

Town of **Lee**
MASSACHUSETTS

Capital Improvement Plan FY2024 – FY2028





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Introduction

The process of developing the capital improvement plan began in November 2022. Department heads and other key personnel were provided directions framing expectations for a capital request as well as offered opportunities to meet with Project Team members through January 2023 when final submissions were due. Specifically, the following definition was adopted to guide decision making, “A capital project involves a major non-recurring tangible asset with a useful life of at least 5 years and a total cost of at least \$5,000”. Initial project submissions were conveyed on December 17, 2022, and the process of reviewing the information alongside Town Administration commenced. Using the Town’s FY2024 proposed capital projects as a base, Town Administration developed a prioritized list of projects in March 2023. Over the next two months the projects were further scrutinized, expanded, and arranged to create the final version in May 2023.



Alongside the project collection, the Project Team also compiled, sorted, and conversed with Town Administration and Finance Staff to generate several iterations of the capital investment strategy. This in-depth analysis began in February 2023 and continued into May, when the final calculations and assumptions were agreed upon and reconciled. This report provides substantial detail surrounding Lee’s capital planning process, the initial assessment of capital assets as reported by department leaders, the final prioritized capital needs for the Town, and the capital investment strategy offering a funding model to support capital investments.

The proposed FY2024 – FY2028 Capital Improvement Plan (CIP) for the Town of Lee invests a total of nearly \$41 million into the community, including approximately \$452,000 from the general fund operating budget to support various leases and annual investments, \$2.8 million in Free Cash, \$1.6 million from enterprise funds, \$1 million from stabilization funds, nearly \$2 million in other funding sources, and \$31 million in both excluded and non-excluded debt. The CIP provides a roadmap for the Town to achieve its various objectives, in particular, the improvement of critical municipal facilities and infrastructure such as a new public safety complex, annual street paving, various facilities repairs as well as continued maintenance for both the water and sewer systems.



The final plan has identified significant facility needs as priorities. Specifically, Lee has continually worked to develop an actionable plan addressing the importance of a new Public Safety Complex while balancing other critical capital improvements. Presently, Lee has included Phase III of the Public Safety Complex project as a major priority of the five-year capital improvement plan to address demands for effective



service delivery. The CIP also includes annual investments in roadway improvements totaling over \$3.3 million using a combination of Free Cash and Chapter 90 funding. The police cruiser replacement program continues annual payments throughout the life of the plan funded by the general fund and the Fire Department has included replacements of Engine 5 and a 2018 Ambulance in FY2028 leveraging stabilization funds. Additional projects supporting public safety communications, school roof replacements and network upgrades, as well as street light LED conversions round out some major Town aspirations.

Finally, a capital improvement plan should be considered a living document, which must be revisited at least annually. Refinements to the plan include updated pricing, scopes of work, and the general evolution of community needs and service delivery models. It is incumbent upon Town leadership and other stakeholder groups to monitor Lee's financial condition and capital needs thus ensuring the plan continually guides capital investments which reflect the Town's goals and priorities.





Capital Planning Overview

What is a capital budget?

A capital budget is distinct from an operating budget in that the items included in a capital budget are typically large or infrequent expenses, such as construction of a new building or acquisition of a new dump truck, whereas an operating budget includes recurring expenses or are modest in magnitude, such as supplies or vehicle maintenance. A capital budget identifies the array of resources to be used to fund a series of capital projects. In many instances, municipalities establish minimum dollar thresholds for projects to be included in a CIP.

The Massachusetts Association of Town Finance Committees defines capital projects as “major, non-recurring expenditures, for one of the following purposes:

- acquisition of land for a public purpose;
- construction of a new facility or external expansion or major rehabilitation of an existing one. Examples of such town facilities include public buildings, water and sewer lines, roads and playing fields;
- purchase of vehicles or major equipment items;
- planning, feasibility, engineering or design study related to a capital project or to a capital improvement program consisting of individual projects;
- equipment for public improvements when they are first constructed such as furniture, office equipment, or playground equipment;
- major equipment which is expensive and has a relatively long life such as a fire apparatus, garbage trucks, and construction equipment.”

What is a capital plan?

According to the Massachusetts Department of Revenue (DOR), a capital plan is a blueprint for planning a community’s capital expenditure and “one of most important responsibilities of local government officials.” Putting together multiple years of capital spending into a plan, instead of looking at each year in isolation, has multiple benefits including:

- impacts on the operating budget can be minimized through thoughtful debt management;
- high-cost repairs and emergency acquisitions can be reduced by implementing regular vehicle and equipment replacement schedules, and by undertaking major facilities improvements, such as replacing roofs, before a problem becomes chronic and damage occurs;
- large scale, ambitious public improvements can be phased over multiple years;
- critical parcels of land can be purchased before costs increase;
- costly mistakes created by lack of coordination - such as paving a street one year and then cutting into it the next year to install a sewer line – can be avoided; and,
- methodical progress can be made toward meeting community goals.



Lee's Capital Planning Process

The Town of Lee is governed by its Town Bylaws, which have established the Select Board / Town Administrator form of government. The Select Board is composed of three members who are elected for three-year terms. Local legislative decisions are made by an open Town Meeting consisting of registered voters in the Town. The capital planning process in Lee tracks closely with the development of the operating budget.

The Town Administrator is tasked with preparing a five-year Capital Improvement Plan. Lee's current Capital Budget process is as follows: a budget schedule is created in September. Then, from October through December, the Town Administrator prepares the Capital Budgets in tandem with Departments. The proposals include supporting data, cost estimates, methods of financing, recommended time schedules, and the estimated annual cost of operating and maintaining the facilities or equipment. Between January and March the plan is reviewed by the Finance Committee in accordance with Article IV 7-11 to 19. The plan is submitted to the Board of Selectman at least 150 days prior to the Annual Town Meeting. In March, the Capital Outlay Committee studies and appraises the future capital needs of the Town and makes recommendations within 30 days. The Board of Selectmen appoints a Capital Outlay Committee consisting of qualified citizens, one member of the Board of Assessors, one member of the Finance Committee and one member of the Planning Board.

On a predetermined date in April, Lee hosts a pre-Town Meeting. At the "baby" Town Meeting, the Select Board will go over each article and answer questions from residents. It is informal and no voting takes place. The Annual Town Meeting occurs on the second Thursday of May. The current threshold for capital items in Lee is \$5,000, per the Capital Spending and Financing Policy. Capital items include but are not limited to roads, bridges, IT, buildings, parks, and vehicles. Department heads are allowed to start procurement process for capital items that are approved by the Town Meeting when the new fiscal year begins on July 1st.

The graphic on the subsequent page summarizes the Town's capital planning process.



Lee's Capital Process Calendar

| SEPTEMBER | OCTOBER - DEC | JAN – MARCH | MARCH |
|---|---|---|---|
| Budget schedule is created. | Town Administrator prepares a five-year Capital Improvement Plan with Departments that includes supporting data, cost estimates, methods of financing and recommended time schedules | <p>Budget requests are reviewed by the Finance Committee in accordance with Article IV 7-11 to 19.</p> <p>The plan is submitted to the Board of Selectman at least 150 days prior to the Annual Town Meeting.</p> | Within 30 days, the Capital Outlay Committee appraises the future capital needs and makes recommendations as part of the annual Finance Committee report. |
| APRIL | MAY | JULY 1 - ONGOING | |
| <p>Budget requests are presented at a “baby” pre-Town Meeting in April.</p> <p>The Board of Selectman publishes the general summary of the Capital Improvements Plan.</p> | Town Meeting approval of upcoming year's budget is followed by department head preparation for acquisition and/or project management plan (if needed), and development activities <i>beginning</i> on July 1. | Beginning of fiscal year; monitoring of new and ongoing projects as needed. | |



Capital Assets



Capital Assets in Lee

The Western Massachusetts Town of Lee is situated in Berkshire County, approximately 12 miles east of the New York-Massachusetts border and 125 miles west of Boston. It is bordered by Stockbridge and Lenox to the west, Washington and Becket to the east, and Tyringham to the south. Part of the Pittsfield metropolitan area, Lee occupies a land area of about 26.15 square miles and is home to 5,788 people, according to the MA Department of Revenue Division of Local Services (DLS)¹.



Lee occupies land that is a former territory of the Mahican Indians. It was incorporated in 1777 and named after high-ranking Revolutionary War General Charles Lee². In the 19th century, Lee was a small but robust industrial town. Home to several dozen paper mills and marble quarries, downtown and Main Street flourished³. Early industries included agriculture, lumbering, and lime making. Abundant rivers in the area provided ample water power, and by 1857 there were 25 paper mills in Lee, causing papermaking to become the principal industry. For a time, more paper was produced in Lee than in any other place in the United States⁴. Today, only one papermaking facility remains, yet the Town's 19th-century prosperity is still apparent in its architecture.

In the mid-1800s, quarrying became an established industry, and large quantities of marble were produced in Lee until the 1930s. Considered to be the best in the country, Lee marble was used in the construction of many different historic monuments in buildings across the U.S., such as in the U.S. Capitol Building and St. Patrick's Cathedral in New York. Both lime and marble quarries are still mined today⁵.

Lee's economy has become more diversified in recent decades. Known as the "Gateway to the Berkshires," due to its location in the southern section along the Housatonic River, Lee is the primary entrance for Berkshire County. It has become an important hub today for tourism because of its New England charm and many Bed and Breakfasts. Lee uses the open Town Meeting form of government and is led by a Board of Selectman and Town Administrator.



¹<https://dls.gateway.dor.state.ma.us/reports/rdPage.aspx?rdReport=CommunityPage&rdLinkDataLayers=CommunityPage&rdRequestForwarding=Form>

² Gannett, Henry. *The origin of certain place names in the United States*. No. 258. US Government Printing Office, 1905.

³ <https://lostnewengland.com/category/massachusetts/lee-massachusetts/>

⁴ https://theodora.com/encyclopedia/l/lee_massachusetts.html

⁵ <https://semspub.epa.gov/work/01/211805.pdf>



Facilities

The Town of Lee occupies, utilizes, and manages a series of buildings and building complexes, including the Town Hall, Public Library, Chamber of Commerce Booth, two Fire Stations, Public Works Department, and more. Each of these facilities must be regularly maintained to ensure the safety of workers and the general public. Buildings and the major components therein, such as the HVAC system, roof, flooring, electrical, plumbing, and elevators, have certain lifespans and major upgrades and/or replacements are necessary to maintain the functionality of these facilities. The total assessed value of the following Town facilities is approximately \$97.6 million according to the Town's insurance carrier, MIIA Property and Casualty Group, Inc.

Lee Town Facilities

| Name | Address | Year Built | Approximate SF |
|--------------------------------|---------------------|------------|----------------|
| Waste Water Treatment Plant | 379 Pleasant Street | 2007 | 5300 |
| Water Treatment Plant | 310 Reservoir Road | 1999 | 4000 |
| Central Fire Station | 179 Main Street | 1912 | 5700 |
| Airolidi Building | 37 Railroad Steet | 1977 | 7000 |
| Ambulance Garage | 177 Main Street | 1997 | 4000 |
| DPW Garage | 35 Railroad Street | 1972 | 8800 |
| South Lee Fire Station | 10 Church Street | 1959 | 2700 |
| Equipment Garage (High School) | 300 Grey Street | 1987 | 1200 |
| Quonset Hut (DPW Building) | 46 Railroad Street | 1968 | 3500 |
| Salt Shed | 377 Pleasant Street | n/a | 1125 |
| Dog Pound | 377 Pleasant Street | n/a | 240 |



| Name | Address | Year Built | Approximate SF |
|-------------------------------|--------------------------|------------|------------------------------------|
| North Pump Station | 565 Laurel Street | 1990 | 150 |
| Willow Pump Station | 1710 Pleasant Street | 1973 | 150 |
| Meadow Pump Station | 1280 Pleasant Street | 1973 | 150 |
| Laurel Pump Station | 959 Pleasant Street | 1973 | 150 |
| Runway Pump Station | 90 Runway (Windsock Lnd) | 1980 | 150 |
| Cemetery Garage | 200 Maple Street | 1980 | 1200 |
| Chamber of Commerce Booth | 3 Park Place | 1986 | 96 |
| Old Central School Storage | 110-112 High Street | 1894 | NOW LEASED TO BERKSHIRE HOUSING |
| Beach House (Lee Sandy Beach) | 415 Laurel Street | 1985 | 160 |
| Library | 100 Main Street | 1907 | 7500 |
| Memorial Hall | 33 Main Street | 1874 | 10,000 |
| High School Green House | 300 Greylock Street | 1987 | 2880 |



Vehicles & Equipment

Town staff use an array of vehicles and equipment to complete their tasks on a daily basis. There are approximately 67 vehicles owned and insured by the Town according to MIIA.

The Department of Public Works has the most vehicles and equipment in use at 31, ranging from trailers and pickup trucks to street sweepers and loaders. Many other smaller, handheld pieces of equipment (e.g. asphalt compactors, shovels, and other grounds maintenance tools) are used daily by Public Works, Highway, and Parks & Rec personnel in the execution of their duties.

The Police and Fire Departments also utilize a significant inventory of vehicles and equipment, including police cruisers, pickup trucks, fire engines, and fire ladder trucks. Police and Fire have other small equipment and tools needed to fulfill their duties, such as trailers. Separately, Lee School District owns its own related vehicles.

Lee Insured Vehicles & Equipment

| Department | Year | Manufacturer & Model |
|------------|------|---------------------------|
| AMBULANCE | 2016 | FORD - E-450 |
| COA | 2017 | NISSAN - ROGUE SUV |
| COA | 2021 | FORD - PHOENIX E-350 |
| DPW | 1986 | TRAILER - TRAILER |
| DPW | 1987 | ATLEY - SWEEPER |
| DPW | 1987 | ATLAS - TRAILER |
| DPW | 1989 | SRECO - EZY-RODDER |
| DPW | 1996 | HEAVY - HAULER TRUCK |
| DPW | 1997 | INTERNATIONAL - 40S490 |
| DPW | 1999 | INTERNATIONAL - 4900 DUMP |
| DPW | 2005 | HOLLAND - TB75D TRACTOR |
| DPW | 2007 | HOLDEN - C88 TRACTOR |
| DPW | 2008 | FORD - F750-F75 |
| DPW | 2014 | FORD - F250 |
| DPW | 2017 | INTERNATIONAL - 7000 |



| Department | Year | Manufacturer & Model |
|------------|------|----------------------------|
| DPW | 2018 | WACKER - LOADER |
| DPW | 2018 | INTERNATIONAL - 7400 |
| DPW | 2018 | EH WACHS - TRAILER |
| DPW | 2019 | SEWER - CONSTR |
| DPW | 2020 | HYUNDAI - R55W-9A |
| DPW | 2021 | FORD - F550 |
| DPW | 2022 | FORD - F250 |
| DPW | 2006 | INTERNATIONAL - DUMP TRUCK |
| DPW | 2006 | FORD - F550 DUMP TRUCK |
| DPW | 2007 | MTI - TRAILER |
| DPW | 2008 | FORD - F350 |
| DPW | 2008 | LEAF SUCKER - TRAILER |
| DPW | 2009 | SHORING - UTILITY |
| DPW | 2010 | FORD - F150 PICKUP |
| DPW | 2011 | CAT - BACKHOE |
| DPW | 2013 | CAT - 930K LOADER |
| DPW | 2014 | FORD - F550 |
| DPW | 2016 | WACKER - LOADER |
| FIRE | 1975 | AMGEN - FIRE TRUCK |
| FIRE | 1996 | SPART - FIRETRUCK |
| FIRE | 1996 | STEWART - TRUCK |
| FIRE | 2000 | KME - XMFD |
| FIRE | 2004 | FORD - F550 MINI PUMPER |
| FIRE | 2012 | AM GENERAL - HUMVEE |
| FIRE | 2014 | KME - PUMPER |
| FIRE | 2014 | FUSION - FORD |
| FIRE | 2015 | FORD – AMBULANCE |
| FIRE | 2018 | KVCH – FIRETRUCK |



| Department | Year | Manufacturer & Model |
|------------|------|----------------------------|
| FIRE | 2022 | FORD – F250 |
| FIRE | 1967 | UTILITY - TRAILER |
| FIRE | 1974 | HOMEMADE - UTILITY TRAILER |
| FIRE | 2005 | RANGER - POLARIS |
| HIGHWAY | 2007 | FORD - SANDER F750 |
| POLICE | 2016 | FORD - TAURUS |
| POLICE | 2017 | FORD - EXPLORER |
| POLICE | 2017 | FORD - EXPLORER |
| POLICE | 2018 | CARGO - UTILITY TRAILER |
| POLICE | 2020 | FORD - INTERCEPT K8A |
| POLICE | 2021 | FORD - EXPLORER |
| POLICE | 2021 | RADAR TRAILER - 10570 |
| POLICE | 2022 | FORD - EXPLORER |
| SCHOOL | 2012 | FORD - F350 |
| SCHOOL | 2019 | FORD - F350 |
| SCHOOL | 2020 | FORD - TRANSIT 350 |
| SEWER | 2016 | FORD - F250 |
| WATER | 2007 | FORD - RANGER |
| WATER | 2008 | FORD - RANGER PICKUP |
| WATER | 2010 | FORD - E150 VAN |
| WATER | 2019 | FORD - F350 |
| DPW/WATER | 2017 | FORD - F150 |



Road, Bridges & Related Infrastructure

The Town of Lee encompasses approximately 72.73 miles of roadway, the vast majority of which are Town-owned. Precisely 53.13 miles of roads are Town-accepted, followed by 17.56 miles of state roadway maintained by the Massachusetts Department of Transportation (MassDOT), and 1.26 miles of unaccepted roads. The Massachusetts Turnpike passes through Lee, running east to west before leading to Springfield and eventually Boston. The roads which run through Town are now classified by MassDOT into three categories:

- Local roads comprise approximately 55.4% of the roads in the Town. These roads provide access to residential properties and generally have lower speed limits.
- Arterial roadways comprise around 23.2% of roads in the Town. These roads are designed for mobility, carrying traffic at greater speeds over longer distance than other roads. These streets are typically numbered. These roadways may be maintained by the State and function as part of a regional highway system.
- Collector roads make up about 12.2% of the Town's road network. These roads primarily collect traffic from local streets and funnel it to arterial streets and vice versa.¹

Additionally, there are many arches and culverts in the Town, as evidenced by MassDOT's bridge inventory.² The Commonwealth is responsible for inspecting these culverts, but the Town is responsible for repairs and replacement. There are also many smaller municipally owned culverts in the Town.

Lee Bridges & Major Culverts

| Facility Carried | Feature Intersected | Structure Type | Year Built/ Reconstructed |
|------------------|---------------------------|-----------------------------------|------------------------------|
| US 20 CAPE ST | I 90 | Stringer/Multi-beam or Girder | 1957 |
| I 90 | WATER BASIN POND BROOK | Culvert (includes frame culverts) | 1957 |
| I 90 EB | HWY CHESTNUT ST | Stringer/Multi-beam or Girder | 1957 |
| I 90 WB | HWY CHESTNUT ST | Stringer/Multi-beam or Girder | 1957 |
| HWY MAPLE ST | I 90 | Stringer/Multi-beam or Girder | 1957 |
| I 90 EB | I 90 RAMPS INT 2 | Stringer/Multi-beam or Girder | 1957 |
| I 90 WB | I 90 RAMPS INT 2 | Stringer/Multi-beam or Girder | 1957 |
| US 20 RAMP INT 2 | US 20 HOUSATONIC ST | Stringer/Multi-beam or Girder | 1957 |
| I 90 EB | COMB US20 & HOUSATNC R | Stringer/Multi-beam or Girder | 1957 |
| I 90 WB | COMB US20 & HOUSATNC R | Stringer/Multi-beam or Girder | 1957 |

¹ Road Inventory Year-End Report 2020. Massachusetts Department of Transportation. July 2021. <https://www.mass.gov/doc/2020-road-inventory-year-end-report/download>.

