



MEMORANDUM

TO: All Department Heads, Town Boards, Officers and Committees charged with the expenditure of Town money

FROM: Brian Keveny
Finance Director

Nancy Funkhouser
Finance Committee Chair

DATE: September 29, 2015

SUBJECT: FY 2017 Operating Budget Process

Per Town Bylaw 19-4, all Town boards, officers and committees charged with the expenditure of Town money must provide the Finance Committee with detailed estimates of the amounts you deem necessary for the administration of your respective board, office or committee for FY 2017, with explanatory statements of the reasons for any changes from the amounts appropriated for the same purpose in FY 2016. You must also file estimates of all probable items of income which may be received during FY 2017 in connection with the administration of your board, office or committee.

As always in preparing your proposed FY17 budget please strive to be as accurate as possible and identify and present efficiencies. Our overall goal is for a lesser than 2.5% Total General Operating budget increase.

Proposed FY 2017 expense and revenue amounts must be entered into MUNIS. The “explanatory statement of the reasons for any changes” in expense should be sent to Brian. Attached is a template for the explanatory statement of changes in expense, which you may find helpful as a starting point. For most entities the Finance Committee expects to see enough significant explanatory items (both increases and decreases if applicable) which explain the overall change; any remaining differential can be summarized in one line labeled “All Other-Net.”

For those departments that usually provide us with a narrative of departmental plans and other budget information, we request that you continue to provide this information as well.

As always, we hope that your department will continue to explore creative ways to gain efficiencies and cost savings, as well as explore innovations and take on new initiatives as appropriate. In general, we are aware that the bulk of most departmental expense consists of salary which in some cases may be contractually agreed upon and therefore, difficult to reduce. As a consequence, it may be difficult to

achieve large reductions in your budget. We request that you keep in mind the desire for innovation with the goal to control costs and seek efficiencies this year and in the future.

There will be a meeting with the Finance Director for all department heads on **Wednesday, October 7th at 9:15 a.m.** in the Selectmen's meeting room. Brian will discuss the Town's financial outlook for FY17 and the process of submitting your operating budget requests and revenue estimates and answer questions regarding the Town's finances. Operating budget deadlines are summarized at the end of this memo.

The Finance Committee and the Finance Director are available to assist with explaining the operating budget process. Please contact the Finance Director or your Finance Committee liaison (list attached) with questions.

Syndication

FY 2017 Salary Budgets: Salary items should include any step / lane increases due during the upcoming fiscal year and any COLAs in settled contracts. For those employees in unsettled contracts, use their current wage rates. This includes non -union personnel.

Any proposed changes in personnel should be discussed with the Finance Committee prior to inclusion in your FY17 budget. As part of the operating budget review process, the Finance Committee will inform departments if the proposed position should be included in their Fiscal 2017 budgets.

Please make sure you circulate and review your draft operating budget and explanatory statement of changes in expense with your oversight board, Town Administrator (if applicable), Finance Committee liaison, and Board of Selectmen liaison before you submit it.

Operating budgets are due on Friday, November 6th at noon and must be submitted through the MUNIS financial system. The explanatory statement of any changes in expense is also due on the same day and time and should be sent to Brian Keveny.

As in past years, budget meetings with the Finance Committee will be scheduled during evenings in January. The dates and specific times for these budget meetings will be distributed later.

We thank you in advance for your assistance in the FY 2017 operating budget process.

Attachments

1. Explanatory Statement of Changes in Expense Template
2. Finance Committee Liaison Assignments
3. Board of Selectmen Liaison Assignments

ARTICLE XX: ACCEPTANCE OF MASSACHUSETTS GENERAL LAWS CHAPTER 71, SECTION 71E

Sponsors: School Committee and Board of Selectmen

TEXT: To determine whether the Town will vote to accept the provisions of Massachusetts General Laws Chapter 71, Section 71E to permit the establishment and maintenance of revolving funds as authorized by said section.

FINANCE COMMITTEE COMMENTS: This article asks Town Meeting to accept the provisions of M.G.L. Chapter 71, Section 71E, to allow the Town and School Committee to establish and maintain revolving funds as authorized under this section for future use and to take corrective administrative action to maintain the School Committee's Building Use and Pegasus Summer Program revolving funds.

School committees and other town boards are authorized by various statutes to establish and maintain revolving funds to fund various activities outside of their appropriated budgets. The Wayland School Committee has operated a number of programs, such as the Before and After School Extension (BASE) program, Full Day Kindergarten, Building Use, and the Pegasus Summer Program as revolving funds for many years and, in some cases, decades.

During its review of the school accounts, the Abrahams Group recommended, although not required by statute of the Massachusetts General Laws, that the School Committee vote the statutes under which these funds are being administered since the records of the original votes could not be confirmed. On March 11, 2013, the School Committee took such action. As part of this vote, the School Committee voted M.G.L. Chapter 71, Section 71E as the statutory reference for 10 fee-based revolving accounts which included the Building Use and Pegasus Summer Program. It has continued to operate these funds according to the statutory requirements of M.G.L. Chapter 71, Section 71E including having an annual audit of these funds performed by an independent auditing firm.

The Committee learned in March of 2015, after the warrant went to print for the 2015 Spring Annual Town Meeting, that while the School Committee had voted Chapter 71 Section 71E as the statutory reference for 10 fee based revolving accounts, no evidence was found to confirm that Town Meeting ever officially voted to accept the provisions of M.G.L. Chapter 71, Section 71E, the only section of M.G.L. Chapter 71 that requires Town Meeting to accept its provisions in order to maintain funds under this statutory reference.

An amendment to the budget motion was made at the 2015 Spring Annual Town Meeting to ask the Town to accept the provisions of M.G.L. Chapter 71, Section 71E.

However, the amendment was withdrawn prior to debate due to a point of procedure.

When a question was subsequently raised concerning whether the funds from these revolving funds should revert to the Town's General Fund or remain in their respective revolving funds, the Board of Selectmen, as the administrator of these 10 accounts and the School Committee as the business owner of these 10 accounts jointly retained Murphy, Hesse, Toomey & Lehane, LLP to provide legal guidance as to the appropriate statutory authority for the 10 accounts in question.

Murphy, Hesse, Toomey & Lehane consulted with the Deputy Director of Accounts at the Department of Revenue (DOR) and his legal counsel (the Bureau of Accounts being the final administrative authority on municipal financial issues), as well as with administrative and legal representatives from the Department of Elementary and Secondary Education (DESE). Based on these discussions, Murphy, Hesse, Toomey & Lehane recommended an article be presented at the 2016 Spring Annual Town Meeting to maintain revolving funds in accordance with M.G.L. Chapter 44, Section 53E ½ for Professional Development and Curriculum activities and to maintain the Building Use and Pegasus Summer Program Revolving Funds acceptance of Chapter 71, Section 71E be pursued at the November 2016 Special Town Meeting. (link to Toomey letter)

The School Committee voted 3-1-1 on September 21, 2015 to support this article. The Board of Selectmen voted 3-0-1 on September 21, 2015 to support this article.

ARGUMENTS IN FAVOR:

By accepting the provisions of M.G.L. Chapter 71, Section 71E, Town Departments and the School Committee may establish other revolving funds, that will provide a financial benefit or service to the Wayland community.

The Building Use and Pegasus Summer Program revolving funds will be brought into compliance.

Building Use will continue to collect fees to pay for custodial wages and to help defray the costs of operating the school buildings.

Passage of this article will allow the Pegasus Summer Program to continue to provide a service to approximately 200 Wayland children, as well as providing legally mandated special education services to certain Wayland students.

Failure to accept the provisions of M.G.L. Chapter 71, Section 71E could result in an adverse finding on the Town's financial statements by the Bureau of Accounts at the Department of Revenue.

ARGUMENTS OPPOSED:

Some may argue that the acceptance Chapter 71 Section 71E allows funds to be held outside the appropriated budget.

Some may argue that the Town Boards and School Committee already have a sufficient number of revolving accounts.

RECOMMENDATION: The Finance Committee recommends XXXX

QUANTUM OF VOTE:

For more information about this article, contact Ellen Grieco, Chair of the School Committee at ellen_grieco@wayland.k12.ma.us



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BRIAN KEVENY
FINANCE DIRECTOR
TEL. (508) 358-3610
www.wayland.ma.us

To: Nan Balmer, Town Administrator
From: Brian Keveny, Finance Director
Subject: Recreation Revolving Fund
Date: July 20, 2015

Over the past few weeks Recreation Director Jessica Brodie and I have been reviewing the Recreation Revolving Funds current year results and determining the budgetary model the fund should consider operating in starting in Fiscal 2017. We have reviewed both expenditure and revenue trends of the past 7 years and projected operational trends for Fiscal years 2016 thru 2021. There are four options available to town meeting in voting an annual appropriation. The Recreation Revolving Fund is currently voted as a 53E ½- 1% fund. With state approval the fund could be voted as a 53E ½ - 2 1/2% Fund. The fund can be voted as a 53D Fund. The final option is for the fund to change to an Enterprise Fund.

Fiscal 2015

The Recreation Fund was originally voted as a 53E ½ - 1% revolving fund with a spending cap of \$450,000. In February 2015 both the Wayland Board of Selectmen and Finance Committee voted to increase the spending cap to \$595,000. The new budget was Operational Expenses- \$505,026, Indirect Costs- \$88,027, OPEB Indirect Cost- \$1,948. Not included in this total was the retro payment to FY 2015 Article 4 OPEB transfer in the amount of \$60,724. The OPEB retro payment was not part of the calculation in setting the new Fiscal 2015 spending cap of \$595,000. Total revenue for the fund equaled \$817,389. The total expense of the fund in 2015 is \$693,496 which includes the retro OPEB. The actual Operational Expenses totaled \$542,797 which resulted in the \$595,000 budget being overspent by \$37,772. In Fiscal 2014 the approved budget was also overspent. This overspending of budget can be criticized by our auditors and the Department of Revenue can reduce our free cash certification by this amount. Monitoring the spending of the fund on a monthly basis and reviewing the operating results quarterly can prevent and or detect overspending trends. The Recreation Director and Recreation Commission need to implement budgetary control procedures to insure overspend of the appropriations do not continue.

Fiscal 2016

The Recreation Fund was voted as a 53E1/2- 1% revolving fund for Fiscal 2016. The operation budget is \$502,566, Indirect Costs- \$91,215, OPEB- \$1,534. The total budget is \$595,315 which Town Meeting voted in the spring of 2015. Unlike the Fiscal 2015 budget there exists minimal opportunity to increase the Fiscal 2016 budget.

The timing of all town meeting voted transfers changed because of the Food Service and The Children's Way situation in Fiscal 2013. All transfers are posted to the town's accounting system in May of each year. The posting of transfers in May allows the town to avoid the cash timing situations that occurred in Fiscal 2013. I have attached a breakdown of Fiscal 2016 indirect cost transfers for your review.

RECOMMENDATION

Fiscal 2017 thru Fiscal 2021

53E ½ - 2 1/2% Cap Revolving Fund

I recommend that the Board of Selectmen seek special legislation to create a 53E ½ fund with the spending cap increased from the current statutory 1% to no more than 2 1/2%. I do not recommend the fund change to an Enterprise Fund, 53D Fund or remain a 1% fund. The enclosed five year budget model that I have attached depicts the revenues and expenses of the fund starting in 2017. In my view this is the best option because it will allow for programs funded by user fees to grow according to local demand and be accounted for through a revolving fund that operates within the legal constraints of the MGL. Over a projected five year period the revolving fund is projected to cover indirect costs including full time salaries and the revolving fund will partially rely on the existing fund balance rather than user fees to pay the full time salaries.

The five year model shows projected expenses and revenues and ending fund balance. Between 2016 and 2021 fund balance would decrease at a controlled amount. The gradual decrease in fund balance will allow the Recreation Director time to adjust expenses and or revenues. Additionally the model includes a controlled increase in expenditures and revenues. The Fiscal 2017 expenditure cap would be voted at \$909,161 which includes full time salaries, existing operational expenses, new operational expenses and indirect costs. From Fiscal 2018 thru Fiscal 2021 the growth of expenditures and revenues can increase gradually.

The increase in spending cap will allow the town to budget full time recreation employee salaries to the Recreation Revolving Fund. Currently this cost is raised and appropriated in the General Fund. Prior to Fiscal 2012 the full time salaries were charged to the Recreation Revolving Fund. Starting in Fiscal 2012 this cost was changed from the revolving fund to the General Fund. In Fiscal 2012 a transfer was processed charging the revolving fund for the Fiscal 2012 full time salaries. From Fiscal 2013 thru Fiscal 2015 Town Meeting did not vote and approve any additional transfers related to salary reimbursements.

It is projected that the Recreation Revolving Fund will have a beginning balance of approximately \$880,000 at the beginning of 2017. The balance equals 100% of annual revenue and can be considered excessive. The town's most recent Management Letter discussed revolving funds with high fund balances I do not support closing the surplus fund balance to the General Fund as this balance is needed to support the full time salaries which the revolving fund will be charged starting in Fiscal 2017.

The timing of the change from 1% to 2 1/2% is time sensitive. If the town petitions the state for special legislation after the fall town meeting, there is no guarantee that the state will render a decision prior to the town voting the FY 2017 budget in the spring of 2016. If the town does not get notified then there will be no alternative but to vote the fund as a 1% for 2017. These events may cause the fund to become a 2 1/2% Fund in 2018 rather than 2017.

Enterprise Fund, 53D Fund and 53E ½-1% Fund

I do not recommend that the Recreation Revolving Fund change to an Enterprise Fund, 53D Fund or remain a 53E ½-1% Fund. The 2 1/2% fund is more advantageous than an Enterprise Fund. Although the models are very similar the 2 1/2% fund does not require separate budget reporting to the Department of Revenue or in the town's financial statements. It is more flexible because only the expense budget needs to be voted and as was evident in February of 2015, the budget can be amended by the Board of Selectmen and Finance Committee if needed.

The Recreation Revolving Fund has operated as a 53E ½-1% Fund for the past 10 years. The 1% restriction has resulted in the fund struggling to offer programs with budgetary constraints.

The fund has generated revenue that is in excess of the 1% budget cap. Fund balance has grown since Fiscal 2013 when full time salaries were no longer charged to the fund.

The 53D model does not require a town meeting approved budget. At the end of each fiscal year fund balance in excess of \$10,000 would need to be closed to the General Fund. Given the annual revenues and expenses of the fund I do not support operation of the fund without any budget controls.

I would be pleased to review my report and recommendations with you.

