

**TOWN OF WESTFORD  
CAPITAL BUDGET & PROGRAM  
FY 2018 – FY 2022  
Adopted February 23, 2017**

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Capital Budget & Program  
FY2018-FY2022**

1/23/2017

This capital budget and program lists and describes the capital projects to be undertaken during each of the following five years (FY2017-FY2022), the estimated cost of those projects, and the proposed method of financing. Capital items and projects cost \$5,000 or more, and meet the general definition in State Statute (VSA 24, Chapter 117, Section 4430):

1. Any physical betterment or improvement, including furnishings, machinery, apparatus, or equipment for that physical betterment or improvement when first constructed or acquired.
2. Any preliminary studies and surveys relating to any physical betterment or improvement.
3. Land or rights in land.

See the attached worksheet for details. Funding for capital projects come from a variety of sources. Money is put aside each year into various reserve funds to help even out costs from year to year, and reduce spikes and dips in the annual operating budget. A description of each project follows along with the order of priority (high, medium, low), method of financing, period of probable usefulness, and effect on the operating costs of the municipality.

**Highway**

|                            |  |
|----------------------------|--|
| <b>Project/Item:</b>       | <b>Dump/plow Truck – 2001 International (single axle)</b>  |
| Fiscal Year:               | 2018   |
| Anticipated Cost:          | \$185,000  |
| Priority:                  | High   |
| Method of Financing:       | \$20,000 – Highway Reserve; \$165,000 – Loan (likely 5-yr)   |
| Period of Usefulness:      | 8 Years  |
| Effect on Operating Costs: | None – replacing existing equipment  |
| Description:               | Highway equipment. Reserve fund for 20% down payment. Any trade in value to go toward reducing the loan for balance. Condition very poor – likely no trade in value. |

|                            |   |
|----------------------------|---|
| <b>Project/Item:</b>       | <b>Millermatic Welder</b>                         |
| Fiscal Year:               | 2018  |
| Anticipated Cost:          | \$5,000   |
| Priority:                  | Medium  |
| Method of Financing:       | \$2,500 – Highway Reserve; \$2,500 – General Fund |
| Period of Usefulness:      | 15 Years  |
| Effect on Operating Costs: | None – replacing existing equipment               |
| Description:               | Tool used in Town Garage.                         |

**Project/Item:** Hydro Seeder  
Fiscal Year: 2018  
Anticipated Cost: \$12,000  
Priority: Medium  
Method of Financing: \$12,000 – General Fund  
Period of Usefulness: 15 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Highway equipment.

**Project/Item:** Excavator – 2008 Cat  
Fiscal Year: 2019  
Anticipated Cost: \$170,000  
Priority: High  
Method of Financing: \$40,000 – Highway Reserve; \$3,200 – General Fund; \$126,800 – Loan (likely 5-yr)  
Period of Usefulness: 11 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Highway equipment. Reserve and general fund for 20% down payment. Any trade in value to go toward reducing the loan amount.

**Project/Item:** Truck – Ford F550 (2014)  
Fiscal Year: 2020  
Anticipated Cost: \$75,000  
Priority: High  
Method of Financing: \$11,250 – Highway Reserve; \$3,750 – General Fund; \$60,000 – Loan (likely 5-yr)  
Period of Usefulness: 6 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Highway equipment. Reserve and general fund for 20% down payment. Any trade in value to go toward reducing the loan amount.

**Project/Item:** Tandem Utility Trailer (2014)  
Fiscal Year: 2021  
Anticipated Cost: \$7,000  
Priority: Medium  
Method of Financing: \$4,000 – Highway Reserve; \$3,000 – General Fund  
Period of Usefulness: 10 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Highway equipment.

**Project/Item:** Hot Pressure Washer (2007)  
Fiscal Year: 2021  
Anticipated Cost: \$13,000  
Priority: Medium  
Method of Financing: \$8,000 – Highway Reserve; \$5,000 – General Fund  
Period of Usefulness: 13 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Tool used in Town Garage.

