TOWN OF PLAISTOW, NH

CAPITAL IMPROVEMENTS PROGRAM

(2017 – 2022)

November 15, 2016

Adopted by the CIP Committee: 9/15/16

Approved by the Planning Board: 10/19/16

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1. Introduction and Purpose of a CIP

Plaistow Town Officials and Staff, like our counterparts in other communities in New Hampshire, expend a great deal of effort each year establishing a municipal budget. This budget must realistically balance the ever increasing needs and costs of delivering services to their constituents while at the same time staying within the financial constraints mandated by available tax revenues. In an acknowledgement of the precariousness of the annual budgetary process, the General Court authorized the use of a Capital Improvements Program (CIP) to aid town officials in scheduling the investment of Town resources.

New Hampshire RSA numbers 674:5-7 provide legal guidance as to authorization, purpose, description and preparation of the CIP. Undertaking a CIP can only be done after authorization to do so is granted by the local legislative body. This was done by a vote of the residents of Plaistow at Town Meeting in March, 1984. The CIP also serves to prepare a financial plan for capital projects included in the Master Plan. The primary goal of the CIP is to schedule the expenditures so that the peaks and valleys in the Town's annual tax rate are eliminated. The largest of expenditures are anticipated and scheduled while the smaller expenditures are worked in around them to help stabilize the tax rate.

Although this document must have the authorization of the local legislative body, its use, once completed, is entirely advisory. The document is structured to provide a multi-year (at least six) recommended program of major capital projects and expenditures. RSA 674:5 states "***The sole purpose and effect of the Capital Improvements Program shall be to aid the Board of Selectmen, Town Manager and the Budget Committee in their consideration of the annual budget.***"

The Plaistow CIP is a budgetary document that schedules all anticipated major capital Town expenditures for an extended period of time, typically six years. The document includes a fiscal analysis that aids in prioritizing the expenditures. The program, when adopted and fully utilized, serves to ensure that the services and facilities necessary to meet the community's needs are provided in accordance with the financial capabilities of Plaistow.

2. Advantages of a CIP

A Capital Improvements Program offers many advantages including the following:

1. Stabilizes year to year variations in capital outlays.

2. Pre-emptive acquisitions are made more feasible and defensible (e.g., land acquired for town uses such as water supply, waste disposal, and recreation).

3. In conjunction with capital reserve funds, interest payments may be reduced or eliminated by having the cash on hand for purchases rather than having to purchase bonds.

4. Enables towns to establish growth control measures (in conjunction with a master plan, RSA 674:22) and/or impact fees in accordance with RSA 674:21.

5. Facilitates implementation of the master plan through scheduling of proposed projects over a period of time. This type of programming can eliminate duplication and a random approach in making capital outlays.

6. Furnishes a total picture of the municipality's major needs, discourages piecemeal expenditures, and serves to coordinate the activities of various departments.

7. Establishes priorities for projects on the basis of need and cost, and permits anticipation of revenues and expenditures.

8. Serves as a public information tool by explaining to the public the Town's plans for major expenditures.

3. CIP Committee Membership

Voting Members:

Planning Board: 2 voting members: including Chair of the Planning Board who shall also serve as the Chair of the CIP Committee. An alternate member may serve in place of either member in case of an absence or recusion.

Board of Selectmen: 2 voting members. An alternate member may serve in place of either member in case of an absence or recusion.

Budget Committee: 2 voting members. An alternate member may serve in place of either member in case of absence or recusion.

Non-voting Members:

Town Manager and Town Planner

4. Definition of a Capital Improvement

In general, a capital improvement is a major expenditure for public facilities having a gross cost that exceeds a threshold value. The Town of Plaistow initially established this threshold value at $5,000. In 2013 the threshold value was increased to $10,000. To be considered for inclusion in the CIP, the project must exceed the threshold value, have a useful life of three (3) years or more, and not be considered an annual, on-going, operating expense. Projects that require bond financing are also included in the CIP.

Examples of such improvements include:

Land acquisition for public purpose
Vehicles
Buildings

Equipment and machinery with a useful life of greater than 3 years
Major building or facility renovations and repairs
Road renovations resulting in long-term improvement in road capacity or conditions
Special studies such as resource assessments or development of a Master Plan
Computer facilities including all upgrades and replacements

5. Preparation, Adoption, and Review of the CIP

Each year at the request of the CIP Committee, the Town staff sends the appropriate sections of the CIP text document to all Town Department Heads and asks for updates, changes and additions. This request is typically issued in the late spring time frame with a stated reply deadline of early summer. The Town Staff accumulates the returned information and posts it to the Master CIP Text document, highlighting those items that have changed from the previous year. Town Staff also updates the Master CIP Text document and spreadsheet to indicate the new 6-year range.

Beginning in late spring, staff also updates the latest approved CIP spreadsheet by removing the previous year's columns, adding a column for last year's approved amounts and adding a new year to maintain the 6-year history. These columns should be highlighted until they are reviewed and approved by the CIP Committee. Town staff captures Information from last year's approved CIP for the current year, the official votes on all Town Warrant Articles, and the most current Town Report to include in the "Town Meeting Approved" column.

The CIP Committee and Town Staff also review the cash flow for each capital reserve and impact fee accounts to make sure the balances are sufficient to meet the needs of the capital expenses in the CIP.

Each Department Head meets with the Town Manager to review the Department's capital projects for the next 6-year planning meeting. All changes and additions are then highlighted in the CIP spreadsheet.

At each CIP meeting, the highlighted areas of the CIP Text document are reviewed by the CIP Committee for potential update to the CIP spreadsheet. If there are any projects that the CIP Committee would like more information about, they either request that Town staff obtain the information or ask that a Department Head come to the next CIP Committee meeting to explain the project(s). Once the CIP Committee has considered a project and decided to include it in the spreadsheet, the highlighting is removed. If the project is not to be included in the spreadsheet, then the text is removed from the CIP Text document.

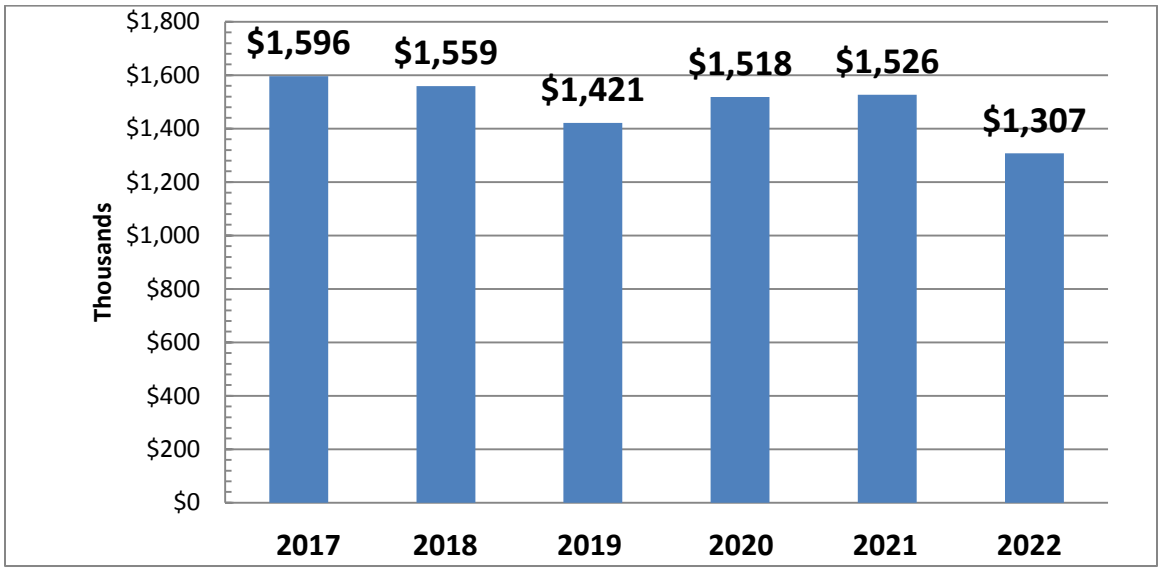
The CIP Committee will continue to meet to fully understand all of the changes or additions to capital projects and their associated costs and to finalize the numbers and text associated with each project. Upon final review, the Committee tries to balance or level-fund the requests for the 6-year period. Once this is accomplished, the Committee votes to adopt the CIP with the recommendation the CIP be submitted to the Planning Board.

The Planning Board formally approves the CIP at a regularly scheduled meeting after which the CIP is presented to the Board of Selectmen and the Budget Committee.

The following chart shows the CIP next expenses for the 6-year range of the CIP. The chart shows at a quick glance how successful the level-funding effort has been.

2017-2022 CAPITAL IMPROVEMENT PROGRAM

(Net Expenses By Year - $ In Thousands)



6. Classification of Projects

The Capital Improvements Program (CIP) projects as described in this document are divided into three (3) main categories:

(A) One-Time.

(B) Multi-Year.

(C) On-Going.

One-Time projects appear in the CIP for only one funding year within the 6-year planning window of the CIP. Multi-Year projects are those that will require more than 1 year to purchase or replace capital items. The On-Going projects are those that get funded every year. Capital reserve deposits generally fall into this category.

7. Comparison of Capital Expenses with Total Budgets

While the capital expenses outlined in the CIP are an important factor in budgeting town expenses, they in fact, on average, only account for 13% of the total municipal budget. Note the CIP and Budget dollar amounts reflect what the Planning Board approved and not what was ultimately approved at Town Meeting.

The following table shows the dollar amounts and percentages for the past six years:

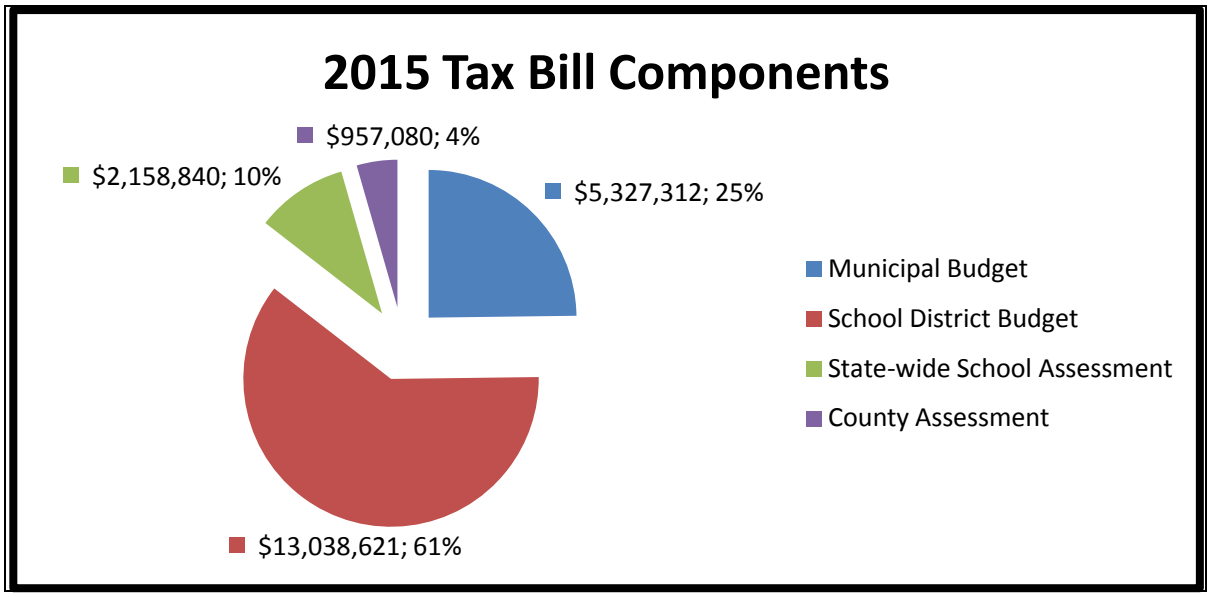
Budget Year/Item	2011	2012	2013	2014	2015	2016
CIP Total	$816	$766	$1,200	$1,254	$1,392	$1,194
Budget Total	$7,193	$8,563	$8,870	$8,659	$8,118	$8,353
% of CIP Total to Budget Total	11.3%	8.9%	13.5%	14.5%	17.1%	14.3%

Note that the years listed reflect "budget years"; thus the year 2016 reflects the 2016 budget as prepared during the 2015 calendar year. The CIP Committee, the Board of Selectmen, and the Budget Committee do not participate in the generation of the Timberlane Regional School District (TRSD) budget. However, the School District Assessment to the Town of Plaistow is the single largest part of the total budget upon which the tax rate and ultimately the tax bills are based.

Tax bills are based on four parts as follows:

Municipal budget
School District Assessment
State-wide School Assessment
County Assessment

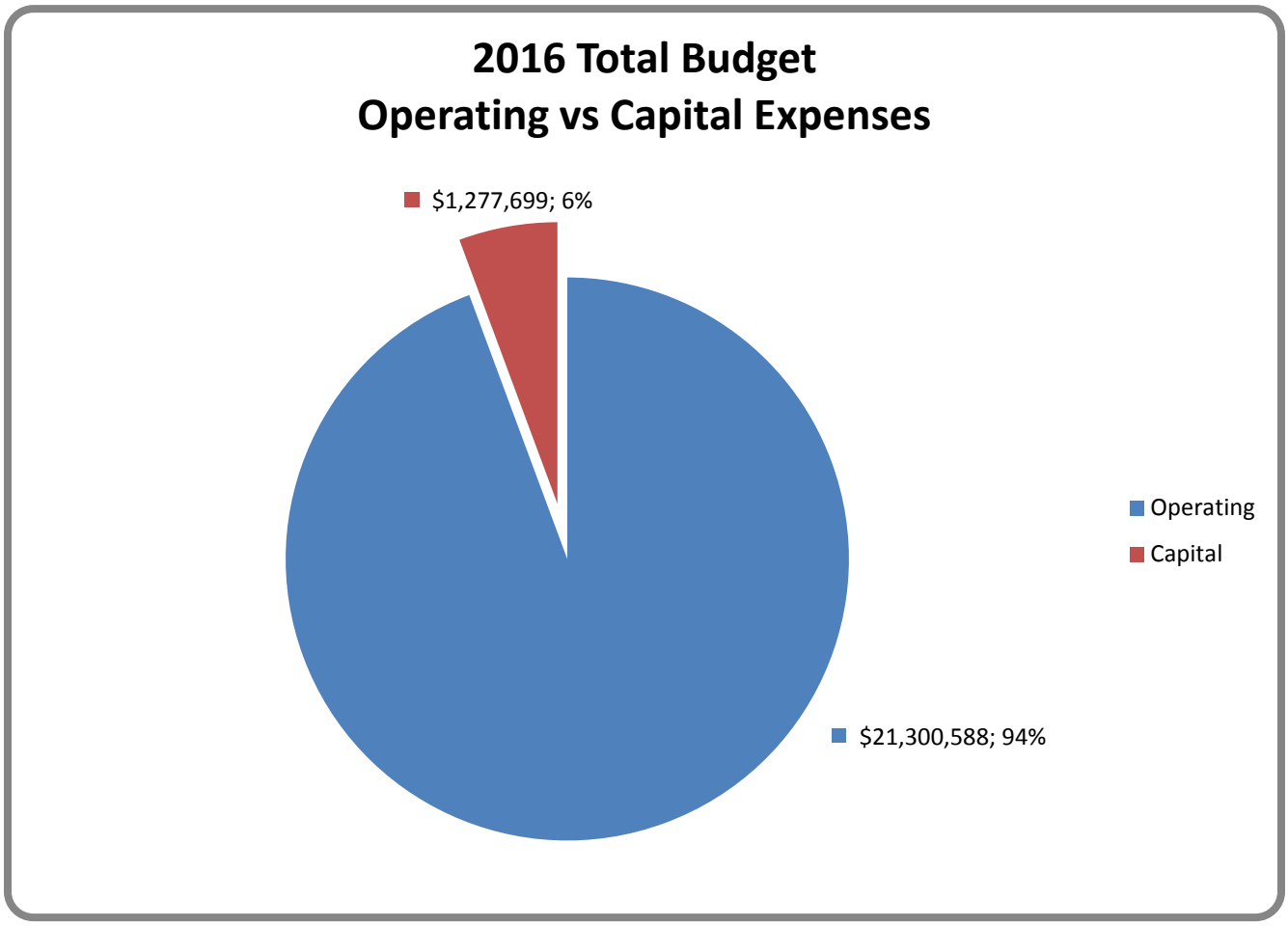
The chart below shows the dollar amounts and percentages of the total tax bill.



The School District budget may be split into two parts: Operating and Capital. Note the State-wide Assessment was split into the same ratio as the School District Assessment. The County budget does not lend itself to be easily split into operating expenses and capital expenses and has therefore been included here as all operating expense.

The School District operating assessment for each of the four member towns (Atkinson, Danville, Sandown, and Plaistow) is based Average Daily Membership (ADM) that is the number of students attending grades kindergarten through twelve (12). The capital assessment is based on the Net Assessed Valuation for each of the member towns. Note that TRSD belongs to SAU 55 along with Hampstead. Although Hampstead shares the expense of the SAU along with TRSD, no Hampstead students attend TRSD schools. The TRSD share of the SAU budget is included in the operating budget for TRSD.

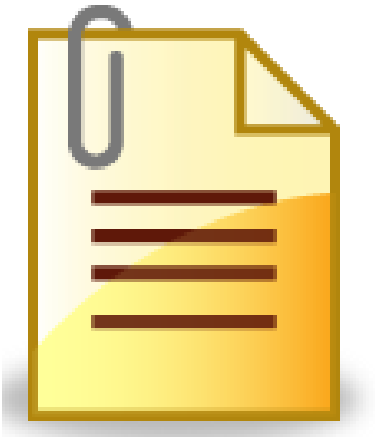
2016 Budget	Operating	Capital
Municipal	$8,353,355	$1,194,300
School District	$13,167,558	$347,783
State-wide Assessment	$2,079,337	$104,314
County	$972,422	$0


2016 Total Budget
Operating vs Capital Expenses
$1,277,699; 6%
$21,300,588; 94%
Operating
Capital

8. 2017-2022 CIP PROJECTS

The following pages contain a description of project sorted by department and classified as a One-Time project, a Multi-Year Project, or an On-Going project. All projects described in this document are included in the CIP spreadsheet. This text document will help the CIP Committee to present the 2017-2022 CIP to the Planning Board, Board of Selectmen and Budget Committee and will help all committees and boards to better understand the nature of the capital projects and how they impact/influence the financial structure of Plaistow.

Each project description also includes a reference to the Master Plan and a recommendation(s) from the CIP Committee as how to fund the project. When the recommendation is to include a warrant article for the Town Meeting, the proposed language of the warrant article is also included.



8.1

HIGHWAY DEPARTMENT

H1D. Highway Department Equipment Capital Reserve Fund Deposit

2006-2022
Project Type: On-Going
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This capital reserve fund was created in 2006 to level fund the on-going expenditures for the replacement of highway department vehicles. Each year a review of this fund's cash flow is undertaken to determine if an adjustment to the Fund deposit is necessary. See Section 9 for a more detailed explanation of the yearly analysis of the cash flows.

CIP Committee Recommendation(s):

- Per the Highway Department Equipment Capital Reserve Fund cash flow, the CIP should include $87,000 to be deposited in the Highway Department Capital Reserve Fund in 2017 through 2022.
- The following warrant article should be presented at the 2017 Town Meeting:

  "Shall the Town vote to raise and appropriate the sum of $87,000 to be added to the existing Highway Department Equipment Capital Reserve Fund?"

  (Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). These funds are in the Capital Improvement Program as approved by the Planning Board.)

  [Intent: To continue to set aside money for future purchases of Highway Department vehicles. Putting funds aside each year will allow for the orderly replacement of highway vehicles by leveling the yearly tax impact. This money can only be spent by a future vote at town Meeting. These funds will be invested in an interest bearing account.]

H1E. Replacement of Highway Department Vehicles

2016
H1E.1 Replacement of the 2001 Front End Loader
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: The Highway Supervisor indicates that the 2001 Caterpillar 924 Front End Loader should be replaced in 2016. This is part of the normal replacement schedule and can be funded by a capital reserve fund withdrawal.

CIP Committee Recommendation(s):

- The CIP should show an expense of $120,000 for 2016 and should also show this expense will be funded by a withdrawal from the Highway Department Equipment Capital Reserve Fund.
- The trade-in value for this vehicle should be estimated at 10% of the estimated cost or $12,000.
- The following warrant article should be presented at the 2016 Town Meeting:

  "Shall the Town vote to raise and appropriate the sum of $120,000 for the replacement of the 2001 Caterpillar 924 Front End Loader and to withdraw $117,100 from the Highway Department Equipment Capital Reserve Fund and to withdraw $2,900 from the New Road Impact Fee Fund for such replacement?"

Appropriation:	$120,000
Withdrawal from the Highway Department Equipment Capital Reserve Fund:	- $117,100
Withdrawal from the New Road Impact Fee Fund:	- $2,900
Amount to be raised by taxation:	$0

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To replace the 2001 Caterpillar 924 Front End Loader as part of the replacement schedule for Highway Department vehicles. Timely replacement of vehicles ensures maintenance costs and vehicle downtime are minimized while driver safety is maximized.]

This warrant article passed at the 2016 Town Meeting. The actual cost of the front end loader was closer to $145,000; therefore the cost as shown in the vehicle rotation schedule was increased from $120,000 to $160,000. The cost overage needs to be made up from other sources.

2018

H1E.2. Replacement of the 2010 International 6W Dump Truck
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: The Highway Supervisor indicates that the 2010 International dump truck should be replaced in 2018. This is part of the normal replacement schedule and can be funded by a capital reserve fund withdrawal. Note the Highway Supervisor has indicated the replacement may be pushed out 1 year from 2017 to 2018 with replacements every 7 years following 2018.

CIP Committee Recommendation(s):

- The CIP should show an expense of $160,000 for 2018 and should also show this expense will be funded by a withdrawal from the Highway Department Vehicle Capital Reserve Fund.
- The trade-in value for this vehicle should be estimated at 10% of the estimated cost or $16,000.

The following warrant article should be presented at the 2018 Town Meeting:

"Shall the Town vote to raise and appropriate the sum of $160,000 for the replacement of the 2010 International 6W Dump Truck and to withdraw $160,000 from the Highway Department Equipment Capital Reserve Fund for such replacement?"

Appropriation:	$160,000
Withdrawal from the Highway Department Equipment Capital Reserve Fund:	$160,000
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Amount to be raised by taxation:	$0

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To replace the 2010 International 6W Dump Truck as part of the replacement schedule for Highway Department vehicles. Timely replacement of vehicles ensures maintenance costs and vehicle downtime are minimized while driver safety is maximized.]

2019

H1E.3. Replacement of the 2012 F-550 Ford Dump Truck
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: The Highway Supervisor indicates that the 2012 F-550 Ford dump truck should be replaced in 2019. This is part of the normal replacement schedule and can be funded by a capital reserve fund withdrawal.

CIP Committee Recommendation(s):

- The CIP should show an expense of $110,000 for 2019 and should also show this expense will be funded by a withdrawal from the Highway Department Vehicle Capital Reserve Fund.
  The trade-in value for this vehicle should be estimated at 10% of the estimated cost or $11,000.
- The following warrant article should be presented at the 2019 Town Meeting:

  "Shall the Town vote to raise and appropriate the sum of $110,000 for the replacement of the 2012 F-550 Dump Truck and to withdraw $110,000 from the Highway Department Equipment Capital Reserve Fund for such replacement?"