Cc: Jessica Brodie, Recreation Director

Joe Nolan

John Senchyshyn

Carol Martin

Brud Wright

Recreation Revolving Fund
Changing from a 1% fund in FY 2016 to a 2 1/2% fund in 2017

	1%	1%	2.50%	2.50%	2.50%	2.50%	2.50%
	Actual 2015	Projected 2016	Projected 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021
Beginning Balance	<u>534,856.00</u>	<u>658,749.41</u>	<u>880,824.12</u>	<u>839,052.83</u>	<u>794,739.93</u>	<u>747,860.00</u>	<u>698,387.38</u>
OPERATING REVENUE							
Revenues	817,389.71	817,389.71	817,389.71	817,389.71	817,389.71	817,389.71	817,389.71
New Revenue-Per Jessica	-	-	50,000.00	100,000.00	100,000.00	125,000.00	150,000.00
Total Revenue	<u>817,389.71</u>	<u>817,389.71</u>	<u>867,389.71</u>	<u>917,389.71</u>	<u>917,389.71</u>	<u>942,389.71</u>	<u>967,389.71</u>
OPERATING EXPENSES							
Full Time Salaries	-	-	160,500.00	162,105.00	163,726.05	165,363.31	167,016.94
Expenses	542,797.30	502,566.00	505,000.00	505,000.00	505,000.00	505,000.00	505,000.00
New Expenses- per Jessica	-	-	150,000.00	200,000.00	200,000.00	225,000.00	250,000.00
Total Expenses	<u>542,797.30</u>	<u>502,566.00</u>	<u>815,500.00</u>	<u>867,105.00</u>	<u>868,726.05</u>	<u>895,363.31</u>	<u>922,016.94</u>
INDIRECT COSTS EXPENSES	88,027.00	91,215.00	92,127.00	93,048.27	93,978.75	94,918.54	95,867.73
OPEB Current Yar	1,948.00	1,534.00	1,534.00	1,549.34	1,564.83	1,580.48	1,596.29
OPEB Retro	60,724.00	-	-	-	-	-	-
Total Indirects	<u>150,699.00</u>	<u>92,749.00</u>	<u>93,661.00</u>	<u>94,597.61</u>	<u>95,543.59</u>	<u>96,499.02</u>	<u>97,464.01</u>
Actual / Projected Revenues	817,389.71	817,389.71	867,389.71	917,389.71	917,389.71	942,389.71	967,389.71
Actual / Projected Expenses	693,496.30	595,315.00	909,161.00	961,702.61	964,269.64	991,862.33	1,019,480.96
Net change in Fund Balance	123,893.41	222,074.71	(41,771.29)	(44,312.90)	(46,879.93)	(49,472.62)	(52,091.25)
Ending Fund Balance	<u>658,749.41</u>	<u>880,824.12</u>	<u>839,052.83</u>	<u>794,739.93</u>	<u>747,860.00</u>	<u>698,387.38</u>	<u>646,296.14</u>

FISCAL 2016 INDIRECT COST SCHEDULE
TOWN AND SCHOOL REVOLVING FUNDS AND ENTERPRISE FUNDS

	Pension	Health Insurance	Town Dept. Indirect Cost	Total Fund Indirect Cost
Water Fund	195,191.00	64,753.00	71,781.00	331,725.00
Septage Fund	30,623.00	3,745.00	0	34,368.00
Wastewater Fund	24,288.00	0	0	24,288.00
Transfer St	9,853.00	23,283.00	14,590.00	47,726.00
Recreation	27,563.00	39,112.00	24,540.00	91,215.00
BASE	94,948.00	109,702.00	9,178.00	213,828.00
The Children's Wa	80,020.00	128,765.00	8,917.00	217,702.00
Food Service	53,366.00	180,200.00	6,400.00	239,966.00
Full Day Kindergar	11,908.00	22,898.00	3,323.00	38,129.00
	527,760.00	572,458.00	138,729.00	1,238,947.00

Water Department

WAYLAND INDIRECT/ADMINISTRATION & FRINGE BENEFIT COSTS

FY16

Indirect costs include Administration, Treasurer, General Insurances costs. This section documents the application of the indirect cost methodology.

Administration

Administration includes Finance, Town Office and Personnel Department Expenses. Expenditures are allocated based on the percentage of the Water budget to the prior year's Administration budgets.

Description	FY15 Budgets	Percent	Allocation
Water budget (less debt)	\$ 2,364,110		
Town budget (less debt)	\$ 64,498,702	0.0367	
Administration Budget		\$ 858,254	\$ 31,458

Treasurer

The Treasurer provides check disbursement, investment and processing of receipts.

Treasurer Salary Budget	\$ 227,550	0.0367	\$ 8,341
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Insurances

Insurances identifies the cost of insuring the WTP. The balance of the General Insurance premium includes general building, liability, workers' compensation and property insurance allocated based on the established percentage.

Water Treatment Plant	\$ 11,020	100.0000	\$ 11,020
Balance of Insurance Budget	\$ 603,980	0.0367	\$ 22,138
Total FY16 Indirect (Administration) Costs			\$ 72,957

Fringe Benefits

In addition to Indirect/Administration costs, the Town of Wayland charges the Water Dept for fringe benefits/retirement costs. Fringe benefits includes health, life, OPEB, Medicare, and retirement.

Health & Life			\$ 55,110	50,047.74
OPEB			\$ -	9,643.30
Retirement			\$ 195,192	
Medicare			\$ 8,466	FY 15 sal bud
Total FY16 Fringe Benefit Costs			\$ 258,768	

Total FY16 Fringe Benefits			\$ 331,725	
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Fee Support- Recreation				
WAYLAND INDIRECT/ADMINISTRATION & FRINGE BENEFIT COSTS				
FY16				
Indirect costs include Administration, Insurances and Treasurer costs. This section documents the indirect cost methodology and applies the methodology to the Administration, Insurances and Treasurer costs.				
Administration				
Administration includes Finance, Town Office and Personnel Department Expenses. Expenditures are allocated based on the percentage of the Water budget to the prior year's Administration budgets.				
<u>Description</u>	<u>FY15 Budgets</u>	<u>Percent</u>	<u>Allocation</u>	
Fee Support budget	\$ 770,364			
Town budget (less debt)	\$ 64,498,702	0.0119		
Administration Budget		\$ 929,775	\$ 11,105	
Treasurer				
The Treasurer provides check disbursement, investment and processing of receipts.				
Treasurer Salary Budget	\$ 227,550	0.0119	\$ 2,718	
Insurances				
The General Insurance premium includes general building, liability, workers' compensation and property insurance allocated based on the established percentage.				
Insurance Budget	\$ 615,000	0.0119	\$ 7,345	
Total FY16 Indirect (Administration) Costs			\$ 21,168	
Fringe Benefits				
In addition to Indirect/Administration costs, the Town of Wayland charges the Rec Fee Support for fringe benefits/retirement costs. Fringe benefits includes health, life, OPEB, Medicare, and retirement.				
Health & Life			\$ 39,112	36,388
OPEB			tbd	5,284
Retirement			\$ 27,564	27,509
Medicare			\$ 3,371	1,897
Total FY16 Fringe Benefit Costs			\$ 70,047	71,078
Total FY16 Indirect-Administration & Fringe Benefits			\$ 91,215	

Water Department

WAYLAND INDIRECT/ADMINISTRATION & FRINGE BENEFIT COSTS

FY16

Indirect costs include Administration, Treasurer, General Insurances costs. This section documents the application of the indirect cost methodology.

Administration

Administration includes Finance, Town Office and Personnel Department Expenses. Expenditures are allocated based on the percentage of the Water budget to the prior year's Administration budgets.

Description	FY15 Budgets	Percent	Allocation
Water budget (less debt)	\$ 2,364,110		
Town budget (less debt)	\$ 64,498,702	0.0367	
Administration Budget		\$ 858,254	\$ 31,458

Treasurer

The Treasurer provides check disbursement, investment and processing of receipts.

Treasurer Salary Budget	\$ 227,550	0.0367	\$ 8,341
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Insurances

Insurances identified the cost of insuring the WTP. The balance of the General Insurance premium includes general building, liability, workers' compensation and property insurance allocated based on the established percentage.

Water Treatment Plant	\$ 11,020	100.0000	\$ 11,020
Balance of Insurance Budget	\$ 603,980	0.0367	\$ 22,138

Total FY16 Indirect (Administration) Costs **\$ 72,957**

Fringe Benefits

In addition to Indirect/Administration costs, the Town of Wayland charges the Water Dept for fringe benefits/retirement costs. Fringe benefits includes health, life, OPEB, Medicare, and retirement.

Health & Life			\$ 55,110	50,047.74
OPEB			\$ -	9,643.30
Retirement			\$ 195,192	
Medicare			\$ 8,466	FY 15 sal bud
Total FY16 Fringe Benefit Costs			\$ 258,768	

Total FY16 Fringe Benefits **\$ 331,725**

ARTICLE E __: ACQUIRE MUNICIPAL PARCEL IN TOWN CENTER

Proposed by: Board of Selectmen

Estimated Cost: \$1.00

To determine whether the Town will vote to:

- a.) Authorize the Board of Selectmen, with approval of Town Counsel as to form, to lease, as lessee, or acquire by purchase, gift, eminent domain, or otherwise, for municipal purposes, the fee or any lesser interest in all or any part of the parcels of land and building located on and off Boston Post Road (Route 20) Andrew Avenue and Lillian Drive in Wayland, Massachusetts shown as Lot 4-1 Parcel R-20-1 Lot 8-1, and Lot 9-1B, on a plan entitled "Plan of land Wayland, Massachusetts showing proposed municipal parcels" dated July 21, 2015 prepared by the Wayland Town Surveyor and recorded with the Middlesex South Registry of Deeds as Plan N0.616 of 2015 on a plan signed by the Planning Board on July 28, 2015.
- b.) appropriate \$1.00 to be expended by the Board of Selectmen for the acquisition or lease of said parcels of land; and
- c.) determine whether said appropriation shall be provided by taxation, transfer from un-appropriated available funds, transfer from available funds appropriated for other purposes, or otherwise.

FINANCE COMMITTEE COMMENTS: Passage of this Article allows the Town to move forward with the Municipal portion of the Town Center development, in addition to the retail and residential portions of the project. The Motion, above, sets forth the process to be taken by the Board of Selectmen in order for the Town to acquire the municipal parcels in Town Center. (A map of the parcels along with a photo of the existing building are included in Appendix ? to this Warrant).

Municipal Parcels: The Town of Wayland entered into a Development Agreement with the developer of the Wayland Town Center project (Twenty Wayland), which provides for the right of the Town to own or lease parcels of land for \$1.00, containing approximately 70,000 square feet of land for the purpose of developing a municipal building of up to 40,000 square feet and 100 parking spaces. The purpose of this opportunity was to create a gathering place for residents of Wayland, as set forth in the Mixed Use Overlay District document that was signed by the Planning Board in January 2008. The Town's ownership of this parcel and the eventual development of the parcel with a municipal facility, will help to create what the name of the Project was meant to convey, which is a town center for all residents.

In this article, the number and size of the parcels to be leased or purchased is more than the minimum stated in the Development Agreement. The area covered in the article is about 4.16 acres, or approximately 209,000 square feet, and represents all the land west of Andrew Avenue and south of Lillian Drive, excluding the retention area, and including the existing building. Listing all of these parcels gives the Town the most flexibility in negotiating the lease or purchase of the municipal parcel. It may give the Town more usable land surrounding the existing building and gives the option to put the Formal Public Green space closer to the riverfront at Bridle Point by creating instead, a less formal linear park that connects the two. A map showing the Bridle Point is shown in Appendix ?.

This acquisition includes the existing building of approximately 10,000 usable square feet of space that was constructed in 2000. Members of the Council on Aging/Community Center Advisory Committee (CoA/CCAC) have considered the condition of and the potential uses for that structure, and they believe that it is a very usable building. By owning this existing structure, the Town would save significant monies in not having to construct that space from the ground up for a use to be determined by Town Meeting in the future. It will require the Town to insure the building once it takes ownership of the building. In addition, the Town might incur demolition costs, if The Town were to not utilize it as part of a future development.

This article does not address the improvement of the Town Green area. The future use of these parcels and of the Town Green are separate issues. The development of the Town Green within the Town Center development is addressed by the Master Special Permit from the Planning Board. It is understood that the remaining 0.32 acres of park is to be constructed by the developer as agreed in the original agreement with modifications as approved by the Planning Board. See original site plan shown in Appendix ?. The future use and development of these parcels shall be considered at a future Town Meeting.

The site abuts the Sudbury River and associated wetlands. Any design and usage will be reviewed with the Wayland Conservation Commission for compliance with local and MA Department of Environment Protection (DEP) standards. Any development of a municipal facility on these parcels will also require the approval of Town Meeting.

This municipal pad site is subject to a deed restriction dated 1997 entitled, "Activities and Use Limitation" (Deed Restriction) that is not to be confused with an "Activities and Use Limitation (AUL)" that was issued by the DEP on another portion of the Town Center site, and not this particular area. The 1997 Deed Restriction does allow for a variety of potential municipal uses that have been contemplated by various Town boards and committees for this site. The Licensed Site Professional who represents Raytheon on this matter has indicated that the 1997 Deed Restriction may be lifted, as has been done on six other occasions by Raytheon. Detailed information about the condition of the site and mediation efforts are found at: Raytheon Remediation of the Former Raytheon Facility in Wayland, MA: <http://raytheon.erm.com/home.htm>

Author
Comment: Removed name of LSP representing Raytheon

Acting on the Town Meeting vote in the spring of 2015, the CoA/CCAC employed CMG Environmental, Inc. to conduct a Phase I Environmental Study of the 4.16 acre parcel. The report may be viewed at the CoA/CCAC website: ###. In a letter dated August 17, 2015, from Benson R. Gould, LSP, LEP of CMG Environmental, Inc., Mr. Gould writes, "...the identified concentration of PCB's in soil would not pose a significant risk of harm to human health, public welfare, safety, or the environment under any current or reasonable foreseeable future scenario of unrestricted use (including recreational, day care, or gardening use of the Site)."

The study focused on the extent of PCB's in the soil, because that was the only contaminant found in the prior testing done at that location. New testing determined that there is only a minor level of PCB's in the soil, well below a reportable condition, concluding, "... the identified concentration of PCB's in soil would not pose a significant risk of harm under any current or reasonable foreseeable future scenario of unrestricted use (including recreational, day care, or gardening use of the Site.)"

