

TOWN OF EASTHAM, MASSACHUSETTS



**CAPITAL IMPROVEMENT PLAN
Fiscal Year 2022 - 2027
AND
FISCAL YEAR 2022 CAPITAL BUDGET**

TOWN OF EASTHAM, MASSACHUSETTS

Fiscal Year 2022 Capital Budget and Five-Year Plan

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TOWN OF EASTHAM, MASSACHUSETTS

FY 2022 FIVE-YEAR CAPITAL IMPROVEMENT PLAN & CAPITAL BUDGET

Town Administrator Final Recommendations – March 15, 2021

After deliberation with the Finance Committee and Select Board on budget matters since the presentation of a preliminary draft budget in January of 2021, the following capital budget and capital plan recommendations are presented for consideration.

- A Capital Budget Article to provide funding for FY 2022 items presented on the Five-Year Capital Plan.
- A Lease Purchase Article to authorize purchasing and equipping of two ambulances indicated in FY 22 of our Five-Year Capital Plan. And to provide for the first-year lease payment.
- A Lease Purchase Article to authorize purchasing and equipping a Quint Fire Engine as indicated in FY 22 of our Five-Year Capital Plan. And to provide for the first-year lease payment.
- A final Five-Year Capital Improvement Plan for FY 2022 to FY 2027.

CAPITAL BUDGET ARTICLE

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$1,576,500** for the purposes, and from the sources, as listed below, or take any other action thereon.

INFORMATION TECHNOLOGY DEPARTMENT		
PCs and Component Replacement Program	20,250	Tax Levy
Servers and Network Component Replacement Program	57,000	Tax Levy
Media Equipment Replacement Program	20,000	Media Fund
Subtotal	97,250	
MUNICIPAL BUILDINGS & FACILITIES DEPARTMENT		
Public Works Facility Upgrades	75,000	Free Cash
Energy Efficiency & Solar PV Project	25,000	Free Cash
Salt Pond Shed	10,000	Free Cash
Fire Department Building Maintenance	85,000	Free Cash
Town Hall Annex Building Maintenance	34,000	Free Cash
Beach Bath House Facilities Assessment	40,000	Free Cash
Cleaning/Maint. Equip. (extractor, vacuum, ladders, etc.)	5,000	Free Cash
Subtotal	274,000	
SCHOOL DEPARTMENT		
Elementary School Bldg. Maintenance Program	48,000	Free Cash
Elementary School Grounds Maintenance Program	15,000	Free Cash
Elementary School Equipment Maintenance Program	37,000	Free Cash
Subtotal	100,000	
BEACHES/RECREATION DEPARTMENT		
Beach & Recreation Fleet Replacement Program	15,000	Tax Levy
Walkways/Dune Fencing/Mobi Mats	20,000	Free Cash
ADA Beach Chair	3,500	Free Cash
Subtotal	38,500	
COUNCIL ON AGING		
Senior Center Fleet Replacement Program	25,000	Tax Levy

TOWN OF EASTHAM, MASSACHUSETTS

FY 2022 FIVE-YEAR CAPITAL IMPROVEMENT PLAN & CAPITAL BUDGET

Town Administrator Final Recommendations – March 15, 2021

COA Kitchen Appliance Replacement	7,000	Free Cash
Subtotal	32,000	
PUBLIC WORKS DEPARTMENT		
Stormwater Systems Maintenance Program	25,000	Free Cash
Parking Lot Maintenance Program	20,000	Tax Levy
DPW Fleet Replacement Program	123,750	Tax Levy/Free Cash
Town-Wide Sign Replacement	25,000	Free Cash
Semi-Trailer	80,000	Free Cash
Shop/Mechanic Tools Inventory	13,000	Free Cash
Portable Welder	6,500	Free Cash
Rock Harbor Response Boat (acquisition & equip)	150,000	Tax Levy/Free Cash
Subtotal	443,250	
SANITATION		
Trash Compactors	85,000	Free Cash
Containers	35,000	Free Cash
Subtotal	120,000	
POLICE DEPARTMENT		
PD Fleet Replacement Program	134,000	Tax Levy
PD Departmental Equipment Replacement Program	30,000	Tax Levy/Free Cash
Subtotal	164,000	
FIRE DEPARTMENT		
FD Fleet Replacement Program	27,500	Tax Levy
Medical/Rescue Equipment Replacement Program	15,000	Ambulance Fund
Fire Suppression Equipment Replacement Program	25,000	Tax Levy
Subtotal	67,500	
COMMUNITY DEVELOPMENT		
Permit Tracking Software	25,000	Reappropriated Articles
Subtotal	25,000	
MISCELLANEOUS REQUESTS		
Grant Matching Funds	40,000	Free Cash
Harbor Management Plan Implementation	75,000	Reappropriated Articles
Wastewater Planning	100,000	Reappropriated Articles
Subtotal	340,000	
TOTAL CAPITAL PROJECTS REQUESTS	1,576,500	

SUMMARY OF FUNDING SOURCES	
Free Cash	864,000
Ambulance Receipts Fund	15,000
Media Fund	20,000
Reappropriated Articles	200,000
Tax Levy	477,500
TOTAL FUNDING	1,576,500

TOWN OF EASTHAM, MASSACHUSETTS

FY 2022 FIVE-YEAR CAPITAL IMPROVEMENT PLAN & CAPITAL BUDGET

Town Administrator Final Recommendations – March 15, 2021

LEASE PURCHASE ARTICLE – Two Ambulances

To see if the Town will authorize, under General Laws Chapter 44, Section 21C, upon the recommendation of the Select Board, a lease purchase financing agreement for the acquisition of two ambulances for the Fire Department for a term of up to the useful life of said equipment, and to fund the first year of said lease, appropriate and transfer from the ambulance fund the sum of \$118,420, or to take any action relative thereto.

LEASE PURCHASE ARTICLE – Quint Fire Engine

To see if the Town will authorize, under General Laws Chapter 44, Section 21C, upon the recommendation of the Select Board, a lease purchase financing agreement for the acquisition of a Quint Fire Engine for the Fire Department for a term of up to the useful life of said equipment, and to fund the first year of said lease, appropriate and transfer from the ambulance fund the sum of \$114,766, or to take any action relative thereto.

5 YEAR CAPITAL PLAN ARTICLE

To see if the Town will vote, in accordance with Chapter 6-6A of the Eastham Home Rule Charter, to accept the Capital Improvement Plan for FY22-26 as printed below; or take any action relative thereto.

(See Attached)

TOWN OF EASTHAM, MASSACHUSETTS

FIVE YEAR CAPITAL PLAN for Fiscal Year 2022 through 2027

ASSET TYPE/ITEM	Classification	Department	FY 2022		FY 2023		FY 2024		FY 2025		FY 2026		FY 2027	
			Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source
FACILITIES AND LAND														
Seashore Land Exchange *	Acquisition	Gen Govt	125,000	FC										
Grant Matching Funds	Planning/Engineering	Gen Govt	40,000	FC			30,000	FC						
Rock Harbor Improvements	Renovation/Const	Gen Govt					500,000	Grt						
Harbor Mgmt Plan Implementation	Planning/Engineering	Gen Govt	75,000	FC	75,000	FC	75,000	FC						
Strategic Plan Implementation	Planning/Engineering	Gen Govt			10,000	FC	10,000	FC	10,000	FC				
Energy Efficiency & Solar Improvements	Planning/Engineering	Gen Govt	25,000	FC	25,000	FC	25,000	FC						
Senior Center Renovation/Replacement	Renovation/Const	COA												
Public Works Facility Upgrades	Renovation/Const	DPW	75,000	FC	70,000	Ch90								
Natural Resources Garage/Building Renovation	Renovation/Const	DNR			70,000	FC								
Salt Pond Shed	Renovation/Const	DPW	10,000	FC										
Salt Shed	Renovation/Const	DPW					100,000	Ch90						
Town Hall maintenance (Recurring)	Extrordinary Maint	Gen Govt			137,000	FC	63,000	FC	50,000	FC	132,000	FC		
Senior Center maintenance (Recurring)	Extrordinary Maint	COA			34,000	FC	57,000	FC	87,000	FC	94,000	FC		
Library Building Maintenance (Recurring)	Extrordinary Maint	Library					45,000	FC						
Public Works (DNR/DPW Bldg) maintenance (Recurring)	Extrordinary Maint	DPW					10,000	FC	25,000	FC				
Police Department Bldg. Maintenance (Recurring)	Extrordinary Maint	Police			37,000	FC	49,000	FC	34,000	FC	66,000	FC	11,000	FC
Fire Department Bldg. Maintenance (Recurring)	Extrordinary Maint	Fire	85,000	FC	70,000	FC	85,000	FC	25,000	FC	146,000	FC		
Town Hall Annex Bldg. Maintenance	Extrordinary Maint	Gen Govt	34,000	FC			26,000	FC						
Beach Bath house Facilities assessment	Planning/Engineering	Beach/Rec	40,000	FC										
Beach Bath house Upgrades/ADA	Renovation/Const	Beach/Rec			20,000	FC								
Walkways/Dune Fencing/ Mobi Mat's	Stewardship	Beach/Rec	20,000	FC			20,000	FC			20,000	FC		
Elementary School Bldg. Maintenance Prgm. (Recurring)	Extrordinary Maint	Education	48,000	FC	26,000	FC	26,000	FC	30,000	FC	35,000	FC	35,000	FC
Elementary School Grounds Maintenance Prgm. (Recurring)	Extrordinary Maint	Education	15,000	FC	15,000	FC	15,000	FC	15,000	FC	15,000	FC	15,000	FC
Elementary School Septic System Impr.	Extrordinary Maint	Education			25,000	FC			25,000	FC				
Elementary School Window Replacement	Extrordinary Maint	Education									50,000	FC		
HVAC Upgrades	Extrordinary Maint	Education			25,000	FC					10,000	FC		
* Portion of FC appropriation to be offset by OAF														
Subtotal Facilities & Land			592,000		639,000		1,136,000		301,000		568,000		61,000	
INFRASTRUCTURE														
Wastewater Planning	Planning/Engineering	Health & Env.	100,000	FC	250,000	BI	750,000	BI						
Wastewater Solutions Implementation	Renovation/Const	Health & Env.											2,500,000	BI
Route 6 Corridor Improvements	Planning/Engineering	CommDev.			50,000	FC								
Eastham Community Internet	Acquisition	Gen Govt.	100,000	FC										
Eastham Community Internet	Acquisition	Gen Govt.	75,000	Grt										
Roadway Maintenance Program	Extrordinary Maint	DPW							40,000	FC	40,000	FC	40,000	FC
Stormwater Systems Maintenance Program	Extrordinary Maint	DPW	25,000	FC	25,000	FC	25,000	FC	25,000	FC	25,000	FC	25,000	FC
Parking Lot Maintenance Program	Extrordinary Maint	DPW	20,000	CL	20,000	CL	20,000	CL	20,000	CL	20,000	CL	20,000	FC
Parking Lot Maintenance Program (Addl Funding)	Extrordinary Maint	DPW					20,000	FC	20,000	FC	20,000	FC	20,000	FC
Town-wide Sign Replacement Program	Routine Maint	DPW	25,000	FC										
Design of Traffic Safety Improvements	Planning/Engineering	DPW	50,000	Ch90										
Construction of Traffic Safety Improvements	Renovation/Const	DPW			50,000	Ch90	50,000	Ch90						
Design of MultiModal Path Network	Planning/Engineering	DPW					150,000	Ch90						
Construction of MultiModal Path Network	Renovation/Const	DPW							400,000	Other	400,000	Other	400,000	Other

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 1: Fiscal Year 2022 Capital Budget and Five-Year Plan Summary Information

- FY 2022 Capital Budget Requests Worksheet
- Draft Town-wide Capital Plan FY 2022 – FY 2027
- Town-wide Vehicle/Fleet Inventory and Condition Assessment
- Status of Unspent Articles and Other Available Funds
- Current and Projected Debt Service Balances & Expenditures
- Capital Budget Guidelines & Instructions to Departments

TOWN OF EASTHAM, MASSACHUSETTS
FY 2022 CAPITAL BUDGET REQUESTS WORKSHEET

Item/Request	Type	Dept.	N/R/A/M	Amount	Department		Review		FY 2022		Funding Sources	Comments
					Category	Priority	Category	Priority	Recommendation			
Land, Building, Facilities												
Seashore Land Exchange	Acquisition	Gen Govt	New	125,000			III. Important		125,000.00	Free Cash		
Grant Matching Funds	Planning/Engineering	Gen Govt	New	80,000	I. Imperative	1	III. Important		40,000.00	Free Cash	Existing Funds appropriated reduce need for full ask	
Public Works Facility Upgrades	Renovation/Const	DPW	Replacement	75,000	I. Imperative	5	II. Essential	2	75,000.00	Free Cash		
Energy Efficiency & Solar PV Program	Planning/Engineering	Gen Govt	New	25,000			II. Essential	1	25,000.00	Free Cash		
Salt Pond Shed	Renovation/Const	DPW	Replacement	10,000	III. Important	9	III. Important	3	10,000.00	Free Cash		
Harbor Management Plan Implementation	Planning/Engineering	Gen Govt	Maint.	75,000	III. Important	1	III. Important	2	75,000.00	Free Cash		
Rock Harbor Parking Kiosk	Renovation/Const	DNR	New	10,000	IV. Desirable		IV. Desirable	4	-		Not needed, may be possible to fund through RH project.	
Town Hall maintenance	Extrordinary Maint	Gen Govt	Maint.	15,000	I. Imperative	2	I. Imperative	1	-		Reappropriation of existing funds reduce need	
Senior Center maintenance	Extrordinary Maint	COA	Maint.	36,000	III. Important		I. Imperative	1	-		Reappropriation of existing funds reduce need	
Police Department Bldg. Maintenance	Extrordinary Maint	Police	Maint.	4,000	III. Important	10	I. Imperative	1	-		Reappropriation of existing funds reduce need	
Fire Department Bldg. Maintenance	Extrordinary Maint	Fire	Maint.	85,000	II. Essential	7	I. Imperative	1	85,000.00	Free Cash		
Town Hall Annex Bldg. Maintenance	Extrordinary Maint	Gen Govt	Maint.	34,000	II. Essential	6	II. Essential	2	34,000.00	Free Cash		
Beach Bath house Facilities assessment	Planning/Engineering	Beach/Rec	Replacement	40,000	I. Imperative	1	II. Essential	2	40,000.00	Free Cash		
Walkways/Dune Fencing/ Mobi Mat's	Stewardship	Beach/Rec	Replacement	20,000			III. Important	3	20,000.00	Free Cash		
Elementary School maintenance	Extrordinary Maint	Education	Maint.	100,000			I. Imperative	1	100,000.00	Free Cash	Pending	
Infrastructure												
Eastham Community Internet	Acquisition	Gen Govt.	New	175,000			II. Essential	2	75,000.00	Grant	Supportive, approved from grant funding if it can be obtained	
Wastewater Planning	Planning/Engineering	Gen Govt.	New	100,000	II. Essential	2	II. Essential	2	100,000.00	Free Cash		
Stormwater Systems Maintenance Program	Extrordinary Maint	DPW	Maint.	25,000			I. Imperative	1	25,000.00	Free Cash		
Parking Lot Maintenance Program	Extrordinary Maint	DPW	Maint.	20,000			III. Important	2	20,000.00	Capital Levy	Dedicated Funding Source	
Town-wide Sign Replacement Program	Routine Maint	DPW	Maint.	25,000			III. Important	3	25,000.00	Free Cash		
Design of Traffic Safety Improvements	Planning/Engineering	DPW	Addition	50,000			II. Essential	2	50,000.00	Ch90	Non GF Funded	
Vehicles, Fleet Assets												
PD Fleet Replacement Program	Vehicles	Police Dept.	Replacement	154,000	II. Essential	2	II. Essential	1	134,000.00	Capital Levy	Dedicated funding source	
									-		Addl. Amount to start pgm. Not needed	
											Desirable Prg. Able to start due to donation. Will committ to adding to	
PD Motorcycle (3 year lease)	Vehicles	Police Dept.	New	5,000			IV. Desirable	4	5,000.00	Donation	future replacement.	
Senior Center Fleet Replacement Program	Vehicles	COA	Replacement	25,000			II. Essential	2	25,000.00	Capital Levy	Dedicated funding source	
Beach & Recreation Fleet Replacement Program	Vehicles	Beach/Rec	Replacement	15,000			II. Essential	2	15,000.00	Capital Levy	Dedicated funding source	
Public Works Fleet Replacement Program	Vehicles	DPW	Replacement	173,750			II. Essential	1	73,750.00	Capital Levy	Dedicated funding source	
									50,000.00	Free Cash	Addl amount to start prg. - not sufficient funds to fully fund ask	
Semi-Trailer	Vehicles	DPW	Replacement	80,000			II. Essential	1	80,000.00	Free Cash		
Replace two Ambulances	Vehicles	Fire Dept.	Replacement	570,000	I. Imperative	1	I. Imperative	1	570,000.00	Lease	Pymts funded from Ambulance Fund	
Quint Engine/Ladder & Equip	Vehicles	Fire Dept.	New/Replace.	1,018,000	I. Imperative	1	III. Important	2 - - 3	1,018,000.00	Lease	Pymts funded from Ambulance Fund	
FD Fleet Replacement Program	Vehicles	Fire Dept.	Replacement	27,500			II. Essential	2	27,500.00	Capital Levy	Dedicated Funding source	
											Documented need, place in front of Taxpayers to see if funding is	
FD/DNR Marine Response Boat (Rock Harbor)	Vehicles	FD/DNR	New	150,000	I. Imperative	2	II. Essential	3	150,000.00	Capital Exclusic	supported.	
Departmental Equipment												
PC's and component replacement program	Computer Hardware	Technology	Replacement	20,250	II. Essential	1b	II. Essential	1b	20,250.00	Capital Levy	Dedicated funding source	

TOWN OF EASTHAM, MASSACHUSETTS
FY 2022 CAPITAL BUDGET REQUESTS WORKSHEET

Item/Request	Type	Dept.	N/R/A/M	Amount	Department		Review		FY 2022	Funding Sources	Comments
					Category	Priority	Category	Priority	Recommendation		
Servers and Network component replacement program	Computer Hardware	Technology	Replacement	87,000	I. Imperative	1a	I. Imperative	1a	57,000.00	Capital Levy	Dedicated funding source
										Free Cash	Addl. Amt. to start prg. Not needed due to existing funds
Media Equipment Replacement Program	Operational Equip	Technology	Replacement	20,000	II. Essential	1c	II. Essential	1c	20,000.00	Media Fund	Non GF Funded
PD Departmental Equipment Replacement Program	Operational Equip	Police Dept.	Replacement	20,000	I. Imperative	1	I. Imperative	1	20,000.00	Capital Levy	Dedicated funding source
PD Equip Replacement - addl amount needed for MDT	Operational Equip	Police Dept.	Replacement	10,000	I. Imperative	1	I. Imperative	1	10,000.00	Free Cash	Addl amount added to replacement prgm in order to fund MDT
Building Video Surveillance System	Operational Equip	Police Dept.	Replacement	20,000			II. Essential	2			Pursue grant opp. IT funding may be able to partially support
Medical/Rescue Equipment Replacement Program	Operational Equip	Fire Dept.	Replacement	15,000			I. Imperative	1	15,000.00	Ambulance Fur	Non GF Funded
Fire Suppression Equipment Replacement Program	Operational Equip	Fire Dept.	Replacement	25,000			I. Imperative	1	25,000.00	Capital Levy	Dedicated funding source
Mower	Operational Equip	DPW	Replacement	50,000			II. Essential	2	50,000.00	Chapter 90	
Trash Compactors	Operational Equip	DPW	Replacement	85,000			I. Imperative	1	85,000.00	Free Cash	
Containers	Operational Equip	DPW	Replacement	35,000			II. Essential	2	35,000.00	Free Cash	
Sweeper for Loader	Operational Equip	DPW	New	20,000			II. Essential	3	20,000.00	Chapter 90	
Shop/Mechanic Tools Inventory	Operational Equip	DPW	New	13,000			II. Essential	1	13,000.00	Free Cash	
Portable Welder	Operational Equip	DPW	New	6,500			III. Important	2	6,500.00	Free Cash	
COA Kitchen Appliance Replacement	Operational Equip	COA	Replacement	7,000			II. Essential	1	7,000.00	Free Cash	
Permit Tracking Software	Software/Applications	CommDev.	New	25,000	II. Essential	1	II. Essential	1	25,000.00	Free Cash	
Community Development Office Furnishings	Operational Equip	CommDev.	New/Replace	10,000			IV. Desirable	2	-		Existing appropriation identified
Cleaning/Maint. Equip. (extractor, vacuum, ladders, etc.)	Operational Equip	Maint.	Replacement	5,000			III. Important	3	5,000.00	Free Cash	
ADA Beach Chair	Operational Equip	Beach/Rec.	New	3,500			I. Imperative	1	3,500.00	Free Cash	
Elementary School equipment	Operational Equip	Education	Replacement				I. Imperative	1			

3,824,500.00

Recommended Spending:	3,489,500.00
Funding Provided By:	
	417,500.00 Capital Levy
	1,099,000.00 Free Cash
	(200,000.00) (apply re-approp articles to reduce FC need)
	899,000.00 Adjusted Free Cash applied
	1,588,000.00 Lease - to be repaid from Ambulance Fund
	120,000.00 Chapter 90
	75,000.00 Grant
	5,000.00 Donation
	15,000.00 Ambulance Fund
	20,000.00 Media Fund
	150,000.00 Capital Exclusion
	200,000.00 Other Available Funds
	<u>3,489,500.00</u>
	- Balance (Over)/Under Funded

TOWN OF EASTHAM, MASSACHUSETTS

FIVE YEAR CAPITAL PLAN for Fiscal Year 2022 through 2027

ASSET TYPE/ITEM	Classification	Department	FY 2022		FY 2023		FY 2024		FY 2025		FY 2026		FY 2027		Thereafter Amount
			Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	
FACILITIES AND LAND															
Seashore Land Exchange *	Acquisition	Gen Govt	125,000	FC											
Grant Matching Funds	Planning/Engineering	Gen Govt	40,000	FC			30,000	FC							
Rock Harbor Improvements	Renovation/Const	Gen Govt					500,000	Grt							
Harbor Mgmt Plan Implementation	Planning/Engineering	Gen Govt	75,000	FC	75,000	FC	75,000	FC							
Energy Efficiency & Solar Improvements	Planning/Engineering	Gen Govt	25,000	FC	25,000	FC	25,000	FC							
Senior Center Renovation/Replacement	Renovation/Const	COA													6,000,000
Public Works Facility Upgrades	Renovation/Const	DPW	75,000	FC	70,000	Ch90									
Natural Resources Garage/Building Renovation	Renovation/Const	DNR			70,000	FC									
Salt Pond Shed	Renovation/Const	DPW	10,000	FC											
Salt Shed	Renovation/Const	DPW					100,000	Ch90							
Town Hall maintenance (Recurring)	Extrordinary Maint	Gen Govt			137,000	FC	63,000	FC	50,000	FC	132,000	FC			
Senior Center maintenance (Recurring)	Extrordinary Maint	COA			34,000	FC	57,000	FC	87,000	FC	94,000	FC			
Library Building Maintenance (Recurring)	Extrordinary Maint	Library					45,000	FC							
Public Works (DNR/DPW Bldg) maintenance (Recurring)	Extrordinary Maint	DPW					10,000	FC	25,000	FC					
Police Department Bldg. Maintenance (Recurring)	Extrordinary Maint	Police			37,000	FC	49,000	FC	34,000	FC	66,000	FC	11,000	FC	
Fire Department Bldg. Maintenance (Recurring)	Extrordinary Maint	Fire	85,000	FC	70,000	FC	85,000	FC	25,000	FC	146,000	FC			
Town Hall Annex Bldg. Maintenance	Extrordinary Maint	Gen Govt	34,000	FC			26,000	FC							
Beach Bath house Facilities assessment	Planning/Engineering	Beach/Rec	40,000	FC											
Beach Bath house Upgrades/ADA	Renovation/Const	Beach/Rec			20,000	FC									
Walkways/Dune Fencing/ Mobi Mat's	Stewardship	Beach/Rec	20,000	FC			20,000	FC			20,000	FC			
Elementary School maintenance	Extrordinary Maint	Education	100,000	FC	100,000	FC	100,000	FC	100,000	FC	100,000	FC	100,000	FC	
* Portion of FC appropriation to be offset by OAF															
Subtotal Facilities & Land			629,000		638,000		1,185,000		321,000		558,000		111,000		6,000,000
INFRASTRUCTURE															
Water System Implementation Phase 2C	Renovation/Const	Water	13,651,512	BI											
Water System Implementation Phase 2D	Renovation/Const	Water			13,690,999	BI									
Water System Implementation Phase 2E	Renovation/Const	Water					13,290,210	BI							
Wastewater Planning	Planning/Engineering	Health & Env.	100,000	FC	250,000	BI	750,000	BI							
Wastewater Solutions Implementation	Renovation/Const	Health & Env.									2,500,000	BI			5,000,000
Eastham Community Internet	Acquisition	Gen Govt.	100,000	FC											
Eastham Community Internet	Acquisition	Gen Govt.	75,000	Grt											
Roadway Maintenance Program	Extrordinary Maint	DPW							40,000	FC	40,000	FC	40,000	FC	
Stormwater Systems Maintenance Program	Extrordinary Maint	DPW	25,000	FC	25,000	FC	25,000	FC	25,000	FC	25,000	FC	25,000	FC	
Parking Lot Maintenance Program	Extrordinary Maint	DPW	20,000	CL	20,000	CL	20,000	CL	20,000	CL	20,000	CL	20,000	FC	
Parking Lot Maintenance Program (Addl Funding)	Extrordinary Maint	DPW					20,000	FC	20,000	FC	20,000	FC	20,000	FC	
Town-wide Sign Replacement Program	Routine Maint	DPW	25,000	FC											
Design of Traffic Safety Improvements	Planning/Engineering	DPW	50,000	Ch90											
Construction of Traffic Safety Improvements	Renovation/Const	DPW			50,000	Ch90	50,000	Ch90							
Design of MultiModal Path Network	Planning/Engineering	DPW					150,000	Ch90							
Construction of MultiModal Path Network	Renovation/Const	DPW							400,000	Other	400,000	Other	400,000	Other	8,000,000
Subtotal Infrastructure			14,046,512		14,035,999		14,305,210		505,000		505,000		3,005,000		13,000,000

FLEET INVENTORY (VEHICLES)

TOWN OF EASTHAM, MASSACHUSETTS

FIVE YEAR CAPITAL PLAN for Fiscal Year 2022 through 2027

ASSET TYPE/ITEM	Classification	Department	FY 2022		FY 2023		FY 2024		FY 2025		FY 2026		FY 2027		Thereafter Amount
			Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	
PD Fleet Replacement Program	Vehicles	Police Dept.	134,000	CL	134,000	CL	134,000	CL	134,000	CL	134,000	CL	134,000	CL	
PD Motorcycle (3 year lease)	Vehicles	Police Dept.	5,000	Other	5,000	Other	5,000	Other			5,000	FC	5,000	FC	
Town-Wide Fleet Replacement Program	Vehicles	GenGovt			12,500	CL	12,500	CL	12,500	CL	12,500	CL	12,500	CL	
Senior Center Fleet Replacement Program	Vehicles	COA	25,000	CL	15,000	CL	15,000	CL	15,000	CL	15,000	CL	15,000	CL	
Beach & Recreation Fleet Replacement Program	Vehicles	Beach/Rec	15,000	CL	15,000	CL	15,000	CL	15,000	CL	15,000	CL	15,000	CL	
Public Works Fleet Replacement Program	Vehicles	DPW	73,750	CL	73,750	CL	73,750	CL	73,750	CL	73,750	CL	73,750	CL	
Public Works Fleet Replacement Program (Addl. To start Prg.)	Vehicles	DPW	50,000	FC											
Dump Truck	Vehicles	DPW			115,000	Ch90									
Dump Truck	Vehicles	DPW					115,000	Ch90							
Dump Truck	Vehicles	DPW								115,000	Ch90				
Dump Truck	Vehicles	DPW											115,000	Ch90	
Dump Truck	Vehicles	DPW											115,000	Ch90	
Tanker Truck	Vehicles	DPW							115,000	Ch90					
Roll-Off Truck	Vehicles	DPW									160,000	FC			
Tractor Truck	Vehicles	DPW					200,000	FC							
Semi-Trailer	Vehicles	DPW	80,000	FC											
Semi-Trailer	Vehicles	DPW			80,000	FC									
Replace two Ambulances	Vehicles	Fire Dept.	570,000	LI											
Quint Engine/Ladder & Equip	Vehicles	Fire Dept.	1,018,000	LI											
Replace E-One Pumper	Vehicles	Fire Dept.							750,000	LI					
FD Fleet Replacement Program	Vehicles	Fire Dept.	27,500	CL	27,500	CL	27,500	CL	27,500	CL	27,500	CL	27,500	CL	
Emergency Response Boat (Rock Harbor)	Vehicles	Fire Dept./DNR	150,000	CEx											
Subtotal Fleet Inventory			2,148,250		477,750		597,750		1,142,750		557,750		512,750		-
EQUIPMENT															
PC's and component replacement program	Computer Hardware	Technology	20,250	CL	20,250	CL	20,250	CL	20,250	CL	20,250	CL	20,250	CL	
Servers and Network component replacement program	Computer Hardware	Technology	57,000	CL	57,000	CL	57,000	CL	57,000	CL	57,000	CL	57,000	CL	
PD Departmental Equipment Replacement Program	Opreational Equip	Police Dept.	20,000	CL	20,000	CL	20,000	CL	20,000	CL	20,000	CL	20,000	CL	
PD Dept. Equip. Replacement - additional to start	Opreational Equip	Police Dept.	20,000	FC											
Sign Trailer (Message Board)	Opreational Equip	Police Dept.											16,000	FC	
Speed Trailer	Opreational Equip	Police Dept.			11,000	FC									
Building Video Surveillance System	Opreational Equip	Police Dept.	20,000	FC											
Interior Furnishings	Opreational Equip	Police Dept.					20,000	FC							
Medical/Rescue Equipment Replacement Program	Opreational Equip	Fire Dept.	15,000	AF	15,000	AF	15,000	AF	15,000	AF	15,000	AF	15,000	AF	
Fire Suppression Equipment Replacement Program	Opreational Equip	Fire Dept.	25,000	CL	25,000	CL	25,000	CL	25,000	CL	25,000	CL	25,000	CL	
Specialty Equipment	Opreational Equip	Fire Dept.					10,000	FC			15,000	FC			
Mower	Opreational Equip	DPW	50,000	Ch90											
Trash Compactors	Opreational Equip	DPW	85,000	FC	85,000	FC									
Containers	Opreational Equip	DPW	35,000	FC											
Sanders	Opreational Equip	DPW			16,000	FC									
Screeener	Opreational Equip	DPW					60,000	FC							
Sweeper for Loader	Opreational Equip	DPW	20,000	Ch90											
Shop/Mechanic Tools Inventory	Opreational Equip	DPW	13,000	FC											
Portable Welder	Opreational Equip	DPW	6,500	FC											
COA Kitchen Appliance Replacement	Opreational Equip	COA	7,000	FC			20,000	FC	5,000	FC					