Appropriation:	$110,000
Withdrawal from the Highway Department Equipment:	
Capital Reserve Fund:	$110,000
---	---
Amount to be raised by taxation:	$0

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To replace the 2012 F-550 Dump Truck as part of the replacement schedule for Highway Department vehicles. Timely replacement of vehicles ensures maintenance costs and vehicle downtime are minimized while driver safety is maximized.]

2020

H1E.4 Replacement of the 2013 F-350 Ford Pickup Truck
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: The Highway Supervisor indicates that the 2013 F-350 Ford pickup truck should be replaced in 2020. This is part of the normal replacement schedule and can be funded by a capital reserve fund withdrawal.

CIP Committee Recommendation(s):

- The CIP should show an expense of $50,000 for 2020 and should also show this expense will be funded by a withdrawal from the Highway Department Vehicle Capital Reserve Fund.
- The trade-in value for this vehicle should be estimated at 10% of the estimated cost or $5,000.
- The following warrant article should be presented at the 2020 Town Meeting:

"Shall the Town vote to raise and appropriate the sum of $50,000 for the replacement of the 2013 F-350 Pickup Truck and to withdraw $50,000 from the Highway Department Equipment Capital Reserve Fund for such replacement?"

Appropriation:	$50,000
Withdrawal from the Highway Department: Equipment Capital Reserve Fund:	- $50,000
---	---
Amount to be raised by taxation:	$0

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To replace the 2013 F-350 Ford Pickup Truck as part of the replacement schedule for Highway Department vehicles. Timely replacement of vehicles ensures maintenance costs and vehicle downtime are minimized while driver safety is maximized.]

2021

H1E.5. Replacement of the Landscaping Trailer
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: The Highway Supervisor indicates that the Landscaping Trailer should be replaced in 2021. This is part of the normal replacement schedule and can be funded by a capital reserve fund withdrawal.

CIP Committee Recommendation(s):

- The CIP should show an expense of $10,000 for 2021 and should also show this expense will be funded by a withdrawal from the Highway Department Vehicle Capital Reserve Fund.
- The trade-in value for this vehicle should be estimated at 10% of the estimated cost or $1,000.
- The following warrant article should be presented at the 2016 Town Meeting:

"Shall the Town vote to raise and appropriate the sum of $10,000 for the replacement of the Landscaping Trailer and to withdraw $10,000 from the Highway Department Equipment Capital Reserve Fund for such replacement?"

Appropriation:	$10,000
Withdrawal from the Highway Department Equipment Capital Reserve Fund:	$10,000
Amount to be raised by taxation:	$0

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To replace the Landscaping Trailer as part of the replacement schedule for Highway Department vehicles. Timely replacement of vehicles ensures maintenance costs and vehicle downtime are minimized as well as protecting the landscaping equipment transported and stored in the trailer.]

8.2

FIRE DEPARTMENT

F1D. Fire Department Capital Reserve Fund Deposit

2017-2022
Project Type: On-Going
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This capital reserve fund is set to level fund the on-going expenditures for the replacement of the necessary fire department vehicles. Each year a review of the fund cash flow is undertaken to determine if an adjustment to the fund deposit is necessary. See Section 9 for a more detailed analysis of the fund cash flows.

CIP Committee Recommendation(s):

- Per the Fire Department Capital Reserve Fund cash flow, the CIP should include $108,000 to be placed in the Capital Reserve Fund in 2017 through 2021 and $85,000 in 2022.

- The following warrant article should be presented at the 2017 Town Meeting:

  "Shall the Town vote to raise and appropriate the sum of $108,000 to be added to the existing Fire Department Capital Reserve Fund?"

  (Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). These funds are in the Capital Improvement Program as approved by the Planning Board.)

  [Intent: To continue to set aside money for future purchases of Fire Department vehicles. Putting funds aside each year will allow for orderly replacement of fire vehicles while leveling the yearly tax impact. This money can only be spent by a future vote at town Meeting. These funds will be invested in an interest bearing account.]

F2D. Self-Contained Breathing Apparatus (SCBA) Capital Reserve Fund Deposit

2015-2020
Project Type: Multi-Year
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This Capital Reserve Fund was created in 2015 for the purpose of level funding the replacement of the SCBA apparatus, SCBA tanks, and high temperature facemasks. Each year a review of the fund cash flow is undertaken to determine if an adjustment to the fund deposit is necessary.

CIP Committee Recommendation(s):

- Per the Self-Contained Breathing Apparatus (SCBA) Capital Reserve Fund cash flow, the CIP should include $33,400 to be placed in the Capital Reserve Fund in each of the years 2017-2020.

- The following warrant article should be presented at the 2017 Town Meeting:

  "Shall the Town vote to raise and appropriate the sum of $33,400 to be added to the Self-Contained Breathing Apparatus (SCBA) Capital Reserve Fund?"

  (Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). These funds are in the Capital Improvement Program as approved by the Planning Board.)

  [Intent: To set aside money for future replacement of the SCBA, cylinders, and masks. Putting money aside each year will allow for the orderly replacement of this equipment by leveling the yearly tax impact. This money can only be spent by a future vote at town Meeting. These funds will be invested in an interest bearing account. 2017 would be the third year of a 6-year multi-year project. The total cost of replacement is $200,00.]

F1E. Replacement of Fire Department Vehiclesf

2017

F1E.1. Replacement of Tanker 5
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: The Fire Chief indicates that the Tanker 5 Fire Truck should be replaced in 2017. This is part of the normal replacement schedule and can be funded by a capital reserve fund withdrawal. The Fire Chief indicated in 2016 that the replacement for this vehicle should be moved up 1 year from 2018 to 2017.

CIP Committee Recommendation(s):

- The CIP should show an expense of $400,000 for 2017 and should also show this expense will be funded by a withdrawal from the Fire Department Capital Reserve Fund and the Apparatus Sub-account of the Public Safety Impact Fee Fund.

- The trade in or sale price for this vehicle is estimated to be $10,000. The $10,000 figure is used for all fire vehicles.
- The following warrant article should be presented at the 2017 Town Meeting:

"Shall the Town vote to raise and appropriate the sum of $400,000 for the replacement of the Tanker 5 Fire Truck and to withdraw $386,000 from the Fire Department Capital Reserve Fund and $14,000 from the Public Safety Impact Fee Fund?"

Appropriation:	$400,000
Withdrawal from Fire Department Capital Reserve Fund:	-$386,000
Withdrawal from the Public Safety Impact Fee Fund:	-$14,000
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Amount to be raised by taxation:	$0

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To replace the Tanker 5 Fire Truck as part of the replacement schedule for Fire Department vehicles. Timely replacement of vehicles ensures maintenance costs and vehicle downtime are minimized while driver safety is maximized. Tanker 5 is the department's water supply truck. It was purchased in 1993 and is used to transport a large volume of water to the scene of fires to supply the initial water for fire attack. The truck is equipped with 2,000 ft of large diameter supply hose which is used to shuttle water from additional tankers into the scene. The truck was purchased with an expected 25 year life as a front line piece and will remain as a reserve tanker and mutual aid response truck until it is completely retired.]

2019

F1E.2. Replacement of Rescue 2
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: The Fire Chief indicates that the Rescue 2 Fire Truck should be replaced in 2019. This is part of the normal replacement schedule and can be funded by a capital reserve fund withdrawal. The Fire Chief has indicated that this replacement can be postponed until 2019.

CIP Committee Recommendation(s):

- The CIP should show an expense of $150,000 for 2019

and should also show this expense will be funded by a withdrawal from the Fire Department Capital Reserve Fund.
The trade in or sale price for this vehicle is estimated to be $10,000. The $10,000 figure is used for all fire vehicles.

- The following warrant article should be presented at the 2019 Town Meeting:
"Shall the Town vote to raise and appropriate the sum of $150,000 for the replacement of the Rescue 2 Fire Truck and to withdraw $150,000 from the Fire Department Capital Reserve Fund?"

Appropriation:	$150,000
Withdrawal from the Fire Department Capital Reserve Fund:	-$150,000
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Amount to be raised by taxation:	$0

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To replace the Rescue 2 Fire Truck as part of the replacement schedule for Fire Department vehicles. Timely replacement of vehicles ensures maintenance costs and vehicle downtime are minimized while driver safety is maximized.]

2019
F1E.3. Replacement of Forestry 4
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: The Fire Chief indicates that the Forestry 4 Fire Truck should be replaced in 2019. This is part of the normal replacement schedule and can be funded by a capital reserve fund withdrawal.

CIP Committee Recommendation(s):

- The CIP should show an expense of $50,000 for 2019 and should also show this expense will be funded by a withdrawal from the Fire Department Capital Reserve Fund.
- The trade in or sale price for this vehicle is estimated to be $10,000. The $10,000 figure is used for all fire vehicles.
- The following warrant article should be presented at the 2019 Town Meeting:

"Shall the Town vote to raise and appropriate the sum of $50,000 for the replacement of the Forestry 4 Fire Truck and to withdraw $50,000 from the Fire Department Capital Reserve Fund?"

Appropriation:	$50,000
Withdrawal from the Fire Department Capital Reserve Fund:	-$50,000
---	---
Amount to be raised by taxation:	$0

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To replace the Forestry 4 Fire Truck as part of the replacement schedule for Fire Department vehicles. Timely replacement of vehicles ensures maintenance costs and vehicle downtime are minimized while driver safety is maximized.]

2021
F1E.4. Replacement of Tower 3
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: The Fire Chief indicates that the Tower 3 Fire Truck should be replaced in 2021. This is part of the normal replacement schedule and can be funded by a capital reserve fund withdrawal.

CIP Committee Recommendation(s):

- The CIP should show an expense of $350,000 for 2021 and should also show this expense will be funded by a withdrawal from the Fire Department Capital Reserve Fund.
- The trade in or sale price for this vehicle is estimated to be $10,000. The $10,000 figure is used for all fire vehicles.
- The following warrant article should be presented at the 2021 Town Meeting:

"Shall the Town vote to raise and appropriate the sum of $350,000 for the replacement of the Tower 3 Fire Truck and to withdraw $350,000 from the Fire Department Capital Reserve Fund?"

Appropriation:	$350,000
Withdrawal from the Fire Department Capital Reserve Fund:	-$350,000
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Amount to be raised by taxation:	$0

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To replace the Tower 3 Fire Truck as part of the replacement schedule for Fire Department vehicles. Timely replacement of vehicles ensures maintenance costs and vehicle downtime are minimized while driver safety is maximized.]

F2E. Replace Fire Department Equipment and Apparatus

2020

F2E.1. Replace Self-Contained Breathing Apparatus (SCBA) Bottles

Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: The SCBA is complex device that stores a specific volume of breathing air at high pressure and delivers the air, through a series of regulators to the facemask of the firefighter when entering a hazardous environment. The current equipment was purchased through the Assistance to Firefighters Grant program in 2005. The pressure cylinders (bottles) are made of carbon fiber wrapped in fiberglass and have a maximum life of 15 years. They are hydrostatically tested every 5 years or whenever they have been exposed to extreme heat. Our current bottles will be tested in 2015 and will be taken out of service at their 15-year end of life in 2020. The current cost of a replacement bottle is approximately $1,000. We maintain 50 - 45 minute/4,500 psi bottles (25 installed in the packs and 25 spare). In addition we have 4 - 60 minute/4,500 psi bottles specifically for our Rapid Intervention Team (RIT) in the event of the need to extricate a down firefighter. The current anticipated cost for this project is $50,000. The department anticipates applying for grants to offset this project beginning in 2017, if grants are available.

CIP Committee Recommendations:

- The CIP should include an expense of $54,000 in the year 2020 to replace the 54 tanks and a withdrawal from the SCBS Capital Reserve Fund to offset the expense.
- The following warrant article should be presented at the 2020 Town Meeting:

  "Shall the Town vote to raise and appropriate the sum of $54,000 for the replacement of the 54 tanks for breathing apparatus and to withdraw $54,000 from SCBS Capital Reserve Fund?"

Appropriation:	$54,000
Withdrawal from the SCBA Capital Reserve Fund:	-$54,000
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Amount to be raised by taxation:	$0

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To replace the tanks for the breathing apparatus. The existing tanks are at the end of their usable, reliable life cycle.]

FE2.2. Replacement of Self-Contained Breathing Apparatus (SCBA)
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: As stated in the previous project, the SCBA is complex device that stores a specific volume of breathing air at high pressure and delivers the air, through a series of regulators to the facemask of the firefighter when entering a hazardous environment. The current equipment was purchased through the Assistance to Firefighters Grant program in 2005. The design standards for SCBA are set by the National Fire Protection Association (NFPA) and are updated periodically. Due to the high cost of this equipment, upgrading is typically delayed until either significant advances in technology are developed and implemented or a department's equipment becomes obsolete due to inability to maintain or they are determined to be technologically unsafe due to their age. Our breathing apparatus are tested to industry standards every two years to ensure proper operation. We expect that we will need to upgrade our current equipment by 2020. We currently maintain 25 SCBA and we expect that number to be static for the foreseeable future. The 2014 estimate for one SCBA (w/o bottle) is $5,500. The estimated cost for full replacement of this equipment comes to $137,500. In addition to the SCBA, we would also add approximately 30 high temperature face pieces (masks) at a cost of $280/each or $8,400. The department anticipates applying for grants to offset this project beginning in 2017, if grants are available.

CIP Committee Recommendations:

- The CIP should include an expense of $145,900 in the year 2020 and a withdrawal of $145,900 from the SCBA capital reserve fund to offset the expense.
- The following warrant article should be presented at the 2020 Town Meeting:

"Shall the Town vote to raise and appropriate the sum of $145,900 for the replacement of the 25 SCBA tanks for breathing apparatus, as well as 30 additional high temperature face pieces, and to withdraw $145,900 from SCBS Capital Reserve Fund?"

Appropriation:	$145,900
Withdrawal from the SCBA Capital Reserve Fund:	-$145,900
---	---
Amount to be raised by taxation:	$0

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To replace the breathing apparatus. The existing apparatus is at the end of its usable, reliable life cycle.]

8.3

POLICE DEPARTMENT

P1D. Unmarked Police Vehicle Capital Reserve Fund Deposit

2017-2022
Project Type: On-Going
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: The Police Department has several vehicles other than the fleet of cruisers. Cruiser replacement is covered by another project. Establishment of this Capital Reserve Fund will allow for an orderly replacement of the unmarked police vehicles that include all police vehicles that are not part of the annual cruiser replacement program. This also includes equipment trailers and the Animal Control Officer (ACO) vehicle. A vehicle replacement schedule is maintained and updated annually based on the equipment mileage and usage. The Police Department requested an initial deposit of $16,000 be placed into this Fund.

CIP Committee Recommendation(s):

- Per the Unmarked Police Vehicle Capital Reserve Fund cash flow, the CIP should include the establishment of an Unmarked Police Vehicle Capital Reserve Fund and an associated $16,000 deposit into this Fund for each year 2017 through 2022.

- The following warrant article should be presented at the 2017 Town Meeting:

  "Shall the Town vote to establish an Unmarked Police Vehicle Capital Reserve Fund and further to raise and appropriate the sum of $16,000 to be added to the Unmarked Police Vehicle Capital Reserve Fund? This reserve Fund shall fund all police vehicles and equipment trailers that do not participate in the annual cruiser replacement program funded through the Town Budget."

  (Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). These funds are in the Capital Improvement Program as approved by the Planning Board.)

  [Intent: To establish a fund to allow the Town to continue to set aside money for future purchases of unmarked Police Department vehicles. Putting money aside each year will allow for the orderly replacement of these vehicles by leveling the yearly tax impact. The money in the Capital Reserve Fund can only be spent by a future vote at Town Meeting. Reserve Funds are invested in an interest bearing account. This vehicle is used to respond to all Animal Related Calls such as reports of deceased, injured, or sick animals that have to be transported, animal (wild or domestic) complaints, response to Town ordinance violation complaints, transport of deceased animals to State Lab for testing, and animal transfers to local shelters if owner cannot be located. Mileage is over 101,000, constant mechanical failures due to age (2002) and mileage, and various areas of the body are rotting away]

P1E. Replacement of Unmarked Police Vehicles

2017 – 2022
Project Type: On-Going
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TDB

Project Description: This project is set up to provide for the orderly replacement of police vehicles that do not participate in the annual cruiser replacement program. It includes the command cars, the Animal Control Officer's vehicle as well as any utility vehicles and trailers. Vehicles are often rotated to a less demanding use with the vehicle with the most mileage and/or highest maintenance cost is the vehicle which is ultimately replaced.

2017 Replacements:

K-9 Vehicle: A Police Department fund raiser generated sufficient funds to replace this vehicle ($25,000) with *no additional funds needed from the taxpayers*.
ACO Vehicle: The replacement expense for this vehicle ($15,000) will be withdrawn from the capital reserve fund.

CIP Committee Recommendation(s):

- The CIP should include $15,000 for the replacement the ACO vehicle in 2017.
- The following warrant article should be prepared for the 2017 Town Meeting:

"Shall the Town vote to raise and appropriate the sum of $15,000 for the replacement of Animal Control Officer's (ACO) vehicle and to withdraw $15,000 from the Unmarked Police Vehicle Capital Reserve Fund? This warrant article shall be null and void if the warrant article creating the capital reserve fund and depositing $16,000 into the capital reserve fund fails."

Appropriation:	$15,000
Withdrawal from the Unmarked Police Vehicle Capital Reserve Fund:	-$15,000
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Amount to be raised by taxation:	$0

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To replace the ACO vehicle as part of the replacement schedule for unmarked police vehicles. The ACO vehicle is a 2002 model with over 100,000 miles on it. Timely replacement of vehicles ensures maintenance costs and vehicle downtime are minimized while driver safety is maximized.]

2019 Replacement:
Chief's Response Vehicle: The replacement expense for this vehicle ($30,000) will be withdrawn from the capital reserve fund.

CIP Committee Recommendation(s):

- The CIP should include $30,000 for the replacement the Chief's Response vehicle.
- The following warrant article should be prepared for the 2019 Town Meeting:

  "Shall the Town vote to raise and appropriate the sum of $30,000 for the replacement of Chief's Response vehicle and to withdraw $30,000 from the Unmarked Police Vehicle Capital Reserve Fund?

Appropriation:	$30,000
Withdrawal from the Unmarked Police Vehicle Capital Reserve Fund:	-$30,000
Amount to be raised by taxation:	$0

  (Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

  [Intent: To replace the Chief's Response vehicle as part of the replacement schedule for unmarked police vehicles. Timely replacement of vehicles ensures maintenance costs and vehicle downtime are minimized while driver safety is maximized.]

2021 Replacement:
Administrative Captain's Response Vehicle: This vehicle is also used for speed patrols and training and the expense for the vehicle ($30,000) will be withdrawn from the capital reserve fund.

CIP Committee Recommendation(s):

- The CIP should include $30,000 for the replacement the Administrative Captain's response vehicle.

- The following warrant article should be prepared for the 2021 Town Meeting:

  "Shall the Town vote to raise and appropriate the sum of $30,000 for the replacement of Chief's Response vehicle and to withdraw $30,000 from the Unmarked Police Vehicle Capital Reserve Fund?

Appropriation:	$30,000
Withdrawal from the Unmarked Police Vehicle Capital Reserve Fund:	-$30,000
Amount to be raised by taxation:	$0

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To replace the Administrative Captain's Response vehicle as part of the replacement schedule for unmarked police vehicles. Timely replacement of vehicles ensures maintenance costs and vehicle downtime are minimized while driver safety is maximized.]

P2D. Communications Radio Dispatching System Capital Reserve Fund Deposit

2017-2021
Project Type: Multi-Year
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This Capital Reserve Fund was created in 2013 with an initial deposit of $25,000. It is set up to level fund the replacement of the Police Department's Communications Radio Dispatching System. A Warrant Article passed in FY2015 to place $50,000 in said reserve account. It is requested that $65,000 continue to be allocated for years 2017-2021. The balance of this fund is $75,000 and the total cost of this project is $400,000. Cost estimate updated from $200,000 to $400,000 in 2016 by the Police Chief with the purchase being pushed out from 2017 to 2021.

CIP Committee Recommendation(s):

- Per the Communications Radio Dispatching System Capital Reserve Fund cash flow, the CIP should include a deposit of $65,000 for year 2017.
- The following warrant article should be presented at the 2017 Town Meeting:

"Shall the Town vote to raise and appropriate the sum of $65,000 to be added to the Communications Radio Dispatching System Capital Reserve Fund?"

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). These funds are in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To continue to set aside money for the future purchase of a communication radio dispatching system which will update the existing system with a successor Motorola system. This change would be a third generation change since the creation of a 24 hour dispatching center in the early 1990's. As the current technology is rapidly becoming outdated, and replacement parts are no longer being manufactured, putting money aside each year will allow for the orderly replacement of this system by leveling the yearly tax impact. This money can only be spent by a future vote at town Meeting. Reserve Funds are invested in an interest bearing account.]

P2E. Communication Systems

2016

P2E.1. Communications Monitoring/Recording System
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This project replaces an existing recording system in the Police Department Communications Center that captures all phone calls and radio transmissions in the Dispatch Center. There are two options available to replace this system: 1) one time purchase in 2015, or 2) sign a 3-year lease to own agreement with lease payments of $3,600 in each of the following three years – 2015, 2016, 2017. The decision was made to do a 1-time purchase of $10,000 in 2016.

CIP Committee Recommendation(s):

- The CIP should include $10,000 for the replacement of the recording system in the year 2016.
- The Police Department Budget presented at the 2016 Town Meeting should include $10,000 for the communication monitoring/recording system replacement.

The budget passed and this project is complete.

2017 - 2022

P2E.2. Replace Portable Radios
Project Type: On-Going
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This project allows for the transition of current portable radios purchased in 2002 that are issued to officers to an upgraded model taking advantage of significant technology changes. In

2016 the Police Chief changed the replacement strategy. Instead of replacing all the radios in a single year, going forward 3 radios will be replaced each year at a cost of $10,000 per year. The Police Department has approximately 20 such radios.

CIP Committee Recommendation(s):

- The CIP should include an expense of $10,000 for 2017.
- The Police Department budget presented at the 2017 Town Meeting should include $10,000 for the replacement of 3 portable radios.

2021

P2E.3. Communications Radio Dispatching System Capital Project
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This project will replace the Police Department's Communications Dispatching System's current technology with a successor Motorola system. This change would be a third generation change since the creation of 24/hour dispatching center in the early 1990's. This project represents the actual purchase.

CIP Committee Recommendation(s):

- The CIP should include an expense of $400,000 for the year 2021 and a withdrawal of $400,000 from the Communication Radio Dispatching Capital Reserve Fund.
- The following warrant article should be presented at the 2021 Town Meeting:

  "Shall the Town vote to raise and appropriate the sum of $400,000 for the replacement of the Communication Radio Dispatching System and to withdraw $400,000 from the Communication Radio Dispatching Capital Reserve Fund?"

Appropriate:	$400,000
Withdrawal from the Communication Radio Dispatching Capital Reserve Fund:	-$400,000
Amount to be raised by taxation:	$0

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To replace the Communication Radio Dispatching system with newer technology and increased feature set.]

