a valuable public facility
II. Essential	Should do – Projects that address clearly demonstrated needs or objectives. a. Rehabilitates or replaces an obsolete public facility or attachment thereto b. Stimulates economic growth and private capital investment c. Reduces future operating and maintenance costs d. 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. a. Provides a new or expanded level of service b. Promotes intergovernmental cooperation c. Reduces energy consumption d. 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 2024 Requested Capital Budget and Five-Year Capital Plan
- FY 2024 Capital Request Submission Forms
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

FIVE YEAR CAPITAL PLAN for Fiscal Year 2024 through 2029

TOWN-WIDE INFRASTRUCTURE IMPROVEMENT CAPITAL PLAN

ASSET TYPE/ITEM	FY 2023		FY 2024		FY 2025		FY 2026		FY 2027		FY 2028		FY 2029		Thereafter	
	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	
INFRASTRUCTURE																
ROCK HARBOR																
Harbor Improvements																
Dredging Phase 1			1,650,000	BI												
Dredging Phase 2																
Subtotal Rock Harbor	-		1,650,000		-		-		-		-		-		-	
LOCAL ROAD IMPROVEMENTS																
Intersection Improvement & Upgrades	500,000	Ch90	50,000	FC	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	500,000	Grt	2,500,000	BI	1,000,000	Grt			500,000	Grt				10,000,000
Subtotal Local Road Improvements	450,000		650,000		2,650,000		1,150,000		-		500,000		-			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				19,500,000
Construction of MultiModal Roadways																60,000,000
Subtotal Public Works Facility Plan	50,000		-		2,000,000		-		-		2,000,000		-			79,500,000
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		-		-		-		-			-
COMMUNITY DEVELOPMENT																
T-time Site/TCP/COA Site Design, Development, Engineering	100,000	FC	100,000	FC												
Subtotal Community Development	100,000		100,000		-		-		-		-		-			-
WASTEWATER																
Wastewater Planning, Permitting, Testing	250,000	FC														
Wastewater Design & Engineering			3,000,000	BI												
Wastewater Infrastructure Implementation							50,000,000	BI								60,000,000
Subtotal Wastewater	250,000		3,000,000		-		50,000,000		-		-		-			60,000,000
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		-			-

TOWN OF EASTHAM, MASSACHUSETTS

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

- FY 2024 Requested Capital Budget and Five-Year Capital Plan
- FY 2024 Capital Request Submission Forms
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 4: Administration & General Government Capital Plan

- FY 2024 Requested Capital Budget and Five-Year Capital Plan
- FY 2024 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 5: Town Clerk Capital Plan

- FY 2024 Requested Capital Budget and Five-Year Capital Plan
- FY 2024 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 6: Technology Capital Plan

- FY 2024 Requested Capital Budget and Five-Year Capital Plan
- FY 2024 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 7: Public Works Department Capital Plan

- FY 2024 Requested Capital Budget and Five-Year Capital Plan
- FY 2024 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