TOWN OF EASTHAM, MASSACHUSETTS

FIVE YEAR CAPITAL PLAN for Fiscal Year 2022 through 2027

ASSET TYPE/ITEM	Classification	Department	FY 2022		FY 2023		FY 2024		FY 2025		FY 2026		FY 2027		Thereafter Amount
			Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	
Permit Tracking Software	Software/Applications	CommDev.	25,000	FC											
Cleaning/Maint. Equip. (extractor, vacuum, ladders, etc.)	Opreational Equip	Maint.	5,000	FC											
Media Equipment Replacement Program	Opreational Equip	Technology	20,000	CF	10,000	CF	10,000	CF	10,000	CF	10,000	CF	10,000	CF	
ADA Beach Chair	Opreational Equip	Beach/Rec.	3,500	FC					3,500	FC					
Elementary School equipment	Opreational Equip	Education													
Subotal Equipment			447,250		259,250		257,250		155,750		162,250		163,250		-
TOTAL CAPITAL PLAN EXPENDITURE AMOUNTS			17,271,012		15,410,999		16,345,210		2,124,500		1,783,000		3,792,000		19,000,000

ANTICIPATED FUNDING SOURCES															
(CL) Capital Levy (Recurring)			417,500		420,000		420,000		420,000		420,000		420,000		
(CEX) Capital Levy Exclusion			150,000												
(BI) Bond Issuance			13,651,512		13,940,999		14,040,210						2,500,000		
(LI) Lease Issuance			1,588,000						750,000						
(FC) Free Cash			1,229,000		785,000		940,000		414,500		823,000		217,000		
Less: Offset from OAF articles			(200,000)												
Adjusted Free Cash Request			1,029,000												
(CPA) Community Preservation Act															
(AF) Ambulance Fund			15,000		15,000		15,000		15,000		15,000		15,000		
(CF) Cable Fund			20,000		10,000		10,000		10,000		10,000		10,000		
(Ch90) Chapter 90			120,000		235,000		415,000		115,000		115,000		230,000		
(OAF) Other Available Fund			200,000												
(Grt) Grant			75,000				500,000								
Other/To Be Determined			5,000		5,000		5,000		400,000		400,000		400,000		19,000,000
TOTAL ANTIPATED FUNDING			17,271,012		15,410,999		16,345,210		2,124,500		1,783,000		3,792,000		19,000,000
Capital Plan Funding Surplus (Deficit)			-		-		-		-		-		-		-

Note: Ambulance Fund amounts committed for future lease payments:

Ambulance	120,000	120,000	120,000	120,000	120,000	120,000
Quint	111,000	111,000	111,000	111,000	111,000	111,000

FLEET INVENTORIES & CONDITION ASSESSMENTS

Date of Update: 10/21/2020

																	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	Com bine d MPG	Engine Miles Hours	Age	Miles/ Hours	Type of Service	Reliability	M&R Costs	Condition	Total Points
FIRE	1997	GMC	C SERIES Tanker w/ Pump	1GDP7H1J3VJ519041	MFB9174	\$85,000	25	7/1/97	23	HeavyEquip	16,034			16,724	1,719	23	1	3	1	3	4	34
FIRE	1998	STEWART	LMTV (High Wtr/All Terrain Veh.)	AT8744BDCG	MFB217	\$104,626	25	7/1/98	22	HeavyEquip	22,770			6,230	1,141	22	1	3	1	3	2	32
FIRE	2013	E ONE	PUMPER	4EN6AHA85D2007871	MFB221	\$498,483	20	7/1/13	7	HeavyEquip	45,000			23,066	1,506	7	2	3	3	3	3	19
FIRE	2005	E ONE TYPHOON	CUSTOM RESCUE PUMPER	4EN6AAA8251000567	MFB7468	\$350,000	20	7/1/05	15	HeavyEquip	45,000			18,962	2,187	15	2	3	3	3	3	29
FIRE	2019	FORD	F-550 Forestry Truck	1FD0W5HT8KED68809		\$175,124	20	7/1/19	1	HeavyEquip	19,500			2,856	342	1	0	3	1	1	1	7
FIRE	2016	FORD	F550 AMBULANCE	1FDUF5HT1GEA85239	MFA940	\$253,328	5	7/1/16	4	Ambulance	18,000			102,795	3,643	4	5	4	3	2	3	16
FIRE	2016	FORD	F550 AMBULANCE	1FDUF5HT8GEA85240	MFA945	\$253,328	5	7/1/16	4	Ambulance	18,000			106,678	3,812	4	5	4	3	2	3	16
FIRE	2012	CHEVROLET	SILVERADO (Squad Truck)	1GC2KVC60CZ242988	M1448	\$40,117	7	7/1/12	8	Utility	9,500			77,628		8	5	3	3	2	3	19
FIRE	2017	FORD	EXPLORER - Chief Command Veh	1FM5K8D87HGE01316	MFB913	\$46,507	7	7/1/17	3	Utility	6,180			34,063		3	3	3	1	1	2	10
FIRE	2017	FORD	EXPLORER - DC Comm. Veh.	1FM5K8D87HGE01317	MFC105	\$46,507	7	7/1/17	3	Utility	6,180			45,591		3	4	3	1	1	2	10
Fire	2016	Kawasawki	6 Wheel ATV				15	7/1/16	4	FleetEquip						4	1	2				
FIRE	2016	TRAILER	UTILITY (ATV Trailer)	5B5PS1424FH005515	MFB721	\$2,652	25	7/1/16	4	FleetEquip	7,000			1		4	0	2	1	1	1	9
FIRE	2019	EZLOAD	TRAILER (Wtr Rescue Gear)	1ZETAAGB4KA005347		\$969	25	7/1/19	1	FleetEquip	1,250			1		1	0	2	1	1	1	6
FIRE	2000	LOAD RITE	TRAILER	5A4PVGH28Y2050436	MP265E	\$699	25	7/1/00	20	FleetEquip	1,980			1		20	0	2	1	1	3	27
Fire			Rigid Hull Inflatable Boat (Cove)							FleetEquip								2				
FIRE	2006	KARAVAN	BOAT TRAILER	5KTBS20166F000737	MFB809	\$500	25	7/1/06	14	FleetEquip	1,200			1		14	0	2	1	1	2	20
FIRE	2011	MAGNUM	LIGHT TOWER TRAILER	5AJLS1619BB012622	MFA325	\$8,260	20	7/1/11	9	FleetEquip	1,890			1		9	0	2	1	1	2	15
FIRE	2012	HOMEMADE	TRAILER	(MFB479)	MFB479	\$600	25	7/1/12	8	FleetEquip	1,000			1		8	0	2	1	1	3	15
FIRE	2018	EZHAUL	6X12	5WFBE1217JW083570	MFC766	\$9,700	25	7/1/18	2	FleetEquip	2,900			367	64	2	0	2	1	1	1	7

Date of Update		CONDITION ASSESSMENT (POINTS)																					
7/1/2021																							
Department	Model Year	Manufacturer	Make/Model	VIN #	Plate #	Est. Cost New	Expected	In-Service Date	Years in Service	Function	Drive System	GVW	FEV	Combined MPG	Miles	Engine Hours	Age	Miles/Hours	Type of Service	Reliability	M&R Costs	Condition	Total Points
							Max Life (Years)						Policy Exempt										
POLICE	2018	FORD	EXPLORER	1FM5K8D83JGC43241	8HG278	\$40,650		7/1/18	3	Admin	6,180			42,240	3	4	1	1	1	1	1	11	
POLICE	2016	FORD	EXPLORER	1FM5K8D81GGB43650	782ZK8	\$38,516		7/1/16	5	Admin	6,180			82,664	5	8	1	1	1	2	2	18	
POLICE	2010	FORD	TAURUS	1FAHP2HW1AG107754	888EL4	\$25,630		7/1/10	11	Admin	4,234			140,436	11	14	1	2	2	3	3	33	
POLICE	2017	FORD	F150	1FTEW1EF7HFC91807	MPD185	\$38,341		7/1/17	4	Utility	7,000			9,500	4	1	3	1	1	1	1	11	
POLICE	2019	FORD	EXPLORER	1FM5K8ARXKGB45984		\$40,836		7/1/19	2	Patrol	4,551			80,082	2	8	5	1	1	2	2	19	
POLICE	2013	FORD	TAURUS	1FAHP2H89DG222415	389TM6	\$27,944		7/1/13	8	Patrol	4,234			91,401	8	9	5	2	1	2	2	27	
POLICE	2018	FORD	EXPLORER	JFM5K8AR5JGB68121	MPD731	\$31,994		7/1/18	3	Patrol	6,342			126,472	3	12	5	2	1	3	3	26	
POLICE	2019	FORD	EXPLORER	1FM5K8AR1KGB45985		\$40,581		7/1/19	2	Patrol	6,342			84,305	2	8	5	1	1	2	2	19	
POLICE	2018	FORD	EXPLORER	JFM5K8AR3JGB68120	MPD733	\$27,919		7/1/18	3	Patrol	6,342			127,074	3	12	5	2	1	2	2	25	
POLICE	2015	FORD	TAURUS	1FAHP2MK1FG115024	MP417J	\$29,703		7/1/15	6	Patrol	4,234			123,328	6	12	5	2	1	3	3	29	
POLICE	2017	FORD	EXPLORER	1FM5K8ARXHGE13473	MP4242	\$33,828		7/1/17	4	Patrol	6,342			110,025	4	11	5	2	1	3	3	26	
POLICE	2016	FORD	EXPLORER	1FM5K8AR9GGA08378	MP733J	\$36,330		7/1/16	5	Patrol	6,342			50,000	5	4	5	1	1	2	2	14	
POLICE	2012	DECATUR	SPEED TRAILER	1A9S30ES9C1872268	MP731J	\$7,655		7/1/12	9	FleetEquip	900			1	9	0	2					11	
POLICE	2017	SOLARTECH	TRAILER	4GM2M1313H1462107	M99713	\$16,750		7/1/17	4	FleetEquip	2,050			1	4	0	2					6	

Date of Update		CONDITION ASSESSMENT (POINTS)																					
Department	Model Year	Manufacturer	Make/Model	VIN #	Plate #	Est. Cost New	Expected		Years in Service	Function	Drive System	GVW	FEV		Miles	Engine Hours	Age	Miles/Hours	Type of Service	Reliability	M&R Costs	Condition	Total Points
							Max Life (Years)	In-Service Date					Policy Exempt	Combined MPG									
DPW	1987	TROJAN	UTILITY LOADER	3128001	M99981	\$5,000	20	7/1/87	33	FleetEquip				-	5,000	33	4	2	2	2	2	2	41
DPW	1990	FORD	DUMP TRUCK	1FDXK64P6LVA35793	M97291	\$10,000	20	7/1/90	30	HeavyEquip	26,500			18,200	-	30	1	3	2	2	2	2	39
DPW	1991	INTERNATIONAL	4800	1HTSEENEN3MH332231	M56794	\$30,000	20	7/1/91	29	FleetEquip	28,000			7,500	-	29	0	2	2	2	2	2	37
DPW	1993	INTERNATIONAL	Tanker	1HTSCPML3PH481910	M97292	\$12,000	20	7/1/93	27	FleetEquip				12,598	-	27	1	2	2	2	2	2	35
DPW	2001	PETERBILT	ROLL OFF TRUCK	1NP5LB0X21N567104	M88189	\$64,000	20	7/1/01	19	HeavyEquip				371,174	-	19	5	3	2	2	2	2	28
DPW	2004	MACK	TRACTOR TRUCK	1M1AA18Y54N155444	M79281	\$42,960	20	7/1/04	16	HeavyEquip	99,000			15,157	-	16	1	3	2	2	2	2	25
DPW	2006	PETERBILT	335 DUMP TRUCK	2NPLHZ8X06M655873	M74752	\$100,972	20	7/1/06	14	HeavyEquip				46,519	-	14	4	3	2	2	2	2	23
DPW	2006	PETERBILT	335 DUMP TRUCK	2NPLHZ8X26M655874	M74751	\$110,972	20	7/1/06	14	HeavyEquip				47,847	-	14	4	3	2	2	2	2	23
DPW	2006	STECO	PUSHOUT SEMI TRAILER	5EWES382261254230	M46547	\$43,365	20	7/1/06	14	FleetEquip	80,000			-	-	14	5	2	2	2	2	2	22
DPW	2006	STECO	SEMI TRAILER	5EWES382661254231	M46549	\$43,365	20	7/1/06	14	FleetEquip	80,000			-	-	14	5	2	2	2	2	2	22
DPW	2007	MORBARK	TORNADO CHIPPER	4S8SZ161X7W024697	M79534	\$35,000	20	7/1/07	13	FleetEquip	7,500			-	5,000	13	4	2	2	2	2	2	21
DPW	2009	CHEVROLET	DUMP TRUCK	1GBE5C3969F405684	M82203	\$59,954	20	7/1/09	11	Utility	19,500			21,836	-	11	2	3	2	2	2	2	20
DPW	2010	SPECTEC	STEEL EJECTOR	1S9ES3828AS188366	M83224	\$45,650	20	7/1/10	10	FleetEquip	80,000			-	-	10	5	2	2	2	2	2	18
DPW	2010	KUBOTA	TRACTOR	M96SDSC70049	M82797	\$68,500	20	7/1/10	10	HeavyEquip				-	2,040	10	2	3	2	2	2	2	19
DPW	2011	JOHN DEERE	LOADER	1DW544KZVA0633138	M85251	\$159,010	20	7/1/11	9	HeavyEquip	30,500			-	6,000	9	5	3	2	2	2	2	18
DPW	2012	BARBER	SURF RAKE	1H9GU13182N485323	M88708	\$48,427	15	7/1/12	8	FleetEquip	4,000			-	1,000	8	0	2	2	2	2	2	16
DPW	2017	INTERNATIONAL	SWEEPER	1HTMMAN7HH744099	M96918	\$249,674	20	7/1/17	3	HeavyEquip				9,312	1,423	3	1	3	2	2	2	2	12
DPW	2019	FREIGHTLINER	114SD	1FVHG3DVXKKG5101	M3031A	\$189,500	20	7/1/19	1	HeavyEquip	92,000			5,252	-	1	0	3	2	2	2	2	10
DPW	2019	VOLVO	L70H	VCEOL7OHTOS623790		\$204,311	20	7/1/19	1	HeavyEquip	29,780			-	490	1	0	3	2	2	2	2	10
DPW	2020	PETERBUILT	567	1NPCLPEX4LD732558		\$205,979	20	7/1/20	0	HeavyEquip	72,000			7,500	-	0	0	3	2	2	2	2	9
HIGHWAY	2000	INTERNATIONAL	DUMP	1HTSDAAR6YH268681	M63168	\$73,000	20	7/1/00	20	HeavyEquip				53,000	-	20	5	3	2	2	2	2	29
DPW	2016	SPECTEC	TRAILER	1S9ES3823GS188896	M97091	\$57,484		7/1/16	4	FleetEquip	80,000			-	-	4	5	2					6
DPW	2015	ATLAS	COMPRESSOR/TRAILER	4500A1013FR049683	M95034	\$17,950		7/1/15	5	FleetEquip	2,099			-	51	5	5	2					7
DPW	2016	CAM	UTILITY TRAILER	5JPBU2525GP040553	M92823	\$7,100		7/1/16	4	FleetEquip	16,100			-	-	4	5	2					6
DPW	2016	CAM	UTILITY TRAILER	5JPBU2226GP041845	M95049	\$6,280		7/1/16	4	FleetEquip	9,996			-	-	4	5	2					6
DPW	2015	SPECTEC	EJECTOR TRAILER	1S9ES3821FS188698	M95050	\$55,664		7/1/15	5	FleetEquip	80,000			-	-	5	5	2					7
DPW	1996	HOMEMADE	TRAILER	(M55455)	M55455	\$500		7/1/96	24	FleetEquip	1,000			-	N/A	24	5	2					26
DPW	2020	SOLAR TECH	UTILITY	4GM2M1311L1462597		\$18,500		7/1/20	0	HeavyEquip	2,050			-	-	0	5	3					3
DPW	1999	SHADOW	UTILITY TRAILER	4U01S1629XA993695		\$82,017		7/1/99	21	FleetEquip	7,000			-	N/A	21	5	2					23
NATURAL RES	2002	SHORE LANDER	BOAT TRAILER	1MDAS4W233A233659	M36370	\$3,330		7/1/02	18	FleetEquip	5,920			-	-	18	5	2					20
NATURAL RES	2003	MAGIC - TILT	BOAT TRAILER	1M5BR191X31E90723	M97295	\$3,000		7/1/03	17	FleetEquip	4,000			-	-	17	5	2					19
NATURAL RES	2005	TIDEWATER	BOAT TRAILER	5LFGV19105P001309	M72625	\$1,353		7/1/05	15	FleetEquip	2,995			-	-	15	5	2					17
NATURAL RES	2019	LOADRITE	TRAILER	5A4YMFN11K2000739		\$2,290		7/1/19	1	FleetEquip	2,690			-	-	1	5	2					3
NATURAL RES	2009	LOAD RITE	TRAILER	5A4XRJ1X92018078	M81719	\$575		7/1/19	1	FleetEquip	980			-	-	1	5	2					3
DPW	2015	CHEVROLET	SILVERADO	1GB3KYCG1FF182347	M91422	\$47,944	8	7/1/15	5	Utility	13,200			34,862	-	5	3	3	1	1	1	1	11
DPW	2015	CHEVROLET	SILVERADO TRUCK	1GCOKUEG4FZ546036	M95030	\$40,272	8	7/1/15	5	Utility	9,500			24,406	-	5	2	3	1	1	1	1	11
DPW	1998	CHEVROLET	PICKUP	1GCCS1446WK208634	M98609	\$12,800	8	7/1/98	22	Utility	6,400			113,859	-	22	5	3	3	3	3	3	34
DPW	1999	CHEVROLET	GMT400	1GBJK34R7XF078005	M96917	\$15,000	8	7/1/99	21	Utility				34,382	-	21	3	3	3	3	3	3	33
DPW	2006	FORD	EXPLORER	1FMEU73896ZA13141	M3032A	\$23,750	8	7/1/06	14	Admin				107,350	-	14	5	1	3	3	2	2	23
DPW	2008	CHEVROLET	SILVERADO PICKUP	1GCHK24K08E152959	M79549	\$35,320	8	7/1/08	12	Admin	9,200			46,199	-	12	4	1	2	2	2	2	19
DPW	2010	CHEVROLET	SILVERADO PICKUP	1GC3KVBG4AF153588	M82293	\$31,591	8	7/1/10	10	Utility	9,200			36,723	-	10	3	3	2	2	2	2	19
DPW	2010	CHEVROLET	SILVERADO PICKUP	1GC3KVBG1AF153581	M2248A	\$36,320	8	7/1/10	10	Utility	9,200			47,845	-	10	4	3	2	2	2	2	19
NATURAL RES	2010	CHEVROLET	SILVERADO PICKUP	1GCSKPEA7AZ129797	M83216	\$23,056	8	7/1/10	10	Utility	7,000			99,155	-	10	5	3	2	2	2	2	19
DPW	2012	CHEVROLET	DUMP TRUCK	1GB3KZCG6CF134831	M87300	\$45,110	8	7/1/12	8	Utility	13,200			50,302	-	8	5	3	2	2	2	2	17
DPW	2017	CHEVROLET	SILVERADO	1GC2KUEG2HZ182985	M99026	\$43,098	8	7/1/17	3	Admin	9,500			18,666	-	3	1	1	1	1	1	1	7
MAINTENANCE	2011	CHEVROLET	EXPRESS	1GCSGAFX1B1100054	M82284	\$18,388	8	7/1/11	9	Admin	7,300			61,964	-	9	5	1	2	2	2	2	16
MAINTENANCE	2013	FORD	TRACON VAN	NM0LS6AN6DT166237	M89395	\$20,399	8	7/1/13	7	Admin	5,005			61,313	-	7	5	1	2	2	2	2	14
NATURAL RES	2012	CHEVROLET	SILVERADO	1GC0KVCG1CZ337261	M88707	\$35,771	8	7/1/12	8	Utility	9,500			65,659	-	8	5	3	2	2	2	2	17
NATURAL RES	2017	CHEVROLET	SILVERADO	1GCOKUEG4HZ348446	M95835	\$42,690	8	7/1/17	3	Utility	9,500			19,980	-	3	1	3	1	1	1	1	9

Date of Update		CONDITION ASSESSMENT (POINTS)																					
Department	Model Year	Manufacturer	Make/Model	VIN #	Plate #	Est. Cost New	Expected	In-Service Date	Years in Service	Function	Drive System	GVW	FEV	Combined MPG	Miles	Engine Hours	Age	Miles/Hours	Type of Service	Reliability	M&R Costs	Condition	Total Points
							Max Life (Years)						Policy Exempt										
RECREATION	2004	CHEVROLET	SILVERADO	1GCHC29U14E306452	M70668	\$30,000		7/1/04	16	Utility		5,443			88,063		16	9	3	5	3	5	41
RECREATION	2011	FORD	TRACON VAN	NM0KS9BNXBT063122	M88195	\$22,769		7/1/11	9	Transport		4,965			57,038		9	6	3	3	2	3	26
RECREATION	2014	CHEVROLET	EXPRESS VAN	1GNWGPFA4E1146232	M90149	\$23,825		7/1/14	6	Transport		8,600			22,248		6	2	3	1	2	1	15
RECREATION	2018	CHEVROLET	SILVERADO	1GCRCNEH2JZ107154	M98617	\$24,656		7/1/18	2	Utility		6,900			9,228		2	1	3	1	1	1	9

Date of Update		CONDITION ASSESSMENT (POINTS)																					
Department	Model Year	Manufacturer	Make/Model	VIN #	Plate #	Est. Cost New	Expected	In-Service Date	Years in Service	Function	Drive System	GVW	FEV	Combined MPG	Miles	Engine Hours	Age	Miles/Hours	Type of	M&R	Total		
							Max Life (Years)						Policy Exempt						Service Reliability			Costs Condition	Points
ASSESSORS	2017	FORD	ESCAPE	1FMCU0F76HUB06359	M96826	\$19,747	8	7/1/17	3	Admin	2WD	4,620		24	10,411		3	1	1	1	1	1	7
BUILDING	2017	FORD	ESCAPE	1FMCU0F74HUB06358	M92801	\$19,747	8	7/1/17	3	Admin	2WD	4,620		24	14,111		3	1	1	1	1	1	7

STATUS OF UNSPENT ARTICLES AND OTHER AVAILABLE FUNDS

TOWN OF EASTHAM, MASSACHUSETTS
ARTICLE ACCOUNTS AND BALANCES

DEPARTMENT/DESCRIPTION	Per MUNIS Through 9/30/2020						Anticipated Actions				Remaining Balance	Notes	
	ORG	OBJECT	Appropriation	Expended	Encumbered	Amount Remaining	Committed	Consolidate	Close to GF	Reappropriate			
SELECTMEN/ADMINISTRATION													
FY13 Matching Grant	02181300	590473	60,000.00	12,897.53		47,102.47						47,102.47	Need \$80k for upcoming grant round
FY15 Fresh Water/Pond Studies - Remediation	02181300	590529	50,000.00	44,430.41	897.00	4,672.59		(4,672.59)				-	
FY16 Wastewater/Water Planning, Implementation	02181300	590561	150,000.00	137,586.75	9,468.59	2,944.66		(2,944.66)				-	
FY17 (Art 7) Tri-Town Septage	02181300	590593	179,453.58	167,396.02		12,057.56				12,057.56		-	
FY18 Wastewater	02181300	590625	150,000.00	76,987.18	12.82	73,000.00		(73,000.00)				-	
FY18 Employee Contract Set Aside	02181300	590628	320,000.00	319,104.70		895.30			895.30			-	
(FY19 ATM) FY20 Coastal Erosion Planning	02191336	590703	25,000.00	17,602.50		7,397.50						7,397.50	
(FY20 STM) Coastal Erosion Planning/Study/Mitigation	02200324	584000	75,000.00	-		75,000.00						75,000.00	
(FY20 STM) Wastewater Planning & Implementation	02200325	584000	162,500.00	-		162,500.00		80,617.25				243,117.25	
(FY20 STM) Town Landings	02200326	584000	25,000.00	-		25,000.00						25,000.00	
INFORMATION TECHNOLOGY													
Network Equipment Replacement Program (Recurring)								35,000.00				35,000.00	
PC's & Components Replacement Program (Recurring)								54,787.75				54,787.75	
Media Services Replacement Program (Recurring)								13,500.00				13,500.00	
FY18 Laserfiche Upgrades/Expansion	02181300	590596	40,000.00	33,803.38		6,196.62						6,196.62	Needed for PeopleSoft Link
FY19 Hardware/Specialized Software	02181300	590629	25,000.00	23,500.66		1,499.34			1,499.34			-	
FY19 Video Equipment/Digital Cameras	02181300	590630	5,000.00	-		5,000.00		(5,000.00)				-	
FY19 Mobile Computing & Tablet Acqus/Replace	02181300	590631	3,000.00	2,861.09		138.91				138.91		-	
FY19 Software Upgrades/Cloud Applications	02181300	590633	15,000.00	14,500.00		500.00			500.00			-	
FY19 Replace Plotters/Scanners	02181300	590635	10,000.00	3,340.00		6,660.00				6,660.00		-	Not needed
(FY19 ATM) FY20 Computer Hardware/Software	02191301	590668	55,000.00	25,212.25		29,787.75		(29,787.75)				-	
(FY19 ATM) FY20 Software Upgrades	02191303	590670	25,000.00	8,441.86		16,558.14						16,558.14	Needed for addl licensing
(FY19 ATM) FY20 6 Public PC 50% Cost	02191304	590671	5,000.00	-		5,000.00		(5,000.00)				-	
(FY19 ATM) FY20 6 Circulation PC 50% Cost	02191305	590672	5,000.00	-		5,000.00		(5,000.00)				-	
(FY19 ATM) FY20 Staff PC's 50% Cost	02191306	590673	5,000.00	-		5,000.00		(5,000.00)				-	
(FY19 ATM) FY20 Childrens Staff PC 50% Cost	02191307	590674	5,000.00	-		5,000.00		(5,000.00)				-	
(FY19 ATM) FY20 Wireless Access Network Equipment	02191308	590675	5,000.00	4,671.94		328.06				328.06		-	
(FY19 ATM) FY20 Broadcast Pix System	02191309	590676	50,000.00	49,831.00		169.00				169.00		-	
(FY20 STM) Server Upgrades/Network Enhancements	02200301	585300	10,000.00	-		10,000.00		(10,000.00)				-	
(FY20 STM) Video Equipment Upgrades & Purchases	02200302	585300	5,000.00	-		5,000.00		(5,000.00)				-	
(FY20 STM) Mobile Computers & Tablets purchases & replacer	02200303	585300	5,000.00	-		5,000.00		(5,000.00)				-	
(FY20 STM) Software & Hardware Upgrades	02200304	585300	25,000.00	-		25,000.00		(25,000.00)				-	
(FY20 STM) PA System Upgrades & Purchases	02200305	585300	3,500.00	-		3,500.00		(3,500.00)				-	
NATURAL RESOURCES/CONSERVATION													
FY12 Sand Drift Fence	02181300	590424	10,000.00	3,599.86		6,400.14	6,400.14					-	
FY14 Herring Run Gates	02181300	590479	5,000.00	-		5,000.00	5,000.00					-	
FY18 Boat Motor 130HP/50HP	02181300	590599	15,000.00	10,230.00		4,770.00	4,770.00					-	
FY18 Herring Run Gate & Improvements	02181300	590600	3,000.00	2,570.00		430.00	430.00					-	
(FY20 STM) Kayak Vessel Storage Racks	02200306	584000	5,000.00	-		5,000.00	5,000.00					-	
(FY20 STM) Portable GPS	02200307	585300	2,500.00	-		2,500.00	2,500.00					-	
MUNICIPAL BUILDINGS													
Town Hall Repair & Maintenance (Recurring)								233,419.26				233,419.26	
Fire Station Repair & Maintenance (Recurring)								71,904.74				71,904.74	
Police Station Repair & Maintenance (Recurring)								57,667.89				57,667.89	
Library Repair & Maintenance (Recurring)												-	
COA Repair & Maintenance (Recurring)								41,000.00				41,000.00	
DPW Facility Repair & Maintenance (Recurring)								5,000.00				5,000.00	
General (Town-Wide) Repair & Maintenance (Recurring)								66,542.54				66,542.54	
FY12 Refurbish Town Hall	02181300	590439	150,000.00	139,372.74		10,627.26		(10,627.26)				-	
FY14 COA Preliminary Design/Renovation Upgrade	02181300	590483	30,000.00	-		30,000.00						30,000.00	Maintain for potential CommCtr planning
FY15 Relocate/Replace Air Handler	02181300	590511	38,000.00	-		38,000.00		(38,000.00)				-	
FY17 Town Hall Air Conditioning Units	02181300	590577	40,000.00	5,208.00		34,792.00		(34,792.00)				-	
FY17 Info/Wind/Ancient Cemeteries	02181300	590578	10,000.00	1,596.60		8,403.40		(8,403.40)				-	
FY17 N/R Painting Exterior	02181300	590579	5,000.00	-		5,000.00		(5,000.00)				-	