² MassDOT Open Data Portal, <https://geo-massdot.opendata.arcgis.com/datasets/bridges>.



| Facility Carried | Feature Intersected | Structure Type | Year Built/ Reconstructed |
|-------------------|-----------------------------|---|------------------------------|
| HWY MARBLE ST | I 90 | Stringer/Multi-beam or Girder | 1957 |
| I 90 EB | COMB QUARRY RD & HRR | Stringer/Multi-beam or Girder | 1957 |
| I 90 WB | COMB QUARRY RD & HRR | Stringer/Multi-beam or Girder | 1957 |
| I 90 EB | HWY FAIRVIEW ST | Stringer/Multi-beam or Girder | 1957 |
| I 90 WB | HWY FAIRVIEW ST | Stringer/Multi-beam or Girder | 1957 |
| HWY VALLEY ST | WATER HOUSATONIC RIVER | Truss - Thru | 2020 |
| HWY W PARK ST | WATER HOUSATONIC RIVER | Stringer/Multi-beam or Girder | 1890 |
| HWY MILL ST | WATER WASHNGTN MTN BROOK | Stringer/Multi-beam or Girder | 1911 |
| HWY TYRINGHAM RD | WATER GOOSE POND BROOK | Slab | 1938 |
| HWY WILLOW ST | WATER HOUSATONIC RIVER | Truss - Thru | 1951 |
| HWY STOCKBRDG RD | I 90 | Stringer/Multi-beam or Girder | 1957 |
| I 90 EB | HWY WEST RD | Stringer/Multi-beam or Girder | 1957 |
| I 90 WB | HWY WEST RD | Stringer/Multi-beam or Girder | 1957 |
| HWY MEADOW ST | WATER HOUSATONIC RIVER | Truss - Thru | 1954 |
| HWY MEADOW ST | WATER POWDER MILL BROOK | Stringer/Multi-beam or Girder | 1939 |
| HWY FOREST ST | WATER GREENWATER BROOK | Slab | 1970 |
| HWY SILVER ST | WATER GREENWATER BROOK | Stringer/Multi-beam or Girder | 1939 |
| HWY WASH MTN RD | WATER WASHNGTN MTN BROOK | Stringer/Multi-beam or Girder | 1936 |
| HWY WOODLAND RD | WATER WASHNGTN MTN BROOK | Box Beam or Girders - Multiple | 1935 |
| HWY WASH MTN RD | WATER WASHNGTN MTN BROOK | Slab | 1938 |
| HWY CHESTNUT ST | WATER GREENWATER BROOK | Slab | 1970 |
| US 20 @ STA 10+68 | WATER ADJACENT LAUREL LK | Culvert (includes frame culverts) | 2011 |
| HWY CHAPEL ST | WATER GREENWATER BROOK | Stringer/Multi-beam or Girder | 1939 |
| HWY CHESTNUT ST | WATER DAVIS BROOK | Culvert (includes frame culverts) | 1939 |
| HWY OLD PLEASANT | WATER HOUSATONIC RIVER | Box Beam or Girders - Single or Spread | 2011 |
| ST102 PLEASANT ST | RR HRR | Stringer/Multi-beam or Girder | 1905 |
| HWY CLM ST TO ML | RR HRR | Slab | 1943 |



| Facility Carried | Feature Intersected | Structure Type | Year Built/ Reconstructed |
|-------------------|---------------------------|-----------------------------------|------------------------------|
| HWY MEADOW ST | WATER HOP BROOK | Culvert (includes frame culverts) | 1972 |
| HWY EAST ST | WATER CODDING BROOK | Culvert (includes frame culverts) | 1960 |
| OTHER PEDESTRIAN | WATER CODDING BROOK | Stringer/Multi-beam or Girder | 1937 |
| HWY WOODLAND RD | WATER FELTON BROOK | Slab | 1938 |
| HWY BRADLEY ST | WATER CODDING BROOK | Culvert (includes frame culverts) | 1937 |
| ST102 @ STA 119 | WATER WILLOW BROOK | Culvert (includes frame culverts) | 1915 |
| US 20 @ STA 28 | WATER BARNES BROOK | Stringer/Multi-beam or Girder | 1894 |
| OTHER PED WALKWAY | WATER HOUSATONIC RIVER | Truss - Thru | 1997 |
| HWY WOODLAND RD | WATER FELTON BROOK | Slab | 1939 |
| US 20 LAUREL ST | WATER LAUREL BROOK | Culvert (includes frame culverts) | 1985 |
| HWY GOLDEN HILL | WATER HOUSATONIC RIVER | Truss - Thru | 2005 |
| HWY DEVON RD | WATER WILLOW BROOK | Culvert (includes frame culverts) | 1903 |
| US 20 CAPE ST | WATER GREENWATER BROOK | Culvert (includes frame culverts) | 1956 |
| US 20 CAPE ST | WATER GREENWATER BROOK | Stringer/Multi-beam or Girder | 1939 |
| US 20 LAUREL ST | WATER HOUSATONIC RIVER | Stringer/Multi-beam or Girder | 1985 |
| I 90 | WATER WILLOW BROOK | Culvert (includes frame culverts) | 1957 |
| ST102 PLEASANT ST | WATER HOUSATONIC RIVER | Stringer/Multi-beam or Girder | 1958 |
| I 90 | WATER GREENWATER BROOK | Culvert (includes frame culverts) | 1957 |



Parks & Open Spaces

The Town of Lee has many parks and open spaces that afford active and passive recreational activities in the October Mountain and Beartown State Forests. These activities include hiking, camping, hunting, fishing, cross-country skiing, etc. The Appalachian Trail crosses through Lee and can be accessed on Route 20. The various natural landscapes serve not only residents and people in the county, but frequent visitors come from other parts of Massachusetts and out-of-state. With this extensive inventory of resources, the Town has committed to enhancing the outdoor activity economy. The following is a list of open space facilities owned and managed *exclusively* by Lee.

Open Space Facilities Owned/Managed by Lee

| Name | Address | Primary Purpose |
|---------------------------|--------------------------------|---|
| Sandy Beach | Lake Road | Public swimming area, picnic grove, volleyball net, toy play area |
| Lee Athletic Field | Housatonic Street/ Route 20 | Playgrounds, tennis courts, basketball court, skate park |
| Bradley Street Playground | Bradley Street | Playground |
| East Lee Playground | Route 20 | Basketball courts, softball field, playground |
| South Lee Playground | Pleasant Street/ Church Street | Playground, basketball court |
| Marble Street Playground | Marble Street | Playground, Athletic field |
| Longcope Park | Church Street | Forest/Trails |
| Golden Hill Park | Golden Hill Road | Forest/Trails |



Water, Sewer & Storm Water Systems

In order to protect the water quality in the region and comply with Federal EPA and Massachusetts Department of Environmental Protection (MassDEP) regulations, the Town has developed a storm water management program. Part of this program is to ensure that well-maintained infrastructure collect and channel runoff appropriately. While the Town is only responsible for maintaining infrastructure on public property, there is also storm water infrastructure on private property throughout the Town.

Lee Water Works System serves approximately 5,000 people with an average water consumption of approximately 600,000 gallons a day. The water sources used regularly are the Leahey Reservoir, located on the upper reach of the Coddington Brook Watershed and the Schoolhouse Reservoir located in the Washington Mountain Brook Watershed. The Town also has access to the Vanetti Reservoir located in the Commons Brook and Coddington Brook Watersheds. Lee is well-positioned to treat up to 2 million gallons a day.

Lee conducts yearly water quality testing according to requirements set by the Massachusetts Department of Environmental Protection (MassDEP) and the U.S. Environmental Protection Agency (EPA). According to the 2021 Water Quality Report, the Town of Lee had no water quality violations in the previous year.

The water is treated at the corrosion control facility before it is distributed to customers / residents. The water distribution system includes approximately 250 hydrants and 60 miles of water main providing drinking water and fire protection to 90% of the population. Further, the wastewater dept oversees five wastewater pump stations throughout the Town.

Lee uses an enterprise fund to account for both its water and sewer operations. At the end of FY2023, the Lee Water/Sewer Enterprise Fund was \$2.2 Million. Sewer services are available to 90% of the Town's population. Approximately <10% of the Town makes use of septic systems and another <1% have discharged water treated privately. The Town's sewer system serves most areas throughout town.



Information Technology

The Town's core information technology (IT) infrastructure includes a town-wide fiber optic network, physical and virtualized servers, network switches / routers, wireless access points, firewalls and content filters, VoIP phones (voice over Internet Protocol) and PoE (power over Ethernet) equipment including building access and surveillance equipment. The Town maintains a primary data center with failover and redundancy located in other facilities.

Lee Insured Hardware & Software Inventory

| Department | Hardware/Software |
|---------------|--|
| Accountant | 1 PC Windows 11 Office 365 |
| | 1 Printer |
| | 1 Laptop Windows 11 Office 365 |
| Admin Office | 2 PC Windows 11 Office 365 |
| | 2 Laptops Windows 11 Office 365 |
| | 2 Printers |
| | 1 Wireless Access Point |
| Assessor | 2 PCs Windows 11 |
| | 1 Printer |
| Building Dept | 4 PCs Windows 11 Office 365 |
| | 1 Multifunction Printer |
| | 3 Laptops |
| COA | 2 All in One Lenovo Desktops – Windows 11 and Office 365 |
| | 1 Multifunction Printer |
| | 1 Sonicwall TZ400W |
| | 2 Analog phones |
| Conservation | 1 PC Windows 11 Office 365 |
| DPW | 2 PCs Windows 11 |
| | 1 Multifunction Printer |
| DPW Garage | 2 PCs Windows 11 Office 365 |
| | 2 Printers |
| | 1 Sonicwall TZ400W |
| | 1 Wireless Access point |
| | 1 VOIP phone |
| Fire/EMS | 2 Getac Laptops with Windows 11 |



| Department | Hardware/Software |
|---------------------|--|
| Fire/EMS | 8 NUC PCs with Windows 11 and Office 365 |
| | 2 Multifunction Printers |
| | 2 Sonicwall TZ400W |
| | 1 24 port POE Switch |
| | 8 VOIP Phones |
| | |
| Planning Board | 1 PC Windows 11 Office 365 |
| | 1 Laptop Windows 11 Office 365 |
| | |
| Police Department | 6 PCs Windows 11 Office 365 |
| | 4 Printers |
| | 1 Multifunction Printer |
| | 1 PC Windows 11 used for Interviews |
| | 5 Laptops Windows 10 |
| | ALL PCs are Core i5 Gen10 or above with 16GB ram and 500GB SSD hard drives |
| | ALL PCs are connected to 32 Inch Monitors |
| | |
| Town Administrator | 1 Laptop Windows 11 Office 365 |
| | 1 Printer |
| | |
| Town Clerk | 1 PC Windows 11 Office 365 |
| | 1 Laptop Windows 11 Office 365 |
| | 1 Printer |
| | STATE OWNED PC – Windows 10 |
| | STATE OWNED Multifunction Printer |
| | STATE OWNED Firewall |
| | STATE OWNED Router |
| | |
| Town Hall | 6 - 24 Port POE Switches |
| | 2 Multifunction Printers |
| | 22 VOIP Phones |
| | 1 Sonicwall TZ400W |
| | 1 ProLiant DL360 Gen10 Hyper-V Server Windows Svr 2019 192GB Ram |
| | 1 VM Windows Svr 2019 Domain Controller 32 GB |
| | 1 VM Windows Svr 2019 Domain FileServer 32 GB |
| | 1 VM Windows 11 workstation 16GB |
| | 32 Channel NVR with 16 TB of Data Storage, 24" Monitor |
| | (2) 24 Port POE switches dedicated for the 32 cameras |
| | (32) 4mp 2.8mm lens cameras |
| | |
| Treasurer | 1 PC Windows 11 Office 365 |
| | 1 Printer |
| | |
| Treasurer/Collector | 2 PC Windows 11 Office 365 |
| | 2 Printers |
| | 1 Multifunction Printer |



| Department | Hardware/Software |
|---------------------|---|
| Treasurer/Collector | 2 Laptops Windows 11 Office 365 |
| | |
| Water Tower | 1PC with Windows 10 and Office 365 |
| | 2 Specialized PCs for SCADA Controls |
| | 1 Multifunction Printer |
| | 1 Cradlepoint Access Router |
| | 1 Analog phone |
| | |
| WWTP | 1 PC windows 11 Office 365 |
| | 1 Printer |
| | 2 Specialized PCs used for SCADA Controls |
| | 1 NEC SL1100 Phone PBX |
| | 8 Digital Phones |
| | 1 Sonicwall TZ400W |



School Facilities

The Town of Lee has two public schools – Lee Elementary School (PreK – 6) and Lee Middle and High School (7-12). The Lee School District serves students from the towns of Lee and Tyringham, and other neighboring communities through school choice and tuition agreements. The schools are located side-by-side on Greylock Street.

Lee is responsible for paying all capital costs related to the maintenance of the school facilities. In addition to the buildings, the athletic fields, parking lots, roads on the school sites, school vehicles, and equipment must be maintained. According to the MIA Property and Casualty Group Insurance Report, dated July 1, 2022, the value of Lee Elementary is \$22,071,950 and the value of Lee Middle and High is \$33,469,222.

Lee Public School Facilities

| Facility | Address | Year Built | Sq. Footage |
|---------------------|---------------------|------------|-------------|
| Lee Elementary | 310 Greylock Street | 2002 | 94,500 |
| Lee Middle and High | 300 Greylock Street | 1961 | 145,124 |

Lee Public School Grades & Enrollment

| Facility | Grades | Enrollment |
|---------------------|--------|------------|
| Lee Elementary | PreK-6 | 341 |
| Lee Middle and High | 7-12 | 325 |



Historic Capital Projects



Historic Capital Projects

Annually the Town of Lee reviews, recommends, and funds a list of capital projects. Over the past five years roughly 23 projects have been approved and funded totaling approximately \$3.5M. A variety of capital improvements have been made including town wide paving, repairs to municipal buildings such as the library, town hall and school facilities, as well as several vehicle and equipment replacements, strengthening service delivery and benefiting a number of Town departments and the community as a whole.

The tables below detail historical capital projects, by year.

Capital Projects FY2023

| 2023 Project Description | 2023 Funding |
|----------------------------|--------------|
| Town Hall Security Cameras | \$30,000 |
| Library Repairs | \$7,500 |
| School Bleachers | \$150,000 |
| Fire Buildings | \$78,000 |
| Paving | \$74,000 |
| DPW Trucks | \$220,000 |
| Cemetery Mower | \$23,000 |
| Town Hall Flooring | \$20,000 |
| Paving | \$1,000,000 |
| Fire Truck / Ambulance | \$1,000,000 |

Capital Projects FY2022

| 2022 Project Description | 2022 Funding |
|--------------------------|--------------|
| Beach Docks | \$12,000 |
| DPW Trucks / Equipment | \$33,000 |
| School – General Capital | \$100,000 |
| Playgrounds | \$25,000 |



Capital Projects FY2021

No Capital projects were funded in FY2021 due to the uncertainty of the pandemics impact on the Town.

Capital Projects FY2020

| 2020 Project Description | 2020 Funding |
|-----------------------------------|--------------|
| Elections Equipment | \$27,000 |
| Playgrounds | \$35,000 |
| Fire Department – General Capital | \$45,000 |
| Library Building | \$39,000 |
| School – General Capital | \$100,000 |

Capital Projects FY2019

| 2019 Project Description | 2019 Funding |
|--------------------------|--------------|
| Ambulance | \$179,000 |
| DPW Truck | \$150,000 |
| Community Center Study | \$63,000 |
| School – General Capital | \$100,000 |



Capital Needs Assessment



Overview & Original Submissions

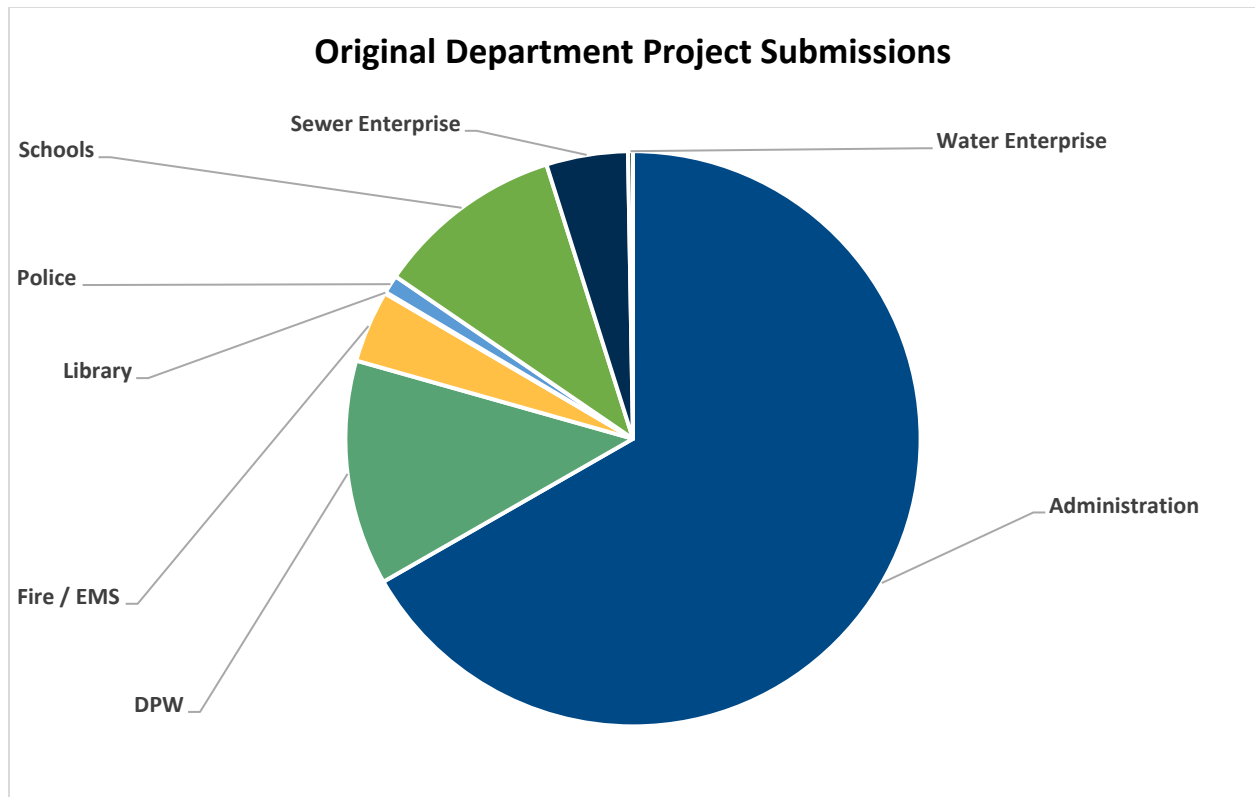
Department leaders were asked to report their capital needs for the period FY2024 – FY2028 using a new form that captured important information about each potential project, such as project description, project justification, project cost and timing, as well as priority. In addition, departments were asked to indicate if non-local funds might be available to support the project and to anticipate the impact of the project on the Town's operating budget. For example, savings could be realized if the purchase of new equipment could reduce the cost of annual maintenance and repairs. This was a time-intensive process for staff, which required reviewing asset inventories, finding available data on asset condition and performance, and projecting work for a five-year period.

Overall, 42 project requests were submitted, totaling approximately \$29.9 million across all funding sources, including local tax levy, enterprise funds, and potentially non-local sources.

The table below shows a summary of all original projects submitted by department as of January 13, 2023. The Administrative Department accounted for the greatest portion of total project costs at approximately 66.72%, or \$20 million followed by Department of Public Works projects totaling \$3.7 million and the School Department entering \$3.1 million or 10.59%. A detailed list of the Capital Needs Assessment results is located in Appendix B.

| Department | Project Count | Total Project Cost | % of Total Cost |
|------------------|---------------|---------------------|-----------------|
| Administration | 1 | \$20,000,000 | 66.72% |
| DPW | 7 | \$3,795,553 | 12.66% |
| Fire / EMS | 4 | \$1,216,103 | 4.06% |
| Library | 1 | \$24,320 | 0.08% |
| Police | 5 | \$307,650 | 1.03% |
| Schools | 11 | \$3,174,000 | 10.59% |
| Sewer Enterprise | 9 | \$1,375,000 | 4.59% |
| Water Enterprise | 4 | \$83,000 | 0.28% |
| Total | 42 | \$29,975,626 | 100% |

The pie chart on the following page displays the data in graphic form.

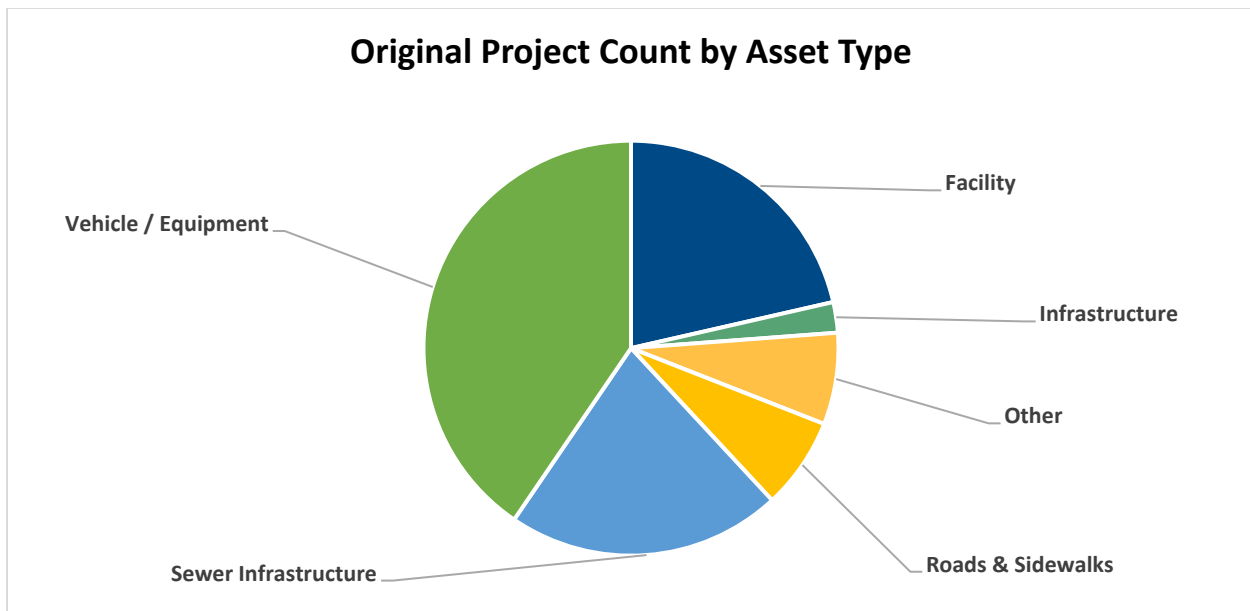




Original Project Count by Asset Type

The original submission period, covering FY2024 – FY2028, depicted a varied asset type mix. The graph below illustrates Vehicle / Equipment projects having the highest number of entries totaling 17 while several other asset categories had very few submissions such as Infrastructure. Facilities type projects, however, had the largest total expenditure of 22.6 million supporting 9 projects over the next five years followed by Roads & Sidewalks projects at \$2.8 million.