This project is on hold pending the construction and equipage at the safety complex expansion project; no warrants articles will be placed on the 2017 Town Meeting warrant.

P3E. Cruiser/Related Equipment Replacement

2017-2022
Project Type: On-Going
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: The Police Department has a vehicle replacement plan for marked cruisers. The plan is updated annually based upon the mileage driven and which vehicles are replaced. This replacement follows the standard annual, two-car rotation program and includes set-up and replacement equipment.

CIP Committee Recommendation(s):

- The CIP should include $67,000 for Police Department cruiser replacement for the years 2017 through 2022.
- The Police Department Budget presented at the 2017 Town Meeting should include $67,000 for cruiser replacement.

P4E. Hardware and Software Systems

2017-2022
P4E.1. Computer Hardware/Software Replacement
Project Type: On-Going
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This project provides for replacement/additions to the Police Department computer system and associated software.

CIP Committee Recommendation(s):

- The CIP should include $13,000 for each year 2017 through 2022.
- The Police Department Budget presented at the 2017 Town Meeting should include $13,000 for the replacement of the computer system and associated software.

2018
P4E.2. Automated Fingerprint Identification System
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This identification system provides an instantaneous fingerprint comparison to national and state print databases of arrestees to accurately confirm the identity of arrestees.

CIP Committee Recommendation(s):

- The CIP should include $30,000 for the purchase of the identification system in the year 2018.

- The following warrant article should be presented at the 2018 Town Meeting:

  "Shall the Town vote to raise and appropriate the sum of $30,000 to purchase an Automated Fingerprint Identification System?"

  (Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

  [Intent: The installation of this equipment will provide an efficient and rapid method for identifying fingerprints as well as access to the national criminal history database which assists the Police Department in their normal course of business. This type of system will be required by the FBI before 2019.]

2014-2016
P4E.3. Replace Mobile Radar Units
Project Type: Multi-Year
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This project provides replacement mobile radar units in cruisers spread out over a three-year period (2014 through 2016); two radar units are to be replaced in each of the three years.

CIP Committee Recommendation(s):

- The CIP should include $6,000 for each of the three years in 2014, 2015, and 2016.
- The Police Department budget presented at the 2016 Town Meeting should include $6,000 for the replacement of 2 radar units.

The budget passed, this project is complete.

2021
P4E.4. Replace Management Info Computer System
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This project is to replace the current police department hardware/software system that records all activities – phone calls, tickets issued, etc. and is recommended for replacement in 2021.

CIP Committee Recommendation(s):

- The CIP should include $100,000 for the replacement of the Management Info Computer System in 2021.

8.4

EMERGENCY MANAGEMENT DEPARTMENT

E1D. Create an Emergency Management Capital Reserve Fund

2018-2022
Project Type: On-Going
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: A Capital Reserve Fund is being created to allow for the purchase, maintenance and regular updates needed for the emergency response communications equipment and training for the Emergency Management Department. This Fund will also assist with the match to any federal and state grants that the Town applies for, and will help fund the lease agreements for the communication towers. These funds will also be utilized to replace, add to, or upgrade our communication infrastructure located on towers and other communication areas. Additional costs could include items such as an Emergency Operation Center, Public Safety Communications Center and/or mobile command vehicle(s). The plan is to allocate $10,000 each year for the 2016-2021 based upon establishment of an "Emergency Management Capital Reserve Fund".

CIP Committee Recommendation(s):

- The CIP should include the establishment of an Emergency Management Capital Reserve Fund and associated deposit of $10,000 for each of the 5 years (2018 through 2022).

- The following warrant article should be presented at the 2018 Town Meeting:

  "Shall the Town vote to create an Emergency Management Capital Reserve Fund and raise and appropriate $10,000 to deposit in this Fund? The Capital Reserve Fund is being created to allow for the purchase, maintenance and regular updates needed for the emergency response communications equipment and training for the Emergency Management Department. This Fund will also assist with the match to any federal and state grants that the Town applies for, and will help fund the lease agreements for the communication towers. These funds will also be utilized to replace, add to, or upgrade the communication infrastructure located on towers and other communication areas. This fund could also finance items such as an Emergency Operation Center, Public Safety Communications Center and/or mobile command vehicle(s)."

  (Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This fund is in the Capital Improvement Program as approved by the Planning Board.)

  [Intent: To establish a Capital Reserve Fund to fund the capital needs of the Emergency Management Department.]

E1E. Emergency Management Projects

2021

E1E.1. Phase III of the EOP Plan – Existing Communications Tower Equipment Installation for Public Safety
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This project is for the purchase of a simulcast system that will allow for a microwave link of all of the various communications equipment located on the various communications towers. Another grant will be pursued for this project by the Emergency Management Department to help offset the costs.

CIP Committee Recommendation(s):

- The CIP should include $100,000 in the year 2021 for the purchase of a simulcast system.

E1E.2. Phase II of the EOP Plan - Mobile Emergency Operations Center (MEOC)
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description (On-Going Project): This project is for the completion of the Communications Systems Equipment Needs; i.e. computer with remote screen, keyboard and printer (1), processor (1) to allow patching of frequencies and mobile radios (3 more).

CIP Committee Recommendation(s):

- The CIP should include $95,000 in the year 2021 for the purchase of equipment needs for the completion of the MEOC.

E1E.3. CERT Training, Equipment and Software

Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: The purchase of this equipment is an essential part of the Town's Community Emergency Response Team (CERT) training and is necessary in order for the CERT team members to effectively do their jobs and ensure coordinated communications during an emergency situation. This project includes the purchase of tablets with keyboards and software and wireless service connection, and hand-held portable radios with GPS.

Original Recommendation:

The CIP should include $15,000 for each of the 5 years (2018 through 2022) for the purchase of equipment for CERT team members

CIP Committee Recommendation(s):

- Take no action in 2017 – project on hold pending further investigation.

8.5

WATER DEPARTMENT

W1D. Water Department Fire Suppression Line Capital Reserve Deposit

2017-2022
Project Type: On-Going
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: Created originally to fund the fire suppression lines that were installed along Route 125 as the NH Department of Transportation widened Route 125. No future plans for the expansion of the fire suppression lines exist and therefore no additional deposits have been made to this fund for 5 years.

CIP Committee Recommendation(s):

- No action recommended at this time.

W2D. Water Department Pump(s) & Pump House Capital Reserve Deposit

2011-2017
Project Type: Multi-Year
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: Located on Arbor Lane, this replacement project is for the fire suppression system pumps. Based upon an independent assessment of the overall system in 2007. At that time, an estimated replacement year was to be 2015. Also based upon the assessment, the building that houses the pump for the fire suppression system will also need to be replaced at the same time as the pumps. A warrant article for both the creation of the reserve fund and depositing $70,000 into it was approved at the March 2011 Town Meeting. This figure is based on an estimated project cost of $350,000 ($200,000 for the pumps and $150,000 for the pump house) with the costs split evenly over 5 years (2011 through 2015). Early analysis revealed the need for a water department garage for their truck and some office space apart co-located at the pump house. These combined uses will result in the design of a larger building that will house the pumps, water department truck, maintenance equipment, and office space. The latest analysis proposes the garage and office space be part of a new highway garage and not needed at the pump house. Updated cost estimates show the pump house replacement cost will be at least $220,000 for a total project cost $420,000.

CIP Committee Recommendation(s):

- The CIP should include a deposit of $70,000 for the year 2017.
- The following warrant article should be presented at the 2017 Town Meeting:

"Shall the Town vote to raise and appropriate the sum of $70,000 to be added to the Pump(s) and Pump House Capital Reserve Fund?"

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This fund is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To continue to set aside money for the replacement of the existing pump house and pumps.]

This project is on hold pending result to study of the existing fire suppression system and its compatibility with a potential potable water system.

W1E. Fire Suppression Line Installation and Maintenance

2016
W1E.1. Installation on Rt. 125 - East Road to Old Road
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

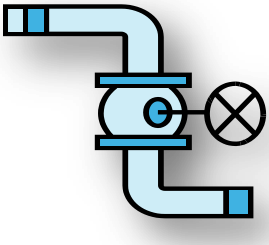
Project Description: This next segment of fire suppression line will proceed north from East Road and end at Old Road. This will occur coincident with the NHDOT Widening Project #10044G. During the 2013 Town Meeting, the Town approved the use of existing funds for this project for an anticipated construction during Fiscal Year 2014. However, this project is currently delayed and is anticipated to be put out to bid for NHDOT in Fiscal Year 2016. Because the Town has already approved this expense, the installation of this segment of the waterline will be completed through the use of existing waterline impact fees, capital reserve fund deposits and water line user fees for this project.

CIP Committee Recommendation(s):

- The CIP should include the expense and withdrawal amounts approved in 2013 for the latest construction year – 2016.
- No further recommendations.

2018

W1E.2. Fire Suppression Line Installation on Rt. 125 – Old County Road to Kingston Town Line
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD



Project Description: This project will include the installation of the Fire Suppression Water Line from Old County Road north to Kingston Town Line as part of the construction of the widening of Route 125 (Project #10044H) and is scheduled for completion in the 2017 to 2019 timeframe. The Water Superintendent has estimated the cost of this project to be approximately $172,000. This is the final segment of the installation of fire line suppression along Rt. 125.

CIP Committee Recommendation(s):

- The CIP should include the expense of $172,000 for the year 2018 along with a withdrawal of $172,000 from the Water User fee to pay for the expense.

W2E. Water Department Buildings and Equipment

2017

W2E.1. Pump Replacement
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This one time project will fund the replacement of the "pump" for the fire suppression system. Note that the reference to the pump is meant to include all pumps necessary to ensure 100% availability of an adequate supply of fire suppression water.

CIP Committee Recommendation(s):

- The CIP should show an expense of $200,000 for 2018 and should also show this expense will be funded by a withdrawal from the Pump(s) and Pump House Capital Reserve Fund.

- The following warrant article should be presented at the 2018Town Meeting:

"Shall the Town vote to raise and appropriate the sum of $200,000 for the replacement of the fire suppression pumps and to withdraw $200,000 from the Pump(s) and Pump House Capital Reserve Fund?" This warrant article shall be null and void if the $70,000 deposit to the Capital Reserve Fund is not also approved.

Appropriation:	$200,000
Withdrawal from the Pump(s) and Pump House Capital Reserve Fund:	-$200,000
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Amount to be raised by taxation:	$0

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To replace the fire suppression pump and backup pump before a failure occurs.]

This project is on hold pending the results of various water studies.

W2E.2. Pump House Replacement

Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: Located on Arbor Lane, this project will replace the building that houses the pumps for the fire suppression system. Based upon an independent assessment of the overall system in 2007, it will need to be replaced at the same time that the pumps are replaced (2018). The actual size and configuration of the facility will by a study to be completed in 2014, but will include space for the pumps, as well as garage and office space for the water department. Further analysis recommends the garage and office space for the Water Department should be included with the Highway Garage

CIP Committee Recommendation(s):

- The CIP should show an expense of $220,000 for 2018 and should also show this expense will be funded by a withdrawal from the Pump(s) and Pump House Capital Reserve Fund.

- The following warrant article should be presented at the 2018 Town Meeting:

"Shall the Town vote to raise and appropriate the sum of $220,000 for the replacement of the fire suppression system pump house and to withdraw $220,000 from the Pump(s) and Pump House Capital Reserve Fund?" This warrant article shall be null and void if the $70,000 deposit to the Capital Reserve Fund is not also approved.

Appropriation:	$220,000
Withdrawal from Pump(s) and Pump House Capital Reserve Fund:	-$220,000
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Amount to be raised by taxation:	$0

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: The replacement fire suppression pump and backup pump cannot be installed in the existing small pump hose and therefore a new, larger pump house must be constructed.]

This project is on hold pending the results of various water studies.

W3E. Water/Wastewater Studies

2016
W3E.1 Potable Water Study
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

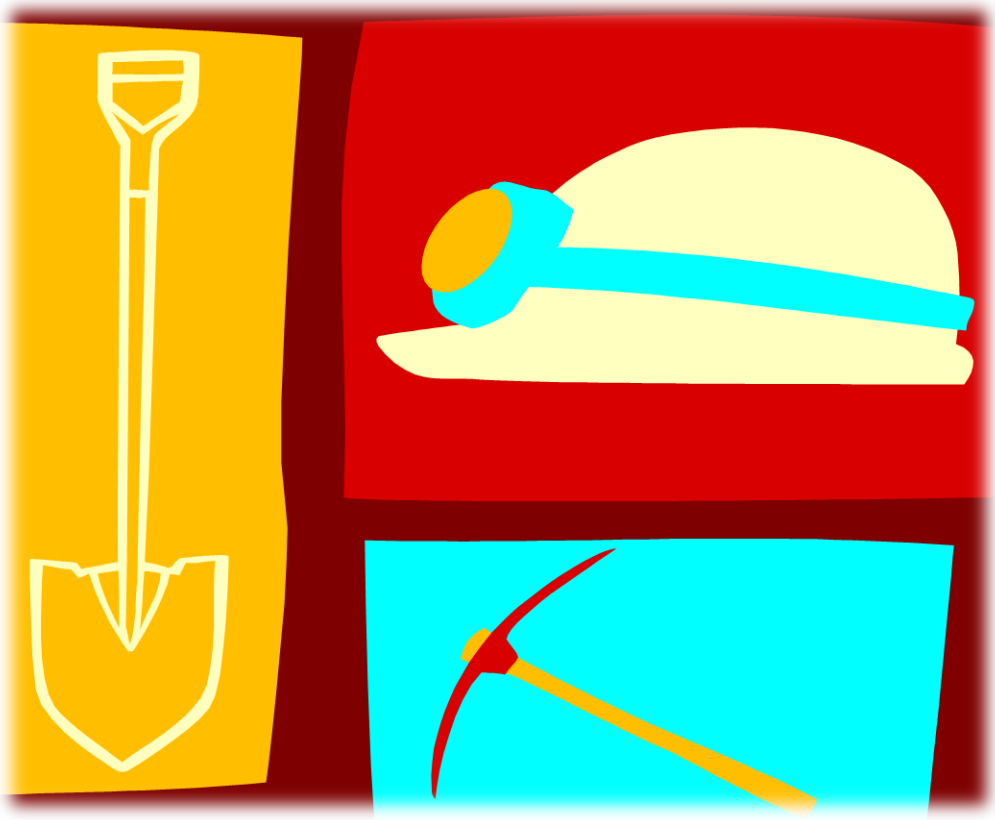
Project Description: In late 2014/early 2015 the Town received $120,000 from the GREE fund to study the feasibility of converting the current fire suppression system into a potable water system. The study is now complete. An additional grant of $30,000 was received in 2016 to continue this work. The initial scope of the 2014/15 Gasoline Remediation Ether Elimination (GREE) funding is targeted at impacts from Methyl tert-butyl ether (MTBE) that has impacted Plaistow. This year the Town sought and received additional funding for an addendum to conduct additional scope of work items related to the Potable Water Supply Feasibility Study. The work is based on discussions with Town representatives regarding issues related to the operation of the fire suppression system as part of the combined fire suppression/drinking water system. The Town continues to work closely with the New Hampshire Department of Environmental Services (NHDES) on these studies. The addendum includes additional scope of work to evaluate fire protection engineering issues related to the conversion of the system to a combined system. Tasks include in the study included: 1) an evaluation of the impact of a system pressure reduction on both the sprinkler systems and water main/hydrant fire flows, and 2) an evaluation of a representative number of sprinkler systems to determine what improvements, if any, would be required, to convert the fire suppression system to a combined system.

CIP Committee Recommendation(s):

- The CIP should show an expense of $30,000 for 2016 and should also show a corresponding offset of $30,000 received from the GREE fund.

8.6

MUNICIPAL BUILDINGS



MB1D. Building/Building Systems Capital Reserve Fund Deposit

2017 - 2022
Project Type: On-Going
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This reserve fund is set up for short and long term building maintenance projects such as roof repair or heating/cooling system replacements, including emergency repairs that are not anticipated. The goal is to maintain an approximate $30,000 balance in the fund. Past spending history shows that approximately $10,000 is withdrawn from this fund each year.

CIP Committee Recommendation(s):

- The CIP should include a $10,000 deposit into the Building/Building Systems Capital Reserve Fund for all years 2017-2022.
- The following warrant article should be presented at the 2017 Town Meeting:

  "Shall the Town vote to raise and appropriate the sum of $10,000 to deposit into the Building/Building Systems Capital Reserve Fund?"

  (Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This fund is in the Capital Improvement Program as approved by the Planning Board.)

  [Intent: The intent of this deposit is to maintain a balance of approximately $30,000 in this fund. This capital reserve fund is set up so that the Board of Selectmen may withdraw funds from this fund as the need arises.]

MB2D. Capital Reserve Fund – Acquisition of Land and/or Buildings Fund

2017 - 2022
Project Type: On-Going
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: The Town would like to take a more proactive role in order to address the need for environmental protection, conservation and open space management, including the evaluation of potential sites and money to purchase the land. The CIP Committee recommended establishing a Capital Reserve Fund for the purchase of future acquisition of land and/or building to meet miscellaneous Town needs

based upon the recommendations of the Plaistow First Committee. The Town did establish a Capital Reserve Fund for the purpose of future acquisition of land and/or buildings at the 2011 Town Meeting.

CIP Committee Recommendation(s):

- This capital reserve fund should be seeded with an initial deposit of $100,000.
- The following warrant article should be presented at the 2017 Town Meeting:

"Shall the Town vote to raise and appropriate $100,000 to be placed into the Acquisition of Land and/or Buildings Fund capital reserve with $100,000 coming from the Unexpended Fund Balance?

Appropriation:	$100,000
Withdrawal from the Unexpended Fund Balance:	-$100,000
---	---
Amount to be raised by taxation:	$0

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This fund is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: The intent of this capital reserve fund deposit is to build a fund that may be used to purchase land and/or buildings that would enhance the Town owned assets.]

MB4E1 Public Safety Complex Expansion Bond and Debt Service

2016
MB4E1.1. Public Safety Expansion Bond
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This project represents the safety complex expansion construction and bond purchase. The Public Safety Complex Building Committee made up of staff, residents, and local officials has evaluated this project. An architectural/engineering study is under way which will provide a cost estimate that will be used to purchase a bond to finance the construction. The completed study shows a current estimate of $8,500,000 for the expansion. The proposal is to pay for the expansion with a 30-year bond at a coupon rate of 2.86%. The proposal will instruct the Town Manager to negotiate for the best terms of the bond.

CIP Committee Recommendation(s):

- The CIP should show a bond purchase of $8,500,000 in the year 2016.
- The following warrant article should be prepared for the 2016 Town Meeting:

"Shall the Town vote to raise and appropriate the sum of $8,500,000 for the expansion of the Public Safety Complex and to authorize the issuance of not more $8,500,000 of bonds or notes in accordance with the provision of the Municipal Finance Act (RSA 33) and to authorize municipal officials to issue and negotiate such bonds or notes and to determine the rate of interest thereon? This expansion shall include all remaining design work, building construction and/or renovation, site work, permit fees, access road construction, and building interior equipage. This will be a non-lapsing warrant article under RSA 32:7, VI and will not lapse until the project is completed or by December 31, 2020, whichever is sooner. Passage of a bond warrant article requires a 60% majority."

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This bond request is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To finance the construction of a new Police Station and improvements to the existing Public Safety Complex for the Fire Department. Currently, there are many serious deficiencies with the existing Police Station have been identified. Some examples are: Non-ADA compliant by Federal Standards; No sight and sound separation for males, females, and juveniles as required by state and federal laws; Holding cells pose undue safety hazard to detainees and police staff due to antiquated design; Detective/investigative function located in a trailer behind existing building Safety issues with prisoner separation from administrative staff and public; Lack of storage – some evidence housed off site that poses safety and security risks; Building does not meet standards to allow the granting of National Accreditation

Through a series of additional meetings with the Town and Public Safety Departments, the space needs analysis and conceptual plans were pared down to four key projects:

Single Story 15,500 +/- sq ft Police Station that would include significant upgrade for the Fire Department; Renovation to the existing Fire Station that would support future accommodation for 24/7 operations for the Fire Department; Construction of an access road adjacent to the cemetery leading to the rear of the property (which includes elimination of the d4rainage pond/attractive nuisance adjacent to the Safety Complex); Construction of a second entry to the Town Cemetery via new access road; A community meeting room and training hall.]

The bond issue passed at the 2016 Town Meeting.

MB4E1.2. Public Safety Complex Expansion Debt Service

2017-2047
Project Type: Multi-Year
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This project is a placeholder for the repayment of the bond for the Safety Complex Expansion.

CIP Committee Recommendation(s):

- The CIP should show the following bond repayment amounts (rounded to the nearest $100) for the 2017 through 2022:
  2017 - $598,000
  2018 - $559,100
  2019 - $545,000
  2020 - $531,000
  2021 - $517,000
  2022 - $502,90

MB4E2 Public Safety Complex Maintenance and Repair

No projects are scheduled.

MB5D Library Maintenance & Repair Capital Reserve Fund

2016 - 2021
MB5D. Capital Reserve Fund Deposit
Project Type: Multi-year
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: Create a Library Capital Reserve Fund for Repair, Maintenance, and Renovation of the Library grounds and building, constructed in 1999-2000. This will accommodate all interior and exterior capital projects, including those identified in the 2015 Infrastructure Evaluation Study prepared by the Castagna Consulting Group. The CIP Committee recommends that an initial deposit of $70,000 be established for this purpose. The warrant article that created the capital reserve fund did pass at the 2016 Town Meeting. However, the initial deposit was reduced to $50,000. This project will continue to be used to add deposits to the capital reserve fund so that the improvements suggested in the Castagna report can be properly funded.

CIP Committee Recommendation(s):

- Per the Library Maintenance & Repair Capital Reserve Fund cash flow, the CIP should show deposits of $65,000 in 2017 through 2022.
- The following warrant article should be presented at the 2017 Town Meeting:

"Shall the Town vote to raise and appropriate $65,000 to be added to the Library Capital Reserve Fund?"

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: The use of this capital reserve fund will allow for level funding of Library Capital Improvements documented in the Infrastructure Evaluation Study for Plaistow Public Library prepared by the Castagna Group and accepted by the Library Board of Trustees. The projects planned this year (2017) are the purchase and installation of an emergency backup generator, and the repair/ replacement of interior countertops, soffits, and trim. Depositing funds each year into a Capital Reserve Fund will allow for orderly repairs, renovations and improvements to the Library's capital assets while leveling the yearly tax impact. The Board of Selectmen are the agents of this fund. These monies will be invested in an interest bearing account]

MB5E Library Maintenance & Repair

2016-2021

The Castanga report identified improvement projects in the following 7 areas: Exterior Site Improvements, Plumbing Improvement, Exterior Property Maintenance, Roof, Drainage, and Gutters, Energy Conservation, Public Safety, and Interior Library Renovations. The following paragraphs describe each of the individual projects in each of the 7 areas and listed chronologically as well. The CIP Committee is recommending that rather than placing a warrant or budget item for each project in each year, that only 1 warrant article appear in each of the next 5 years that would contain all the projects for the given year.