TOWN OF EASTHAM, MASSACHUSETTS
ARTICLE ACCOUNTS AND BALANCES

DEPARTMENT/DESCRIPTION	Per MUNIS Through 9/30/2020						Anticipated Actions				Remaining Balance	Notes	
	ORG	OBJECT	Appropriation	Expended	Encumbered	Amount Remaining	Committed	Consolidate	Close to GF	Reappropriate			
FY17 EPD Replace Shingles, Roof & Sidewalk & Walkway	02181300	590580	50,000.00	13,207.19		36,792.81		(36,792.81)				-	
FY18 Project Contingency: Major Repairs, Painting, etc.	02181300	590601	30,000.00	29,967.64		32.36			32.36			-	
FY18 Windmill/Info/Ancient Cemeteries/Brackett Porta	02181300	590602	6,000.00	1,024.50		4,975.50		(4,975.50)				-	
FY18 Police Air/Heating System Overhaul/Replace	02181300	590603	20,000.00	-		20,000.00		(20,000.00)				-	
FY18 Police Building Maintenance (various items)	02181300	590604	25,000.00	24,124.92		875.08		(875.08)				-	
FY19 Copiers/Postage Meters	02181300	590637	15,000.00	-		15,000.00				15,000.00		-	
FY19 Major Repairs/Painting	02181300	590638	45,000.00	38,836.36		6,163.64		(6,163.64)				-	
FY19 Recreation Building Furnishings	02181300	590639	10,000.00	2,542.06		7,457.94	7,457.94					-	Use for CommDev move
FY19 COA Roof Replacement	02181300	590640	30,000.00	-		30,000.00		(30,000.00)				-	
FY19 Plumbing Repairs	02181300	590641	10,000.00	-		10,000.00				10,000.00		-	
(FY19 ATM) FY20 Major Repairs, Painting	02191310	590677	50,000.00	-		50,000.00		(50,000.00)				-	
(FY19 ATM) FY20 Mechanical Systems Overhaul	02191311	590678	100,000.00	-		100,000.00		(100,000.00)				-	
(FY19 ATM) FY20 COA Remove Gazebo	02191312	590679	6,000.00	-		6,000.00		(6,000.00)				-	
(FY19 ATM) FY20 COA Painting	02191313	590680	5,000.00	-		5,000.00		(5,000.00)				-	
(FY19 ATM) FY20 Fire Building Repairs & Maint	02191314	590681	10,000.00	2,169.99		7,830.01		(7,830.01)				-	
(FY19 ATM) FY20 Fire Heat/Cool Overhaul	02191315	590682	90,000.00	38,561.22		51,438.78		(51,438.78)				-	
(FY19 ATM) FY20 DPW Copier	02191316	590683	5,000.00	-		5,000.00				5,000.00		-	
(FY19 ATM) FY20 DPW Info/Wndmll/Cemetaries/brackett Port:	02191317	590684	7,000.00	-		7,000.00		(7,000.00)				-	
(FY20 STM) Floor Machine/Snow Blower	02200308	585103	1,400.00	-		1,400.00	1,400.00					-	
(FY20 STM) Building Repairs, Maint & Painting (all bldgs)	02200309	585103	40,000.00	-		40,000.00		(40,000.00)				-	
(FY20 STM) Energy Enhancements (electric vehicles & charging	02200310	585105	25,000.00	-		25,000.00	13,000.00					12,000.00	
(FY20 STM) EFD Diesel Exhaust Apparatus	02200311	585103	30,000.00	-		30,000.00						30,000.00	Ind. Significant, not part of routine bldg mair
POLICE												-	
Fleet Replacement Program (Recurring)								86,500.00				86,500.00	
Equipment Replacement Program (Recurring)								14,935.95				14,935.95	
FY13 Overhaul Air/Heat Circulator Pumps	02181300	590452	30,000.00	29,037.28		962.72			962.72			-	
FY17 Radios	02181300	590587	10,000.00	9,463.53		536.47			536.47			-	
FY18 EPD Tasers	02181300	590617	9,000.00	8,901.34		98.66			98.66			-	
(FY19 ATM) FY20 Admin Vehicle 4X4	02191328	590695	14,500.00	-		14,500.00		(14,500.00)				-	
(FY19 ATM) FY20 Cruisers (2)	02191329	590696	72,000.00	-		72,000.00		(72,000.00)				-	
(FY19 ATM) FY20 Bullet Proof Vests	02191330	590697	20,000.00	5,064.05		14,935.95		(14,935.95)				-	
(FY20 STM) Electronic Speed/Information Signs	02200320	585200	10,000.00	-		10,000.00						10,000.00	
FIRE												-	
FD Fleet Replacement Program (Recurring)												-	
Fire Suppression Equipment Replacement Program (Recurring)								146,002.81				146,002.81	
Medical Equipment Replacement Program (Recurring)								42,951.29				42,951.29	
Specialty Gear/Equipment Replacement Program (Recurring)								17,709.22				17,709.22	
FY15 Fire Replace 2 of 4 Air Handling Units	02181300	590512	9,000.00	-		9,000.00		(9,000.00)				-	
FY15 Fire Replace Fire Pump (Sprinkler) In Station	02181300	590513	30,000.00	26,364.05		3,635.95		(3,635.95)				-	
FY18 Specialty Gear, Turnout Suits, Survival Suits	02181300	590621	25,000.00	17,290.78		7,709.22		(7,709.22)				-	
FY19 Forrestry/Haztruck & Equipment	02181300	590657	100,000.00	94,881.47		5,118.53			5,118.53			-	
FY19 Thermal Imager	02181300	590658	20,000.00	18,990.00		1,010.00			1,010.00			-	
FY19 Computer Enhancements	02181300	590659	20,000.00	-		20,000.00				20,000.00		-	Sufficient funding in IT capital budget for the
FY19 Mobile/Desktop Computer Hardware	02181300	590660	20,000.00	5,509.81		14,490.19				14,490.19		-	Sufficient funding in IT capital budget for the
FY19 Jaws/Airbags/Extraction Equipment	02181300	590661	10,000.00	7,048.71		2,951.29		(2,951.29)				-	
FY19 Radio Replacement/Upgrades	02181300	590662	70,000.00	16,809.19		53,190.81		(53,190.81)				-	
(FY19 ATM) FY20 Air Packs	02191331	590698	10,000.00	-		10,000.00		(10,000.00)				-	
(FY19 ATM) FY20 Replace Gas Meter & Fire Suppression Foam	02191332	590699	10,000.00	8,377.36		1,622.64			1,622.64			-	
(FY19 ATM) FY20 Radio Replacements	02191333	590700	35,000.00	-		35,000.00		(35,000.00)				-	
(FY19 ATM) FY20 Specialty Gear	02191334	590701	10,000.00	-		10,000.00		(10,000.00)				-	
(FY19 ATM) FY20 Fire Hose	02191335	590702	20,000.00	7,188.00		12,812.00		(12,812.00)				-	
ER Response at Beach Art10	02181300	590706	50,000.00	-		50,000.00				50,000.00		-	
(FY20 STM) Upgrade & Replace Turnout Gear	02200321	585200	25,000.00	-		25,000.00		(25,000.00)				-	
(FY20 STM) Extrication Equipment (i.e Jaws/Air Bags)	02200322	585200	40,000.00	-		40,000.00		(40,000.00)				-	
(FY20 STM) Fire Hose (various sizes) Replacement	02200323	585200	10,000.00	-		10,000.00		(10,000.00)				-	

TOWN OF EASTHAM, MASSACHUSETTS
ARTICLE ACCOUNTS AND BALANCES

DEPARTMENT/DESCRIPTION	Per MUNIS Through 9/30/2020						Anticipated Actions				Remaining Balance	Notes	
	ORG	OBJECT	Appropriation	Expended	Encumbered	Amount Remaining	Committed	Consolidate	Close to GF	Reappropriate			
EASTHAM ELEMENTARY SCHOOL													
Elementary School Repair & Maintenance (Recurring)												-	
FY19 Ground Maintenance-Drainage/Fencing	02181300	590642	6,000.00	2,305.40		3,694.60						3,694.60	
FY19 Building Maintenance/Improvements	02181300	590643	25,000.00	15,642.42		9,357.58						9,357.58	
FY19 Soundproof Café/Music Room	02181300	590644	13,000.00	5,515.00		7,485.00						7,485.00	
FY19 Portable Slideout Stage in Gym	02181300	590645	25,000.00	-		25,000.00						25,000.00	
(FY19 ATM) FY20 Computer Hardware	02191318	590685	25,000.00	13,911.77		11,088.23						11,088.23	
(FY19 ATM) FY20 Routine Painting	02191320	590687	5,000.00	364.31		4,635.69						4,635.69	
(FY20 STM) EES Building Maint & Improvements	02200312	584000	22,500.00	-		22,500.00						22,500.00	
(FY20 STM) EES Indoor/Outdoor Lighting Replacements/Upgr	02200313	584000	7,000.00	-		7,000.00						7,000.00	
(FY20 STM) EES Booster Water Heater/Kitchen	02200314	584000	2,500.00	-		2,500.00						2,500.00	
NAUSET REGIONAL													
FY10 Nauset School (Capital Article 7)	02181300	590364	97,294.00	89,956.40		7,337.60				7,337.60		-	
DPW													
Road Maintenance Program (Recurring)								50,000.00				50,000.00	
Stormwater Compliance & Maintenance Program (Recurring)								78,000.00				78,000.00	
Parking Lot Repair & Maintenance (Recurring)								20,000.00				20,000.00	
DPW Fleet Replacement Program												-	
DPW Departmental Equipment Replacement Program												-	
FY16 Road Maintenance	02181300	590548	100,000.00	94,564.51	5,434.64	0.85			0.85			-	
FY18 Fuel Management System Upgrade	02181300	590615	28,000.00	27,689.36		310.64			310.64			-	
FY19 Road Maintenance	02181300	590649	50,000.00	-		50,000.00		(50,000.00)				-	
FY19 Replace/Add Recycling Compactor	02181300	590650	20,000.00	-		20,000.00						20,000.00	
FY19 Upgrade Truck Scale/Refurbish	02181300	590652	25,000.00	14,351.06		10,648.94	10,648.94					-	
FY19 Plowpusher for Bobcat for Library	02181300	590653	7,000.00	6,500.00		500.00			500.00			-	
FY19 Townwide Sign Replacement Program	02181300	590654	26,500.00	-		26,500.00	26,500.00					-	
FY19 Stairs- Sunken Meadow/Saltworks	02181300	590655	50,000.00	5,618.30		44,381.70	44,381.70					-	
(FY19 ATM) FY20 Ordinary Rd Maint & Repair	02191323	590690	50,000.00	26,703.98	23,052.50	243.52			243.52			-	
(FY19 ATM) FY20 Recycling Compactor	02191324	590691	40,000.00	-		40,000.00						40,000.00	
(FY19 ATM) FY20 Storm Drain Improvements	02191325	590692	20,000.00	-		20,000.00		(20,000.00)				-	
(FY19 ATM) FY20 Mower Replacements	02191326	590693	20,000.00	-		20,000.00						20,000.00	
(FY19 ATM) FY20 Transfer Station Truck	02191327	590694	40,000.00	39,230.57		769.43			769.43			-	
(FY20 STM) Parking Lot Maintenance	02200316	584000	20,000.00	-		20,000.00		(20,000.00)				-	
(FY20 STM) Stormwater Upgrades & MS4 Permit Support Svcs	02200317	584000	58,000.00	-		58,000.00		(58,000.00)				-	
(FY20 STM) Transfer Station Container Maint & Upgrades	02200318	585200	10,000.00	-		10,000.00						10,000.00	
(FY20 STM) Snow & Ice Sanders	02200319	585200	15,000.00	-		15,000.00						15,000.00	
RECREATION													
FY07 Irrigation	02181300	590286	20,000.00	10,615.53		9,384.47						9,384.47	
FY10 Backstop/Fencing	02181300	590378	15,000.00	4,720.00		10,280.00						10,280.00	
FY17 Walkways/Dune Main Fencing/Mobi Mat Extension	02181300	590583	10,000.00	7,582.26		2,417.74						2,417.74	
FY18 ADA Beach Chair	02181300	590609	3,000.00	1,950.12		1,049.88						1,049.88	
FY18 Parking Lot Repairs & Walkways	02181300	590611	30,000.00	23,877.40		6,122.60						6,122.60	
FY19 Upgrade Bathhouse	02181300	590647	15,000.00	5,150.00		9,850.00		(9,850.00)				-	
FY19 1st Encounter Bathhouse Plan Development	02181300	590648	25,000.00	-		25,000.00				25,000.00		-	
(FY19 ATM) FY20 Upgrade/ADA Bath Houses	02191321	590688	20,000.00	-		20,000.00		9,850.00				29,850.00	
(FY19 ATM) FY20 Beach Shack Replacements	02191322	590689	9,000.00	-		9,000.00	9,000.00					-	
(FY20 STM) Rinse Towers/Water Filling Stations	02200315	584000	12,000.00	-		12,000.00	12,000.00					-	
MISC													
FY19 Land Acquisition (Open Space, Rec, Maint)	02181300	590664	25,000.00	-		25,000.00				25,000.00		-	
FY19 Greenhead Fly Control	02181300	590665	2,400.00	2,200.00		200.00			200.00			-	
FY19 Tri-Town Pensions	02181300	590667	86,805.00	86,057.84		747.16			747.16			-	
Capital Project Fund 3003 - Roache Property						15,447.64					15,447.64	-	
Capital Project Fund 3009 - Recycling (11 yrs inactive)						6,412.92					6,412.92	-	
Capital Project Fund 3010 - EES Renovation (8 yrs. Inactive)						41,595.59					41,595.59	-	
TOTALS						2,212,833.03	148,488.72	(0.00)	15,683.59	254,001.50	1,794,659.22		

TOWN OF EASTHAM, MASSACHUSETTS

Ambulance Fund Projection

	FISCAL YEAR						
	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Beginning Balance, 7/1	1,218,193.00	1,293,193.00	1,218,193.00	1,033,193.00	838,193.00	633,193.00	438,193.00
Transfer for 9/2020 ATM funding							
Annual Receipts expected	700,000.00	700,000.00	720,000.00	720,000.00	720,000.00	740,000.00	740,000.00
Operating Budget Utilization	(520,000.00)	(535,000.00)	(545,000.00)	(555,000.00)	(565,000.00)	(575,000.00)	(575,000.00)
Ambulance lease/reserve			(120,000.00)	(120,000.00)	(120,000.00)	(120,000.00)	(125,000.00)
Rescue equipment replacement Prg.	(105,000.00)	(15,000.00)	(15,000.00)	(15,000.00)	(15,000.00)	(15,000.00)	(20,000.00)
Ambulance Lease Payment		(114,000.00)	(114,000.00)	(114,000.00)	(114,000.00)	(114,000.00)	
Quint Lease Payment		(111,000.00)	(111,000.00)	(111,000.00)	(111,000.00)	(111,000.00)	(111,000.00)
Net	<u>75,000.00</u>	<u>(75,000.00)</u>	<u>(185,000.00)</u>	<u>(195,000.00)</u>	<u>(205,000.00)</u>	<u>(195,000.00)</u>	<u>(91,000.00)</u>
Ending Balance, 6/30	<u>1,293,193.00</u>	<u>1,218,193.00</u>	<u>1,033,193.00</u>	<u>838,193.00</u>	<u>633,193.00</u>	<u>438,193.00</u>	<u>347,193.00</u>

TOWN OF EASTHAM, MASSACHUSETTS

PEG Access Fund Projection

	FISCAL YEAR						
	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Beginning Balance, 7/1	150,879.00	172,545.40	177,923.00	183,300.60	188,678.20	194,055.80	199,433.40
Transfer for 9/2020 ATM funding	(113,500.00)						
Annual Franchise Fees expected	220,000.00	230,000.00	230,000.00	230,000.00	230,000.00	230,000.00	230,000.00
Less: Payment to LCTV	(105,353.60)	(110,142.40)	(110,142.40)	(110,142.40)	(110,142.40)	(110,142.40)	(110,142.40)
Capital Payment from Comcast	20,520.00	20,520.00	20,520.00	20,520.00	20,520.00	20,520.00	20,520.00
Operating Budget Utilization		(115,000.00)	(115,000.00)	(115,000.00)	(115,000.00)	(115,000.00)	(115,000.00)
Capital Budget Utilization		(20,000.00)	(20,000.00)	(20,000.00)	(20,000.00)	(20,000.00)	(20,000.00)
Net	21,666.40	5,377.60	5,377.60	5,377.60	5,377.60	5,377.60	5,377.60
Ending Balance, 6/30	172,545.40	177,923.00	183,300.60	188,678.20	194,055.80	199,433.40	204,811.00

Chapter 90 Balances/Payments

EASTHAM

Monday, March 30, 2020 11:09:59 AM

Chapter	MA #	Allocation	Finalized Projects	Committed & Open Projects	Uncommitted Balance	Expenditures To-Date	Unexpended Contract Balance
18 (2013)	50790A	\$248,644.00	\$234,000.79	\$14,643.21	\$0.00	\$234,000.79	\$14,643.21
79 (2014)	50790B	\$374,065.63	\$176,725.63	\$197,340.00	\$0.00	\$374,065.63	\$0.00
11 (2015)	50790C	\$248,878.00	\$14,372.42	\$47,900.79	\$186,604.79	\$14,372.42	\$234,505.58
4133 (2016)	50790D	\$249,089.00	\$0.00	\$0.00	\$249,089.00	\$0.00	\$249,089.00
3648 (2018)	0050790	\$809,050.00	\$0.00	\$0.00	\$809,050.00	\$0.00	\$809,050.00
		\$1,929,726.63	\$425,098.84	\$259,884.00	\$1,244,743.79	\$622,438.84	\$1,307,287.79

Project List:

Approval Date	MA #	Project Encumbrance	Processed Project Payments	Unpaid Balance
8/31/2016	17-01 - Resurfacing - Chip Seal (Dyer Prince Rd...Pilgrim Rd) - PA \$240,884.00	\$0.00	\$0.00	\$0.00
	50790A	\$0.00	\$0.00	\$0.00
	50790B	\$197,340.00	\$197,340.00	\$0.00
	50790C	\$43,544.00	\$0.00	\$43,544.00
	Project Total	\$240,884.00		
3/27/2020	20-01 - Equipment - Variable Message Board - PA \$19,000.00	\$14,643.21	\$0.00	\$14,643.21
	50790A	\$14,643.21	\$0.00	\$14,643.21
	50790C	\$4,356.79	\$0.00	\$4,356.79
	Project Total	\$19,000.00		
	Total Projects	\$259,884.00		

Planning 5250 Approved 1,307,287.79 in Reserve.

CURRENT AND PROJECTED DEBT SERVICE BALANCES & EXPENDITURES

TOWN OF EASTHAM, MASSACHUSETTS

Projected Outstanding Debt Balances

	<u>6/30/2021</u>	<u>6/30/2022</u>	<u>6/30/2023</u>	<u>6/30/2024</u>	<u>6/30/2025</u>	<u>6/30/2026</u>	<u>6/30/2027</u>
Existing Bond Issues	75,803,318	73,048,281	70,022,612	66,945,727	63,966,579	61,169,099	58,697,186
Cumulative New Issues		-	13,651,512	27,887,461	40,066,254	38,511,830	36,957,406
Anticipated Bond Issues							
Water Project Phase 2C		13,651,512					
WasteWater Planning			1,000,000				
Water Project Phase 2D			13,690,999				
Water Project Phase 2E				13,290,210			
Subtotal anticipated bond issues	-	13,651,512	14,690,999	13,290,210	-	-	-
Less: Principal Payments on new issues		-	(455,050)	(1,111,417)	(1,554,424)	(1,554,424)	(1,554,424)
Total Outstanding Debt Projected	75,803,318	86,699,793	97,910,073	107,011,981	102,478,409	98,126,505	94,100,167

TOWN OF EASTHAM, MASSACHUSETTS

Projected Debt Service Requirements

	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>FY 2027</u>
Existing Bond Issues							
Principal	2,648,065	2,755,036	3,025,669	3,076,885	2,979,148	2,797,480	2,471,914
Interest & Fees	1,762,327	1,877,593	1,883,342	1,787,342	1,699,360	1,534,374	1,134,977
Total existing debt service	4,410,392	4,632,629	4,909,011	4,864,227	4,678,508	4,331,854	3,606,891
Anticipated Bond Issues							
<u>Water Project Phase 2C</u>							
Principal			455,050	455,050	455,050	455,050	455,050
Interest & Fees			311,254	300,333	289,412	278,491	267,570
Projected debt service	-	-	766,305	755,384	744,462	733,541	722,620
<u>WasteWater Planning</u>							
Principal				200,000	200,000	200,000	200,000
Interest & Fees				18,000	14,000	10,000	6,000
Projected debt service	-	-	-	218,000	214,000	210,000	206,000
<u>Water Project Phase 2D</u>							
Principal				456,367	456,367	456,367	456,367
Interest & Fees				323,108	312,155	301,202	290,249
Projected debt service	-	-	-	779,474	768,521	757,569	746,616
<u>Water Project Phase 2E</u>							
Principal					443,007	443,007	443,007
Interest & Fees					313,649	303,017	292,385
Projected debt service	-	-	-	-	756,656	746,024	735,392
Total New Issue Projected Debt Service							
Principal	-	-	455,050	1,111,417	1,554,424	1,554,424	1,554,424
Interest & Fees	-	-	311,254	641,441	929,216	892,710	856,203
Projected debt service	-	-	766,305	1,752,858	2,483,640	2,447,134	2,410,627
Grand Total Projected Debt Service							
Principal	2,648,065	2,755,036	3,480,719	4,188,302	4,533,572	4,351,904	4,026,338
Interest & Fees	1,762,327	1,877,593	2,194,596	2,428,783	2,628,576	2,427,084	1,991,180
Projected debt service	4,410,392	4,632,629	5,675,316	6,617,085	7,162,148	6,778,988	6,017,518

TOWN OF EASTHAM, MASSACHUSETTS

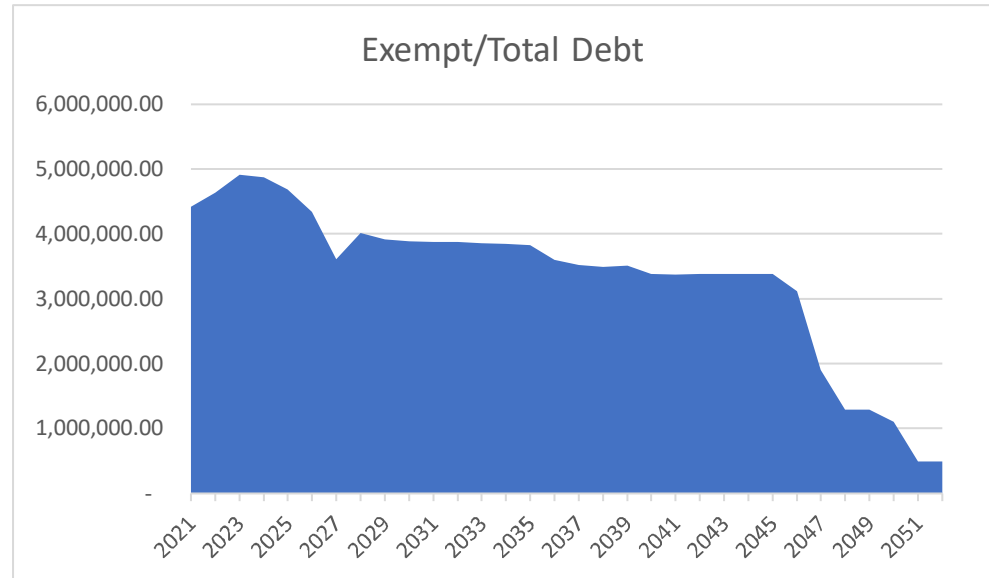
FY 2021 Changes in Debt Service and Projected Principal Balances (Existing Debt)

							PROJECTED BALANCES					
<u>File #</u>	<u>Issue</u>	<u>Balance 6/30/2020</u>	<u>Principal Additions</u>	<u>Principal Payments</u>	<u>Principal Forgiveness</u>	<u>Balance 6/30/21</u>	<u>6/30/2022</u>	<u>6/30/2023</u>	<u>6/30/2024</u>	<u>6/30/2025</u>	<u>6/30/2026</u>	<u>6/30/2027</u>
001 - 01	Land Acquisition (1 Of 2)	-		-	-	-	-					
001 - 02	Land Acquisition (2 of 2)	-		-	-	-	-					
003	Title V Loans 98-1006	10,200.00		10,200.00	-	-	-					
004	Title V Loans 98-1006-1	60,000.00		10,000.00	-	50,000.00	40,000.00	30,000.00	20,000.00	10,000.00	-	
005	GO Water Bonds 1	265,000.00		265,000.00	-	-	-	-	0	0	0	
006	GO Library Bonds	3,375,000.00		225,000.00	-	3,150,000.00	2,925,000.00	2,700,000.00	2,475,000.00	2,250,000.00	2,025,000.00	1,800,000.00
007	MCWT DW-15-01	22,650,349.00		621,940.00	-	22,028,409.00	21,390,405.00	20,735,922.00	20,064,534.00	19,375,804.00	18,669,285.00	17,944,517.00
008	EES Refunding	2,255,000.00		385,000.00	-	1,870,000.00	1,485,000.00	1,105,000.00	730,000.00	360,000.00	-	-
009	MCWT DW-15-01-A	2,145,091.00		55,921.00	-	2,089,170.00	2,031,805.00	1,972,958.00	1,912,591.00	1,850,665.00	1,787,140.00	1,721,974.00
010	MCWT DW-16-01	9,570,099.00		249,484.26	-	9,320,614.74	9,064,686.47	8,802,148.14	8,532,828.77	8,256,552.43	7,973,140.23	7,682,407.35
011-01	Water Supply & Distribution Sys	4,610,000.00		120,000.00	-	4,490,000.00	4,365,000.00	4,235,000.00	4,100,000.00	3,960,000.00	3,815,000.00	3,665,000.00
011-02	Rock Harbor Dredging	310,000.00		75,000.00	-	235,000.00	160,000.00	80,000.00	-	-	-	-
011-03	Rock Harbor Dredging 2	55,000.00		5,000.00	-	50,000.00	40,000.00	30,000.00	20,000.00	10,000.00	-	-
012	MCWT DW-16-16	3,910,087.00		92,235.00	-	3,817,852.00	3,723,234.00	3,626,173.00	3,526,605.00	3,424,465.00	3,319,687.00	3,212,202.00
013-01	TriTown Plant Demo	635,000.00		65,000.00	-	570,000.00	500,000.00	425,000.00	345,000.00	265,000.00	180,000.00	90,000.00
013-02	Salt Pond Wastewater Planning	150,000.00		35,000.00	-	115,000.00	80,000.00	40,000.00	-	-	-	-
013-03	SaltPond WW Drainage Syst.	240,000.00		10,000.00	-	230,000.00	220,000.00	210,000.00	200,000.00	190,000.00	180,000.00	170,000.00
013-04	Rock Harbor Design & Eng.	215,000.00		10,000.00	-	205,000.00	195,000.00	185,000.00	175,000.00	165,000.00	155,000.00	145,000.00
013-05	Rock Harbor Piers/Docks Repl.	520,000.00		20,000.00	-	500,000.00	480,000.00	460,000.00	440,000.00	415,000.00	390,000.00	365,000.00
013-06	Rock Harbor HarborBldg.	430,000.00		15,000.00	-	415,000.00	400,000.00	385,000.00	365,000.00	345,000.00	325,000.00	305,000.00
013-07	RockHarbor Lots & Walkways	85,000.00		5,000.00	-	80,000.00	75,000.00	70,000.00	65,000.00	60,000.00	55,000.00	50,000.00
013-08	Police Station Roof Repl.	560,000.00		20,000.00	-	540,000.00	520,000.00	495,000.00	470,000.00	445,000.00	420,000.00	395,000.00
013-09	Nauset Est. Dredge Planning	80,000.00		20,000.00	-	60,000.00	40,000.00	20,000.00	-	-	-	-
014	USDA Water Bonds	1,586,769.50		28,724.53	-	1,558,044.97	1,528,817.76	1,499,079.07	1,468,819.95	1,438,031.30	1,406,703.85	1,374,828.17
15	MCWT DW 17-01	13,114,000.00		304,560.00	-	12,809,440.00	12,497,637.00	12,178,420.00	11,851,612.00	11,517,033.00	11,174,498.00	10,823,817.00
16	MCWT DW 19-06	11,114,038.00		-	1,966,837.00	9,147,201.00	9,147,201.00	8,941,588.00	8,730,665.00	8,514,294.00	8,292,334.00	8,064,641.00
017-01	TriTown Plant Demo		171,300.00			171,300.00	150,000.00	125,000.00	100,000.00	80,000.00	60,000.00	40,000.00
017-02	Nauset Est. WW implementation		900,200.00			900,200.00	675,000.00	450,000.00	225,000.00	-	-	-
017-03	T-Time Purchase A		1,178,000.00			1,178,000.00	1,100,000.00	1,020,000.00	940,000.00	860,000.00	780,000.00	700,000.00
017-04	T-Time Purchase B		110,500.00			110,500.00	105,000.00	95,000.00	85,000.00	75,000.00	65,000.00	55,000.00
18	MCWT DW-16-02R		112,586.00			112,586.00	109,495.00	106,324.00	103,071.00	99,734.00	96,311.00	92,799.00
						-						
	Totals	77,945,633.50	2,472,586.00	2,648,064.79	1,966,837.00	75,803,317.71	73,048,281.23	70,022,612.21	66,945,726.72	63,966,578.73	61,169,099.08	58,697,185.52
							Decrease in Balance from Prior Year	2,755,036.48	3,025,669.02	3,076,885.49	2,979,147.99	2,471,913.56

TOWN OF EASTHAM, MASSACHUSETTS

DEBT RUN-OUT AS OF 11/15/2020 (EXISTING DEBT)

FY	Principal	Interest	Fees	Total
2021	2,648,064.79	1,685,469.23	76,857.79	4,410,391.81
2022	2,755,036.48	1,763,819.87	113,773.23	4,632,629.58
2023	3,025,669.02	1,815,368.98	67,973.21	4,909,011.21
2024	3,076,885.49	1,721,387.35	66,044.79	4,864,317.63
2025	2,979,147.99	1,635,293.17	64,066.54	4,678,507.70
2026	2,797,479.65	1,472,336.59	62,037.21	4,331,853.45
2027	2,471,913.56	1,075,021.03	59,955.97	3,606,890.56
2028	2,522,470.85	1,431,346.97	57,819.95	4,011,637.77
2029	2,489,184.59	1,370,661.04	55,629.23	3,915,474.86
2030	2,522,079.94	1,304,419.76	53,381.96	3,879,881.66
2031	2,586,190.98	1,240,385.77	51,076.66	3,877,653.41
2032	2,646,547.84	1,175,514.57	48,711.81	3,870,774.22
2033	2,698,183.62	1,108,917.27	46,285.85	3,853,386.74
2034	2,761,126.45	1,040,388.52	43,797.23	3,845,312.20
2035	2,815,412.45	969,712.98	41,244.39	3,826,369.82
2036	2,661,073.75	897,099.47	38,625.54	3,596,798.76
2037	2,648,148.45	830,400.93	35,939.09	3,514,488.47
2038	2,716,670.68	741,486.39	33,183.22	3,491,340.29
2039	2,781,676.57	696,644.00	30,356.17	3,508,676.74
2040	2,718,204.26	629,518.58	27,456.11	3,375,178.95
2041	2,786,294.84	563,311.55	24,481.16	3,374,087.55
2042	2,860,984.49	495,160.78	21,429.73	3,377,575.00
2043	2,932,316.31	425,140.85	18,298.72	3,375,755.88
2044	3,010,331.44	353,381.69	15,087.24	3,378,800.37
2045	3,090,070.01	279,674.55	11,792.80	3,381,537.36
2046	2,896,578.18	203,978.47	8,413.26	3,108,969.91
2047	1,762,920.04	135,532.79	4,946.44	1,903,399.27
2048	1,192,930.22	94,318.26	3,200.53	1,290,449.01
2049	1,222,183.23	66,807.35	2,330.54	1,291,321.12
2050	1,058,926.29	40,937.51	1,583.00	1,101,446.80
2051	468,244.65	23,532.31	961.06	492,738.02
2052	479,936.56	12,478.48	323.06	492,738.10



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 2022 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 October 29, 2020.