The study also addressed past concerns about potential release of chlorinated VOC's from the ground water into habitable buildings. However, the subject building and the proposed addition are beyond the recommended 30' from Monitoring Well-1028 where slightly elevated VOC's were detected. The existing building and proposed addition are deemed suitable for occupancy and no further testing of ground water is recommended other than the continued monitoring that is already on going.

ARGUMENTS IN FAVOR:

- Brings additional activity to the Wayland Town Center project, thereby creating a gathering place for residents of Wayland for a variety of reasons, which is one of the key concepts behind the Wayland Town Center project – a gathering place for residents of all ages to live, work, recreate, shop and dine.

- The Phase I report and supplemental environmental testing confirmed that the site and building is suitable for occupancy and development of additional buildings that may be desired.
- Retains Federal Statute protection. All remediation costs of any contaminants that may be discovered at a future time after acquisition by the Town shall remain the responsibility of the prior owner who caused the contamination.
- Completes a provision of the Development Agreement for the Town Center project, which was one of the important aspects of that Agreement for the Town.
- Connects the Town Green to the River with a proposed linear park in lieu of the formal public garden shown in the original approved master plan.
- Connects hiking trails from north Wayland to the new Rail [Trail].
- Affords the Town the opportunity to lease or purchase more land than originally planned (4.16 acres vs. 1.72 acres) allowing for more flexibility in development.
- Provides the Town with the opportunity to own and occupy land and a building for a variety of potential uses (the existing building near the Sudbury River)
- Supports a potential boat launch parking and boat storage enhancement that will encourage more boaters to use the river for recreational purposes, thereby enhancing one of the goals of the Wild and Scenic Rivers Act: recreation on the Sudbury River.

Author

Comment: Deleted pro-argument: Provides the Town with more usable land for future development.

ARGUMENTS OPPOSED:

- Acquiring the land and building will remove potential tax revenue that could accrue to the Town if a private entity were to own and develop the land described herein (it should be noted that there currently are no private development rights on said parcels).
- Acquiring the land and building will burden the town with additional operating and maintenance costs, including insurance, potential building repairs and the potential to incur demolition costs on the building if the Town does not use it in the future.
- Some have argued that a lease could be problematic and that the Town should acquire, but not lease the land.

RECOMMENDATION: The Finance Committee recommends approval. Vote: ____ to ____.

QUANTUM OF VOTE: Two-thirds – see Massachusetts General Laws Chapter 40, Section 14.

For more information about this article, contact Nan Balmer, Town Administrator, at (508) 358-3620, or email nbalmer@wayland.ma.us. See map at Appendix ____ on page ____.

ARTICLE XX: TOWN MEETING WARRANT ARTICLE FOR LIBRARY PLANNING AND DESIGN FUNDS

Proposed by: Board of Library Trustees

Estimated Cost: \$ 150,000

To determine whether the Town will vote to appropriate a sum of money to be expended under the direction of the Board of Library Trustees for a study in accordance with the guidelines of the Massachusetts Public Library Construction Program to examine the feasibility of (a) expanding and renovating the current library building and of (b) building a new library on a different site; further, to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing under Massachusetts General Law Chapter 44 or other enabling authority, or otherwise.

FINANCE COMMITTEE COMMENTS: This article appropriates money for a study to evaluate available options for easing crowding at the Wayland Free Public Library and providing better library services to the residents of Wayland. One option is to renovate and expand the current library building at 5 Concord Road; the other option is to build a new library building on another site in the town. The study will identify appropriate building sites for further consideration. Preliminary plans and schematic designs will be produced for the selected site(s), including site plans, engineering studies, zoning and traffic evaluations, conceptual designs, and floor plans. The study will also result in cost estimates for the selected site(s).

The Library in the Community

For over a century and a half, the Library has stood at the center of our community and has been a first stop for new families moving to town. Over the years, library services have evolved to respond to changing community needs and to take advantage of new technologies. The Library now offers e-books, audio books, streaming video and music, WiFi access, reference databases, book clubs, story hours, a rich and varied calendar of events and programs, and access to the incomparable materials and resources of the entire Minuteman Library Network – all for free.

In FY2014, more than 2,100 people visited the Wayland Library each week, and the Library circulated nearly a quarter million items. From FY2012-FY2014, circulation increased an average of 3.97% a year—well ahead of the state average—and last year the Library restored its hours to 67 hours a week (60 in summer) in response to residents' requests for more access. However, because of the constraints of the current building, the Library is unable to accommodate patrons' requests for larger collections of circulating materials, and staff struggle to find space for other important resources and activities.

Constraints of the Current Building

The original library at 5 Concord Road was built in 1900. The building was enlarged once, in 1988, with an addition that added a meeting room, expanded the Children's Room, and provided much-needed space for collections and seating. Today, 27 years later, the Library is again short of space for collections and cannot accommodate residents' for a larger, more comfortable children's space, a dedicated teen space, quiet study rooms and tutoring areas, private meeting rooms, better spaces for audio-visual presentations, computer carrels, and group workspaces. Much of the Library staff works from a warren of rooms behind the Children's Room, and many of the Library's materials are shelved too high or too low for patrons to retrieve easily.

Even if the Town votes against this proposal, the current library facility would need to be significantly upgraded in order to with issues of basement flooding and out-dated systems, and this will be a significant cost to the Town, without the benefit of matching funds from the Commonwealth, as described below.

An Opportunity – State Funding

In August 2014, Governor Deval Patrick signed a bond bill authorizing over \$150 million for the Massachusetts Public Library Construction Program (MPLCP). It is the first library construction bond to be approved in six years. Over the next several years, these funds will become available to communities in the Commonwealth that are seeking to renovate and expand their libraries or build new ones. These State construction grants cover roughly 45% of eligible construction costs of an approved library project for a town like Wayland.

The Library Planning Committee

In response to this extraordinary opportunity to meet longstanding needs, the Library Trustees formed a Library Planning Committee (LPC) in early 2015 to recommend whether to go forward with a grant application. The formation of the LPC is the latest step in a 15-year effort to secure the future of the Library, an effort that has included several planning and feasibility study committees, three long-range plans, an evaluation of the Library program and a building audit by an outside consultant, and a town-wide survey. The Library Trustees have informed the Finance Committee about these efforts in each of the past several years as part of the Capital Improvement Plan process, with the Library program now being part of the Capital program for the Town's Facilities Department.

In a series of meetings and out-of-town site visits, the Committee, which is made up of 21 Wayland residents representing a wide range of interests, reviewed all planning and feasibility studies and community surveys completed since 2002; visited 14 libraries representing examples of successful construction projects funded by the MPLCP in comparable communities; formed a study group to research current trends in library conceptualization, use, and design; formed a study group to evaluate available parcels of land for their suitability as sites for a new library. The Committee then visited the three sites they deemed feasible (the State grant criteria require that municipalities study at least two sites). These three sites are the current library site at 5 Concord Road, the former Department of Public Works site, and a new site owned by the developer in the Town Center development. They were selected based upon meetings with the Town Surveyor, the Planning Director, the Conservation Director and the Facilities Director.

The Recommendation – Apply for State Grant

On August 27, 2015, the Library Planning Committee “strongly recommended” that the Trustees apply for a Massachusetts Public Library Construction Program grant to either renovate and expand the current building or build a new library facility at a site to be determined.

After months of research, the Committee concluded that our current facility does not serve the residents of Wayland adequately, as it lacks the flexibility to meet the changing needs of the community. Successful public libraries today do more than lend books and run story hours; they embrace the digital age and offer opportunities for a wide range of activities including quiet study, group study, collaborative learning, cultural events, and community gatherings.

In conclusion, the Committee said:

“The library remains a vital center of our democratic community, and the committee believes that residents deserve a library commensurate with their expectations for intellectual engagement, lifelong learning, community cohesion, and quality of life. ... A new or expanded library would not simply make space for more of the same activities; rather, it would accommodate exciting growth in the scope of the library's programs and ambitions. With significant State funding on offer, now is the time for Wayland to make a new investment in the future of its free public library. “

A copy of the Committee's full report can be found on the Library website waylandlibrary.org/about-us/planning-committee/. On September 16, 2015, the Board of Library Trustees voted unanimously to accept the Committee's recommendation.

The Planning and Design Process

The Commonwealth's process for developing library-building projects is long and exacting. To be eligible for a library construction grant, applicants must meet many requirements. The Library has carefully followed the required steps, which have included creating a long-range plan, hiring an independent consultant to update the Library's building program, and forming the LPC. The Trustees have also taken the additional step of surveying all Wayland households about their library usage and their thoughts on library needs.

The final step before the application process begins is the Planning and Design Work. This is the work for which this article requests funds. The work is largely dictated by the State and includes the following tasks:

1. Trustees hire an Owner's Project Manager to oversee the study
2. Trustees hire a Massachusetts Registered Architect to complete a preliminary investigation of the sites identified by the Library Planning Committee and Trustees. This preliminary investigation will evaluate these sites based on characteristics such as:
 - a. Size of the project, whether the parcel of land is sufficient to accommodate the building, parking, and outdoor areas of programmed activities
 - b. Convenience to and distance from the majority of library patrons considering patterns of anticipated growth
 - c. Viability and safety of vehicle and pedestrian access
 - d. Local requirements for zoning, setbacks, easements, and height restrictions
 - e. Proximity to other city/town buildings, open public spaces such as parks and schools
 - f. Solar orientation and views
 - g. Visual prominence
 - h. Historical significance and the possibility that the site contains buried artifacts or remains
3. Library Planning Committee and Trustees agree on the site(s) to study further
4. Architect performs a more in-depth investigation on the selected site(s), including topographic surveys, test borings or percolation tests, subsurface soil analyses, or other geotechnical testing
5. Architect develops the schematic designs, which include site plans showing building locations, parking, grading, utilities and floor plans, and landscaping
6. Professional independent cost estimator prepares a construction and project budget for the selected option based on the preliminary plans.

It is anticipated that the total cost of performing these planning and design tasks will be \$150,000, which is the amount requested in this article.

Next Steps – Grant Timeline

Planning and design must be completed by October 2016; the grant application is due in January 2017. If the Trustees submit an application at that time, the Trustees will present a second article, at spring Annual Town Meeting 2017, asking the Town to support the library building project proposed in the submitted grant application. That article would not request town funds or obligate the expenditure of future funds; it would only ask for a vote of support for the project, as is required by the State construction grant process.

According to the Massachusetts Public Library Construction Program's tentative calendar, the Massachusetts Board of Library Commissioners will announce the grant recipients in July 2017. Wayland may receive a grant at this time. If Wayland is selected, the Town must accept the grant money and commit to the balance needed for the project by January 2018, or by May 2018 if an extension is granted by the State. That commitment requires a vote at a future Town Meeting.

The State's timetable for this round of library construction grants lines up well with the Town's timetable for capital projects. Failure to pass this article at this time could result in a timing conflict with other Town capital needs and would likely cost the Town the opportunity to receive a 45% State contribution toward library construction costs.

The Wayland Board of Library Trustees voted 5-0 to support this article.
[The Library Planning Committee voted XX-XX to support this article.]

ARGUMENTS IN FAVOR:

- After 115 years, the Library has outgrown its space in the building at 5 Concord Road. Either the renovation of the existing library, or building a facility at a new site will create an exciting opportunity to provide Wayland residents with a state-of-the-art library.
- Numerous studies and surveys conducted by the Library over the last 15 years (Library Planning Committee in 2002, Long-Range Planning Committee in 2012, town-wide survey in 2015) document the public's desire for more space in their Library for the collection; for children, teens, and seniors; for quiet study and reading; for meetings and collaborative work; for cultural programs and community gatherings; for parking; and for other resources and activities.
- A new library building has been in the town's Capital Plan for 10 years. With the extraordinary opportunity to qualify for 45% State reimbursement of eligible construction costs, now is the time to put planning into action. The availability of State construction grants is not at all predictable; the last grant authorization passed in 2008.
- State construction timelines are long. If Wayland is selected as a grant recipient and voters decide to go forward with a library construction project, the Town would not be required to commit additional funds for this project until 2018 and construction would not begin until 2019. This timeline allows for prudent financial planning around the Town's other capital projects.
- A 2009 study of new library facilities in Massachusetts by library consultant Nolan Lushington revealed that library construction projects can relieve pent-up demand for library services in a town, increasing borrowing by an average of 27%, visitor by 30%, and program attendance by 90%.
- The Capital Improvement Plan submitted by the Facilities Department for Fiscal Year 2016 and it included funding for a new/renovated library in Fiscal Year 2018, which is probably a year sooner than is projected per this Article, which would push back potential funding for one year from previous estimates.

ARGUMENTS OPPOSED:

- Some argue that the Library has adequate space to provide services in its current building.
- Some argue that in spite of the surveys and studies conducted by the Trustees, libraries are antiquated and that the need for libraries will diminish over time.
-
- The Town has built several new buildings recently and may be undertaking the construction of a new Council on Aging/Community Center. An additional building project may not be fiscally prudent at this time.

- Some may argue that the Library should remain in the building as it is currently configured in order to protect public access to this long-standing prominent building in Wayland.
- A larger library than is currently operating could require a larger operating budget for expenses such as utilities (unless energy efficiencies offset such costs in a new or renovated building) and for the potential need for additional personnel to service a larger facility.

[RECOMMENDATION: The Finance Committee recommends approval: Vote: 7 to 0.

QUANTUM OF VOTE: Majority – see Massachusetts General Law, Chapter 40, Section 3.



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BRIAN KEVENY
FINANCE DIRECTOR
TEL. (508) 358-3610
www.wayland.ma.us

To: Finance Committee

Nancy Funkhouser

Dave Watkins

Gil Wolin

Gordon Cliff

Carol Martin

Thomas Abdella

Bill Steinberg

From: Brian Keveny, Finance Director

Date: September 25, 2015

Subject: Fiscal 2017 Proposed Capital Projects

Please find attached the Fiscal 2017 proposed capital projects and five year capital improvement plan. The Fiscal 2017 capital requests include projects prepared by town management, boards and committees. Completed (CIP) forms are included for your review. I have also provided additional capital project schedules by department and by category.

Funding sources to support the Fiscal 2017 requested capital budgets include the following, free cash, cash capital, revolving funds, CPA funds, non-exempt debt, exempt debt and grants. Funding recommendations will be determined after the CIP forms are evaluated.

I have prepared schedules which list the requested capital projects by department and by category. I have reviewed the CIP forms submitted to ensure completeness and accuracy. Please review this information and start your initial process of evaluation. As we move forward in the budget process, determination can be made on which projects to support as well as developing prudent funding sources.