CIP Committee Recommendation(s):

- The CIP should show expense items of $81,500 for 2017 for projects MB5E.8 (Generator) and project MB5E.7 Renovations.
- The Board of Selectmen should make provisions to withdraw $50,000 from the Capital Reserve fund to pay for the generator and the Library Trustees should make provisions to withdraw $31,500 from Library funds to pay for the renovations that include replacing interior countertops and exterior soffits and trim.

MB5E1 Exterior Site Improvements

2018

MB5E1.1 Upgrade the exterior sign to a digital sign
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This project will upgrade the existing sign to a sign with digital components. This will enable the library staff to easily update the sign contents independent of the outside environment. It also makes the updating a safer operation. This project will also make exterior site improvements including repairs and improvements to pavement, sidewalks, concrete pads, and exterior lighting.

CIP Committee Recommendation(s):

- Request the Board of Selectmen make provisions to withdraw the necessary funds from the Library Capital Reserve Fund in 2018.

2019
MB5E1.2 Update the pavement, sidewalks, and lighting
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This project will make exterior site improvements including repairs and improvements to pavement, sidewalks, concrete pads, and lighting.

CIP Committee Recommendation(s):

- Request the Board of Selectmen make provisions to withdraw the necessary funds from the Library Capital Reserve Fund in 2019.

MB5E2 Plumbing Improvements

2016
MB5E2.1 Septic System Repairs
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This project will make repairs to the septic system including installing a pump tank vent for proper air exchange, increasing the size of the inlet baffle, and installing a drywell for discharge from the water softening system.

CIP Committee Recommendation(s):

- Request the Board of Selectmen make provisions to withdraw the necessary funds($10,000) from the Library Capital Reserve Fund in 2016

2016

MB5E2.2 Replace Water Heater and Water Softener
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This project will replace the water heater and water softener. The current units are at the end of their useful life.

CIP Committee Recommendation(s):

- These projects were included in the $10,000 expense item shown in MB5E2.1
-

2020

MB5E2.3 Upgrade Water Heater and Distribution System
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This project will upgrade the water heater and distribution system.

CIP Committee Recommendation(s):

- Request the Board of Selectmen make provisions to withdraw the necessary funds ($6,700) from the Library Capital Reserve Fund in 2020 to complete these projects.

MB5E3 Exterior Property Maintenance

2020

MB5E3.1 Siding/Trim
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This project will make exterior property maintenance improvements including repairs to the trim and siding.

CIP Committee Recommendation(s):

- The CIP should include expenses of $10,000 in 2020.

MB5E4 Roof and Drainage

2021
MB5E4.1 Roof and Drainage
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This project will make replace the current 15-year old asphalt roof, and repair drainage issues outside the Nelson Room exits.

CIP Committee Recommendation(s):

- The CIP should include expenses of $110,000 in 2021 for this project.

MB5E5. Energy Conservation

MB5E5.1 Generator for Library

2017
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This project will purchase and install a generator for the library. This will be used for emergency power backup necessary to maintain a proper environment for the collection of historic books and documents as well as to provide emergency heating and cooling stations when necessary.

CIP Recommendation(s):

- The CIP should include an expense of $50,000 in 2018.

2018
MB5E5.2 Solar Array
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD
Project Description: This project would install solar arrays that would reduce the library energy costs. The current expectation is that the solar arrays will have a 4 to 5 year payback period.

CIP Committee Recommendation(s):

- The CIP should include $30,000 in 2018 for these solar panels.

MB5E5.3 Interior LED Lighting Upgrade

2018
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This project will replace existing interior lighting with more efficient LED lighting.

CIP Recommendation(s):

- The CIP should include expenses of $25,000 in 2018 for this project..

MB5E6 Public Safety

MB5E6.1 Fire Sprinkler System Updates

2016
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This project will make improvements to the fire sprinkler system. The piping needs to be replaced because of moisture that has been accumulating in the pipes that should be dry.

CIP Recommendation(s):

- The CIP should include expenses of $26,000 in 2016.

This project was completed in 2016.

MB5E6.2 Security System Updates

2018
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This project will make improvements to the security system and fire alarm and monitoring system.

CIP Recommendation(s):

- The CIP should include expenses of $12,200 in 2018.

MB5E7 Interior Library Renovations

2017
MB5E7.1 Interior Library Renovations
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This project will make renovations to the public and staff areas.

CIP Recommendation(s):

- The CIP should include expenses of $31,500 in 2017.
- The Library Trustees should make provisions to withdraw funds from the Library funds to complete these projects.

MB6E. Highway Garage and Salt Shed – Bond & Debt Service

2019
MB6E1.1 Highway Garage & Salt Shed Bond
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: The Town has been attempting to relocate both the Salt Shed and the Highway Garage for a number of years. The salt shed poses a number of environmental problems regarding contamination of the underlying ground water and its impact on abutting properties. The highway garage is severely lacking capacity and poses a number of health issues regarding the leaking of methane gas into the garage. Cost estimate for a new salt shed is $186,000 and for a new highway garage is $800,000. There is a high probability that a suitable site for the two buildings will also need to be purchased. A survey of all

town-owned land did not result in finding any suitable site for the highway garage and slat shed. There is presently no cost estimate for the purchase of such a site.

CIP Committee Recommendation(s):

- The CIP should include a bond purchase in 2019 for $986,000 for the replacement of the highway garage and salt shed.
- The following warrant article should be presented at the 2019 Town Meeting:

  "Shall the Town vote to raise and appropriate the sum of $986,000 for the construction of a new highway garage and salt shed and to authorize the issuance of not more $986,000 of bonds or notes in accordance with the provision of the Municipal Finance Act (RSA 33) and to authorize municipal officials to issue and negotiate such bonds or notes and to determine the rate of interest thereon?"

  (Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This bond request is in the Capital Improvement Program as approved by the Planning Board.)

  [Intent: To finance the construction of a new highway garage and salt shed. Passage of a bond warrant article requires a 60% majority.]

<u>2020 - 2029</u>
MB6E1.2 Highway Garage & Salt Shed Bond Debt Service
Project Type: Multi-Year
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This project is a placeholder for the repayment of the bond for the highway garage and slat shed.

CIP Committee Recommendation(s):

- The CIP should include $99,500 for the bond repayment for the year 2020 and the following 9 years.

<u>2017</u>
MB6E2 Replacement of the Salt Shed
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: The Highway Supervisor has stated that something needs to be done about the salt shed. He is recommending that a new semi-permanent structure be constructed. It would be a pole and fabric structure similar to a Quonset hut at a cost of $130,000. The EPA and NHDES have strict regulations about how salt supplies are stored and loaded into trucks. The current facilities do not meet these stricter regulations. Salt has already contaminated neighboring wells, along with the landfill effluent, to the extent that the Town has had to drill a new well to supply water to the homes with contaminated wells.

CIP Committee Recommendation(s):

- The CIP should show an expense of $130,000 for 2017.
- The following warrant article should be presented at the 2017 Town Meeting:

  "Shall the Town vote to raise and appropriate the sum of $130,000 for the construction of a semi-permanent structure for the salt shed?"

  (Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

  [Intent: The current salt shed needs to be replaced in some manner until such time that a permanent salt shed structure is constructed. That is currently scheduled to be made at the same time the highway garage is to be replaced. Some of the framework of the semi-permanent structure could be reused for the permanent structure. The current structure is partially responsible for the contamination of neighboring wells and does not meet current EPA and NHDES regulations or Best Management Practices.]

MB7E. Court House – Maintenance & Repair

2017
MB7E.1 Repave the walkways at the Court House
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: The walkways at the Court House leading from the parking lot to and around the building are in need of repaving. The Highway Supervisor has assessed the area in need of repaving and estimated the cost to be $6,000.

CIP Committee Recommendation(s):

- The CIP should include $6,000 for the year 2017 for the repaving of the walkways.

- The Government Buildings Budget presented at the 2017 Town Meeting should include $6,000 for the repaving of the Court House walkways.

MB8E Historical Society Building – Maintenance & Repair

2016

MB8E.1 Repaint the Historical Society Building
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: According to the Building Maintenance Supervisor, the building is in need of a complete paint job that has an estimated cost of $10,000.

CIP Committee Recommendation(s):

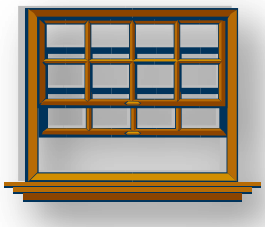
- The CIP should include $10,000 in the year 2016 for the painting of the Historical Society building.

- The Government Buildings Budget presented at the 2016 Town Meeting should include $10,000 for the painting of Historical Society.

The budget passed and this item is complete.

2017

MB8E.2 Replace the windows at the Historical Society Building
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD



Project Description: According to the Building Maintenance Supervisor, the building will need all new windows by the year 2017.

CIP Committee Recommendation(s):

- The CIP should include $30,000 in the year 2017 for the window replacement.

MB9E Town Hall – Maintenance & Repair

2017
MB9E.1 Repave Pollard Park Pathways
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: The Building Maintenance Supervisor indicates this is a project that should be completed in order to prevent further deterioration and long-term damage to the paved horseshoe loop that services the Town Hall. The Highway Supervisor has indicated that this work should be undertaken when there is other paving occurring in the area. It will also involve adjustments to the curbing so that there is proper blending. The Building Maintenance Supervisor, Highway Supervisor and Building Inspector are all recommending this project and are investigating methods of repair.

CIP Committee Recommendation(s):

- The CIP Committee should include $25,000 in the year 2017 for the repaving of the pathways around Pollard Park.
- The following warrant article should be presented at the 2017 Town Meeting:

  "Shall the Town vote to raise and appropriate the sum of $25,000 for the repaving of the pathways around Pollard Park?"

  (Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

  [Intent: To repave the pathways around Pollard Park that are deteriorating. The repaving will also prevent further damage to the pathways.]

MB10E Recreation Buildings

MB10E1 Recreation Buildings – P.A.R.C.

2017
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: No projects are currently proposed

MB10E2 Recreation Buildings – Ingalls Terrace

2017
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: No projects are currently proposed.

MB10E3 Recreation Buildings – Community Center (Beede Site)

2022
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: The Beede Reuse Plan recommended a recreation or community center be located on a reclaimed portion of the Beede site. An estimated cost estimate of $1,500,000 has been used for the construction of this building. It is likely that such a large expense would be bonded to minimize the tax impact on Plaistow residents.

CIP Committee Recommendation(s):

- The CIP should include a bond $1,500,000 in the year 2022 for the construction of the recreation/community center.

MB11E Maintenance Dept Storage Facility – Newton Rd

2017
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: No qualifying projects are currently proposed.

8.7

MUNICIPAL SERVICES

MS1. Building Department Expenses

2016
MS1.1 Building Inspection Truck
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: The Building Inspector uses this truck for building inspections, site inspections and responses to resident issues.

CIP Committee Recommendation(s):

- The CIP Committee should include $27,000 in the year 2016 for the replacement of the Building Inspector's truck.

- The following warrant article should be presented at the 2016 Town Meeting:

  "Shall the Town vote to raise and appropriate the sum of $27,000 to replace the Building Department's 2005 Inspection Truck?

  (Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the 2016-2021 Capital Improvement Program as approved by the Planning Board.)

  [Intent: To replace the Building Inspector's truck that is utilized for building inspections and code enforcement issues in Town. The current vehicle is a 2005 Ford F-150 with 88,952 miles that is showing signs of wear and tear. As the vehicle is also utilized to travel to Concord several times a month, its dependability is more and more in question. Approximately 10,000 miles put on annually. The Town would likely transfer the existing 2005 truck to the Town's Maintenance Department to be utilized around town for routine maintenance on various Town properties.] "

  No warrant was presented at the Town Meeting but the truck was placed in the budget and has been purchased. The old truck was passed down to the custodial staff which has been without a truck for many years.

  This project was completed in 2016

2017
MS1.2 Snow Removal Machine
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: The Building Staff states that the current snow removal equipment is inadequate for the job. The snow blower frequently gets stuck and breaks down when rocks surrounding the building and structures get lodged in the snow blower's impeller. A hydraulic type, 4-wheel drive plow unit needs to be employed to properly handle the job. The estimated cost is about $22,000.

CIP Committee Recommendation(s):

The CIP Committee should include $22,000 in the year 2017 for the replacement of the existing snow blower.

The following warrant article should be presented at the 2017 Town Meeting:

"Shall the Town vote to raise and appropriate the sum of $22,000 to replace the Building Department's snow blower that is used to clear the sidewalks at the Town Hall and Pollard Park?

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the 2017-2022Capital Improvement Program as approved by the Planning Board.)

[Intent: To replace the Building Department's snow blower which has been deemed inadequate for the job that needs to be done. The existing snow blower frequently gets stuck in the snow and breaks down due to accidently picking up small rocks that surround the Town Hall and various structures in Pollard Park.] "

MS2D. Cable Capital Reserve Fund

2016 - 2022
Project Type: On-Going
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: Deposits for the Capital Reserve Fund for the Cable Department so that the cost of capital improvements for the Cable Department may be level funded.

CIP Committee Recommendation(s):

- Per the Cable Capital Reserve Fund cash flow, the CIP should include a deposit of $30,000 in 2017, 2018, 2019. It should further show deposits of $15,000 in 2020 and $5,000 for 2021.

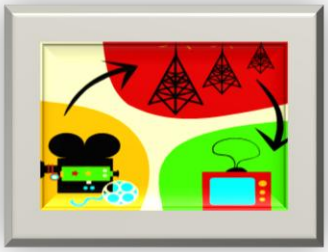
- The following warrant article should be presented at the 2017 Town Meeting:

  "Shall the Town vote to raise and appropriate $30,000 to be deposited in the Cable Department Capital Reserve Fund?"

  (Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

  [Intent: This deposit will allow for improved quality of cable access programming through the acquisition of more user friendly equipment with the ability to put-out higher quality programs with less set-up time and provide dedicated on-site equipment capable of providing more reliable digital/HD connections from various locations]

MS2E. Cable Department – Purchase, Maintenance & Repair



2016
MS2E.1 Playback/Message Board Server
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: The Cable Department's existing server was deployed in 2008. While this unit currently serves their basic needs, they are looking to eventually upgrade to a more modern product. The current solutions offered by TightRope Media Systems would provide for the following enhancements:

Allows improved ease of use, through web-based console. This would allow the Cable Committee to easily post messages and update the playback schedule from remote locations. The user management features would allow us to designate access to these functions to emergency personnel, department heads, and their designees as needed. Enhanced schedule functions. The Tightrope solutions offer a day-to-day schedule, instead of a generic 7-day template. We would gain the ability to make scheduling decisions months ahead of time, and automatically rotate weekly/monthly episodes of our regular programs.

Turn-key website content. Tightrope Servers generate automatic online program guides, which would be embedded on our website, as well as the Town's website. Additionally, messages posted on Channels 17 and 23 would also be accessible online.

Provide Increased Storage. Our current server regularly approaches its maximum storage capacity. The new server would allow us to maintain and occasionally replay more of our older programs.

The Cable Committee provided an initial estimated cost of $26,075 that represents the retail cost of the equipment requested. This cost does not reflect an anticipated buy-back / upgrade discount, or the actual labor costs in the installation of this unit. The cost was re-estimated to be $40,000 in 2014.

CIP Committee Recommendation(s):

- The CIP should include $40,000 in the year 2016 for the replacement of the play back/message server.
- The following warrant article should be presented at the 2016 Town Meeting:

  "Shall the Town vote to raise and appropriate the sum of $40,000 from the Town's General Unexpended Fund Balance for the purchase of a playback/message server?"

Appropriation:	$40,000
Withdrawal from the Unexpended Fund Balance:	-$40,000
---	---
Amount to be raised by taxation:	$0

  (Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

  [Intent: To replace the current message server with newer technology and an enhanced set of features. Cable franchise fees have been collected and as required placed into the General Fund. They provide the source of the money to be withdrawn from the Unexpended Fund Balance.]

  Project completed.

MS2E.2. New Production Server for the Cable Studio

2016
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: The Cable Department's current NewTek server was originally deployed at the previous studio location in 2005. While this unit is currently serving their needs well, it is anticipated to be at or beyond end-of-life in a couple years. The server will not only be obsolete from a functionality standpoint, it will have seen a ten year life, which is substantial for any computer equipment. The Cable Committee is recommending that this unit be replaced with a new NewTek solution at an estimated cost of $24,990 for the year 2016. The new unit would offer improved reliability, increased storage, and the ability to produce programming in high definition.

CIP Committee Recommendation(s):

- The CIP should include $25,000 in the year 2016 for the purchase of the new production server.

- The following warrant article should be presented at the 2016 Town Meeting:

  "Shall the Town vote to raise and appropriate from the Town's General Unexpended Fund Balance the sum of $25,000 for the purchase of a production server?"

Appropriation:	$25,000
Withdrawal from the Unexpended Fund Balance:	-$25,000
---	---
Amount to be raised by taxation:	$0

  (Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

  [Intent: To replace the current message server with newer technology and an enhanced set of features.]

  Project completed.

MS2E.3 Library Facility Enhancements

2017
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: Plaistow Access is in early discussions with PPL as to how to improve the quality of programming and ease of setup and use originating at the library facility. To achieve this, the Cable Department suggests that they pursue improvements that will allow for a more user-friendly system that will reduce setup time and still provide the ability to put out higher quality programs. This project would primarily address wiring needs, however they would also like to pursue the acquisition of dedicated equipment at this site. While the Cable Department is proposing to provide the funds for wiring and equipment associated with this project (currently estimated at $20,000), they will be asking the Library to assist them in providing space and visual enhancements as needed.

CIP Committee Recommendation(s):

- The CIP should include $20,000 in the year 2017 for the wiring and equipment necessary to broadcast from the library.
- The following warrant article should be presented at the 2017 Town Meeting:

  "Shall the Town vote to raise and appropriate the sum of $20,000 for wiring and necessary equipment to broadcast from the Plaistow Public Library?"

Appropriation:	$20,000
Withdrawal from the Cable Capital Reserve Fund:	-$25,000
---	---
Amount to be raised by taxation:	$0

  (Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

  [Intent: To wire and equip the Plaistow Public Library with necessary technology to enable the Town's Cable Department to broadcast Town programs from the Library facility]

MS2E.4 Safety Complex Presence

2017
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: A study will be undertaken to look at options for providing cable services at the Safety Complex.

CIP Committee Recommendation(s):

- The CIP should include an expense of $30,000 in the year 2017 for providing cable services at the Safety Complex.
- The following warrant article should be presented at the 2017 Town Meeting:

  Shall the Town vote to raise and appropriate the sum of $30,000 for wiring and necessary equipment to broadcast from the Plaistow Public Safety Complex?"

Appropriation:	$30,000
Withdrawal from the Cable Capital Reserve Fund:	-$30,000
---	---
Amount to be raised by taxation:	$0

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To wire and equip the Plaistow Public Safety Complex with necessary technology to enable the Town's Cable Department to broadcast Town programs from the expanded Safety Complex.]

MS2E.5 Remote Cable Expansion Capability

2018
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: Remote Broadcast Functionality. Currently, we only have the ability to broadcast live from Town Hall, and from Plaistow Public Library. While our broadcast infrastructure is being upgraded at Town Hall in 2014, we still retain an analog/coax link from the Public Library. We would like to consider various options to provide a reliable digital/HD connection from various locations back to Town Hall. Considerations currently include:

- Replacing transmission equipment to send video digitally from PPL to Town Hall, using existing coax connection, if possible.
- Utilizing existing data connections from within various town facilities, including PPL, to transmit video back to Town Hall for broadcast.
- Equipment to transmit video from "any" location with an existing Internet connection, to Town Hall.
- Equipment to transmit video via cellphone/smartphone, to Town Hall, from anywhere with reliable cellular/data service.
- Estimated cost is $7,500 but please note that this is a rapidly changing technology. Final estimate to be updated to reflect options being considered)

CIP Committee Recommendation(s):

- The CIP should include $7,500 in the year 2018 for remote cable expansion capability.

MS2E.6 Expansion of the Cable Studio in the Town Hall

2018
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities

Community Facilities Recommendation Number: TBD

Project Description: As the Town's Cable Station and Programming continue to grow, additional space will be needed to accommodate the new equipment and programming needs. In addition, as the Cable Studio becomes more publically utilized, there will be a need to provide a secure office area --- separate from the common areas frequented by producers, volunteers, and visitors. To address this space need, the Cable Department is recommending that the appropriately identified remaining unfinished basement area be renovated and have estimated the cost to be $25,000. This additional space would provide a clean and safe storage area for equipment and props.

CIP Committee Recommendation(s):

- The CIP should include a $25,000 expense for this project in 2018.

MS2E.7 HD Broadcast Equipment

2019
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: While recently upgraded to digital transmission equipment in 2014, it is anticipated that High Definition video will be expected by this time - if not already. (In 2014, there is substantial cost difference in providing an HD feed to the cable company – which is not yet supporting HD local origination from this area. Due to these factors, HD equipment was not purchased / deployed in 2014.)

CIP Committee Recommendation(s):

- The CIP should include an expense of $10,000 in the year 2019 for HD Broadcast Equipment.

MS2E.8 Basement Studio Cameras

2019
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: Studio cameras in the basement were originally deployed in the Rt. 125 studio in 2008, and therefore will be 10+ years old at the time of replacement. The Cable Department will be looking to upgrade to professional cameras that take up less space and can be controlled remotely.

CIP Committee Recommendation(s):

- The CIP should include an expense of $20,000 in the year 2019 for the basement cameras.

MS2E.9 Town Hall Microphones

2020
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: A study will be undertaken to look at options for changing the microphones on the 2nd floor of the Town Hall.

CIP Committee Recommendation(s):

- The CIP should include an expense of $10,000 in the year 2020 for possible microphone replacement.

MS2E.10 Safety Complex and Library Equipment Upgrades

2020
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: This project is being included in the CIP as a contingency project. Upgrades to the equipment may be required, but that will depend on usage patterns.

CIP Committee Recommendation(s):

- The CIP should include an expense of $20,000 in the year 2020 for these potential upgrades.

MS2E.11 3rd Floor Production Server

2021
Project Type: One-Time
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: While recently upgraded to digital transmission equipment in 2014, it is anticipated that High Definition video will be expected by this time - if not already. (In 2014, there is substantial cost difference in providing an HD feed to the cable company – which is not yet supporting HD local origination from this area. Due to these factors, HD equipment was not purchased / deployed in 2014.)

CIP Committee Recommendation(s):

- The CIP should include an expense of $20,000 in the year 2021 for 3rd floor production server.

MS3E Cemetery Maintenance & Repair

Project Type:
Master Plan Chapter Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: No projects are proposed at this time.

MS4D Cell Tower Maintenance Capital Reserve Fund Deposit

2010 – 2016
Project Type: Multi-Year
Master Plan Reference:
Community Facilities Recommendation Number: TBD

Project Description: This capital reserve fund was established in 2010 to help level fund the expense of painting and maintenance of the cell tower.

CIP Committee Recommendation(s):

- Until the results of the $150K Gasoline Remediation Ether Elimination (GREE) study is concluded, no further action is recommended.

MS4E. Cell Tower Maintenance & Repair

2016
Project Type: One-Time

Master Plan Reference: Community Facilities
Community Facilities Recommendation Number: TBD

Project Description: The Town of Plaistow Cell Tower was originally constructed in 1967 as a water tower. The system served Process Engineering's automatic sprinkler system and the Town's fire protection system. A decision was made in 1999 to discontinue the tower's water service.