TOWN OF EASTHAM, MASSACHUSETTS

FY 2022 BUDGET INSTRUCTIONS – Capital Budget

Fleet (vehicle) assets

Update your departments 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 departments 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 departments 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 2022 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.

TOWN OF EASTHAM, MASSACHUSETTS

FY 2022 BUDGET INSTRUCTIONS – Capital Budget

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.

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 exists 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.

TOWN OF EASTHAM, MASSACHUSETTS

CAPITAL IMPROVEMENT & MAINTENANCE PLAN

INSTRUCTIONS FOR COMPLETING THE CAPITAL REQUEST SUBMISSION FORM

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.

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.

TOWN OF EASTHAM, MASSACHUSETTS

CAPITAL IMPROVEMENT & MAINTENANCE PLAN

INSTRUCTIONS FOR COMPLETING THE CAPITAL REQUEST SUBMISSION FORM

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.

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.

TOWN OF EASTHAM, MASSACHUSETTS

CAPITAL IMPROVEMENT & MAINTENANCE PLAN

INSTRUCTIONS FOR COMPLETING THE CAPITAL REQUEST SUBMISSION FORM

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: Fiscal Year 2022 Town-wide Facility Plan

- FY 2022 Requested Capital Budget and Five-Year Capital Plan
- FY 2022 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

FIVE YEAR CAPITAL PLAN for Fiscal Year 2022 through 2027

TOWN-WIDE BUILDING MAINTENANCE

ASSET TYPE/ITEM	Classification	Department	FY 2022		FY 2023		FY 2024		FY 2025		FY 2026		FY 2027		Thereafter Amount
			Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	
FACILITIES AND LAND															
Mechanical HVAC Overhaul	Renovation/Const	Town Hall			50,000										
Replace Circulator Pumps	Renovation/Const	Town Hall	10,000												
Replace Hot Water Tank	Renovation/Const	Town Hall	5,000												
Replace A/C Units	Renovation/Const	Town Hall							50,000						
Electrical Repairs and Maintenance	Extrordinary Maint	Town Hall						63,000							
Fire Alarm Supression System Repair and Maintenance	Extrordinary Maint	Town Hall			87,000										
Elevator Maintenance and Upgrades	Renovation/Const	Town Hall									132,000				
Subtotal Town Hall Facility Plan			15,000	Other	137,000	FC	63,000	FC	50,000	FC	132,000			-	
Accessibility Upgrades	Renovation/Const	COA	36,000												
Exterior Walls/Windows/Doors	Renovation/Const	COA			22,000										
Exterior Stairs Replacement	Renovation/Const	COA			12,000										
Renovation/Expansion HVAC System	Extrordinary Maint	COA						28,000							
Various Plumbing Repairs	Extrordinary Maint	COA						29,000							
Electrical Repairs and Maintenance	Extrordinary Maint	COA							87,000						
Fire Alarm Supression System Repair and Maintenance	Extrordinary Maint	COA									34,000				
Interior Finishes (Walls, Ceiling, Flooring, Kitchen Coun	Renovation/Const	COA									60,000				
Subtotal Senior Center Facility Plan			36,000	Other	34,000	FC	57,000	FC	87,000	FC	94,000			-	
Air/Heating System Overhaul/Replace	Renovation/Const	DPW/DNR						10,000							
Exterior Maintenance - Stucco DPW Building	Routine Maint	DPW/DNR								25,000					
Subtotal Public Works Facility Plan			-		-		10,000	FC	25,000	FC	-			-	
Exterior Wall Repair	Renovation/Const	Police							34,000						
Replace 2 of 4 Air Handling Units	Opreational Equip	Police											11,000		
Interior/Exterior Painting	Extrordinary Maint	Police									25,000				
Various Plumbing Repairs	Extrordinary Maint	Police									41,000				
Windows and Doors Replacement	Renovation/Const	Police			37,000										
Overhead Door Replacement	Renovation/Const	Police	4,000												
Fire Alarm Supression System Repair and Maintenance	Extrordinary Maint	Police						49,000							
Subtotal Police Department Facility Plan			4,000	Other	37,000	FC	49,000	FC	34,000	FC	66,000	FC	11,000	FC	
Building Maintenance (Various Items)	Routine Maint	Fire									20,000				
Painting Interior/Exterior	Routine Maint	Fire									20,000				
Replace Roof	Renovation/Const	Fire						60,000							
Interior Finishes (Walls, Ceiling)	Renovation/Const	Fire			70,000										
Various HVAC Repairs	Renovation/Const	Fire	75,000												
Exterior Wall Repairs	Renovation/Const	Fire									106,000				
Windows and Doors Replacement	Renovation/Const	Fire						25,000							
Overhead Door Replacement	Renovation/Const	Fire							25,000						
Repair/Replace Front Apparatus Ramp	Renovation/Const	Fire	10,000												
Subtotal Fire Dept. Facilities Plan			85,000	FC	70,000	FC	85,000	FC	25,000	FC	146,000	FC		-	
Roof Repairs	Renovation/Const	Annex	8,000												
Exterior/Interior Wall Repairs	Renovation/Const	Annex	14,000												

TOWN OF EASTHAM, MASSACHUSETTS

FIVE YEAR CAPITAL PLAN for Fiscal Year 2022 through 2027

TOWN-WIDE BUILDING MAINTENANCE

ASSET TYPE/ITEM	Classification	Department	FY 2022		FY 2023		FY 2024		FY 2025		FY 2026		FY 2027		Thereafter Amount
			Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	
Various HVAC Repairs	Extraordinary Maint	Annex					26,000								
Windows and Doors Replacement	Renovation/Const	Annex	3,000												
Various Plumbing Repairs	Renovation/Const	Annex	9,000												
Subtotal Town Hall Annex Facilities Plan			34,000	FC	-	FC	26,000	FC	-	-	-	-	-	-	-
Subtotal Facilities & Land			174,000		278,000		290,000		221,000		438,000		11,000		-
INFRASTRUCTURE															
Subtotal Infrastructure			-		-		-		-		-		-		-
FLEET INVENTORY (VEHICLES)															
Subtotal Fleet Inventory			-		-		-		-		-		-		-
EQUIPMENT															
Subtotal Equipment			-		-		-		-		-		-		-
TOTAL CAPITAL PLAN EXPENDITURE AMOUNTS			174,000		278,000		290,000		221,000		438,000		11,000		-
ANTICIPATED FUNDING SOURCES															
(CL) Capital Levy (Recurring)															
(CEX) Capital Levy Exclusion															
(BI) Bond Issuance															
(LI) Lease Issuance															
(FC) Free Cash			119,000		278,000		290,000		221,000		438,000		11,000		
(CPA) Community Preservation Act															
(AF) Ambulance Fund															
(CF) Cable Fund															
(OAF) Other Available Fund															
(Grt) Grant															
Other			55,000	Existing Funds											
TOTAL ANTIPATED FUNDING			174,000		278,000		290,000		221,000		438,000		11,000		-
Capital Plan Funding Surplus (Deficit)			-		-		-		-		-		-		-

CAPITAL REQUEST SUBMISSION FORMS

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	BEACH BATHHOUSE CONDITION ASSESSMENT	Amount:	40,000	New/ Replace/ Addition	New	
Department:	Beach & Recreation	Type:	Facilities	Classification:	Planning/Engineering	
				Category:	I. Imperative	
					Priority	1

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

Condition Assessment of all Beach Bathhouses: Wiley Park, Cooks Brook Beach and First Encounter Beach

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 beaches are one, if not the, major attraction of our Town has to offer. Providing good facilities at the locations where we have them is essential to maintaing the Town's status as a destination for summer visitors and residents. Short and long term impact would mean loss of traffic at the beaches and eventual shutting down of these very important facilities

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

Plumbing, fixtures, electrical, building envelope at these locations are in really bad shape and in need of an upgrade. In order to develop and comprehensive plan that yields the most cost-efficient approach for repairs, an assessment that matches the one previously done by the Town on all other Town Buildings must be completed.

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

Not providing comprehensive repairs to these very important assets with result in increased maintenance and operating costs.

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

Town Capital funds. Once designs are completed, there may an opportunity to apply for grants to perform accessibility-related upgrades

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

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

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

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

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

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

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

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

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

Reduced maintenance costs

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

Town Capital Funds

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	REPLACE CIRCULATOR PUMPS - TOWN HALL	Amount:	10,000	New/ Replace/ Addition	Replacement	
Department:	Administration	Type:	Facilities	Classification:	Routine Maintenance	
				Category:	I. Imperative	
					Priority	3

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

Replacement of the heat system's circulator pumps

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

The main benefit is that this will provide a more reliable heating system for the Town Hall. Short and long term impact would mean increase maintenance costs due to constant breakdowns, leading to the eventual replacement of the pumps, and additional damage to the heating system to due to faulty pumps

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

Identified in the Town Hall Building assessment as a repair priority. Confirmed by staff in charge of maintaining the 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?*

Not providing repairs will increase maintenance and repair costs due to system failures requiring numerous calls to our HVAC technician

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

Town Capital Funds

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	REPLACE HOT WATER TANK - TOWN HALL	Amount:	10,000	New/ Replace/ Addition	Replacement
Department:	Administration	Type:	Facilities	Classification:	Maintenance
				Category:	I. Imperative
				Priority	4

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

Replacement of the Hot Water Tank serving the Town Hall

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

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

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

Identified in the Town Hall Building assessment as a repair priority

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

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

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

Town Capital Funds

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	OVERHEAD DOOR REPLACEMENT	Amount:	10,000	New/ Replace/ Addition	Replacement
Department:	Police Dept.	Type:	Facilities	Classification:	Extraordinary Maint. & Repair
				Category:	I. Imperative
Priority 5					

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

Replacement of garage overhead doors at the Police Station

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

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

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

Identified as a necessary repair in the Police Station Building Assessment

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

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

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

Town Capital Funds

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	ROOF REPAIRS - SMALL BUILDING NEXT TO TOWN HALL	Amount:	25,000	New/ Replace/ Addition	Replacement	
Department:	Administration	Type:	Facilities	Classification:	Renovation/Construction	
				Category:	II. Essential	
					Priority	6

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

Replacing roof of small building next to Town Hall that previously housed the Beach & Rec. Department

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.*

Replacing the roof will extend the lifetime of this building and allow the Town to relocate new staff there as necessary. Short and long term impacts will mean the continuing deterioration of the roof requiring constant patching and eventual repair of the entire roof

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

Top priority for this building as identified in the Building Assessment Report

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

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

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

Town Capital Funds

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	VARIOUS HVAC REPLACEMENTS - FIRE STATION	Amount:	80,000	New/ Replace/ Addition	Replacement	
Department:	Fire Dept.	Type:	Facilities	Classification:	Extraordinary Maint. & Repair	
				Category:	II. Essential	
					Priority	7

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

Replacement of Air Handlers and Hot Water Hydronic Units at the Fire Station

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

The main benefit is that this will provide a more reliable HVAC system for the Fire Station by complementing the work already recently done to the HVAC system. Short and long term impact would mean increase maintenance costs due to constant breakdowns, leading to the eventual replacement of the air handlers and boilers, all while impacting the fire station staff who live in the building during their shift

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

Established as a priority in the Fire Station Building Assessment Report and supplements work recently done to their HVAC system

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

Not providing repairs will increase maintenance and repair costs due to lack of available heat or cool air as necessary and recurring calls to HVAC technicians

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

Town Capital Funds

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	VARIOUS PLUMBING REPAIRS - SMALL BUILDING NEXT TO TOWN HALL	Amount:	10,000	New/ Replace/ Addition	Replacement	
Department:	Administration	Type:	Facilities	Classification:	Maintenance	
				Category:	III. Important	
					Priority	8

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

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

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

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

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

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

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

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

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

Town Capital Funds

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	SALT POND BUILDING REPAIRS	Amount:	10,000	New/ Replace/ Addition	Maint	
Department:	DPW - Natural Resources	Type:	Facilities	Classification:	Extraordinary Maint. & Repair	
				Category:	III. Important	
					Priority	9

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

Maintenance and repair to aging shellfish upweller building at Salt Pond

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 structure, built in 2010, houses an upweller used to grow Quahogs that are broadcasted into the Nauset Marsh Estuary. Staff uses this building to raise 250,000 quahogs provided by the Barnstable County Cooperative Extension at no cost to the Town. The quahogs available through this program are around 2-3 mm in size and need be put into the upweller to grow larger. Impacts of not improving this building would mean losing the opportunity to obtaining quahog seed from the County, establishing future educational programs, and eventual dwindling quahog population in the long term.

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

The building is in need of repairs as the windows are no longer functioning (some stuck open, some stuck closed), floor boards starting to break down, the pvc pipes starting to break, and one of the pumps has failed, leaving no back up if a failure occurs during the summer months when in use. It is also important to be able to repair the building if something unforeseen happens.

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 alternative would be to purchase 250,000 quahogs already at broadcasting size at a cost of around \$12,000 each season.

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

Town Capital Funds

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	WINDOW REPLACEMENT - POLICE STATION	Amount:	10,000	New/ Replace/ Addition	Replacement	
Department:	Police Dept.	Type:	Facilities	Classification:	Maintenance	
				Category:	III. Important	
					Priority	10

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

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

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

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

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

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	ROCK HARBOR PARKING KIOSK	Amount:	10,000	New/ Replace/ Addition	New
Department:	DPW - Natural Resources	Type:	Facilities	Classification:	Planning/Engineering
				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.*

Installation of new Parking Kiosk at the Rock Harbor facility

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.*

At the FY21 Fee Hearing, the Select Board approved new Parking/Boat Launch fees for the Rock Harbor facility. Installation of a parking kiosk will enhance the staff's capabilities to collect said fees. This is inline with the Select Board goals to enhance access to recreational facilities

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

In our quest to develop sustainable sources of funding for both our operations and the maintenance of our assets, a parking/launch fee for Rock Harbor was created. In additional to seasonal passes, daily fees will be charged for use of the limited parking spaces. A parking kiosk would allow users to pay the parking fee without the need to have an attendant present. This is the standard in various launching facilities in our area.

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

Lack of funding could affect the staff's ability to collect parking fees, incurring in a potential loss of funding, or would require additional supervision of the area

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

Town Capital Funds

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	REPAIRS TO GAZEBO	Amount:	10,000	New/ Replace/ Addition	New
Department:	Council on Aging	Type:	Facilities	Classification:	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.*
 Repairs to decking, and storage gazebo at the Senior Center

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.*
 Area is used for outdoor programs and activities at the Senior Center, providing an essential space for the Senior Center.

JUSTIFICATION: *Succinctly summarize your request and statement of need.*
 Area is currently closed due to poor condition

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?*
 None

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*
 Roof at Senior Center was replaced with insurance funds do to storm damage. Reappropriate FY21 funds slated for Roof Repairs to use for this purpose

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	EXTERIOR WALL REPAIRS - SMALL BUILDING NEXT TO TOWN HALL	Amount:	15,000	New/ Replace/ Addition	New
Department:	Administration	Type:	Facilities	Classification:	Extraordinary Maint. & Repair
				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.*
 Shingling, Brick Repointing, Caulking, Painting, and other repairs related to the exterior walls of the small building next to Town Hall

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savomgs, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*
 Doing this work alongside the roof will improve the building envelope and extend its useful life

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

OPERATING BUDGET IMPACT *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*
 Increased costs in HVAC repairs and higher energy costs due to potential leaks

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

TOWN OF EASTHAM, MASSACHUSETTS

FIVE YEAR CAPITAL PLAN for Fiscal Year 2022 through 2027

TOWN-WIDE GENERAL GOVT.

ASSET TYPE/ITEM	Classification	Department	FY 2022		FY 2023		FY 2024		FY 2025		FY 2026		FY 2027		Thereafter Amount
			Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	
FACILITIES AND LAND															
Seashore Land Exchange	Acquisition	Gen. Govt.	125,000	FC											
Grant Matching Funds	Planning/Engineer	Gen. Govt.	40,000	FC			30,000	FC							
Rock Harbor Improvements	Renovation/Const	Gen. Govt.					500,000	Grt							
Harbor Mgmt Plan Implementation	Planning/Engineer	Gen. Govt.	75,000	FC	75,000	FC	75,000	FC							
Energy Efficiency & Solar Program	Planning/Engineer	Gen. Govt.	25,000	FC	25,000	FC	25,000	FC							
Town Hall Renovation	Renovation/Const	Gen. Govt.													
Subtotal Facilities & Land			265,000		100,000		630,000		-		-		-		-
INFRASTRUCTURE															
Eastham Community Internet	Acquisition	Gen. Govt.	100,000	FC											
Eastham Community Internet - Grant Contributio	Acquisition	Gen. Govt.	75,000	Grt											
Wastewater Planning	Planning/Engineer	Gen. Govt.	100,000	FC											
Subtotal Infrastructure			275,000		-		-		-		-		-		-
FLEET INVENTORY (VEHICLES)															
General Govt. Fleet Replacement Program	Vehicles	Gen. Govt.			12,500	CL	12,500	CL	12,500	CL	12,500	CL	12,500	CL	
Subtotal Equipment			-		-		-		-		-		-		-
TOTAL CAPITAL PLAN EXPENDITURE AMOUNTS			540,000		112,500		642,500		12,500		12,500		12,500		-
ANTICIPATED FUNDING SOURCES															
(CL) Capital Levy (Recurring)					12,500		12,500		12,500		12,500		12,500		
(CEX) Capital Levy Exclusion															
(BI) Bond Issuance															
(LI) Lease Issuance															
(FC) Free Cash			465,000		100,000		130,000								
(CPA) Community Preservation Act															
(AF) Ambulance Fund															
(CF) Cable Fund															
(OAF) Other Available Fund															
(Grt) Grant			75,000				500,000								
Other															
TOTAL ANTIPATED FUNDING			540,000		112,500		642,500		12,500		12,500		12,500		-
Capital Plan Funding Surplus (Deficit)			-		-		-		-		-		-		-

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 3: Administration & General Government

- FY 2022 Requested Capital Budget and Five-Year Capital Plan
- FY 2022 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 2022

Request Title:	General Govt Fleet Replacement Program	Amount:	12,500	New/ Replace/ Addition	Replacement
Department:	Administration	Type:	Vehicles	Classification:	Vehicles
				Category:	I. Imperative
				Priority:	1

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

Funding to provide ongoing, recurring funding of the Town-wide Fleet Replacement Program. This allows the department head and town management to manage replacement of routinely recurring vehicle turnover for those vehicles identified as appropriate for the program (see separate write-up).

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.*

Smooths out funding of the capital plan for routine, recurring replacements and avoids spikes in capital requests over our 5 year plan. Allows replacement of fleet vehicles as needed and identified by department head and incentivizes maximizing utilization. Provides ability to take advantage of buying opportunities or to replace poorly performing/expensive vehicles of a like natrue, as needed in lieu of subjecting specific vehicle requests to Town Meeting process that may not provide the timeliness/flexibility needed.

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

These operating vehicles are a critical part of day to day operations and are needed to maintain the departments level of service, staff satisfaction, and operating efficiency. Providing a consistent, recurring level of funding allows managers to replace vehicles as needed to minimize capital and operating costs, as appropriate. Having the ability to replace vehicles as needed improves administrative efficiency and minimizes operational down-time.

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?*

Providing this consistent, recurring funding should ensure that operating costs needed to repair/maintain inappropriate vehicles are minimized. In addition, recurring funds minimizes the need to maintain a larger fleet to provide for older vehicle parts or for back-up vehicles.

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

Per discussion and analysis with Assistant Town Administrator & Finance Director, the accompanying assets are appropriate for inclusion in a recurring funding program from the Capital Tax Levy.

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	25% Cash Match - Great Pond Culvert Replacement Project - NRCS-USDA Grant	Amount:	80,000	New/Replace/Addition	New
Department:	Administration	Type:	Infrastructure	Classification:	Renovation/Construction
				Category:	I. Imperative
Priority: High					

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

This is a 25% cash match for a grant provided by NRCS-USDA. The grant was awarded in 2018 and covers permitting, design, and construction for a deteriorated culvert that connects Great Pond

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 project is an ecological restoration. It will restire the connection between two ponds, improve water flow, and intercept stormwater from going into Great Pond. If the project is not completed, the culver will eventually collapse and the connections will become overgrown. Stormwater will continue to discharge into Great Pond and Deborah's Pond.

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

25% cash match request for a grant awarded to the Town in 2018. The match would be used to replace a culvert and eliminate stormwater discharge into ponds.

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?*

Once the project is completed the Natural Resources Department will add this area to their daily herring run monitoring.

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

Funding is requested to be in the May 2021 Town Meeting Capital Plan in order to complete the project in Fall of 2021. There may be state grant funds available if they can be combined with federal grant funds.

FLEET INVENTORIES & CONDITION ASSESSMENTS

Date of Update		CONDITION ASSESSMENT (POINTS)																					
Department	Model Year	Manufacturer	Make/Model	VIN #	Plate #	Est. Cost New	Expected	In-Service Date	Years in Service	Function	Drive System	GVW	FEV	Combined MPG	Miles	Engine Hours	Age	Miles/Hours	Type of	M&R	Total		
							Max Life (Years)						Policy Exempt						Reliability			Costs	Condition
ASSESSORS	2017	FORD	ESCAPE	1FMCU0F76HUB06359	M96826	\$19,747	8	7/1/17	3	Admin	2WD	4,620		24	10,411		3	1	1	1	1	1	7
BUILDING	2017	FORD	ESCAPE	1FMCU0F74HUB06358	M92801	\$19,747	8	7/1/17	3	Admin	2WD	4,620		24	14,111		3	1	1	1	1	1	7

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 4: Technology

- FY 2022 Requested Capital Budget and Five-Year Capital Plan
- FY 2022 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

FIVE YEAR CAPITAL PLAN for Fiscal Year 2022 through 2027

INFORMATION TECHNOLOGY

ASSET TYPE/ITEM	Classification	Department	FY 2022		FY 2023		FY 2024		FY 2025		FY 2026		FY 2027		Thereafter Amount
			Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	
FACILITIES AND LAND															
Subtotal Facilities & Land			-		-		-		-		-		-		-
INFRASTRUCTURE															
Subtotal Infrastructure			-		-		-		-		-		-		-
FLEET INVENTORY (VEHICLES)															
Subtotal Fleet Inventory			-		-		-		-		-		-		-
EQUIPMENT															
PC's and component replacement program	Computer Hardware	Technology	20,250	CL	20,250	CL	20,250	CL	20,250	CL	20,250	CL	20,250	CL	
Servers and Network component replacement program	Computer Hardware	Technology	57,000	CL	57,000	CL	57,000	CL	57,000	CL	57,000	CL	57,000	CL	
Phone System Replacement	Opreational Equip	Technology											25,000	FC	
Media Equipment Replacement Program	Opreational Equip	Technology	20,000	CF	10,000	CF	10,000	CF	10,000	CF	10,000	CF	10,000	CF	
Subtotal Equipment			97,250		87,250		87,250		87,250		87,250		112,250		-
TOTAL CAPITAL PLAN EXPENDITURE AMOUNTS			97,250		87,250		87,250		87,250		87,250		112,250		-
ANTICIPATED FUNDING SOURCES															
(CL) Capital Levy (Recurring)			77,250		77,250		77,250		77,250		77,250		77,250		
(CEX) Capital Levy Exclusion															
(BI) Bond Issuance															
(LI) Lease Issuance															
(FC) Free Cash														25,000	
(CPA) Community Preservation Act															
(AF) Ambulance Fund															
(CF) Cable Fund			20,000		10,000		10,000		10,000		10,000		10,000		
(OAF) Other Available Fund															
(Grt) Grant															
Other															
TOTAL ANTIPATED FUNDING			97,250		87,250		87,250		87,250		87,250		112,250		-
Capital Plan Funding Surplus (Deficit)			-		-		-		-		-		-		-

CAPITAL REQUEST SUBMISSION FORMS

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	Server & Network Component Replacement Program			Amount:	88,920	New/ Replace/ Addition	Replacement
Department:	Information Technology	Type:	Equipment	Classification:	Computer Hardware	Category:	I. Imperative
						Priority:	1

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

The server and network component replacment program is a plan to address ongoing capital investment, maintenance and replacement of town-wide server and network infrastructure. This plan provides for regular routine funding of the following components: Servers & virtual host machines; Switches & network equipment; Network firewall, security & back-up devices; and wireless devices to maintain our wireless network. See detail program write-up with lifetime replacement costs and annualized cost calculations. The estimated annualized replacement costs for these assets is \$56,920, however, since FY 22 is the first year of funding this program an additional amount is requested to fund needed Switch replacements that cannot wait to build up sufficient funding.

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.*

An ongoing, recurring funding for these costs is highly beneficial. The ability to rely on regular funding and the ability to build-up funds allows IT Director to replace equipment in a deliberate manner and on a routine schedule which miminizes maintenance/administrative work, network downtime and lost productivity. Network equipment and devices can be replaced prior to an emergency situation occurs, and allows department head to take advantage of buying opportunities as they arise. Recurring, ongoing funding promotes timely replacement of IT infrastructure and minimizes the use of old, obsolete equipment that typically results in network latency and performance issues that is prone to malfunction. The Towns IT infrastructure allows all administrative and operational departments to perform their jobs better and provides for centralized services, such as: printing, email, messaging, applications, internet, phone, data/disaster recovery and security, to name a few.

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

All network components have been analyzed as to their recommended useful life and a planned replacement schedule. This equipment is necessary to maintain a functional, secure network that provides for network services, security and disaster recovery functions with a minimal amount of downtime and efficient back-end administration based upon a cost-benefit analysis.

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?*

These costs ensure a functional IT network that increases employee productivity and reduces costs through shared services. All departments rely on the network infrastructure in order to perform their primary functions. Public safety functions have an immediate need for life and property; administrative departments rely on network services and access to process basic administrative functions, i.e. payroll, accounting, tax collection, accounts payable. Operating departments increasing interact with the community via online services.

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

Due to the regular, recurring and planned nature of network infrastructure, and the significant operational impact associated with downtime and latency. These assets have been recommended for funding by the Finance Director from the recurring capital tax levy funds. Grants are occasionally available to purchase IT equipment and where/when available will be applied for in any particular year to reduce the cost of this program.

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	PC and related Component Replacement Program	Amount:	20,250	New/ Replace/ Addition	Replacement
Department:	Information Technology	Type:	Equipment	Classification:	Computer Hardware
				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.*

The PC and Component replacement program is a plan to address ongoing, recurring needs for replacing PC's and devices used by town staff and community in performance of their duties. This plan provides for regular routine funding of the following: personal computers and ancillary devices (monitors, UPS, cables, etc.); tablets and laptop devices. Typically, up to 20 PC/devices are replaced each year which ensures a replacement of our inventory of assets every 4 to 5 years, which is the planned obsolescence of the equipment. See separate IT replacement program plan which lists all components covered/included, estimated lives, 5-year and annullized costs. The plan calls for annual funding of \$20,250, to be reviewed periodically for sufficiency.

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

Having up to date, functional computer hardware for which to perform staff basic job functions allows for increased efficiency and job satisfaction. In many cases, applications provided by 3rd party providers require our hardware specifications to be maintained at a certain level in order for the application to function properly. In addition, Eastham employees have transitioned to more hybrid/remote work models as appropriate and necessary due to COVID 19 and this arrangement is not expected to lessen, resulting in higher demand for PC's and computing devices. Use of technologies has a cost-savings by increasing the productivity of existing staff and minimizing additional staff to complete job functions manually. Not providing for replacement of this equipment will erode productivity and ability to work remotely, over time.

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

Modern, functional computer hardware is an expectation of the 21st century workforce and of our internal and external customers for the Town of Eastham. Up to date hardware is necessary to maintain staff productivity and to utilize many of the applications in place used to process "work"

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?*

An ongoing, recurring replacement program minimizes costs by allowing for planned replacement of assets prior to failure, which reduces down time and productivity loss. This type of replacement program also allows department managers to take advantage of buying and grant opportunities as they arise and to efficiently replace failing equipment. Maintaining a productive work force through the use of hardware and technology provides for labor savings over the long-term, as well as provides for improved work-flow and procedures.

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

This replacement program has been recommended for funding from the capital levy assingment, by the Finance Director. The routine, recurring nature of the asset replacement combined with the significant operational impacts of not providing for these asset replacements make this program a good fit for this recurring tax levy funding.

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	Media/Channel 18 Equipment Replacement Program	Amount:	10,000	New/ Replace/ Addition	Replacement
Department:	Information Technology	Type:	Equipment	Classification:	Computer Hardware
				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.*

The Town operates a Channel 18 Public Access Channel to record, produce and broadcast Govt. Meeting and related activities. This equipment is provided by the town's licensed cable provider as well as broadcast rights to the providers cable network. This equipment includes broadcast equipment, production equipment, servers and software applications. Computers for editing and administrative and production work. As well as camera's, sound and display equipment. In addition to Channel 18, the department supports remote meeting capabilities, Town Meeting and other meeting and production needs. This replacement program is provided to ensure the various components of equipment (described above) needed to meet our day to day operating needs is available and meets the needs of the current operation. In lieu of preparing multiple, routine, recurring requests - this replacement program is anticipated to provided the funds necessary to ensure this equipment necesarry for our day to day operation is available, when needed. Spending out of this replacement program is only for those items noted above - other requests would need to be presented separately. Having a consistent stream of funding available for this purpose allows department staff to strategically manage equipment replacement, incentivizing proper management of the program, prolonging lives of equipment, while at the same time allowing to take advantage of buying opportunities.

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

Since this equipment is necessary to complete our day to day work the largest benefit is the ability to continuing to offer the same level of service previsouly provided. We have a good track record of maintaining and prolonging the life of our equipment, however, if it malfunctions/breaks parts of our operation ceases to operate until it is fixed. Other equipment is more discretionary (portable camera for example) but is still an expected service for our operation to provide. In addition, providing a steady, recurring funding source for this departmental/operating equipment ensures that we are able to utilize the latest technology and stay up to date with internal/external expectations as far as service offering and quality.

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

Modern, functional computer hardware is an expectation of the 21st century workforce and of our internal and external customers for the Town of Eastham. Up to date hardware is necessary to maintain staff productivity and to utilize many of the applications in place used to process "work"

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?*

An ongoing, recurring replacement program minimizes costs by allowing for planned replacement of assets prior to failure, which reduces down time and productivity loss. This type of replacement program also allows department managers to take advantage of buying and grant opportunities as they arise and to efficiently replace failing equipment. Maintaining a productive work force through the use of hardware and technology provides for labor savings over the long-term, as well as provides for improved work-flow and procedures.