Fiscal 2017 thru Fiscal 2021 DEPARTMENTAL CAPITAL PLAN-DRAFT

9/24/2015	2017	2018	2019	2020	2021
ASSESSOR					
Equipment	-	-	-	-	-
Vehicle	-	-	-	-	-
Land / Improvements	-	-	-	-	-
Building Renovations	-	-	-	-	-
Other	-	-	-	-	-
Subtotal	-	-	-	-	-
INFORMATION TECHNOLOGY					
Equipment	130,000.00	150,000.00	95,000.00	-	-
Vehicle	-	-	-	-	-
Land / Improvements	-	-	-	-	-
Building Renovations	-	-	-	-	-
Other	-	50,000.00	50,000.00	50,000.00	-
Subtotal	130,000.00	200,000.00	145,000.00	50,000.00	-
CONSERVATION					
Equipment	-	-	-	-	-
Vehicle	-	-	-	-	-
Land / Improvements	342,000.00	810,000.00	760,000.00	750,000.00	810,000.00
Building Renovations	35,000.00	-	-	-	-
Infrastructure	50,000.00	100,000.00	50,000.00	200,000.00	-
Other	-	-	-	-	-
Subtotal	427,000.00	910,000.00	810,000.00	950,000.00	810,000.00
TOWN SURVEYOR					
Equipment	-	-	-	-	-
Vehicle	-	-	-	-	-
Land / Improvements	-	-	-	-	-
Building Renovations	-	-	-	-	-
Other	-	-	-	-	-
Subtotal	-	-	-	-	-
FACILITIES					
Equipment	-	-	-	-	-
Vehicle	-	50,000.00	-	50,000.00	-
Land / Improvements	-	-	-	-	-
Building Renovations	133,000.00	693,000.00	3,951,250.00	225,000.00	-
New construction	5,600,000.00	12,800,000.00	-	-	-
Other	-	-	-	-	-
Subtotal	5,733,000.00	13,543,000.00	3,951,250.00	275,000.00	-
POLICE					
Equipment	-	-	-	-	-
Vehicle	-	-	-	-	-
Land / Improvements	-	-	-	-	-
Building Renovations	-	-	-	-	-
Other	-	-	-	-	-
Subtotal	-	-	-	-	-

		2017	2018	2019	2020	2021
JCC						
	Equipment	25,000.00	-	-	-	-
	Vehicle	-	-	-	-	-
	Land / Improvements	-	-	-	-	-
	Building Renovations	-	-	-	-	-
	Other	-	-	-	-	-
	Subtotal	25,000.00	-	-	-	-
FIRE						
	Equipment	-	-	210,000.00	-	-
	Vehicle	1,495,000.00	295,000.00	-	550,000.00	145,000.00
	Land / Improvements	-	-	-	-	-
	Building Renovations	-	-	-	-	-
	Other	-	-	-	-	-
	Subtotal	1,495,000.00	295,000.00	210,000.00	550,000.00	145,000.00
PLANNING						
	Equipment	-	-	-	-	-
	Vehicle	-	-	-	-	-
	Land / Improvements	-	-	-	-	-
	Building Renovations	-	-	-	-	-
	Infrastructure	-	400,000.00	-	890,300.00	0
	Other	-	-	-	-	-
	Subtotal	-	400,000.00	-	890,300.00	0
BUILDING & ZONING						
	Equipment	-	-	-	-	-
	Vehicle	-	-	-	-	-
	Land / Improvements	-	-	-	-	-
	Building Renovations	-	-	-	-	-
	Other	-	-	-	-	-
	Subtotal	-	-	-	-	-
DPW						
	Equipment	795,000.00	535,000.00	575,000.00	465,000.00	490,000.00
	Vehicle	-	-	-	-	-
	Land / Improvements	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00
	Building Renovations	-	-	-	-	-
	Infrastructure	1,510,000.00	1,606,000.00	1,766,600.00	1,943,260.00	2,137,586.00
	Other	-	-	-	-	-
	Subtotal	2,380,000.00	2,216,000.00	2,416,600.00	2,483,260.00	2,702,586.00
BOARD OF HEALTH						
	Equipment	-	-	-	-	-
	Vehicle	-	-	-	-	-
	Land / Improvements	-	-	-	-	-
	Building Renovations	-	-	-	-	-
	Other	-	-	-	-	-
	Subtotal	-	-	-	-	-
COUNCIL ON AGING						
	Equipment	-	-	-	-	-
	Vehicle	-	-	-	-	-
	Land / Improvements	-	-	-	-	-
	Building Renovations	-	-	-	-	-
	Other	-	-	-	-	-
	Subtotal	-	-	-	-	-

	2017	2018	2019	2020	2021
LIBRARY					
Equipment	-	-	-	-	-
Vehicle	-	-	-	-	-
Land / Improvements	-	-	-	-	-
Building Renovations	-	-	-	-	-
Other	-	-	-	-	-
Subtotal	-	-	-	-	-
RECREATION					
Equipment	-	-	-	-	-
Vehicle	-	-	-	-	-
Land / Improvements	455,000.00	75,000.00	75,000.00	75,000.00	75,000.00
Building Renovations	-	-	-	-	-
Other	-	-	-	-	-
Subtotal	455,000.00	75,000.00	75,000.00	75,000.00	75,000.00
SCHOOL					
Equipment	375,600.00	350,000.00	70,000.00	20,000.00	-
Vehicle	30,000.00	-	-	-	35,000.00
Land / Improvements	150,000.00	2,150,000.00	150,000.00	-	-
Building Renovations	2,230,000.00	570,000.00	2,195,000.00	350,000.00	-
Other	-	-	-	-	-
Subtotal	2,785,600.00	3,070,000.00	2,415,000.00	370,000.00	35,000.00
SUBTOTAL GENERAL FUND	13,430,600.00	20,709,000.00	10,022,850.00	5,643,560.00	3,767,586.00
WATER FUND					
Equipment	460,000.00	-	1,000,000.00	-	-
Vehicle	-	75,000.00	80,000.00	80,000.00	-
Land / Improvements	-	-	-	-	-
Building Renovations	525,000.00	-	-	-	-
Other	-	-	-	-	-
Infrastructure	2,000,000.00	2,100,000.00	2,100,000.00	2,100,000.00	1,400,000.00
Subtotal	2,985,000.00	2,175,000.00	3,180,000.00	2,180,000.00	1,400,000.00
WASTEWATER FUND					
Equipment	-	-	-	-	-
Vehicle	-	-	-	-	-
Land / Improvements	-	-	-	-	-
Building Renovations	-	-	-	-	-
Other	-	-	-	-	-
Subtotal	-	-	-	-	-
SUBTOTAL ENTERPRISE FUNDS	2,985,000.00	2,175,000.00	3,180,000.00	2,180,000.00	1,400,000.00
Wayland Housing Authority					
Equipment	-	-	-	-	-
Vehicle	-	-	-	-	-
Land / Improvements	-	-	-	-	-
Building Renovations	524,699.00	-	-	-	-
Other	-	-	-	-	-
Infrastructure	-	-	-	-	-
Subtotal	524,699.00	-	-	-	-
SUBTOTAL ALL FUNDS	16,940,299.00	22,884,000.00	13,202,850.00	7,823,560.00	5,167,586.00

FISCAL 2017 CAPITAL BUDGET REQUESTS-DRAFT

DRAFT-9/24/15

GENERAL FUND

Department	Type	Description	Capital Budget
DPW	Infrastructure	Town wide road reconstruction	1,460,000.00
DPW	Infrastructure	Cemetery expansion	50,000.00
DPW	Infrastructure	Traffic calming	-
DPW	Equipment	Light Trucks-Replacement Schedule	90,000.00
DPW	Equipment	Light Trucks-John Deere Turf Tractor P 59	150,000.00
DPW	Equipment	Small Equipment-schedule	70,000.00
DPW	Equipment	Heavy Equipment-various	225,000.00
DPW	Equipment	Small Swap Loader L	220,000.00
DPW	Equipment	Transfer Station Trash Compactor	40,000.00
DPW	Land Improvement	Tree Work	75,000.00
Conservation	Land	Land acquisition / open space	342,000.00
Conservation	Infrastructure	Rice road / Snake Brook dam repairs	50,000.00
Conservation	Building Repair	Shed and Office upgrades	35,000.00
JCC	Equipment	Radios	25,000.00
Facilities	Building repair	Library Rotunda Window Replacement	85,000.00
Facilities	New construction	COA Rotunda Windows	5,600,000.00
Facilities	Building repair	Transfer Station Building Improvement	48,000.00
IT Dept.	Equipment	Town / School SAN upgrade	80,000.00
IT Dept.	Equipment	Firewall	50,000.00
Fire	Vehicle	Ladder and Fire Truck	950,000.00
Fire	Vehicle	Rescue Pump Truck	490,000.00
Fire	Vehicle	Fire Vehicle	55,000.00
Recreation	Land Imp	Capital field maintenance	75,000.00
Recreation	Land Imp	Artificial Turf Field Design	80,000.00
Recreation	Land Imp	Oxbow Meadows Site Construction	200,000.00
Recreation	Land Imp	Happy Hollow Playground	100,000.00
High School	Equipment	Security System	30,000.00
High School	Land Improvement	Stadium Repairs	150,000.00
School	Vehicle	Vehicle	30,000.00
Claypit School	Equipment	Furniture Replacement	25,000.00
Food Service	Equipment	Food Service Equipment	175,600.00
4 Locations	Equipment	Custodian Equipment	50,000.00
Happy Hollow	Building Repair	Floor Tile	65,000.00
Happy Hollow	Equipment	Furniture Replacement	25,000.00
Happy Hollow	Building Repair	Phone upgrade	50,000.00
Loker School	Building Repair	Tile Replacement	65,000.00
Loker School	Building Repair	Door and Windows	1,900,000.00
Loker School	Equipment	Furniture Replacement	35,000.00
Middle School	Building Repair	Tile Replacement	150,000.00
Middle School	Equipment	Furniture Replacement	35,000.00
Wayland Housing	Building repair	Cochituate Apartments Fire Suppression	524,699.00
Total General Fund			13,955,299.00

WATER FUND

Department	Type	Description	Budget
Water Fund	Building repair	Pump station upgrade	525,000.00
Water Fund	Building repair	Reeves Hill water tank cleaning	-
Water Fund	Vehicles	Vehicles	-
Water Fund	Infrastructure	Happy Hollow Access Road	600,000.00
Water Fund	Infrastructure	Water main replacement projects	1,400,000.00
Water Fund	Equipment	Water meter radio	200,000.00
Water Fund	Equipment	Billing software	80,000.00
Water Fund	Equipment	Meter replacements	180,000.00
Water Fund	Equipment	Replace filters media	-
Total Water Fund			2,985,000.00
Total Fiscal 2016 requested budget			16,940,299.00

**TOWN OF WAYLAND
CIP PLAN SUMMARY-DRAFT**

9/24/2015

SUMMARY BY DEPARTMENT

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Year 1-5 Totals
GENERAL FUND:						
ASSESSORS	-	-	-	-	-	-
INFORMATION TECHNOLOGY	130,000.00	200,000.00	145,000.00	50,000.00	-	525,000.00
CONSERVATION	427,000.00	910,000.00	810,000.00	950,000.00	810,000.00	3,907,000.00
FACILITIES	5,733,000.00	13,543,000.00	3,951,250.00	275,000.00	-	23,502,250.00
POLICE	-	-	-	-	-	-
JCC	25,000.00	-	-	-	-	25,000.00
FIRE	1,495,000.00	295,000.00	210,000.00	550,000.00	145,000.00	2,695,000.00
PLANNING	-	400,000.00	-	890,300.00	-	1,290,300.00
DPW	2,380,000.00	2,216,000.00	2,416,600.00	2,483,260.00	2,702,586.00	12,198,446.00
RECREATION	455,000.00	75,000.00	75,000.00	75,000.00	75,000.00	755,000.00
HOUSING AUTHORITY	524,699.00	-	-	-	-	524,699.00
Sub-total	11,169,699.00	17,639,000.00	7,607,850.00	5,273,560.00	3,732,586.00	45,422,695.00
SCHOOL:	2,785,600.00	3,070,000.00	2,415,000.00	370,000.00	35,000.00	8,675,600.00
Total General Fund	13,955,299.00	20,709,000.00	10,022,850.00	5,643,560.00	3,767,586.00	54,098,295.00
ENTERPRISE FUNDS						
WATER FUND	2,985,000.00	2,175,000.00	3,180,000.00	2,180,000.00	1,400,000.00	11,920,000.00
WASTEWATER FUND	-	-	-	-	-	-
Sub-total	2,985,000.00	2,175,000.00	3,180,000.00	2,180,000.00	1,400,000.00	11,920,000.00
Grand total	16,940,299.00	22,884,000.00	13,202,850.00	7,823,560.00	5,167,586.00	66,018,295.00

5-YEAR CAPITAL BUDGET PLAN BY CATEGORY-DRAFT

9/24/2015

**SUMMARY BY TYPE
GENERAL FUND ONLY**

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Totals
NEW CONSTRUCTION / RENOVATION	5,600,000.00	12,800,000.00	-	-	-	18,400,000.00
EQUIPMENT	1,325,600.00	1,035,000.00	950,000.00	485,000.00	490,000.00	4,285,600.00
VEHICLE	1,525,000.00	345,000.00	-	600,000.00	180,000.00	2,650,000.00
LAND / LAND IMPROVEMENT	1,022,000.00	3,110,000.00	1,060,000.00	900,000.00	960,000.00	7,052,000.00
BUILDING REPAIR	2,922,699.00	1,263,000.00	6,146,250.00	575,000.00	-	10,906,949.00
INFRASTRUCTURE	1,560,000.00	2,106,000.00	1,816,600.00	3,033,560.00	2,137,586.00	10,653,746.00
OTHER-	-	50,000.00	50,000.00	50,000.00	-	150,000.00
Sub-total	13,955,299.00	20,709,000.00	10,022,850.00	5,643,560.00	3,767,586.00	54,098,295.00

**SUMMARY BY TYPE
ENTERPRISE FUNDS ONLY**

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Totals
NEW CONSTRUCTION / RENOVATION	-	-	-	-	-	-
EQUIPMENT	460,000.00	-	1,000,000.00	-	-	1,460,000.00
VEHICLE	-	75,000.00	80,000.00	80,000.00	-	235,000.00
LAND / LAND IMPROVEMENT	-	-	-	-	-	-
BUILDING REPAIR	525,000.00	-	-	-	-	525,000.00
INFRASTRUCTURE	2,000,000.00	2,100,000.00	2,100,000.00	2,100,000.00	1,400,000.00	9,700,000.00
OTHER-	-	-	-	-	-	-
Sub-total	2,985,000.00	2,175,000.00	3,180,000.00	2,180,000.00	1,400,000.00	11,920,000.00