FIVE YEAR CAPITAL PLAN for Fiscal Year 2024 through 2029

ASSET TYPE/ITEM	Classification	DEPT.	FY 2024		FY 2025		FY 2026		FY 2027		FY 2028		FY 2029		Thereafter
			Amount	SRC	Amount	SRC	Amount	SRC	Amount	SRC	Amount	SRC	Amount	SRC	Amount
1996 HOMEMADE TRAILER	Vehicles	DPW													10,000
2020 SOLAR TECH UTILITY	Vehicles	DPW													10,000
1999 SHADOW UTILITY TRAILER	Vehicles	DPW													25,000
Response Boat Trailer	Vehicles	NatRes	20,000	FC											
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			493,750		73,750			473,750		273,750		273,750		313,750	2,290,000
EQUIPMENT															
MOWER	Operational Equip	DPW							40,000	FC					40,000
TRASH COMPACTORS	Operational Equip	DPW													120,000
CONTAINERS	Operational Equip	DPW							25,000	FC					20,000
WORK ORDER SYSTEM	Operational Equip	DPW													15,000
SANDERS	Operational Equip	DPW													50,000
Backhoe	Operational Equip	DPW													160,000
Screeener	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			-		-			-	65,000		-		-		540,000
TOTAL CAPITAL PLAN EXPENDITURE AMOUNTS			618,750		193,750			593,750	458,750		393,750		458,750		2,830,000
ANTICIPATED FUNDING SOURCES															
(CL) Capital Levy (Recurring)			93,750		93,750			93,750	93,750		93,750				93,750
(CEX) Capital Levy Exclusion															
(BI) Bond Issuance															
(LI) Lease Issuance															
(FC) Free Cash			325,000		100,000			300,000	165,000		300,000				365,000
(CPA) Community Preservation Act															
(AF) Ambulance Fund															
(CF) Cable Fund															
(Ch90) Chapter 90 Fund			200,000					200,000	200,000						
(OAF) Other Available Fund															
(Grt) Grant															
Other															2,830,000
TOTAL ANTIPATED FUNDING			618,750		193,750			593,750	458,750		393,750		458,750		2,830,000
Capital Plan Funding Surplus (Deficit)			-		-			-	-		-		-		-

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 8: Fire Department Capital Plan

- FY 2024 Requested Capital Budget and Five-Year Capital Plan
- FY 2024 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

FIVE YEAR CAPITAL PLAN for Fiscal Year 2024 through 2029

FIRE DEPARTMENT

ASSET TYPE/ITEM	Classification	Dept.	FY 2024		FY 2025		FY 2026		FY 2027		FY 2028		FY 2029		Thereafter Amount
			Amount	Src.	Amount	Src.	Amount	Src.	Amount	Src.	Amount	Src.	Amount	Src.	
FACILITIES AND LAND															
Exhaust System	Opreational E	Fire													
Subtotal Facilities & Land			-		-		-		-		-		-		-
INFRASTRUCTURE															
None															
Subtotal Infrastructure			-		-		-		-		-		-		-
FLEET INVENTORY (VEHICLES)															
2022 Ambulance 1 Replacement	Vehicles	Fire							480,000	LI					
2022 Ambulance 2 Replacement	Vehicles	Fire											500,000	LI	
2016 Ambulance 3 Replacement	Vehicles	Fire	28,000	AF	480,000	LI									
1997 GMC Tanker Truck - not to be replaced	Vehicles	Fire													
Quint Engine/Ladder & Equip	Vehicles	Fire													
2005 E-One Pumper - not to be replaced	Vehicles	Fire													
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 ve	Vehicles	Fire	30,000	CL	30,000	CL	30,000	CL	30,000	CL	30,000	CL	30,000	CL	
FD Fleet Replacement Prg. (additional)	Vehicles	Fire													
Rigid Hull Inflatable Boat (Nauset Est.)	Vehicles	Fire			200,000	AF									
Subtotal Fleet Inventory			58,000		710,000		30,000		510,000		30,000		530,000		-
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			150,000		40,000		55,000		40,000		40,000		40,000		60,000
TOTAL CAPITAL PLAN EXPENDITURE AMOUNTS			208,000		750,000		85,000		550,000		70,000		570,000		60,000

TOWN OF EASTHAM, MASSACHUSETTS

FIVE YEAR CAPITAL PLAN for Fiscal Year 2024 through 2029

FIRE DEPARTMENT

ASSET TYPE/ITEM	Classification	Dept.	FY 2024		FY 2025		FY 2026		FY 2027		FY 2028		FY 2029		Thereafter Amount
			Amount	Src.	Amount	Src.	Amount	Src.	Amount	Src.	Amount	Src.	Amount	Src.	