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

Funding for media equipment is provided by Comcast as part of its 10 year license agreement with the Town. This agreemet provides for a "capital" payment which is credited to the Towns Media/Cable Fund as provided under MGL. These funds are available to pay for these ongoing, recurring costs.

~~2022~~

2026

LIVE SHOT
FOR REMOTE
(5K
(2026))

2025

AUDIO UPGRADE
IN EMERGENCY

BT

2024

NON
MAC PRO
FCP
COMPRESSION
ETC
COK

2023

NON WINDOWS
CO SCHEDULE
TIGHTROPE
CAMERAS
10K

2021 NEEDS

1) CAMERA KIT - 8K

* 2) COMPUTER HEADSETS - Q11 5 250
FOR ZOOM

→ 3) WIRELESS COMMUNICATIONS FOR TOWN MEETING & OTHERS - 2500

* 4) WORK CAMS 250

* 5) HARD DRIVE 250

→ 6) LAPTOP WINDOWS 10 WITH LAN INPUT & DVD

~~JOEY~~ * 7) HDMI, POWER CABLES, ~~USB~~ 300

8)

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 5: Public Works

- FY 2022 Requested Capital Budget and Five-Year Capital Plan
- FY 2022 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

PUBLIC WORKS DEPARTMENT

FIVE YEAR CAPITAL PLAN for Fiscal Year 2022 through 2027

ASSET TYPE/ITEM	Classification	Department	FY 2022		FY 2023		FY 2024		FY 2025		FY 2026		FY 2027		Thereafter Amount
			Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	
FACILITIES AND LAND															
DPW FACILITY - Feasibility/interior renovation	Renovation/Const	DPW	75,000	FC	70,000	Ch90									
DNR Garage/workshop/storage building	Renovation/Const	DPW			70,000	FC									
STICKER OFFICE BUILDING	Renovation/Const	DPW													
TRANSFER STATION FACILITY	Renovation/Const	DPW													
SALT POND SHED	Renovation/Const	DPW	10,000	FC											
SALT SHED	Renovation/Const	DPW					100,000	Ch90							
Rock Harbor Parking Kiosk	Renovation/Const	DPW	10,000	FC											
Subtotal Facilities & Land			95,000		140,000		100,000		-		-		-		-
INFRASTRUCTURE															
ROADWAY MAINTENANCE PROGRAM	Extrordinary Main	DPW							40,000	FC	40,000	FC	40,000	FC	
STORMWATER SYSTEMS	Extrordinary Main	DPW	25,000	FC	25,000	FC	25,000	FC	25,000	FC	25,000	FC	25,000	FC	
PARKING LOT MAINTENANCE	Extrordinary Main	DPW	20,000	FC	20,000	FC	40,000	FC	40,000	FC	40,000	FC	40,000	FC	
TOWN-WIDE SIGN REPLACEMENT PROGRAM	Routine Maint	DPW	25,000	FC											
DESIGN OF TRAFFIC SAFETY IMPROVEMENTS	Planning/Engineer	DPW	50,000	Ch90											
CONSTRUCTION OF TRAFFIC SAFETY IMPROVEMENTS	Renovation/Const	DPW			50,000	Ch90	50,000	Ch90							
DESIGN OF MULTIMODAL PATH NETWORK	Planning/Engineer	DPW					150,000	Ch90							
CONST. MULTIMODAL PATH NETWORK (COMPL)	Planning/Engineer	DPW							400,000	Other	400,000	Other	400,000	Other	8,000,000
Subtotal Infrastructure			120,000		95,000		265,000		505,000		505,000		505,000		8,000,000
FLEET INVENTORY (VEHICLES)															
DPW Fleet Replacement Program	Vehicles	DPW	73,750	CL	73,750	CL	73,750	CL	73,750	CL	73,750	CL	73,750	CL	
DPW Fleet Replacement Program (addl. Start up)	Vehicles	DPW	100,000	FC											
1987 TROJAN UTILITY LOADER	Heavy Equip	DPW													160,000
1990 FORD DUMP TRUCK	Vehicles	DPW			115,000	Ch90									
1991 INTERNATIONAL 4800	Vehicles	DPW					115,000	Ch90							
1993 INTERNATIONAL TANKER	Vehicles	DPW							115,000	Ch90					
2001 PETERBILT ROLL OFF TRUCK	Vehicles	DPW									160,000	FC			
2004 MACK TRACTOR TRUCK	Vehicles	DPW					200,000	FC							
2006 PETERBILT 335 DUMP TRUCK	Vehicles	DPW									115,000	Ch90			
2006 PETERBILT 335 DUMP TRUCK	Vehicles	DPW											115,000	Ch90	
2006 STECO PUSHOUT SEMI TRAILER	Vehicles	DPW	80,000	FC											
2006 STECO SEMI TRAILER	Vehicles	DPW			80,000	FC									
2007 MORBARK TORNADO CHIPPER	Heavy Equip	DPW													
2009 CHEVROLET DUMP TRUCK	Vehicles	DPW											115,000	Ch90	
2010 SPECTEC STEEL EJECTOR	Heavy Equip	DPW													
2010 KUBOTA TRACTOR	Heavy Equip	DPW													10,000
2011 JOHN DEERE LOADER	Heavy Equip	DPW													160,000
2012 BARBER SURF RAKE	Opreational Equip	DPW													
2017 INTERNATIONAL SWEEPER	Vehicles	DPW													280,000
2019 FREIGHTLINER 114SD	Vehicles	DPW													180,000
2019 VOLVO L70H	Vehicles	DPW													160,000
2020 PETERBUILT 567	Vehicles	DPW													160,000
2000 INTERNATIONAL DUMP	Vehicles	DPW													115,000

TOWN OF EASTHAM, MASSACHUSETTS

PUBLIC WORKS DEPARTMENT

FIVE YEAR CAPITAL PLAN for Fiscal Year 2022 through 2027

ASSET TYPE/ITEM	Classification	Department	FY 2022		FY 2023		FY 2024		FY 2025		FY 2026		FY 2027		Thereafter Amount
			Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	
2015 SPECTEC EJECTOR TRAILER	Vehicles	DPW													
2015 ATLAS COMPRESSOR/TRAILER	Vehicles	DPW													
2016 CAM UTILITY TRAILER	Vehicles	DPW													
2016 CAM UTILITY TRAILER	Vehicles	DPW													
2016 SPECTEC TRAILER	Vehicles	DPW													
1996 HOMEMADE TRAILER	Vehicles	DPW													
2020 SOLAR TECH UTILITY	Vehicles	DPW													
1999 SHADOW UTILITY TRAILER	Vehicles	DPW													
2002 SHORE LANDER BOAT TRAILER	Vehicles	NatRes													
2003 MAGIC - TILT BOAT TRAILER	Vehicles	NatRes													
2005 TIDEWATER BOAT TRAILER	Vehicles	NatRes													
2009 LOAD RITE TRAILER	Vehicles	NatRes													
2019 LOADRITE TRAILER	Vehicles	NatRes													
Marine Response Boat (Rock Harbor)	Vehicles	NatRes	150,000	CEx											
Subtotal Fleet Inventory			230,000		195,000		315,000		115,000		275,000		230,000		1,225,000
EQUIPMENT															
MOWER	Opreational Equip	DPW	50,000	Ch90											
TRASH COMPACTORS	Opreational Equip	DPW	85,000	FC	85,000	FC									
CONTAINERS	Opreational Equip	DPW	35,000	FC											
WORK ORDER SYSTEM	Software/Applications														
SANDERS	Opreational Equip	DPW			16,000	FC									
Screeener	Opreational Equip	DPW					60,000	FC							
Sweeper for Loader	Opreational Equip	DPW	20,000	Ch90											
Shop/Mechanic Tools inventory	Opreational Equip	DPW	13,000	FC											
Portable Welder	Opreational Equip	DPW	6,500	FC											
Maintenance Equip. (Extractor, Vacuum, Cleaning)	Opreational Equip	Maint.	5,000	FC											
Subtotal Equipment			214,500		101,000		60,000		-		-		-		-
TOTAL CAPITAL PLAN EXPENDITURE AMOUNTS			833,250		604,750		813,750		693,750		853,750		808,750		9,225,000
ANTICIPATED FUNDING SOURCES															
(CL) Capital Levy (Recurring)			73,750		73,750		73,750		73,750		73,750		73,750		
(CEx) Capital Levy Exclusion			150,000												
(BI) Bond Issuance															
(LI) Lease Issuance															
(FC) Free Cash			489,500		296,000		325,000		105,000		265,000		105,000		
(CPA) Community Preservation Act															
(AF) Ambulance Fund															
(CF) Cable Fund															
(OAF) Other Available Fund			120,000		235,000		415,000		115,000		115,000		230,000		
(Grt) Grant															
Other								400,000		400,000		400,000		400,000	9,225,000
TOTAL ANTIPATED FUNDING			833,250		604,750		813,750		693,750		853,750		808,750		9,225,000
Capital Plan Funding Surplus (Deficit)			-		-		-		-		-		-		-

CAPITAL REQUEST SUBMISSION FORMS

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	Public Works Department Fleet Replacement Program	Amount:	73,750	New/ Replace/ Addition	Replacement
Department:	DPW - General	Type:	Vehicles	Classification:	Vehicles
				Category:	I. Imperative
				Priority:	1

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

Funding to provide ongoing, recurring funding of the DPW Fleet Replacement Program. This allows the department head and town management to manage replacement of routinely recurring vehicle turnover for those vehicles identified as appropriate for the program (see separate write-up).

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.*

Smooths out funding of the capital plan for routine, recurring replacements and avoids spikes in capital requests over our 5 year plan. Allows replacement of fleet vehicles as needed and identified by department head and incentivizes maximizing utilization. Provides ability to take advantage of buying opportunities or to replace poorly performing/expensive vehicles of a like natrue, as needed in lieu of subjecting specific vehicle requests to Town Meeting process that may not provide the timeliness/flexibility needed.

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

These operating vehicles are a critical part of day to day operations and are needed to maintain the departments level of service, staff satisfaction, and operating efficiency. Providing a consistent, recurring level of funding allows managers to replace vehicles as needed to minimize capital and operating costs, as appropriate. Having the ability to replace vehicles as needed improves administrative efficiency and minimizes operational down-time.

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?*

Providing this consistent, recurring funding should ensure that operating costs needed to repair/maintain inappropriate vehicles are minimized. In addition, recurring funds minimizes the need to maintain a larger fleet to provide for older vehicle parts or for back-up vehicles.

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

Per discussion and analysis with Assistant Town Administrator & Finance Director, the accompanying assets are appropriate for inclusion in a recurring funding program from the Capital Tax Levy.

TOWN OF EASTHAM, MASSACHUSETTS - Public Works Department Fleet Replacement Program

Summary DPW maintains a fleet of utility & light duty vehicles as indicated below. These vehicles are replaced on a periodic cycle on a regular basis and are good candidates for a replacement program due to the operational needs and impact. DPW staff provides for a high level of maintenance and care to fleet vehicles which have historically prolonged useful life of these assets and reduced the amount of turnover of the fleet over time.

1/2 Ton Pick-up Utility Vehicles The Departments plan provides for 3 Utility vehicles for each of the DNR staff. Department needs for Highway & public works functions indicate 5 1/2 ton pick-up trucks (6 staff). This is a total of 8 vehicles @ cost of \$55k each (including cost of plow kit installed on each). Vehicles are estimated to be in service for 8 years, or a replacement of 1 vehicle per year.

1 Ton Light Duty Vehicles DPW operations call for the utilization of 3 1-ton vehicles for various purposes. These have a cost of \$75k each (w/ plow kits) w/ an expected service life of 12 years each - or 1 replaced every 4 years.

Other Vehicles DPW provides a vehicle for in-town travel for DPW director as well as two vehicles for maintenance staff. These vehicles are not provided for in the fleet replacement program as it is anticipated re-deployment of older vehicles coming out of regular service will be sufficient for these needs.

5 Year Cost Calculation: 1/2 Ton utility vehicles \$55,000 annually; 1-ton light duty vehicle \$75,000 every 4 years = \$18750 annually + 55000 = 73,750 annually.

Planned Replacement

<u>Vehicle</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Squad	55000				
Fire Chief			55000		
Deputy Chief					55000

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	VEHICLE REPLACEMENT - DPW HEAVY DUTY TRUCK			Amount:	75,000	New/ Replace/ Addition	Replacement
Department:	DPW - Highways	Type:	Vehicles	Classification:	Vehicles	Category:	III. Important
						Priority	10

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

Replacement of existing 1999 Chevrolet 1-Ton Dump Truck with a Plow

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.*

Pickup truck is used as a yard truck in support of Highway and Park maintenance operations. Short term impact could be loss of vehicle which would severely impact our ability to maintain the Town's infrastructure, and respond during Storm Events, while long term issues could involve potential safety hazards to staff.

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

This is the second oldest small/medium sized truck in our fleet. Both the frame and body are rusting away and repairs are no longer viable to keep it running in safe condition. This vehicle is also essential part of our Snow & Ice operations.

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

This request would provide a positive impact to the operating budget by reducing our current repair costs

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

Town Capital Funds

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	VEHICLE REPLACEMENT - TRANSFER STATION PICKUP TRUCK	Amount:	75,000	New/ Replace/ Addition	Replacement	
Department:	DPW - Sanitation	Type:	Vehicles	Classification:	Vehicles	
				Category:	I. Imperative	
					Priority	5

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

Replacement of existing 1998 Chevrolet Pickup Truck

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.*

Pickup truck is used as a yard truck in support of Transfer Station operations. Short term impact could be loss of vehicle which would severely impact our ability to relocate materials within the Transfer Station, while long term issues could involve potential safety hazards to staff and users of the transfer station.

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

This is the oldest small/medium sized truck in our fleet, with over 114,000 miles on it, and was originally a Beach and Recreation vehicle that was passed down to the DPW. The driver door does not close posing a safety hazard to the staff who use it. One of the side mirrors is broken, tailgate will not open/close, it does not have heat or A/C making it difficult to use during extreme weather, and due to its conditions it can no longer pass inspection.

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

Not replacing the truck would impact the duties of our labor force, requiring additional time to do the work and in some instances even overtime.

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

Town Capital Funds

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	SOLID WASTE (TRASH) COMPACTORS	Amount:	85,000	New/ Replace/ Addition	Replacement	
Department:	DPW - Sanitation	Type:	Equipment	Classification:	Operational Equipment	
				Category:	I. Imperative	
					Priority	1

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

New Compactor for Solid Waste (Trash) Disposal Area

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

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

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

The Transfer Station currently has two trash drop off areas each one equipped with a compactor. They were originally installed around 2003, and one was replaced about 10 years ago, but both are in dire need of replacement due to severe rust throughout the equipment and are in danger of being going out of operation soon. We are proposing to replace the older of the two with this request

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

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

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

Town Capital Funds



TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	MARINE RESPONSE BOAT & EQUIPMENT	Amount:	150,000	New/ Replace/ Addition	Replacement
Department:	DPW - Natural Resources	Type:	Equipment	Classification:	Operational Equipment
				Category:	I. Imperative
				Priority	2

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

Replacement of existing marine response boat, shared with the Fire Department, for the bay side with a 21 foot - 25 foot Center Console Vessel

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 type of vessel will provide the harbor patrol with 360 degree visibility, and accessibility to the water all around the boat, supporting personnel recovery activities as well as access for pulling alongside objects. It would also provide the best platform for stern and alongside towing, as well as greater stability and handling in heavier seas and close quarter maneuvering in inland situations, such as the harbor, marsh areas and shallow water. Short term impact of not replacing the boat would continue to provide our public safety appartus (Harbormaster & Fire Rescue) with inadequate equipment to address distress calls. Long term impact include potential safety for staff using boat and complete lack of ability to respond to distress calls on time on the bay side.

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

The current vessel is a 2011 Eastern with a 2011 Evinrude engine which is more suited for lakes. Due to that, it was originally purchased only as a "quick fix" to replace an older boat. The side diver's door leaks, the deck does not drain properly, usually leading to a wet boat in seas of 2 feet and greater, it handles poorly and due to console location does not provide good visibility during operation.

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 request does not affect the operating budget. Lack of funding would continue the lack of adequate Public Safety support on the bay side

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

Town Capital Funds



TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	SOLID WASTE (TRASH) STORAGE AND HAULING TRAILERS	Amount:	80,000	New/ Replace/ Addition	Replacement
Department:	DPW - Sanitation	Type:	Equipment	Classification:	Operational Equipment
			Category:	I. Imperative	Priority
3					

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

Replacement of existing trailer for storing and hauling Solid Waste

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

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

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

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

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

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

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

Town Capital Funds



TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	STORAGE CONTAINERS FOR RECYCLABLES	Amount:	35,000	New/ Replace/ Addition	Replacement
Department:	DPW - Sanitation	Type:	Equipment	Classification:	Operational Equipment
				Category:	I. Imperative
				Priority	4

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

Open top and closed container to house recyclable material (plastic, glass, cardboard, construction & demolition, metal, etc.) at the Transfer Station

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

Operating the Transfer Station requires containers to store recycled material until ready to be hauled. Having containers that are in good shape, and continually upgraded as necessary, provides reliable and redundant storage solutions to handle year-round demand, unexpected events and our peak season. Additionally, having the right amount of containers allows us to safely store material until it is beneficial to dispose of based on fluctuating costs. Short term impacts of not purchasing compactors could mean reduction in ability to process and store materials. Long term could mean closing disposal areas and escalating operating costs.

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

Many of our containers are rusted and have holes. Our staff purchases expensive steel sheets to patch them but some are beyond being able to patch. Holes in the containers could allow material to fall out while being filled and hauled.

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

Not replacing the containers could severely impact the Transfer Station's revenues, all while increasing operating costs due to continued replacement, longer times to process materials, and disposing of materials at higher costs based on market fluctuations

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

Town Capital Funds, Solid Waste Grant funds



TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	VEHICLE REPLACEMENT - TRANSFER STATION PICKUP TRUCK	Amount:	75,000	New/ Replace/ Addition	Replacement
Department:	DPW - Sanitation	Type:	Vehicles	Classification:	Vehicles
				Category:	I. Imperative
				Priority	5

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

Replacement of existing 1998 Chevrolet Pickup Truck

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.*

Pickup truck is used as a yard truck in support of Transfer Station operations. Short term impact could be loss of vehicle which would severely impact our ability to relocate materials within the Transfer Station, while long term issues could involve potential safety hazards to staff and users of the transfer station.

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

This is the oldest small/medium sized truck in our fleet, with over 114,000 miles on it, and was originally a Beach and Recreation vehicle that was passed down to the DPW. The driver door does not close posing a safety hazard to the staff who use it. One of the side mirrors is broken, tailgate will not open/close, it does not have heat or A/C making it difficult to use during extreme weather, and due to its conditions it can no longer pass inspection.

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

Not replacing the truck would impact the duties of our labor force, requiring additional time to do the work and in some instances even overtime.

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

Town Capital Funds



TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title: MS4 SUPPORT SERVICES	Amount: 45,000	New/Replace/Addition	Replacement
Department: DPW - General	Type: Infrastructure	Classification: Planning/Engineering	Category: I. Imperative
			Priority 6

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*
 Engineering and Planning Support services related to compliance with the Town of Eastham's NPDES Stormwater Discharge Permit

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savomgs, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*
 In order to meet Federal and State laws and regulations, the Town of Eastham applied and received permission to discharge stormwater runoff under the Massachusetts Small MS4 General Permit. This assists in the Town's efforts to improve the water quality around Eastham, and helps protect our aquifer, by requiring the development and update of the Town's Stormwater Management Plan. Short term consequences could mean incurring in fines and long term consequences could mean loss of discharge permit

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

OPERATING BUDGET IMPACT *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*
 Lack of approval would require a minimum of 1 FTE staff increase to focus on MS4-related activities. The recurring salary and benefit costs would be exponentially higher than outsourcing to a consultant.

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



TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	FEASIBILITY EXPAND DPW GARAGE/INTERIOR RENOVATION	Amount:	75,000	New/ Replace/ Addition	Addition
Department:	DPW - Municipal Buildings	Type:	Facilities	Classification:	Planning/Engineering
				Category:	I. Imperative
				Priority	5

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

Feasibility study to determine the immediate and future facility needs of the department

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.*

A feasibility study provides the Town with options for upgrades to choose from based on the current and future needs of the department. This creates a process where the Town is able to determine the most cost-efficient option available instead of continuing to make patches and repairs which begin to add up in cost. The consequences of not starting this process are that staff will continue to work in cramped spaces that are not suited for their operations, while continuing to make costly patch repairs as necessary. In the long term, quality of service will begin to erode, eventually code issues and regulatory concerns might impair use of the building, making the eventual upgrades costlier the longer we wait.

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

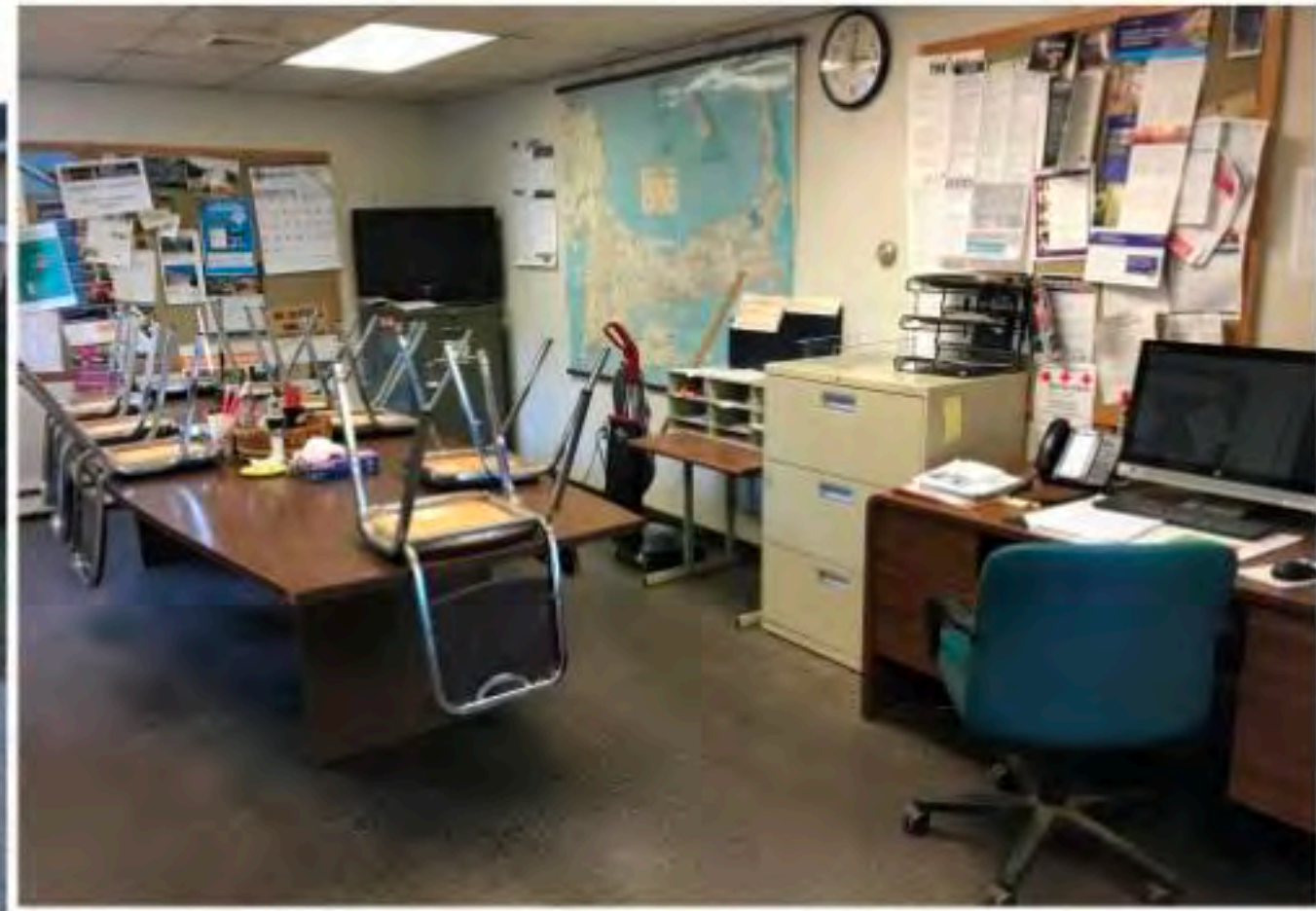
The Public Works and Natural Resources building was completed 30 years ago and is therefore in need for upgrades. Departmental operations, accessibility codes, and building codes have all changed since the building was completed and the department has resorted to adding office space and making minor piecemeal upgrades as time has gone on. A complete assessment on necessary upgrades is long overdue.

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 request does not affect the operating budget. Lack of approval of this request to begin the renovation process will result in a continuing increase in funding requests for building maintenance operating budget

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

Town Capital Funds. Grant funds for accessibility upgrades may be available after feasibility study is completed.



TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	PARKING LOT MAINTENANCE	Amount:	20,000	New/ Replace/ Addition	New
Department:	DPW - General	Type:	Infrastructure	Classification:	Renovation/Construction
				Category:	II. Essential
Priority 8					

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

Recurring project to improve of paved parking lots at Town of Eastham's facilities. This includes individual building parking lots (such as Town Hall) as well as recreational facilities (beach parking lots)

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.*

Town infrastructure is one of our most important assets. Providing good parking facilities improves the public's experience when visiting one of our Town buildings, beaches, or parks. Impact of not improving our parking lots means continued deterioration of an important asset in the short term, and escalating repair costs the longer it gets put off.

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

A variety of our parking lots are in fair to poor condition, with issues ranging from deteriorating asphalt, potholes, puddles, faded parking lines, etc. A comprehensive approach for recurring repairs will allow the condition of our parking lots to improve and to lower repair costs in the future

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

Lack of approval means additional staff would be required to provide more maintenance (patching potholes, cleaning drainage, marking lines, etc.) at a rising cost

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

Town Capital Funds



TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	SALT POND BUILDING RENOVATION	Amount:	10,000	New/ Replace/ Addition	Maint
Department:	DPW - Natural Resources	Type:	Facilities	Classification:	Extraordinary Maint. & Repair
				Category:	III. Important
				Priority	9

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

Maintenance and repair to aging shellfish upweller building at Salt Pond

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 structure, built in 2010, houses an upweller used to grow Quahogs that are broadcasted into the Nauset Marsh Estuary. Staff uses this building to raise 250,000 quahogs provided by the Barnstable County Cooperative Extension at no cost to the Town. The quahogs available through this program are around 2-3 mm in size and need be put into the upweller to grow larger. Impacts of not improving this building would mean losing the opportunity to obtaining quahog seed from the County, establishing future educational programs, and eventual dwindling quahog population in the long term.

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

The building is in need of repairs as the windows are no longer functioning (some stuck open, some stuck closed), floor boards starting to break down, the pvc pipes starting to break, and one of the pumps has failed, leaving no back up if a failure occurs during the summer months when in use. It is also important to be able to repair the building if something unforeseen happens.

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 alternative would be to purchase 250,000 quahogs already at broadcasting size at a cost of around \$12,000 each season.

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

Town Capital Funds



TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title: VEHICLE REPLACEMENT - DPW HEAVY DUTY TRUCK	Amount: 75,000	New/Replace/Addition	Replacement
Department: DPW - Highways	Type: Vehicles	Classification: Vehicles	Category: III. Important
			Priority 10

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

Replacement of existing 1999 Chevrolet 1-Ton Dump Truck with a Plow

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.*

Pickup truck is used as a yard truck in support of Highway and Park maintenance operations. Short term impact could be loss of vehicle which would severely impact our ability to maintain the Town's infrastructure, and respond during Storm Events, while long term issues could involve potential safety hazards to staff.

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

This is the second oldest small/medium sized truck in our fleet. Both the frame and body are rusting away and repairs are no longer viable to keep it running in safe condition. This vehicle is also essential part of our Snow & Ice operations.

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

This request would provide a positive impact to the operating budget by reducing our current repair costs

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

Town Capital Funds



TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	PUBLIC ROADWAY & DRAINAGE MAINTENANCE PROGRAM	Amount:	75,000	New/ Replace/ Addition	New
Department:	DPW - Highways	Type:	Infrastructure	Classification:	Renovation/Construction
			Category:	III. Important	Priority:

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

Construction work related to maintaining the Town's Public Roadway and Drainage Infrastructure at various locations

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.*

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

One of the Town's largest assets, the roadway network comprises of about 55 miles of paved and unpaved roads, 836 catch basins, 11 outfalls, 60 Drain Manholes, 232 pipes, 6 Best Management Practices (BMPs) and numerous culverts, swales, etc. Regular upkeep ensures the proper functioning of these assets and of the very imporant transportation network of our Town

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

Lack of construction means increased maintenance of ageing assets and additional staff time required to ensure safe travel on our road network

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

Town Capital Funds to Supplement other Funding (Grants, Chapter 90, Water Project, etc.)



TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	TOWN-WIDE SIGN REPLACEMENT PROGRAM	Amount:	25,000	New/ Replace/ Addition	Replacement
Department:	DPW - Highways	Type:	Infrastructure	Classification:	Renovation/Construction
				Category:	III. Important
Priority:					

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

Continuation of the Town of Eastham's Street Name sign replacement program

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

MUTCD-compliant Street Name signs provide better visibility at night and during storm event. They also help guide first responders to distress and emergency calls. Failure to replace the signs could help deteriorate response times and hinder the ability of first responders to quickly attend calls.

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

Currently a lot of both public and private ways are marked with wooden signs and other non-compliant signs. Installation of MUTCD-compliant Street Name signs helps with prompt response during emergency events, by providing better visibility at night and during storm events. It also puts the Town into compliance with Federal mandates regarding Street Name sign requirements. Existing wooden and other decorative signs will not be removed and the compliant signs will just serve to compliment them.

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 request is solely to purchase the signs. Staff time will be required for installation

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

Town Capital Funds



TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	MECHANIC SHOP TOOLS	Amount:	10,000	New/ Replace/ Addition	New
Department:	DPW - Highways	Type:	Infrastructure	Classification:	Planning/Engineering
				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.*

Purchase of mechanic tools to outfit the developing DPW mechanics shop

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 short term benefit would be allowing staff to make repairs to vehicles and equipment quicker and more efficiently, making better use of their time. The long term benefit is that would set the foundation for creating a central fleet division that could provide repairs and maintenance not only to the department's fleet, but also to the rest of the Town.