The Cell Tower has been inspected several times over the last few years (September of 2008; September 2010; Spring 2015). In general, the Tower is structurally sound and in good condition. However, the reports have highlighted specific concerns relative to the concrete foundations for the tower. According to the recent report from SFC Engineers, this work is necessary to extend the life of the tower and to allow for expansion of existing and new cell phone antenna.

The Town has taken recent steps to repair the Cell Tower. In 2010, the Town successfully established a "Cell Tower Maintenance Reserve Fund" in the amount to $10,000 and added an additional $10,000 to the fund at the 2012 Town Meeting.

The Town has been provided a "generalized" tank assessment report from Scott Kelley of Utility Services that contains their recommendations for renovating the cell tower tank using a best practices approach. This assessment was based on safety, security, structure and coatings. While not a complete tank inspection assessment report, the evaluation provided both exterior and interior evaluations of the tank. The presentation outlines the general condition of Plaistow's tank and a scope of effort to maintain the Tower over the short and long term.

Utility Service Company has estimated that the abatement and painting of the tower would cost an estimated $288K. It is also recommended that the existing tower be retrofitted with a "corral" at the top of the tower to better support any existing or future cell arrays. The estimate cost associated for a welded array was roughly $114,000. These proposed estimates do not include the removal of the existing arrays that would have to be removed and relocated to a temporary tower.

In summary, the overall cost associated with the tower abatement, re-painting, and corral retro-fit was estimated at $406,091. In addition, Utility Service Company has provided an estimate for a replacement tank of roughly $600K. This would allow for the same design and size with coatings and simple spread footings on good soil. This does not include any site work, engineering services, piping, electrical, etc. that would be associated with a new tank erection.

CIP Committee Recommendation(s):

- The CIP should include $407,000 in the year 2018 for the maintenance of the cell tower.
  The following warrant article should not be presented for the 2018 Town Meeting:

"Shall the Town vote to raise and appropriate the sum of $407,000 to perform the needed maintenance on the cell tower and further to withdraw $407,000 from the Cell Tower Capital Reserve Fund? *Note*: This warrant article shall be null and void if Article P-15-xx (Reserve Fund Deposit) does not pass."

Appropriation:	$407,000
Withdrawal from the Cell Tower Capital Reserve Fund:	-$407,000
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Amount to be raised by taxation:	$0

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To perform the needed maintenance on the cell tower.]

No action taken, this project is on hold.

8.8

CONSERVATION AND RECREATION

CR1D. Conservation 36-A Fund Deposit

2017 – 2022
Project Type: On-Going
Master Plan Reference: Open Space & Recreation
Open Space & Recreation Recommendation Number: TBD

Project Description: The Conservation Commission currently requests that deposits of $10,000 per year be placed into the RSA 36:A Conservation Fund. This fund also receives current use tax penalties. The Conservation Commission intends to purchase land, easements, and/or other land rights to preserve the natural environment.

CIP Committee Recommendation(s):

- The CIP should include $10,000 be deposited into the Conservation fund for the years 2017 through 2022.

- The following warrant article should be prepared for the 2017 Town Meeting:

  "Shall the Town vote to raise and appropriate the sum of $10,000 to deposit into the RSA 36-A Conservation Fund?"

  (Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

  [Intent: To add to the amount in the Conservation fund that may be used to purchase land, easements, or other land rights to preserve the natural environment. Note: Funds may be withdrawn from the Conservation Fund by a majority vote of the Conservation Commission and the Board of Selectmen.]

CR2D. Renewable Energy Capital Reserve Fund

2018 – 2021
Project Type: On-Going
Master Plan Reference: Open Space & Recreation
Open Space & Recreation Recommendation Number: TBD

Project Description: This project proposes to create a capital reserve account to fund renewable energy projects. The proposal also includes an initial deposit of $10,000.

CIP Committee Recommendation(s):

- The CIP should show the creation of the capital reserve fund with an initial deposit of $10,000 in 2018 and deposits of the same amount in the years 2018 through 2022.
- The following warrant article should be prepared for the 2018 Town Meeting:

  "Shall the Town vote to create a capital reserve fund for the purpose of funding renewable energy projects and further raise and appropriate the sum of $10,000 to make an initial deposit into this fund?"

  (Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

  [Intent: To provide a fund pursuant to NH RSA Chapter 35, that can be used to help finance renewable energy projects, and purchase updated equipment demonstrated to reduce energy consumption and costs while retaining necessary levels of service. These funds will allow for the Renewable Energy Committee to pursue energy related projects that will benefit the community and align with the goals set-out in the Committee's Charter as well as the Plaistow Master Plan. Note: Funds may be withdrawn from the Renewable Energy Capital Reserve Fund by a majority vote of the bearing account.]

CR3D. Trails Capital Reserve Fund

2017 – 2022
Project Type: On-Going
Master Plan Reference: Open Space & Recreation
Open Space & Recreation Recommendation Number: TBD

Project Description: This project proposes to create a capital reserve account to fund trail projects. The proposal also includes an initial deposit of $10,000.

CIP Committee Recommendation(s):

- The CIP should show the creation of the capital reserve fund with an initial deposit of $10,000 in 2017 and deposits of the same amount in the years 2018 through 2022.
- The following warrant article should be prepared for the 2017 Town Meeting:

  "Shall the Town vote to create a capital reserve fund for the purpose of funding trail creation and maintenance projects and further to raise and appropriate $10,000 to make an initial deposit into this fund?"

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To create a fund that can be used to create and maintain trails.]

CR4D. Recreation Plan Capital Reserve Fund Deposit

2016 – 2022
Project Type: On-Going
Master Plan Reference: Open Space & Recreation
Open Space & Recreation Recommendation Number: TBD

Project Description: This project deposits $50,000 each year into the Recreation Capital Reserve Fund.

CIP Committee Recommendation(s):

- The CIP should show a deposit of $50,000 for each year, 2017 through 2022.
- The following warrant article should be presented at the 2017 Town Meeting:

"Shall the Town vote to raise and appropriate the sum of $50,000 to deposit into the Recreation Capital Reserve Fund?"

(Recommended by the Board of Selectmen (0-0-0) and Budget Committee (0-0-0). This funding is included in the 2017-2022 Capital Improvement Program as approved by the Planning Board.)

[Intent: In 2012, the Recreation Commission completed a rewrite of the Recreation Chapter of the Plaistow Master Plan. The Recreation Department also developed a Strategic Recreation Plan that includes a list of the recreation projects that the Town should pursue in order to meet all of its recreational needs. Establishing this Recreation Fund has allowed the Town to stabilize year-to-year variations in capital outlays for the various recreation projects and reduce or eliminate interest payments by having the cash on hand. Overall, this will facilitate the implementation of the Master Plan through the scheduling of proposed projects over a period of time in order to allow the Town to attain the goal of implementing the needed projects in order to meet the recreation needs of the residents of Plaistow. A few examples of projects planned for 2017 include installation of security features (including cameras) at PARC; neighborhood parks; additional playground equipment, new volleyball and bocce courts; and the establishment and support for recreational trails for Plaistow. These funds will be invested in an interest bearing account]

CR4E. Expenses per Strategic Plan

Project Type: On-Going
Master Plan Reference: Open Space & Recreation

Open Space & Recreation Recommendation Number: TBD

Project Description: In 2012, the Recreation Commission completed a rewrite of the Town of Plaistow MasterPlan's Recreation Chapter. Along with this effort, the Plaistow First Committee has made numerous recommendations to the Board of Selectmen regarding Town owned properties and the possible future use of them for recreational facilities and/or services. Utilizing these recent efforts, the Recreation Department has developed a Strategic Recreation Plan that includes recreation projects that the Town should pursue in order to meet all of its recreational needs. The projects included in the Recreation Strategic Plan are in addition to what is currently offered.

CIP Committee Recommendation(s):

- To meet this need, the CIP Committee recommends the projects listed for 2017 in the Strategic Plan be included in the CIP.
- The following warrant article should be prepared for the 2017 Town Meeting:

"Shall the Town vote to raise and appropriate the sum of $50,000 to bedeposited into the existing Recreation Plan Capital Reserve Fund?"

Appropriation:	$50,000
Withdrawal from the Recreation Plan Capital Reserve Fund:	-$50,000
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Amount to be raised by taxation:	$0

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: In 2012, the Recreation Commission completed a rewrite of the Recreation Chapter of the Plaistow Master Plan. The Recreation Department also developed a Strategic Recreation Plan that includes a list of the recreation projects that the Town should pursue in order to meet all of its recreational needs. Establishing this Recreation Fund has allowed the Town to stabilize year-to-year variations in capital outlays for the various recreation projects and reduce or eliminate interest payments by having the cash on hand. Overall, this will facilitate the implementation of the Master Plan through the scheduling of proposed projects over a period of time in order to allow the Town to attain the goal of implementing the needed projects in order to meet the recreation needs of the residents of Plaistow. A few examples of projects planned for 2017 include installation of security features (including cameras) at PARC; neighborhood parks; additional playground equipment, new volleyball and bocce courts; and the establishment and support for recreational trails for Plaistow. These funds will be invested in an interest bearing account]

8.9

TRANSPORTATION INFRASTRUCTURE

T1D. Transportation Infrastructure Capital Reserve Fund

2016 – 2021
Project Type: On-Going
Master Plan Reference: Transportation
Transportation Recommendation Number: TBD

Project Description: The Town has many transportation infrastructure projects that need to be given attention. Some of these projects have been mentioned in the Main St Calming Study and the Village Center PlanNH Design Charette. Other projects have been mentioned in the Hazard Mitigation Plan. The purpose of the capital reserve fund for transportation infrastructure projects is to fully fund or partially fund, by way of supplying matching funds for state and federal fund sources, all transportation infrastructure projects.

CIP Committee Recommendation(s):

- Per the Transportation Infrastructure Capital Reserve Fund cash flow, the CIP Committee recommends placing a deposit of $50,000 into the Transportation Infrastructure Capital Reserve Fund.

- The following warrant article should be prepared for the 2017 Town Meeting:

  "Shall the Town vote to raise and appropriate the sum of $50,00 to be deposited into the Transportation Infrastructure Capital Reserve Fund?"

  (Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

  [Intent: To begin to set aside money for public safety improvements, hazardous mitigation investments and traffic calming investments along Main Street as identified in the Transportation Chapter of Master Plan. These funds will help support improvements to the Town's transportation infrastructure, including the Pollard Road drainage and realignment and the Main Street conceptual design and preliminary engineering for intersection improvements. These funds will be invested in an interest bearing account.]

T2E. Hazard Mitigation Plan Projects

2017 – 2022
T2.1 Pollard Road Drainage Improvements and Realignment
Project Type: Multi-Year
Master Plan Reference: Transportation
Transportation Recommendation Number: TBD

Project Description: The Town has a "Hazard Mitigation Plan" that serves as a strategic planning tool for use by the Town of Plaistow in its efforts to identify and mitigate the future impacts of natural and/or man-made hazard events. The hazards that can be mitigated by improving the highway infrastructure are included in the Transportation Infrastructure section of the CIP. To mitigate the flooding that occurs during major rain events, this project will replace the current culverts with larger culverts to prevent flooding. Additionally, in order to improve safety and sight distance, Pollard Road should be slightly straightened and realigned at the intersection of Pollard and Harriman Roads. Sidewalks will be constructed on all new road segments. The "Pollard Road Drainage Improvements and Realignment Project" has been broken out by task and funding for the various phases is as follows:

Conceptual Plan/Cost Estimate - $20,000 in the year 2017.
Preliminary Engineering - $30,000 in the year TBD.
Right-of-Way Acquisition and Utility Work - $20,000 in the year TBD.
Construction - $1,150,000 in the year TBD.

CIP Committee Recommendation(s):

- The CIP should include expenses of $20,000 in the year 2017, to complete a conceptual design and cost estimate for the mitigation project.
- The following warrant article should be prepared for the 2017 Town Meeting:

"Shall the Town vote to raise and appropriate the sum of $20,000 for a conceptual design and project cost estimate for the Pollard Road drainage and realignment project and further to withdraw $20,000 from the Transportation Infrastructure Capital Reserve Fund?"

Appropriation:	$20,000
Withdrawal from the Transportation Infrastructure Capital Reserve Fund:	-$20,000
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Amount to be raised by taxation:	$0

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To fund the conceptual design and project cost estimates for the Pollard Road drainage and realignment project.]

T3E. Surface and Drainage Routine Maintenance

2017 - 2022
T3E.1. Drainage Projects
Project Type: On-Going
Master Plan Reference: Transportation
Transportation Recommendation Number: TBD

Project Description: The Highway Supervisor has been striving to accomplish annual improvements and has completed approximately fifteen drainage improvements projects since he became the Supervisor in 1996. This work is critical because it is important that the storm water be removed from the roads to prevent damage and premature deterioration. This project should be included as a separate project until the backlog of drainage projects has been eliminated. From that point forward, the drainage work will be included as part of the Road Surface Management System projects.

CIP Committee Recommendation(s):

- The CIP should include $60,000 in all years 2017 through 2022 for drainage projects.
- The Highway Department Budget presented at the 2017 Town Meeting should include $60,000 for drainage projects.

T3E.2. Road Surface Management System Projects

2017 - 2022
Project Type: On-Going
Master Plan Reference: Transportation
Transportation Recommendation Number: TBD

Project Description: Plaistow's Road Surface Management System (RSMS) Plan is based upon all roads having been "scored" based on various criteria, with each score leading to a rehabilitation method and cost. The system allocates a budgeted amount across all roads and conditions in order to maximize the investment. Further, consideration is given to both level of service of the road and proximity to other roads in need of improvement.

The Town of Plaistow recently updated the Road Surface Management System (RSMS) database to reflect current pavement conditions and on-going utility projects.

CIP Committee Recommendation(s):

- The CIP should include $225,000 in each year from 2017 through 2022 for RSMS projects.

- The Highway Department's budget presented at the 2017 Town Meeting should include $225,000 for RSMS projects.

T4E. Special Projects

2017 – 2022
T4E.1. Westville Road Bridge Replacement (Design Engineering and Construction Phases)
Project Type: Multi-Year
Master Plan Reference: Transportation
Transportation Recommendation Number: TBD

Project Description: This bridge is located on a sharp curve on a roadway that serves significant east/west traffic in the Town of Plaistow. The replacement of the bridge (NHDOT Bridge #122/072), which carries Westville Road over the Little River, is eligible for State Bridge Aid. To the extent possible, the sharp curves on both sides of the bridge will be straightened. In 2012, a warrant article passed allocating $85,000 for the preliminary feasibility study phase for the Westville Road Bridge replacement. Of this total, $68,000 (80%) of the actual cost is to be reimbursed through the NHDOT Municipal Bridge Aid Program, and $17,000 (20%) will be funded (matched) by the Town.

The projected date of construction is State Fiscal Year 2018 (which begins July 1, 2017) for a total of $900,000. Based upon a recommendation by the Town Manager, the CIP Committee has added $100,000 to this total for the purpose of incorporating sidewalks on the bridge itself and on parts of Westville Road extending from the bridge. A total cost is estimated at $1,000,000 with the State Bridge Aid percentage (80%) totaling $800,000, and the Town share totaling $200,000.

CIP Committee Recommendation(s):

- The CIP should include $140,000 in the CIP in the year 2015 for the Design Engineering Phase Study and $1,000,000 should be included in the CIP in the year 2017 for the replacement/construction work. 2017 should also show matching State Bridge Aid funds for 80% of the project cost.

- The following warrant article was prepared for the 2015 Town Meeting:

  "Shall the Town vote to raise and appropriate the sum of $140,000 for the Design Engineering Phase Study for the replacement of the Westville Road Bridge?"

  (Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

[Intent: To allow the Town to appropriate the money needed to hire a consultant to complete the required Design Engineering Phase Study for the replacement of the Westville Road Bridge.]

The warrant article passed.

T4E.2. Main & Pine Streets Intersection Improvements

2017 - 2022
Project Type: Multi-Year
Master Plan Reference: Transportation
Transportation Recommendation Number: TBD

Project Description: To do a conceptual design and preliminary engineering at the intersection of Main Street and East and West Pine Streets. The final conceptual design must have the support of the Plaistow Board of Selectmen, the Plaistow Highway Safety Committee, and the NH Department of Transportation. This project is one of many outlined in the Main Street Calming Study.

CIP Committee Recommendation(s):

- The CIP should include $15,000 in the year 2017 for the conceptual design and preliminary engineering of this intersection improvement project.

- The following warrant article should be prepared for the 2017 Town Meeting:
  "Shall the Town vote to raise and appropriate the sum of $15,000 for the conceptual design and preliminary engineering for this intersection improvement?"

  (Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

  [Intent: To allow the Town to appropriate the money needed to hire a consultant to complete the required conceptual design and preliminary engineering for this intersection improvement.]

T4E.3. Sidewalks/Traffic Calming Improvements - Main Street between Pollard Road and the Railroad Tracks.

2017 - 2022
Project Type: Multi-Year
Master Plan Reference: Transportation
Transportation Recommendation Number: TBD

Project Description: The purpose/goal of this project is to significantly improve pedestrian, bicycle and vehicle safety along Main Street in the Village Center District. This area is highly travelled by children, adults, older adults and individuals with disabilities to access Town Hall, school buildings, business and residences for daily needs or to improve their quality of life along a safer transportation corridor that meets the needs of all users.

To accomplish this project, the Town of Plaistow applied for NHDOT's Transportation Alternatives Program (TAP) funding in September of 2016. The objectives of the Town's TAP grant project were:

- To create a clearly delineated area of public right-of-way for walking and bicycling users that will provide physical and visual separation from motor vehicles;
- To utilize traffic calming techniques to change driver expectations in efforts to reduce vehicle speeds to allow for safer pedestrian, bicycle and vehicular traffic operations along Main Street in the Village Center District, and;
- To implement traffic calming measures to redirect heavy vehicles to utilize NH Route 125 where possible. This project will also continue numerous transportation enhancements and SRTS projects that with the Department, the Town of Plaistow has constructed over the past 25 years to improve the pedestrian and bicycle safety along not only Main Street, but the roads which connect to Main Street in the Village Center District.
- To implement a "Complete Streets" program designed and operated to enable safe access for all users, so that pedestrians, bicyclists, motorists, and public transportation users of all ages and abilities are able to safely move along and across the RT 121A/Main Street corridor.

The Town of Plaistow's TAP application is for the planning, engineering and construction of sidewalks along the east and west sides of Main Street south from the railroad crossing to Park Avenue (960 linear feet), and sidewalks along the east side of Main Street from Davis Park south to Pollard Road (1,950 linear feet). A total of 2,910 linear feet of new sidewalks will be constructed. The project will also include improved crosswalk configurations at three locations with curb extensions; the intersections of Park Avenue, Westville Road and Bittersweet Road with Main Street.

CIP Committee Recommendation(s):

- The CIP should include $984,000 in the year 2017 for this project in anticipation of the Town's TAP application being successfully selected.
- The following warrant article should be prepared for the 2017 Town Meeting:

  "Shall the Town vote to raise and appropriate the sum of $984,000 in 2017 for the anticipated successful selection of the Town's 2016 Transportation Alternative Program (TAP) application.

(Recommended by the Board of Selectmen (0-0-0) and the Budget Committee (0-0-0). This expense is in the Capital Improvement Program as approved by the Planning Board.)

Appropriation:	$984,000
Withdrawal from the Transportation Infrastructure Capital Reserve Fund:	$?
Amount to be raised by taxation:	$196,800

[Intent: To support the Town of Plaistow's TAP application for the planning, engineering and construction of sidewalks along the east and west sides of Main Street south from the railroad crossing to Park Avenue (960 linear feet), and sidewalks along the east side of Main Street from Davis Park south to Pollard Road (1,950 linear feet). A total of 2,910 linear feet of new sidewalks will be constructed. The project will also include improved crosswalk configurations at three locations with curb extensions; the intersections of Park Avenue, Westville Road and Bittersweet Road with Main Street.]

(END OF PROJECT DESCRIPTIONS)

9. Capital Reserve/Other Funds Cash Flow Analysis

Each year the CIP Committee undertakes an analysis of various funds to make sure the fund will have sufficient money to meet the needs of the particular fund. There are generally two formats used for the cash flow spreadsheets – those capital reserve funds that have scheduled deposits and withdrawals and those funds that do not.

Type 1: Scheduled Deposit/Withdrawal Funds

Typical of the first type is the Highway Department Equipment capital reserve fund. An explanation of the spreadsheet format follows:

Vehicle	Make/Model	Serviceable Lifetime (Years)	Estimated Cost per Vehicle	Number Units per 20-year interval	Estimated total 20-year cost
6 Wheel Dump Truck	2010 International	7	$160,000	2.86	$457,143
6 Wheel Dump Truck	2015 International	7	$160,000	2.86	$457,143
			Total 20-Year Cost:		**$1,738,095**
			Cost Per Year:		**$86,905**

The first section of the spreadsheet lists all the equipment and/or projects that are funded or partially funded by the capital reserve fund. Only a sample of highway equipment is shown for brevity. The next important piece of the analysis comes from the determination of the cost per year. An estimation of the cost and the serviceable lifetime of each vehicle is entered into the spreadsheet which includes a vehicle replacement schedule for 20 years. The number of vehicles that need to be replaced in the 20-year span is calculated and the total cost determined. Finally, the cost per year is determined and that in turn is used as the scheduled deposit for the 20-year span. The cost per year is typically rounded to the nearest thousand dollar amount, in this case $87,000.

The next section gathers information from account balances as shown at year's end and reported in the Town Report. Reconciliation between the reported account balance and expected account balance is made. An explanation of the related fields in this section follows:

The sample table shows 4 years. The current calendar year is always the 3rd column from the left, in this sample - 2016. The end of the year balance as reported by the information in the Town Report is shown for 2 years prior to the current year is shown in the 1st column, in this sample - 2014. The year prior to the current calendar year is shown in the 2nd column, in this sample - 2015. The next year (from the current year) is shown in the 4th column, in this sample – 2017. In the spreadsheet all subsequent years are shown in columns to the right of the "next year" column.

The **Scheduled Deposit** row shows the scheduled deposit for all years shown in the spreadsheet.

The **Actual Deposit** is shown only for "last year" and records the actual amount of the deposit. This is usually the same as the Scheduled Deposit but may be made late and not show up in "last year's" deposits.

The **Offsetting/Fees Revenues** row is used to record other fees and revenues that will be used to help pay for the year's expenses before a withdrawal is made from the capital reserve fund. Normally such fees would only be known for the 3-year span as shown in the sample below.

The **Interest** row is used to record the interest deposited in the fund in the "last year".

The **Actual Withdrawal**, like the **Actual Deposit** row, is only used for "last year's" calculations. This amount may vary from the scheduled amount, if the withdrawal was made late in the year and did not get recorded in the proper year or is a purchase of equipment was made and the purchase price minus a trade-in price was different than the scheduled withdrawal amount.

The **Deposit/Withdrawal Correction** row is used only for "last year's" calculations. This row is used to account for all discrepancies between the actual and scheduled amounts. Like balancing a personal checking account, this row would take into account deposits not yet made or checks not yet cashed. It may be recorded as either a positive or a negative amount.