**SUMMARY BY TYPE
COMBINED**

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Totals
NEW CONSTRUCTION / RENOVATION	5,600,000.00	12,800,000.00	-	-	-	18,400,000.00
EQUIPMENT	1,785,600.00	1,035,000.00	1,950,000.00	485,000.00	490,000.00	5,745,600.00
VEHICLE	1,525,000.00	420,000.00	80,000.00	680,000.00	180,000.00	2,885,000.00
LAND / LAND IMPROVEMENT	1,022,000.00	3,110,000.00	1,060,000.00	900,000.00	960,000.00	7,052,000.00
BUILDING REPAIR	3,447,699.00	1,263,000.00	6,146,250.00	575,000.00	-	11,431,949.00
INFRASTRUCTURE	3,560,000.00	4,206,000.00	3,916,600.00	5,133,560.00	3,537,586.00	20,353,746.00
OTHER-	-	50,000.00	50,000.00	50,000.00	-	150,000.00
Sub-total	16,940,299.00	22,884,000.00	13,202,850.00	7,823,560.00	5,167,586.00	66,018,295.00

DRAFT-9/24/15

Department	Projected Description / Acquisition	Category	FY 17	FY 18	FY 19	FY 20	FY 21
DPW	Town wide road reconstruction	Infrastructure	1,460,000.00	1,606,000.00	1,766,600.00	1,943,260.00	2,137,586.00
DPW	Cemetery expansion	Infrastructure	50,000.00	-	-	-	-
DPW	Traffic calming	Infrastructure	-	-	-	-	-
DPW	Light Trucks-Replacement Schedule	Equipment	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00
DPW	Light Trucks-John Deere Turf Tracker P 59	Equipment	150,000.00	-	-	-	-
DPW	Small Equipment-schedule	Equipment	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00
DPW	Heavy Equipment-various	Equipment	225,000.00	225,000.00	225,000.00	225,000.00	225,000.00
DPW	Small Swap Loader L	Equipment	220,000.00	150,000.00	150,000.00	80,000.00	65,000.00
DPW	Transfer Station Trash Compactor	Equipment	40,000.00	-	40,000.00	-	40,000.00
DPW	Tree Work	Land Improvement	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00
		Total	2,380,000.00	2,216,000.00	2,416,600.00	2,483,260.00	2,702,586.00
Conservation	Land acquisition / open space	Land	342,000.00	810,000.00	760,000.00	750,000.00	810,000.00
Conservation	Field Restoration	Land	-	-	-	-	-
Conservation	Rice road / Snake Brook dam repairs	Infrastructure	50,000.00	100,000.00	50,000.00	200,000.00	-
Conservation	Shed and Office upgrades	Building Repair	35,000.00	-	-	-	-
		Total	427,000.00	910,000.00	810,000.00	950,000.00	810,000.00
Police	Radios	Equipment	-	-	-	-	-
		Total	-	-	-	-	-
JCC Dept.	Repeater Replacement	Equipment	25,000.00	-	-	-	-
		Total	25,000.00	-	-	-	-
Planning	New Sidewalk	Infrastructure	-	400,000.00	-	890,300.00	-
		Total	-	400,000.00	-	890,300.00	-
Facilities	TB window replacement design	Building repair	-	100,000.00	-	-	-
Facilities	Library Rotunda Window Replacement	Building repair	85,000.00	-	-	-	-
Facilities	Town Building Renovations	Building repair	-	375,000.00	-	125,000.00	-
Facilities	Town Building New Windows	Building repair	-	-	1,185,000.00	-	-
Facilities	COA Rotunda Windows	New construction	5,600,000.00	-	-	-	-
Facilities	Vehicles - Motor pool	Vehicles	-	50,000.00	-	50,000.00	-
Facilities	Interior Renovation of Town Building	Building repair	-	-	-	-	-
Facilities	Transfer Station Building Improvement	Building repair	-	-	-	-	-
Facilities	TB mechanical / electrical improvement	Building repair	-	218,000.00	2,766,250.00	-	-
Facilities	New Library	New construction	-	12,800,000.00	-	-	-
Facilities	Transfer Station Building Improvement	Building repair	48,000.00	-	-	100,000.00	-
		Total	5,733,000.00	13,543,000.00	3,951,250.00	275,000.00	-
IT Dept.	Document Management	Misc.	-	50,000.00	50,000.00	50,000.00	-
IT Dept.	Town / School SAN upgrade	Equipment	80,000.00	-	60,000.00	-	-
IT Dept.	Firewall	Equipment	50,000.00	-	-	-	-
IT Dept.	Library Wiring and Wireless system	Equipment	-	-	-	-	-
IT Dept.	Permitting and Building Software	Equipment	-	150,000.00	-	-	-
IT Dept.	District / MAN Switches	Equipment	-	-	25,000.00	-	-
IT Dept.	Town Hall Wireless	Equipment	-	-	10,000.00	-	-
		Total	130,000.00	200,000.00	145,000.00	50,000.00	-



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Construction - Road Renovation Projects	Yes
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

Stephen Kadlik - DPW Director / Board of Public Works	Stephen Kadlik
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

Chris Brown	9/15/2015
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

This is funding to continue road improvement projects on the Town's 96 miles of roadway. At present construction rates, resurfacing costs approximately \$250,000 per mile.

PROJECT JUSTIFICATION:

The funding requested represents a 15-year resurfacing schedule, factoring in an annual 10% cost escalation. We have evaluated required water main projects, drainage issues, and pavement conditions. This is intended to be an annual program and combined with State Chapter 90 funding. The DPW hopes to continue to keep Wayland's roads safe and in good condition.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION		1,460,000	1,606,000	1,766,600	1,943,260	2,137,586	\$ 8,913,446	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 1,460,000	\$ 1,606,000	\$ 1,766,600	\$ 1,943,260	\$ 2,137,586	\$ 8,913,446	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:	Construction - Cemetery Upgrades <i>Project Title</i>	Yes <i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
PROJECT SPONSOR:	Stephen Kadlik - DPW Director / Board of Public Works <i>Sponsor (Advocate) Name</i>	Stephen Kadlik <i>Contact Information</i>
APPROVING BODY / VOTE:	Chris Brown <i>Contact Name and Email Address</i>	9/15/2015 <i>Date and Quantum of Vote (if required)</i>
PROJECT DESCRIPTION:	This funding will allow for paving work to be done at Lakeview Cemetery	
PROJECT JUSTIFICATION:	Funding of roadway paving in Lakeview Cemetery will improve public access and address roadways that are currently in need.	

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION		50,000					\$ 50,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
TOTAL	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 50,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Equipment Replacement - F550 Dump P58 <i>Project Title</i>	Yes <i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
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PROJECT SPONSOR:

Stephen Kadlik - DPW Director / Board of Public Works <i>Sponsor (Advocate) Name</i>	Stephen Kadlik <i>Contact Information</i>
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APPROVING BODY / VOTE:

 <i>Contact Name and Email Address</i>	 <i>Date and Quantum of Vote (if required)</i>
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PROJECT DESCRIPTION:

This is a scheduled replacement

PROJECT JUSTIFICATION:

P58 is a 2005, and is approaching the end of its operational life. We would like to replace it with a slightly larger F550, which is a more heavy-duty and versatile vehicle.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		75,000 90,000	75,000 90,000	75,000 90,000	75,000 90,000	90,000	\$ 450,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 450,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?	X		Replacement should decrease vehicle maintenance expenses
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Equipment Replacement - John Deere Turf Tractor P59	Yes
<i>Project Title</i>	<i>Included In Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

Stephen Kadlik - DPW Director / Board of Public Works	Stephen Kadlik
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

Chris Brown	9/15/2015
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

Replacement of a tractor that is currently used primarily for field and beach maintenance.

PROJECT JUSTIFICATION:

P59 is a 1999 John Deere tractor. The DPW would like to replace it with a more versatile tractor that could be used for additional applications within the DPW, such as roadside brush maintenance and mowing.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		150,000	160,000				\$ 150,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 150,000		\$ -	\$ -	\$ -	\$ 150,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Small Equipment Replacement <i>Project Title</i>	Yes <i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
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PROJECT SPONSOR:

Stephen Kadlik - DPW Director / Board of Public Works <i>Sponsor (Advocate) Name</i>	Stephen Kadlik <i>Contact Information</i>
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APPROVING BODY / VOTE:

Chris Brown <i>Contact Name and Email Address</i>	9/15/2015 <i>Date and Quantum of Vote (if required)</i>
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PROJECT DESCRIPTION:

To replace various pieces of small equipment in the Park and Highway Departments (mowers, utility trailers, etc.) that alone cost under \$25,000, but as a whole represent a significant expenditure of DPW funds.
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PROJECT JUSTIFICATION:

Pieces of DPW equipment such as mowers and trailers have a limited life cycle, making regular replacement necessary. Individually, their cost (approximately \$15,000 each) represents a significant expense for the department. FY16 scheduled replacements include a tow-behind compressor, a utility trailer, and several mowers that have exceeded their operational life expectancy.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		70,000	70,000	70,000	70,000	70,000	\$ 350,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 350,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?	X		Decrease in maintenance costs can be expected with new equipment
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Heavy Equipment Replacement - Elgin Sweeper H7	Yes
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

Stephen Kadlik DPW Director / Board of Public Works	Stephen Kadlik
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

Chris Brown	9/15/2015
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

This is a scheduled replacement.

PROJECT JUSTIFICATION:

This is a scheduled replacement as part of the DPW 5-Year Capital Plan. H7 is a 2010 - its has been refurbished once and should be replaced, as it will need more extensive refurbishing to extend its operational life any further.
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EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		240,000 225,000	150,000	150,000	80,000	65,000	\$ 445,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 80,000	\$ 65,000	\$ 445,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?	X		Replacement should decrease maintenance expenses
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Equipment Replacement - Small Swap Loader L1 <i>Project Title</i>	Yes <i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
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PROJECT SPONSOR:

Stephen Kadlik - DPW Director / Board of Public Works <i>Sponsor (Advocate) Name</i>	Stephen Kadlik <i>Contact Information</i>
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APPROVING BODY / VOTE:

Chris Brown <i>Contact Name and Email Address</i>	9/15/2015 <i>Date and Quantum of Vote (if required)</i>
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PROJECT DESCRIPTION:

This is a scheduled replacement

PROJECT JUSTIFICATION:

L1 is a 1998 Ford F800 with approximately 93,000 miles. The vehicle is in poor condition overall, showing corrosion and is in need of extensive rehabilitation to improve its reliability and extend its operational life. The new vehicle will also replace L4, a 1999 Ford F350 showing extensive structural rust and suspension damage. The new vehicle will be utilized to perform the tasks that both trucks previously did: collect recyclables, haul metal for recycling, sand and plow the Transfer Station grounds, and perform other duties specific to maintaining the level of customer service expected of the Transfer Station.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		220,000	220,000	220,000	220,000	220,000	\$ 1,100,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 220,000	\$ 220,000	\$ 220,000	\$ 220,000	\$ 220,000	\$ 1,100,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?	X		Replacement should decrease vehicle maintenance expenses
4. Will this Capital Request impact personnel?			

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Equipment Replacement - Trash Compactor	Yes
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

Stephen Kadlik - DPW Director / Board of Public Works	Stephen Kadlik
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

Chris Brown	9/15/2015
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (If required)</i>

PROJECT DESCRIPTION:

This is a scheduled replacement

PROJECT JUSTIFICATION:

This is a scheduled replacement of one of the trash compactor units at the Transfer Station. These units wear out do to the extensive use of their hydraulic systems and also suffer from corrosion as a result of exposure to both the elements and the trash thrown in them. Replacing the compactor ensures they will remain in service and be less likely to be subject to expensive repairs to their hydraulic systems.
--

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		40,000		40,000		40,000	\$ 120,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 40,000		\$ 40,000		\$ 40,000	\$ 120,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?	X		Replacement should decrease equipment maintenance expenses
4. Will this Capital Request impact personnel?			

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Tree Work	Yes
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

Stephen Kadlik - DPW Director / Board of Public Works	Stephen Kadlik
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

Chris Brown	9/15/2015
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

The DPW is seeking funding to contract out the trimming and removal of dead trees located within rights-of-way throughout the town.

PROJECT JUSTIFICATION:

The amount of dead trees that need trimming or removal in town rights-of-way necessitates the hiring of a private contractor to remove them. In addition to the visual blight, the dead trees pose a potential safety hazard when they unexpectedly fall.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT							\$ -	
5. OTHER		75,000	75,000	75,000	75,000	75,000	\$ 375,000	
TOTAL	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?	X		Potentially reduce the need for emergency response to fallen trees

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:	Purchase Land at 246 Stonebridge Road <i>Project Title</i>	N <i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
PROJECT SPONSOR:	Conservation Commission <i>Sponsor (Advocate) Name</i>	B. Monahan/S. Greenbaum <i>Contact Information</i>
APPROVING BODY / VOTE:	Conservation Commission <i>Contact Name and Email Address</i>	12/4/2014 <i>Date and Quantum of Vote (if required)</i>
PROJECT DESCRIPTION:	Acquire property at 246 Stonebridge Road with intent to create small historic conservation area adjacent to the old stone bridge abutments on Sudbury River.	
PROJECT JUSTIFICATION:	Property recently came on the market and opportunity to protect land and have a significant historic focus is very important.	

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		xxx
		xxx
xxx		
	xxx	
	xxx	

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND		342,000					\$ -	Includes demo
3. CONSTRUCTION							\$ -	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
TOTAL			\$ -	\$ -	\$ -	\$ -		

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		xxx	
2. Will this Capital Request <i>Increase</i> operating costs?	xxx		May be nominal maintenance
3. Will this Capital Request <i>Decrease</i> operating costs?		xxx	
4. Will this Capital Request impact personnel?		xxx	Work to maintain area to be rolled into other management tasks.