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

The staff currently uses old or their own tools in most cases. New tools would make repairs safer, quicker, and more efficient

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?*

Funding this request would allow for staff to spend less time in repairs, making better use of their time

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

Town Capital Funds



TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	ROCK HARBOR PARKING KIOSK	Amount:	10,000	New/ Replace/ Addition	New
Department:	DPW - Municipal Buildings	Type:	Facilities	Classification:	Planning/Engineering
				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.*

Installation of new Parking Kiosk at the Rock Harbor facility

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.*

At the FY21 Fee Hearing, the Select Board approved new Parking/Boat Launch fees for the Rock Harbor facility. Installation of a parking kiosk will enhance the staff's capabilities to collect said fees. This is inline with the Select Board goals to enhance access to recreational facilities

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

In our quest to develop sustainable sources of funding for both our operations and the maintenance of our assets, a parking/launch fee for Rock Harbor was created. In addition to seasonal passes, daily fees will be charged for use of the limited parking spaces. A parking kiosk would allow users to pay the parking fee without the need to have an attendant present. This is the standard in various launching facilities in our area.

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

Lack of funding could affect the staff's ability to collect parking fees, incurring in a potential loss of funding, or would require additional supervision of the area

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

Town Capital Funds

MS1™ Multi-Space Pay Station

The IPS MS1™ Pay Station is a sixth generation multi-space Smart Meter, uniquely designed with the end user in mind. The machine retains the same intuitive design as our single-space Smart Meter while offering additional enhancements as standard features such as stainless steel and armored glass, an extra-large display screen, solar power, multiple payment options and IntelliTouch™ technology which provides the ability to start a transaction from any point in the transaction cycle. MS1™ pay stations are available in pay-by-space, pay-by-plate, and pay and display models and include forward compatibility and full integration with existing technologies such as single-space meters, vehicle detection sensors, mobile payment options, user guidance and enforcement applications.

Standard Key Features:

- IntelliTouch™ enabled (intuitive transaction processing)
- Powder-coated stainless steel cabinet with armored display glass
- High-security 6-point locking lower housing with anti-drill locks
- Blue LED lighting provides illumination for users and technicians
- Configurable buttons to allow for multiple languages max time payments
- Capable of processing mixed payment transactions
- Modularly designed components for ease-of-service in the field
- Wirelessly communicates in real-time to IPS Data Management System
- Upgrades to alternate models with a change of keypad



TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	DESIGN OF TRAFFIC SAFETY IMPROVEMENTS	Amount:	50,000	New/ Replace/ Addition	Replacement
Department:	DPW - General	Type:	Infrastructure	Classification:	Planning/Engineering
				Category:	I. Imperative
Priority:					

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

Design of Traffic Safety Improvements at various locations

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.*

Traffic safety is obviously one of the most important responsibilities the Town has to users of its roads. Most of the intersections are on some of our busiest roads so improvements would benefit both all types of drivers, including commercial vehicles and first responders. Short and long term consequences of not completing the project could lead to an uptick of traffic incidents at various locations

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

Currently there are various intersections, including Bridge Road at Herring Brook Road and Bridge Road at Baywood Road, that the geometry creates confusion to drivers leading to near miss incidents. Improving the geometric design of those intersections to better channel traffic will immensely decrease the probability of a traffic incident

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?*

Currently we have resorted to placing warning signs at several intersections. Reconfiguring the intersections will reduce the need to make new signs and other traffic calming measures at these intersections

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

Chapter 90 Funds



TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	MOWER (MID MOUNT SIDE ARM)	Amount:	50,000	New/ Replace/ Addition	Replacement
Department:	DPW - Highways	Type:	Equipment	Classification:	Operational Equipment
				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.*

Replacement of side arm mower attachment on our existing tractor

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 is the equipment the department uses to clear roadsides and maintain good sight distances throughout our road network. Short and long term impacts would mean a diminished ability to complete this important task

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

The manufacturer has gone out of business and parts for the attachment are unavailable. A good example of this is when earlier in the year we had to purchase control cables because one broke and we managed to get a set that was located in Italy and according to our vendor was "the last set available in the whole world". The arm also has a large crack that was welded together and it is definitely on borrowed time.

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?*

Impact to the operating budget would be substantial as the work would have to be contracted out

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

Chapter 90 funds. If expense not approved by MassDOT, then Town Capital funds will be requested.



TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title: SWEEPER FOR LOADER	Amount: 20,000	New/Replace/Addition	Replacement
Department: DPW - Highways	Type: Equipment	Classification: Operational Equipment	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.*
 Sweeper attachment for our loader

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.*
 Sweeper attachment is used to sweep sand on roads and parking lots. Short and long term impacts would mean a diminished ability to complete this task or would have to put off other important tasks to complete this one

JUSTIFICATION: *Succinctly summarize your request and statement of need.*
 Due to salt, age and wear & tear, the current sweeper attachment is rusted beyond repair

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?*
 Impact to the operating budget would be substantial as the work would have to be contracted out in order to meet deadlines

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*
 Chapter 90 funds



TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	PORTABLE WELDER	Amount:	6,500	New/ Replace/ Addition	Addition
Department:	DPW - Highways	Type:	Equipment	Classification:	Operational Equipment
				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.*

Purchase of a portable welder to provide more flexibility

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 is a key piece of equipment that allows to make as many repairs as possible to our DPW/Nat Res./Transfer Station equipment. Short and long term impacts include having to outsource more vehicle and equipment repairs instead of doing that work using in-house staff

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

The department currently has a stationary welder that is on its last legs but unfortunately it is also not mobile, which prompts us to have to outsource certain welding jobs when we have staff capable to do the work

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

Not approving this request would continue and escalate the practice of outsourcing work that could be done in-house, continually raising our repair costs

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

Chapter 90 funds



TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title: CHAINSAWS	Amount: 3,000	New/Replace/Addition: New
Department: DPW - General	Type: Equipment	Classification: Operational Equipment
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.*
 Replacement of existing chainsaws

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.*
 Chainsaws are an integral part of not only our everyday maintenance, but also during storm events to help us remove fallen limbs and trees. Short and long term impact of not purchasing new chainsaws would be an impaired ability to properly respond during emergency events and diminish the response ability of the Town's emergency response apparatus

JUSTIFICATION: *Succinctly summarize your request and statement of need.*
 Our current chainsaws and polesaws are becoming old, unreliable, and dangerous to operate.

OPERATING BUDGET IMPACT: *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*
 Continuing maintenance would mean that we would get to a point where we've spent more on repairs than the actual cost of a new chainsaw

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*
 Chapter 90 funds



TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title: SOLID WASTE (TRASH) COMPACTORS	Amount: 85,000	New/ Replace/ Addition	Replacement
Department: DPW - Sanitation	Type: Equipment	Classification: Operational Equipment	Category: I. Imperative Priority 1

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*
 New Compactor for Solid Waste (Trash) Disposal Area

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savomgs, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*
 Compacting disposed solid waste greatly enhances the Transfer Station's capacity to receive and process Solid Waste. The alternative would be to store trash in open top containers, uncompacted, requiring a large amount of storage to cope with the incoming waste and potentially creating a nuisance. Additionally, the area around the compactor is structurally unsound creating a safety concern that does not allow staff to clean it properly which enhances the proble. Short term consequences of not purchasing a new compactor would mean loss of the equipment. This would severely reduce the Transfer Station's capacity and require a reduction in the amount of waste allowed in every day. Long term consequences range from public health concerns to loss of Transfer Station operating permit.

JUSTIFICATION: *Succinctly summarize your request and statement of need.*
 The Transfer Station currently has two trash drop off areas each one equiped with a compactor. They were originally installed around 2003, and one was replaced about 10 years ago, but both are in dire need of replacement due to severe rust throughout the equipment and are in danger of being going out of operation soon. We are proposing to replace the older of the two with this request

OPERATING BUDGET IMPACT *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*
 Maintenance, Overtime and Hauling costs would be severely impacted due to continuing expensive repairs or in the event of losing the equipment altogether, additional work hours and hauling costs due to the lack of ability to compact the incoming solid waste

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

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	MARINE RESPONSE BOAT & EQUIPMENT	Amount:	150,000	New/ Replace/ Addition	Replacement	
Department:	DPW - Natural Resources	Type:	Equipment	Classification:	Operational Equipment	
				Category:	I. Imperative	
					Priority	2

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*
 Replacement of existing marine response boat, shared with the Fire Department, for the bay side with a 21 foot - 25 foot Center Console Vessel

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 type of vessel will provide the harbor patrol with 360 degree visibility, and accessibility to the water all around the boat, supporting personnel recovery activities as well as access for pulling alongside objects. It would also provide the best platform for stern and alongside towing, as well as greater stability and handling in heavier seas and close quarter maneuvering in inland situations, such as the harbor, marsh areas and shallow water. Short term impact of not replacing the boat would continue to provide our public safety appartus (Harbormaster & Fire Rescue) with inadequate equipment to address distress calls. Long term impact include potential safety for staff using boat and complete lack of ability to respond to distress calls on time on the bay side.

JUSTIFICATION: *Succinctly summarize your request and statement of need.*
 The current vessel is a 2011 Eastern with a 2011 Evinrude engine which is more suited for lakes. Due to that, it was originally purchased only as a "quick fix" to replace an older boat. The side diver's door leaks, the deck does not drain properly, usually leading to a wet boat in seas of 2 feet and greater, it handles poorly and due to console location does not provide good visibility during operation.

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 request does not affect the operating budget. Lack of funding would continue the lack of adequate Public Safety support on the bay side

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

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	SOLID WASTE (TRASH) STORAGE AND HAULING TRAILERS	Amount:	80,000	New/ Replace/ Addition	Replacement
Department:	DPW - Sanitation	Type:	Equipment	Classification:	Operational Equipment
				Category:	I. Imperative
				Priority	3

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

Replacement of existing trailer for storing and hauling Solid Waste

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

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

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

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

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

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

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

Town Capital Funds

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	STORAGE CONTAINERS FOR RECYCLABLES	Amount:	35,000	New/ Replace/ Addition	Replacement	
Department:	DPW - Sanitation	Type:	Equipment	Classification:	Operational Equipment	
				Category:	I. Imperative	
					Priority	4

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

Open top and closed container to house recyclable material (plastic, glass, cardboard, construction & demolition, metal, etc.) at the Transfer Station

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

Operating the Transfer Station requires containers to store recycled material until ready to be hauled. Having containers that are in good shape, and continually upgraded as necessary, provides reliable and redundant storage solutions to handle year-round demand, unexpected events and our peak season. Additionally, having the right amount of containers allows us to safely store material until it is beneficial to dispose of based on fluctuating costs. Short term impacts of not purchasing compactors could mean reduction in ability to process and store materials. Long term could mean closing disposal areas and escalating operating costs.

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

Many of our containers are rusted and have holes. Our staff purchases expensive steel sheets to patch them but some are beyond being able to patch. Holes in the containers could allow material to fall out while being filled and hauled.

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

Not replacing the containers could severely impact the Transfer Station's revenues, all while increasing operating costs due to continued replacement, longer times to process materials, and disposing of materials at higher costs based on market fluctuations

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

Town Capital Funds, Solid Waste Grant funds

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	MS4 SUPPORT SERVICES	Amount:	45,000	New/ Replace/ Addition	Replacement	
Department:	DPW - General	Type:	Infrastructure	Classification:	Planning/Engineering	
				Category:	I. Imperative	
					Priority	6

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*
 Engineering and Planning Support services related to compliance with the Town of Eastham's NPDES Stormwater Discharge Permit

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savomgs, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*
 In order to meet Federal and State laws and regulations, the Town of Eastham applied and received permission to discharge stormwater runoff under the Massachusetts Small MS4 General Permit. This assists in the Town's efforts to improve the water quality around Eastham, and helps protect our aquifer, by requiring the development and update of the Town's Stormwater Management Plan. Short term consequences could mean incurring in fines and long term consequences could mean loss of discharge permit

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

OPERATING BUDGET IMPACT: *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*
 Lack of approval would require a minimum of 1 FTE staff increase to focus on MS4-related activities. The recurring salary and benefit costs would be exponentially higher than outsourcing to a consultant.

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

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	FEASIBILITY EXPAND DPW GARAGE/INTERIOR RENOVATION	Amount:	75,000	New/ Replace/ Addition	Addition	
Department:	DPW - Municipal Buildings	Type:	Facilities	Classification:	Planning/Engineering	
				Category:	I. Imperative	
					Priority	5

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

Feasibility study to determine the immediate and future facility needs of the department

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.*

A feasibility study provides the Town with options for upgrades to choose from based on the current and future needs of the department. This creates a process where the Town is able to determine the most cost-efficient option available instead of continuing to make patches and repairs which begin to add up in cost. The consequences of not starting this process are that staff will continue to work in cramped spaces that are not suited for their operations, while continuing to make costly patch repairs as necessary. In the long term, quality of service will begin to erode, eventually code issues and regulatory concerns might impair use of the building, making the eventual upgrades costlier the longer we wait.

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

The Public Works and Natural Resources building was completed 30 years ago and is therefore in need for upgrades. Departmental operations, accessibility codes, and building codes have all changed since the building was completed and the department has resorted to adding office space and making minor piecemeal upgrades as time has gone on. A complete assessment on necessary upgrades is long overdue.

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 request does not affect the operating budget. Lack of approval of this request to begin the renovation process will result in a continuing increase in funding requests for building maintenance operating budget

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

Town Capital Funds. Grant funds for accessibility upgrades may be available after feasibility study is completed.

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	PARKING LOT MAINTENANCE	Amount:	20,000	New/ Replace/ Addition	New	
Department:	DPW - General	Type:	Infrastructure	Classification:	Renovation/Construction	
				Category:	II. Essential	
					Priority	8

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

Recurring project to improve of paved parking lots at Town of Eastham's facilities. This includes individual building parking lots (such as Town Hall) as well as recreational facilities (beach parking lots)

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.*

Town infrastructure is one of our most important assets. Providing good parking facilities improves the public's experience when visiting one of our Town buildings, beaches, or parks. Impact of not improving our parking lots means continued deterioration of an important asset in the short term, and escalating repair costs the longer it gets put off.

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

A variety of our parking lots are in fair to poor condition, with issues ranging from deteriorating asphalt, potholes, puddles, faded parking lines, etc. A comprehensive approach for recurring repairs will allow the condition of our parking lots to improve and to lower repair costs in the future

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

Lack of approval means additional staff would be required to provide more maintenance (patching potholes, cleaning drainage, marking lines, etc.) at a rising cost

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

Town Capital Funds

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	SALT POND BUILDING RENOVATION	Amount:	10,000	New/ Replace/ Addition	Maint
Department:	DPW - Natural Resources	Type:	Facilities	Classification:	Extraordinary Maint. & Repair
				Category:	III. Important
				Priority	9

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

Maintenance and repair to aging shellfish upweller building at Salt Pond

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 structure, built in 2010, houses an upweller used to grow Quahogs that are broadcasted into the Nauset Marsh Estuary. Staff uses this building to raise 250,000 quahogs provided by the Barnstable County Cooperative Extension at no cost to the Town. The quahogs available through this program are around 2-3 mm in size and need be put into the upweller to grow larger. Impacts of not improving this building would mean losing the opportunity to obtaining quahog seed from the County, establishing future educational programs, and eventual dwindling quahog population in the long term.

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

The building is in need of repairs as the windows are no longer functioning (some stuck open, some stuck closed), floor boards starting to break down, the pvc pipes starting to break, and one of the pumps has failed, leaving no back up if a failure occurs during the summer months when in use. It is also important to be able to repair the building if something unforeseen happens.

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 alternative would be to purchase 250,000 quahogs already at broadcasting size at a cost of around \$12,000 each season.

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

Town Capital Funds

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	PUBLIC ROADWAY & DRAINAGE MAINTENANCE PROGRAM	Amount:	75,000	New/ Replace/ Addition	New
Department:	DPW - Highways	Type:	Infrastructure	Classification:	Renovation/Construction
				Category:	III. Important
Priority:					

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*
 Construction work related to maintaining the Town's Public Roadway and Drainage Infrastructure at various locations

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.*

JUSTIFICATION: *Succinctly summarize your request and statement of need.*
 One of the Town's largest assets, the roadway network comprises of about 55 miles of paved and unpaved roads, 836 catch basins, 11 outfalls, 60 Drain Manholes, 232 pipes, 6 Best Management Practices (BMPs) and numerous culverts, swales, etc. Regular upkeep ensures the proper functioning of these assets and of the very imporant transportation network of our Town

OPERATING BUDGET IMPACT: *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*
 Lack of construction means increased maintenance of ageing assets and additional staff time required to ensure safe travel on our road network

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*
 Town Capital Funds to Supplement other Funding (Grants, Chapter 90, Water Project, etc.)

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	TOWN-WIDE SIGN REPLACEMENT PROGRAM	Amount:	25,000	New/ Replace/ Addition	Replacement
Department:	DPW - Highways	Type:	Infrastructure	Classification:	Renovation/Construction
				Category:	III. Important
Priority:					

DESCRIPTION: *Provide a project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail and expected useful life.*
 Continuation of the Town of Eastham's Street Name sign replacement program

BENEFITS/IMPACTS: *Highlight project benefits, including efficiencies created, service enhancements, cost savomgs, Select Board/Strategic Goals achieved. Describe short and long-term consequences of not completing the project.*
 MUTCD-compliant Street Name signs provide better visibility at night and during storm event. They also help guide first responders to distress and emergency calls. Failure to replace the signs could help deteriorate response times and hinder the ability of first responders to quickly attend calls.

JUSTIFICATION: *Succinctly summarize your request and statement of need.*
 Currently a lot of both public and private ways are marked with wooden signs and other non-compliant signs. Installation of MUTCD-compliant Street Name signs helps with prompt response during emergency events, by providing better visibility at night and during storm events. It also puts the Town into compliance with Federal mandates regarding Street Name sign requirements. Existing wooden and other decorative signs will not be removed and the compliant signs will just serve to compliment them.

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 request is solely to purchase the signs. Staff time will be required for installation

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

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	MECHANIC SHOP TOOLS	Amount:	10,000	New/ Replace/ Addition	New
Department:	DPW - Highways	Type:	Infrastructure	Classification:	Planning/Engineering
				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.*

Purchase of mechanic tools to outfit the developing DPW mechanics shop

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 short term benefit would be allowing staff to make repairs to vehicles and equipment quicker and more efficiently, making better use of their time. The long term benefit is that would set the foundation for creating a central fleet division that could provide repairs and maintenance not only to the department's fleet, but also to the rest of the Town.

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

The staff currently uses old or their own tools in most cases. New tools would make repairs safer, quicker, and more efficient

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?*

Funding this request would allow for staff to spend less time in repairs, making better use of their time

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

Town Capital Funds

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	ROCK HARBOR PARKING KIOSK	Amount:	10,000	New/ Replace/ Addition	New
Department:	DPW - Municipal Buildings	Type:	Facilities	Classification:	Planning/Engineering
				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.*
 Installation of new Parking Kiosk at the Rock Harbor facility

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.*
 At the FY21 Fee Hearing, the Select Board approved new Parking/Boat Launch fees for the Rock Harbor facility. Installation of a parking kiosk will enhance the staff's capabilities to collect said fees. This is inline with the Select Board goals to enhance access to recreational facilities

JUSTIFICATION: *Succinctly summarize your request and statement of need.*
 In our quest to develop sustainable sources of funding for both our operations and the maintenance of our assets, a parking/launch fee for Rock Harbor was created. In additional to seasonal passes, daily fees will be charged for use of the limited parking spaces. A parking kiosk would allow users to pay the parking fee without the need to have an attendant present. This is the standard in various launching facilities in our area.

OPERATING BUDGET IMPACT: *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*
 Lack of funding could affect the staff's ability to collect parking fees, incurring in a potential loss of funding, or would require additional supervision of the area

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

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	DESIGN OF TRAFFIC SAFETY IMPROVEMENTS	Amount:	50,000	New/ Replace/ Addition	Replacement
Department:	DPW - General	Type:	Infrastructure	Classification:	Planning/Engineering
				Category:	I. Imperative
Priority:					

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

Design of Traffic Safety Improvements at various locations

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.*

Traffic safety is obviously one of the most important responsibilities the Town has to users of its roads. Most of the intersections are on some of our busiest roads so improvements would benefit both all types of drivers, including commercial vehicles and first responders. Short and long term consequences of not completing the project could lead to an uptick of traffic incidents at various locations

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

Currently there are various intersections, including Bridge Road at Herring Brook Road and Bridge Road at Baywood Road, that the geometry creates confusion to drivers leading to near miss incidents. Improving the geometric design of those intersections to better channel traffic will immensely decrease the probability of a traffic incident

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?*

Currently we have resorted to placing warning signs at several intersections. Reconfiguring the intersections will reduce the need to make new signs and other traffic calming measures at these intersections

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

Chapter 90 Funds

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	MOWER (MID MOUNT SIDE ARM)	Amount:	50,000	New/ Replace/ Addition	Replacement
Department:	DPW - Highways	Type:	Equipment	Classification:	Operational Equipment
				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.*

Replacement of side arm mower attachment on our existing tractor

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 is the equipment the department uses to clear roadsides and maintain good sight distances throughout our road network. Short and long term impacts would mean a diminished ability to complete this important task

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

The manufacturer has gone out of business and parts for the attachment are unavailable. A good example of this is when earlier in the year we had to purchase control cables because one broke and we managed to get a set that was located in Italy and according to our vendor was "the last set available in the whole world". The arm also has a large crack that was welded together and it is definitely on borrowed time.

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?*

Impact to the operating budget would be substantial as the work would have to be contracted out

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

Chapter 90 funds. If expense not approved by MassDOT, then Town Capital funds will be requested.

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	SWEEPER FOR LOADER			Amount:	20,000	New/ Replace/ Addition	Replacement
Department:	DPW - Highways	Type:	Equipment	Classification:	Operational Equipment	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.*
 Sweeper attachment for our loader

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.*
 Sweeper attachment is used to sweep sand on roads and parking lots. Short and long term impacts would mean a diminished ability to complete this task or would have to put off other important tasks to complete this one

JUSTIFICATION: *Succinctly summarize your request and statement of need.*
 Due to salt, age and wear & tear, the current sweeper attachment is rusted beyond repair

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?*
 Impact to the operating budget would be substantial as the work would have to be contracted out in order to meet deadlines

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*
 Chapter 90 funds

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	PORTABLE WELDER	Amount:	6,500	New/ Replace/ Addition	Addition
Department:	DPW - Highways	Type:	Equipment	Classification:	Operational Equipment
				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.*
 Purchase of a portable welder to provide more flexibility

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 is a key piece of equipment that allows to make as many repairs as possible to our DPW/Nat Res./Transfer Station equipment. Short and long term impacts include having to outsource more vehicle and equipment repairs instead of doing that work using in-house staff

JUSTIFICATION: *Succinctly summarize your request and statement of need.*
 The deparment currently has a stationary welder that is on its last legs but unfortunately it is also not mobile, which prompts us to have to outsource certain welding jobs when we have staff capable to do the work

OPERATING BUDGET IMPACT *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*
 Not approving this request would continue and escalate the practice of outsourcing work that could be done in-house, continually raising our repair costs

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*
 Chapter 90 funds

TOWN OF EASTHAM, MASSACHUSETTS
 CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
 CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	CHAINSAWS	Amount:	75,000	New/ Replace/ Addition	New
Department:	DPW - General	Type:	Equipment	Classification:	Operational Equipment
				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.*
 Replacement of existing chainsaws

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.*
 Chainsaws are an integral part of not only our everyday maintenance, but also during storm events to help us remove fallen limbs and trees. Short and long term impact of not purchasing new chainsaws would be an impaired ability to properly respond during emergency events and diminish the response ability of the Town's emergency response apparatus

JUSTIFICATION: *Succinctly summarize your request and statement of need.*
 Our current chainsaws and polesaws are becoming old, unreliable, and dangerous to operate.

OPERATING BUDGET IMPACT: *Describe how this request/project impacts operating budgets. i.e. Does it increase/reduce energy costs? Reduce current maintenance, staffing, or support costs?*
 Continuing maintenance would mean that we would get to a point where we've spent more on repairs than the actual cost of a new chainsaw

FUNDING: *Describe how you anticipate funding this request. Are there any grant opportunities available and have we pursued those options?*
 Chapter 90 funds

FLEET INVENTORIES & CONDITION ASSESSMENTS

Date of Update		CONDITION ASSESSMENT (POINTS)																					
Department	Model Year	Manufacturer	Make/Model	VIN #	Plate #	Expected		In-Service Date	Years in Service	Function	Drive System	GVW	FEV		Engine Miles	Engine Hours	Age	Miles/Hours	Type of Service	Reliability	M&R Costs	Condition	Total Points
						Est. Cost New	Max Life (Years)						Policy Exempt	Combined MPG									
DPW	1987	TROJAN	UTILITY LOADER	3128001	M99981	\$5,000	20	7/1/87	33	FleetEquip					-	5,000	33	4	2	2	2	2	41
DPW	1990	FORD	DUMP TRUCK	1FDXK64P6LVA35793	M97291	\$10,000	20	7/1/90	30	HeavyEquip	26,500			18,200	-	30	1	3	2	2	2	39	
DPW	1991	INTERNATIONAL	4800	1HTSEENEN3MH332231	M56794	\$30,000	20	7/1/91	29	FleetEquip	28,000			7,500	-	29	0	2	2	2	2	37	
DPW	1993	INTERNATIONAL	Tanker	1HTSCPML3PH481910	M97292	\$12,000	20	7/1/93	27	FleetEquip				12,598	-	27	1	2	2	2	2	35	
DPW	2001	PETERBILT	ROLL OFF TRUCK	1NP5LB0X21N567104	M88189	\$64,000	20	7/1/01	19	HeavyEquip				371,174	-	19	5	3	2	2	2	28	
DPW	2004	MACK	TRACTOR TRUCK	1M1AA18Y54N155444	M79281	\$42,960	20	7/1/04	16	HeavyEquip	99,000			15,157	-	16	1	3	2	2	2	25	
DPW	2006	PETERBILT	335 DUMP TRUCK	2NPLHZ8X06M655873	M74752	\$100,972	20	7/1/06	14	HeavyEquip				46,519	-	14	4	3	2	2	2	23	
DPW	2006	PETERBILT	335 DUMP TRUCK	2NPLHZ8X26M655874	M74751	\$110,972	20	7/1/06	14	HeavyEquip				47,847	-	14	4	3	2	2	2	23	
DPW	2006	STECO	PUSHOUT SEMI TRAILER	5EWES382261254230	M46547	\$43,365	20	7/1/06	14	FleetEquip	80,000			-	-	14	5	2	2	2	2	22	
DPW	2006	STECO	SEMI TRAILER	5EWES382661254231	M46549	\$43,365	20	7/1/06	14	FleetEquip	80,000			-	-	14	5	2	2	2	2	22	
DPW	2007	MORBARK	TORNADO CHIPPER	4S8SZ161X7W024697	M79534	\$35,000	20	7/1/07	13	FleetEquip	7,500			-	5,000	13	4	2	2	2	2	21	
DPW	2009	CHEVROLET	DUMP TRUCK	1GBE5C3969F405684	M82203	\$59,954	20	7/1/09	11	Utility	19,500			21,836	-	11	2	3	2	2	2	20	
DPW	2010	SPECTEC	STEEL EJECTOR	1S9ES3828AS188366	M83224	\$45,650	20	7/1/10	10	FleetEquip	80,000			-	-	10	5	2	2	2	2	18	
DPW	2010	KUBOTA	TRACTOR	M96SDSC70049	M82797	\$68,500	20	7/1/10	10	HeavyEquip				-	2,040	10	2	3	2	2	2	19	
DPW	2011	JOHN DEERE	LOADER	1DW544KZVA0633138	M85251	\$159,010	20	7/1/11	9	HeavyEquip	30,500			-	6,000	9	5	3	2	2	2	18	
DPW	2012	BARBER	SURF RAKE	1H9GU13182N485323	M88708	\$48,427	15	7/1/12	8	FleetEquip	4,000			-	1,000	8	0	2	2	2	2	16	
DPW	2017	INTERNATIONAL	SWEEPER	1HTMMAN7HH744099	M96918	\$249,674	20	7/1/17	3	HeavyEquip				9,312	1,423	3	1	3	2	2	2	12	
DPW	2019	FREIGHTLINER	114SD	1FVHG3DVXKKG5101	M3031A	\$189,500	20	7/1/19	1	HeavyEquip	92,000			5,252	-	1	0	3	2	2	2	10	
DPW	2019	VOLVO	L70H	VCEOL7OHTOS623790		\$204,311	20	7/1/19	1	HeavyEquip	29,780			-	490	1	0	3	2	2	2	10	
DPW	2020	PETERBUILT	567	1NPCLPEX4LD732558		\$205,979	20	7/1/20	0	HeavyEquip	72,000			7,500	-	0	0	3	2	2	2	9	
HIGHWAY	2000	INTERNATIONAL	DUMP	1HTSDAAR6YH268681	M63168	\$73,000	20	7/1/00	20	HeavyEquip				53,000	-	20	5	3	2	2	2	29	
DPW	2016	SPECTEC	TRAILER	1S9ES3823GS188896	M97091	\$57,484		7/1/16	4	FleetEquip	80,000			-	-	4	5	2				6	
DPW	2015	ATLAS	COMPRESSOR/TRAILER	4500A1013FR049683	M95034	\$17,950		7/1/15	5	FleetEquip	2,099			-	51	5	5	2				7	
DPW	2016	CAM	UTILITY TRAILER	5JPBU2525GP040553	M92823	\$7,100		7/1/16	4	FleetEquip	16,100			-	-	4	5	2				6	
DPW	2016	CAM	UTILITY TRAILER	5JPBU2226GP041845	M95049	\$6,280		7/1/16	4	FleetEquip	9,996			-	-	4	5	2				6	
DPW	2015	SPECTEC	EJECTOR TRAILER	1S9ES3821FS188698	M95050	\$55,664		7/1/15	5	FleetEquip	80,000			-	-	5	5	2				7	
DPW	1996	HOMEMADE	TRAILER	(M55455)	M55455	\$500		7/1/96	24	FleetEquip	1,000			-	N/A	24	5	2				26	
DPW	2020	SOLAR TECH	UTILITY	4GM2M1311L1462597		\$18,500		7/1/20	0	HeavyEquip	2,050			-	-	0	5	3				3	
DPW	1999	SHADOW	UTILITY TRAILER	4U01S1629XA993695		\$82,017		7/1/99	21	FleetEquip	7,000			-	N/A	21	5	2				23	
NATURAL RES	2002	SHORE LANDER	BOAT TRAILER	1MDAS4W233A233659	M36370	\$3,330		7/1/02	18	FleetEquip	5,920			-	-	18	5	2				20	
NATURAL RES	2003	MAGIC - TILT	BOAT TRAILER	1M5BR191X31E90723	M97295	\$3,000		7/1/03	17	FleetEquip	4,000			-	-	17	5	2				19	
NATURAL RES	2005	TIDEWATER	BOAT TRAILER	5LFGV19105P001309	M72625	\$1,353		7/1/05	15	FleetEquip	2,995			-	-	15	5	2				17	
NATURAL RES	2019	LOADRITE	TRAILER	5A4YMFN11K2000739		\$2,290		7/1/19	1	FleetEquip	2,690			-	-	1	5	2				3	
NATURAL RES	2009	LOAD RITE	TRAILER	5A4XJR1X92018078	M81719	\$575		7/1/19	1	FleetEquip	980			-	-	1	5	2				3	
DPW	2015	CHEVROLET	SILVERADO	1GB3KYCG1FF182347	M91422	\$47,944	8	7/1/15	5	Utility	13,200			34,862	-	5	3	3	1	1	1	11	
DPW	2015	CHEVROLET	SILVERADO TRUCK	1GCOKUEG4FZ546036	M95030	\$40,272	8	7/1/15	5	Utility	9,500			24,406	-	5	2	3	1	1	1	11	
DPW	1998	CHEVROLET	PICKUP	1GCCS1446WK208634	M98609	\$12,800	8	7/1/98	22	Utility	6,400			113,859	-	22	5	3	3	3	3	34	
DPW	1999	CHEVROLET	GMT400	1GBJK34R7XF078005	M96917	\$15,000	8	7/1/99	21	Utility				34,382	-	21	3	3	3	3	3	33	
DPW	2006	FORD	EXPLORER	1FMEU73896ZA13141	M3032A	\$23,750	8	7/1/06	14	Admin				107,350	-	14	5	1	3	3	2	23	
DPW	2008	CHEVROLET	SILVERADO PICKUP	1GCHK24K08E152959	M79549	\$35,320	8	7/1/08	12	Admin	9,200			46,199	-	12	4	1	2	2	2	19	
DPW	2010	CHEVROLET	SILVERADO PICKUP	1GC3KVBG4AF153588	M82293	\$31,591	8	7/1/10	10	Utility	9,200			36,723	-	10	3	3	2	2	2	19	
DPW	2010	CHEVROLET	SILVERADO PICKUP	1GC3KVBG1AF153581	M2248A	\$36,320	8	7/1/10	10	Utility	9,200			47,845	-	10	4	3	2	2	2	19	
NATURAL RES	2010	CHEVROLET	SILVERADO PICKUP	1GCSKPEA7AZ129797	M83216	\$23,056	8	7/1/10	10	Utility	7,000			99,155	-	10	5	3	2	2	2	19	
DPW	2012	CHEVROLET	DUMP TRUCK	1GB3KZCG6CF134831	M87300	\$45,110	8	7/1/12	8	Utility	13,200			50,302	-	8	5	3	2	2	2	17	
DPW	2017	CHEVROLET	SILVERADO	1GC2KUEG2HZ182985	M99026	\$43,098	8	7/1/17	3	Admin	9,500			18,666	-	3	1	1	1	1	1	7	
MAINTENANCE	2011	CHEVROLET	EXPRESS	1GCSGAFX1B1100054	M82284	\$18,388	8	7/1/11	9	Admin	7,300			61,964	-	9	5	1	2	2	2	16	
MAINTENANCE	2013	FORD	TRACON VAN	NM0LS6AN6DT166237	M89395	\$20,399	8	7/1/13	7	Admin	5,005			61,313	-	7	5	1	2	2	2	14	
NATURAL RES	2012	CHEVROLET	SILVERADO	1GCOKVCG1CZ337261	M88707	\$35,771	8	7/1/12	8	Utility	9,500			65,659	-	8	5	3	2	2	2	17	
NATURAL RES	2017	CHEVROLET	SILVERADO	1GCOKUEG4HZ348446	M95835	\$42,690	8	7/1/17	3	Utility	9,500			19,980	-	3	1	3	1	1	1	9	