ANTICIPATED FUNDING SOURCES															
(CL) Capital Levy (Recurring)			55,000		55,000		55,000		55,000		55,000		55,000		
(CEX) Capital Levy Exclusion															
(BI) Bond Issuance					480,000										
(LI) Lease Issuance								480,000						500,000	
(FC) Free Cash			38,000				15,000								
(CPA) Community Preservation Act															
(AF) Ambulance Fund			115,000		215,000		15,000		15,000		15,000			15,000	
(CF) Cable Fund															
(OAF) Other Available Fund															
(Grt) Grant															
Other															
TOTAL ANTIPATED FUNDING			208,000		750,000		85,000		550,000		70,000		570,000		-
Capital Plan Funding Surplus (Deficit)			-		-		-		-		-		-		-

Memo: Additional Funds w/drawn from Ambulance fund for debt pymts on leases:

Ambulances	118,420	118,420	118,420												
Quint	114,766	114,766	114,766					114,766		114,766		114,766		114,766	

CAPITAL REQUEST SUBMISSION FORMS

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

Request Title: Replacement of 3rd Ambulance	Amount: 480,000	New/Replace/Addition	Replacement
Department: Fire Dept.	Type: Vehicles	Classification: Vehicles	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.*

Over the last several years, the Fire Department has responded to an increasing number of emergency calls. On many occasions, this requires the assistance of outside resources to respond. We were fortunate to be able to keep our old ambulance as a "spare" to be able to respond to these additional calls. While it is imperative to have this resource, it is 6 years old with over 160,000 miles. The turbocharger and suspension have been recently replaced. Eventually the entire ambulance needs replaced. Due to the 2 year wait to get a new ambulance, I am pressed to place an order as soon as possible to prevent repair costs to spiral out of control. Conversely, adding this to our fleet will actually push out the future needs for funding ambulances. We can get on a 2 year schedule of replacement while getting up to 7 years out of each ambulance.

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.*

Over 68 requests for an ambulance were not met by the Eastham FD due to not having that resource. This required us to reach out to our neighbors to transport the patient to the hospital. Now that we have an increase in our staffing, a 3rd ambulance will provide the necessary resource we need to meet all requests for service. Financially, this could equate to nearly \$100,000 in additional ambulance billing revenue for the Town.

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

While we are glad to have been able to keep an extra ambulance to cover the calls we could not have previously, the fact remains that this ambulance is near the end of it's useful life. It is a good idea to begin to rotate the 3 ambulances on a schedule that is both fiscally and operationally responsible. Due to the extended build time of 2 years as well as increasing costs, moving to replace this vehicle now is imperative.

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 ambulance can be funded by the Ambulance Fund on a 5 year lease program.

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

The ambulance fund will be able to fund this purchase.

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

Request Title:	Kitchen and Furniture Upgrades	Amount:	50,000	New/ Replace/ Addition	Replacement
Department:	Fire Dept.	Type:	Facilities	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.*

The fire station was built in 2000. It still maintains the same interior fixtures it had when new. The kitchen cabinets and countertops are in need of replacement. We, unlike all other departments, use the station 24 hours a day. We must keep it from falling into disrepair. Additionally, the office furniture is beginning to fall apart. In the interest of creating a modern, efficient workplace, upgrading the old fixtures is important.

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.*

Replacement of the cabinets and countertops will provide for efficient use for another 20 years. Plus the office decor and modernization will be a boost to productivity.

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

After more than 20 years of use, it is time to upgrade the interior finishes of the fire station. This will improve daily usage and create a modern, efficient workplace while also improving morale.

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?*

It is a matter of time until the cabinetry doors and furniture will begin to fail. Bandaid's will not create a good work space. Our employees deserve better. That is why it is important to undertake this project now before it's an emergency. It will allow us to strategically plan for proper replacement and savings.

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

Funding will be from the Town's general fund. There are currently no available grants I am aware of to improve facilities.