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital			
2. CPA Funds	xxx		Presented 12/14, appraisal funded, vote on amount 1/15
3. Grants or Gifts			
4. Other			



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY 2017 - FY 2021 Rice Road Dam

PROJECT INFO: Repairs and Upgrading Rice Road Dam Y
Project Title *Included in Prior 5 Year Capital Plan? (Y/N)*

PROJECT SPONSOR: Conservation Commission B. Monahan/S. Greenbaum
Sponsor (Advocate) Name *Contact Information*

APPROVING BODY / VOTE: Conservation Commission 9/10/2015
Contact Name and Email Address *Date and Quantum of Vote (If required)*

PROJECT DESCRIPTION: Conservation Commission is working on a long range plan to improved the integrity of the Rice Road dam. Funds have been appropriated in the past and will be expended first.

PROJECT JUSTIFICATION: Dam upgrades and repairs are needed. Conservation has sought assistance in preparing the bids and specifications.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		xxx
		xxx
	xxx	
	xxx	
	xxx	

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND		50,000	100,000	50,000	200,000		\$ 300,000	
3. CONSTRUCTION								
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
TOTAL			\$ -	\$ -	\$ -	\$ -		

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		xxx	
2. Will this Capital Request <i>Increase</i> operating costs?	xxx		Some nominal maintenance.
3. Will this Capital Request <i>Decrease</i> operating costs?		xxx	
4. Will this Capital Request impact personnel?		xxx	Work to maintain area to be rolled into other management tasks.

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	xxx		Not aware of other funding sources.
2. CPA Funds			
3. Grants or Gifts			
4. Other			



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY 2017 - FY 2021 Conservation Office and Shed

PROJECT INFO:	Capital funds sought to work on Conservation shed and Office <i>Project Title</i>	N <i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
PROJECT SPONSOR:	Conservation Commission <i>Sponsor (Advocate) Name</i>	B. Monahan/S. Greenbaum <i>Contact Information</i>
APPROVING BODY / VOTE:	Conservation Commission <i>Contact Name and Email Address</i>	9/10/2015 <i>Date and Quantum of Vote (if required)</i>
PROJECT DESCRIPTION:	Two fold goal - continue improvements to the Carriage shed where equipment is stored and upgrade office space to improve customer service and security for assests and records.	
PROJECT JUSTIFICATION:	The Commission owns equipment stored in a location that should be secure, safe, and sound.	

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		xxx
		xxx
xxx		
	xxx	
	xxx	

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND								
3. CONSTRUCTION		35,000					\$ 35,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
TOTAL			\$ -	\$ -	\$ -	\$ -		

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		xxx	
2. Will this Capital Request <i>Increase</i> operating costs?			Revenue neutral - intended to protect Conservation assests and improve services
3. Will this Capital Request <i>Decrease</i> operating costs?		xxx	
4. Will this Capital Request impact personnel?		xxx	Work to maintain area to be rolled into other management tasks.

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	xxx		Will work with Facilities Director to achieve goals of maintaining property.
2. CPA Funds			
3. Grants or Gifts			
4. Other			



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Radio Repeater Upgrade	Y
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

Wayland Joint Communications	Chief Irving	508-358-1710
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>	

APPROVING BODY / VOTE:

Town Administrator/BOS nbalmer@wayland.ma.us	
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

Two police and fire radio repeaters are in need of replacement/upgrade. These repeaters have been in operation since March 11, 2002 and have outlived their operational expectancy. Nine individual radio dispatch transmitters that are 15 years old will also be replaced.

PROJECT JUSTIFICATION:

These radio repeaters and radio transmitters will maintain and enhance the ability of police and firefighters to communicate over the public safety radio system.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		25,000					\$ 25,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds		X	
3. Grants or Gifts		X	
4. Other		X	



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Library Rotunda Windows <i>Project Title</i>	Y <i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
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PROJECT SPONSOR:

Library Trustees/Facilities Department <i>Sponsor (Advocate) Name</i>	Public Buildings Director, Ben Keefe <i>Contact Information</i>
--	--

APPROVING BODY / VOTE:

Library trustees <i>Contact Name and Email Address</i>	 <i>Date and Quantum of Vote (if required)</i>
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PROJECT DESCRIPTION:

Design and install historically accurate window in the rotunda.

PROJECT JUSTIFICATION:

Current windows are beyond repair. New insulated glazing will decrease energy use.
--

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
	X	
		X
X		
X		
		X

EXPENDITURE SCHEDULE:								
ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		85,000					\$ 85,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000	

OPERATIONAL BUDGET IMPACT:			
	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:			
How will this Capital Request be paid for?	YES	NO	If YES, please provide details.
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Design and Construct New COA / Community Center Building	Y
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

Council on Aging / Facilities Department	Public Buildings Director, Ben Keefe
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

Board of Selectman / Council on Aging	
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

Design and install historically accurate window in the rotunda.

PROJECT JUSTIFICATION:

Current spaces inadequate for administered programs. This item is a "PLACE HOLDER" pending the results of COA / CC advisory committee.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
	X	
		X
X		
X		
	X	

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN	150,000	200,000					\$ 350,000	
2. LAND							\$ -	
3. CONSTRUCTION		5,400,000					\$ 5,400,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
TOTAL	\$ 150,000	\$ 5,600,000	\$ -	\$ -	\$ -	\$ -	\$ 5,750,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Transfer Station Building Repairs <i>Project Title</i>	N <i>Included In Prior 5 Year Capital Plan? (Y/N)</i>
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PROJECT SPONSOR:

Board of Public Works / Facilities Department <i>Sponsor (Advocate) Name</i>	Public Buildings Director, Ben Keefe <i>Contact Information</i>
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APPROVING BODY / VOTE:

Board of Public Works <i>Contact Name and Email Address</i>	Date and Quantum of Vote (if required)
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PROJECT DESCRIPTION:

Replace roof and doors at Transfer Station Building

PROJECT JUSTIFICATION:

Current condition of roof and doors are beyond economical repair. New roof and doors needed to continue safe use of building.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
	X	
		X
X		
X		
	X	

EXPENDITURE SCHEDULE:								
ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION		48,000					\$ 48,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 48,000	\$ -	\$ -	\$ -	\$ -	\$ 48,000	

OPERATIONAL BUDGET IMPACT:			
	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:			
	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Town & School Data Center Upgrade	Y
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

IT Department	Leisha Simon
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

Board of Selectmen	
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

Upgrade Town and School Data Center SAN Storage.
--

PROJECT JUSTIFICATION:

The original Data Center storage and server units for the Town and School business users are outdated (2009) and in need of upgrade/replacement. Upgrading the storage hardware/capacity will improve the end-user virtual desktop experience and storage capacity. Performance (IOPS) is a key factor in maintaining the end user computer production experience. A new SAN will provide the much needed end-user performance for all Town and School virtual desktop users and also allow for expansion of additional Virtual Desktop users.
--

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X
		X
n/a		
n/a		
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION								
4. EQUIPMENT		80,000		60,000			\$ 140,000	
5. OTHER							\$ -	
TOTAL			\$ -	\$ -	\$ -	\$ -	\$ 140,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <u>Increase</u> operating costs?		X	
3. Will this Capital Request <u>Decrease</u> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Town & School Network Upgrade	N
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

IT Department	Leisha Simon
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

Board of Selectmen	
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

Upgrade Town and School Firewalls.

PROJECT JUSTIFICATION:

Firewall replacement to a technology with enhanced protections to mitigate risk. Current firewalls have reached peak CPU load and use 2011 technology. Advanced technology is available to mitigate risk to Town and School systems that includes Layer 7 visibility, Nex-Gen features, improved logging and alerting functionality and improved ease of use.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X
		X
n/a		
n/a		
		X

EXPENDITURE SCHEDULE:								
ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION								
4. EQUIPMENT		50,000					\$ 50,000	
5. OTHER							\$ -	
TOTAL			\$ -	\$ -	\$ -	\$ -	\$ 50,000	

OPERATIONAL BUDGET IMPACT:			
	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		x	
2. Will this Capital Request <i>Increase</i> operating costs?		x	
3. Will this Capital Request <i>Decrease</i> operating costs?		x	
4. Will this Capital Request impact personnel?		x	

FUNDING SOURCES:			
	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	x		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Replacement of Ladder 1 (Quint)	Yes
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

Fire Department	David Houghton 508-358-6910
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

Selectmen	
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

Purchase a new ladder truck, that serves as both a ladder truck and an engine (a quint), to replace the current 24 year old piece of apparatus. Along with the actual truck we will be upgrading radio equipment and some safety equipment. This project is part of a normal and expected replacement schedule for this large specialized truck.

PROJECT JUSTIFICATION:

In 2017, our quint will be 24 years old and is fast approaching the upper end of its normal projected life. While the current vehicle is currently in acceptable and safe condition we need to plan for this replacement before major items fail and leave us without this valuable piece of equipment. The newer truck will have the same features that the current one has proven to work well for us and will have the latest in safety and technology. With the challenges of larger commercial buildings since this truck was originally purchased, couple with the challenges of maneuverability on busier streets connecting longer narrow driveways the fire department has been doing research on newer apparatus to accomplish the operational challenges that are faced with keeping an eye on the size and overall cost.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		950,000					\$ 950,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 950,000	\$ -	\$ -	\$ -	\$ -	\$ 950,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		Borrow
2. CPA Funds		X	
3. Grants or Gifts		X	
4. Other		X	



TOWN OF WAYLAND

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WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:	Replacement of Rescue Pump	Yes
	<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:	Fire Department	David Houghton 508-358-6910
	<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:	Selectmen	
	<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:	Purchase a new rescue pumper to put in service as the busiest first line engine at Station #2.
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PROJECT JUSTIFICATION:	Wayland has maintained three structural rescue style pumpers in its fleet for a number of years now. The newest engine is operated out of station 2 and is staffed 24/7. This vehicle is used to transport staffing and equipment to every type of call in Wayland. Wayland does not have any specialized pumpers (except a brush truck) and therefore apparatus is designed to carry a modest amount of equipment to handle a variety of incident types. (i.e. water and hose for firefighting, jaws of life and other rescue tools, ems equipment, hazardous materials response equipment etc..)
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EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		490,000					\$ 490,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 490,000	\$ -	\$ -	\$ -	\$ -	\$ 490,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <u>Increase</u> operating costs?		X	
3. Will this Capital Request <u>Decrease</u> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		Ambulance Receipts
2. CPA Funds		X	
3. Grants or Gifts		X	
4. Other		X	



TOWN OF WAYLAND

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WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:	Upgrade Car 1	Yes
	<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:	Fire Department	David Houghton 508-358-6910
	<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:	Selectmen	
	<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

Upgrade the existing Chiefs car to make it more efficient and usefeful in emergencies. To accomplish this taks we would purchase a new SUV (expidiain or similar) and equipmnt to function as an on scene command post.

PROJECT DESCRIPTION:

PROJECT JUSTIFICATION:

This vehicle is assigned to the Fire Chief and is currently used by the Chief in day to day operations and to respond to incidents as needed. It is the intent of this project to upgrade the car to allow for the installation of a command console in the back to allow this vehicle to be able to do more. The current vehicle does not allow for this type of equipment to be installed and therefore does not allow it to be used as efficient as it should. The current vehicle is in very good condition and could be either used by the Assistant Fire Chief or sent to the town hall and used as part of the fleet.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		55,000					\$ 55,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 55,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		x	
2. Will this Capital Request <i>increase</i> operating costs?		x	
3. Will this Capital Request <i>Decrease</i> operating costs?		x	
4. Will this Capital Request impact personnel?		x	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	x		Ambulance Receipts
2. CPA Funds		x	
3. Grants or Gifts		x	
4. Other		x	



TOWN OF WAYLAND

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WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Capital Maintenance	Y
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

Recreation Department	Jessica Brodle, Director	508-358-3662
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>	

APPROVING BODY / VOTE:

Brud Wright, Chair aquaticiss@aol.com	9/10/2015, 4-0-0 In favor
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

This is to fund maintenance of existing assets overseen by the Recreation Commission. Work that would be performed in FY17 would be prioritized throughout the year and may include any one or several of the following needs identified below, or others that are unforeseen but need immediate resolution:

- Design funds for Cochituate Playground/Basketball Court improvements
- Design funds for beach walkway/patio area improvements
- Repair baseball backstop & netting on middle school field
- Hannah Williams playground build out piece
- Turf Equipment, Grooming, Sweeping, Adding Rubber to High School Turf Field
- Improving benches at all town playing fields
- Playground Equipment at schools & town properties
- Beach improvements – anchors, buoys, netting, picnic tables, irrigation system
- Mill Pond clean up and new lights for Ice Skating
- Playground Repairs, woodchips, & inspections
- Replace nets/goals on various soccer & lacrosse fields, tennis nets & basketball hoops

PROJECT JUSTIFICATION:

This funding is needed to maintain recreational assets in Wayland. Items will be prioritized throughout the year in terms of need.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
X		
	X	
X		
	X	
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT	75,000	75,000	75,000	75,000	75,000	75,000	\$ 450,000	reoccurring
5. OTHER							\$ -	
TOTAL	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 450,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <u>Increase</u> operating costs?	X		specific projects will require ongoing maintenance
3. Will this Capital Request <u>Decrease</u> operating costs?		X	
4. Will this Capital Request impact personnel?	X		DPW staff time will be required to complete some projects / maintenance

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		Capital Funds needed for projects that user fees can not cover
2. CPA Funds	X		CPA funds will be sought for appropriate projects
3. Grants or Gifts		X	
4. Other	X		In future, Revolving Fund may be able to support some of this maintenance



TOWN OF WAYLAND

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CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Artificial Turf Field Design <i>Project Title</i>	Y <i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
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PROJECT SPONSOR:

Recreation Department <i>Sponsor (Advocate) Name</i>	Jessica Brodle, Director 508-358-3662 <i>Contact Information</i>
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APPROVING BODY / VOTE:

Burd Wright, Chair aquaticlss@aol.com <i>Contact Name and Email Address</i>	9/10/2015, 4-0-0 In favor <i>Date and Quantum of Vote (if required)</i>
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PROJECT DESCRIPTION:

<p>This is to fund the design phase of constructing an additional, new artificial turf field in Wayland. Two sites are currently being considered: the Loker Conservation Area, along with the Middle School site. Depending on conclusions from an LSP on the Loker site, this may be a viable location. Depending on conclusions of the WRAP committee, the middle school site may be a viable option. Another option that has been discussed in the past could also include the high school site. Most of these site locations will be discussed and investigated further during FY17, so having design funds available will be crucial in moving into the next phase once a location is finalized.</p>
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PROJECT JUSTIFICATION:

<p>This funding is needed to design and artificial turf field.</p>
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EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
X		
		X
X		
	X	
	X	

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		80,000					\$ 80,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?	X		Field User fees would generate additional revenue for the Recreation Department
2. Will this Capital Request <i>Increase</i> operating costs?	X		DPW staff time will be required for maintenance
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?	X		DPW staff time will be required to complete some projects / maintenance

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		Capital Funds needed for design phase
2. CPA Funds		X	
3. Grants or Gifts		X	
4. Other	X		The Recreation Revolving Fund may be able to fund part of this expense in the future



TOWN OF WAYLAND

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WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Oxbow Meadows Site Construction	Y
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

Recreation Department	Jessica Brodle, Director	508-358-3662
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>	

APPROVING BODY / VOTE:

Brud Wright, Chair aquaticlss@aol.com	9/10/2015, 4-0-0 in favor
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

This is to fund the construction of a new rectangular, multi-purpose, natural grass playing field at the Oxbow Meadows site. The design phase is currently underway and will be completed in FY16 with actual construction design and costs outlined at that time. Input from neighbors and users will be evaluated and incorporated into the design and plan for construction. DPW will also be included in discussions for ongoing maintenance.