**Project/Item:** Paving – Old Stage Road  
**Fiscal Year:** 2022  
**Anticipated Cost:** \$120,000  
**Priority:** Medium  
**Method of Financing:** \$24,000 – General Fund; \$96,000 – State Paving Grant  
**Period of Usefulness:** 10 Years  
**Effect on Operating Costs:** None – regular maintenance  
**Description:** Basic resurfacing and restriping – not reconstruction. Project date/year depends on obtaining State paving grant – i.e., may need to push forward.

**Project/Item:** Paving – Cambridge Road  
**Fiscal Year:** 2022  
**Anticipated Cost:** \$95,000  
**Priority:** Medium  
**Method of Financing:** \$15,200 – Highway Reserve; \$3,800 – General Fund; \$76,000 – State Paving Grant  
**Period of Usefulness:** 10 Years  
**Effect on Operating Costs:** None – regular maintenance  
**Description:** Basic resurfacing and restriping – not reconstruction.

**Project/Item:** Grader – 2012 Volvo  
**Fiscal Year:** 2024  
**Anticipated Cost:** \$350,000  
**Priority:** High  
**Method of Financing:** \$56,000 – Highway Reserve; \$14,000 – General Fund; \$280,000 – Loan (likely 5-yr)  
**Period of Usefulness:** 12 Years  
**Effect on Operating Costs:** None – replacing existing equipment  
**Description:** Highway equipment. Reserve and general fund for 20% down payment. Any trade in value to go toward reducing the loan amount.

**Project/Item:** Dump/plow Truck – 2014 Western Star (tandem)  
**Fiscal Year:** 2024  
**Anticipated Cost:** \$350,000  
**Priority:** High  
**Method of Financing:** \$56,000 – Highway Reserve; \$14,000 – General Fund; \$280,000 – Loan (likely 5-yr)  
**Period of Usefulness:** 10 Years  
**Effect on Operating Costs:** None – replacing existing equipment  
**Description:** Highway equipment. Reserve and general fund for 20% down payment. Any trade in value to go toward reducing the loan amount.

**Project/Item:** Brushhog  
**Fiscal Year:** 2024  
**Anticipated Cost:** \$30,000  
**Priority:** Low  
**Method of Financing:** \$24,000 – Highway Reserve; \$6,000 – General Fund

Period of Usefulness: 10 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Highway equipment.

**Project/Item: Paving – Westford-Milton Road**  
Fiscal Year: 2025  
Anticipated Cost: \$230,000  
Priority: Medium  
Method of Financing: \$36,800 – Highway Reserve; \$9,200 – General Fund; \$184,000 – State Paving Grant  
Period of Usefulness: 10 Years  
Effect on Operating Costs: None – regular maintenance  
Description: Basic resurfacing and restriping – not reconstruction.

**Project/Item: Dump/plow Truck – 2017 Western Star (tandem)**  
Fiscal Year: 2026  
Anticipated Cost: \$216,000  
Priority: High  
Method of Financing: \$30,000 – Highway Reserve; \$13,200 – General Fund; \$172,800 – Loan (likely 5-yr)  
Period of Usefulness: 8 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Highway equipment. Reserve and general fund for 20% down payment. Any trade in value to go toward reducing the loan amount.

**Project/Item: Ventilation System for Welder**  
Fiscal Year: 2028  
Anticipated Cost: \$8,000  
Priority: High  
Method of Financing: \$6,000 – Highway Reserve; \$2,000 – General Fund  
Period of Usefulness: 20 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Town Garage safety equipment. Begin setting aside \$1,600/year in FY24.

**Project/Item: Loader – 2015 John Deere**  
Fiscal Year: 2030  
Anticipated Cost: \$165,000  
Priority: High  
Method of Financing: \$25,600 – Highway Reserve; \$6,400 – General Fund; \$128,000 – Loan (likely 5-yr)  
Period of Usefulness: 15 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Highway equipment. Reserve and general fund for 20% down payment. Any trade in value to go toward reducing the loan for balance. Begin setting aside \$6,400/year to reserve fund in FY26.