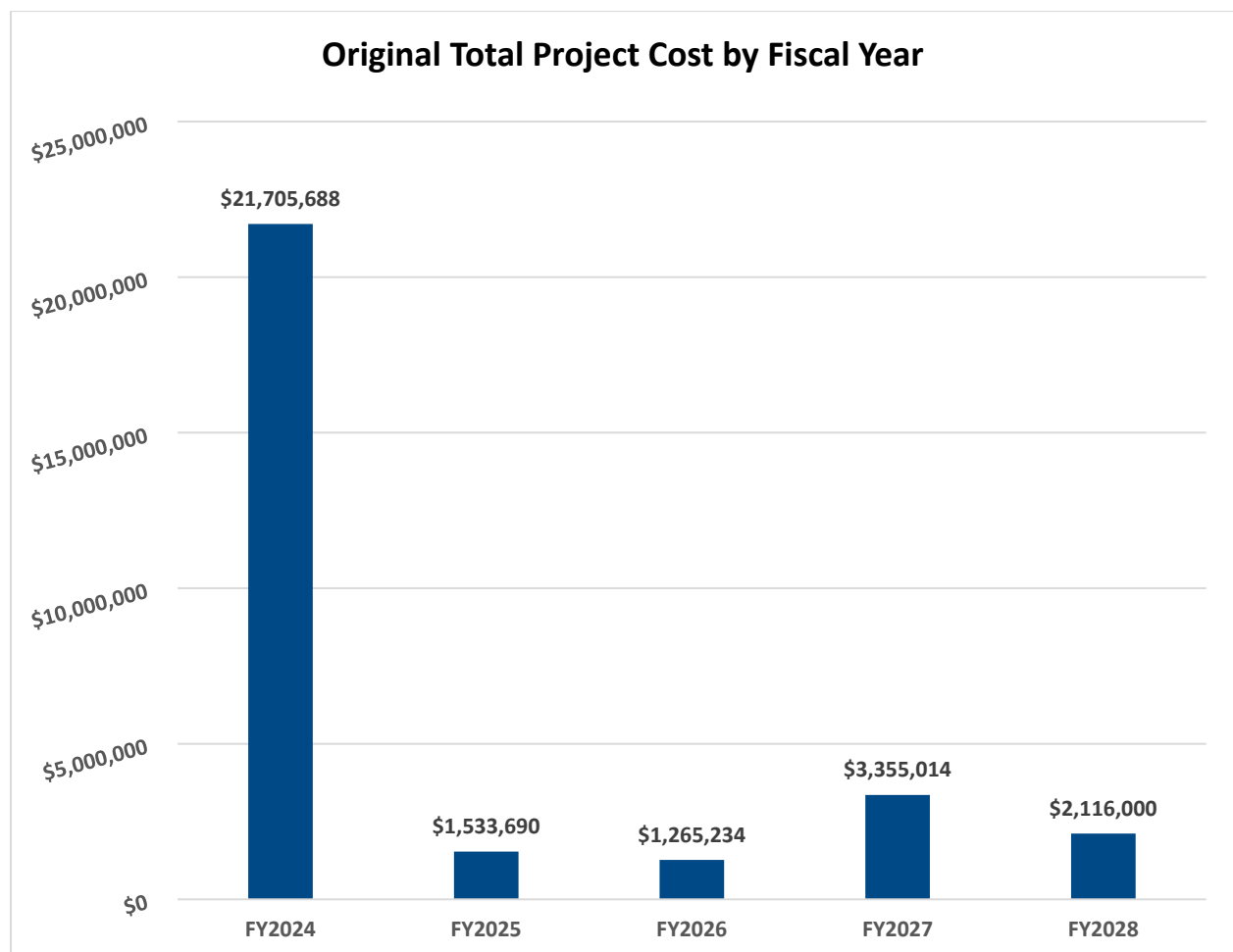
| Asset Type | Project Count | Total Project Cost | % of Total Cost |
|----------------------|---------------|---------------------|-----------------|
| Facility | 9 | \$22,623,320 | 75.47% |
| Infrastructure | 1 | \$200,000 | 0.67% |
| Other | 3 | \$75,000 | 0.25% |
| Roads & Sidewalks | 3 | \$2,885,553 | 9.63% |
| Sewer Infrastructure | 9 | \$1,375,000 | 4.59% |
| Vehicle / Equipment | 17 | \$2,816,753 | 9.40% |
| Total | 42 | \$29,975,626 | 100% |





Original Total Project Cost by Fiscal Year

Following the compilation of total fiscal year costs supporting the original project request lists, the trend varied greatly in the years FY2024 and FY2027, reporting a far higher investment need than FY2025, FY2026, and FY2028. While these types of phenomena occur within capital planning scenarios, particularly when land acquisition, major building construction, or other significant projects are needed, this financial projection required further analysis. The Project Team understood the new Public Safety Complex would generate a spike in capital requests at one point during the five-year projection. Initially, this project was requested for FY2024, as depicted in the graph. However, aside from the new construction potential for a Public Safety Complex, the requested funding years required a review as the total costs were sporadic and unable to maintain a steady trend of capital spending. Subsequent to this preliminary assessment, a capital planning refinement phase began. Successive report sections show the results of an in-depth review, combining available funding and prioritized projects, which more comfortably frame the Town's plan and path forward.





FY2024 – FY2028 CIP Project Plan Summary



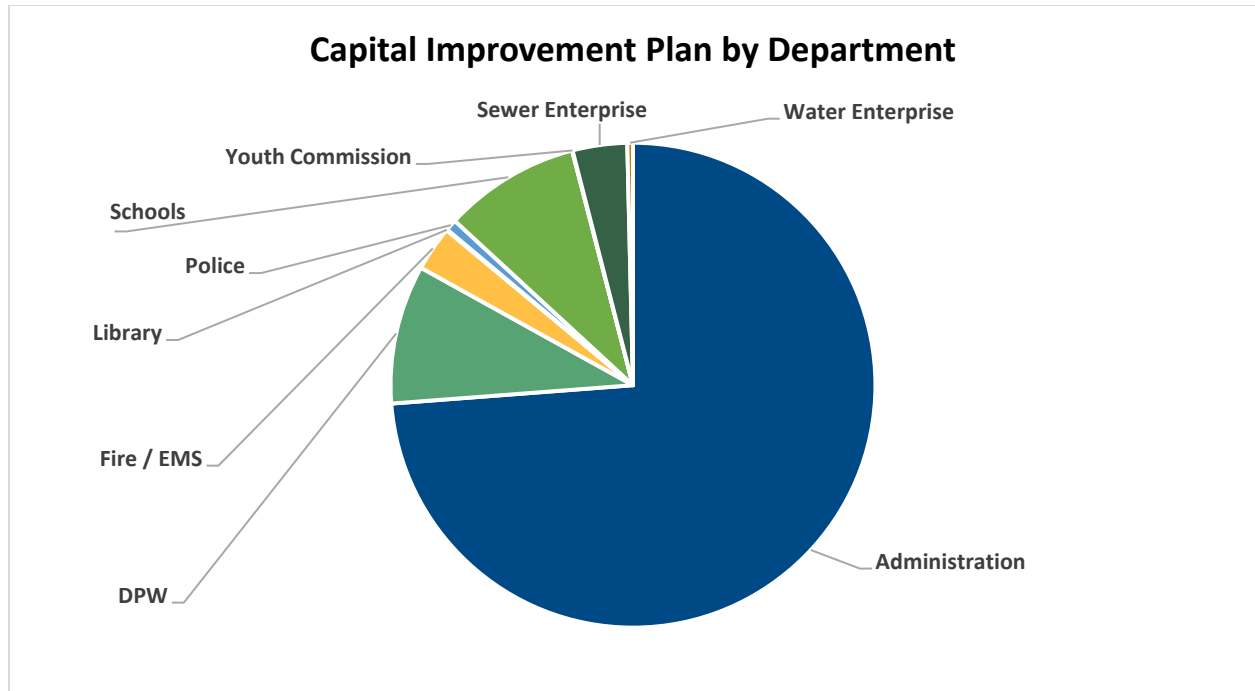
Overview of Proposed Capital Budget

The Town of Lee's FY2024 – FY2028 proposed capital improvement plan includes a total investment of approximately \$40.6 million over the five-year period. This final version of the capital improvement plan evolved after discussions with Town leadership as well as several iterations of the overall design. These capital contributions will allow the Town to maintain and improve its capital assets, which represent millions of taxpayer dollars.

The CIP calls for approximately \$7.7 million in resources from the General Fund, Free Cash, Enterprise Funds, and other funding sources on a pay as you go basis. In addition, the plan includes over \$31 million in new debt financing supported by the tax levy as well as a potential debt exclusion. It is anticipated that additional grant opportunities may be identified over time and will work to reduce both the PayGo and debt financing commitments.

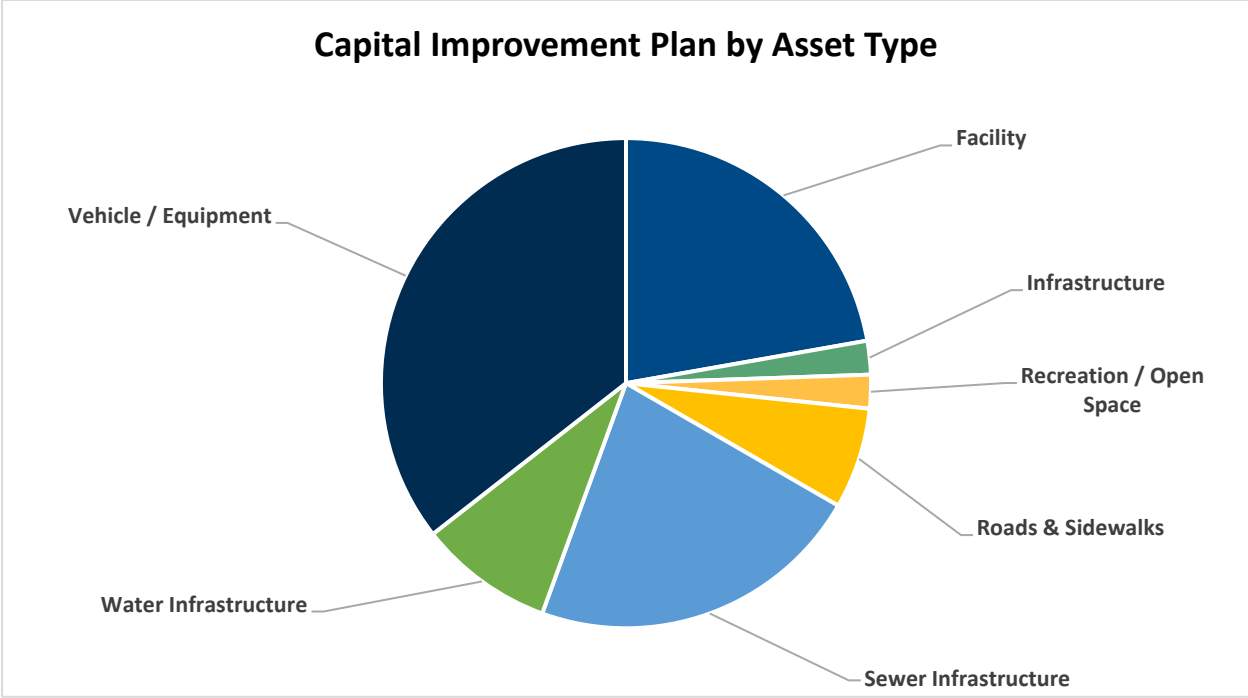
Projects are spread across different functional units of Town government, with the majority of submissions relating to Administration, the Department of Public Works, and the Lee Public Schools. The most notable project included in the plan is the new Public Safety Complex, anticipated as a debt exclusion brought forward in the fall of 2023 for \$30 million. Annual road work and sidewalk maintenance allocates \$2.8 million for the duration of the plan alongside \$2.7 million in various vehicle and equipment replacements. Additionally, the school department has requested \$3.7 million over the coming years to replace the rooftops, resurface all blacktop areas, and several other facilities upgrades. Separately, a significant investment in the water and sewer operations is also incorporated totaling \$1.6 million in annual cash funded projects.

| Department | Project Count | Total Project Cost | % of Total Cost |
|------------------|---------------|---------------------|-----------------|
| Administration | 3 | \$30,040,000 | 73.85% |
| DPW | 8 | \$3,769,154 | 9.27% |
| Fire / EMS | 4 | \$1,216,568 | 2.99% |
| Library | 1 | \$24,320 | 0.06% |
| Police | 5 | \$308,900 | 0.76% |
| Schools | 9 | \$3,705,346 | 9.11% |
| Youth Commission | 1 | \$12,500 | 0.03% |
| Sewer Enterprise | 10 | \$1,445,000 | 3.55% |
| Water Enterprise | 4 | \$153,000 | 0.38% |
| Total | 45 | \$40,674,788 | 100% |



As presented in Section 4 Capital Needs Assessment, the proposed plan can be segregated into asset types. Facilities related projects make up the largest investment totaling \$33.2 million over five years, followed by Roads & Sidewalks improvements at \$2.8 million, and Vehicle / Equipment replacements at \$2.7 million or 6.74% of the total capital plan.

| Asset Type | Project Count | Total Cost | % of Total Cost |
|-------------------------|---------------|---------------------|-----------------|
| Facility | 10 | \$33,294,666 | 81.86% |
| Infrastructure | 1 | \$200,000 | 0.49% |
| Recreation / Open Space | 1 | \$12,500 | 0.03% |
| Roads & Sidewalks | 3 | \$2,829,154 | 6.96% |
| Sewer Infrastructure | 10 | \$1,445,000 | 3.55% |
| Water Infrastructure | 4 | \$153,000 | 0.38% |
| Vehicle / Equipment | 16 | \$2,740,468 | 6.74% |
| Total | 45 | \$40,674,788 | 100% |



Note: A full project listing for the FY2024 – FY2028 CIP can be found in subsequent sections. This section provides an overview of the projects planned and details the basic cost components of the projects.



FY2024 – FY2028 Capital Plan (Years 1 – 5)

The following tables summarize the proposed projects for years 1 through 5 by department and by funding source, including projects funded entirely by grants or other non-local sources.

| Administration | FY2024 | FY2025 | FY2026 | FY2027 | FY2028 | Source |
|----------------------------------|----------|--------------|--------|--------|--------|---------------|
| Airoldi Roof Repairs | \$20,000 | | | | | Free Cash |
| Phase III: Memorial Hall Updates | \$20,000 | | | | | Free Cash |
| Phase III: Public Safety Complex | | \$30,000,000 | | | | Excluded Debt |

| DPW | FY2024 | FY2025 | FY2026 | FY2027 | FY2028 | Source |
|-----------------------------------|-----------|-----------|-----------|-----------|-----------|----------------|
| Street Paving | \$300,000 | | | | | GF / Free Cash |
| Annual Street Paving (Chapter 90) | \$529,154 | \$300,000 | \$300,000 | \$300,000 | \$300,000 | Chapter 90 |
| Plow Truck Accessories | \$30,000 | | | | | Free Cash |
| Street Lighting Conversion | | \$100,000 | \$100,000 | | | Free Cash |
| Annual Street Paving | | \$200,000 | \$200,000 | \$200,000 | \$200,000 | Free Cash |
| Replace 1988 Sidewalk Tractor | | | \$230,000 | | | Free Cash |
| Replace 1999 Plow Truck | | | | \$240,000 | | Free Cash |
| Replace 1997 Plow Truck | | | | | \$240,000 | Free Cash |

| Fire / EMS | FY2024 | FY2025 | FY2026 | FY2027 | FY2028 | Source |
|------------------------|----------|----------|----------|----------|-----------|---------------|
| 2018 Ambulance Repaint | \$50,000 | | | | | Free Cash |
| Communications Upgrade | | \$39,600 | \$27,720 | \$29,248 | | Free Cash |
| Replace Engine 5 | | | | | \$670,000 | Stabilization |
| Replace 2018 Ambulance | | | | | \$400,000 | Stabilization |

| Library | FY2024 | FY2025 | FY2026 | FY2027 | FY2028 | Source |
|-----------------------------|--------|----------|--------|--------|--------|-----------|
| Library Window Replacements | | \$24,320 | | | | Free Cash |

| Police | FY2024 | FY2025 | FY2026 | FY2027 | FY2028 | Source |
|-----------------------------------|----------|----------|----------|-----------|----------|--------------|
| Replace 5 Mobile Data Terminals | \$45,000 | | | | | Free Cash |
| Cruiser Replacements | \$62,000 | \$65,100 | \$68,355 | \$71,773 | \$75,361 | General Fund |
| Replace Ballistic Vests | | \$16,900 | | | | Free Cash |
| New Body Cameras | | \$19,000 | \$19,000 | \$19,000 | \$19,000 | Free Cash |
| Replace Portable / Cruiser Radios | | | | \$171,000 | | Free Cash |

| School | FY2024 | FY2025 | FY2026 | FY2027 | FY2028 | Source |
|---------------------------------------|-----------|-----------|----------|--------|--------|-------------------|
| Network Upgrades | \$268,000 | | | | | Free Cash / Other |
| Security Upgrades | \$40,000 | | | | | Grant |
| HVAC Controls Upgrade | | \$180,000 | | | | Free Cash / Other |
| Phase I / II: Auditorium Replacements | | \$100,000 | \$50,000 | | | Free Cash |
| Mower Replacement | | | \$27,000 | | | Free Cash |



| School | FY2024 | FY2025 | FY2026 | FY2027 | FY2028 | Source |
|------------------------------------|--------|--------|----------|-------------|-----------|----------------|
| Locker Room Upgrades | | | \$34,000 | | | Free Cash |
| Roof Replacements | | | | \$2,271,346 | | Raise / Borrow |
| Phase I: Resurfacing All Blacktops | | | | | \$660,000 | Raise / Borrow |
| Maple Street Field Improvements | | | | | \$75,000 | Free Cash |

| Youth Commission | FY2024 | FY2025 | FY2026 | FY2027 | FY2028 | Source |
|-------------------------|----------|--------|--------|--------|--------|-----------|
| Playground Improvements | \$12,500 | | | | | Free Cash |

| Sewer | FY2024 | FY2025 | FY2026 | FY2027 | FY2028 | Source |
|----------------------------------|-----------|-----------|-----------|-----------|-----------|-------------------|
| Collection System Maintenance | \$150,000 | \$150,000 | \$150,000 | \$150,000 | \$150,000 | Retained Earnings |
| Replace Pumpstation Generator | \$140,000 | | | | | Retained Earnings |
| Disc Filter Replacement | \$30,000 | | | | | Retained Earnings |
| General Capital | \$12,500 | \$12,500 | \$12,500 | \$12,500 | \$12,500 | Retained Earnings |
| Meter Radio Replacement/Software | \$27,500 | | | | | Retained Earnings |
| Replace Pumpstation Generator | | \$85,000 | | | | Retained Earnings |
| Upgrade / Replace PLC System | | | \$100,000 | | | Retained Earnings |
| Upgrade / Replace VFDs | | | | \$100,000 | | Retained Earnings |
| Tank Air Diffuser Replacement | | | | | \$50,000 | Retained Earnings |
| Replace Pumps & Motors | | \$50,000 | \$50,000 | | | Retained Earnings |

| Water | FY2024 | FY2025 | FY2026 | FY2027 | FY2028 | Source |
|----------------------------------|----------|----------|----------|----------|----------|-------------------|
| General Capital | \$12,500 | \$12,500 | \$12,500 | \$12,500 | \$12,500 | Retained Earnings |
| Meter Radio Replacement/Software | \$27,500 | | | | | Retained Earnings |
| Truck Replacement | \$55,000 | | | | | Retained Earnings |
| Water Main Trailer | | \$8,000 | | | | Retained Earnings |



Capital Investment Strategy



Overview – Capital Investment Strategy

The Project Team worked with the Town Administrator and financial management team to gather information about the Town's existing debt profile, authorized and unissued debt, capital leases, stabilization, special funds, as well as revenue and expenditure forecasts. After documenting General Fund spending over a three-year historical period, the Project Team compared capital spending to net budget. Net budget is defined as the total amount raised on the tax rate recapitulation sheet less any excluded debt or capital exclusions, enterprise funds, and available funds. Available funds are deducted under the rationale that these are typically dedicated reserves such as state and federal grants that can vary from year to year. The goal is to measure General Fund capital spending as a percent of recurring General Fund revenues to ensure that an appropriate share of recurring General Fund revenues is reinvested through the capital improvement plan.