PROJECT JUSTIFICATION:

This funding is needed to construct a new playing field at this site. Playing fields in Wayland are in poor condition, but can not be resled or repaired until new facilities are built to shift current user schedules. Building an additional playing field at Oxbow Meadows will provide a needed facility to house practices and games for a variety of sports including soccer, lacrosse, and other recreational activities.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
X		
	X	
X		
	X	
	X	

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		200,000					\$ 200,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?	X		Field User fees would generate additional revenue for the Recreation Department
2. Will this Capital Request <i>Increase</i> operating costs?	X		DPW staff time will be required for maintenance
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?	X		DPW staff time will be required to complete some projects / maintenance

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		Capital Funds needed for construction
2. CPA Funds		X	
3. Grants or Gifts		X	
4. Other		X	



TOWN OF WAYLAND

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WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Happy Hollow Playground	N
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

Recreation Department	Jessica Brodle, Director	508-358-3662
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>	

APPROVING BODY / VOTE:

Brud Wright, Chair aquaticlss@aol.com	9/10/2015, 4-0-0 In favor
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

This is to fund the construction of a new playground at the Happy Hollow Elementary School. The Recreation Department is using previous capital maintenance funds to design the new playground. The new design will be prepared in the coming months with an actual cost breakdown for construction available at that time. The recreation Director has met with DPW staff, Facility staff, and the Happy Hollow Principal and PTO President to discuss this project timeline, goals, and needs and are in agreement this is a highly prioritized need for the community that was not included in any other department's 5-year capital plan in previous years. This playground was evaluated during the summer of 2015 by a Certified Playground Safety Inspector and was reported in poor condition and should be replaced. All stakeholders would like to see construction take place prior to the 2016/2017 school year beginning.

PROJECT JUSTIFICATION:

This funding is needed to construct a new playground at the Happy Hollow Elementary School. This playground is in poor condition, poses safety risks, and does not meet the needs of the students at the school.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
X		
		X
	X	
	X	
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		100,000					\$ 100,000	reoccurring
5. OTHER							\$ -	
TOTAL	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <u>Increase</u> operating costs?		X	
3. Will this Capital Request <u>Decrease</u> operating costs?		X	
4. Will this Capital Request impact personnel?	X		DPW staff time will be required to complete some projects / maintenance

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		Capital Funds needed to purchase new equipment
2. CPA Funds		X	
3. Grants or Gifts		X	
4. Other		X	



TOWN OF WAYLAND

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CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

High School Exterior Security Cameras	N
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

School Committee/Facilities Department	Public Buildings Director, Ben Keefe
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

School Committee	
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

Install exterior security cameras at the High School to provide adequate coverage to observe the parking lots and grounds.

PROJECT JUSTIFICATION:

The current video surveillance system does not provide views of the grounds or parking lots. To better ensure the safety of staff and students video cameras would be installed on the exterior of the buildings. The estimate is from a quote provided by a security consultant working with the School Resource Officer.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
	X	
		X
X		
X		
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION		30,000					\$ 30,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

How will this Capital Request be paid for?	YES	NO	If YES, please provide details.
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



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CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

High School Stadium Repairs	Y
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

School Committee/Facilities Department	Public Buildings Director, Ben Keefe
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

School Committee	
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

Provide evaluation and design services to repair and upgrade the existing sports stadium at the High School. Project would include new or upgraded lighting and bleachers, resurfacing the all weather track, and resurfacing the playing surface.
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PROJECT JUSTIFICATION:

Current bleachers do not meet ADA requirements. Current lighting is not up to modern standards and is energy inefficient. Current track surface is well past useful life and must be resurfaced before failure requires replacement of undersurface foundation as well. Existing field playing surface is at its useful life expectancy and needs to be replaced, funding for this portion of the work may be funded by Recreation, but it should be included in this project to coordinate and consolidate design and construction efforts.
--

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
	X	
		X
X		
X		
		X

EXPENDITURE SCHEDULE:								
ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN		150,000					\$ 150,000	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
Lights and Bleachers			1,000,000					
Resurface Playing Field			800,000					
Resurface Track			200,000					
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 150,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 150,000	

OPERATIONAL BUDGET IMPACT:			
	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:			
	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other	X		Recreation reserve fund for resurfacing playing field.



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Maintenace Vehicle Replacement	Y
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

School Committee/Facilities Department	Public Buildings Director, Ben Keefe
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

School Committee	
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

Replace existing aging Crown Victoria with a vehicle more appropriate to a maintenance electrician.

PROJECT JUSTIFICATION:

Currently the maintenance electrician drives an aging Ford Taurus (2007 with 114980 miles) a with his tools and equipment piled in the back seat or trunk. The current vehicle does not meet Green Communities miles per gallon standard and is not a practice vehicle for an electrician. New vehicle would reduce gas consumption, increase safety, and increase efficiency of the maintenance electrician.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
	X	
		X
X		
X		
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		30,000					\$ 30,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



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CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Claypit Hill Furniture Replacement <i>Project Title</i>	Y <i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
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PROJECT SPONSOR:

School Committee/Facilities Department <i>Sponsor (Advocate) Name</i>	Public Buildings Director, Ben Keefe <i>Contact Information</i>
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APPROVING BODY / VOTE:

School Committee <i>Contact Name and Email Address</i>	 <i>Date and Quantum of Vote (if required)</i>
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PROJECT DESCRIPTION:

This is the last year of a multi-year program to replace the furniture throughout the school. The funding requested represent 4 classrooms of student and teacher desks, chairs, bookcases and/or files.

PROJECT JUSTIFICATION:

Classroom furniture has a useful life of 20 -25 years, current furniture is 20 -25 plus years old. The new replacement furniture will be similar to the existing but will be more ergonomically correct and appropriate for its intended use. It will also improve the classroom learning environment.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
	X	
		X
X		
X		
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT	130,000	25,000					\$ 155,000	
5. OTHER							\$ -	
TOTAL	\$ 130,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 155,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



TOWN OF WAYLAND

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CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

MS Food Service Equipment Equipment	N
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

School Committee/Facilities Department	Public Buildings Director, Ben Keefe
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

School Committee	
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

First year of a three year program to upgrade all food service equipment throughout the School District.

PROJECT JUSTIFICATION:

Currently nearly all the food service equipment is beyond its' expected useful life. List has been prioritized to replace the most need equipment first. Need verified by Food service Assessment conducted by EDVOCATE. Equipment for FY17 at Middle School includes 2 serving lines, milk cooler, convection oven, and pizza oven.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
	X	
		X
X		
X		
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		56,200	89,400	71,000			\$ 216,600	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 56,200	\$ 89,400	\$ 71,000	\$ -	\$ -	\$ 216,600	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



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CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:	CH Food Service Equipment Equipment <i>Project Title</i>	N <i>Included In Prior 5 Year Capital Plan? (Y/N)</i>
PROJECT SPONSOR:	School Committee/Facilities Department <i>Sponsor (Advocate) Name</i>	Public Buildings Director, Ben Keefe <i>Contact Information</i>
APPROVING BODY / VOTE:	School Committee <i>Contact Name and Email Address</i>	 <i>Date and Quantum of Vote (If required)</i>
PROJECT DESCRIPTION:	First year of a three year program to upgrade all food service equipment throughout the School District.	
PROJECT JUSTIFICATION:	Currently nearly all the food service equipment is beyond its' expected useful life. List has been prioritized to replace the most need equipment first. Need verified by Food service Assessment conducted by EDVOCATE. Equipment for FY17 at Claypit Hill School includes a serving line, milk cooler, convection oven, and walk-in refrigerator/freezer.	

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
	X	
		X
X		
X		
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		83,200	12,700	21,000			\$ 116,900	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 83,200	\$ 12,700	\$ 21,000	\$ -	\$ -	\$ 116,900	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



TOWN OF WAYLAND

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WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

HH Food Service Equipment Equipment	N
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

School Committee/Facilities Department	Public Buildings Director, Ben Keefe
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

School Committee	
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

First year of a three year program to upgrade all food service equipment throughout the School District.
--

PROJECT JUSTIFICATION:

Currently nearly all the food service equipment is beyond its' expected useful life. List has been prioritized to replace the most need equipment first. Need verified by Food service Assessment conducted by EDVOCATE. Equipment for FY17 at Happy Hollow School includes a serving line, milk cooler, convection oven, and a 3 compartment sink.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
	X	
		X
X		
X		
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		36,200	64,400	72,000			\$ 172,600	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 36,200	\$ 64,400	\$ 72,000	\$ -	\$ -	\$ 172,600	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



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CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Custodian Equipment <i>Project Title</i>	Y <i>Included In Prior 5 Year Capital Plan? (Y/N)</i>
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PROJECT SPONSOR:

School Committee/Facilities Department <i>Sponsor (Advocate) Name</i>	Public Buildings Director, Ben Keefe <i>Contact Information</i>
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APPROVING BODY / VOTE:

School Committee <i>Contact Name and Email Address</i>	 <i>Date and Quantum of Vote (if required)</i>
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PROJECT DESCRIPTION:

Purchase various floor machines and restroom cleaning machines to increase productivity and cleanliness.
--

PROJECT JUSTIFICATION:

Currently the custodian staff is ill equipped to perform their duties. Sweeping and mopping floors by hand is slow and inefficient, cleaning restrooms by hand does not disinfect as well as modern cleaning machines. Each school should have an auto sweeper/scrubber, a high speed burnisher, and several restroom cleaning machines. Budget represents larger outlays to start , then reduced funding to scheduled replacements as machines reach their useful life.
--

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
	X	
		X
X		
X		
		X

EXPENDITURE SCHEDULE:								
ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		50,000	30,000		20,000		\$ 100,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 50,000	\$ 30,000	\$ -	\$ 20,000	\$ -	\$ 100,000	

OPERATIONAL BUDGET IMPACT:			
	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:			
	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



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CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Happy Hollow Floor Tile Replacement <i>Project Title</i>	Y <i>Included In Prior 5 Year Capital Plan? (Y/N)</i>
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PROJECT SPONSOR:

School Committee/Facilities Department <i>Sponsor (Advocate) Name</i>	Public Buildings Director, Ben Keefe <i>Contact Information</i>
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APPROVING BODY / VOTE:

School Committee <i>Contact Name and Email Address</i>	 <i>Date and Quantum of Vote (if required)</i>
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PROJECT DESCRIPTION:

This is the final year of a three year program to replace approximately 5,000 sq. ft. per year of ACM floor tile with vinyl composition floor tile (VCT). This would equate to 4-5 classrooms per year.

PROJECT JUSTIFICATION:

With the exception of the tile replaced over the last couple of years in the main corridor and the corridor leading to the cafeteria, the tile is original to the construction dates of the building. Health issues associated with the current floor tile revolve around the asbestos content in the tile installed prior to 1983. As the tile wears out and breaks down it can emit particles into the air which is a health and safety issue. The other safety related issue is related to the worn carpets laid over the tile in the classrooms that present a tripping hazard. The new material (VCT) has a 30 year life expectancy versus carpet that has a useful life of 10 to 12 years in a school setting if properly maintained. The VCT also requires less maintenance.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
	X	
		X
X		
X		
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT	172,100	65,000					\$ 237,100	
5. OTHER							\$ -	
TOTAL	\$ 172,100	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 237,100	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <u>Increase</u> operating costs?		X	
3. Will this Capital Request <u>Decrease</u> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



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CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Happy Hollow Furniture Replacement	Y
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

School Committee/Facilities Department	Public Buildings Director, Ben Keefe
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

School Committee	
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

This is the last year of a multi-year program to replace the furniture throughout the school. The funding requested represent 4 classrooms of student and teacher desks, chairs, bookcases and/or files.
--

PROJECT JUSTIFICATION:

Classroom furniture has a useful life of 20 -25 years, current furniture is 20 -25 plus years old. The new replacement furniture will be similar to the existing but will be more ergonomically correct and appropriate for its intended use. It will also improve the classroom learning environment.
--

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
	X	
		X
X		
X		
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT	35,000	25,000					\$ 60,000	
5. OTHER							\$ -	
TOTAL	\$ 130,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



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CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Happy Hollow Phone Upgrade <i>Project Title</i>	Y <i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
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PROJECT SPONSOR:

School Committee/Facilities Department <i>Sponsor (Advocate) Name</i>	Public Buildings Director, Ben Keefe <i>Contact Information</i>
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APPROVING BODY / VOTE:

School Committee <i>Contact Name and Email Address</i>	Date and Quantum of Vote (if required)
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PROJECT DESCRIPTION:

Install a wired Voice Over Internet Protocol (VoIP) telephone system similar to the one recently installed in Loker.
--

PROJECT JUSTIFICATION:

This project is a continuation of a program to upgrade all school phone systems to be compatible and comparable to the system installed at Wayland High School and recently Loker School. The existing system is over 20 years old and in need of upgrading.
--

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
	X	
		X
X		
X		
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		50,000					\$ 50,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



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CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Loker Floor Tile Replacement <i>Project Title</i>	Y <i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
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PROJECT SPONSOR:

School Committee/Facilities Department <i>Sponsor (Advocate) Name</i>	Public Buildings Director, Ben Keefe <i>Contact Information</i>
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APPROVING BODY / VOTE:

School Committee <i>Contact Name and Email Address</i>	Date and Quantum of Vote (if required)
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PROJECT DESCRIPTION:

This is the second year of a three year program to replace approximately 5,000 sq. ft. per year of ACM floor tile with vinyl composition floor tile (VCT). This would equate to 4-5 classrooms per year.
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PROJECT JUSTIFICATION:

With the exception of the tile replaced over the last couple of years in the main corridor and the corridor leading to the cafeteria, the tile is original to the construction dates of the building. Health issues associated with the current floor tile revolve around the asbestos content in the tile installed prior to 1983. As the tile wears out and breaks down it can emit particles into the air which is a health and safety issue. The other safety related issue is related to the worn carpets laid over the tile in the classrooms that present a tripping hazard. The new material (VCT) has a 30 year life expectancy versus carpet that has a useful life of 10 to 12 years in a school setting if properly maintained. The VCT also requires less maintenance.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
	X	
		X
X		
X		
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT	110,000	65,000	50,000				\$ 225,000	
5. OTHER							\$ -	
TOTAL	\$ 110,000	\$ 65,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 225,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Loker Door and Window Replacement	Y
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

School Committee/Facilities Department	Public Buildings Director, Ben Keefe
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

School Committee	
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

Replacement of all exterior single glazed doors and windows (XX windows and XX doors) which are original to the building. The main building was constructed in 1957, with an addition in 1963, and the emodulars were installed in 1999. The modular doors and windows were constructed with lower quality material than the main building. Similar to the current project at Claypil Hill the new doors will have better insulation than the current ones and the new windows will be triple glazed low "E" type of units.