**Project/Item:** **Garage Roof**  
 Fiscal Year: ????  
 Anticipated Cost: ????  
 Priority: Medium  
 Method of Financing: ????  
 Period of Usefulness: 30 years  
 Effect on Operating Costs: None – replacing existing roof material  
 Description: Building maintenance. Roof leaking intermittently in 2015. Road Foreman getting cost estimates. Timeline and cost uncertain.

**Administration**

**Project/Item:** **Computer Server – Town Office**  
 Fiscal Year: 2018  
 Anticipated Cost: \$20,000  
 Priority: Low  
 Method of Financing: \$20,000 – Administration Reserve Fund  
 Period of Usefulness: 5 Years  
 Effect on Operating Costs: None – replacing existing equipment  
 Description: Town Office equipment.

**Project/Item:** **Copier – Town Office**  
 Fiscal Year: 2018  
 Anticipated Cost: \$13,000  
 Priority: Medium  
 Method of Financing: \$13,000 – Administration Reserve Fund  
 Period of Usefulness: 5 Years  
 Effect on Operating Costs: None – replacing existing equipment  
 Description: Town Office equipment.

**Project/Item:** **Furnace – Town Office**  
 Fiscal Year: 2025  
 Anticipated Cost: \$5,000  
 Priority: Medium  
 Method of Financing: \$4,000 – Administration Reserve Fund; \$1,000 – General Fund  
 Period of Usefulness: 25 Years  
 Effect on Operating Costs: None – replacing existing equipment  
 Description: Town Office equipment.

**Project/Item:** **Vault Expansion – Town Office**  
 Fiscal Year: 2025  
 Anticipated Cost: \$20,000  
 Priority: Medium  
 Method of Financing: \$16,000 – Administration Reserve Fund; \$4,000 – General Fund  
 Period of Usefulness: 50+ Years  
 Effect on Operating Costs: None.  
 Description: Shelving for vault in downstairs of Town Office. Needed once upstairs vault is full.

**Project/Item:** Handicap Ramp – Town Office  
Fiscal Year: 2028  
Anticipated Cost: \$15,000  
Priority: Medium  
Method of Financing: \$12,000 – Administration Reserve Fund; \$3,000 – General Fund  
Period of Usefulness: 20 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Town Office equipment. Begin setting aside \$3,000/year to reserve fund in FY24.

**Project/Item:** Voting Machine  
Fiscal Year: 2032  
Anticipated Cost: \$10,000  
Priority: High  
Method of Financing: \$8,000 – Administration Reserve Fund; \$2,000 – General Fund  
Period of Usefulness: 16 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Town Office equipment. Begin setting aside \$2,000/year to reserve fund in FY28.

**Project/Item:** Roof – Town Office  
Fiscal Year: 2035  
Anticipated Cost: \$6,000  
Priority: Medium  
Method of Financing: \$4,000 – Administration Reserve Fund; \$2,000 – General Fund  
Period of Usefulness: 25 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Town Office roof – new shingles. Begin setting aside \$2,000/year to reserve fund in FY31.

**Project/Item:** Emergency Generator – Westford School  
Fiscal Year: 2038  
Anticipated Cost: \$37,500  
Priority: Medium  
Method of Financing: \$30,000 – Administration Reserve Fund; \$7,500 – General Fund  
Period of Usefulness: 25 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Provides power to the Westford School in case of a power outage. School serves as the Town’s designated emergency shelter. Total cost \$75,000. Assumes Unified School District will pay half. Begin setting aside \$7,500/year to reserve fund in FY34.

**Project/Item:** Town Common Swing Set  
Fiscal Year: 2039  
Anticipated Cost: \$5,000  
Priority: Low  
Method of Financing: \$4,000 – Administration Reserve Fund; \$1,000 – General Fund  
Period of Usefulness: 25 Years

Effect on Operating Costs: None – replacing existing equipment  
Description: Town Common equipment; replace at end of useful life. Begin setting aside \$1,000/year to reserve fund in FY35.