The next 2 rows are shown in a slightly different format in the sample below verses the spreadsheet, but they are used to show what equipment replacement or other types of projects are scheduled for each year shown in the spreadsheet. In this abbreviated sample, a dump truck was scheduled for replacement in 2015 at a cost of $160,000. Although the purchase was approved, the withdrawal amount did not show in the Town Report, hence the negative $160,000 correction was necessary.

2014 Actual Balance Carried Forward	**2015**	**2016**	**2017**
$206,856			
Scheduled Deposit > >	$73,000	$78,000	$87,000
Actual Deposit > >	$73,095	$0	$0

Offsetting Fees/Revenues > >	$0	$2,900	$0
Interest > >	$437	$0	$0
Actual Withdrawal > >	$0	$0	$0
Deposit/Withdrawal Correction > >	-$160,000	$0	$0
6-Wheel International Dump Truck	$160,000	$0	$0
Front end loader	$0	$120,000	$0
Scheduled Equipment Withdrawal Sub-total > >	$160,000	$117,100	$0
Reported Year-end Balance > >	$280,387		
Corrected Year-end Balance > >	$120,388	$81,288	$168,288

The **Scheduled Equipment Withdrawal Sub-total** row is the sum of the costs of all the equipment to be replaced in any given year minus any **Offsetting Fees/Revenues.** This sub-total line is calculated for each year, however in "last year's" column the actual deposits and withdrawals are used in the calculation, whereas the scheduled deposit and withdrawal amounts are used in the calculation for the "current year" and all subsequent years.

The **Reported Year-end Balance** row is copied directly from the Town Report and is used only for comparison purposes.

The **Corrected Year-end Balance** is calculated for all years and like the Sub-total row, the actual amounts are used in "last year's" calculations and the scheduled amounts are used in the "current year" and all subsequent year calculations.

Type 2: Funds with no scheduled deposits or withdrawals

Impact Fee funds are typical of these kinds of funds where the date of deposits and withdrawals is not known. The purpose of doing the cash flow analysis for these funds is to track the year-end balances and make sure the known deposits and withdrawals are properly recorded. Typically only information for "last year" and the year-end balance for 2 years ago is recorded.

RECREATION IMPACT FEE	2014 Balance Carried Forward	2015	2016
	$46,490		
	Deposits > >	$40,848	$0
	Deposits Not Made > >	$0	$0
	Interest > >	$87	$0
	Withdrawals Not Taken > >	$0	$0
	Withdrawals > >	$15,580	$0
	Balance > >	$71,845	$71,845

9.1 Highway Department Capital Reserve Fund

In 2016 another in-depth analysis was conducted and two expense changes were made per the Highway Supervisor. The replacement cost of the front-end loader increased from $120,000 to $160,000 and the replacement of an international dump truck was pushed out 1 year to 2019. The average cost per year of the highway vehicles was recalculated and is now at $86,905. The CIP now reflects a rounded up cost of $87,000 per year. This amount will be adequate to fund all highway department vehicles for the next 20 years.

9.2 Fire Department Apparatus Capital Reserve Fund

In 2016 the analysis of the vehicle cost per year was found to be in error. The calculation still included the cost of an older rescue truck and fire engine whose functionality with the new engine 7. Once this error was corrected the new vehicle cost per year dropped to $84,400 from $103,272. When the initial capital reserve fund was established, the cost of the "Snorkel Truck", now Tower 3, was not included in the cost per year calculations. This omission can finally be absorbed into the cash flow balances by increasing the deposit amount to $108,000 in the years 2017 through 2021. In 2022 and all remaining outlying years the deposit amount can be reduced to $85,000. These deposit amounts (2017 through 2022) assume that all expenses are met by capital reserve and impact fee fund withdrawals.

9.3 Fire Department SCBA, SCBA Tanks, and High Temperature Face Mask Capital Reserve Fund

This fund was established to deposit money over a 6-year interval (2015 – 2020). The Fire Chief has not indicated that there are any cost increases in the equipment; therefore, the annual deposit of $33,400 is still adequate.

9.4 Police Department Communication Radio Dispatch Capital Reserve Fund

This fund was established to deposit money over a 5-year period for the purpose of replacing the communication dispatch console. At its creation, the console was estimated to cost $200,000, however a 2016 update from the Police Chief has estimated the cost has doubled. No deposits were made in 2016 and therefore the Police Chief has requested a $65,000 deposit be made in each of the years 2017 through 2021 at which time the reserve fund will have an adequate balance for the purchase. The Police Chief also feels there is a good chance of receiving a Homeland Security grant for the entire cost of the console. There likely will be no deposit made in 2017 leaving a $130,000 deficit in 2021 should the grant not materialize and $65,000 is deposited in 2018 through 2020.

9.5 Water Department Pump & Pump House Capital Reserve Fund

This fund was established to deposit money over a 5-year period. Recent studies have shown a considerable increase in the cost of the pump (on-line pump and a backup) and the pump house. Originally scheduled to be constructed in 2016, the construction will be delayed until all of the water studies have been completed. Some of these studies may find grants that would help offset the cost. No further deposits are planned for this reserve fund. At the 2015 year's end balance was approximately $336,000. Created in 2009, this fund should have approximately $490,000. Work on reconciliation of these 2 different balances is underway. A more recent study revealed that a better estimated cost for the pump and pump house is $750,000. If no further deposits are made and the grants do not come to fruition, there will not be enough in the capital reserve fund to finance this project.

9.6 Building Systems Repair and Maintenance Capital Reserve Fund

This fund was established to provide a fund that could be used for emergency repairs to town buildings. When it was created the total amount of the fund was capped at $20,000. In 2015 the cap was increased to $30,000. Each year the balance of the fund is reviewed and a warrant article is prepared to bring the fund balance up to the $30,000 cap.

9.7 Recreation Capital Reserve Fund

This fund was created to level fund the capital expenditures required to implement the Recreation Commission's Strategic Plan. This is a fairly new fund and the deposit request of $50,000 has been adequate to date.

9.8 Library Capital Reserve Fund

This fund was created to level fund capital projects that were identified in the Castagna report as being either critical (if not done will cause more serious damage to the Library) or highly desired (results in improved work areas, energy efficiency improvements, or site improvements). The fund was created in 2015 and seeded with $50,000. The future deposits to this fund, $65,000 in each of the next 6 years, do not provide sufficient funds for all projects with a substantial shortage in 2021 when the roof is proposed to be replaced. It is possible that the library fees to be collected could make up this shortfall.

9.9 Cable Department Reserve Fund

This fund was created to level fund capital projects for the Cable Department. It was initially seeded with $70,000 from the 2016 Town Meeting vote and also has an annual deposit of $20,000 from the most recent cable franchise renewal contract. Deposits of $30,000 for 2017, 2018, and 2019, a deposit of $15,000 in 2020, and a deposit of $5,000 will adequate to fund all the projects defined by the Cable Department.

9.10 Transportation Infrastructure Fund

This fund was created to directly fund transportation projects or to provide a local match for state and federal funding sources. It was created in 2016 and seeded with $50,000. Specific project expenses are not yet fully defined and hence no analysis of the adequacy of the fund deposits to meet expenses can be made.

9.11 Fire Suppression Water Line Reserve Fund

This fund was created to place sufficient funds in an account that would be used to extend the fire suppression line along Route 125 and furthermore to install as the NH Department of Transportation widened the road to 4 lanes. This strategy greatly reduced the cost of installation since it was done by the State during the widening. The fund had a balance of about $58,000 which was to be withdrawn in 2013 but was not since the widening project was delayed. Construction will be essentially done in 2016 and the balance of this fund should be $0. There is 1 short segment of Route 125 widening and hence water line extension and that is from the Old County Rd intersection at Rt. 125 going north to the Kingston Town Line. An older estimate of $172,000 was provided for this work. The plan at that time was to fully fund this last segment of extension from the Water Usage Fee. This widening project is scheduled for 2019. If it is still the plan to fund this extension from the Water Usage Fee, the CIP Committee should recommend the Board of Selectmen dissolve this fund since the project for which it was created has been completed. Alternatively deposits to this fund could be made in 2018 and 2019 to help offset the cost of the last extension. When the final withdrawal is made, the fund should be dissolved. The Planning Board should also modify its Zoning Ordinance to delete the Water Line Impact Fee since it was set up to help fund the Route 125 fire suppression line extension.

Note that going forward it would make good sense to create a different capital reserve fund for all types of Water Department expenses – buildings, vehicles, equipment, and water lines with supporting hydrants and pumps.

9.12 Cell Tower Maintenance Reserve Fund

This fund was created to maintain and repair the former water tower to such a state that the tower and base were structurally sound and provided adequate space to cell phone service providers' antennas. An estimate to do such maintenance work of $400,000 was made in 2013 with the work being completed in 2016. The 2015 year-end balance of the reserve fund is $288,917. This project has been placed on hold for the last 2 years pending discussions about providing a potable water system and whether or not the tower would revert back to being a component of a potable water system. It is likely that the tower will be torn down and replaced with a more conventional antenna tower. The latest study shows that it would cost just over $700,000 to rehabilitate the tower for it to become a component of a potable water system. It is likely the chosen course of action will be to dismantle the tower and replace it with a simpler, easier-to-maintain antenna tower; no cost estimates for this course of action have been obtained. Since the capital reserve fund was created for maintenance only, it is not clear what portion of the fund, if any, could be used for the dismantle and replace action.

9.13 Land/Buildings Acquisition Reserve Fund

This fund was created to serve as a repository for funds generated through the sale of Town-owned properties. Since its creation, no properties have been sold and no deposits have been made to the fund. The CIP Committee is recommending the fund be seeded with $100,000 in all years 2017 through 2022 with the funds coming from the Unexpended Fund Balance.

9.14 Other Funds

There are many other funds where the CIP Committee only looks at the previous year-end balance. These funds typically do not have planned expenditures so no further analysis can be made. Also no analysis is done on the capital reserve funds that are created in the current year.

10. Capital Reserve Fund Creation Language

This section of the CIP is included so that the CIP Committee can easily review the language that created a capital reserve fund to see if a new expenditure would qualify as one that the capital reserve fund withdrawal.

Article 98-9: Shall the Town vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of fire department apparatus vehicle(s) and to raise and appropriate the sum of $25,000 to be placed in this fund?

Article P-[02]-10: Shall the Town vote to establish a Capital Reserve Account (Pursuant to RSA Chapter 35) for engineering and construction of water lines, hydrants, pump stations, and related equipment and expenses to provide water to the Town fire suppression and name the Board of Selectmen as the agent to expend without further action of Town Meeting and to vote to raise and appropriate the sum of $109,750 to the Capital Reserve Account in the first year? Note the notation "[02]" did not appear in the 2002 Town Warrant; it was listed as **P-10**.

Article P-[03]-6: Shall the Town vote to establish an Expendable Trust Fund under RSA 31:19-a for the improvement to the Town Hall including but not limited to installation of an elevator to bring the second floor into compliance with the Federal American Disabilities Act (ADA) , renovation of the interior, improvements to the heating and cooling system, the electrical system, installation of a sprinkler system, etc., and further, to name the Board Selectmen as the agents to expend without further action by Town Meeting for the purposes of Town Hall Improvements and to raise and appropriate $81,000 to this fund, said sums to come from the December 31, 2002, unreserved fund balance? This is the first year of a multi year project. Note the notation "[03]" did not appear in the 2003 Town Warrant; it was listed as **P-6**. The CIP Committee should recommend a warrant article for the 2017 Town Meeting to dissolve this Trust Fund and to return all monies and accrued interest in the fund (approximately $7,544) to the general fund.

Article P-06-24: To see if the Town will vote to establish an Expendable Trust Fund for under the provisions of RSA 31:19-a for Purchase of Highway Equipment, and further to raise and appropriate the sum of $59,000 for deposit into this fund?

Note the notation "[06]" did not appear in the 2006 Town Warrant; it was listed as **P-24**.

Article P-07-11: To see if the Town will vote to establish a capital reserve fund under provisions of RSA 35:1 for the purpose of repairing systems in various Town Buildings, including, but not limited to heating and ventilation, electrical, gas, telephone, and plumbing and to vote to raise and appropriate $20,000 for such fund, and to designate the Board of Selectmen as agents of the fund.

Article P-09-07: To see if the Town will vote to create a revolving fund pursuant to RSA 31:95h, for the future purpose of a new or replacement Rescue Ambulance Vehicle and/or medical equipment and to designate the Board of Selectmen as the Agents of the fund. Funds received for transporting patients using the Town's rescue vehicle will be placed in this fund.

Article P-10-E: Shall the Town vote to establish a Cell Tower Maintenance Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of maintenance of the former water tower and to raise and appropriate $10,000 for said fund? The Board of Selectmen will be the agents to spend out of this reserve fund.

Article P-11-09: Shall the Town vote to establish a Fire Suppression Pump and Pump House Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of replacing the Fire Protection Systems Pumps and the Pump House they are contained in and to raise and appropriate $70,000 for said fund?

Article P-11-19: Shall the Town vote to establish a Land and/or Buildings Acquisition Capital Reserve Fund under the provisions of RSA 35:1 and that the income from the disposition of any Town-owned land (not already designated as conservation land or cemetery properties) and/or buildings is deposited into this fund? Expenditures from this fund will require a vote by the Board of Selectmen.

Article P-12-09: Shall the Town vote to establish a Land and/or Buildings Acquisition Capital Reserve Fund under the provisions of RSA 35:1 and that the income from the disposition of any Town-owned land (not already designated as conservation land or cemetery properties) and/or buildings is deposited into this fund? Expenditures from this fund will require a vote by the Board of Selectmen.

Article P-14-04: Shall the Town vote to establish a Recreation Plan Capital Reserve Fund and raise and appropriate the sum of $50,000 to deposit into this fund for the purpose of setting aside money for the completion of various recreation projects including the Towns Strategic Recreation Plan. Completion of the projects listed in the Strategic Recreation Plan will allow the Town to meet all of its recreational needs. This capital reserve fund is being established pursuant to RSA 35:1.

Article P-14-12: Shall the Town vote to establish a Communications Radio Dispatching System Capital Reserve Account for the Replacement of the Communications Radio Dispatching System and ancillary systems at the Public Safety Complex and to raise and appropriate the sum of $25,000, that exact amount to be withdrawn from the Unexpended Fund Balance, to be placed into this account? The Board of Selectmen will be the agents authorized to expend these funds. This Capital Reserve Account is being created pursuant to RSA 35:1.

Article P-15-12: Shall the Town vote to create a capital reserve fund and raise and appropriate the sum of $33,400 to deposit into this fund for the purpose of setting aside money for the replacement of Self Contained Breathing Apparatus (SCBA), SCBA cylinders, and high temperature masks? This capital reserve fund is being established pursuant to RSA 35:1.

Article P-16-09: Shall the Town vote to create a Library Capital Reserve Fund for the purpose of capital improvements, repairs, renovations, and additions to the Library and to raise and appropriate $50,000 to be deposited in said fund, and further to designate the Board of Selectmen as Agents of the fund?

Article P-16-10: Shall the Town vote to create a Cable Department Capital Reserve Fund to be used for the replacement and/or purchase of new equipment for the Cable Department, and to raise and appropriate $70,000 from unassigned fund balance to be deposited in said fund, and further to designate the Board of Selectmen as Agents?

Article P-16-13: Shall the Town vote to establish a Transportation Infrastructure Capital Reserve Fund for the level funding of transportation infrastructure projects including preliminary engineering expenses, Right-of-Way expenses, construction expenses, sources for matching state and federal funds, to raise and appropriate the sum $50,000 to be deposited into said fund, and further to designate the Board of Selectmen as Agents?

11.

APPENDIX A

CIP DEPARTMENTAL REQUEST FORM

CIP REQUEST FORM

Department Name: _____

Person Making Request: _____

Date: _____

Master Plan Reference: _____

Nature of Request (Check One):

One Time ____ Multi-year _____ Recurring _____

Nature of Request (Check One):

New Request ____ Modified Request ___

Year Capital Requested (One Time Request): _____

1ST Year Capital Requested (Recurring Request): _____

Years Capital Requested (Multi-year Request):

Year	Amount Requested	Year	Amount Requested
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Priority (Check One): High ____ Medium ____ Low ____

Consequence of not making or delaying the capital purchase in the year(s) requested:

_____

Project Description (Include multi-year rational if appropriate):

If the Capital Item being requested is associated with a capital reserve account, are the life cycle and cost information correct?

(Yes/No) _____ Corrected values: _____

Are there any studies or reports that will help support the need for this request (yes/no)?
_____

If yes, what are the studies/reports and where can they be found?
_____

12.

APPENDIX B

CIP FINANCIAL SUMMARY SPREADSHEET

Highway Department	CIP Text Page Number	2016 CIP Approved	2016 Town Approved	2017 Recommended (Warrant or Budget)	2017	2018	2019	2020	2021	2022
Expenses										
H1D: Capital Reserve Fund Deposit	11	$80.0	$78.0	Warrant	$87.0	$87.0	$87.0	$87.0	$87.0	$87.0
H1E: Replace Highway Department Vehicle(s)	11 - 16	$120.0	$120.0	Warrant	$0.0	$160.0	$110.0	$50.0	$10.0	$160.0
Expenses Subtotal		**$200.0**	**$198.0**	**N/A**	**$87.0**	**$247.0**	**$197.0**	**$137.0**	**$97.0**	**$247.0**
Fund Withdrawals										
H1W1: Capital Reserve Fund	12 - 16	$120.0	$120.0	N/A	$0.0	$160.0	$110.0	$50.0	$10.0	$160.0
H1W2: Impact Fee - New Road	12	$2.9	$2.9	N/A	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
Fund Withdrawals Subtotal		**$122.9**	**$122.9**	**N/A**	**$0.0**	**$160.0**	**$110.0**	**$50.0**	**$10.0**	**$160.0**
Grants/Revenues										
H1R: Sale/Trade-In Value of Vehicles	12 - 16	$12.0	$12.0	N/A	$0.0	$16.0	$11.0	$5.0	$1.0	$16.0
Grants/Revenues Subtotal		**$12.0**	**$12.0**	N/A	**$0.0**	**$16.0**	**$11.0**	**$5.0**	**$1.0**	**$16.0**
Highway Department Net Expenses		**$65.1**	**$63.1**	**N/A**	**$87.0**	**$71.0**	**$76.0**	**$82.0**	**$86.0**	**$71.0**

Fire Department	CIP Text Page Number	2016 CIP Approved	2016 Town Approved	2017 Recommended (Warrant or Budget)	2017	2018	2019	2020	2021	2022
Expenses										
F1D: Capital Reserve Fund Deposit - Fire Equipment/Apparatus	18	$105.0	$105.0	Warrant	$108.0	$108.0	$108.0	$108.0	$108.0	$85.0
F2D: Capital Reserve Fund Deposit - SCBA, SCBA Tanks, and High	18	$33.4	$33.4	Warrant	$33.4	$33.4	$33.4	$33.4	$0.0	$0.0
F1E: Replace Fire Department Vehicles	19 - 22	$150.0	$150.0	N/A	$400.0	$0.0	$200.0	$0.0	$350.0	$0.0
F2E: Replace Fire Department Equipment & Apparatus	22 - 24	$0.0	$0.0	N/A	$0.0	$0.0	$0.0	$200.0	$0.0	$0.0
Expenses Subtotal		**$288.4**	**$288.4**	**N/A**	**$541.4**	**$141.4**	**$341.4**	**$341.4**	**$458.0**	**$85.0**
Account Withdrawals										
F1W1: Capital Reserve - Fire Department Vehicles	19 - 22	$150.0	$150.0	Warrrant	$386.0	$0.0	$200.0	$0.0	$350.0	$0.0
F1W2: Public Safety Impact Fee - Apparatus	19	$0.0	$0.0	Warrant	$14.0	$0.0	$0.0	$0.0	$0.0	$0.0
F1W3: Rescue Vehicles/Medical Equipment	N/A	$0.0	$0.0	N/A	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
F2W: Capital Reserve - SCBA, Tanks, Masks	22 - 24	$0.0	$0.0	N/A	$0.0	$0.0	$0.0	$200.0	$0.0	$0.0
Account Withdrawals Subtotal		**$150.0**	**$150.0**	**N/A**	**$400.0**	**$0.0**	**$200.0**	**$200.0**	**$350.0**	**$0.0**
Grants/Revenues										
F1R: Sale/Trade-In Value of Vehicles	19 - 22	$10.0	$10.0	N/A	$10.0	$0.0	$20.0	$0.0	$10.0	$0.0
Grants/Revenues Subtotal		**$10.0**	**$10.0**	**N/A**	**$10.0**	**$0.0**	**$20.0**	**$0.0**	**$10.0**	**$0.0**
Fire Department Net Expenses		**$128.4**	**$128.4**	**N/A**	**$131.4**	**$141.4**	**$121.4**	**$141.4**	**$98.0**	**$85.0**

Police Department	CIP Text Page Number	2016 CIP Approved	2016 Town Approved	2017 Recommended (Warrant or Budget)	2017	2018	2019	2020	2021	2022
Expenses										
P1D: Create Capital Reserve Account for Replacement of Unmarked Police Vehicles (Including ACO Vehicle) and make initial deposit	26	$22.0	$0.0	Warrant	$16.0	$16.0	$16.0	$16.0	$16.0	$16.0
P1E: Unmarked Vehicle Replacement	27 - 28	$0.0	$0.0	Warrant	$40.0	$0.0	$30.0	$0.0	$30.0	$0.0
P2D: Capital Reserve Account Deposit for Replacement of Communications Radio Dispatch System	28	$40.0	$0.0	Warrant	$0.0	$65.0	$65.0	$65.0	$65.0	$20.0
P2E: Communication Systems	29 - 30	$10.0	$10.0	Budget	$10.0	$10.0	$10.0	$10.0	$410.0	$10.0
P3E: Replacement of Cruiser/Related Equipment	31	$67.0	$67.0	Budget	$67.0	$67.0	$67.0	$67.0	$67.0	$67.0
P4E: Hardware & Software Systems	31 - 33	$56.0	$56.0	Budget	$13.0	$43.0	$13.0	$13.0	$113.0	$13.0
Expenses Subtotal		**$195.0**	**$133.0**	**N/A**	**$146.0**	**$201.0**	**$201.0**	**$171.0**	**$701.0**	**$126.0**
Account Withdrawals										
P1W1: Capital Reserve - Unmarked police vehicles	27 - 28	$0.0	$0.0	N/A	$15.0	$0.0	$30.0	$0.0	$30.0	$0.0
P1W2: Other fees and gifts	27	$0.0	$0.0	N/A	$25.0	$0.0	$0.0	$0.0	$0.0	$0.0
P2W: Capital Reserve - Radio Communication System	29 - 30	$0.0	$0.0	N/A	$0.0	$0.0	$0.0	$0.0	$400.0	$0.0
Account Withdrawals Subtotal		**$0.0**	**$0.0**	**N/A**	**$40.0**	**$0.0**	**$30.0**	**$0.0**	**$430.0**	**$0.0**
Grants/Revenues										
P1R, P3R: Sale/Trade-In Value of Vehicles	26, 31	$6.0	$6.0	N/A	$9.0	$6.0	$6.0	$6.0	$9.0	$6.0
Grants/Revenues Subtotal		**$6.0**	**$6.0**	N/A	**$9.0**	**$6.0**	**$6.0**	**$6.0**	**$9.0**	**$6.0**
Police Department Net Expenses		**$189.0**	**$127.0**	**N/A**	**$97.0**	**$195.0**	**$165.0**	**$165.0**	**$262.0**	**$120.0**