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 9: Police Department & Dispatch Capital Plan

- FY 2024 Requested Capital Budget and Five-Year Capital Plan
- FY 2024 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 2024

Request Title:	Harley Davidson Police Motorcycle	Amount:	6,000	New/ Replace/ Addition	Replacement
Department:	Police Dept.	Type:	Vehicles	Classification:	Vehicles
				Category:	III. Important
				Priority:	2

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

This Harley Davidson Police Motorcycle has been funded for 3 years by a generous donation from a community member. Fy24 will be the first payment made through budget funding to allow this program to continue.

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.*

This motorcycle has proven useful with our ongoing traffic enforcement endeavors within the Town of Eastham, but also is an excellent tool to be utilized with our extensive community policing efforts. Officer Jake McGrath is our lead motor officer at this time with a second officer due to obtain the necessary training to operate the motorcycle in the spring of 2023. Officer McGrath is also a member of the Cape Cod Regional Law Enforcement Council Motor Unit and regularly assists other communities with large events, traffic control, and croud control. The services of the CCRLEC Motor Unit are also available to the Town of Eastham should we need them.

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

This payment will be the first of out second 3-year motorcycle lease program. We will continue to utilize the motorcycle for many reasons, most importantly to assist with traffic enforcement.

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?*

Other than fuel and staffing expense, this motorcycle has no impact on the operating budget. The first three years of this program was funded by a generous donation from a community member. This FY24 payment will be the first payment to impact the capital budget as the donation money has been exhausted.

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

This FY24 payment will be the first payment to impact the capital budget as the donation money has been exhausted. I am not aware of any grant oportunities for the purchase of motorcycles, however we will continue to pursue any grant oportunities that arise.

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

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 are essential to our mission to provide top level police services to the Town of Eastham. This equipment includes items such as portable radios, body armor, mobile data computers, weapons, and automatic external defibrillators. Each of these items has a unique cost and life expectancy, so through the Police Department Equipment Replacement Program we are able to plan to fund these items over a period of time, rather than on a yearly basis for each specific item.

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 assess all equipment and make those 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 2024

Request Title:	Interior Furnishings (Desks, storage, tables, chairs)	Amount:	20,000	New/ Replace/ Addition	Replacement
Department:	Police Dept.	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.*

The interior of the police facility includes many furnishings such as desks, storage cabinets, tables, and chairs. These items are essential to the day to day operations of the police department. Many of

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 interior furnishings at the police department are essential to our 24/7 operation. The replacement of these aging items will allow work to continue in a productive and efficient manner.

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

Many interior furnishings at the police deparment are heavily worn or broken and have reached the end of their useful life. Approximately 10 years ago, many furniture items were replaced, although some items that are original to the facility in 1989 remain. Furnishings within the facility are essential to our operation and must look presentable when guests from the public enter our building.

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 some aging items would eliminate the need to replace them with funds from the operating budget on an emergency basis when they fail.

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 10: Health and Environment Capital Plan

- FY 2024 Requested Capital Budget and Five-Year Capital Plan
- FY 2024 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 11: Library Capital Plan

- FY 2024 Requested Capital Budget and Five-Year Capital Plan
- FY 2024 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 2024

Request Title:	Outdoor Hold Pickup Lockers	Amount:	15,000	New/ Replace/ Addition	New
Department:	Library	Type:		Classification:	
			Category:	IV. Desirable	
			Priority:		

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

The Library is interested in acquiring outdoor hold pick up lockers to allow for 24/7 contactless patron pick up of library items on hold. These would most likely be installed at the front of the library building, under the overhang next to the front entrance.

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.*

Offering an option for 24/7 contactless hold pick up would allow the library to serve patrons outside normal business hours without having to add additional staff or worry about keeping the library building open for unusual hours.

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

The additional of outdoor hold pick up lockers would greatly increase the library's capacity to serve our community by allowing patrons to pick up library materials outside open library hours.

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 would be a one-time capital request.

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

It is possible that a portion of this project could be funded through a grant opportunity. However, many grants opportunities for libraries require the grant award to be matched before funding is awarded. For this reason, the library should have funds budgeted for this future project.

