

**TOWN OF WESTFORD
CAPITAL BUDGET & PROGRAM
FY2019 – FY2023**

Adopted February 8, 2018

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1/11/2018

This capital budget and program lists and describes the capital projects to be undertaken during each of the following five years (FY2018-FY2023), 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

Project/Item: Excavator – 2008 Cat
Fiscal Year: 2020
Anticipated Cost: \$170,000
Priority: High
Method of Financing: \$34,000 – Highway Reserve; \$136,000 – Loan (likely 5-yr)
Period of Usefulness: 11 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 amount.

Project/Item: Truck – Ford F550 (2014)
Fiscal Year: 2020
Anticipated Cost: \$75,000
Priority: High
Method of Financing: \$15,000 – Highway Reserve; \$60,000 – Loan (likely 5-yr)
Period of Usefulness: 6 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 amount.

Project/Item: Hot Pressure Washer (2007)
Fiscal Year: 2020

Anticipated Cost: \$13,000
Priority: Medium
Method of Financing: \$13,000 – Highway Reserve
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: \$165,000
Priority: Medium
Method of Financing: \$33,000 – General Fund; \$132,000 – 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: \$200,000
Priority: Medium
Method of Financing: \$40,000 – Highway Reserve; \$160,000 – 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: \$70,000 – Highway Reserve; \$280,000 – Loan (likely 5-yr)
Period of Usefulness: 12 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 amount. Begin setting aside \$14,000 /year to reserve fund in FY19.

Project/Item: Dump/plow Truck – 2014 Western Star (tandem)
Fiscal Year: 2024
Anticipated Cost: \$220,000
Priority: High
Method of Financing: \$44,000 – Highway Reserve; \$176,000 – Loan (likely 5-yr)
Period of Usefulness: 10 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 amount. Begin setting aside \$11,000 to reserve fund in FY20.

Project/Item: **Tandem Utility Trailer (2014)**
Fiscal Year: 2024
Anticipated Cost: \$7,000
Priority: Medium
Method of Financing: \$7,000 – Highway Reserve
Period of Usefulness: 10 Years
Effect on Operating Costs: None – replacing existing equipment
Description: Highway equipment. Begin setting aside \$3,500/year to reserve fund in FY22.

Project/Item: **Millermatic Welder**
Fiscal Year: 2024
Anticipated Cost: \$5,000
Priority: Medium
Method of Financing: \$5,000 – Highway Reserve
Period of Usefulness: 15 Years
Effect on Operating Costs: None – replacing existing equipment
Description: Tool used in Town Garage. Begin setting aside \$2,500/year to reserve fund in FY22.

Project/Item: **Paving – Westford-Milton Road**
Fiscal Year: 2025
Anticipated Cost: \$230,000
Priority: Medium
Method of Financing: \$46,000 – Highway Reserve; \$184,000 – State Paving Grant
Period of Usefulness: 10 Years
Effect on Operating Costs: None – regular maintenance
Description: Basic resurfacing and restriping – not reconstruction. Begin setting aside \$9,200/year to reserve fund in FY20.

Project/Item: **Dump/plow Truck – 2017 Western Star (tandem)**
Fiscal Year: 2026
Anticipated Cost: \$220,000
Priority: High
Method of Financing: \$44,000 – Highway Reserve; \$176,000 – 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 amount. Begin setting aside \$11,000/year to reserve fund in FY21.

Project/Item: **Dump/plow Truck – 2018 Western Star**
Fiscal Year: 2028
Anticipated Cost: \$220,000
Priority: High
Method of Financing: \$44,000 – Highway Reserve; \$176,000 – Loan (likely 5-yr)
Period of Usefulness: 10 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. Begin setting aside \$8,800/year to reserve fund in FY23.

Project/Item: Ventilation System for Welder
Fiscal Year: 2028
Anticipated Cost: \$8,000
Priority: High
Method of Financing: \$8,000 – Highway Reserve
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 FY23.

Project/Item: Loader – 2015 John Deere
Fiscal Year: 2025
Anticipated Cost: \$165,000
Priority: High
Method of Financing: \$33,000 – Highway Reserve; \$132,000 – 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 \$6,600/year to reserve fund in FY20.

Project/Item: Furnace
Fiscal Year: 2033
Anticipated Cost: \$22,000
Priority: Medium
Method of Financing: \$22,000 – General Fund
Period of Usefulness: 20 Years
Effect on Operating Costs: None – replacing existing equipment
Description: Highway equipment. Begin setting aside \$4,400/year to reserve fund in FY28.

Project/Item: Hydro Seeder
Fiscal Year: 2033
Anticipated Cost: \$16,000
Priority: Medium
Method of Financing: \$16,000 – General Fund
Period of Usefulness: 15 Years
Effect on Operating Costs: None – replacing existing equipment
Description: Highway equipment. Begin setting aside \$3,200/year to reserve fund in FY28.

Project/Item: Salt Shed
Fiscal Year: ????
Anticipated Cost: 250,000

Priority: Medium
 Method of Financing: Reserve fund; Grant
 Period of Usefulness: ???
 Effect on Operating Costs: None
 Description: Building maintenance. Timeline uncertain. Separate reserve fund with balance of \$15,117.75 as of 6/30/17.

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: 2019
 Anticipated Cost: \$10,000
 Priority: Low
 Method of Financing: \$10,000 – 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: 2019
 Anticipated Cost: \$15,000
 Priority: Medium
 Method of Financing: \$15,000 – Administration Reserve Fund
 Period of Usefulness: 5 Years
 Effect on Operating Costs: None – replacing existing equipment
 Description: Town Office equipment.