Emergency Management Department	CIP Text Page Number	2016 CIP Approved	2016 Town Approved	2017 Recommended (Warrant or Budget)	2017	2018	2019	2020	2021	2022
Expenses										
E1: Create Emergency Management Capital Reserve Fund & make an initial deposit	33	$0.0	$0.0	N/A	$0.0	$10.0	$10.0	$10.0	$10.0	$0.0
E2: Emergency Management Projects	34 - 36	$0.0	$0.0	N/A	$0.0	$15.0	$15.0	$15.0	$210.0	$0.0
Expenses Subtotal		**$0.0**	**$0.0**	**N/A**	**$0.0**	**$25.0**	**$25.0**	**$25.0**	**$220.0**	**$0.0**
Account Withdrawals										
Emergency Management Capital Reserve	35	$0.0	$0.0	N/A	$0.0	$0.0	$0.0	$0.0	$210.0	$0.0
Account Withdrawals Subtotal		**$0.0**	**$0.0**	**N/A**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$210.0**	**$0.0**
Grants/Revenues										
Emergency Management Planning Grant	35	$0.0	$0.0	N/A	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
Homeland Security Grant	35	$0.0	$0.0	N/A	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
Grants/Revenues Subtotal		**$0.0**	**$0.0**	**N/A**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Emergency Management Department Net Expenses		**$0.0**	**$0.0**	**N/A**	**$0.0**	**$25.0**	**$25.0**	**$25.0**	**$10.0**	**$0.0**

Water Department	CIP Text Page Number	2016 CIP Approved	2016 Town Approved	2017 Recommended (Warrant or Budget)	2017	2018	2019	2020	2021	2022
Expenses										
W1: Capital Reserve Fund Deposit - Fire Suppression Water Line	37	$0.0	$0.0	N/A	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
W2: Capital Reserve Account Deposit - Pump & Pump House Replacement	37	$70.0	$0.0	Warrant	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
W3: Fire Suppression Line Installation & Maintenance	38	$0.0	$400.0	N/A	$0.0	$172.0	$0.0	$0.0	$0.0	$0.0
W4: Water Department Buildings & Equipment	38 - 39	$0.0	$0.0	N/A	$0.0	$420.0	$0.0	$0.0	$0.0	$0.0
W5:Water Studies	40	$150.0	$150.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
Expenses Subtotal		**$220.0**	**$550.0**	**N/A**	**$0.0**	**$592.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Account Withdrawals										
Fire Suppression Water Line Capital Reserve Account	37	$0.0	$58.8	N/A	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
Pump & Pump House Capital Reserve Fund	38 - 39	$0.0	$0.0	N/A	$0.0	$420.0	$0.0	$0.0	$0.0	$0.0
Water Line Impact Fee	37	$0.0	$11.2	N/A	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
Water User Fee (RSA 38:27)	37 - 38	$0.0	$330.0	N/A	$0.0	$172.0	$0.0	$0.0	$0.0	$0.0
Account Withdrawals Subtotal		**$0.0**	**$400.0**	**N/A**	**$0.0**	**$592.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Grants/Revenues										
GREE Fund Grant	40	$30.0	$30.0	N/A	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
Sale/Trade-In Value of Vehicles	N/A	$0.0	$0.0	N/A	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
Grants/Revenues Subtotal		**$30.0**	**$30.0**	**N/A**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Water Department Net Expenses		**$190.0**	**$120.0**	**N/A**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**

Municipal Buildings	CIP Text Page Number	2016 CIP Approved	2016 Town Approved	2017 Recommended (Warrant or Budget)	2017	2018	2019	2020	2021	2022
Expenses										
MB1: Capital Reserve Fund Deposit - Building Systems Repairs and Maintenance	43	$10.0	$11.9	Warrant	$10.0	$10.0	$10.0	$10.0	$10.0	$10.0
MB2: Capital Reserve Fund Deposit - Acquistion of Land and/or Buildings Fund	43	$0.0	$0.0	Warrant	$100.0	$100.0	$100.0	$100.0	$100.0	$100.0
MB4: Public Safety Complex- Expansion Bond & Debt Service	44 - 45	*$8,500	*8,500	Budget	$598.0	$559.1	$545.0	$531.0	$517.0	$502.9
MB5: Public Safety Complex - Maintenance & Repair	46	$0.0	$0.0	N/A	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
MB6: Library - Capital Reserve Fund Deposit - Repair, Maintenance, and Renovation Grounds and Building	46	$100.0	$50.0	Warrant	$65.0	$65.0	$65.0	$65.0	$65.0	$65.0
MB7: Library - Maintenance & Repair	47 - 51	$109.0	$116.5	Budget	$81.5	$113.5	$68.5	$41.7	$110.0	$0.0
MB8: Highway Garage/Salt Shed - Bond & Debt Service	51 -52	*$986	$0.0	N/A	$0.0	$0.0	*$986	$99.5	$99.5	$99.5
MB9: Courthouse - Maintenance & Repair	52	$6.0	$6.0	N/A	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
MB10: Historical Society - Maintenance & Repair	53	$10.0	$10.0	N/A	$30.0	$0.0	$0.0	$0.0	$0.0	$0.0
MB11: Town Hall - Maintenance & Repair	54	$25.0	$0.0	N/A	$25.0	$0.0	$0.0	$0.0	$0.0	$0.0
MB12: Recreation Buildings - P.A.R.C.	54	$0.0	$0.0	N/A	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
MB13: Recreation Buildings - Ingalls Terrace	54	$0.0	$0.0	N/A	$0.0	$40.0	$0.0	$0.0	$0.0	$0.0
MB14: Recreation Buildings - Community Center (Beede Site)	55	$0.0	$0.0	N/A	$0.0	$0.0	$0.0	$0.0	$0.0	*$1500
Expenses Subtotal		**$260.0**	**$194.4**	**N/A**	**$909.5**	**$887.6**	**$788.5**	**$847.2**	**$901.5**	**$777.4**

Municipal Buildings	CIP Text Page Number	2016 CIP Approved	2016 Town Approved	2017 Recommended (Warrant or Budget)	2017	2018	2019	2020	2021	2022
Account Withdrawals										
MB2W: Police & Fire Departments Portion of Public Safety Complex Impact Fee	N/A	$0.0	$0.0	N/A	$115.0	$0.0	$0.0	$0.0	$0.0	$0.0
MB1W3: Unexpended Fund Balance	N/A	$0.0	$0.0	N/A	$100.0	$0.0	$0.0	$0.0	$0.0	$0.0
MB1W1: Building Systems Repair and Maintenance Capital Reserve Account	N/A	$10.0	$10.0	N/A	$10.0	$10.0	$10.0	$10.0	$10.0	$10.0
MBW1W2: Acquisition of Land and/or Buildings Fund Account	N/A	$0.0	$0.0	N/A	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
MB3W1: Library Capital Reserve Fund	47 - 51	$50.0	$50.0	N/A	$50.0	$77.2	$68.5	$41.7	$110.0	$0.0
MB3W2: Library Funds (Fees, Fines, Donations)	47- 51	$56.5	$56.5	N/A	$31.5	$0.0	$0.0	$0.0	$0.0	$0.0
Account Withdrawals Subtotal		**$116.5**	**$116.5**	**N/A**	**$306.5**	**$87.2**	**$78.5**	**$51.7**	**$120.0**	**$10.0**
Grants/Revenues										
None	N/A	$0.0	$0.0	N/A	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
Grants/Revenues Subtotal		**$0.0**	**$0.0**	**N/A**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Municipal Buildings Net Expense		**$143.5**	**$77.9**	**N/A**	**$733.0**	**$800.4**	**$710.0**	**$795.5**	**$781.5**	**$767.4**

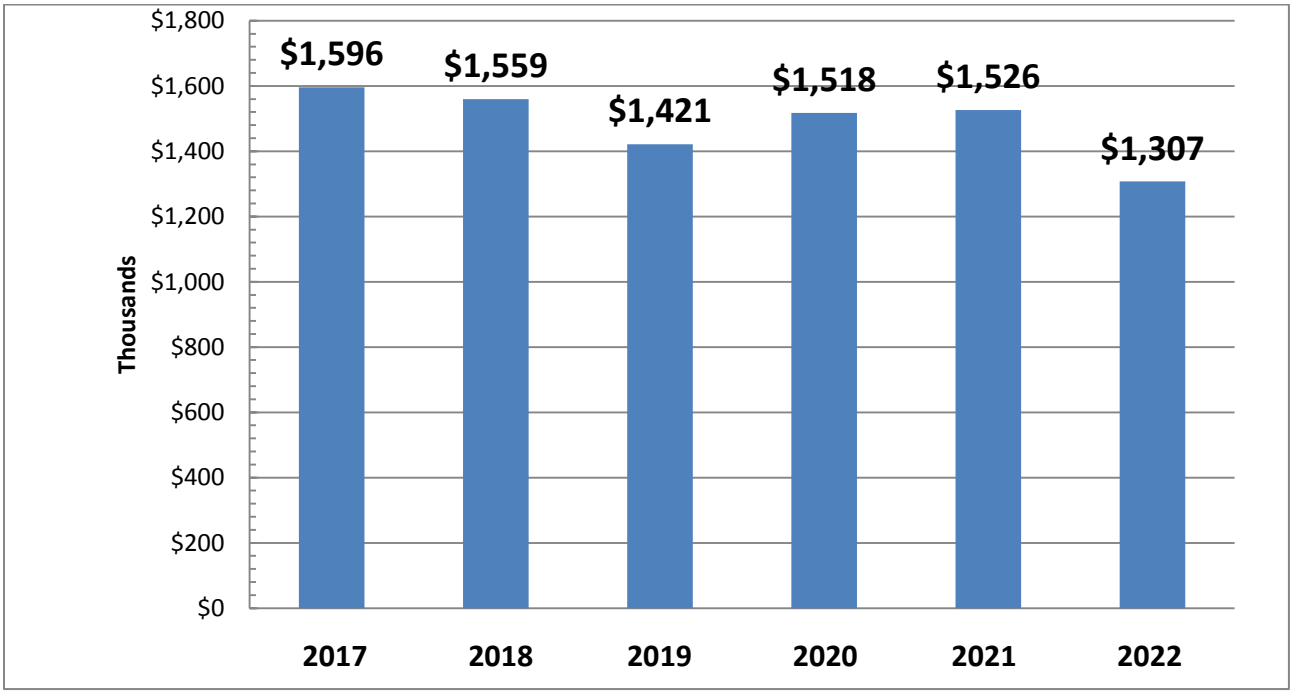
Municipal Services	CIP Text Page Number	2016 CIP Approved	2016 Town Approved	2017 Recommended (Warrant or Budget)	2017	2018	2019	2020	2021	2022
Expenses										
MS1E: Building Department Expenses	60 - 61	$27.0	$27.0	Budget	$22.0	$0.0	$0.0	$0.0	$0.0	$0.0
MS2D: Cable Department Equipment Capital Reserve Fund deposit	61	$70.0	$70.0	Warrant	$30.0	$30.0	$30.0	$15.0	$5.0	$0.0
MS2E: Cable Department - Purchase, Maintenance & Repair	62 - 67	$65.0	$65.0	Budget	$50.0	$32.5	$30.0	$30.0	$20.0	$0.0
MS3E: Cemetery - Maintenace & Repair	67	$0.0	$0.0	N/A	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
MS4D: Capital Reserve Fund Deposit - Cell Tower Maintenance	67-68	$0.0	$0.0	N/A	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
MS4E: Cell Tower - Maintenance & Repair	68 - 69	$125.0	$0.0	Budget	$0.0	$407.0	$0.0	$0.0	$0.0	$0.0
Expenses Subtotal		**$287.0**	**$162.0**	**N/A**	**$102.0**	**$469.5**	**$60.0**	**$45.0**	**$25.0**	**$0.0**
Account Withdrawals										
MS4W: Cell Tower Maintenance Capital Reserve Account	68 - 69	$0.0	$0.0	N/A	$0.0	$407.0	$0.0	$0.0	$0.0	$0.0
MS1W, MS2W: Unexpended Fund Balance	60 - 67	$40.0	$70.0	N/A	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
Account Withdrawals Subtotal		**$40.0**	**$70.0**	**N/A**	**$0.0**	**$407.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Grants/Revenues										
MS2R: Cable Franchise Revenues	61	$20.0	$20.0	N/A	$20.0	$20.0	$20.0	$20.0	$20.0	$20.0
MS1R: Sale/Trade-In Value of Vehicles	60	$5.0	$0.0	N/A	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
Grants/Revenues Subtotal		**$25.0**	**$20.0**	**N/A**	**$20.0**	**$20.0**	**$20.0**	**$20.0**	**$20.0**	**$20.0**
Municipal Services Net Expenses		**$222.0**	**$72.0**	**N/A**	**$82.0**	**$42.5**	**$40.0**	**$25.0**	**$5.0**	**-$20.0**

Grants/Revenues Subtotal	**$131.1**	**$131.1**	**N/A**	**$1,751.1**	**$131.1**	**$131.1**	**$131.1**	**$131.1**	**$131.1**
Transportation Infrastructure Net Expenses	**$203.9**	**$203.9**	**N/A**	**$303.9**	**$203.9**	**$203.9**	**$203.9**	**$203.9**	**$203.9**

Conservation and Recreation	CIP Text Page Number	2016 CIP Approved	2016 Town Approved	2017 Recommended (Warrant or Budget)	2017	2018	2019	2020	2021	2022
Expenses										
CR1D: Conservation - Conservation 36-A Fund Deposit	71	$10.0	$10.0	Warrant	$10.0	$10.0	$10.0	$10.0	$10.0	$10.0
CR2D: Conservation - Create a renewable energy capital reserve fund and make an initial deposit	71	$10.0	$0.0	Warrant	$10.0	$10.0	$10.0	$10.0	$10.0	$10.0
CR3D: Conservation - Create a trail creation and maintenance capital reserve fund and make an initial deposit	72	$10.0	$0.0	Warrant	$10.0	$10.0	$10.0	$10.0	$10.0	$10.0
CR4D: Recreation - Capital Reserve Fund Deposit	72	$50.0	$50.0	Warrant	$50.0	$50.0	$50.0	$50.0	$50.0	$50.0
CR4E: Recreation - Expenses per Strategic Plan	73	$64.0	$64.0	Budget	$50.0	$50.0	$50.0	$50.0	$50.0	$50.0
Expenses Subtotal		**$144.0**	**$124.0**	**N/A**	**$130.0**	**$130.0**	**$130.0**	**$130.0**	**$130.0**	**$130.0**
Account Withdrawals										
CR1W1: Conservation 36-A Fund	71	$0.0	$0.0	N/A	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
CR1W2: Forestry Fund	71	$0.0	$0.0	N/A	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
CR2W: Capital Reserve Fund - Renewable Energy	71	$0.0	$0.0	N/A	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
CR3W: Capital Reserve Fund - Trails	72	$0.0	$0.0	N/A	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
CR4W1: Capital Reserve Fund - Recreation Plan	72	$64.0	$64.0	N/A	$50.0	$50.0	$50.0	$50.0	$50.0	$50.0
CR4W2: Recreation Impact Fee	73	$0.0	$0.0	N/A	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
Account Withdrawals Subtotal		**$64.0**	**$64.0**	**N/A**	**$50.0**	**$50.0**	**$50.0**	**$50.0**	**$50.0**	**$50.0**
Grants/Revenues										
CR3R: Trail Grant (50% Local Match	72	$50.0	$0.0	N/A	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
CR4R: Recreation Gifts/In-kind Services	73			N/A						
Grants/Revenues Subtotal		**$50.0**	**$0.0**	**N/A**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Conservation and Recreation Net Expenses		**$30.0**	**$60.0**	**N/A**	**$80.0**	**$80.0**	**$80.0**	**$80.0**	**$80.0**	**$80.0**

Transportation Infrastructure	CIP Text Page Number	2016 CIP Approved	2016 Town Approved	2017 Recommended (Warrant or Budget)	2017	2018	2019	2020	2021	2022
Expenses										
T1D: Transportation Infrastructure Capital Reserve Fund deposit.	76	$50.0	$50.0	Warrant	$50.0	$50.0	$50.0	$50.0	$50.0	$50.0
T2E: Hazard Mitigation Plan Projects	76 - 77	$20.0	$0.0	Warrant	$20.0	$0.0	$0.0	$0.0	$0.0	$0.0
T3E: Transportation - Surface & Drainage Routine Maintenance	78	$285.0	$285.0	Budget	$285.0	$285.0	$285.0	$285.0	$285.0	$285.0
T4E: Transportation - Special Projects	79 - 83	$20.0	$0.0	Warrant	$1,999.0	$0.0	$0.0	$0.0	$0.0	$0.0
Expenses Subtotal		**$375.0**	**$335.0**	**N/A**	**$2,354.0**	**$335.0**	**$335.0**	**$335.0**	**$335.0**	**$335.0**
Account Withdrawals										
Capital Reserve Fund - Transportation Infrastructure Projects	79 - 83	$40.0	$0.0	N/A	$35.0	$0.0	$0.0	$0.0	$0.0	$0.0
Account Withdrawals Subtotal		**$40.0**	**$0.0**	**N/A**	**$35.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Grants/Revenues										
T3R: State Highway Block Grant	78	$131.1	$131.1	N/A	$131.1	$131.1	$131.1	$131.1	$131.1	$131.1
T4R1: Safe Routes to School (SRTS) Grant	79 - 83	$35.0	$35.0	N/A	$215.0	$0.0	$0.0	$0.0	$0.0	$0.0
T4R2: Unexpended Fund Balance	79 - 83	$0.0	$0.0	N/A	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
T4R3: Federal/State Bridge Aid (80% for Westville Road Bridge)	79 - 83	$0.0	$0.0	N/A	$800.0	$0.0	$0.0	$0.0	$0.0	$0.0
T4R4: Transportation Alternatives Program (TAP) Grant (80% State/20%		$0.0	$0.0	N/A	$787.0	$0.0	$0.0	$0.0	$0.0	$0.0
Grants/Revenues Subtotal		**$166.1**	**$166.1**	**N/A**	**$1,933.1**	**$131.1**	**$131.1**	**$131.1**	**$131.1**	**$131.1**
Transportation Infrastructure Net Expenses		**$168.9**	**$168.9**	**N/A**	**$385.9**	**$203.9**	**$203.9**	**$203.9**	**$203.9**	**$203.9**

GRAND TOTALS	2016 CIP Approved	2016 Town Approved	2017 Recommended (Warrant or Budget)	2017	2018	2019	2020	2021	2022
Total Expenses	$1,969.4	$1,984.8	N/A	$4,399.9	$3,028.5	$2,077.9	$2,031.6	$2,867.5	$1,700.4
Total Grants/Revenues	$419.1	$364.1	N/A	$1,972.1	$173.1	$188.1	$162.1	$171.1	$173.1
Total Impact Fee Withdrawals	$2.9	$14.1	N/A	$129.0	$0.0	$0.0	$0.0	$0.0	$0.0
Total Reserve & Other Fund Withdrawals	$530.5	$909.3	N/A	$702.5	$1,296.2	$468.5	$351.7	$1,170.0	$220.0
Total Net Expenses	**$1,016.9**	**$697.3**	**N/A**	**$1,596.3**	**$1,559.2**	**$1,421.3**	**$1,517.8**	**$1,526.4**	**$1,307.3**



13.

APPENDIX C.

CAPITAL RESERVE & OTHER FUND CASH FLOWS

Miscellaneous Building System Cash Flow

SCHOOL IMPACT FEE	2014 Balance Carried Forward	2015	2016	2017
	$75,068			
	Deposits >>	$53,946	$31,347	$0
	Deposits Not Made	$0	$0	$0
	Interest >>	$132	$120	$0
	Withdrawals Not Taken	$0	$0	$0
	Total Withdrawal >>	$20,000	$50,000	$0
	Balance >>	$109,146	$90,613	$90,613

Land/Buildings Acquisition Capital Reserve Fund	2014 Balance Carried Forward	2015	2016	2017
	$0			
	Deposits >>	$0	$0	$100,000
	Deposits Not Made >>	$0	$0	$0
	Interest >>	$0	$0	$0
	Withdrawals Not Taken	$0	$0	$0
	Total Withdrawal >>	$0	$0	$0
	Balance >>	$0	$0	$10,000

CONSERVATION 36-A FUND	2014 Balance Carried	2015	2016	2017
	$60,296			
	Deposits >>	$0	$15,213	
	Deposits Not Made		$86,470	
	Interest >>	$91	$81	$0
	Withdrawals Not Taken	$0	$0	$0
	Total Withdrawal >>	$0	$0	$0
	Balance >>	$60,387	$162,151	$162,151

FORESTRY FUND	2014 Balance Carried Forward	2015	2016	2017
	$26,340			
	Deposits >>	$0	$0	$0
	Deposits Not Made	$0	$0	$0
	Interest >>	$40	$30	$0
	Withdrawals Not Taken	$0	$0	$0
	Total Withdrawal >>	$0	$3,218	$0
	Balance >>	$26,380	$23,192	$23,192

CELL TOWER MAINTENANCE CAPITAL RESERVE FUND	2014 Balance Carried Forward	2015	2016	2017
	$288,201			
	Deposits >>	$111	$0	$0
	Deposits Not Made	$0	$0	$0
	Interest >>	$605	$0	$0
	Withdrawals Not Taken	$0	$0	$0
	Total Withdrawal >>	$0	$0	$0
	Balance >>	$288,917	$288,917	$288,917

Building Systems Capital Reserve Fund	2014 Balance Carried Forward	2015	2016	2017
	$19,500			
	Deposits >>	$0	$0	$0
	Deposits Not Made	$0	$11,902	$0
	Interest >>		$0	$0
	Withdrawals Not Taken	$49	$0	$0
	Total Withdrawal >>	$0	$11,902	$0
	Balance >>	$19,549	$19,549	$19,549

Current Use	2014 Balance Carried Forward	2015	2016	2017
	$97,629			
	Deposits >>	$0	$0	$0
	Deposits Not Made	$0	$0	$0
	Interest >>	$125	$89	$0
	Withdrawals Not Taken	$0	$0	$0
	Total Withdrawal >>	$18,691	$0	$0
	Balance >>	$79,063	$79,152	$79,152

Recreation Impact Fee	2014 Balance Carried Forward	2015	2016	2017
	$46,490			
	Deposits >>	$40,848	$22,068	$0
	Deposits Not Made	$0	$0	$0
	Interest >>	$87	$85	$0
	Withdrawals Not Taken	$0	$0	$0
	Total Withdrawal >>	$15,580	$11,351	$0
	Balance >>	$71,845	$82,647	$82,647

Water Department Cash Flow

WATER LINE (FIRE SUPPRESSION) CAPITAL RESERVE ACCOUNT CASH FLOW	2014 Balance Carried Forward	2015	2016	2017	2018	2019
	$128,994					
	Deposit >>	$28				
	2013 Deposits Not Made					
	Interest >>	$269				
	2013 Withdrawals Not Taken					
	Total Withdrawal >>	$0				
	Balance >>	$129,291	$129,291	$129,291	$129,291	$129,291