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 12: Council on Aging Capital Plan

- FY 2024 Requested Capital Budget and Five-Year Capital Plan
- FY 2024 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 13: Beach and Recreation Capital Plan

- FY 2024 Requested Capital Budget and Five-Year Capital Plan
- FY 2024 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 14: Community Development Capital Plan

- FY 2024 Requested Capital Budget and Five-Year Capital Plan
- FY 2024 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 2024

Request Title:	Form-Based Code & Zoning Overlays Project	Amount:	86,000	New/ Replace/ Addition	New	
Department:	Community Development	Type:	Infrastructure	Classification:	Planning/Engineering	
				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.*

Through this project, the Town would secure consulting assistance to develop several base and overlay zoning changes for the mixed-use North Eastham Corridor Special District (ECSD), with the goal of encouraging quality development and redevelopment projects that meet the community's needs for housing, economic opportunity, and infrastructure. Proposed changes include a 40R Smart Growth overlay, DIF overlay, form-based zoning updates, and a set of cohesive design standards for the district. All work would fall under a single project scope, which would be timed to commence immediately following the completion of the North Eastham Village Center Master Plan (estimated completion December 2022). The cost estimate for the project was developed using comparable funded project examples identified, through the State's Community One Stop for Growth. Expected useful life of the work produced through this project is 20 years+ given that it entails zoning bylaw updates.

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.*

This project will result in foundational zoning changes and design standards required to implement the community vision of a mixed-use village center, outlined through the North Eastham Village Center Master Plan. The Master Plan (expected completion December 2022) will provide pre-development guidance, informed by extensive community input, prior Town planning work, and established district goals. The combination of both overlay zoning (40R District, DIF), base zoning changes (through form-based zoning elements), and a set of cohesive design standards will open opportunities for increased housing density and clustered development in key areas, while supporting a balance of built and natural spaces and retaining Eastham's historical and rural character. The proposed overlays (40R, DIF) will also result in new revenue streams for the Town to support continued district improvements, housing production, and infrastructure.

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

Development of the proposed zoning updates and design standards are critically important to Eastham's strategic priorities in economic and community development, housing, business recovery, and infrastructure. Zoning revisions in 2019 created the Eastham Corridor Special District (ECSD), providing a critically needed foundation to promote village-style development, increase housing options, and place limits on business types not in keeping with the town's character. However, the new regulations resulted in a pre-existing nonconforming status for nearly every property in the district, triggering costly and complex compliance issues in a variety of areas, and hindering business and housing opportunities. This project responds to an urgent need for affordable and attainable housing, identified in Eastham's recently updated Housing Production Plan (2021), and also seeks to establish a zoning framework to facilitate implementation of the North Eastham Village Center Master Plan (Dec 2022).

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?*

Zoning changes through this project have the potential to increase staff and planning/zoning efficiency with project review for properties in the ECSD. Further, the proposed overlays would generate revenue contributing positively to the operating budget. Municipalities receive a zoning incentive payment of \$10,000-\$600,000 when they create a 40R overlay followed by a bonus unit payment of \$3,000 per housing unit when developments receive building permits. DIF Overlays capture positive growth in the tax base over time, meaning property owners are not impacted with an additional assessment, but any increase in the tax base is directed to future district-level improvements.

FUNDING:

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

A total of \$76,650 was requested for this project through the FY23 Community One Stop for Growth, with an expected funding decision by October-November 2023. It is envisioned that the remaining \$9,350 would be funded through Free Cash or other Town sources. If the project is not funded through the One Stop, the entire project cost of \$86,000 would need to be funded by the Town or we would need to identify another grant source. Cost estimates based on an example project from Fairhaven MA (\$75,000 for 40R Zoning overlay work).