As the table below shows, the Town of Lee invested an average of 3.14% of per year revenue for capital improvements during the period FY2021 through FY2023 using non-excluded financial resources. These monetary assets include non-excluded debt, Free Cash, and operating budget/tax levy. Over the three-year historical period, the Town had varied its capital investment trend expending \$259,889 in FY2021, doubling the funding in FY2022 to \$584,348, then doubling the allocations again in FY2023 to \$1.2 million. It should be noted, no capital expenditures were reported in FY2021 outside of existing lease payments and a general capital allocation due to the uncertainty of pandemic related impacts on Town finances.

| Existing Capital Investment | FY2021 | FY2022 | FY2023 |
|---|------------------|------------------|--------------------|
| Existing General Fund Non-Excluded Debt | \$0 | \$0 | \$316,368 |
| Authorized & Unissued General Fund Non-Excl. Debt | \$0 | \$0 | \$0 |
| Capital Leases & Annual Investments | \$58,608 | \$58,848 | \$58,848 |
| General Fund Pay as You Go Spending | \$201,281 | \$525,500 | \$835,410 |
| | | | |
| TOTAL | \$259,889 | \$584,348 | \$1,210,626 |
| | | | |
| Net Budget | \$21,330,080 | \$21,569,680 | \$22,089,104 |
| General Fund Capital Spending as % of Net Budget | 1.22% | 2.71% | 5.48% |

The Project Team, working collaboratively with the Town Administrator and financial management team, generated a conservative approach to the projection of funds available for capital beginning FY2024. These identified resources: General Fund, Free Cash, Special Funds, Stabilization, and Debt can be reallocated as needed without increasing the budgetary impact to the General Fund.

It is the understanding of the Project Team that the majority of recently established non-exempt debt service is funded through an annual Free Cash allocation. While this model reduces the potential of increased tax levy on property owners, it also has an associated risk given the uncertainty of the yearly



cash flow, thus the situation has a funding cliff hazard. It is recommended only to utilize recurring revenues to support debt service to remove the risk of non-recurring revenue. To ensure a more balanced future debt allocation, the projected funding model assigns any new debt to the general fund attempting to wean the Town off using non-recurring revenues and stabilize the future funding structure.



Summary Financial Plan Projections

The charts below summarize annual cash flow supporting capital investments. This analysis considers estimated debt service annual payments as well as pay as you go funding assumptions.

The strategy attempts to normalize a 5.0% annual investment based on projected capital spending against the Town's estimated net budget. To ensure a conservative approach was maintained, the Net Budget calculation increased by 2.0% annually beginning in FY2025. Further, this summary reviews only general fund activity, enterprise funds are incorporated in the full capital investment strategy included in the appendix.

| Target Capital Spending | Actual FY2023 | Projected FY2024 | Projected FY2025 | Projected FY2026 | Projected FY2027 | Projected FY2028 |
|---|---------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Net Budget (Projection 2.0% Annual Increase) | \$22,089,104 | \$21,439,913 | \$22,078,312 | \$22,576,825 | \$23,085,658 | \$23,605,020 |
| General Fund Capital Spending as % of Net Budget | 5.48% | 5.00% | 5.00% | 5.00% | 5.00% | 5.00% |
| Target Capital Spending @ 3.0% of Net Budget | \$0 | \$1,071,996 | \$1,103,916 | \$1,128,841 | \$1,154,283 | \$1,180,251 |

| General Fund Capital Summary | Actual FY2023 | Projected FY2024 | Projected FY2025 | Projected FY2026 | Projected FY2027 | Projected FY2028 |
|---|--------------------|------------------|------------------|--------------------|--------------------|--------------------|
| Existing Capital Investment | | | | | | |
| Existing General Fund Non-Excluded Debt | \$316,368 | \$291,050 | \$279,075 | \$269,220 | \$260,460 | \$252,795 |
| Authorized & Unissued General Fund Non-Excl. Debt | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Capital Leases & Annual Investments | \$58,848 | \$67,079 | \$70,179 | \$73,434 | \$76,863 | \$80,452 |
| General Fund Pay as You Go Spending | \$835,410 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Existing Capital Investment | \$1,210,626 | \$358,129 | \$349,254 | \$342,654 | \$337,323 | \$333,247 |
| | | | | | | |
| New Capital Investment Funds for CIP Plan | | | | | | |
| General Fund PayGo (Cash Funded) | | \$200,000 | \$0 | \$19,000 | \$19,000 | \$19,000 |
| Free Cash PayGo (Cash Funded) | | \$427,500 | \$579,820 | \$668,720 | \$640,248 | \$515,000 |
| General Fund Annual Non-Excluded Debt Service - Estimated | | \$0 | \$0 | \$0 | \$124,924 | \$212,267 |
| Total New Capital Investment | | \$627,500 | \$579,820 | \$687,720 | \$784,172 | \$746,267 |
| | | | | | | |
| Total Existing & New Capital Investment | \$1,210,626 | \$985,629 | \$929,074 | \$1,030,374 | \$1,121,495 | \$1,079,514 |
| Capital Investment as % Net Budget | 5.48% | 4.60% | 4.21% | 4.56% | 4.86% | 4.57% |

The model plan indicates an average use of Free Cash totaling \$600,000 beginning in FY2025 through FY2028. It is assumed, no additional non-excluded debt will be pursued outside the school roof replacements as well as Phase I of the school blacktop replacement cycle which are requested in FY2027



and FY2028. The plan also accounts for a 60% MSBA reimbursement for the school roof project, which drastically reduces the estimated annual payment.

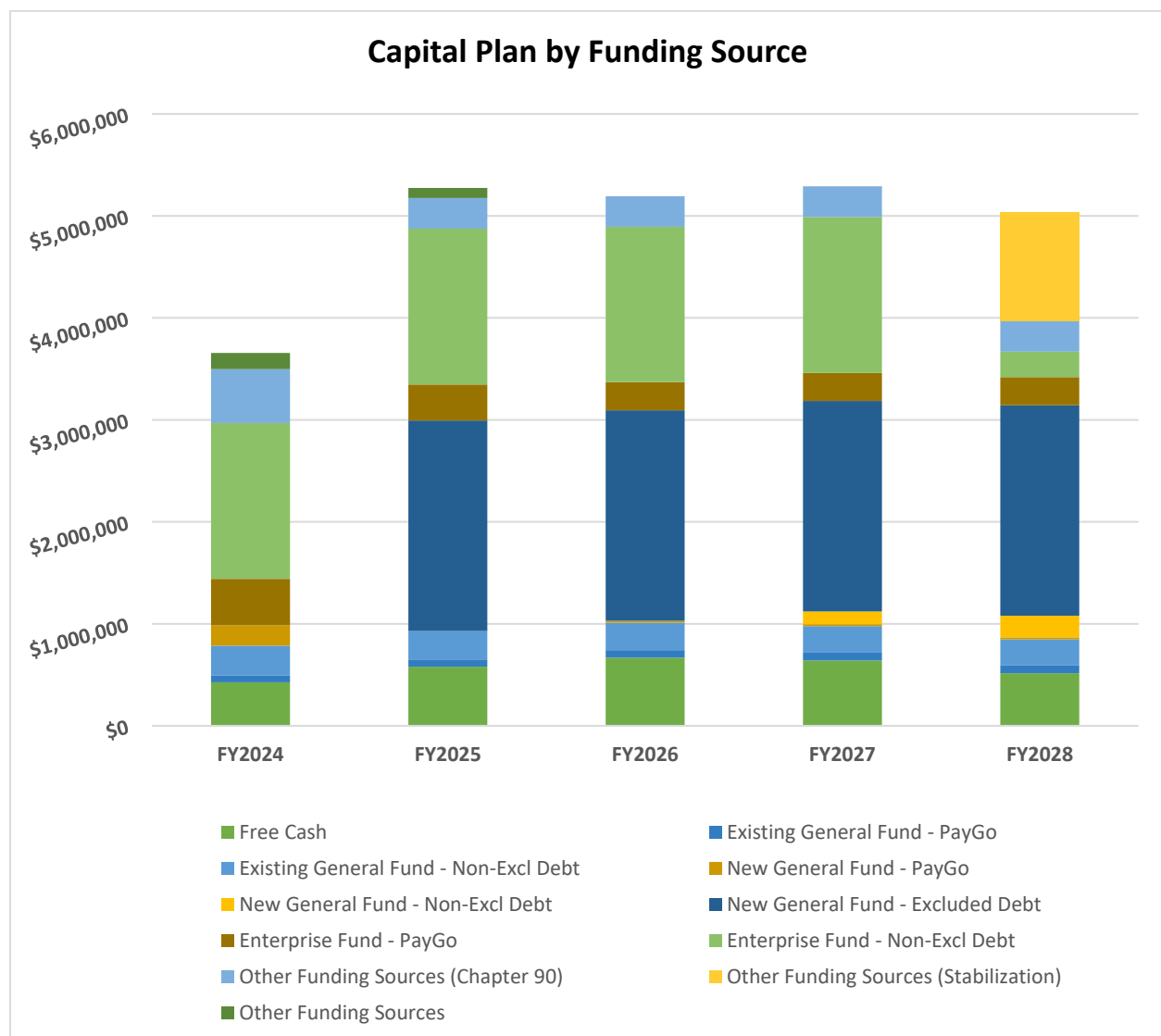
The Capital Budget by Funding Source table shown below accounts for all capital activity, regardless of funding source. Again, this summary depicts annual estimated cash flow based upon debt service assumptions and PayGo activity. The plan anticipates an average annual expenditure from all funding sources of approximately \$5.2 million beginning in FY2025.

| Capital Budget by Funding Source | FY2024 | FY2025 | FY2026 | FY2027 | FY2028 |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|
| Free Cash | \$427,500 | \$579,820 | \$668,720 | \$640,248 | \$515,000 |
| Existing General Fund - PayGo | \$67,079 | \$70,179 | \$73,434 | \$76,863 | \$80,452 |
| Existing General Fund - Non-Excl Debt | \$291,050 | \$279,075 | \$269,220 | \$260,460 | \$252,795 |
| New General Fund - PayGo | \$200,000 | \$0 | \$19,000 | \$19,000 | \$19,000 |
| New General Fund - Non-Excl Debt | \$0 | \$0 | \$0 | \$124,924 | \$212,267 |
| <i>Existing General Fund - Excluded Debt</i> | <i>\$0</i> | <i>\$0</i> | <i>\$0</i> | <i>\$0</i> | <i>\$0</i> |
| <i>New General Fund - Excluded Debt</i> | <i>\$0</i> | <i>\$2,064,162</i> | <i>\$2,064,162</i> | <i>\$2,064,162</i> | <i>\$2,064,162</i> |
| Enterprise Fund - PayGo | \$455,000 | \$318,000 | \$325,000 | \$275,000 | \$225,000 |
| Enterprise Fund - Non-Excl Debt | \$1,528,005 | \$1,528,685 | \$1,523,833 | \$1,529,425 | \$250,830 |
| Other Funding Sources (Chapter 90) | \$529,154 | \$300,000 | \$300,000 | \$300,000 | \$300,000 |
| Other Funding Sources (Stabilization) | \$0 | \$0 | \$0 | \$0 | \$1,070,000 |
| Other Funding Sources | \$158,000 | \$100,000 | \$0 | \$0 | \$0 |
| | | | | | |
| Grand Total Budget Needs (FY24-FY28) | \$3,655,788 | \$5,239,921 | \$5,543,369 | \$5,290,082 | \$4,989,506 |



Existing & Proposed Capital Investment

The chart below summarizes the proposed capital investment strategy. The strategy, as developed, balances investment resources across General Fund (tax levy), Free Cash, non-excluded, excluded debt, Enterprise Fund PayGo (retained earnings), and other funding sources such as Chapter 90 and Stabilization funds. In this way, the strategy spreads risk, particularly that associated with debt service, to accomplish significant projects and Town goals while allowing for an annual conservative investment estimate. As the graph indicates, the plan levels yearly capital expenditures removing any spikes in spending which can have a negative impact on operations beginning in FY2025 when the assumed Public Safety Complex will begin its payment schedule.





Debt

The Town of Lee has only non-excluded existing debt as illustrated by the table below. In FY2023 the Town made its final payment on a long-term school construction loan, which cleared all current excluded (also known as exempt) debt. Other non-exempt borrowing has traditionally supported a wide variety of projects and acquisitions including vehicle and equipment replacements and road paving and maintenance while the exempt portfolio funded major construction projects.

The Town also has other long-term debt funded by the Sewer and Water Enterprise revenue. Projects such as the wastewater treatment plant expansion, which will be fully paid down in FY2027, and the water treatment plant upgrades have incurred debt to ensure proper operations over the years.

Existing / Authorized Debt Projects

| Fiscal Year | Description | Type | Amount Authorized |
|-------------|-----------------------------------|--------------|-------------------|
| 2005 | WWTP Upgrade | Non-Excluded | \$6,300,000 |
| 2009 | Improve Water District System | Non-Excluded | \$300,000 |
| 2009 | Emergency Imp. Water Plant | Non-Excluded | \$801,000 |
| 2010 | Emergency Imp. Water Plant | Non-Excluded | \$369,000 |
| 2012 | Water Tank Cleaning / Painting | Non-Excluded | \$317,000 |
| 2013 | Tyringham Road Water Main | Non-Excluded | \$300,000 |
| 2016 | School Boilers | Non-Excluded | \$126,000 |
| 2016 | Dump Truck | Non-Excluded | \$200,000 |
| 2017 | Large Dump Truck & Sander | Non-Excluded | \$180,000 |
| 2018 | Design, Repair and Pave | Non-Excluded | \$561,750 |
| 2019 | Repair and Pave Town Roads | Non-Excluded | \$311,750 |
| 2021 | Departmental Equipment Fire / Amb | Non-Excluded | \$1,120,000 |
| 2021 | Design, Repair and Pave | Non-Excluded | \$1,000,000 |

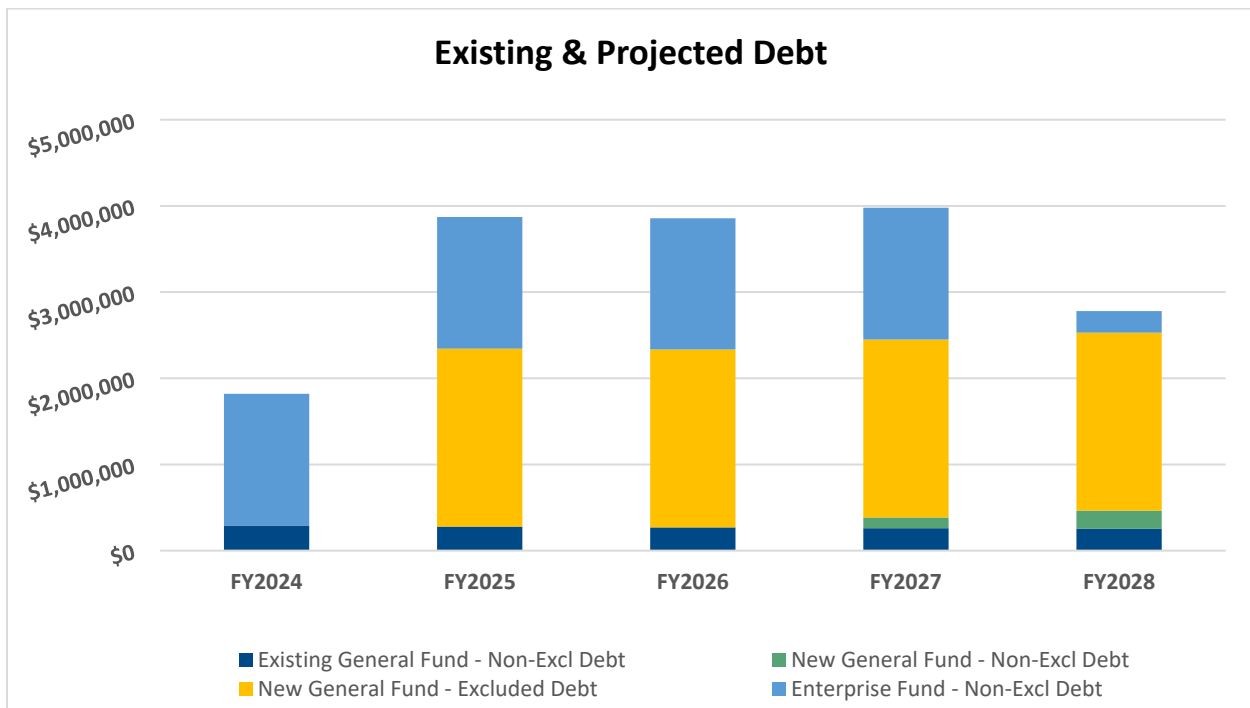


Proposed Debt Projects

The FY2024 – FY2028 Capital Improvement Plan does propose borrowing activities to support a more achievable plan. The projected projects targeted for borrowing are referenced in the table below and total \$31.5 million over the five-year period. It is assumed only Phase III of the Public Safety Complex project will be excluded. The Town’s financial advisor would provide advice as to how the borrowing mix should be addressed, leveraging both short-term and long-term debt strategically. As discussed in *Overview – Capital Investment Strategy*, the use of non-recurring revenue to support debt service is discouraged. The Town may consider implementing a capital stabilization fund, which would provide another avenue to support capital projects and possibly reduce the reliance on short-term debt for certain types of capital activities.

| Fiscal Year | Description | Type | Estimated Amount |
|-------------|---|--------------|------------------|
| 2025 | Phase III: Public Safety Complex | Excluded | \$30,000,000 |
| 2027 | School Roof Replacements | Non-Excluded | *\$2,271,346 |
| 2028 | Phase I: Resurfacing All Blacktops at School Facilities | Non-Excluded | \$660,000 |

Debt schedules for existing and estimated debt are located in the appendix. They provide specifics on short-term and long-term borrowing as well as payment schedules, which were used to create the graphic below. The bar graph depicts the Town’s full complement of existing and proposed debt between FY2024 and FY2028, broken out by new and existing general fund and enterprise fund debt.



**Note: The total estimated borrowing for the school roof projects has been reduced to \$908,538.40 based on the assumption an 60% MSBA reimbursement will be secured on the total cost of \$2,271,346.*



Possible Funding Sources

There are many ways to finance municipal capital improvement projects. Some of the most common methods are:

Local Resources

Municipal Indebtedness: The most commonly used method of financing large capital projects is general obligation bonds (also known as “GO Bonds”). They are issued for a period of time ranging from 5 to 30 years, during which time principal and interest payments are made. Making payments over time has the advantage of allowing the capital expenditures to be amortized over the life of the project. Funding sources used to pay back the debt can include:

- **Bonds funded within the tax limits of Proposition 2 ½:** Debt service for these bonds must be paid within the tax levy limitations of Proposition 2 ½. Funds used for this debt must be carefully planned in order to not negatively impact the annual operating budget.
- **Bonds funded outside the tax limits of Proposition 2½:** Debt service for these bonds is paid by increasing local property taxes in an amount needed to pay the annual debt service. Known as a Debt Exclusion or Exempt Debt, this type of funding requires approval by 2/3 vote of the local appropriating authority (Town Meeting) and approval by a majority of voters participating in a ballot vote. Prior to the vote, the impact on the tax rate must be determined so voters can understand the financial implications. *

Capital Outlay / Pay as You Go: Pay as You Go capital projects are funded with current revenues (typically tax levy or Free Cash) and unexpended balances in previously approved projects. The entire cost is paid off within one year, so no borrowing takes place. A project funded with current revenues will cost less than if it were funded by general obligation bonds because there are no interest costs. However, funds to be used for this purpose must also be carefully planned in order to not negatively impact the annual operating budget. For this reason, Pay as You Go capital projects are typically lower in value than projects funded by borrowing.

Free Cash: Represents the remaining, unrestricted funds from operations of the previous fiscal year, including unexpended free cash from the previous year, actual receipts in excess of revenue estimated on the tax recapitulation sheet, and unspent amounts in budget line items. Unpaid property taxes and certain deficits reduce the amount that can be certified as Free Cash. The calculation of free cash is based on the June 30 balance sheet, which is submitted by the community's auditor, accountant, or comptroller. Free Cash is not available for appropriation until certified by the State Director of Accounts.