WATER DEPARTMENT - (FIRE SUPPRESSION) PUMP AND PUMP HOUSE CAPITAL RESERVE ACCOUNT CASH FLOW	2014 Balance Carried Forward	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
	$210,000										
	Deposit >>	$125,107	$0	$0	$0	$0	$0	$0	$0	$0	$0
	2014 Deposits Not Made										
	Interest >>	$574									
	2014 Withdrawals Not Taken										
	Total Withdrawal >>		$0	$0	$0	$0	$0	$0	$0	$0	$0
	Balance >>	$335,681	$335,681	$335,681	$335,681	$335,681	$335,681	$335,681	$335,681	$335,681	$335,681

WATER SUPPRESSION LINE FUND CASH FLOW (USER FEES)	2014 Balance Carried Forward	2015	2016
	$447,309		
	Deposit >>	$255,161	
	2014 Deposits Not Made		
	Interest >>	$925	
	2014 Withdrawals Not Taken		
	Total Withdrawal >>	$0	
	Balance >>	$703,395	$703,395

WATER LINE IMPACT FEE CASH FLOW	2014 Balance Carried Forward	2015	2016	2017	2018	2019	2020	2021
	$11,246							
	Deposit >>	$4,092						
	2014 Deposits Not Made	$0						
	Interest >>	$19						
	2014 Withdrawals Not Taken	$0						
	Total Withdrawal >>	$0	$11,200					
	Balance >>	$15,357	$4,157	$4,157	$4,157	$4,157	$4,157	$4,157
Earliest deposit date of funds not yet withdrawn:								

Highway Department Equipment Capital Reserve Cash Flow

HIGHWAY DEPT EQUIPMENT CAPITAL RESERVE CASH FLOW	2014 Actual Balance Carried Forward	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
	$206,856																							
	Scheduled Deposit >>	$73,000	$78,000	$87,000	$87,000	$87,000	$87,000	$87,000	$87,000	$87,000	$87,000	$87,000	$87,000	$87,000	$87,000	$87,000	$87,000	$87,000	$87,000	$87,000	$87,000	$87,000	$87,000	$87,000
	Actual Deposit >>	$73,095	$0																					
	Offsetting Fees/Revenues >>	$0	$2,900																					
	Interest >>	$437	$0																					
HIGHWAY DEPT EQUIPMENT REPLACEMENT SCHEDULE	Actual Withdrawal >>	$0	$0																					
	Deposit/Withdrawal Correction >>	-$160,000	$0																					

Vehicle	Make/Model	Serviceable Lifetime (Years)	Estimated Cost per Vehicle	Number Units per 20-year interval	Estimated total 20-year cost		2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
6 Wheel Dump Truck	2010 International	9	$160,000	2.22	$355,556					$160,000									$160,000									$160,000	
6 Wheel Dump Truck	2015 International	7	$160,000	2.86	$457,143		$160,000							$160,000							$160,000							$160,000	
Dump Truck	2012 Ford F-550	7	$110,000	2.86	$314,286						$110,000							$110,000							$110,000				
Pick-Up Truck	2013 Ford F-350	7	$50,000	2.86	$142,857							$50,000							$50,000							$50,000			
Front-End Loader	2016 Caterpillar 926M	20	$160,000	1.00	$160,000			$120,000																				$160,000	
Roadside Brush Cutter	2010 Ford Newholland	15	$110,000	1.33	$146,667												$110,000												
Backhoe (No plans to replace)	1987 Ford	20	$150,000	0.00	$0																								
Wood Chipper	2014 100HP	20	$40,000	1.00	$40,000																					$40,000			
Trailer for Landscaping Equipment	Purchased in 2011	10	$10,000	2.00	$20,000								$10,000										$10,000						
			Total 20-Year Cost:		$1,636,508	Scheduled Equipment Withdrawal Sub-total >>	$160,000	$117,100	$0	$160,000	$110,000	$50,000	$10,000	$160,000	$0	$0	$110,000	$110,000	$210,000	$0	$160,000	$0	$10,000	$0	$110,000	$90,000	$0	$480,000	$0
			Cost Per Year:		$81,825	Reported Year-end Balance >>	$280,387																						
						Corrected Year-end Balance >>	$120,388	$81,288	$168,288	$95,288	$72,288	$109,288	$186,288	$113,288	$200,288	$287,288	$264,288	$241,288	$118,288	$205,288	$132,288	$219,288	$296,288	$383,288	$360,288	$357,288	$444,288	$51,288	$138,288

NEW ROAD IMPACT FEE	2014 Actual Balance Carried Forward	2015	2016	2017
	$2,966			
	Scheduled Deposit >>	$0	$0	$0
	Actual Deposit >>	$0	$0	$0
Earliest deposit date of funds not yet withdrawn >>	Interest >>	$4	$0	$0
	Actual Withdrawal >>	$0	$0	$0
	Scheduled Withdrawal >>	$0	$2,900	$0
	Deposit/Withdrawal Correction >>	$0	$0	$0
	Reported Year-end Balance >>	$2,970		
	Corrected Year-end Balance >>	$2,970	$70	$70

Plaistow Public Library Capital Reserve Cash Flow

LIBRARY CAPITAL RESERVE CASH FLOW	2014 Actual Balance Carried Forward	2015	2016	2017	2018	2019	2020	2021	2022
	$0								
	Scheduled Deposit >>	$0	$50,000	$65,000	$65,000	$65,000	$65,000	$65,000	$65,000
	Actual Deposit >>	$0							
	Offsetting Fees/Revenues >>	$0	$58,500	$31,500					
	Interest >>	$0							
	Actual Withdrawal >>	$0							
	Deposit/Withdrawal Correction >>	$0							
Building System									
Exterior (Pavement, Sidewalks, Signage, Lighting)		$0	$0	$0	$10,000	$53,500	$0	$0	$0
Plumbing (Septic, Water heater, Water Softner, Drywell)		$0	$10,000	$0	$0	$0	$6,700	$0	$0
Property Maintenance (Painting walls and trim)		$0	$0	$0	$0	$0	$10,000	$0	$0
Roofing (Roof, Drainage, Gutters)		$0	$0	$0	$0	$0	$0	$110,000	$0
Energy Conservation (Generator, HVAC, Lights, Windows, Weatherization)		$0	$58,500	$50,000	$55,000	$15,000	$10,000	$0	$0
Public Safety (Fire Suppression, Security, Fire Alarm, Monioring)		$0	$40,000	$0	$12,200	$0	$15,000	$0	$0
Renovations (Interior countertops, soffits, trim)		$0	$0	$31,500	$0	$0	$0	$0	$0
	Scheduled Withdrawal Sub-total >>	$0	$108,500	$81,500	$77,200	$68,500	$41,700	$110,000	$0
	Reported Year-end Balance >>	$0	$0	$0	$0	$0	$0	$0	$0
	Corrected Year-end Balance >>	$0	$0	$15,000	$2,800	-$700	$22,600	-$22,400	$42,600

Police Department – Unmarked Vehicle Capital Reserve Cash Flow

POLICE DEPARTMENT UNMARKED VEHICLE CAPITAL RESERVE CASH FLOW

	2015 Balance Carried Forward	2016	2017	2018	2019	2020	2021	2022	2023	2024
	$0									
Scheduled Deposit >>		$0	$16,000	$16,000	$16,000	$16,000	$16,000	$16,000	$16,000	$16,000
Actual Deposit >>		$0								
Offsetting Fees / Revenues		$0	$25,000							
Interest >>		$0								
Actual Withdrawal >>		$0								
Deposit /Withdrawal Correction >>		$0								

UNMARKED REPLACEMENT SCHEDULE

Car Number	Vehicle Year Make/Model	Function	Particpate in annual cruiser replacement program?	Eligible for Drug Forfieture Funds?	Estimated Miles Per Year	Planned Replacement Mileage	8/15/14 Mileage	Current Mileage	Estimated Replacement Year	Vehicle Replacement Cost	2016	2017	2018	2019	2020	2021	2022	2023	2024
Car 1	2008 Dodge Charger	Chief's Response Vehicle (unmarked)	No	No	5,400	90,000	63,841	72,484	2019	$30,000				$30,000					
Car 2	2007 Ddodge Charger	Patrol Captain's Response Vevhicle	No	No	3,900	90,000	29,244	42,237	2028	$30,000									
Car 3	2013 Chevy Tahoe	Emergency Management Command Vehicle / Patrol Vehicle (Not to be	No	No	11,500	90,000	16,378	37,088		$0									
Car 4	2013 Ford Interceptor	Detectives (unmarked - rotate down from patrol	No	No	3,000	90,000	28,727	30,941	2036	$0									
Car 5	2011 (Make/Model not available to public)	Detectives (unmarked, undercover work)	No	No	6,000	90,000	24,499	40,561	2024	$30,000									$30,000
ACO	2002 Dodge Dakota	Used only by ACO	No	No	3,500	90,000	98,426	100,981	2013	$15,000		$15,000							
Car 9	2010 Ford Crown Vic	Used only for K-9	No	No	17,000	90,000	73,092	93,351	2016	$25,000		$25,000							
Car 10	2014 Ford Explorer	Admininstrative Captain's Vehicle (Speed patrols, training)	No	No	10,000	90,000	3,296	41,859	2021	$30,000						$30,000			
Car 11	2014 Ford Explorer	Fully Marked Patrol Car	Yes	No		100,000				$33,500									
Car 12	2015 Ford Explorer	Fully Marked Patrol Car	Yes	No		100,000				$33,500									
Car 13	2013 Ford Explorer	Fully Marked Patrol Car	Yes	No		100,000				$33,500									
Car 14	2011 Ford Crown Vic	Fully Marked Patrol Car	Yes	No		100,000				$33,500									
Car 15	2013 Ford Explorer	Fully Marked Patrol Car	Yes	No		100,000				$33,500									
						Total cost of unmarked police vehicles				$160,000									
						Total cost per year (Average 10 year servicable life)				$16,000									

	2016	2017	2018	2019	2020	2021	2022	2023	2024
Scheduled Withdrawal Sub-total >>	$0	$40,000	$0	$30,000	$0	$30,000	$0	$0	$30,000
Reported Year-end Balance >>	$0	$0	$0	$0	$0	$0	$0	$0	$0
Corrected Year-end Balance	$0	$1,000	$17,000	$3,000	$19,000	$5,000	$21,000	$37,000	$23,000

Police Department – Unmarked Vehicle Capital Reserve Cash Flow Continued..

2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
$16,000	$16,000	$16,000	$16,000	$16,000	$16,000	$16,000	$16,000	$16,000	$16,000	$16,000	$16,000	$16,000	$16,000	$16,000	$16,000	$16,000	$16,000
				$30,000										$30,000			
			$30,000										$30,000				
											$30,000						
									$30,000								
		$30,000										$30,000					
		$30,000										$30,000					
						$30,000										$30,000	
$0	$0	$60,000	$30,000	$30,000	$0	$30,000	$0	$0	$30,000	$0	$30,000	$60,000	$30,000	$30,000	$0	$30,000	$0
$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
$39,000	$55,000	$11,000	-$3,000	-$17,000	-$1,000	-$15,000	$1,000	$17,000	$3,000	$19,000	$5,000	-$39,000	-$53,000	-$67,000	-$51,000	-$65,000	-$49,000

Police Department – Dispatch Communication System Capital Reserve Cash Flow

DISPATCH COMMUNICATION SYSTEM CAPITAL RESERVE CASH FLOW	2014 Actual Balance Carried Forward	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
	$25,000										
	Scheduled Deposit >>	$50,000	$0	$65,000	$65,000	$65,000	$65,000	$65,000	$20,000	$20,000	$20,000
	Actual Deposit >>	$50,020									
	Offsetting Fees / Revenues >>	$0									
	Interest >>	$83									
	Actual Withdrawal >>	$0									
	Deposit /Withdrawal Correction >>	$0									

Dispatch Communication System Replacement Schedule

Project	Serviceable Lifetime (Years)	Estimated Cost per System	Number Units per 20-year interval	Estimated total cost per 20-year interval			2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Dispatch Communication System	20	$400,000	1	$400,000			$0	$0	$0	$0	$0	0	$400,000			
				Total 20-year cost:	$400,000	Scheduled Withdrawal Sub-total >>	$0	$0	$0	$0	$0	0	$400,000	$0	$0	$0
				Cost Per Year:	$20,000	Reported Year-end Balance >>	$75,103									
						Corrected Year-end Balance >>	$75,103	$75,103	$140,103	$205,103	$270,103	$335,103	$103	$20,103	$40,103	$60,103

2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000
															$0	$400,000
$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$400,000
$80,103	$100,103	$120,103	$140,103	$160,103	$180,103	$200,103	$220,103	$240,103	$260,103	$280,103	$300,103	$320,103	$340,103	$360,103	$380,103	$103

PUBLIC SAFETY IMPACT FEE	2014 Balance Carried Forward	2015	2016	2017
	$116,581			
	Deposits >>	$55,880		
	Amount Collected Not Yet Deposited >>	$0		
	Interest >>	$185		
Earliest deposit date of funds not yet withdrawn >> 2013	Amount Spent Not Yet Withdrawn >>	$0		
	Total Withdrawal >>	$42,570		
	Account Total Balance >>	$130,076	$130,076	$130,076
	Fire Apparatus Subacccount Balance >>	$14,378		
	Police & Fire Subaccounts Balance >>	$115,698		

Fire Department Capital Reserve Account Cash Flow

FIRE DEPARTMENT CAPITAL RESERVE CASH FLOW

FIRE/RESCUE APPARATUS REPLACEMENT SCHEDULE

Vehicle	Make/Model	Serviceable Lifetime (Years)	Estimated Cost per Vehicle	Number Units per 25-year interval	Estimated total cost per 25-year interval
Command Car 1	2015 Chevy	10	$50,000	2.5	$125,000
Utility/Fire Prev. Car	2004 Ford	15	$0	1.67	$0
Engine-1	2003 KME	25	$405,000	1	$405,000
Tower-3	1991 Pierce	25	$350,000	1	$350,000
Tanker-5	1993 Pierce	25	$400,000	1	$400,000
Engine 8	2012 HME	25	$405,000	1	$405,000
Forestry-4	1994 GMC	25	$50,000	1	$50,000
Rescue-2	2006 Chevrolet	10	$150,000	2.5	$375,000
Forestry-4 and Tower-3 typically exceed planned rotation expectations.				Total 25-year cost	$2,110,000
Command Car (Ford) was repurposed for Fire Prevention/Utility function.				Cost per year	$84,400

	2014 Balance Carried Forward	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
	$188,794																			
Scheduled		$105,000	$105,000	$108,000	$108,000	$108,000	$108,000	$108,000	$85,000	$85,000	$85,000	$85,000	$85,000	$85,000	$85,000	$85,000	$85,000	$85,000	$85,000	$85,000
Actual Deposit >>		$105,095																		
Offsetting Fees/Revenues		$0	$0	$14,000																
Interest >>		$425																		
Actual Withdrwal		$0																		
Deposit/Withdrawal Correction >>		$0																		
												$50,000								
															$405,000					
								$350,000												
				$400,000																
						$50,000														
						$150,000										$150,000				
Scheduled Equipment Withdrawal Sub-total >>		$0	$0	$386,000	$0	$200,000	$0	$350,000	$0	$0	$0	$50,000	$0	$0	$405,000	$150,000	$0	$0	$0	$0
Reported Year-end Balance >>		$294,313																		
Corrected Year-end Balance >>		$294,314	$399,314	$121,314	$229,314	$137,314	$245,314	$3,314	$88,314	$173,314	$258,314	$293,314	$378,314	$463,314	$143,314	$78,314	$163,314	$248,314	$333,314	$418,314

2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050
$85,000	$85,000	$85,000	$85,000	$85,000	$85,000	$85,000	$85,000	$85,000	$85,000	$85,000	$85,000	$85,000	$85,000	$85,000	$85,000	$85,000
	$50,000										$50,000					
															$40,000	
												$350,000				
									$400,000							
			$405,000													
$50,000																
					$150,000										$150,000	
$50,000	$50,000	$0	$405,000	$0	$150,000	$0	$0	$0	$400,000	$0	$50,000	$350,000	$0	$0	$190,000	$0
$453,314	$488,314	$573,314	$253,314	$338,314	$273,314	$358,314	$443,314	$528,314	$213,314	$298,314	$333,314	$68,314	$153,314	$238,314	$133,314	$218,314

Public Safety Complex – Fire Apparatus Impact Fee Cash Flow

PUBLIC SAFETY COMPLEX - FIRE APPARATUS IMPACT FEE CASH FLOW	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
	$6,759													
Earliest deposit date of funds not yet withdrawn: 2013	Deposit >>	$3,933	$4,260	$5,751	$460	$1,020	$722	$1,658	$3,213	$2,909	$4,638	$7,266	$0	$0
	Interest >>	$14	$22	$27	$19	$2	$2	$10	$14	$18	$19	$24		
	Withdrawal >>	$0	$0	$0	$10,000	$0	$0	$3,211	$0	$15,000	$0	$0	$0	$14,000
	Balance >>	$10,692	$14,952	$20,703	$11,163	$12,183	$12,905	$11,352	$14,565	$2,474	$7,112	$14,378	$14,378	$378

SCBA Capital Reserve Fund

SCBA CAPITAL RESERVE FUND	2014 Balance Carried Forward	2015	2016	2017	2018	2019	2020
	$0						
	Deposit >>	$33,407	$33,400	$33,400	$33,400	$33,400	$33,400
	Interest >>	$24					
	Withdrawal >>	$0					$200,000
	Balance >>	$33,431	$66,831	$100,231	$133,631	$167,031	$431

Rescue Vehicle and Medical Equipment Revolving Fund Cash Flow

RESCUE VEHICLE and MEDICAL EQUIPMENT REVOLVING FUND CASH FLOW	2014 Balance Carried Forward	2015	2016
	$10,321		
	Deposit >>	$2,207	
	Interest >>	$16	
	Withdrawal - Vehicles >>	$0	
	Withdrawal - Other Equipment >>	$151	
	Balance >>	$12,393	$12,393

Recreation Department Financial Worksheet/Cash Flow

RECREATION DEPARTMENT CAPITAL RESERVE FINANCIAL WORKSHEET									
ID	Description	Comment	2017	2018	2019	2020	2021	2022	Comments
1	Running/Hiking/Biking Trails	Behind PARC	$11,000	$1,000	$18,000	$50,000	$50,000	$50,000	**Pursuing grants to offset cost
2a	**Improve fields at Pollard & Ingalls**	**Pollard/Ingalls**							****Project Complete- no cost**
2b	Additional Fields	Location: TBD		$5,000					Softball field is the priority
3	**Community Garden Space**	**148 Main Street**							****Start up complete- no cost at this time**
4	Additional Volleyball/Bocce/**Horseshoe**	At PARC	$2,000						****Horseshoe completed**/others TBD
5	Dog Park	Location: TBD	$10,000						collaboration with State Line Pet?
6	Splash Park (Pool area)	Location: TBD					TBD	TBD	**YMCA ?
7	Ice/Floor hockey Rink	Location: TBD					TBD	TBD	
8	Community Center	Location: TBD					TBD	TBD	
9	Adult Fitness Park	W/Hiking Trails			$22,000				**to be combined with trails project
10	Playgrounds								
10a	Equipment PARC	PARC							**FUNDED BY IMPACT FEES
10b	Equipment at Ingalls	Ingalls Park		$11,000					**merry-go-round not yet approved
10c	neighborhood parks	Location: TBD	$5,000	$10,000	$10,000				
11	Additional Basketball Court	Ingalls Park	$12,000	$7,000					
12	Wall Ball Area	Ingalls Park							
13	**Batting Cages**	**At PARC**							****Project Complete**
14	Climbing Wall	Combine W/ 1?							
15	Disk (Frisbee) Golf Course	Location: TBD		$11,000					**trial run to determine interest
16	Fenced in Whiffle Ball Court	Combine W/ 2b							
17	Fences/scoreboards/lights for fields	PARC					TBD	TBD	**allows expanded use of fields
18	Land/easement acquisition	Location: TBD					TBD	TBD	**allows expanded use of fields
19	Security Improvements	PARC/Ingalls	$6,000	$5,000					
20	Relocation of Skate Park	Work W/YMCA?	$4,000						**YMCA ?
		CIP REQUEST	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	

Transportation Capital Reserve Cash Flow

TRANSPORTATION CAPITAL RESERVE CASH FLOW	2014 Balance Carried Forward	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
	$0											
	Deposit >>	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000
	Interest >>											
TRANSPORTATION PROJECTS												
Safe Routes To School		$0	$0	$0								
Main St. calming project - (TAP)		$0	$0	$200,000								
East & West Pine Sts intersection with Main St		$0	$0	$15,000								
Westville Rd Bridge		$0	$0	$200,000								
Pollard Rd - Seaver Brook flood mitigation		$0	$0	$20,000								
North Ave / Chandler Ave & Main St intersection		$0	$0	$0	$0	$0	$0					
Other Main St calming projects		$0	$0	$0	$0	$0	$0					
	Total Project Cost >>	$0	$0	$435,000	$0	$0	$0	$0	$0	$0	$0	$0
	Balance >>	$50,000	$100,000	-$285,000	-$235,000	-$185,000	-$135,000	-$85,000	-$35,000	$15,000	$65,000	$115,000

Cable Department Capital Reserve Cash Flow

CABLE DEPARTMENT CAPITAL RESERVE CASH FLOW	2015 Actual Balance Carried Forward	2016	2017	2018	2019	2020	2021	2022
	$0							
	Scheduled Deposit >>	$70,000	$30,000	$30,000	$30,000	$15,000	$5,000	$0
	Franchise Fee Revenue >>	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000
	Actual Deposit >>							
	Interest >>							
	Actual Withdrawal >>							
	Deposit / Withdrawal Correction >>	$0						
CABLE DEPARTMENT SCHEDULE								
Playback/Message Board Server		$40,000	$0	$0	$0	$0	$0	$0
New Production Server for the Cable Studio		$25,000	$0	$0	$0	$0	$0	$0
Library Facility Enhancements		$0	$20,000	$0	$0	$0	$0	$0
Remote Broadcast Functionality		$0	$0	$7,500	$0	$0	$0	$0
Expansion of the Cable Studio Located in Basement of Town Hall		$0	$0	$25,000	$0	$0	$0	$0
HD Broadcast Equipment		$0	$0	$0	$10,000	$0	$0	$0
Safety Complex Presence			$30,000	$0	$0	$0	$0	$0
3rd floor Production Equipment		$0	$0	$0	$0	$0	$20,000	$0
New Microphones for Town Hall		$0	$0	$0	$0	$10,000	$0	$0
Upgrade basement studio cameras		$0	$0	$0	$20,000	$0	$0	$0
Contigency Plan to upgrade Safety Complex and Library Equipment		$0		$0	$0	$20,000	$0	$0
	Scheduled Equipment Withdrawal Sub-total >>	$65,000	$50,000	$32,500	$30,000	$30,000	$20,000	$0
	Scheduled Withdrawal Taken - Frachise Fee >>	$45,000	$30,000	$12,500	$10,000	$10,000	$0	-$20,000
	Reported Year-end Balance >>	$0	$0	$0	$0	$0	$0	$0
	Corrected Year-end Balance >>	$25,000	$0	$17,500	$20,000	$5,000	$5,000	$20,000

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