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

Request Title:	Business Exterior Improvement Program Year 2			Amount:	125,000	New/ Replace/ Addition	New
Department:	Community Development	Type:	Infrastructure	Classification:	Renovation/Construction	Category:	III. Important
						Priority:	2

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

This request, if approved, would provide funding to continue the Town's new Business Exterior Improvement Program, which has just launched for its first year using a portion of the Town's local ARPA funds. The Exterior Improvement Program (EIP) aims to address the issue of deferred capital investment in commercial space in Eastham, while providing a needed boost to local businesses in the wake of the COVID-19 pandemic. The program offers a combination of funding awards and a streamlined project review process, with an emphasis on projects that improve the visual appearance of business properties, provide clear community and/or economic benefits, and increase voluntary compliance with local and state regulations.

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.*

Anticipated benefits of this program include: increased revenue for participating businesses; increases to commercial property values; improved aesthetics and public perception of Eastham's commercial spaces; job creation through support of local trades workers; and improved levels of business satisfaction with the Town's commercial regulatory/project review process. Additionally, the program demonstrates a level of commitment from the Town to come to the table as a public partner in redevelopment and development projects, increasing the likelihood of private developer interest in future efforts in the North Eastham corridor (i.e., Town Center, T-Time). This program accomplishes Economic Development/Business Support goals set by the Select Board, and aligns with the 2020-24 Strategic Plan objective to support, expand, and sustain local businesses. Consequences of not continuing this program could include continued deferment of needed improvements and maintenance to Eastham's already dated commercial real estate stock, and a lack of private investment interest for future redevelopment and development projects in the town.

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

According to recent diagnostic and planning studies completed by the Town:
 20% of Eastham storefronts require improvements of between \$10,000-\$30,000, not adjusted for inflation (Rapid Recovery Plan, 2021)
 56% of Eastham businesses rated renovations of storefronts as a priority (Rapid Recovery Plan, 2021)

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 program has limited impacts on the operating budget, and primarily requires staff time to promote, receive, process, and evaluate program applications. No additional maintenance costs would be assumed by the Town, as awarded projects take place on private property. Improvements may result in increased energy efficiency in commercial space (i.e., siding or window replacement) and could result in increases to the commercial tax base as property values go up. Year 1 (FY23) of the prohgram uses local ARPPA funds. Year 2 (FY24) proposes to use remaining ARPPA funds to continue the program with later years funded via local resources.

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

It is anticipated that funding for this project could be appropriated from additional ARPA funds or Free Cash. Grants for this program may be limited since many funders, including the State, tend to not fund programs that involve distribution of funding awards to third parties (businesses, contractors).

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

Request Title:	Local Road Improvements - Complete Streets Construction for Samoset Rd (East)	Amount:	3,000,000	New/ Replace/ Addition	Replacement
Department:	Community Development	Type:	Infrastructure	Classification:	Renovation/Construction
		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.*

This project request represents funding for the construction phase of the in-progress Samoset Road Complete Streets project (currently in design stage). This project involves constructing approximately 2,050 feet of an 8-foot-wide asphalt shared-use path along the northern side of Samoset Road from Route 6 to the Cape Cod Rail Trail. This project would also involve realigning the intersection of Samoset Road and Depot Road to a conventional T-intersection. An RRFB will also be installed at the Cape Cod Rail Trail crossing to increase visibility of crossing pedestrians and bicyclists. ADA-compliant curb ramps and crossings will be constructed where applicable. The cost estimate for this project was developed with assistance from the traffic engineering team at Environmental Partners. The estimated costs for construction of this and other priority Complete Streets projects are reflected in the Town's updated Complete Streets Prioritization Plan (submitted to the State in Sept. 2022). Environmental Partners' existing Complete Streets project scope includes bid document preparation, assistance with the bid and selection process for construction contractors, and administration of the construction contract for this project. The expected useful life of improvements is 20 years or more.

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.*

Through the Town's Complete Streets Prioritization Plan, this project was identified as serving an Environmental Justice Population, providing safety/accessibility within one mile of a school and within 1/4 miles of a senior destination, and improving conditions for people with disabilities. Once constructed the Shared Use Path will provide dedicated bicycle and pedestrian accomodations, effectively connecting multiple community amenities, including Town Hall, the Windmill Green, Eastham Public Library, and the Cape Cod Rail Trail.