**A debt exclusion is different from a property tax override in that a debt exclusion is only in place until the incurred debt has been paid off. An override becomes a permanent part of the levy limit base.*

Capital Outlay / Expenditure Exclusion: Expenditure Exclusion projects are comparable to Pay as You Go, above, except taxes are raised outside the limits of Proposition 2 ½ and are added to the tax levy only during the year in which the project is being funded. As with a Debt Exclusion, Expenditure Exclusion funding requires approval by 2/3 vote of the local appropriating authority (Town Meeting) and approval by a majority of voters participating in a ballot vote. Prior to the vote, the impact on the tax rate must be determined so voters can understand the financial implications. Capital outlay expenditures may be authorized for any municipal purpose for which the town would be authorized to borrow money.

Capital Stabilization Fund: Local officials can set aside money in a stabilization fund – outside of the General Fund - to pay for all or a portion of future capital projects. A majority vote of Town Meeting is required to appropriate money into the fund and a 2/3 vote to appropriate money out of this fund.

Sale of Surplus Real Property: Pursuant to Massachusetts General Laws, when real estate is sold, the proceeds must first be used to pay any debt incurred in the purchase of the property. If no debt is outstanding, the funds “may be used for any purpose or purposes for which the town, city, or district is authorized to incur debt for a period of five years or more...except that the proceeds of a sale in excess of five hundred dollars of any park land by a town, city, or district shall be used only by said town, city, or district for acquisition of land for park purposes or for capital improvements to park land” (MGL Chapter 44, Section 63).

Special Purpose Funds: Communities also have established numerous “Special Purpose Accounts” for which the use is restricted for a specific purpose, including investment in department facilities and equipment. There are numerous state statutes that govern the establishment and use of these separate accounts. Examples include ambulance funds, recreation funds, the sale of cemetery lots, and off-street parking fees accounts.

Federal, State, & Private Grants/Loans

Other revenue sources may include grants or loans from federal, state, or private sources. For example, federal money is used for bridge and roadway projects listed on the State Transportation Improvement Plan. Private funds are sometimes available from “Friends of...” groups for local libraries or councils on aging. However, the Commonwealth provides the most opportunities for funding through various programs.

Key State funding sources for the Town of Lee include:



Massachusetts Chapter 90 Roadway Funds: Each year, the Massachusetts Department of Transportation (MassDOT) allocates funds to cities and towns for roadway construction, maintenance, or improvement. Funds may also be used for other work incidental to roadway work, such as the construction of a garage to house related vehicles or the purchase of related vehicles, equipment, and tools. Chapter 90 is a 100% reimbursable program. Funding is accomplished through the issuance of transportation bonds and apportioned to municipalities based on three factors: 1) accepted road miles, 2) population, and 3) total employment within the municipal borders. Road miles is the most heavily weighted factor at 58.33%; the others are each weighted at 20.83%.

Massachusetts School Building Authority (MSBA): The MSBA provides funding for school repair and construction via a series of programs. In the School Building Program, projects must be accepted into the process in response to the submission of a Statement of Interest (SOI) which identifies a facility problem to be solved. Subsequently, the community must appropriate funding for schematic design and later for construction before the MSBA will commit to its share of the project. If accepted, the MSBA determines the amount of reimbursement it will offer based upon community need, with a minimum base rate of 31%. The percent of reimbursement can then be increased based upon three factors: community income, community property wealth, and community poverty. Through the Accelerated Repair Program, the MSBA will fund roof, window, and boiler projects with an expected 18-month completion date. Funding can be provided for multiple projects in a single district in a year. The Major Repairs Program includes roofs, windows, and boilers, but can also include other significant building renovations. Districts are limited to one project per year under the Major Repair Program, but work can be more substantial than under the Accelerated Repair Program.

State Revolving Fund (SRF) Loan Program: The State Revolving Fund (SRF) offers affordable loan options to cities and towns to improve water supply infrastructure and drinking water safety; and to help them to comply with federal and state water quality requirements that deal with wastewater treatment plants and collection systems, while addressing issues such as watershed management priorities, stormwater management, and green infrastructure. Additionally, the SRF supplies financial assistance to address communities with septic system problems.

MassDOT Transportation Improvement Program (TIP): MassDOT along with other State agencies and in collaboration with the regional Metropolitan Planning Organizations (MPOs) develops the TIP in order to address each region's highway and transit needs and allocate available Federal highway and transit financial resources. Acton is a member of the Boston Region MPO, and important capital projects positively impacting the Town have been successfully funded through the TIP process.

MassWorks Infrastructure Program: This is a competitive grant program through the Executive Office of Housing and Economic Development that provides capital funds for municipalities and other eligible public entities to complete public infrastructure projects that support and accelerate economic and housing development throughout the Commonwealth and/or address roadway safety concerns.



MassDOT Municipal Small Bridge Program: A State program that targets municipality-owned bridges with spans between 10-20 feet. The program was funded with \$50 million total for FY2017-FY2021, and each municipality may receive up to \$500,000 annually. The program may or may not continue after FY2021. This program may cover preservation activities or replacement.

Municipal Vulnerability Preparedness (MVP) Program: This program from the Executive Office of Energy and Environmental Affairs (EEA) supports municipalities as they plan for and implement climate resiliency projects. Grants are available to assess vulnerabilities and create action plans. Once that step is complete, municipalities can seek additional grant money annually for implementation of capital and other projects.

Community Compact IT grant program: Through the Community Compact Cabinet, this program offers grants of up to \$200,000 for “one-time capital needs such as technology infrastructure, upgrades and/or purchases of equipment or software. Incidental or one-time costs related to the capital purchase such as planning, design, installation, implementation, and initial training are eligible.”

Green Communities Division grants: The Department of Energy Resources provides grants through its Green Communities Division intended to reduce energy use through clean energy projects, including vehicle/equipment, building, and school facilities projects. For example, projects may include HVAC upgrades, solar, energy audits, idle reduction technology, lighting retrofits, window/door weatherization, hybrid/electric vehicles, and vehicle charging stations, to name a few.



Appendices



Appendix A: Capital Outlay Committee Governance

ARTICLE II Capital Outlay Committee.

§ 7-3. Appointment: membership.

The Board of Selectmen shall appoint a Capital Outlay Committee consisting of qualified citizens: one Town Meeting member from each of the representative districts, one member of the Board of Assessors, one member of the Finance Committee and one member of the Planning Board.

§ 7-4. Powers and duties.

The Capital Outlay Committee shall study and appraise the future capital needs of the Town and shall make recommendations, by way of an annual report to the Town Meeting, for capital improvements to be made each year over a period of five years.



Appendix A: Capital Improvements Plan Governance

ARTICLE IV Finance Committee.

§ 7-15. Capital Improvements Plan.

A. The Town Administrator shall prepare a five-year Capital Improvements Plan, which shall be designed to deal with unmet long-range needs and to implement the goals and objectives of the Official Town Plan.

B. Said plan shall include all Town activities and departments. Proposed capital expenditures for regional entities shall be included in said plan, provided that such inclusion shall be consistent with the regional or intermunicipal agreement establishing such entities.

C. Said plan shall include a clear summary of its contents; a list of all capital improvements proposed to be undertaken during the next five fiscal years, together with supporting data; cost estimates, methods of financing and recommended time schedules; and the estimated annual cost of operating and maintaining the facilities or equipment to be constructed or acquired. The above information may be revised and shall be extended each year with regard to capital improvements pending or in the process of construction or acquisition.

D. The Capital Improvements Plan shall be submitted to the Board of Selectmen at least 150 days prior to the date of the Annual Town Meeting. The Board shall act thereon within 30 days and shall then submit it to the Capital Outlay Committee, which shall issue its recommendations as part of the annual Finance Committee report.

§ 7-16. Summary and notice of Capital Improvements Plan.

The Board of Selectmen shall publish, in one or more newspapers of general circulation in the Town, the general summary of the Capital Improvements Plan and a notice stating:

A. The times and places where copies of the Capital Improvements Plan are available for inspection; and

B. The date, time and place, not less than seven days following such publication, when the Board of Selectmen and the Capital Outlay Committee shall conduct a public hearing on said plan.

§ 7-17. Action of Representative Town Meeting.

The Representative Town Meeting shall act on the Capital Improvements Plan and budget.



Appendix A: Capital Spending and Financing Plan Policy

Policy

1. The town will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues.
2. When the town finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the expected useful life of the project.
3. Total general obligation debt will not exceed that provided in the state statutes.
4. Where possible, the town will use special assessment, revenues, or other self-supporting bonds, instead of general obligation bonds.
5. The town will not use long-term debt for current operations.
6. The town will maintain good communications with bond rating agencies about its financial condition. The town will follow a policy of full disclosure on every financial report and bond prospectus.
7. Capital Items: Are identified as \$5,000 and up and include but is not limited to Roads, Bridges, IT, Buildings, Parks and Vehicles.
8. Capital Funds can be used for new items (Create), maintenance of existing capital or enhancing existing capital.
9. The Town Administrator will provide a 5-year capital plan to selectboard.

Funding

- Grants
- Free Cash (up to 50% of certified free cash)
- Bonds
- Taxes (pay as you go)
- CPA
- Stabilization (Fire, SPED, General)
- Enterprise Accounts (Water/Sewer)



Appendix B: Capital Needs Assessment – General Fund

| Department | Proposed Project Name | Project Type | FY2024 | FY2025 | FY2026 | FY2027 | FY2028 | Funding Source | Project Priority |
|----------------|-----------------------------------|---------------------|---------------|------------|------------|------------|------------|----------------|------------------|
| Administration | Phase II: Public Safety Complex | Facility | 20,000,000.00 | | | | | Raise / Borrow | 1 |
| DPW | Annual Street Paving (Chapter 90) | Roads/Sidewalks | 285,553.33 | 300,000.00 | 300,000.00 | 300,000.00 | 300,000.00 | Chapter 90 | 1 |
| DPW | Annual Street Paving | Roads/Sidewalks | 300,000.00 | 200,000.00 | 200,000.00 | 200,000.00 | 200,000.00 | GF / Free Cash | 1 |
| DPW | Street Paving | Roads/Sidewalks | 300,000.00 | | | | | General Fund | 2 |
| DPW | Street Lighting Conversion | Infrastructure | | 100,000.00 | 100,000.00 | | | Free Cash | 1 |
| DPW | Replace 1988 Sidewalk Tractor | Vehicle / Equipment | | 230,000.00 | | | | Free Cash | 1 |
| DPW | Replace 1999 Plow Truck | Vehicle / Equipment | | | 240,000.00 | | | Free Cash | 1 |
| DPW | Replace 1997 Plow Truck | Vehicle / Equipment | | | | 240,000.00 | | Free Cash | 2 |
| FIRE / EMS | Communications Upgrade | Vehicle / Equipment | 39,600.00 | 27,720.00 | 14,234.00 | 15,014.00 | | Free Cash | 2 |
| FIRE / EMS | 2018 Ambulance Repaint | Vehicle / Equipment | 49,535.00 | | | | | Free Cash | 1 |
| FIRE / EMS | Replace 2018 Ambulance | Vehicle / Equipment | | | | | 400,000.00 | Stabilization | 4 |
| FIRE / EMS | Replace Engine 5 | Vehicle / Equipment | | | | | 670,000.00 | Stabilization | 2 |
| Library | Library Window Replacements | Facility | | 24,320.00 | | | | Free Cash | 2 |



| Department | Proposed Project Name | Project Type | FY2024 | FY2025 | FY2026 | FY2027 | FY2028 | Funding Source | Project Priority |
|------------|-----------------------------------|---------------------|------------|------------|-----------|--------------|------------|-------------------|------------------|
| Police | Replace 5 Mobile Data Terminals | Vehicle / Equipment | 33,000.00 | | | | | Free Cash | 1 |
| Police | Cruiser Replacements | Vehicle / Equipment | 54,000.00 | 54,000.00 | 54,000.00 | 54,000.00 | 54,000.00 | General Fund | 1 |
| Police | Replace Balistic Vests | Vehicle / Equipment | | 13,650.00 | | | | Free Cash | 1 |
| Police | New Body Cameras | Vehicle / Equipment | | 90,000.00 | | | | Free Cash | 1 |
| Police | Replace Portable / Cruiser Radios | Vehicle / Equipment | | | | | 171,000.00 | Free Cash | 4 |
| School | Security Upgrades | Facility | 40,000.00 | | | | | Grant | 2 |
| School | Replace 2008 Truck | Vehicle / Equipment | 100,000.00 | | | | | School GF | 1 |
| School | Network Upgrades | Vehicle / Equipment | 268,000.00 | | | | | Free Cash / Other | 1 |
| School | Phase I - Auditorium Replacements | Facility | | 100,000.00 | 50,000.00 | | | Free Cash | 1 |
| School | HVAC Controls Upgrade | Vehicle / Equipment | | 180,000.00 | | | | Free Cash / Other | 1 |
| School | Mower Replacement | Vehicle / Equipment | | | 27,000.00 | | | Free Cash | 2 |
| School | Locker Room Upgrades | Facility | | | 34,000.00 | | | Free Cash | 2 |
| School | Tennis Court Replacement | Facility | | | | 300,000.00 | | Raise / Borrow | 3 |
| School | Resurfacing All Blacktops | Facility | | | | 2,000,000.00 | | Raise / Borrow | 3 |
| School | Maple Street Field Improvements | Facility | | | | | 75,000.00 | Free Cash | 2 |



| Department | Proposed Project Name | Project Type | FY2024 | FY2025 | FY2026 | FY2027 | FY2028 | Funding Source | Project Priority |
|--------------|-----------------------|--------------|-------------------|------------------|------------------|------------------|------------------|----------------|------------------|
| School | Roof Replacements | Facility | | | | | | Raise / Borrow | 2 |
| Total | | | 21,469,688 | 1,319,690 | 1,019,234 | 3,109,014 | 1,870,000 | | |



Appendix B: Capital Needs Assessment – Enterprise Fund

| Department | Proposed Project Name | Project Type | FY2024 | FY2025 | FY2026 | FY2027 | FY2028 | Funding Source | Project Priority |
|------------|-------------------------------|---------------------------|------------|------------|------------|------------|------------|-------------------|------------------|
| Sewer | General Capital | Wastewater Infrastructure | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 | Retained Earnings | 3 |
| Sewer | Disc Filter Replacement | Wastewater Infrastructure | 30,000.00 | | | | | Retained Earnings | 2 |
| Sewer | Replace Pumpstation Generator | Wastewater Infrastructure | 85,000.00 | | | | | Retained Earnings | 1 |
| Sewer | Collection System Maintenance | Wastewater Infrastructure | 150,000.00 | 150,000.00 | 150,000.00 | 150,000.00 | 150,000.00 | Retained Earnings | 1 |
| Sewer | Replace Pumpstation Generator | Wastewater Infrastructure | | 85,000.00 | | | | Retained Earnings | |
| Sewer | Upgrade / Replace PLC System | Wastewater Infrastructure | | | 100,000.00 | | | Retained Earnings | 1 |
| Sewer | Upgrade / Replace VFDs | Wastewater Infrastructure | | | | 100,000.00 | | Retained Earnings | 1 |
| Sewer | Tank Air Diffuser Replacement | Wastewater Infrastructure | | | | | 50,000.00 | Retained Earnings | 3 |
| Sewer | Replace Pumps & Motors | Wastewater Infrastructure | | | | | 50,000.00 | Retained Earnings | 3 |
| Water | Water Main Trailer | Vehicle / Equipment | | 8,000.00 | | | | Retained Earnings | 1 |
| Water | TBD Placeholder | Other | | | 25,000.00 | | | Retained Earnings | 2 |
| Water | TBD Placeholder | Other | | | | 25,000.00 | | Retained Earnings | 2 |
| Water | TBD Placeholder | Other | | | | | 25,000.00 | Retained Earnings | 1 |



| Department | Proposed Project Name | Project Type | FY2024 | FY2025 | FY2026 | FY2027 | FY2028 | Funding Source | Project Priority |
|--------------|-----------------------|--------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
| <i>Total</i> | | | <i>290,000</i> | <i>268,000</i> | <i>300,000</i> | <i>300,000</i> | <i>300,000</i> | | |



Appendix C: FY2024-FY2028 Capital Project Detail – General Fund

| Department | Project Number | Proposed Project Name | Project Type | FY2024 | FY2025 | FY2026 | FY2027 | FY2028 | Funding Source | Project Priority |
|----------------|----------------|-----------------------------------|---------------------|---------|------------|---------|---------|---------|----------------|------------------|
| Administration | ADMIN 2 | Airoidi Roof Repairs | Facility | 20,000 | | | | | Free Cash | 1 |
| Administration | ADMIN 3 | Phase III: Memorial Hall Updates | Facility | 20,000 | | | | | Free Cash | 1 |
| Administration | ADMIN 1 | Phase III: Public Safety Complex | Facility | | 30,000,000 | | | | Raise / Borrow | 1 |
| DPW | DPW 10 | Plow Truck Accessories | Vehicle / Equipment | 30,000 | | | | | Free Cash | 1 |
| DPW | DPW 4 | Street Paving | Roads/ Sidewalks | 300,000 | | | | | GF / Free Cash | 1 |
| DPW | DPW 6 | Annual Street Paving (Chapter 90) | Roads/ Sidewalks | 529,154 | 300,000 | 300,000 | 300,000 | 300,000 | Chapter 90 | 1 |
| DPW | DPW 3 | Street Lighting Conversion | Infrastructure | | 100,000 | 100,000 | | | Free Cash | 2 |
| DPW | DPW 5 | Annual Street Paving | Roads/ Sidewalks | | 200,000 | 200,000 | 200,000 | 200,000 | Free Cash | 1 |
| DPW | DPW 7 | Replace 1988 Sidewalk Tractor | Vehicle / Equipment | | | 230,000 | | | Free Cash | 2 |
| DPW | DPW 8 | Replace 1999 Plow Truck | Vehicle / Equipment | | | | 240,000 | | Free Cash | 2 |
| DPW | DPW 9 | Replace 1997 Plow Truck | Vehicle / Equipment | | | | | 240,000 | Free Cash | 3 |
| FIRE / EMS | FIRE EMS 1 | 2018 Ambulance Repaint | Vehicle / Equipment | 50,000 | | | | | Free Cash | 1 |
| FIRE / EMS | FIRE EMS 2 | Communications Upgrade | Vehicle / Equipment | | 39,600 | 27,720 | 29,248 | | Free Cash | 2 |



| Department | Project Number | Proposed Project Name | Project Type | FY2024 | FY2025 | FY2026 | FY2027 | FY2028 | Funding Source | Project Priority |
|------------|----------------|-----------------------------------|---------------------|---------|---------|--------|-----------|---------|-------------------|------------------|
| FIRE / EMS | FIRE EMS 4 | Replace 2018 Ambulance | Vehicle / Equipment | | | | | 400,000 | Stabilization | 1 |
| FIRE / EMS | FIRE EMS 3 | Replace Engine 5 | Vehicle / Equipment | | | | | 670,000 | Stabilization | 1 |
| Library | Library 1 | Library Window Replacements | Facility | | 24,320 | | | | Free Cash | 2 |
| Police | Police 1 | Replace 5 Mobile Data Terminals | Vehicle / Equipment | 45,000 | | | | | Free Cash | 3 |
| Police | Police 5 | Cruiser Replacements | Vehicle / Equipment | 62,000 | 65,100 | 68,355 | 71,773 | 75,361 | General Fund | 1 |
| Police | Police 2 | Replace Balistic Vests | Vehicle / Equipment | | 16,900 | | | | Free Cash | 5 |
| Police | Police 3 | New Body Cameras | Vehicle / Equipment | | 19,000 | 19,000 | 19,000 | 19,000 | Free Cash | 3 |
| Police | Police 4 | Replace Portable / Cruiser Radios | Vehicle / Equipment | | | | 171,000 | | Free Cash | 1 |
| School | LPS 4 | Security Upgrades | Facility | 40,000 | | | | | Grant | 1 |
| School | LPS 2 | Network Upgrades | Vehicle / Equipment | 268,000 | | | | | Free Cash / Other | 1 |
| School | LPS 5 | Phase I - Auditorium Replacements | Facility | | 100,000 | 50,000 | | | Free Cash | 2 |
| School | LPS 3 | HVAC Controls Upgrade | Vehicle / Equipment | | 180,000 | | | | Free Cash / Other | 1 |
| School | LPS 6 | Mower Replacement | Vehicle / Equipment | | | 27,000 | | | Free Cash | 2 |
| School | LPS 7 | Locker Room Upgrades | Facility | | | 34,000 | | | Free Cash | 2 |
| School | LPS 8 | Roof Replacements | Facility | | | | 2,271,346 | | Raise / Borrow | 1 |



| Department | Project Number | Proposed Project Name | Project Type | FY2024 | FY2025 | FY2026 | FY2027 | FY2028 | Funding Source | Project Priority |
|------------------|----------------|------------------------------------|---------------------------|------------------|-------------------|------------------|------------------|------------------|----------------|------------------|
| School | LPS 11 | Maple Street Field Improvements | Facility | | | | | 75,000 | Free Cash | 2 |
| School | LPS 9 | Phase I: Resurfacing All Blacktops | Facility | | | | | 660,000 | Raise / Borrow | 1 |
| Youth Commission | YOUTH 1 | Playground Improvements | Recreation/ Open Space | 12,500 | | | | | Free Cash | 1 |
| Total | | | | 1,376,654 | 31,044,920 | 1,056,075 | 3,302,367 | 2,639,361 | | |