Project/Item: Voting Machine
 Fiscal Year: 2020
 Anticipated Cost: \$10,000
 Priority: High
 Method of Financing: \$10,000 – Administration Reserve Fund
 Period of Usefulness: 16 Years
 Effect on Operating Costs: None – replacing existing equipment
 Description: Town Office equipment. Funds already obligated in reserve. Purchase pushed out to 2020.

Project/Item: **Furnace – Town Office**
Fiscal Year: 2025
Anticipated Cost: \$15,000
Priority: Medium
Method of Financing: \$15,000 – Administration Reserve Fund
Period of Usefulness: 25 Years
Effect on Operating Costs: None – replacing existing equipment
Description: Town Office equipment. Begin setting aside \$3,000/year to reserve fund in FY20.

Project/Item: **Vault Expansion – Town Office**
Fiscal Year: 2025
Anticipated Cost: \$20,000
Priority: Medium
Method of Financing: \$20,000 – Administration Reserve 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. Begin setting aside \$4,000/year to reserve fund in FY20.

Project/Item: **Handicap Ramp – Town Office**
Fiscal Year: 2028
Anticipated Cost: \$15,000
Priority: Medium
Method of Financing: \$15,000 – Administration Reserve 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 FY23.

Project/Item: **Roof – Town Office**
Fiscal Year: 2035
Anticipated Cost: \$10,000
Priority: Medium
Method of Financing: \$10,000 – Administration Reserve 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 FY30.

Project/Item: **Emergency Generator – Westford School**
Fiscal Year: 2038
Anticipated Cost: \$37,500
Priority: Medium
Method of Financing: \$37,500 – Administration Reserve 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 FY33.

Project/Item: Town Common Swing Set
Fiscal Year: 2039
Anticipated Cost: \$5,000
Priority: Low
Method of Financing: \$5,000 – Administration Reserve 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 FY34.

Project/Item: Septic System – Town Office/Library
Fiscal Year: TBD
Anticipated Cost: \$140,000
Priority: High
Method of Financing: Administration Reserve Fund; grant (if available) and/or loan
Period of Usefulness: 25 Years
Effect on Operating Costs: None – replacing existing equipment
Description: Town Office and Library septic system (leach field/infrastructure). Installation at White Church. Begin setting aside \$5,000/year to reserve fund in FY20.

Fire Department

Project/Item: CO/LP Gas Meter
Fiscal Year: 2019
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: 2019
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: 2020

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: \$11,600 – 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: Hose/Hard Suction
Fiscal Year: 2020
Anticipated Cost: \$14,400
Priority: Medium
Method of Financing: \$14,400 – 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.

Project/Item: Pagers (18)
Fiscal Year: 2020
Anticipated Cost: \$11,745
Priority: Medium
Method of Financing: \$11,745 – 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: 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: \$8,700 – 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: Truck Radio (4)
Fiscal Year: 2022
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: Nozzles, Master Stream
Fiscal Year: 2025
Anticipated Cost: \$13,440
Priority: Medium
Method of Financing: \$13,440 – 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. Begin setting aside \$2,688/year to reserve fund in FY20.

Project/Item: Pumper Truck - 711
Fiscal Year: 2026
Anticipated Cost: \$500,000
Priority: High
Method of Financing: \$100,000 – Fire Department Reserve 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 FY21.

Project/Item: Vehicle Extraction Tools
Fiscal Year: 2027
Anticipated Cost: \$43,200
Priority: Medium
Method of Financing: \$43,200 – 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. Begin setting aside \$8,640/year to reserve fund in FY22.

Project/Item: Ladders
Fiscal Year: 2028
Anticipated Cost: \$5,700
Priority: Medium

Method of Financing: \$5,700 – Fire Department Reserve 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 FY23.

Project/Item: Rescue Jacks
Fiscal Year: 2028
Anticipated Cost: \$8,000
Priority: Medium
Method of Financing: \$8,000 – 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. Begin setting aside \$1,600/year to reserve fund in FY23.

Project/Item: SCBA (12 Scott Air Packs)
Fiscal Year: 2031
Anticipated Cost: \$125,280
Priority: Medium
Method of Financing: \$125,280 – 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. Begin setting aside \$25,056/year to reserve fund in FY26.

Project/Item: SCBA (12 Spare Bottles)
Fiscal Year: 2031
Anticipated Cost: \$13,920
Priority: Medium
Method of Financing: \$13,920 – 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. Begin setting aside \$2,784/year to reserve fund in FY26.

Project/Item: Utility/Rescue Truck - 714
Fiscal Year: 2033
Anticipated Cost: \$700,000
Priority: High
Method of Financing: \$140,000 – Fire Department Reserve 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 \$14,000/year to reserve fund in FY23.

Library

Project/Item:	Furnace
Fiscal Year:	2028
Anticipated Cost:	\$8,000
Priority:	Medium
Method of Financing:	\$8,000 – Library Reserve 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 FY23.

Recreation

Project/Item:	Soccer Goals
Fiscal Year:	2025
Anticipated Cost:	\$8,000
Priority:	Medium
Method of Financing:	\$8,000 – Recreation Reserve Fund
Period of Usefulness:	15 Years
Effect on Operating Costs:	None – replacing existing equipment
Description:	Recreation equipment. Begin setting side \$1,600/year to reserve fund in FY20.