PROJECT JUSTIFICATION:

Current doors and windows do not seal properly allowing colder air infiltration to the buodling, increasing energy costs. Several of the eframes have rotted or rusted beyond repair. The new doors will have better insulation than the current ones and the new windows will be triple glazed low "E" type units, thereby improving the building envelope, extending the useful life of the building and helping to reduce energy costs.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
	X	
		X
X		
X		
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Data	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN		160,000					\$ 160,000	
2. LAND							\$ -	
3. CONSTRUCTION		1,740,000					\$ 1,740,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 1,900,000	\$ -	\$ -	\$ -	\$ -	\$ 1,900,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	Newer doors and windows will help to control the increase in energy costs.
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other	X		May be eligible for funding under the MSBA Accelerated Repair Program. Statement of Interest will need to be submitted when the program opens for new projects.



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Loker Furniture Replacement	Y
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

School Committee/Facilities Department	Public Buildings Director, Ben Keefe
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

School Committee	
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

This is the second year of a four year program to replace the furniture throughout the school. The funding requested represent 4 classrooms of student and teacher desks, chairs, bookcases and/or files.

PROJECT JUSTIFICATION:

Classroom furniture has a useful life of 20 -25 years, current furniture is 20 -25 plus years old. The new replacement furniture will be similar to the existing but will be more ergonomically correct and appropriate for its intended use. It will also improve the classroom learning environment.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
	X	
		X
X		
X		
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT	35,000	35,000	35,000	35,000			\$ 140,000	
5. OTHER							\$ -	
TOTAL	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ 140,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Middle School Floor Tile Replacement	Y
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

School Committee/Facilities Department	Public Buildings Director, Ben Keefe
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

School Committee	
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

This is the first year of a multi-year program to replace worn aging carpeting with vinyl composition floor tile (VCT).

PROJECT JUSTIFICATION:

There are safety and health issues related to the worn carpets in the hallways and classrooms. The new material (VCT) has a 30 year life expectancy versus carpet that has a useful life of 10 to 12 years in a school setting if properly maintained. The VCT also requires less maintenance. The new VCT will also be easier to keep clean and will improve the learning environment as well as the aesthetics of the school.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
	X	
		X
X		
X		
		X

EXPENDITURE SCHEDULE:								
ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		150,000	150,000	75,000			\$ 375,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 150,000	\$ 150,000	\$ 75,000	\$ -	\$ -	\$ 375,000	

OPERATIONAL BUDGET IMPACT:			
	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:			
	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Middle School Furniture Replacement	Y
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

School Committee/Facilities Department	Public Buildings Director, Ben Keefe
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

School Committee	
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

This is the second year of a multi-year program to replace the furniture throughout the school. The funding requested represent 4 classrooms of student and teacher desks, chairs, bookcases and/or files.
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PROJECT JUSTIFICATION:

Classroom furniture has a useful life of 20 -25 years, current furniture is 20 -25 plus years old. Cafeteria furniture and Science Classroom furniture replaced in previous years. The new replacement furniture will be similar to the existing but will be more ergonomically correct and appropriate for its intended use. It will also improve the classroom learning environment.
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EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
	X	
		X
X		
X		
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT	60,000	35,000	35,000	35,000			\$ 165,000	
5. OTHER							\$ -	
TOTAL	\$ 60,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ 165,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Cochituate Village Apartments Fire Suppression System <i>Project Title</i>	No <i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
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PROJECT SPONSOR:

Wayland Housing Authority <i>Sponsor (Advocate) Name</i>	Brian Boggia 508-655-8310 <i>Contact Information</i>
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APPROVING BODY / VOTE:

Wayland Housing Authority <i>Contact Name and Email Address</i>	8/20/2015 Unanimous Vote <i>Date and Quantum of Vote (if required)</i>
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PROJECT DESCRIPTION:

Fund Phase II of the CVA Fire Suppression/Sprinkler system
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PROJECT JUSTIFICATION:

Improve the safety of elderly residents

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
X		
		X
X		
X		
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN	36,435	9,000					\$ 45,435	
2. LAND							\$ -	
3. CONSTRUCTION	449,695	515,699					\$ 965,394	
4. EQUIPMENT							\$ -	
5. OTHER	9,040						\$ 9,040	
TOTAL	\$ 495,170	\$ 524,699	\$ -	\$ -	\$ -	\$ -	\$ 1,019,869	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?	X		Testing and maintenance
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds		X	
3. Grants or Gifts		X	
4. Other		X	

Feasibility Study Budget

Wayland Housing Authority

9/21/2015

	Revised
	8/11/2015
Phase I General	25,000
Phase 1A Service, Site, Piping	100,000
Phase 1B Piping Sprinkler Standpipe	90,000
Phase 1C: Piping Sprinklers in Corridors, etc	79,000
Painting Patching, Coring, Fire Stopping & So	50,000
Misc Plumbing	1,000
Misc HVAC	1,000
Misc Electric	10,000
Subtotal	356,000
Contractor O&P	73,920
Subtotal	429,920
Contingency 7%	29,890
Engineering Services	36,435
Consultant's Fee (Angelo Kyriakiades)	10,000
Total	506,245
PHASE II	
Permits	25,000
2A Installations	250,000
2B Patching	50,000
Misc Plumbing	1,000
Misc HVAC	1,000
Misc Electrical	30,000
Subtotal	357,000
Contractor O&P	74,970
Engineering Services	
Sub Total	431,970
Contingency	33,022
Relocation of Residents	23,000
Inflation	25,234
Engineering Services	9,000
Total	522,226
Estimated Construction Cost	1,028,471



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:	Facility - Pump Station Upgrades	Yes
	<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:	Stephen Kadlik - DPW Director / Board of Public Works	Stephen Kadlik
	<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:	Chris Brown	9/15/2015
	<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:	Pump Station upgrades required by the DEP. We have need to continue to replace equipment necessary to meet DEP standards. The DEP has mandated that all our pump stations be upgraded with chemical feed safety controls. Additionally, a stand-by generator should be installed at the Happy Hollow Well site, as the installation of three new wells exceeds the current capacity of the existing equipment.
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PROJECT JUSTIFICATION:	The pump stations at the Town's five wells need to be upgraded to meet the evolving standards set by the DEP. In the 2010 sanitary survey performed by the DEP we were cited for not having the new chemical feed safety equipment. These upgrades are necessary to ensure that we meet DEP standards and will allow us to continue using our wells as the source of the Town's water. Additionally, the installation of backup generator power at the Happy Hollow Well Site is necessary to ensure its continuous operation in the event of a power outage.
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EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X
		X

EXPENDITURE SCHEDULE:								
ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT	1,050,000	525,000					\$ 1,575,000	
5. OTHER							\$ -	
TOTAL	\$ 1,050,000	\$ 525,000	\$ -	\$ -	\$ -	\$ -	\$ 1,575,000	

OPERATIONAL BUDGET IMPACT:			
	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <u>increase</u> operating costs?		X	
3. Will this Capital Request <u>Decrease</u> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:			
	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital			
2. CPA Funds			
3. Grants or Gifts			
4. Other	X		Water Enterprise Fund



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:

Construction - Happy Hollow Access Road and Water Main <i>Project Title</i>	Yes <i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
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PROJECT SPONSOR:

Stephen Kadlik - DPW Director / Board of Public Works <i>Sponsor (Advocate) Name</i>	Stephen Kadlik <i>Contact Information</i>
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APPROVING BODY / VOTE:

Chris Brown <i>Contact Name and Email Address</i>	9/15/2015 <i>Date and Quantum of Vote (If required)</i>
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PROJECT DESCRIPTION:

This is a request to install a new access road into the Happy Hollow Wells as well as a water main. Currently, DPW personnel have to travel around the new High School and cross a stream that occasionally floods. The new access road would be off of Stonebridge Road and would be an extension to the Habitat for Humanity project.

PROJECT JUSTIFICATION:

This project is required to improve the access to the site where 50% of the Town's drinking water is pumped. We have chemicals that are delivered, requiring year-round access. Additionally, the access road would eliminate the need to route vehicle traffic through the High School. The installation of the water main would complete a loop in the system insuring a reliable water supply to the area.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN	25,000						\$ 25,000	
2. LAND							\$ -	
3. CONSTRUCTION		600,000					\$ 600,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
TOTAL	\$ 25,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 625,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?			
2. Will this Capital Request <i>Increase</i> operating costs?			
3. Will this Capital Request <i>Decrease</i> operating costs?			
4. Will this Capital Request impact personnel?			

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital			
2. CPA Funds			
3. Grants or Gifts			
4. Other	X		Water Enterprise Fund



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:	Infrastructure - Water Main Projects <i>Project Title</i>	Yes <i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
PROJECT SPONSOR:	Stephen Kadlik - DPW Director / Board of Public Works <i>Sponsor (Advocate) Name</i>	Stephen Kadlik <i>Contact Information</i>
APPROVING BODY / VOTE:	Chris Brown <i>Contact Name and Email Address</i>	9/15/2015 <i>Date and Quantum of Vote (if required)</i>
PROJECT DESCRIPTION:	This is a continuation to replace the aging, outdated, and failing water mains in Wayland. Our focus will be based on the pending updated Capital Efficiency Plan currently being completed by Tata & Howard.	
PROJECT JUSTIFICATION:	This program is designed to improve the water pipe network / distribution system. The funding requested represents the estimated construction costs per year to maintain the recommended water main improvement schedule.	

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		1,400,000	1,400,000	1,400,000	1,400,000	1,400,000	\$ 7,000,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 7,000,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital			
2. CPA Funds			
3. Grants or Gifts			
4. Other	X		Water Enterprise Fund



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:	Other - Billing Software <i>Project Title</i>	Yes <i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
PROJECT SPONSOR:	Stephen Kadlik - DPW Director / Board of Public Works <i>Sponsor (Advocate) Name</i>	Stephen Kadlik <i>Contact Information</i>
APPROVING BODY / VOTE:	Chris Brown <i>Contact Name and Email Address</i>	9/15/2015 <i>Date and Quantum of Vote (if required)</i>
PROJECT DESCRIPTION:	Update our billing software to accommodate proposed new meter read system	
PROJECT JUSTIFICATION:	As we seek to upgrade to a radio read meter system, we also must upgrade our billing software. We are proposing to replace our billing software with something that is more efficient and compatible with the proposed new meter read system.	

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT							\$ -	
5. OTHER		80,000					\$ 80,000	
TOTAL	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital			
2. CPA Funds			
3. Grants or Gifts			
4. Other	X		Water Enterprise Fund



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:	Equipment - Completion of Meter Replacement Program <i>Project Title</i>	Yes <i>Included In Prior 5 Year Capital Plan? (Y/N)</i>
PROJECT SPONSOR:	Stephen Kadlik - DPW Director / Board of Public Works <i>Sponsor (Advocate) Name</i>	Stephen Kadlik <i>Contact Information</i>
APPROVING BODY / VOTE:	Chris Brown <i>Contact Name and Email Address</i>	9/15/2015 <i>Date and Quantum of Vote (If required)</i>
PROJECT DESCRIPTION:	Repalce all of the old, outdated existing analog water meters that are still left in Town.	
PROJECT JUSTIFICATION:	The older style water meters need to be changed every 10 to 15 years. As the meters get older, their accuracy and reliability diminish. We have been changing out meters in-house as quickly as we can, however we have approximately 2000 meters that are nearly 18 years old. Any new meters installed will be compatible with potential future radio-read programs	

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		200,000					\$ 200,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?	X		It will improve meter accuracy and reduce unaccounted-for water usage
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?	X		It will reduce expenses related to meter troubleshooting.
4. Will this Capital Request impact personnel?	X		The new meter should last 30 to 40 years, reducing maintenance time.

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital			
2. CPA Funds			
3. Grants or Gifts			
4. Other	X		Water Enterprise Fund



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:	Equipment - Remote Meter Reading Equipment Pilot Study <i>Project Title</i>	Yes <i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
PROJECT SPONSOR:	Stephen Kadlik - DPW Director / Board of Public Works <i>Sponsor (Advocate) Name</i>	Stephen Kadlik <i>Contact Information</i>
APPROVING BODY / VOTE:	Chris Brown <i>Contact Name and Email Address</i>	9/15/2015 <i>Date and Quantum of Vote (if required)</i>
PROJECT DESCRIPTION:	This proposal is to conduct a remote water meter reading system pilot study. The results of the study will be used to choose the system that best meets our needs.	
PROJECT JUSTIFICATION:	Ultimately by replacing our current meter reading system with an automated remote reading system, a new reading system will save the rate payers an estimated \$193,000 per year. The new system will also greatly improve customer service by providing having near real time water usage information to solve water usage issues. It will also allow for the transition to more frequent billing, per DEP Water Management Act requirements.	

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X
		X

EXPENDITURE SCHEDULE:								
ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		180,000					\$ 180,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ 180,000	

OPERATIONAL BUDGET IMPACT:			
	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?	X		It should reduce unaccounted for water use while also improving water conservation
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?	X		Meter readings will be able to be taken more efficiently
4. Will this Capital Request impact personnel?	X		It will free up a Water Worker that would otherwise had to take meter readings to perform other work

FUNDING SOURCES:			
	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital			
2. CPA Funds			
3. Grants or Gifts			
4. Other	X		Water Enterprise Fund