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

Samoset Road is priority project number one on the Town's Complete Streets Prioritization Plan. This project is currently in design stage and funding is needed to move forward with construction.

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 project could feasibly reduce maintenance costs and public safety enforcement/response as a result of proposed bicycle and pedestrian accomodations along a high-volume local road. Potential impacts to trees, private properties, and drainage could increase project costs significantly. Ongoing maintenance such as sidewalk clearing, crack repair, or RRFB maintenance may be required.

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

We are requesting the maximum annual funding amount of \$500,000 through the State's Complete Street's grant program (application due Oct. 1, 2022). Additionally, we would propose using \$1,600,000 from the Town's reserved Chapter 90 funds for Complete Streets. The remaining \$900,000 in funding would come from Free Cash or other Town funding sources.

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

Request Title:	Route 6 Corridor - Engineering & Design for Brackett Road Segment		Amount:	1,200,000	New/ Replace/ Addition	Replacement			
Department:	Community Development	Type:	Infrastructure	Classification:	Planning/Engineering	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.*

Through this project, the Town will hire professional engineering support to develop engineered designs for a priority segment of State Highway Route 6 through Eastham, from Brackett Road to Nauset Road. This project scope envisions a reconstructed corridor from south of Brackett Road to the intersection at Nauset Road, including full signal reconstruction of both signalized intersections. The project also includes Brackett Road from Route 6 to the Rail Trail, a Complete Streets priority roadway segment. The Town and engineering consultants will work collaboratively with MassDOT, the Cape Cod Commission, and community stakeholders to create designs that enhance multimodal access along this key stretch of roadway, and improve safety for all roadway users. Feasibility and background for this work is currently underway, and is being completed in tandem with other major planning activities focused on the North Eastham Corridor Special District (ECSD) (designated a District of Critical Planning Concern by the Cape Cod Commission). These parallel efforts include implementation of the North Eastham Village Center Master Plan (projected completion December 2022) and a series of proposed zoning updates (target start date January 2024). Cost estimate was developed using a quote from the transportation engineering team at Environmental Partners.

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 Route 6 Pre-Development Project will result in engineered designs for roadway improvements along a key segment of Route 6 through Eastham, increasing safety for bicyclists & pedestrians & paving the way for sustainable, mixed-use investment, particularly in the Eastham Corridor Special District (ECSD), a District of Critical Planning Concern. Given Eastham's unique geography, this project has potential for regional impact in the areas of economic development, public safety, and more.

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

Eastham serves as the gateway to the Cape Cod National Seashore & the Outer Cape, providing the sole access point to and from the towns of Wellfleet, Truro, and Provincetown. However, Eastham is too often seen as a pass-through to other destinations. A root cause of this perception is State Highway Route 6, a major four-lane arterial road that bisects the town. Because Eastham has no Main Street or village center like other Cape Cod towns, this State Highway – with documented average speeds of 50 mph, no bike lanes, & no protected left turns - serves as our community's de facto Main Street. Eastham's 5-Year Strategic Plan, 2021 Market Study, & 2021 Rapid Recovery Plan all identify the need for more connected, walkable village spaces along Route 6 to foster business resiliency & a sense of place & community. Further, sections of Route 6 through Eastham are identified by MassDOT's Safety Analysis Tool as high risk for pedestrians & cyclists, underscoring the need for safety improvements.

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 project could feasibly reduce maintenance costs and public safety enforcement/response as a result of proposed safety improvements to a high-crash location. The addition of bike-pedestrian accomodations may require increased coordination with MassDOT for routine maintenance (i.e., litter removal, snow/brush clearing).

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

A total of \$1,150,000 in funding has been requested for this project through the FY23 One Stop process, with a funding decision expected by October-November 2022 and funding awards in January 2023. The remaining \$500,000 is anticipated to come from Town funding sources, such as Free Cash or ARPA funds, or from other infrastructure-focused grants. Lastly, the Town has secured \$2.7 million in earmarks through the most recent State Transportation Bond Bill, which could result in additional funds for both Route 6 and Complete Streets projects.