Appendix C: FY2024-FY2028 Capital Project Detail – Enterprise Fund

| Department | Project Number | Proposed Project Name | Project Type | FY2024 | FY2025 | FY2026 | FY2027 | FY2028 | Funding Source | Project Priority |
|------------|----------------|----------------------------------|----------------------|---------|---------|---------|---------|---------|-------------------|------------------|
| Sewer | Sewer 1 | Collection System Maintenance | Sewer Infrastructure | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | Retained Earnings | 1 |
| Sewer | Sewer 11 | Meter Radio Replacement/Software | Sewer Infrastructure | 27,500 | | | | | Retained Earnings | 1 |
| Sewer | Sewer 2 | Replace Pumpstation Generator | Sewer Infrastructure | 140,000 | | | | | Retained Earnings | 1 |
| Sewer | Sewer 3 | Disc Filter Replacement | Sewer Infrastructure | 30,000 | | | | | Retained Earnings | 1 |
| Sewer | Sewer 4 | General Capital | Sewer Infrastructure | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | Retained Earnings | 1 |
| Sewer | Sewer 5 | Replace Pumpstation Generator | Sewer Infrastructure | | 85,000 | | | | Retained Earnings | 2 |
| Sewer | Sewer 6 | Upgrade / Replace PLC System | Sewer Infrastructure | | | 100,000 | | | Retained Earnings | 2 |
| Sewer | Sewer 7 | Upgrade / Replace VFDs | Sewer Infrastructure | | | | 100,000 | | Retained Earnings | 2 |
| Sewer | Sewer 8 | Tank Air Diffuser Replacement | Sewer Infrastructure | | | | | 50,000 | Retained Earnings | 4 |
| Sewer | Sewer 9 | Replace Pumps & Motors | Sewer Infrastructure | | 50,000 | 50,000 | | | Retained Earnings | 1 |
| Water | Water 1 | General Capital | Water Infrastructure | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | Retained Earnings | 1 |
| Water | Water 2 | Water Main Trailer | Vehicle / Equipment | | 8,000 | | | | Retained Earnings | 1 |
| Water | Water 3 | Meter Radio Replacement/Software | Water Infrastructure | 27,500 | | | | | Retained Earnings | 1 |



| Department | Project Number | Proposed Project Name | Project Type | FY2024 | FY2025 | FY2026 | FY2027 | FY2028 | Funding Source | Project Priority |
|--------------|----------------|-----------------------|-------------------|----------------|----------------|----------------|----------------|----------------|-------------------|------------------|
| Water | Water 4 | Truck Replacement | Vehicle/Equipment | 55,000 | | | | | Retained Earnings | 1 |
| Total | | | | 455,000 | 318,000 | 325,000 | 275,000 | 225,000 | | |



Appendix D: General Fund Existing Debt Service & Leases

Existing General Fund Debt Service (Non-Excluded)

| Date of Issue | Purpose / Project | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
|---------------|------------------------|----------|----------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 12/14/2022 | Roads | | | 3,978 | 3,675 | 2,550 | 2,460 | 2,380 | 2,310 | 2,230 |
| 12/14/2022 | Roads | | | 36,972 | 34,430 | 33,130 | 31,960 | 30,920 | 30,010 | 28,970 |
| 12/14/2022 | Roads | | | 130,320 | 119,210 | 114,710 | 110,660 | 107,060 | 103,910 | 100,310 |
| 12/14/2022 | Departmental Equipment | | | 145,099 | 133,735 | 128,685 | 124,140 | 120,100 | 116,565 | 112,525 |
| Total | | 0 | 0 | 316,368 | 291,050 | 279,075 | 269,220 | 260,460 | 252,795 | 244,035 |

Authorized / Unissued General Fund Debt Service (Non-Excluded)

| Date of Issue | Purpose / Project | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
|---------------|-------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| | | | | | | | | | | |
| Total | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Existing General Fund Lease Payments & Annual Investments

| Date of Issue | Purpose / Project | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
|---------------|---|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 7/31/2019 | Macfarlane Office Products (Tri-Town Copiers) | 114 | 114 | 114 | 120 | 120 | 120 | 120 | 120 | 126 |
| 11/21/2019 | Xerox Financial Services (School Copiers) | 4,494 | 4,494 | 4,494 | 4,719 | 4,719 | 4,719 | 4,719 | 4,719 | 4,954 |
| 5/8/2022 | Xerox Financial Services (Police Copiers) | | 240 | 240 | 240 | 240 | 240 | 252 | 252 | 252 |
| | Annual Police Cruiser Replacement Program | 54,000 | 54,000 | 54,000 | 62,000 | 65,100 | 68,355 | 71,773 | 75,361 | 79,129 |
| Total | | 58,608 | 58,848 | 58,848 | 67,079 | 70,179 | 73,434 | 76,863 | 80,452 | 84,462 |



Existing General Fund Debt Service (Excluded)

| Date of Issue | Purpose / Project | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
|---------------|--------------------------|----------------|----------------|----------------|----------|----------|----------|----------|----------|----------|
| 3/15/2003 | <i>Elementary School</i> | 862,250 | 862,875 | 862,750 | | | | | | |
| 5/11/2005 | <i>High School</i> | 119,600 | | | | | | | | |
| Total | | 981,850 | 862,875 | 862,750 | 0 | 0 | 0 | 0 | 0 | 0 |



Appendix D: Sewer & Water Existing Debt Service

Existing Sewer Fund Debt Service (Non-Excluded)

| Date of Issue | Purpose / Project | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
|---------------|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|----------|----------|
| 12/14/06 | WWTP Expansion | 1,282,406 | 1,280,715 | 1,278,990 | 1,277,230 | 1,275,435 | 1,273,603 | 1,271,735 | | |
| Total | | 1,282,406 | 1,280,715 | 1,278,990 | 1,277,230 | 1,275,435 | 1,273,603 | 1,271,735 | 0 | 0 |

Authorized / Unissued Sewer Fund Debt Service (Non-Excluded)

| Date Ant | Purpose / Project | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
|--------------|-------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| | | | | | | | | | | |
| Total | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Existing Water Fund Debt Service (Non-Excluded)

| Date of Issue | Purpose / Project | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
|---------------|------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 04/10/98 | Water Treatment Plant (Filtration) | 91,427 | 91,427 | | | | | | | |
| 12/14/21 | Water Treatment Plant (Filtration) | | | 74,075 | 73,650 | 74,075 | 74,630 | 74,350 | 74,290 | 73,840 |
| 10/06/98 | Water Treatment Plant #3 | 203,200 | 203,110 | | | | | | | |
| 12/14/21 | Water Treatment Plant #3 | | | 162,368 | 163,540 | 165,065 | 161,940 | 169,100 | 162,685 | 170,360 |
| 10/6/1998 | Water Treatment Plant #2 | 16,672 | 16,672 | | | | | | | |
| 12/14/21 | Water Treatment Plant #2 | | | 13,893 | 13,585 | 14,110 | 13,660 | 14,240 | 13,855 | 13,415 |
| Total | | 311,299 | 311,209 | 250,336 | 250,775 | 253,250 | 250,230 | 257,690 | 250,830 | 257,615 |

Authorized / Unissued Water Fund Debt Service (Non-Excluded)

| Date Ant | Purpose / Project | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
|--------------|-------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| | | | | | | | | | | |
| Total | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |



Appendix E: Capital Investment Strategy

| Committed Capital Investments | Committed Capital Improvement Plan FY2024 - FY2028 | | | | | | | |
|---|--|------------------|--------------------|------------------|------------------|------------------|------------------|------------------|
| | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Existing General Fund Non-Excluded Debt | \$0 | \$0 | \$316,368 | \$291,050 | \$279,075 | \$269,220 | \$260,460 | \$252,795 |
| Authorized & Unissued General Fund Non-Excl. Debt | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Capital Leases & Annual Investments | \$58,608 | \$58,848 | \$58,848 | \$67,079 | \$70,179 | \$73,434 | \$76,863 | \$80,452 |
| General Fund Pay as You Go Spending | \$201,281 | \$525,500 | \$835,410 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | | | | | | | | |
| TOTAL | \$259,889 | \$584,348 | \$1,210,626 | \$358,129 | \$349,254 | \$342,654 | \$337,323 | \$333,247 |
| | | | | | | | | |
| Net Budget (Projection 2.0% Annual Increase) | \$21,330,080 | \$21,569,680 | \$22,089,104 | \$21,439,913 | \$22,078,312 | \$22,576,825 | \$23,085,658 | \$23,605,020 |
| General Fund Capital Spending as % of Net Budget | 1.22% | 2.71% | 5.48% | 5.00% | 5.00% | 5.00% | 5.00% | 5.00% |
| | | | | | | | | |
| Target Capital Spending @ 5.0% of Net Budget | | | | \$1,071,996 | \$1,103,916 | \$1,128,841 | \$1,154,283 | \$1,180,251 |
| Available for New Capital | | | | \$713,867 | \$754,662 | \$786,188 | \$816,959 | \$847,004 |



| | | | | Projected Capital Spending FY2024 - FY2028 | | | | |
|---|--------------|--------------|--------------|--|--------------|--------------|--------------|--------------|
| Description | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| General Fund PayGo (Cash-Funded) | | | | \$200,000 | \$0 | \$19,000 | \$19,000 | \$19,000 |
| Free Cash PayGo (Cash-Funded) | | | | \$427,500 | \$579,820 | \$668,720 | \$640,248 | \$515,000 |
| General Fund Annual Non-Excluded Debt Service | | | | \$0 | \$0 | \$0 | \$124,924 | \$212,267 |
| Total Annual General Fund Cost (Budgetary Impact) | | | | \$627,500 | \$579,820 | \$687,720 | \$784,172 | \$746,267 |
| Surplus/Deficit | | | | \$86,367 | \$174,842 | \$98,468 | \$32,787 | \$100,737 |
| | | | | | | | | |
| *Total General Fund Existing & Projected Capital Spending | \$259,889 | \$584,348 | \$1,210,626 | \$985,629 | \$929,074 | \$1,030,374 | \$1,121,495 | \$1,079,514 |
| General Fund Capital Spending as % of Net Budget | 1.22% | 2.71% | 5.48% | 4.60% | 4.21% | 4.56% | 4.86% | 4.57% |

| | | | | Projected Enterprise Fund CIP FY2024 - FY2028 | | | | |
|--|-------------|-------------|-------------|---|--------------------|--------------------|--------------------|------------------|
| Description | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Sewer Fund PayGo (Cash-Funded) | | | | \$360,000 | \$297,500 | \$312,500 | \$262,500 | \$212,500 |
| Sewer Fund Annual Debt Service | \$1,282,406 | \$1,280,715 | \$1,278,990 | \$1,277,230 | \$1,275,435 | \$1,273,603 | \$1,271,735 | \$0 |
| Water Fund PayGo (Cash-Funded) | | | | \$95,000 | \$20,500 | \$12,500 | \$12,500 | \$12,500 |
| Water Fund Annual Debt Service | \$311,299 | \$311,209 | \$250,336 | \$250,775 | \$253,250 | \$250,230 | \$257,690 | \$250,830 |
| | | | | | | | | |
| Total Enterprise Fund Resources Committed | | | | \$1,983,005 | \$1,846,685 | \$1,848,833 | \$1,804,425 | \$475,830 |



| Description | 2021 | 2022 | 2023 | Projected Annual Excluded Debt FY2024 - FY2028 | | | | |
|--|-----------|-----------|-----------|--|--------------------|--------------------|--------------------|--------------------|
| | | | | 2024 | 2025 | 2026 | 2027 | 2028 |
| Existing General Fund Excluded Debt | \$430,134 | \$311,745 | \$312,245 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Projected General Fund Excluded Debt | | | | \$0 | \$2,064,162 | \$2,064,162 | \$2,064,162 | \$2,064,162 |
| Total General Fund Annual Excluded Debt | | | | \$0 | \$2,064,162 | \$2,064,162 | \$2,064,162 | \$2,064,162 |

| | | | | | |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|
| Total Projected Annual Capital Expenditure (Not including Other Funding Sources) | \$2,968,634 | \$4,839,921 | \$4,943,369 | \$4,990,082 | \$3,619,506 |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|



Summary Capital Improvement Funding Plan

| Description | 2024 | 2025 | 2026 | 2027 | 2028 | Total 5 Year Investment | Percentage of Total Expenditure |
|---|--------------------|---------------------|--------------------|--------------------|--------------------|-------------------------------|---------------------------------------|
| Total General Fund Project Costs | \$200,000 | \$30,000,000 | \$19,000 | \$2,290,346 | \$679,000 | \$33,188,346 | 82% |
| Total Free Cash Project Costs | \$427,500 | \$579,820 | \$668,720 | \$640,248 | \$515,000 | \$2,831,288 | 7% |
| Total Enterprise Fund Project Costs | \$455,000 | \$318,000 | \$325,000 | \$275,000 | \$225,000 | \$1,598,000 | 4% |
| Total Stabilization Fund Project Costs | \$0 | \$0 | \$0 | \$0 | \$1,070,000 | \$1,070,000 | 3% |
| Total Other Funding Sources Project Costs | \$687,154 | \$400,000 | \$300,000 | \$300,000 | \$300,000 | \$1,987,154 | 5% |
| | | | | | | | |
| Total Project Costs | \$1,769,654 | \$31,297,820 | \$1,312,720 | \$3,505,594 | \$2,789,000 | \$40,674,788 | 100% |

**Includes Free Cash & Projected Debt.*

| | | | | | | |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| Total Projected Annual Capital Expenditure | \$3,655,788 | \$5,239,921 | \$5,243,369 | \$5,290,082 | \$4,989,506 | \$24,418,665 |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|



Appendix E: Capital Investment Strategy – Estimated Debt Service

ESTIMATED GENERAL FUND DEBT SERVICE (Non-Excluded)

| Date of Issue | Purpose / Project | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 |
|---------------|---|----------|----------|----------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 2027 | <i>*School Roof Projects (10 Year Term @ 3.75%)</i> | | | | 124,924 | 121,517 | 118,110 | 114,703 | 111,296 | 107,889 | 104,482 |
| 2028 | <i>Blacktop Replacement Projects (10 Year Term @ 3.75%)</i> | | | | | 90,750 | 88,275 | 85,800 | 83,325 | 80,850 | 78,375 |
| Total | | 0 | 0 | 0 | 124,924 | 212,267 | 206,385 | 200,503 | 194,621 | 188,739 | 182,857 |

ESTIMATED GENERAL FUND DEBT SERVICE (Excluded)

| Date of Issue | Purpose / Project | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 |
|---------------|---|----------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| 2024 | <i>Phase III: Public Safety Complex (30 Year Term @ 5.5%)</i> | | 2,064,162 | 2,064,162 | 2,064,162 | 2,064,162 | 2,064,162 | 2,064,162 | 2,064,162 | 2,064,162 | 2,064,162 |
| Total | | 0 | 2,064,162 | 2,064,162 | 2,064,162 | 2,064,162 | 2,064,162 | 2,064,162 | 2,064,162 | 2,064,162 | 2,064,162 |


**Note: The total estimated borrowing for the school roof projects has been reduced to \$908,538.40 based on the assumption a 60% MSBA reimbursement will be secured on the total cost of \$2,271,346.*




Appendix F: Capital Project Request Forms

The following 45 pages contain each capital project request as well as a variety of details.


Town of Lee Capital Project Request Form

| | | | | | |
|--|--------------------------|--|--|---|--------------|
| Project Number | ADMIN 1 | | |  | |
| Contact Person/Requested By: | Christopher Brittain | | | | |
| Department: | Town Administrator | | | | |
| Phone: | | | | | |
| Email: | cbrittain@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (1 = Highest) | | |
| Phase III: Public Safety Complex | | | 1.00 | | |
| Project Description: | | | | | |
| Phase III of the Public Safety Complex project will commence construction of the facility. | | | | | |
| Project Justification: | | | | | |
| | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | | | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | | | | | |
| 2025 | 30,000,000 | Debt (Exclusion) | | | |
| 2026 | | | | | |
| 2027 | | | | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
| Insert Photo Here | | | Insert Photo Here | | |
| Other Comments/Discussion: | | | | | |
| | | | | | |


Town of Lee Capital Project Request Form

| | | | | | |
|--|--------------------------|--|--|---|--------------|
| Project Number | ADMIN 2 | | |  | |
| Contact Person/Requested By: | Christopher Brittain | | | | |
| Department: | Town Administrator | | | | |
| Phone: | | | | | |
| Email: | cbrittain@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (1 = Highest) | | |
| Airol di Roof Repairs | | Airol di Building | 1.00 | | |
| Project Description: | | | | | |
| The project would replace a flat section of roofing on the building that is currently leaking. | | | | | |
| Project Justification: | | | | | |
| The roof has been compromised in at least one section and is leaking requiring additional attention and repairs. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | | | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | 20,000 | Free Cash | Vendor | | |
| 2025 | | | | | |
| 2026 | | | | | |
| 2027 | | | | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
| Insert Photo Here | | | Insert Photo Here | | |
| Other Comments/Discussion: | | | | | |
| | | | | | |




Town of Lee Capital Project Request Form

| | | | | | |
|--|--------------------------|--|--|---|--------------|
| Project Number | ADMIN 3 | | |  | |
| Contact Person/Requested By: | Christopher Brittain | | | | |
| Department: | Town Administrator | | | | |
| Phone: | | | | | |
| Email: | cbrittain@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (1 = Highest) | | |
| Phase III: Memorial Hall Updates | | Memorial Hall | 1.00 | | |
| Project Description: | | | | | |
| Phase 3 of Memorial Hall flooring replacements and exterior wood trim painting. | | | | | |
| Project Justification: | | | | | |
| Updates needed as a part of general building maintenance. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | | | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | 20,000 | Free Cash | Vendor | | |
| 2025 | | | | | |
| 2026 | | | | | |
| 2027 | | | | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
| Insert Photo Here | | | Insert Photo Here | | |
| Other Comments/Discussion: | | | | | |
| | | | | | |


Town of Lee Capital Project Request Form

| | | | | | |
|---|--------------------------|--|--|---|--------------|
| Project Number | DPW 3 | | |  | |
| Contact Person/Requested By: | Len Tisdale | | | | |
| Department: | DPW | | | | |
| Phone: | 413-243-5520 | | | | |
| Email: | ltisdale@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (1 = Highest) | | |
| Street Lighting Conversions | | Main Street | 2.00 | | |
| Project Description: | | | | | |
| Replace existing decorative incandescent ballasts and masts with LED smart fixtures and WiFi capabilities over a two year period. | | | | | |
| Project Justification: | | | | | |
| Energy reduction. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | 2001 | 20 + | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | | | | | |
| 2025 | 100,000 | Free Cash | | Energy reduction | |
| 2026 | 100,000 | Free Cash | | Energy reduction | |
| 2027 | | | | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
| Insert Photo Here | | | Insert Photo Here | | |
| Other Comments/Discussion: | | | | | |
| | | | | | |


Town of Lee Capital Project Request Form

| | | | | | |
|---|--------------------------|---------------------------|---|---|--|
| Project Number | | DPW 4 | |  | |
| Contact Person/Requested By: | | Len Tisdale | | | |
| Department: | | DPW | | | |
| Phone: | | 413-243-5520 | | | |
| Email: | | ltisdale@town.lee.ma.us | | | |
| Project Name | | | Project Location | | Dept Priority 1-5 (1 = Highest) |
| Street Paving | | | Bradley Court - Abby Court | | 1.00 |
| Project Description: | | | | | |
| Improve cross-slope and plane by adding a hot mixed asphalt (HMA) overlay. Bradley Court will receive a chip seal over the HMA. This chip sealing is trial based for future applications. | | | | | |
| Project Justification: | | | | | |
| The roadways have significant radial and alligator cracking throughout, as well as heavily oxidized asphalt content. | | | | | |
| Combine w/Other Projects? Which Ones? | | | If Replacement/Alteration, Date Asset was Built or Purchased? | | Useful Life (in Years) |
| | | | 1990's | | 10-15 years |
| Amount Requested by FY | | Source of Funding | | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues |
| 2024 | 300,000 | General Fund | | Open bidding | Mitigates repairs |
| 2025 | | | | | |
| 2026 | | | | | |
| 2027 | | | | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
| Insert Photo Here | | | Insert Photo Here | | |
|  | | |  <div style="float: right; margin-top: -50px;">Chip</div> | | |
| Other Comments/Discussion: | | | | | |
| FY2024 = \$200,000 General Fund Raise & Appropriate & \$100,000 Free Cash | | | | | |