**Fire Department**

**Project/Item:** Pumper Truck - 710  
Fiscal Year: 2018  
Anticipated Cost: \$325,000  
Priority: High  
Method of Financing: \$65,000 – Fire Department Reserve Fund; \$260,000 – Loan (10 year)  
Period of Usefulness: 25 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Fire Department equipment; replace at end of useful life.

**Project/Item:** CO/LP Gas Meter  
Fiscal Year: 2018  
Anticipated Cost: \$5,800  
Priority: Medium  
Method of Financing: \$5,800 – Fire Department Reserve Fund  
Period of Usefulness: 15 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Fire Department equipment; replace at end of useful life.

**Project/Item:** Thermal Imaging Camera  
Fiscal Year: 2018  
Anticipated Cost: \$8,500  
Priority: Medium  
Method of Financing: \$8,500 – Fire Department Reserve Fund  
Period of Usefulness: 15 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Fire Department equipment; replace at end of useful life.

**Project/Item:** Tanker Truck - 712  
Fiscal Year: 2019  
Anticipated Cost: \$300,000  
Priority: High  
Method of Financing: \$60,000 – Fire Department Reserve Fund – Loan (10 years)  
Period of Usefulness: 25 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Fire Department equipment; replace at end of useful life.

**Project/Item:** Hand Held Radio (8)  
Fiscal Year: 2020  
Anticipated Cost: \$11,600  
Priority: Medium  
Method of Financing: \$8,700 – Fire Department Reserve Fund; \$2,900 – General Fund  
Period of Usefulness: 15 Years



Effect on Operating Costs: None – replacing existing equipment  
Description: Fire Department equipment; replace at end of useful life.

**Project/Item: Hose/Hard Suction**  
Fiscal Year: 2020  
Anticipated Cost: \$14,400  
Priority: Medium  
Method of Financing: \$10,800 – Fire Department Reserve Fund; \$3,600 – General Fund  
Period of Usefulness: 20 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Fire Department equipment; replace at end of useful life.

**Project/Item: Pagers (18)**  
Fiscal Year: 2020  
Anticipated Cost: \$11,745  
Priority: Medium  
Method of Financing: \$8,808 – Fire Department Reserve Fund; \$2,936 – General Fund  
Period of Usefulness: 15 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Fire Department equipment; replace at end of useful life.

**Project/Item: Portable Pump (2)**  
Fiscal Year: 2020  
Anticipated Cost: \$6,400  
Priority: Medium  
Method of Financing: \$6,400 – Fire Department Reserve Fund  
Period of Usefulness: 20 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Fire Department equipment; replace at end of useful life. **NOTE: refurbished in 2016**

**Project/Item: Base Radio, Base Repeater**  
Fiscal Year: 2022  
Anticipated Cost: \$8,700  
Priority: Medium  
Method of Financing: \$6,960 – Fire Department Reserve Fund; \$1,740 – General Fund  
Period of Usefulness: 15 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Fire Department equipment; replace at end of useful life.

**Project/Item: Truck Radio (4)**  
Fiscal Year: 2022  
Anticipated Cost: \$5,800  
Priority: Medium  
Method of Financing: \$4,640 – Fire Department Reserve Fund; \$1,160 – General Fund  
Period of Usefulness: 15 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Fire Department equipment; replace at end of useful life.

**Project/Item:** **Nozzles, Master Stream**  
Fiscal Year: 2025  
Anticipated Cost: \$13,440  
Priority: Medium  
Method of Financing: \$10,752 – Fire Department Reserve Fund; \$2,688 – General Fund  
Period of Usefulness: 20 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Fire Department equipment; replace at end of useful life.