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

Request Title:	Wayfinding & Community Branding Plan	Amount:	50,000	New/ Replace/ Addition	New	
Department:	Community Development	Type:	Infrastructure	Classification:	Planning/Engineering	
				Category:	III. Important	
					Priority:	4

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

This project would retain professional consulting assistance to develop a town-wide plan for wayfinding signage, along with a cohesive branding identity for the Town of Eastham that could be applied to both the wayfinding signs and for other general Town use for marketing and outreach. The timeline for project completion is estimated between 12-15 months, with development of an RFP for consulting services just prior to the start of FY24. The cost estimate was developed by looking at other, similar project scopes. Expected useful life of this plan is at least 10-15 years, given that the signs and branding work would be used long after implementation of the plan, and implementation could take several years to complete.

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.*

According to the ULI TAP report, despite the large number of visitors who pass through Eastham, there are few signs on the roads that indicate to travelers they are IN Eastham, as well as limited signage that encourages visitors to stop and explore local businesses, recreation, or cultural areas. Development of a wayfinding and branding plan will positively impact the town by guiding future improvements to mobility and safety for all modes of travel, removal of roadside sign clutter, and reinforcement of the Town's assets, history, and identity to residents and visitors alike.

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

Insufficient town-wide signage/wayfinding and the lack of a cohesive town brand or identity are both challenges that have previously been defined through a variety of Town diagnostic and planning efforts, including the Urban Land Institute Technical Assistance Panel (TAP) in 2017, the Rapid Recovery Planning Program in 2021, and the Town's current 2020-24 Strategic Plan. Development of a wayfinding and branding plan has for several years taken a back seat to other, more pressing, Town projects. With increased staff capacity and parallel efforts to create a walkable village center in North Eastham (through the Master Plan and Route 6 projects), the timing is right to pursue this project and make progress on these long-standing Town priorities.

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 project has the potential to increase maintenance and staffing needs, both temporarily and long-term, through installation and routine maintenance of signs, and development and printing of branding materials. However, some of this work could be contracted, limiting impacts on the operating budget and staffing.

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

It is proposed that Free Cash and/or previously appropriated Strategic Plan funding be used toward the cost of this project. Grants are also available for wayfinding and branding projects through the Mass Downtown Initiative (\$25,000 maximum). This grant opportunity is now part of the state's Community One Stop for Growth grant portal, with the next funding application cycle beginning in January/February 2023, and awards in October 2024.

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

Request Title:	Document Scanning and Storage	Amount:	10,000	New/ Replace/ Addition	New
Department:	Community Development	Type:	Equipment	Classification:	Software/Applications
		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.*

Funding would be used to have a company scan department records for Building, Planning and Conservation. After scanning, paper records could be discarded per the state document retention regulations, remaining hard copy documents could be moved to deep storage. Funding would also be used to acquire an additional storage pod unit similiar the existing units in Town Hall parking lot.

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.*

Reducing hard copy storage and file cabinets in the office space will create more usable and professinal looking work space for department staff.

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

Staff numbers have increased over the past two years. Existing conditions are cramped and do not provide adequate areas for shared work space or private office space. Offices are doubled as storage space for file cabinets for unrelated work. The nature of the work of several staff members involves confidential/sensitive issues and requires appropriate private space to conduct meetings and carry out work without interruptions form administrative staff frequently entering and leaving the space for clerical purposes.

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 propsoed work will increase productivity and make more efficient use of limited office space. It will also augment department goals of migrating away form hard copy documents to digital format

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

Free Cash, the senior work program could also provide services to scan and prepare documents to reduce the cost of the professional services.

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 15: Eastham Elementary School Capital Plan

- FY 2024 Requested Capital Budget and Five-Year Capital Plan
- FY 2024 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