Town of Lee Capital Project Request Form

| | | | | | |
|--|--------------------------|--|--|---|--------------|
| Project Number | DPW 5 | | |  | |
| Contact Person/Requested By: | Len Tisdale | | | | |
| Department: | DPW | | | | |
| Phone: | 413-243-5520 | | | | |
| Email: | ltisdale@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (1 = Highest) | | |
| Street Paving | | Various | 1.00 | | |
| Project Description: | | | | | |
| Annual street paving allocation. | | | | | |
| Project Justification: | | | | | |
| | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | | 10-15 years | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | | | | | |
| 2025 | 200,000 | Free Cash | Open bidding | Mitigates repairs | |
| 2026 | 200,000 | Free Cash | Open bidding | Mitigates repairs | |
| 2027 | 200,000 | Free Cash | Open bidding | Mitigates repairs | |
| 2028 | 200,000 | Free Cash | Open bidding | Mitigates repairs | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
| Insert Photo Here | | | Insert Photo Here | | |
| Other Comments/Discussion: | | | | | |
| | | | | | |



Town of Lee Capital Project Request Form

| | | | | | |
|---|--------------------------|--|--|---|--------------|
| Project Number | DPW 6 | | |  | |
| Contact Person/Requested By: | Len Tisdale | | | | |
| Department: | DPW | | | | |
| Phone: | 413-243-5520 | | | | |
| Email: | ltisdale@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (1 = Highest) | | |
| Street Paving (Chapter 90) | | Various | 1.00 | | |
| Project Description: | | | | | |
| Chapter 90 annual street paving allocation. | | | | | |
| Project Justification: | | | | | |
| | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | | 10-15 years | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | 529,154 | Other | Open bidding | Chapter 90 | |
| 2025 | 300,000 | Other | | Chapter 90 | |
| 2026 | 300,000 | Other | | Chapter 90 | |
| 2027 | 300,000 | Other | | Chapter 90 | |
| 2028 | 300,000 | Other | | Chapter 90 | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
| Insert Photo Here | | | Insert Photo Here | | |
| Other Comments/Discussion: | | | | | |
| FY2024 includes a higher than average Chapter 90 funding with the inclusion of rollover monies from FY2023 and 40R funds. | | | | | |



Town of Lee Capital Project Request Form

| | | | | | |
|--|--------------------------|--|--|---|--------------|
| Project Number | DPW 7 | | |  | |
| Contact Person/Requested By: | Len Tisdale | | | | |
| Department: | DPW | | | | |
| Phone: | 413-243-5520 | | | | |
| Email: | ltisdale@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (1 = Highest) | | |
| Replace 1988 Sidewalk Tractor | | DPW Facility | 2.00 | | |
| Project Description: | | | | | |
| Replace a Holder sidewalk tractor with snowblower and salt spreader. | | | | | |
| Project Justification: | | | | | |
| Replacement parts for the current tractor are non-existent or hard to locate. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | 1988 | 20-30 years | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | | | | | |
| 2025 | | | | | |
| 2026 | 230,000 | Free Cash | State procurement | Fuel Main REDUCT | |
| 2027 | | | | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
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Town of Lee Capital Project Request Form

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|--|--------------------------|--|--|---|--------------|
| Project Number | DPW 8 | | |  | |
| Contact Person/Requested By: | Len Tisdale | | | | |
| Department: | DPW | | | | |
| Phone: | 413-243-5520 | | | | |
| Email: | ltisdale@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (1 = Highest) | | |
| Replace 1999 Plow Truck | | DPW Facility | 2.00 | | |
| Project Description: | | | | | |
| Replace an International plow truck with a plow, central hydraulics, stainless steel body and a slip-in sander. | | | | | |
| Project Justification: | | | | | |
| Current vehicle has corrosive and mechanical issues relative to its age. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | 1999 | 10-15 years | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | | | | | |
| 2025 | | | | | |
| 2026 | | | | | |
| 2027 | 240,000 | Free Cash | State procurement | Fuel/Main REDUCT | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
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Town of Lee Capital Project Request Form

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|--|--------------------------|--|--|---|--------------|
| Project Number | DPW 9 | | |  | |
| Contact Person/Requested By: | Len Tisdale | | | | |
| Department: | DPW | | | | |
| Phone: | 413-243-5520 | | | | |
| Email: | ltisdale@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (1 = Highest) | | |
| Replace 1997 Plow Truck | | DPW Facility | 3.00 | | |
| Project Description: | | | | | |
| Replace an International plow truck with a plow, central hydraulics, stainless steel body and a slip-in sander. | | | | | |
| Project Justification: | | | | | |
| Current vehicle has corrosive and mechanical issues relative to its age. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | 1997 | 10-15 years | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | | | | | |
| 2025 | | | | | |
| 2026 | | | | | |
| 2027 | | | | | |
| 2028 | 240,000 | Free Cash | State procurement | Fuel/Main REDUCT | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
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Town of Lee Capital Project Request Form

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|---|--------------------------|--|--|---|--------------|
| Project Number | FIRE EMS 1 | | |  | |
| Contact Person/Requested By: | Ryan C Brown Fire Chief | | | | |
| Department: | Fire | | | | |
| Phone: | 413 243 5547 | | | | |
| Email: | rbrown@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (5 = Highest) | | |
| Ambulance Repaint | | Fire HQ | 1.00 | | |
| Project Description: | | | | | |
| Repaint and correct body issues with Lee Rescue 1. | | | | | |
| Project Justification: | | | | | |
| In our yearly inspection the Mass OEMS cited a deficiency with this ambulance regarding paint condition and future possibility of body degradation due to the concern. Additional body rot which has caused the paint deterioration needs to be repaired. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | 2018 | 10.00 | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | 50,000 | Free Cash | Bulldog Apparatus | | |
| 2025 | | | | | |
| 2026 | | | | | |
| 2027 | | | | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
| Refurbish 2018 ambulance. New 2023 ambulance on order. | | | | | |


Town of Lee Capital Project Request Form

| | | | | | |
|---|--------------------------|--|--|---|--------------|
| Project Number | FIRE EMS 2 | | |  | |
| Contact Person/Requested By: | Ryan C Brown Fire Chief | | | | |
| Department: | Fire | | | | |
| Phone: | 413 243 5547 | | | | |
| Email: | rbrown@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (5 = Highest) | | |
| Communications Upgrade | | all fire vehicles | 2.00 | | |
| Project Description: | | | | | |
| The project will upgrade all radios deployed to firefighters. | | | | | |
| Project Justification: | | | | | |
| The ability for quality on scene communication becomes a safety and accountability issue for all personnel. Aging communications infrastructure is noncompliant with FEMA interoperability, therefore we are seeking funds to phase in a replacement cycle. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | 2009-2013 | 20.00 | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | | | | | |
| 2025 | 39,600 | Free Cash | Motorola Radio | | |
| 2026 | 27,720 | Free Cash | Motorola Radio | | |
| 2027 | 29,248 | Free Cash | Motorola Radio | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i>, please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
| The radios we are proposing would increase our communication capabilities to meet current FEMA and Commonwealth of Massachusetts Interoperable Radio Standards(CoMIRS) as well as all NFPA applicable | | | | | |


Town of Lee Capital Project Request Form

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|---|--------------------------|--|--|---|--------------|
| Project Number | FIRE EMS 3 | | |  | |
| Contact Person/Requested By: | Ryan C Brown Fire Chief | | | | |
| Department: | Fire | | | | |
| Phone: | 413 243 5547 | | | | |
| Email: | rbrown@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (5 = Highest) | | |
| Engine 5 Replacement | | | 1.00 | | |
| Project Description: | | | | | |
| Replace Engine 5 to stay on regular replacement of equipment schedule. | | | | | |
| Project Justification: | | | | | |
| In keeping with the NFPA recommendation of 20 year front line use life of apparatus E5 would be scheduled to be replaced. Though Engine 5 has proven over it's service time to be instrumental to the department, it has become overloaded and requires redesign to serve future community needs. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | | 20 years full service 5 years reserve | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | | | | | |
| 2025 | | | | | |
| 2026 | | | | | |
| 2027 | | | | | |
| 2028 | 670,000 | Other | KME | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
| Funded by stabilization. | | | | | |


Town of Lee Capital Project Request Form

| | | | | | |
|--|--------------------------|--|--|---|--------------|
| Project Number | FIRE EMS 4 | | |  | |
| Contact Person/Requested By: | Ryan C Brown Fire Chief | | | | |
| Department: | Fire | | | | |
| Phone: | 413 243 5547 | | | | |
| Email: | rbrown@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (5 = Highest) | | |
| Ambulance Replacement | | | 1.00 | | |
| Project Description: | | | | | |
| Replace 2018 ambulance. | | | | | |
| Project Justification: | | | | | |
| | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | 2018 | 10.00 | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | | | | | |
| 2025 | | | | | |
| 2026 | | | | | |
| 2027 | | | | | |
| 2028 | 400,000 | Other | KME | Stabilization | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
| Insert Photo Here | | | Insert Photo Here | | |
| Other Comments/Discussion: | | | | | |
| Funded by stabilization. | | | | | |


Town of Lee Capital Project Request Form

| | | | | | |
|---|--------------------------------|--|--|---|--------------|
| Project Number | LPS 2 | | |  | |
| Contact Person/Requested By: | Michael Richard | | | | |
| Department: | | | | | |
| Phone: | 413-243-0276 | | | | |
| Email: | mjrichard@leepublicschools.net | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (1 = Highest) | | |
| Network Upgrades | | Districtwide | 1.00 | | |
| Project Description: | | | | | |
| Replace all network switches, wireless access points, and firewall. | | | | | |
| Project Justification: | | | | | |
| Should the current system fail, the school department will be crippled. Current system is beyond "end of life" expectations. The LPS is eligible to receive \$76,000 from ERATE to complete the project (Total expense for project is \$268,000). | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | 2010 | 7.00 | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | 268,000 | Other | Vendor Quote | | |
| 2025 | | | | | |
| 2026 | | | | | |
| 2027 | | | | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
| Free Cash Request = \$150,000 Federal ERATE Funding (70% match) = \$76,000 | | | | | |


Town of Lee Capital Project Request Form

| | | | | | |
|--|--------------------------------|--|--|---|--------------|
| Project Number | LPS 3 | | |  | |
| Contact Person/Requested By: | Michael Richard | | | | |
| Department: | | | | | |
| Phone: | 413-243-0276 | | | | |
| Email: | mjrichard@leepublicschools.net | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (1 = Highest) | | |
| HVAC Controls Upgrade | | Districtwide | 1.00 | | |
| Project Description: | | | | | |
| Replace outdated HVAC control systems for which parts are no longer available. | | | | | |
| Project Justification: | | | | | |
| HVAC control system is 20+ years old and has exceeded "end of life" expectancies. The Town has received \$100,000 grant to offset the cost of this work. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | 2000 | 20.00 | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | | | Vendor quote | | |
| 2025 | 180,000 | Other | | | |
| 2026 | | | | | |
| 2027 | | | | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
| Free Cash Request = \$80,000 State IVAQ Grant = \$100,000 | | | | | |


Town of Lee Capital Project Request Form

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|--|--------------------------------|--|--|---|--------------|
| Project Number | LPS 4 | | |  | |
| Contact Person/Requested By: | Michael Richard | | | | |
| Department: | | | | | |
| Phone: | 413-243-0276 | | | | |
| Email: | mjrichard@leepublicschools.net | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (1 = Highest) | | |
| Security Upgrades | | Lee Elementary School | 1.00 | | |
| Project Description: | | | | | |
| The project would construct a secure vestibule when entering LES as well as replace several cameras throughout the building. | | | | | |
| Project Justification: | | | | | |
| Security is of the utmost importance, and securing the main entrance to visitors, allowing for a screening location is the next step in suing up the building. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | | | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | 40,000 | Grant | | | |
| 2025 | | | | | |
| 2026 | | | | | |
| 2027 | | | | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
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Town of Lee Capital Project Request Form

| | | | | | |
|---|--------------------------------|--|--|---|--------------|
| Project Number | LPS 5 | | |  | |
| Contact Person/Requested By: | Michael Richard | | | | |
| Department: | | | | | |
| Phone: | 413-243-0276 | | | | |
| Email: | mjrichard@leepublicschools.net | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (1 = Highest) | | |
| Auditorium Replacements | | Lee Middle and High School | 2.00 | | |
| Project Description: | | | | | |
| The project could be phased over two years, however, replacing the electronic sound and lighting systems alongside the curtains will ensure the auditorium remains adequate for regular use. | | | | | |
| Project Justification: | | | | | |
| The auditorium has reached 20 years of service, and many components are now showing their age. This space is used regularly by the school and community, therefore, maintaining it is critical. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | | 20.00 | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | | | | | |
| 2025 | 100,000 | Free Cash | | | |
| 2026 | 50,000 | Free Cash | | | |
| 2027 | | | | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i>, please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
| Year 1 - Sound System / Lighting System Replacement (\$100,000) | | | | | |
| Year 2 - Curtain System Replacement (\$50,000) | | | | | |


Town of Lee Capital Project Request Form

| | | | | | |
|---|--------------------------------|--|--|---|--------------|
| Project Number | LPS 6 | | |  | |
| Contact Person/Requested By: | Michael Richard | | | | |
| Department: | | | | | |
| Phone: | 413-243-0276 | | | | |
| Email: | mjrichard@leepublicschools.net | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (1 = Highest) | | |
| Mower Replacement | | Lee Middle and High School | 2.00 | | |
| Project Description: | | | | | |
| The current mowers used for both school properties has become aged and requires replacement to continually address mowing needs. | | | | | |
| Project Justification: | | | | | |
| Mowing the grounds is an important part of maintaining facilities, and having fully functional equipment is necessary to efficiently accomplishing this task. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | | 20.00 | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | | | | | |
| 2025 | | | | | |
| 2026 | 27,000 | Free Cash | | | |
| 2027 | | | | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
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Town of Lee Capital Project Request Form

| | | | | | |
|--|--------------------------------|--|--|---|--------------|
| Project Number | LPS 7 | | |  | |
| Contact Person/Requested By: | Michael Richard | | | | |
| Department: | | | | | |
| Phone: | 413-243-0276 | | | | |
| Email: | mjrichard@leepublicschools.net | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (1 = Highest) | | |
| Locker Room Upgrades | | Lee Middle and High School | 2.00 | | |
| Project Description: | | | | | |
| The locker rooms at LMHS require upgrades and replacements to the facilities given their age. | | | | | |
| Project Justification: | | | | | |
| Maintaining the locker room areas is necessary to provide an accessible space to students. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | | 20.00 | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | | | | | |
| 2025 | | | | | |
| 2026 | 34,000 | Free Cash | | | |
| 2027 | | | | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
| | | | | | |


Town of Lee Capital Project Request Form

| | | | | | |
|--|--------------------------------|--|--|---|--------------|
| Project Number | LPS 8 | | |  | |
| Contact Person/Requested By: | Michael Richard | | | | |
| Department: | | | | | |
| Phone: | 413-243-0276 | | | | |
| Email: | mjrichard@leepublicschools.net | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (1 = Highest) | | |
| Roof Replacements | | LMHS / LES | 1.00 | | |
| Project Description: | | | | | |
| The project could be phased, as both buildings require roof and rooftop unit replacements given the 20 useful life has been exceeded. | | | | | |
| Project Justification: | | | | | |
| The LES roof and rooftop units turned 20 years old in 2021, following by LMHS meeting the same threshold in 2022. Due to age, the facilities have seen increases in leakage and maintenance costs. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | | 20.00 | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | | | | | |
| 2025 | | | | | |
| 2026 | | | | | |
| 2027 | 2,271,346 | Debt (non-excluded) | Online Quote | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
| MSBA funding to be pursued as an offset to the cost. LES Quote = \$909,827 and LMHS = \$1,361,519 which will need to be updated closer to request year. | | | | | |


Town of Lee Capital Project Request Form

| | | | | | |
|--|--------------------------------|--|--|---|--------------|
| Project Number | LPS 9 | | |  | |
| Contact Person/Requested By: | Michael Richard | | | | |
| Department: | | | | | |
| Phone: | 413-243-0276 | | | | |
| Email: | mjrichard@leepublicschools.net | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (1 = Highest) | | |
| Phase I-III: Resurfacing All Blacktops | | Districtwide | 1.00 | | |
| Project Description: | | | | | |
| The project would resurface all blacktop areas surrounding both school buildings over a 3 year phased period beginning FY2028. In addition, the remaining underground oil tank would be removed to meet state code | | | | | |
| Project Justification: | | | | | |
| Maintaining safe, accessible school facilities is necessary, the walkable blacktop areas are an important part of the school campuses which must be replaced. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | | 20.00 | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | | | | | |
| 2025 | | | | | |
| 2026 | | | | | |
| 2027 | | | | | |
| 2028 | 660,000 | Debt (non-excluded) | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
| Phase I: \$660,000 - FY2028 Phase II: \$670,000 - FY2029 | | | | | |



Town of Lee Capital Project Request Form

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|--|--------------------------------|--|--|---|--------------|
| Project Number | LPS 10 | | |  | |
| Contact Person/Requested By: | Michael Richard | | | | |
| Department: | | | | | |
| Phone: | 413-243-0276 | | | | |
| Email: | mjrichard@leepublicschools.net | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (1 = Highest) | | |
| Tennis Court Replacement | | Lee Middle and High School | 2.00 | | |
| Project Description: | | | | | |
| The project would reconstruct and replace the 20 year old tennis court. | | | | | |
| Project Justification: | | | | | |
| Tennis courts are a community asset which must be maintained to ensure safe conditions. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | | 20.00 | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | | | | | |
| 2025 | | | | | |
| 2026 | | | | | |
| 2027 | | | | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
| FY2029 Project = \$300,000 Free Cash | | | | | |



Town of Lee Capital Project Request Form

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|---|--------------------------------|--|--|---|--------------|
| Project Number | LPS 11 | | |  | |
| Contact Person/Requested By: | Michael Richard | | | | |
| Department: | | | | | |
| Phone: | 413-243-0276 | | | | |
| Email: | mjrichard@leepublicschools.net | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (1 = Highest) | | |
| Maple Street Field Improvements | | Maple Street Fields | 2.00 | | |
| Project Description: | | | | | |
| The project would provide improvements to not only the playing field areas, but the parking and dugout spaces. Further, scoreboards would be added to the varsity fields. | | | | | |
| Project Justification: | | | | | |
| Playing fields are an important community asset, one that requires planned maintenance and attention to continually offer open space opportunities. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | | 20.00 | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | | | | | |
| 2025 | | | | | |
| 2026 | | | | | |
| 2027 | | | | | |
| 2028 | 75,000 | Free Cash | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
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Town of Lee Capital Project Request Form

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|---|--------------------------|--|--|---|--------------|
| Project Number | POLICE 1 | | |  | |
| Contact Person/Requested By: | Craig DeSantis | | | | |
| Department: | Police | | | | |
| Phone: | (413) 243-5530 | | | | |
| Email: | cdesantis@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (5 = Highest) | | |
| Replace 6 Mobile Data Terminals | | Police Department | 3.00 | | |
| Project Description: | | | | | |
| Replacement of Mobil Data Terminals in each cruiser, that will be 6 or more years old in FY 24. | | | | | |
| Project Justification: | | | | | |
| Seeking to replace existing units, and associated mounting hardware prior to software or hardware failure and to increase use speeds. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | 2017 or older | approximately 5 to 8 years of service | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | 45,000 | Free Cash | Transcore | none | |
| 2025 | | | | | |
| 2026 | | | | | |
| 2027 | | | | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
| Each cruiser MDT unit and associated hardware is projected to cost approximately \$6,600.00 = \$39,600.00 along with instalation/switch over labor of approximately \$600.00 per cruiser = \$3000.00 for a total project cost estimate of \$42,600.00 . Add SRO equipment and inflation, total request = \$45,000.00. | | | | | |



Town of Lee Capital Project Request Form

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|---|--------------------------|---------------------------|--|---|-------------------------------|
| Project Number | | POLICE 2 | |  | |
| Contact Person/Requested By: | | Craig DeSantis | | | |
| Department: | | Police | | | |
| Phone: | | (413) 243-5530 | | | |
| Email: | | cdesantis@town.lee.ma.us | | | |
| Project Name | | Project Location | | Dept Priority 1-5 (5 = Highest) | |
| Replace Balistic Vests | | Police Department | | 5.00 | |
| Project Description: | | | | | |
| Replacement of balistic vests. | | | | | |
| Project Justification: | | | | | |
| Officers need replacement of balistic vests that are set to expire in FY 25 as well as update associated existing vest equipment holster set ups. | | | | | |
| Combine w/Other Projects? Which Ones? | | | If Replacement/Alteration, Date Asset was Built or Purchased? | | Useful Life (in Years) |
| | | | 2019 | | 5.00 |
| Amount Requested by FY | | Source of Funding | | \$ Impact on Operating Expenses or Revenues | |
| 2024 | | | | | |
| 2025 | 16,900 | Free Cash | | Sentry Uniform | |
| 2026 | | | | | |
| 2027 | | | | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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|  | | | | | |
| Other Comments/Discussion: | | | | | |
| The cost of the balistic vests, truma plates and associated carriers are projected to cost approximately \$1,300.00 per Officer for a total cost of \$16,900. However, 50 % percent of this cost will be re-embursable with | | | | | |