**Project/Item:** **Pumper Truck - 711**  
Fiscal Year: 2026  
Anticipated Cost: \$500,000  
Priority: High  
Method of Financing: \$80,000 – Fire Department Reserve Fund; \$20,000 – General Fund; \$400,000 – Loan (10 years)  
Period of Usefulness: 25 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Fire Department equipment; replace at end of useful life. Begin setting aside \$20,000/year to reserve fund in FY22.

**Project/Item:** **Vehicle Extraction Tools**  
Fiscal Year: 2027  
Anticipated Cost: \$43,200  
Priority: Medium  
Method of Financing: \$34,560 – Fire Department Reserve Fund; \$8,640 – General Fund  
Period of Usefulness: 20 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Fire Department equipment; replace at end of useful life. Begin setting aside \$8,640/year to reserve fund in FY23.

**Project/Item:** **Ladders**  
Fiscal Year: 2028  
Anticipated Cost: \$5,700  
Priority: Medium  
Method of Financing: \$4,560 – Fire Department Reserve Fund; \$1,140 – General Fund  
Period of Usefulness: 30 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Fire Department equipment; replace at end of useful life. Begin setting aside \$1,140/year to reserve fund in FY24.

**Project/Item:** **Rescue Jacks**  
Fiscal Year: 2028  
Anticipated Cost: \$8,000  
Priority: Medium  
Method of Financing: \$6,400 – Fire Department Reserve Fund; \$1,600 – General Fund  
Period of Usefulness: 20 Years  
Effect on Operating Costs: None – replacing existing equipment

Description: Fire Department equipment; replace at end of useful life. Begin setting aside \$1,600/year to reserve fund in FY24.

**Project/Item: SCBA (12 Scott Air Packs)**

Fiscal Year: 2031  
Anticipated Cost: \$125,280  
Priority: Medium  
Method of Financing: \$100,224 – Fire Department Reserve Fund; \$25,056 – General Fund  
Period of Usefulness: 15 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Fire Department equipment; replace at end of useful life. Begin setting aside \$25,056/year to reserve fund in FY27.

**Project/Item: SCBA (12 Spare Bottles)**

Fiscal Year: 2031  
Anticipated Cost: \$13,920  
Priority: Medium  
Method of Financing: \$11,136 – Fire Department Reserve Fund; \$2,784 – General Fund  
Period of Usefulness: 15 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Fire Department equipment; replace at end of useful life. Begin setting aside \$2,784/year to reserve fund in FY27.

**Project/Item: Utility/Rescue Truck - 714**

Fiscal Year: 2033  
Anticipated Cost: \$700,000  
Priority: High  
Method of Financing: \$112,000 – Fire Department Reserve Fund; \$28,000 – General Fund; \$560,000 – Loan (10 years)  
Period of Usefulness: 25 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Fire Department equipment; replace at end of useful life. Begin setting aside \$28,000/year to reserve fund in FY29.

**Library**

**Project/Item: Furnace**

Fiscal Year: 2028  
Anticipated Cost: \$8,000  
Priority: Medium  
Method of Financing: \$6,400 – Library Reserve Fund; \$1,600 – General Fund  
Period of Usefulness: 25 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Library equipment. Begin setting aside \$1,600/year to reserve fund in FY24

**Recreation**

**Project/Item:** Snowmobile  
Fiscal Year: 2018  
Anticipated Cost: \$7,000  
Priority: Low  
Method of Financing: \$3,500 – Recreation Reserve Fund; \$3,500 – General Fund  
Period of Usefulness: 15 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Recreation equipment for maintaining cross country ski trails. **NOTE: Will not cover full cost to purchase a new snowmobile. Perhaps enough to purchase a used snowmobile?**

**Project/Item:** Soccer Goals  
Fiscal Year: 2025  
Anticipated Cost: \$8,000  
Priority: Medium  
Method of Financing: \$6,400 – Recreation Reserve Fund; \$1,600 – General Fund  
Period of Usefulness: 15 Years  
Effect on Operating Costs: None – replacing existing equipment  
Description: Recreation equipment.