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 6: Fire Department

- FY 2022 Requested Capital Budget and Five-Year Capital Plan
- FY 2022 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

FIRE DEPARTMENT

FIVE YEAR CAPITAL PLAN for Fiscal Year 2022 through 2027

ASSET TYPE/ITEM	Classification	Department	FY 2022		FY 2023		FY 2024		FY 2025		FY 2026		FY 2027		Thereafter Amount
			Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	
FACILITIES AND LAND															
Exhaust System	Opreational E	Fire													
Fire Station	Renovation/C	Fire													
Subtotal Facilities & Land			-		-		-		-		-		-		-
INFRASTRUCTURE															
None															
Subtotal Infrastructure			-		-		-		-		-		-		-
FLEET INVENTORY (VEHICLES)															
2016 Ford F-550 Ambulance	Vehicles	Fire	285,000	LI											
2016 Ford F-550 Ambulance	Vehicles	Fire	285,000	LI											
2022 Ambulance 1 Replacement	Vehicles	Fire											350,000	LI	
2022 Ambulance 2 Replacement	Vehicles	Fire											350,000	LI	
1997 GMC Tanker Truck	Vehicles	Fire													
Quint Engine/Ladder & Equip	Vehicles	Fire	1,018,000	LI											
2005 E-One Pumper	Vehicles	Fire							750,000	LI					
2013 E-One Pumper	Vehicles	Fire													
2019 Ford F-550 Forestry Unit	Vehicles	Fire													
1998 Stewart LMTV All-Terrain Rescue Truck	Vehicles	Fire													
2016 Kowasawki 6 Wheel UTV	Vehicles	Fire													
FD Fleet Vehicle Replacement Prg. (3 light duty veh	Vehicles	Fire	27,500	CL	27,500	CL	27,500	CL	27,500	CL	27,500	CL	27,500	CL	
Rigid Hull Inflatable Boat (Nauset Est.)	Vehicles	Fire													
Subtotal Fleet Inventory			1,615,500		27,500		27,500		777,500		27,500		727,500		-
EQUIPMENT															
Medical/Rescue Equipment Replacement Prg.	Opreational E	Fire	15,000	AF	15,000	AF	15,000	AF	15,000	AF	15,000	AF	15,000	AF	
Fire Suppression Equipment Replacement Prg.	Opreational E	Fire	25,000	CL	25,000	CL	25,000	CL	25,000	CL	25,000	CL	25,000	CL	
SCBA Compressor System	Opreational E	Fire													60,000
Specialty Equipment	Opreational E	Fire					10,000	FC			15,000	FC			
2000 Load Rite Trailer	Opreational E	Fire													
2006 Karavan Boat Trailer	Opreational E	Fire													
2011 Magnum Light Tower Trailer	Opreational E	Fire													
2012 Homemade Trailer	Opreational E	Fire													
2016 Utility Trailer (for ATV)	Opreational E	Fire													
2018 EZ Haul 6x12 Trailer	Opreational E	Fire													
2019 EZLoad Trailer (Water Rescue Equipment)	Opreational E	Fire													
Subtotal Equipment			40,000		40,000		50,000		40,000		55,000		40,000		60,000
TOTAL CAPITAL PLAN EXPENDITURE AMOUNTS			1,655,500		67,500		77,500		817,500		82,500		767,500		60,000

TOWN OF EASTHAM, MASSACHUSETTS

FIRE DEPARTMENT

FIVE YEAR CAPITAL PLAN for Fiscal Year 2022 through 2027

ASSET TYPE/ITEM	Classification	Department	FY 2022		FY 2023		FY 2024		FY 2025		FY 2026		FY 2027		Thereafter Amount
			Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	
ANTICIPATED FUNDING SOURCES															
(CL) Capital Levy (Recurring)			52,500		52,500		52,500		52,500		52,500		52,500		
(CEX) Capital Levy Exclusion															
(BI) Bond Issuance									750,000						
(LI) Lease Issuance			1,588,000										700,000		
(FC) Free Cash							10,000				15,000				
(CPA) Community Preservation Act															
(AF) Ambulance Fund			15,000		15,000		15,000		15,000		15,000		15,000		
(CF) Cable Fund															
(OAF) Other Available Fund															
(Grt) Grant															
Other															
TOTAL ANTIPATED FUNDING			1,655,500		67,500		77,500		817,500		82,500		767,500		-
Capital Plan Funding Surplus (Deficit)			-		-		-		-		-		-		-
Memo: Additional Funds w/drawn from Ambulance fund for debt pymts on leases:															
Ambulances			120,000		120,000		120,000		120,000		120,000		120,000		
Quint			111,000		111,000		111,000		111,000		111,000		111,000		

CAPITAL REQUEST SUBMISSION FORMS

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title: Fire Department Fleet Replacement Program	Amount: 27,500	New/Replace/Addition	Replacement
Department: Fire Dept.	Type: Vehicles	Classification: Vehicles	Category: I. Imperative Priority: 1

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

Funding to provide ongoing, recurring funding of the FD Fleet Replacement Program. This allows the department head and town management to manage replacement of routinely recurring vehicle turnover for those vehicles identified as appropriate for the program (see separate write-up).

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.*

Smooths out funding of the capital plan for routine, recurring replacements and avoids spikes in capital requests over our 5 year plan. Allows replacement of fleet vehicles as needed and identified by department head and incentivizes maximizing utilization. Provides ability to take advantage of buying opportunities or to replace poorly performing/expensive vehicles of a like natrue, as needed in lieu of subjecting specific vehicle requests to Town Meeting process that may not provide the timeliness/flexibility needed.

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

These operating vehicles are a critical part of day to day operations and are needed to maintain the departments level of service, staff satisfaction, and operating efficiency. Providing a consistent, recurring level of funding allows managers to replace vehicles as needed to minimize capital and operating costs, as appropriate. Having the ability to replace vehicles as needed improves administrative efficiency and minimizes operational down-time.

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?*

Providing this consistent, recurring funding should ensure that operating costs needed to repair/maintain inappropriate vehicles are minimized. In addition, recurring funds minimizes the need to maintain a larger fleet to provide for older vehicle parts or for back-up vehicles.

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

Per discussion and analysis with Assistant Town Administrator & Finance Director, the accompanying assets are appropriate for inclusion in a recurring funding program from the Capital Tax Levy.

FLEET INVENTORIES & CONDITION ASSESSMENTS

Date of Update: 10/21/2020

																	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	Com bine d MPG	Engine Miles Hours	Age	Miles/ Hours	Type of Service	Reliability	M&R Costs	Condition	Total Points
FIRE	1997	GMC	C SERIES Tanker w/ Pump	1GDP7H1J3VJ519041	MFB9174	\$85,000	25	7/1/97	23	HeavyEquip	16,034			16,724	1,719	23	1	3	1	3	4	34
FIRE	1998	STEWART	LMTV (High Wtr/All Terrain Veh.)	AT8744BDCG	MFB217	\$104,626	25	7/1/98	22	HeavyEquip	22,770			6,230	1,141	22	1	3	1	3	2	32
FIRE	2013	E ONE	PUMPER	4EN6AHA85D2007871	MFB221	\$498,483	20	7/1/13	7	HeavyEquip	45,000			23,066	1,506	7	2	3	3	3	3	19
FIRE	2005	E ONE TYPHOON	CUSTOM RESCUE PUMPER	4EN6AAA8251000567	MFB7468	\$350,000	20	7/1/05	15	HeavyEquip	45,000			18,962	2,187	15	2	3	3	3	3	29
FIRE	2019	FORD	F-550 Forestry Truck	1FD0W5HT8KED68809		\$175,124	20	7/1/19	1	HeavyEquip	19,500			2,856	342	1	0	3	1	1	1	7
FIRE	2016	FORD	F550 AMBULANCE	1FDUF5HT1GEA85239	MFA940	\$253,328	5	7/1/16	4	Ambulance	18,000			102,795	3,643	4	5	4	3	2	3	16
FIRE	2016	FORD	F550 AMBULANCE	1FDUF5HT8GEA85240	MFA945	\$253,328	5	7/1/16	4	Ambulance	18,000			106,678	3,812	4	5	4	3	2	3	16
FIRE	2012	CHEVROLET	SILVERADO (Squad Truck)	1GC2KVC60CZ242988	M1448	\$40,117	7	7/1/12	8	Utility	9,500			77,628		8	5	3	3	2	3	19
FIRE	2017	FORD	EXPLORER - Chief Command Veh	1FM5K8D87HGE01316	MFB913	\$46,507	7	7/1/17	3	Utility	6,180			34,063		3	3	3	1	1	2	10
FIRE	2017	FORD	EXPLORER - DC Comm. Veh.	1FM5K8D87HGE01317	MFC105	\$46,507	7	7/1/17	3	Utility	6,180			45,591		3	4	3	1	1	2	10
Fire	2016	Kawasawki	6 Wheel ATV				15	7/1/16	4	FleetEquip						4	1	2				
FIRE	2016	TRAILER	UTILITY (ATV Trailer)	5B5PS1424FH005515	MFB721	\$2,652	25	7/1/16	4	FleetEquip	7,000			1		4	0	2	1	1	1	9
FIRE	2019	EZLOAD	TRAILER (Wtr Rescue Gear)	1ZETAAGB4KA005347		\$969	25	7/1/19	1	FleetEquip	1,250			1		1	0	2	1	1	1	6
FIRE	2000	LOAD RITE	TRAILER	5A4PVGH28Y2050436	MP265E	\$699	25	7/1/00	20	FleetEquip	1,980			1		20	0	2	1	1	3	27
Fire			Rigid Hull Inflatable Boat (Cove)							FleetEquip								2				
FIRE	2006	KARAVAN	BOAT TRAILER	5KTBS20166F000737	MFB809	\$500	25	7/1/06	14	FleetEquip	1,200			1		14	0	2	1	1	2	20
FIRE	2011	MAGNUM	LIGHT TOWER TRAILER	5AJLS1619BB012622	MFA325	\$8,260	20	7/1/11	9	FleetEquip	1,890			1		9	0	2	1	1	2	15
FIRE	2012	HOMEMADE	TRAILER	(MFB479)	MFB479	\$600	25	7/1/12	8	FleetEquip	1,000			1		8	0	2	1	1	3	15
FIRE	2018	EZHAUL	6X12	5WFBE1217JW083570	MFC766	\$9,700	25	7/1/18	2	FleetEquip	2,900			367	64	2	0	2	1	1	1	7

TOWN OF EASTHAM, MASSACHUSETTS - Fire Department Fleet Replacement Program

Summary FD maintains a fleet of 3 light duty vehicles as indicated below. These vehicles are replaced on a periodic cycle on a regular basis and are good candidates for a replacement program due to the operational needs and impact.

Light-Duty Vehicles: Replace 1 light-duty vehicle every other year (Squad truck, Fire Chief command vehicle, Dep. Chief Command Veh.)

Admin Vehicles: Vehicles cost approx. \$55,000 incl equipment. And are planned to be held for 6 years each.

5 Year Cost Calculation: $55,000 * 3 = 165,000$ total cost, divided by 6 years = 27,500 annually.

Planned Replacement

<u>Vehicle</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Squad	55000				
Fire Chief			55000		
Deputy Chief					55000

TOWN OF EASTHAM, MASSACHUSETTS - Fire Department Departmental Equipment Replacement Program

Summary: FD has significant equipment needs that represent assets with a usefull life of greater than 1 year and are not provided for within the annual operating budget. To the extent this equipment need is of an ongoing recurring nature and has significant operational impacts, these items are good candidates for a recurring replacement program. These items consist of job required outfitting of a non-controversial nature funding for which has traditionally been provided on an ad-hoc basis.

Portable Radios: Chief recently replaced all department portable inventory and believes he is all set for 8-10 years. Total inventory of 23 radio replacement is not provided in this recurring budget, but will provide for 1 replacemnet radio each year @ \$4,000.

Medical/Rescue Equipment Consists of 2 defibrillators for ambulances and 7 AED's that are in various condition and age. Estimated cost is 100k over 10 year life. Also consists of extrication equipment with a \$60k total inventory cost w/ 12 year life. Funded from Ambulance Fund. Although portable radio's are being provided under the "suppression equipment" funding, they are also applicable for this program and are authorized to be funded from the medical/rescue equipment line.

Fire Suppression Equipment Consists of SCBA (18 sets @ \$10k each w/ life of 10 years); Turnout Gear (44 sets, \$4k ea. w/ life of 10 years) Hose and truck equipment replacement averages approx. \$40k over 5 years. Large purchases of these items made in recent years, so not anticipated that full funding of these costs is needed in the upcoming 5 year period. Estimate of \$21,000 per year is sufficient with the understanding that a larger "catch-up" funding may be needed in the future if not adjusted.

Specialty equipment is currently non-routine and consists of special suits (haz-mat, ice rescue) etc. Not included in this recurring funding plan.

5 Year Cost Calculation: Medical/Rescue Equipment = \$15,000 annually from ambulance fund. Fire Supression equipment = \$25,000 annually from levy.

Planned Replacement

Year 1 Year 2 Year 3 Year 4 Year 5

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	Quint- Engine/Ladder, Fire Fighting Apparatus and Required Equipment	Amount:	1,018,000 (see f	New/ Replace/ Addition	New
Department:	Fire Dept.	Type:	Vehicles	Classification:	Heavy Equipment
			Category:	I. Imperative	Priority: 1

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

Quint - Engine/Ladder Truck and Equipment. This Engine/Ladder Truck and equipment is needed because of multiple story residential construction projects (victim rescue), commercial property protection, and to increase firefighter safety. The availability of hydrants will now allow a ladder pipe on the ladder to flow large volumes of water for extinguishment and exposure protection for all structures at an elevated level. This new Quint will be the initial response vehicle to all structure fires. The estimated service life of this apparatus is 25 years.

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

Increasing Firefighter safety when operating on the fire ground and at elevations (Reduce firefighter injuries). This unit will allow firefighters to work off of a stable safe platform and allow firefighters to attack a fire, perform ventilation, and rescue a victim from an elevated level. The Quint will add points to the ISO Rating (affects homeowner Insurance cost) and will help to reduce the cost of homeowner insurance. This combination Engine/Ladder Truck will provide the town with a second structural fire response vehicle when one of the two engines currently in service is out of service due to repairs. It will provide a multifunctional structural attack apparatus, and maximize the on duty staff firefighting capabilities by utilizing a dual purpose piece of firefighting apparatus.

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

To Increase and provide a safer operation for firefighting (Reduce firefighter injuries), provide a multifunction structural attack apparatus, and maximize the on duty staff firefighting capabilities by utilizing a dual purpose piece of firefighting apparatus.

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?*

Leasing of fire apparatus and service vehicles has been the past practice for the Town. The funding for the leases has come from ambulance revenue collected (AF). Funds taken from ambulance revenue have not affected my operating budget in the past. I can expect a cost savings in vehicle repairs due to the warranty on this new piece of apparatus. The departments 1997 tanker will be sold or repurposed by another town department once the new Quint is in-service.

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

Past apparatus and vehicles have been leased with funding from the Ambulance Fund (AF). Funding for this piece of apparatus can also come from a bond saving interest and fees. For the past two years, we have attempted to get Grant Funding from the Federal Government for this Quint with no success. We have been told the reason for not receiving the grant funding is because this request is not for the replacement of a like piece of apparatus. **Please note: If leased, the cost will increase due to interest and fees. Please see the attached estimated leasing cost sheet.**

November 3, 2020

VIA E-MAIL: kfarrenkopf@eastham-ma.gov

Chief Kent Farrenkopf
Town of Eastham, MA Fire Department
2520 State Highway
Eastham, MA 02642

Dear Chief Farrenkopf:

I am pleased to provide the following quote for Town of Eastham for the financing of a new fire apparatus and ambulances. This quote is valid for 14 days and is subject to credit review and proper documentation.

Equipment:	New Quint Fire Apparatus & Equipment	
Equipment Cost (Approximate):	\$1,018,000.00	
Down Payment:	\$0.00	
Financed Amount:	\$1,018,000.00	
Payment Frequency:	Annual, in advance (first payment due at lease signing)	
Term:	5-years	10-years
Rate*:	2.47%	2.77%
Payment*:	\$213,654.83	\$114,765.08
Factor^:	.20988	.11274

Equipment:	Two (2) New Ambulances	
Equipment Cost (Approximate):	\$564,234.00	
Down Payment:	\$0.00	
Financed Amount:	\$564,234.00	
Payment Frequency:	Annual, in advance (first payment due at lease signing)	
Term:	3-years	5-years
Rate*:	2.37%	2.47%
Payment*:	\$192,500.24	\$118,419.76
Factor^:	.34117	.20988

* Rate and payment assumes that the Customer is a tax-exempt entity and the purchase of the equipment falls within the type of equipment allowed as tax-exempt under the I.R.S. Code. In the event this purchase is not exempt, the rate and payments will be adjusted accordingly.

^ Factor is based on quoted rates. If the equipment cost changes or a down payment is made, the new payment amount can be calculated by multiplying the new financed amount by the rate factor.

Note: If the equipment will require a "build-out period", the financed amount will be placed into an escrow account at lease signing and funds disbursed as instructed by the customer.

I have attached an application that must be completed in order to proceed with the credit process. Once completed, please fax the application to 866-2-FAX-APP (866-232-9277) or e-mail to markz@taxexemptleasing.com.

I appreciate this opportunity and look forward to proceeding. Please let me know if I can answer any questions. I can be reached at 847-247-0771.

Kind Regards,



Mark M. Zaslavsky
President

FIRE TECH & SAFETY OF NEW ENGLAND, INC.
 100 Business Park Dr., Unit 6
 Tyngsborough, MA 01879
 1-800-256-8700 Fax (978) 649-6833



Name / Address
EASTHAM FIRE DEPT-MA 2520 STATE HIGHWAY EASTHAM, MA 02642

Estimate

Date	Quote #
11/2/2020	191044
Valid for 30 Days	



Project	Terms	Rep
	Net 30	JL

Qty	Description	Unit Price	Total
6	SCOTT 2018 X3 PRO 4.5 W/QC REGULATOR	8,400.00	50,400.00
12	SCOTT-CARBON CYL.& VALVE 4500 45 MIN	1,620.00	19,440.00
6	SCOTT AV3000 HT 4 1/2 STRAP, WITH BRACKET, MEDIUM	425.00	2,550.00
6	SCOTT EPIC 3 VOICE AMPLIFIER	670.00	4,020.00
1	SCOTT RIT PAK 3 COMPLETE KIT, 4500 PSI	3,820.00	3,820.00
1	SCOTT-CARBON CYL.& VALVE 4500 60 MIN, FOR ABOVE RIT BAG	1,802.00	1,802.00
1	BULLARD QXT 320 GOLD CAMERA PACKAGE WITH QXT THERMAL IMAGER IN BLACK/METALLIC BLUE WITH 320X240 RESOLUTION UPGRADE, WIRELESS XT TRUCK MOUNT CHARGER, ELECTRONIC THERMAL THROTTLE, AND XT RETRACTABLE STRAP	10,445.00	10,445.00
4	AMKUS DEWALT SCENE LIGHTING KIT INCLUDES 1 - LED RECHARGEABLE SCENE LIGHT, 1 - 6 AH BATTERY AND 1 - CHARGER	499.00	1,996.00
1	SUPER VAC NO SHORE POWER, NO BATTERIES, NO CHARGER	4,999.00	4,999.00
2	AMKUS ION FLEXVOLT BATTERY CHARGER - 120V (4 BAY FAST CHARGER)	400.00	800.00
4	AMKUS ION FLEXVOLT BATTERY 9AH	230.00	920.00
2	FIRE HOOKS-BOSTON RAKE 6'	120.00	240.00
12	NAFHC TRI-FLOW 600 LDH, NYLON DOUBLE JACKETED HOSE WITH POLYURETHANE INNER LINER, 4 X 100 FT	950.00	11,400.00
11	NAFHC 1.75" X 50' RED DURA-BUILT 800 HOSE COUPLED NH	200.00	2,200.00
3	NAFHC 2.5" X 50' WHITE DURA-BUILT 800 HOSE COUPLED NST	225.00	675.00
1	R & B HYDRANT BAG	134.00	134.00
1	TASK FORCE HYDRANT WRENCH	100.00	100.00
1	FIRE HOOKS-CONNECTION Mallet 2 LBS	30.00	30.00
1	TASK FORCE SINGLE JUMBO SPANNER	39.00	39.00
1	TASK FORCE UNIVERSAL SPANNER WRENCH	30.00	30.00
2	TASK FORCE 2 1/2" QUARTER TURN HYDRANT VALVE	535.00	1,070.00
1	TASK FORCE OASIS HYDRANT ASSIST VALVE W/SHUTOFF	3,210.00	3,210.00

Total

Notice: One or more of the products listed above may contain PFAS. For detailed product information please call 800-256-8700.

FIRE TECH & SAFETY OF NEW ENGLAND, INC.
 100 Business Park Dr., Unit 6
 Tyngsborough, MA 01879
 1-800-256-8700 Fax (978) 649-6833



Name / Address
EASTHAM FIRE DEPT-MA 2520 STATE HIGHWAY EASTHAM, MA 02642

Estimate

Date	Quote #
11/2/2020	191044
Valid for 30 Days	



Project	Terms	Rep	
	Net 30	JL	
Qty	Description	Unit Price	Total
2	TASK FORCE JUMBO LOW PROFILE BALL INTAKE VALVE, 4" RIGID STORZ X 6" THREADED SWIVEL	2,550.00	5,100.00
1	AMEREX-20# ABC EXT W/WB	190.00	190.00
2	AMEREX-H.D. VEHICLE BRACKET 7"	50.00	100.00
1	AMEREX-2 1/2 GAL WATER EXTINGUISHER	150.00	150.00
1	TELE-LITE GENERATOR	0.00	0.00
1	FOL-DA-TANK 3 X 18 RUNNER, 12 OZ CANVAS	125.00	125.00
1	FOL-DA-TANK 12 X 18 18 OZ VINYL SALVAGE COVER, color RED	150.00	150.00
1	TASK FORCE VALVE INTEGRAL TIP NOZZLE W/GRIP, 2.5" NH, 1 1/8"	650.00	650.00
2	TASK FORCE TIPS-PISTOL GRIP NOZZLE, 70-200 G.P.M.	1,480.00	2,960.00
1	AMKUS HAMMER DRILL & IMPACT DRIVER KIT	490.00	490.00
1	AMKUS DEWALT 60 VOLT RECIPROCATING SAW KIT INCLUDES 1 - RECIPROCATING SAW, 10 - 6" EXTRICATION BLADES, 10 - 9" EXTRICATION BLADES, 1 - 6 AH BATTERY, 1 - CHARGER AND 1 - STORAGE BAG	725.00	725.00
1	TASK FORCE BLITZFORCE PORTABLE MONITOR PACKAGE	1,775.00	1,775.00
1	TELE-LITE HONDA EU2000 GENERATOR WITH TL6 15,000 LUMEN LED KIT	3,300.00	3,300.00
	SHIPPING AND HANDLING INCLUDED IN PRICE	0.00	0.00

Total	\$136,035.00
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Notice: One or more of the products listed above may contain PFAS. For detailed product information please call 800-256-8700.

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	Two Advanced Life Support Ambulances	Amount:	564,234 (see fur	New/ Replace/ Addition	Replacement
Department:	Fire Dept.	Type:	Vehicles	Classification:	Vehicles
			Category:	I. Imperative	Priority: 1

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

Replace two 2016 ambulances. This is the normal replacement cycle (5 service years) for these two advanced life support ambulances. Both ambulances will have approximately 130,000 miles and 4500 operating hours when traded. Due to the high mileage and operating hours, these units start to have mechanical/electrical issues that require costly repairs and take the units out of service. At around 100,000 miles, ride quality diminishes, due to suspension wear and tear for those patients sensitive to movement from a rough ride, transport is difficult and painful. Due to breakdowns, we have had to borrow an ambulance twice this year from another town to provide emergency response/transport. These ambulances, and the staff who provide emergency care to our citizens and visitors, bring in approximately \$700,000 annually in collected ambulance revenue.

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

These two ambulance, provide emergency response and transport for the citizens and visitors of Eastham. Both units need to be in-service at all times and need to be reliable when responding to an incident and transporting to the hospital. When one of these units is out of service, and we need to call mutual aid in to do the transport, there is a delay in emergency treatment to the patient and a delay in the transport. If an ambulance is out of service and the transport needs to be done by another town, Eastham could lose up to \$3,000 in ambulance revenue per incident.

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

To provide two reliable emergency medical response/transport ambulances which meet the current ambulance safety standards, and provide the latest safety device, and technology needed to treat the patients and provide the most current crash protection/safety devices for the emergency responders and the patient being transported.

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?*

Leasing of ambulances has been the past practice for the Town. The funding for the leases has come from ambulance revenue collected (AF). Funds taken from ambulance revenue have not affected the operating budget in the past. I can expect a cost savings in vehicle repairs due to the warranty on these new ambulances.

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

Past ambulances have been leased with funding from the Ambulance Fund (AF). Funding for these ambulances can also come from a bond saving leasing interest and fees. **Please note: If leased, the cost will increase due to interest and fees. Please see the attached estimated leasing cost sheet.**

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 7: Police Department

- FY 2022 Requested Capital Budget and Five-Year Capital Plan
- FY 2022 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

FIVE YEAR CAPITAL PLAN for Fiscal Year 2022 through 2027

POLICE DEPARTMENT

ASSET TYPE/ITEM	Classification	Department	FY 2022		FY 2023		FY 2024		FY 2025		FY 2026		FY 2027		Thereafter Amount
			Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	
FACILITIES AND LAND															
Police Station	Renovation/Const														
Subtotal Facilities & Land			-		-		-		-		-		-		-
INFRASTRUCTURE															
None															
Subtotal Infrastructure			-		-		-		-		-		-		-
FLEET INVENTORY (VEHICLES)															
Fleet Replacement Program	Vehicles	Police	134,000	CL	134,000	CL	134,000	CL	134,000	CL	134,000	CL	134,000	CL	
Fleet Replacement Program (Additional to start)	Vehicles	Police	20,000	FC											
Motorcycle (3 year lease payment)	Vehicles	Police	5,000	Other	5,000	Other	5,000	Other			5,000	FC	5,000	FC	
Subtotal Fleet Inventory			159,000		139,000		139,000		134,000		139,000		139,000		-
EQUIPMENT															
Departmental Equipment Replacement Program	Operational Equip	Police	20,000	CL	20,000	CL	20,000	CL	20,000	CL	20,000	CL	20,000	CL	
2017 Solartech Trailer (Message Board)	Operational Equip	Police											16,000	FC	
2012 Speed Trailer	Operational Equip	Police			11,000	FC									
Building Video Surveillance system	Operational Equip	Police	20,000	FC											
Interior Furnishings (Desks, storage, tables, chairs)	Operational Equip	Police					20,000	FC							
Subtotal Equipment			40,000		31,000		40,000		20,000		20,000		36,000		-
TOTAL CAPITAL PLAN EXPENDITURE AMOUNTS			199,000		170,000		179,000		154,000		159,000		175,000		-
ANTICIPATED FUNDING SOURCES															
(CL) Capital Levy (Recurring)			154,000		154,000		154,000		154,000		154,000		154,000		
(CEX) Capital Levy Exclusion															
(BI) Bond Issuance															
(LI) Lease Issuance															
(FC) Free Cash			40,000		11,000		20,000				5,000		21,000		
(CPA) Community Preservation Act															
(AF) Ambulance Fund															
(CF) Cable Fund															
(OAF) Other Available Fund															
(Grt) Grant															
Other			5,000		5,000		5,000								
TOTAL ANTICIPATED FUNDING			199,000		170,000		179,000		154,000		159,000		175,000		-
Capital Plan Funding Surplus (Deficit)			-		-		-		-		-		-		-

CAPITAL REQUEST SUBMISSION FORMS

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	Police Department Fleet Replacement Program	Amount:	134,000	New/ Replace/ Addition	Replacement
Department:	Police Dept.	Type:	Vehicles	Classification:	Vehicles
				Category:	I. Imperative
				Priority:	1

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

Funding to provide ongoing, recurring funding of the PD Fleet Replacement Program. This allows the department head and town management to manage replacement of routinely recurring vehicle turnover for those vehicles identified as appropriate for the program (see separate write-up).