Town of Lee Capital Project Request Form

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|--|--------------------------|--|--|---|--------------|
| Project Number | POLICE 3 | | |  | |
| Contact Person/Requested By: | Craig DeSantis | | | | |
| Department: | Police | | | | |
| Phone: | (413) 243-5530 | | | | |
| Email: | cdesantis@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (5 = Highest) | | |
| New Body Cameras | | Police Department | 3.00 | | |
| Project Description: | | | | | |
| Purchase of body cameras, supporting software interface and storage. | | | | | |
| Project Justification: | | | | | |
| In anticipation of legislative requirements for Officer worn body cameras, as well as recognition of this equipment as a liability mitigation tool for modern policing. This purchase will become an annual expense and should be included in the annual operating budget. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | | 5.00 | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | | | | | |
| 2025 | 19,000 | Free Cash | Axon Enterprise Inc | Annual expense | |
| 2026 | 19,000 | General Fund | | Annual expense | |
| 2027 | 19,000 | General Fund | | Annual expense | |
| 2028 | 19,000 | General Fund | | Annual expense | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
| The above estimate totals \$95,000 and covers hardware software and video storage for a 5 year contractual period, which is paid for annually. After 5 years another 5 year cycle would begin again at an anticipated 10% | | | | | |


Town of Lee Capital Project Request Form

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|---|--------------------------|--|--|---|--------------|
| Project Number | POLICE 4 | | |  | |
| Contact Person/Requested By: | Craig DeSantis | | | | |
| Department: | Police | | | | |
| Phone: | (413) 243-5530 | | | | |
| Email: | cdesantis@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (5 = Highest) | | |
| Replace Portable / Cruiser Radios | | Police Department | 1.00 | | |
| Project Description: | | | | | |
| Replacement of aging portable and cruiser radios systems, as well as associated hardware for 5 cruisers and 13 full time public safety employees. | | | | | |
| Project Justification: | | | | | |
| In an effort to keep an effective and safe level of public safety readiness as it relates to mobile communications, I seek to upgrade and or replace existing radio units before communication deficits and failures occur. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | 2000-2014 | 10 to 20 years full service 5 years | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | | | | | |
| 2025 | | | | | |
| 2026 | | | | | |
| 2027 | 171,000 | Free Cash | PCI | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
| This estimate covers 13 portable radios and microphone sets at approximately \$8,000.00 per radio = \$104,000.00 . Included are 5, 100 watt cruiser radios and associated hardware at approximately \$9,000.00 per | | | | | |



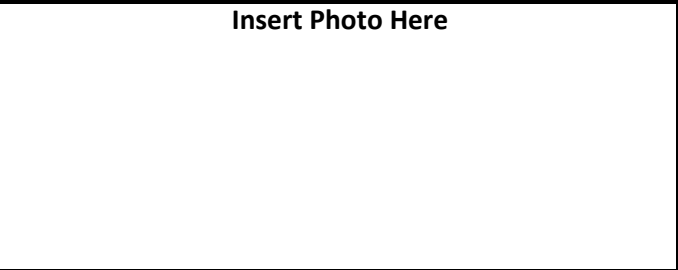
Town of Lee Capital Project Request Form

| | | | | | |
|--|--------------------------|--|--|---|--------------|
| Project Number | POLICE 5 | | |  | |
| Contact Person/Requested By: | Craig DeSantis | | | | |
| Department: | Police | | | | |
| Phone: | (413) 243-5530 | | | | |
| Email: | cdesantis@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (5 = Highest) | | |
| Cruiser Replacements | | Police Department | 1.00 | | |
| Project Description: | | | | | |
| Annual cruiser replacement program. | | | | | |
| Project Justification: | | | | | |
| In an effort to remain operationally capable and effective, the Police Department rotates 1 aging cruiser out of the fleet and replaces it with a new cruiser annually. In addition, this process also allows the Department to hold fleet maintenance costs at a reasonable and fiscally responsible level. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| The full time SRO program offsets cruiser replacement costs at \$10,000.00 annually. | | 2016-2022 | 5-6 years | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | 62,000 | General Fund | Dealer & Upfit | | |
| 2025 | 65,100 | General Fund | Dealer & Upfit | | |
| 2026 | 68,355 | General Fund | Dealer & Upfit | | |
| 2027 | 71,773 | General Fund | Dealer & Upfit | | |
| 2028 | 75,361 | General Fund | Dealer & Upfit | | |
| If request is for building construction or renovation, please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
| The annual replacement costs to maintain the police cruiser fleet is covered by existing funding within annual operations budget by way of an existing line item. This line item is supplemented by annual community impact | | | | | |



Town of Lee Capital Project Request Form

| | | | | | |
|--|--------------------------|--|--|---|--------------|
| Project Number | Sewer 1 | | |  | |
| Contact Person/Requested By: | Todd Tyer | | | | |
| Department: | Wastewater | | | | |
| Phone: | 413-243-5525 | | | | |
| Email: | ttyer@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (5 = Highest) | | |
| Collection System Maintenance | | Sewer Collection System | 1.00 | | |
| Project Description: | | | | | |
| Due to our aging collection system and our recent DEP inspection they require the Town to have a long term annual plan in place to work on inspecting, testing, (in some cases rehabing, replacing) the entire town of Lee | | | | | |
| Project Justification: | | | | | |
| DEP(Department of Environmental Protection) has put some recommendations/requirements in place. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | Approx 90% prior to 1970. | Unknown | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | 150,000 | Enterprise Fund (name) | DPC Engineering | - | |
| 2025 | 150,000 | Enterprise Fund (name) | DPC Engineering | - | |
| 2026 | 150,000 | Enterprise Fund (name) | DPC Engineering | - | |
| 2027 | 150,000 | Enterprise Fund (name) | DPC Engineering | - | |
| 2028 | 150,000 | Enterprise Fund (name) | DPC Engineering | - | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
| DPC Engineers (Consultant) performs inspection & maintenance as needed. (INI Report) | | | | | |


Town of Lee Capital Project Request Form

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|---|--------------------------|--|--|---|--------------|
| Project Number | Sewer 2 | | |  | |
| Contact Person/Requested By: | Todd Tyer | | | | |
| Department: | Wastewater | | | | |
| Phone: | 413-243-5525 | | | | |
| Email: | ttyer@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (5 = Highest) | | |
| Replace Pumpstation Generator | | Laurel Pumpstation | 2.00 | | |
| Project Description: | | | | | |
| Replace an existing generator at the pumpstation. | | | | | |
| Project Justification: | | | | | |
| Existing Generator is original and approx 60 years old. And is leaking oil consistently. This generator is crucial. If we lose power and the generator won't run a section of town will not be able to get sewer to the wastewater plant. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | Original. Approx 1960's | 20-30 years | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | 140,000 | Enterprise Fund (name) | Previous Geneartor | 500 | |
| 2025 | | | | | |
| 2026 | | | | | |
| 2027 | | | | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
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Town of Lee Capital Project Request Form

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|--|--------------------------|---------------------------|--|---|--|
| Project Number | | Sewer 3 | |  | |
| Contact Person/Requested By: | | Todd Tyer | | | |
| Department: | | Wastewater | | | |
| Phone: | | 413-243-5525 | | | |
| Email: | | ttyer@town.lee.ma.us | | | |
| Project Name | | | Project Location | | Dept Priority 1-5 (5 = Highest) |
| Disc Filter Replacement | | | Wastewater Plant | | 1.00 |
| Project Description: | | | | | |
| Replace our tertiary treatment clothe disc filters. | | | | | |
| Project Justification: | | | | | |
| Filters were recommended to replaced this year by the DEP. | | | | | |
| Combine w/Other Projects? Which Ones? | | | If Replacement/Alteration, Date Asset was Built or Purchased? | | Useful Life (in Years) |
| | | | Original 2008 | | 5.00 |
| Amount Requested by FY | | Source of Funding | | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues |
| 2024 | 30,000 | Enterprise Fund (name) | | Manufacturer | - |
| 2025 | | | | | |
| 2026 | | | | | |
| 2027 | | | | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
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Town of Lee Capital Project Request Form

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|--|--------------------------|--|--|---|--------------|
| Project Number | Sewer 4 | | |  | |
| Contact Person/Requested By: | Todd Tyer | | | | |
| Department: | Wastewater | | | | |
| Phone: | 413-243-5525 | | | | |
| Email: | ttyer@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (5 = Highest) | | |
| General Capital | | Wastewater plant, pumpstation | 1.00 | | |
| Project Description: | | | | | |
| Annual general capital allocation to support extraordinary infrastructure contingency. | | | | | |
| Project Justification: | | | | | |
| Normal yearly amount that is awarded for unexpected events. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | | | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | 12,500 | Enterprise Fund (name) | Previous years | - | |
| 2025 | 12,500 | Enterprise Fund (name) | | | |
| 2026 | 12,500 | Enterprise Fund (name) | | | |
| 2027 | 12,500 | Enterprise Fund (name) | | | |
| 2028 | 12,500 | Enterprise Fund (name) | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
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Town of Lee Capital Project Request Form

| | | | | | |
|---|--------------------------|--|--|---|--------------|
| Project Number | Sewer 5 | | |  | |
| Contact Person/Requested By: | Todd Tyer | | | | |
| Department: | Wastewater | | | | |
| Phone: | 413-243-5525 | | | | |
| Email: | ttyer@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (5 = Highest) | | |
| Replace Pumpstation Generator | | Willow Pumpstation | 2.00 | | |
| Project Description: | | | | | |
| Replace an existing generator at the pumpstation. | | | | | |
| Project Justification: | | | | | |
| Existing Generator is original and approx 60 years old. And is leaking oil consistently. This generator is crucial. If we lose power and the generator won't run a section of town will not be able to get sewer to the wastewater plant. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | Original. Approx 1960's | 20-30 years | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | | | | | |
| 2025 | 85,000 | Enterprise Fund (name) | Previous Geneartor | | |
| 2026 | | | | | |
| 2027 | | | | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
| | | | | | |


Town of Lee Capital Project Request Form

| | | | | | |
|---|--------------------------|--|--|---|--------------|
| Project Number | Sewer 6 | | |  | |
| Contact Person/Requested By: | Todd Tyer | | | | |
| Department: | Wastewater | | | | |
| Phone: | 413-243-5525 | | | | |
| Email: | ttyer@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (5 = Highest) | | |
| Upgrade/Replace PLC system | | Main Plant | 2.00 | | |
| Project Description: | | | | | |
| Upgrade and replace outdated and obsolete PLC (Programmable Logic Controllers) at the main plant that run most equipment. | | | | | |
| Project Justification: | | | | | |
| Existing PLC (hardware and software) is obsolete so if the system experiences problems the plant will potentially be unable to properly treat the wastewater and then face significant expenses to fix the issue. DEP could levy fines if this type of interruption arises. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | 2007 | 15 years | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | | | | | |
| 2025 | | | | | |
| 2026 | 100,000 | Enterprise Fund (name) | Estimate | | |
| 2027 | | | | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
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Town of Lee Capital Project Request Form

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|---|--------------------------|--|--|---|--------------|
| Project Number | Sewer 7 | | |  | |
| Contact Person/Requested By: | Todd Tyer | | | | |
| Department: | Wastewater | | | | |
| Phone: | 413-243-5525 | | | | |
| Email: | ttyer@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (5 = Highest) | | |
| Upgrade/Replace VFDs | | Main Plant | 2.00 | | |
| Project Description: | | | | | |
| Update and replace outdated and obsolete VFDs (variable frequency drives) for motors. | | | | | |
| Project Justification: | | | | | |
| Existing VFDs are obsolete and maintenance is difficult and costly. Manufacturer recommends updates to current equipment, hardware and software, in case of failure. VFD directly impact energy use (significantly more efficient) and also enable less wear on equipment, resulting in a longer useful life. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | 2007 | 15 years | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | | | | | |
| 2025 | | | | | |
| 2026 | | | | | |
| 2027 | 100,000 | Enterprise Fund (name) | Estimate | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
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Town of Lee Capital Project Request Form

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|--|--------------------------|--|--|---|--------------|
| Project Number | Sewer 8 | | |  | |
| Contact Person/Requested By: | Todd Tyer | | | | |
| Department: | Wastewater | | | | |
| Phone: | 413-243-5525 | | | | |
| Email: | ttyer@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (5 = Highest) | | |
| Tank Air Diffuser Replacement | | Wastewater Plant | 4.00 | | |
| Project Description: | | | | | |
| Air system in the tanks is outdated. Four separate tanks require replacement over a two year period. | | | | | |
| Project Justification: | | | | | |
| Life of equipment is 5 years and they have been in use for 15 years. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | 2007 | five to ten | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | | | | - | |
| 2025 | | | | | |
| 2026 | | | | | |
| 2027 | | | | | |
| 2028 | 50,000 | Enterprise Fund (name) | Estimate | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
| The project would span 2 years, replacing equipment in 2 tanks each year. | | | | | |


Town of Lee Capital Project Request Form

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|---|--------------------------|--|--------------------------------|---|--------------|
| Project Number | Sewer 9 | | |  | |
| Contact Person/Requested By: | Todd Tyer | | | | |
| Department: | Wastewater | | | | |
| Phone: | 413-243-5525 | | | | |
| Email: | ttyer@town.lee.ma.us | | | | |
| Project Name | Project Location | Dept Priority 1-5 (5 = Highest) | | | |
| Replace Pumps & Motors | 4 pumpstations | 1.00 | | | |
| Project Description: | | | | | |
| Replace and/or rebuild existing pumps and motors at 4 pump stations. Each station has 2 motors and 2 pumps. | | | | | |
| Project Justification: | | | | | |
| Equipment is approx 50 years old and running very inefficiently. Due to age, the mechanicals require costly work done on a regular basis. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | approx 1970's | 10+ | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | | | | - | |
| 2025 | 50,000 | Enterprise Fund (name) | Estimate | | |
| 2026 | 50,000 | Enterprise Fund (name) | Estimate | | |
| 2027 | | | | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
| The project would span 2 years, replacing 2 pump stations each year. | | | | | |


Town of Lee Capital Project Request Form

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|---|--------------------------|--|--|---|--------------|
| Project Number | Sewer 10 | | |  | |
| Contact Person/Requested By: | Todd Tyer | | | | |
| Department: | Wastewater | | | | |
| Phone: | 413-243-5525 | | | | |
| Email: | ttyer@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (5 = Highest) | | |
| Upgrade/Replace Odor Control Unit | | Main Plant | 4.00 | | |
| Project Description: | | | | | |
| Replace and upgrade existing Odor control system. | | | | | |
| Project Justification: | | | | | |
| Existing Odor control system main component is past useful life and in need of major upgrade or complete replacement. The system significantly helps keep odors from the plant at a low level not to disturb surrounding residents. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | 2007 | 15 years | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | | | | | |
| 2025 | | | | | |
| 2026 | | | | | |
| 2027 | | | | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
| Project has been planned for FY2029 totaling \$50,000.00. | | | | | |



Town of Lee Capital Project Request Form

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|---|--------------------------|--|--|---|--------------|
| Project Number | Sewer 11 | | |  | |
| Contact Person/Requested By: | Todd Tyer | | | | |
| Department: | Wastewater | | | | |
| Phone: | 413-243-5525 | | | | |
| Email: | ttyer@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (5 = Highest) | | |
| Meter Radio Replacement / Software | | Residential Locations | 1.00 | | |
| Project Description: | | | | | |
| The project will replace meter radios and provide a software upgrade at residential locations. This project is split between the Sewer and Water Departments. | | | | | |
| Project Justification: | | | | | |
| | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | | | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | 27,500 | Enterprise Fund (name) | | | |
| 2025 | | | | | |
| 2026 | | | | | |
| 2027 | | | | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
| Project is funded 50/50 by Sewer and Water Enterprise Retained Earnings. | | | | | |


Town of Lee Capital Project Request Form

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|--|--------------------------|--|--|---|--------------|
| Project Number | Water 1 | | |  | |
| Contact Person/Requested By: | Jeremy Baker | | | | |
| Department: | Water | | | | |
| Phone: | (413)243-5520 | | | | |
| Email: | jbaker@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (1 = Highest) | | |
| General Capital | | Water | 1.00 | | |
| Project Description: | | | | | |
| Annual general capital allocation to support extraordinary infrastructure contingency. | | | | | |
| Project Justification: | | | | | |
| Normal yearly amount that is awarded for unexpected events. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | | | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | 12,500 | Enterprise Fund (name) | | | |
| 2025 | 12,500 | Enterprise Fund (name) | | | |
| 2026 | 12,500 | Enterprise Fund (name) | | | |
| 2027 | 12,500 | Enterprise Fund (name) | | | |
| 2028 | 12,500 | Enterprise Fund (name) | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
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Town of Lee Capital Project Request Form

| | | | | | |
|---|--------------------------|--|--|---|--------------|
| Project Number | Water 2 | | |  | |
| Contact Person/Requested By: | Jeremy Baker | | | | |
| Department: | Water | | | | |
| Phone: | (413)243-5520 | | | | |
| Email: | jbaker@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (1 = Highest) | | |
| Water Main Trailer | | Water | 1.00 | | |
| Project Description: | | | | | |
| The department would like to purchase a trailer for emergency water breaks. | | | | | |
| Project Justification: | | | | | |
| Currently the department responds to an emergency and then must have someone return to the shop to gather equipment and tools. This would allow a variety of equipment and materials to be readily available on site. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | | | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | | | | | |
| 2025 | 8,000 | Enterprise Fund (name) | Vendor Quote | | |
| 2026 | | | | | |
| 2027 | | | | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
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Town of Lee Capital Project Request Form

| | | | | | |
|---|--------------------------|--|--|---|--------------|
| Project Number | Water 3 | | |  | |
| Contact Person/Requested By: | Jeremy Baker | | | | |
| Department: | Water | | | | |
| Phone: | (413)243-5520 | | | | |
| Email: | jbaker@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (1 = Highest) | | |
| Meter Radio Replacement / Software | | Residential Locations | 1.00 | | |
| Project Description: | | | | | |
| The project will replace meter radios and provide a software upgrade at residential locations. This project is split between the Sewer and Water Departments. | | | | | |
| Project Justification: | | | | | |
| | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | | | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | 27,500 | Enterprise Fund (name) | | | |
| 2025 | | | | | |
| 2026 | | | | | |
| 2027 | | | | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
| Project is funded 50/50 by Sewer and Water Enterprise Retained Earnings. | | | | | |

Town of Lee Capital Project Request Form

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|--|--------------------------|--|--|---|--------------|
| Project Number | Water 4 | | |  | |
| Contact Person/Requested By: | Jeremy Baker | | | | |
| Department: | Water | | | | |
| Phone: | (413)243-5520 | | | | |
| Email: | jbaker@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (1 = Highest) | | |
| Truck Replacement | | Water Department | 1.00 | | |
| Project Description: | | | | | |
| The project will replace a truck for the Water Department that recently failed inspection. | | | | | |
| Project Justification: | | | | | |
| The current vehicle has failed inspection and must be retired. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | | | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | 55,000 | Enterprise Fund (name) | | | |
| 2025 | | | | | |
| 2026 | | | | | |
| 2027 | | | | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
| Project is funded 50/50 by Sewer and Water Enterprise Retained Earnings. | | | | | |

Town of Lee Capital Project Request Form

| | | | | | |
|--|--------------------------|--|--|---|--------------|
| Project Number | YOUTH 1 | | |  | |
| Contact Person/Requested By: | Christopher Brittain | | | | |
| Department: | Town Administrator | | | | |
| Phone: | | | | | |
| Email: | cbrittain@town.lee.ma.us | | | | |
| Project Name | | Project Location | Dept Priority 1-5 (1 = Highest) | | |
| Playground Improvements | | | 1.00 | | |
| Project Description: | | | | | |
| The project would provide replacement of playground equipment including nets and basketball hoops. Further, additional drainage would be added to the athletic field. | | | | | |
| Project Justification: | | | | | |
| Playground equipment is past its useful life and requires replacement to maintain a safe play environment. Additional drainage is also necessary to maintain a dry athletic field and enable better play conditions. | | | | | |
| Combine w/Other Projects? Which Ones? | | If Replacement/Alteration, Date Asset was Built or Purchased? | Useful Life (in Years) | | |
| | | | | | |
| Amount Requested by FY | | Source of Funding | Source of Cost Estimate | \$ Impact on Operating Expenses or Revenues | |
| 2024 | 12,500 | Free Cash | Vendor | | |
| 2025 | | | | | |
| 2026 | | | | | |
| 2027 | | | | | |
| 2028 | | | | | |
| If request is for <i>building construction or renovation</i> , please identify cost breakdown by fiscal year: | | | | | |
| | ROW/Land/Easement | Design/Engineering | Construction | Equipment/Furn. | Total |
| 2024 | | | | | - |
| 2025 | | | | | - |
| 2026 | | | | | - |
| 2027 | | | | | - |
| 2028 | | | | | - |
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| Other Comments/Discussion: | | | | | |
| | | | | | |