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.*

Smooths out funding of the capital plan for routine, recurring replacements and avoids spikes in capital requests over our 5 year plan. Allows replacement of fleet vehicles as needed and identified by department head and incentivizes maximizing utilization. Provides ability to take advantage of buying opportunities or to replace poorly performing/expensive vehicles of a like natrue, as needed in lieu of subjecting specific vehicle requests to Town Meeting process that may not provide the timeliness/flexibility needed.

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

These operating vehicles are a critical part of day to day operations and are needed to maintain the departments level of service, staff satisfaction, and operating efficiency. Providing a consistent, recurring level of funding allows managers to replace vehicles as needed to minimize capital and operating costs, as appropriate. Having the ability to replace vehicles as needed improves administrative efficiency and minimizes operational down-time.

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?*

Providing this consistent, recurring funding should ensure that operating costs needed to repair/maintain inappropriate vehicles are minimized. In addition, recurring funds minimizes the need to maintain a larger fleet to provide for older vehicle parts or for back-up vehicles.

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

Per discussion and analysis with Assistant Town Administrator & Finance Director, the accompanying assets are appropriate for inclusion in a recurring funding program from the Capital Tax Levy.

TOWN OF EASTHAM, MASSACHUSETTS - Police Department Fleet Replacement Program

Summary PD maintains a fleet of 11 vehicles as indicated below. These vehicles are replaced on a periodic cycle on a regular basis and are good candidates for a replacement program due to the operational needs and impact.

Patrol Vehicles: Replace 2 vehicles every two years. All 6 patrol vehicles replaced over 3 year cycle. Expected cost over next 5 year cycle is \$52k each, 10 vehicles replaced over 5 year cycle

Utility Vehicle: Replace utility vehicle once every 9 years. Estimated cost of \$50k

Admin Vehicles: Replace one admin vehicle every 3 years. Chief gets new vehicle, old Chief vehicle goes to Deputy, old Deputy vehicle goes to Detective. Each admin vehicle owned for 9 years. Estimated cost of \$45k, two replacements in a 5 year cycle.

Any patrol or admin vehicle up for replacement may be retained if it is in good working order and condition for use as an "extra" admin vehicle for general use, training and required travel.

5 Year Cost Calculation: $52,000 * 10 + 50,000 * 1 + 45,000 * 2 = 660,000$ total cost, divided by 5 years = 132,000 annually.

Planned Replacement

Vehicle	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Patrol 1	x			x	
Patrol 2	x			x	
Patrol 3		x			x
Patrol 4		x			x
Patrol 5			x		
Patrol 6			x		
Utility Vehicle					x
Admin Vehicle - Chief	x			x	
Admin Vehicle - Deputy					
Admin Vehicle - Detective					
Extra Admin					

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	Police Department Vehicle Fleet Replacement	Amount:	104,000	New/ Replace/ Addition	Replacement
Department:	Police Dept.	Type:	Vehicles	Classification:	Vehicles
			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 Eastham Police Department operates four fully marked "front line" police cruisers. These four cruisers are each assigned to 3 different officers, each covering different shifts in a 24 hour period. Each of these units is kept in service as a primary patrol vehicle for approximately two years and will accrue approximately 90,000-100,000 miles during that time. At the end of the two years, these two vehicles are transitioned to a lesser role such as the school resource officer cruiser, or a spare marked police cruiser which would be utilized for traffic assignments or in the instance of one of the primary vehicles being down for repair or maintenance. This requested capital item replaces the two oldest cruisers in the Eastham Police fleet and allows this ongoing replacement program to continue as it has in the past.

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

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

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

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

The expense of replacing police cruisers has increased significantly this year. Ford altered the design of the police edition Ford Explorers in the 2020 model year which increased the cost of the vehicle significantly. In addition, with the 2020 model design change, many of the expensive pieces of equipment that are installed in the police vehicles will not transfer from the 2019 models, forcing us to purchase new equipment. Continuing to follow the fleet replacement program that has been in place for many years will minimize repair costs and, more importantly, minimize down time. Also beginning in 2020, Ford is offering a hybrid version of the police edition Ford Explorer. This is something that we could look at in the future to reduce fuel costs. I believe that we should

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

There are no grant opportunities available for the purchase of police cruisers. We have, however, utilized grant funding for equipment items, such as mobile data terminals, in the past. We will continue to be diligent in our search for grants to reduce the overall cost of these vehicles.

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title: Police Administrative Vehicle Replacement	Amount: 50,000	New/Replace/Addition	Replacement
Department: Police Dept.	Type: Vehicles	Classification: Vehicles	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 Eastham Police Department operates four administrative vehicles. The are assigned as follows: Chief, Deputy Chief, Detective, training vehicle. These vehicles have been on a replacement program of purchasing one new administrative vehicle every three years. The vehicles then rotate through the Chief, Deputy Chief, and Detective position making each vehicle nine years old when it is due for replacement. At the end of these nine years, a vehicle may be retained for transportation to training classes, if it is in good working order. As with the department's marked police cruisers, the administrative vheicles are utilized, at times, for emergency response to incidents as well as regular use for travel to meetings and trainings off of Cape Cod. At the end of an administrative vehicle's life at the Eastham Police Department it will have appoximately 130,000-150,000 miles. The replacement program is important to

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

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

Along with the Eastham Police Facility, our vehicles play a crucial role in providing a high level of police services to the Town of Eastham. The administrative vehicles also are crucial to our operation. It is essential for the Eastham Police Department to possess reliable, highly functional vehicles for both safety and the execution of the police duties.

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

The expense of replacing police cruisers has increased significantly this year. Ford altered the design of the Ford Explorers in the 2020 model year which increased the cost of the vehicle significantly. In addition, with the 2020 model design change, many of the expensive pieces of equipment that are installed in the police vehicles will not transfer from the 2019 models, forcing us to purchase new equipment. Continuing to follow the fleet replacement program that has been in place for many years will minimize repair costs and, more importantly, minimize down time. Also beginning in 2020, Ford is offering a hybrid version of the Ford Explorer. This is something that we could look at in the future to reduce fuel costs. I believe that we should

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

There are no grant opportunities available for the purchase of police cruisers. We have, however, utilized grant funding for equipment items, such as mobile data terminals, in the past. We will continue to be diligent in our search for grants to reduce the overall cost of these vehicles.

TOWN OF EASTHAM, MASSACHUSETTS - Police Department Departmental Equipment Replacement Program

Summary: PD has significant equipment needs that represent assets with a useful life of greater than 1 year and are not provided for within the annual operating budget. To the extent this equipment need is of an ongoing recurring nature and has significant operational impacts, these items are good candidates for a recurring replacement program. These items consist of job required outfitting of a non-controversial nature funding for which has traditionally been provided on an ad-hoc basis. Currently, tasers are provided via an operating lease arrangement which is provided for in the annual operating budget.

Portable Radios: There are approximately 25 portable radios at a cost of \$4,000 each. These radios have an estimated life of 10 years for a total 5 year cost of \$50,000 if replaced evenly over the plan.

Body Armor: Body Armor and vests are standard issue for each officer and needs to be replaced or upgraded periodically. Each set is approx. \$1,000 and has an estimated life of 5 years. There are typically 20 sets in inventory. \$1,000 each for a 5 year cost of \$20,000. Typically, half of this cost can be funded by a grant.

Mobile Data Computers: PD patrol vehicles have specialized mobile data terminals for use in patrol vehicles. There are 4 MDT's with an estimated life of 5 years (these are transferred if vehicles are replaced). Estimated cost of \$7,500 each for a 5 year cost of \$30,000.

Weapon Replacement: Weapons carried by police officers generally have a life expectancy of 10 years. The cost of replacing all of the department's firearms is estimated at \$15,000. The 5 year cost would be \$7500 if replaced evenly over the plan.

5 Year Cost Calculation: \$50,000 (Radio's) + 20,000 (armor) - 10,000 (grant funding) + 30,000 (MDT's) + 7500 (Weapons)= 97,500 total 5 year cost, divided by 5 = 19,500 annually

Planned Replacement

Vehicle	Year 1	Year 2	Year 3	Year 4	Year 5
Portable Radios	5	5	5	5	5
Body Armor	4	4	4	4	4
MDT's	1	1	1	1	
Weapons	5	5	5	5	5

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	Cruiser Mobile Data Terminals (Laptops)	Amount:	30,000	New/ Replace/ Addition	Replacement
Department:	Police Dept.	Type:	Equipment	Classification:	Operational Equipment
			Category:	I. Imperative	
			Priority:	2	

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

Each Eastham Police Department Patrol Vehicle has an onboard mobile data terminal installed in it. These computers allow the officers a direct link to the records management software utilized to manage every call that we respond to, providing the officer with live information between dispatch and the patrol vehicle. These computers also provide the officers a direct link to the Massachusetts Registry of Motor Vehicles, along with other state databases, providing them with crucial information at each call. The information obtained is essential to both carrying out their police duties as well as maintaining a high level of safety for themselves and the public. Each mobile data terminal is replaced every five years to ensure its reliability, as well as to ensure that it has the most up to date security measures to protect sensitive data.

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

Scheduled replacement of the mobile data terminals ensures their reliability and security. These computers are also more essential now to a police officer performing his/her duties than ever before. Without one of these computers installed and functioning within a patrol vehicle, an officer's job effectiveness and safety are drastically decreased.

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

As stated above, mobile data terminals are essential to a police officer's job performance in today's technologically advanced world. Five year replacement of these computers ensures their reliability and security of data.

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 use of mobile data terminals by Eastham Police Officers puts important information at their fingertips, increasing the efficiency of the staff. They are able to access data quickly which also increases officer safety as well as the safety of the public.

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

The Eastham Police Department has sought grant funding for mobile data terminals in the past. We do own a fifth mobile data terminal which is assigned to the School Resource Officer. This device was obtained with grant funding, in large part due to its use at a school and to increase security at the school. Other grant funding may be available in the future for technology such as mobile data terminals and we will be diligent in seeking alternate funding.

FLEET INVENTORIES & CONDITION ASSESSMENTS

Date of Update		CONDITION ASSESSMENT (POINTS)																					
7/1/2021																							
Department	Model Year	Manufacturer	Make/Model	VIN #	Plate #	Est. Cost New	Expected	In-Service Date	Years in Service	Function	Drive System	GVW	FEV	Combined MPG	Miles	Engine Hours	Age	Miles/Hours	Type of Service	Reliability	M&R Costs	Condition	Total Points
							Max Life (Years)						Policy Exempt										
POLICE	2018	FORD	EXPLORER	1FM5K8D83JGC43241	8HG278	\$40,650		7/1/18	3	Admin		6,180			42,240		3	4	1	1	1	1	11
POLICE	2016	FORD	EXPLORER	1FM5K8D81GGB43650	782ZK8	\$38,516		7/1/16	5	Admin		6,180			82,664		5	8	1	1	1	2	18
POLICE	2010	FORD	TAURUS	1FAHP2HW1AG107754	888EL4	\$25,630		7/1/10	11	Admin		4,234			140,436		11	14	1	2	2	3	33
POLICE	2017	FORD	F150	1FTEW1EF7HFC91807	MPD185	\$38,341		7/1/17	4	Utility		7,000			9,500		4	1	3	1	1	1	11
POLICE	2019	FORD	EXPLORER	1FM5K8ARXKGB45984		\$40,836		7/1/19	2	Patrol		4,551			80,082		2	8	5	1	1	2	19
POLICE	2013	FORD	TAURUS	1FAHP2H89DG222415	389TM6	\$27,944		7/1/13	8	Patrol		4,234			91,401		8	9	5	2	1	2	27
POLICE	2018	FORD	EXPLORER	JFM5K8AR5JGB68121	MPD731	\$31,994		7/1/18	3	Patrol		6,342			126,472		3	12	5	2	1	3	26
POLICE	2019	FORD	EXPLORER	1FM5K8AR1KGB45985		\$40,581		7/1/19	2	Patrol		6,342			84,305		2	8	5	1	1	2	19
POLICE	2018	FORD	EXPLORER	JFM5K8AR3JGB68120	MPD733	\$27,919		7/1/18	3	Patrol		6,342			127,074		3	12	5	2	1	2	25
POLICE	2015	FORD	TAURUS	1FAHP2MK1FG115024	MP417J	\$29,703		7/1/15	6	Patrol		4,234			123,328		6	12	5	2	1	3	29
POLICE	2017	FORD	EXPLORER	1FM5K8ARXHGE13473	MP4242	\$33,828		7/1/17	4	Patrol		6,342			110,025		4	11	5	2	1	3	26
POLICE	2016	FORD	EXPLORER	1FM5K8AR9GGA08378	MP733J	\$36,330		7/1/16	5	Patrol		6,342			50,000		5	4	5	1	1	2	14
POLICE	2012	DECATUR	SPEED TRAILER	1A9S30ES9C1872268	MP731J	\$7,655		7/1/12	9	FleetEquip		900			1		9	0	2				11
POLICE	2017	SOLARTECH	TRAILER	4GM2M1313H1462107	M99713	\$16,750		7/1/17	4	FleetEquip		2,050			1		4	0	2				6

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 8: Health and Environment

- FY 2022 Requested Capital Budget and Five-Year Capital Plan
- FY 2022 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

HEALTH & ENVIRONMENT

FIVE YEAR CAPITAL PLAN for Fiscal Year 2022 through 2027

ASSET TYPE/ITEM	Classification	Department	FY 2022		FY 2023		FY 2024		FY 2025		FY 2026		FY 2027		Thereafter Amount
			Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	
FACILITIES AND LAND															
Subtotal Facilities & Land			-		-		-		-		-		-		-
INFRASTRUCTURE															
Wastewater Planning	Planning/Engineeri	Health & Env.			250,000	BI	750,000	BI							
Wastewater Infrastructure Implementation	Renovation/Const	Health & Env.											2,500,000	BI	5,000,000
Subtotal Infrastructure			-		250,000		750,000		-		-		2,500,000		5,000,000
FLEET INVENTORY (VEHICLES)															
Subtotal Fleet Inventory			-		-		-		-		-		-		-
EQUIPMENT															
Subtotal Equipment			-		-		-		-		-		-		-
TOTAL CAPITAL PLAN EXPENDITURE AMOUNTS			-		250,000		750,000		-		-		2,500,000		5,000,000

ANTICIPATED FUNDING SOURCES

(CL) Capital Levy (Recurring)															
(CEx) Capital Levy Exclusion															
(BI) Bond Issuance			250,000		750,000							2,500,000			
(LI) Lease Issuance															
(FC) Free Cash															
(CPA) Community Preservation Act															
(AF) Ambulance Fund															
(CF) Cable Fund															
(OAF) Other Available Fund															
(Grt) Grant															
Other															5,000,000
TOTAL ANTIPATED FUNDING			-		250,000		750,000		-		-		2,500,000		5,000,000
Capital Plan Funding Surplus (Deficit)			-		-		-		-		-		-		-

CAPITAL REQUEST SUBMISSION FORMS

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 9: Council on Aging

- FY 2022 Requested Capital Budget and Five-Year Capital Plan
- FY 2022 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

COUNCIL ON AGING

FIVE YEAR CAPITAL PLAN for Fiscal Year 2022 through 2027

ASSET TYPE/ITEM	Classification	Department	FY 2022		FY 2023		FY 2024		FY 2025		FY 2026		FY 2027		Thereafter Amount
			Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	
FACILITIES AND LAND															
Senior Center	Renovation/Cons	COA													5,000,000
Subtotal Facilities & Land			-		-		-		-		-		-		5,000,000
INFRASTRUCTURE															
Subtotal Infrastructure			-		-		-		-		-		-		-
FLEET INVENTORY (VEHICLES)															
Fleet Replacement Program	Vehicles	COA	15,000	CL	15,000	CL	15,000	CL	15,000	CL	15,000	CL	15,000	CL	
Fleet Replacement Program (Addl Funding for S Vehicles		COA	10,000	FC											
Subtotal Fleet Inventory			25,000		15,000		15,000		15,000		15,000		15,000		-
EQUIPMENT															
Kitchen Appliance Replacement	Opreational Equip	COA	7,000	FC			20,000	FC	5,000	FC					
Subtotal Equipment			7,000		-		20,000		5,000		-		-		-
TOTAL CAPITAL PLAN EXPENDITURE AMOUNTS			32,000		15,000		35,000		20,000		15,000		15,000		5,000,000

ANTICIPATED FUNDING SOURCES															
(CL) Capital Levy (Recurring)			15,000		15,000		15,000		15,000		15,000		15,000		
(CEX) Capital Levy Exclusion															
(BI) Bond Issuance															
(LI) Lease Issuance															
(FC) Free Cash			17,000				20,000		5,000						
(CPA) Community Preservation Act															
(AF) Ambulance Fund															
(CF) Cable Fund															
(OAF) Other Available Fund															
(Grt) Grant															
Other															
TOTAL ANTIPATED FUNDING			32,000		15,000		35,000		20,000		15,000		15,000		-
Capital Plan Funding Surplus (Deficit)			-		-		-		-		-		-		(5,000,000)

CAPITAL REQUEST SUBMISSION FORMS

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	COA Department Fleet Replacement Program	Amount:	25,000	New/ Replace/ Addition	Replacement
Department:	Council on Aging	Type:	Vehicles	Classification:	Vehicles
				Category:	I. Imperative
				Priority:	1

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

Funding to provide ongoing, recurring funding of the COA Fleet Replacement Program. This allows the department head and town management to manage replacement of routinely recurring vehicle turnover for those vehicles identified as appropriate for the program (see separate write-up).

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.*

Smooths out funding of the capital plan for routine, recurring replacements and avoids spikes in capital requests over our 5 year plan. Allows replacement of fleet vehicles as needed and identified by department head and incentivizes maximizing utilization. Provides ability to take advantage of buying opportunities or to replace poorly performing/expensive vehicles of a like natrue, as needed in lieu of subjecting specific vehicle requests to Town Meeting process that may not provide the timeliness/flexibility needed.

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

These operating vehicles are a critical part of day to day operations and are needed to maintain the departments level of service, staff satisfaction, and operating efficiency. Providing a consistent, recurring level of funding allows managers to replace vehicles as needed to minimize capital and operating costs, as appropriate. Having the ability to replace vehicles as needed improves administrative efficiency and minimizes operational down-time.

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?*

Providing this consistent, recurring funding should ensure that operating costs needed to repair/maintain inappropriate vehicles are minimized. In addition, recurring funds minimizes the need to maintain a larger fleet to provide for older vehicle parts or for back-up vehicles.

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

Per discussion and analysis with Assistant Town Administrator & Finance Director, the accompanying assets are appropriate for inclusion in a recurring funding program from the Capital Tax Levy.

FLEET INVENTORIES & CONDITION ASSESSMENTS

Date of Update		CONDITION ASSESSMENT (POINTS)																					
Department	Model Year	Manufacturer	Make/Model	VIN #	Plate #	Est. Cost New	Expected		Years in Service	Function	Drive System	GVW	FEV		Miles	Engine Hours	Age	Miles/Hours	Type of Service	M&R		Total Points	
							Max Life (Years)	In-Service Date					Policy Exempt	Combined MPG						Reliability	Costs Condition		
COA	2005	FORD	ECONOLINE VAN	1FBNE31L15HA04346	M46984	\$21,080	8	7/1/05	15	Transport	2WD	8,600			41,305		15	4	3	1	3	1	27
COA	2010	TOYOTA	SIENNA VAN	5TDJK4CC1AS030781	M81709	\$26,490	8	7/1/10	10	Transport	4WD	4,297			12,895		10	1	3	1	2	1	18
COA	2015	TOYOTA	SIENNA VAN	5TDJK3DC2FS108503	M92805	\$32,455	8	7/1/15	5	Transport	4WD	5,995			128,951		5	12	3	1	1	1	23
COA	2018	FORD	ECONOLINE VAN	1FDPE4FS6JDC17294	M2750A	\$68,852	8	7/1/18	2	Transport	2WD	14,500			9,059		2	0	3	1	1	1	8
COA	2019	DODGE	CARAVAN	2C7WDGBGOKR521443	M4070A	\$48,400	8	7/1/19	1	Transport	4WD	5,000			6,259		1	0	3	1	1	1	7
COA	2020	TOYOTA	SIENNA VAN	5TZZ3DC3LS071214D	M4032	\$30,000	8	9/1/20	1	Transport	4WD	5,995			1,289		1	0	3	1	1	1	7

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 10: Beach and Recreation

- FY 2022 Requested Capital Budget and Five-Year Capital Plan
- FY 2022 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

FIVE YEAR CAPITAL PLAN for Fiscal Year 2022 through 2027

RECREATION

ASSET TYPE/ITEM	Classification	Department	FY 2022		FY 2023		FY 2024		FY 2025		FY 2026		FY 2027		Thereafter Amount
			Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	
FACILITIES AND LAND															
Beach Bath House Facilities Assessment	Planning/Engineerin	Beach/Rec.	40,000	FC											
Beach Bath House Upgrade/ADA	Renovation/Const	Beach/Rec.			20,000	FC									
Walkways/Dune Fencing/Mobi Mat's	Stewardship	Beach/Rec.	20,000	FC			20,000	FC			20,000	FC			
Subtotal Facilities & Land			60,000		20,000		20,000		-		20,000		-		-
INFRASTRUCTURE															
Subtotal Infrastructure			-		-		-		-		-		-		-
FLEET INVENTORY (VEHICLES)															
Recreation vehicle Replacement Program	Vehicles	Beach/Rec.	15,000	CL	15,000	CL	15,000	CL	15,000	CL	15,000	CL	15,000	CL	
Subtotal Fleet Inventory			15,000		15,000		15,000		15,000		15,000		15,000		-
EQUIPMENT															
ADA Beach Chair	Opreational Equip	Beach/Rec.	3,500	FC					3,500	FC					
Subtotal Equipment			3,500		-		-		3,500		-		-		-
TOTAL CAPITAL PLAN EXPENDITURE AMOUNTS			78,500		35,000		35,000		18,500		35,000		15,000		-
ANTICIPATED FUNDING SOURCES															
(CL) Capital Levy (Recurring)			15,000		15,000		15,000		15,000		15,000		15,000		
(CEx) Capital Levy Exclusion															
(BI) Bond Issuance															
(LI) Lease Issuance															
(FC) Free Cash			63,500		20,000		20,000		3,500		20,000				
(CPA) Community Preservation Act															
(AF) Ambulance Fund															
(CF) Cable Fund															
(OAF) Other Available Fund															
(Grt) Grant															
Other															
TOTAL ANTIPATED FUNDING			78,500		35,000		35,000		18,500		35,000		15,000		-
Capital Plan Funding Surplus (Deficit)			-		-		-		-		-		-		-

CAPITAL REQUEST SUBMISSION FORMS

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	Beach & Rec Department Fleet Replacement Program	Amount:	15,000	New/ Replace/ Addition	Replacement
Department:	Beach & Recreation	Type:	Vehicles	Classification:	Vehicles
				Category:	I. Imperative
				Priority:	1

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

Funding to provide ongoing, recurring funding of the Beach & Rec Fleet Replacement Program. This allows the department head and town management to manage replacement of routinely recurring vehicle turnover for those vehicles identified as appropriate for the program (see separate write-up).

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.*

Smooths out funding of the capital plan for routine, recurring replacements and avoids spikes in capital requests over our 5 year plan. Allows replacement of fleet vehicles as needed and identified by department head and incentivizes maximizing utilization. Provides ability to take advantage of buying opportunities or to replace poorly performing/expensive vehicles of a like natrue, as needed in lieu of subjecting specific vehicle requests to Town Meeting process that may not provide the timeliness/flexibility needed.

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

These operating vehicles are a critical part of day to day operations and are needed to maintain the departments level of service, staff satisfaction, and operating efficiency. Providing a consistent, recurring level of funding allows managers to replace vehicles as needed to minimize capital and operating costs, as appropriate. Having the ability to replace vehicles as needed improves administrative efficiency and minimizes operational down-time.

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?*

Providing this consistent, recurring funding should ensure that operating costs needed to repair/maintain inappropriate vehicles are minimized. In addition, recurring funds minimizes the need to maintain a larger fleet to provide for older vehicle parts or for back-up vehicles.

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

Per discussion and analysis with Assistant Town Administrator & Finance Director, the accompanying assets are appropriate for inclusion in a recurring funding program from the Capital Tax Levy.

FLEET INVENTORIES & CONDITION ASSESSMENTS

Date of Update		CONDITION ASSESSMENT (POINTS)																					
Department	Model Year	Manufacturer	Make/Model	VIN #	Plate #	Est. Cost New	Expected	In-Service Date	Years in Service	Function	Drive System	GVW	FEV	Combined MPG	Miles	Engine Hours	Age	Miles/Hours	Type of Service	Reliability	M&R Costs	Condition	Total Points
							Max Life (Years)						Policy Exempt										
RECREATION	2004	CHEVROLET	SILVERADO	1GCHC29U14E306452	M70668	\$30,000		7/1/04	16	Utility		5,443			88,063		16	9	3	5	3	5	41
RECREATION	2011	FORD	TRACON VAN	NM0KS9BNXBT063122	M88195	\$22,769		7/1/11	9	Transport		4,965			57,038		9	6	3	3	2	3	26
RECREATION	2014	CHEVROLET	EXPRESS VAN	1GNWGPFA4E1146232	M90149	\$23,825		7/1/14	6	Transport		8,600			22,248		6	2	3	1	2	1	15
RECREATION	2018	CHEVROLET	SILVERADO	1GCRCNEH2JZ107154	M98617	\$24,656		7/1/18	2	Utility		6,900			9,228		2	1	3	1	1	1	9

TOWN OF EASTHAM, MASSACHUSETTS

SECTION 11: Community Development

- FY 2022 Requested Capital Budget and Five-Year Capital Plan
- FY 2022 Capital Request Submission Forms
- Department Vehicle/Fleet Inventory & Condition Assessment
- Additional Materials

TOWN OF EASTHAM, MASSACHUSETTS

COMMUNITY DEVELOPMENT

FIVE YEAR CAPITAL PLAN for Fiscal Year 2022 through 2027

ASSET TYPE/ITEM	Classification	Department	FY 2022		FY 2023		FY 2024		FY 2025		FY 2026		FY 2027		Thereafter Amount
			Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source	
FACILITIES AND LAND															
Subtotal Facilities & Land			-		-		-		-		-		-		-
INFRASTRUCTURE															
Subtotal Infrastructure			-		-		-		-		-		-		-
FLEET INVENTORY (VEHICLES)															
Subtotal Fleet Inventory			-		-		-		-		-		-		-
EQUIPMENT															
Permit Tracking Software	Software/Applica	CommDev	25,000	FC											
Office Furnishings	Opreational Equip	CommDev	7,400	Other											
Subtotal Equipment			32,400		-		-		-		-		-		-
TOTAL CAPITAL PLAN EXPENDITURE AMOUNTS			32,400		-		-		-		-		-		-

ANTICIPATED FUNDING SOURCES

(CL) Capital Levy (Recurring)															
(CEX) Capital Levy Exclusion															
(BI) Bond Issuance															
(LI) Lease Issuance															
(FC) Free Cash			25,000												
(CPA) Community Preservation Act															
(AF) Ambulance Fund															
(CF) Cable Fund															
(OAF) Other Available Fund															
(Grt) Grant															
Other			7,400	Existing											
TOTAL ANTIPATED FUNDING			32,400		-		-		-		-		-		-
Capital Plan Funding Surplus (Deficit)			-		-		-		-		-		-		-

CAPITAL REQUEST SUBMISSION FORMS

TOWN OF EASTHAM, MASSACHUSETTS
CAPITAL IMPROVEMENT & MAINTENANCE PROGRAM
CAPITAL REQUEST SUBMISSION FORM - Fiscal Year 2022

Request Title:	Conservation Permit Tracking Software	Amount:	25,000	New/ Replace/ Addition	Addition
Department:	Community Development	Type:	Equipment	Classification:	Software/Applications
				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.*

Design and implement web-based permit tracking software for Conservation Dept. PeopleForms software is currently used for a number of town functions including: Building and Health Permit Tracking, town water installation, DPW asset management/work order tracking and other misc. data tracking. Previous software implementations for Building and Health permitting have taken 6-9 months to complete. Project stakeholders: Community Development staff, local applicants, engineers, designers who file applications with the Conservation Commission.

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

Benefits: Adding the conservation software module into the existing program will allow all regulatory permitting to be tracked in the same software platform. Shared software applications allow for standardized data tracking across departments and centralized storage of data accessible 24/7/365. Completing the conservation module will increase staff efficiencies by closing the circle for our regulator permit review system, integrating conservation into our existing electronic filing/review process. Further efficiencies will be realized through field inspections synchronized with office functions in real time. Software will enhance customer service via online filing, online payments and realtime/web-based tracking (reducing the number of inquiries, emails, phone calls). Software includes robust reporting tools, spatial data linked to town's GIS system, enhancing analysis capabilities. Failure to implement the conservation permitting module will leave the permitting/regulatory functions incomplete with certain staff unable to leverage shared technology within the same department, resulting in inefficiencies to data tracking, customer service and accountability. **Strategic Plan Goals: Strategies to support, expand, and sustain local businesses** Create a "SWAT team" within the Building/Planning Department to coordinate permitting and provide a streamlined process for new businesses to open.

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

Staff efficiencies: Standardized/centralized database management. Field and office work synchronization. Customer service: Improvements through online permitting and payments. Improvements to permit coordination and streamlined process.

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?*

Web-based software will include tools for tracking data in the field (inspections, violations ect.) Operating Budget costs will include mobile data plans for staff mobile devices. Use of mobile devices has had a demonstrated improvement on efficiencies for the Building, Plumbing and Wiring inspections. Inspection results are available to office support staff and contractor/homeowners immediately upon completion via automated notifications. Inspectors are able to work 100% remote if necessary and can access their records 24/7/365. The same efficiencies will carry over to the Conservation Agent and support staff.

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

Free cash and Grants: Software enhancements have been funded in previous years via free cash. Other potential sources include State grants via MassIT and District Local Technical Assistance (DLTA) grants. Staff has received grant awards for similar software applications within the past 5 years. Grant funding will be sought for this project but recommend use of free cash if grants funds are not available.