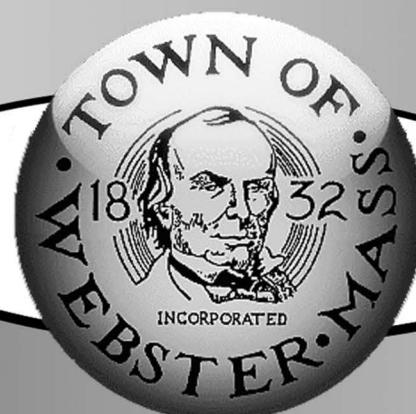


**TOWN OF WEBSTER**



**CAPITAL IMPROVEMENT PROGRAM**

**FY2025**

# TOWN OF WEBSTER, MASSACHUSETTS - FISCAL YEAR 2025 - CAPITAL IMPROVEMENTS PROGRAM

## INTRODUCTION

We are pleased to submit the fiscal year 2025 Capital Improvements Program for your review and consideration. A capital improvements program is a blueprint for planning a community's capital expenditures and is one of the most important responsibilities of local government officials. It coordinates community planning, financial capacity and physical development.

A Capital Improvements Program (CIP) is composed of two parts: a capital budget and a capital program. The capital budget is the upcoming year's spending plan for capital items. Our intent is to present the capital budget for funding at the May or October 2024 Special Town Meeting for appropriation. The capital program forecasts future capital project needs including a replacement schedule for vehicles, apparatus, etc. as well as facility needs. Each of the fiscal year (FY) 2025 capital items and the 2026-2029 capital program projects we have provided summary and detailed project information in this plan.

The FY 2025 CIP began in October 2023 with reviewing the FY 2024 CIP and requesting department heads provide updates and new requests. From October 2023 through early May 2024 we have participated in multiple communications with department heads including emails, phone calls and meetings. The result of months of discussion is the Capital Improvements Program put forth for your consideration.

## EXECUTIVE SUMMARY

For the Town's general fund the FY 2025 capital budget consists of requests from various departments totaling \$3,382,100.

Proposed funding for these items includes FY 2025 annual budget of \$275,000, free cash of \$1,282,100, debt service of \$1,350,000 and various grants totaling \$475,000.

For the Town's sewer fund the FY 2025 capital budget consists of items totaling \$2,498,500. Proposed funding for these items includes sewer certified retained earnings of \$508,500 and debt service of \$1,990,000.

For the Town's water fund the FY 2025 capital budget consists of items totaling \$3,045,000. Proposed funding for these items includes \$45,000 from water certified retained earnings and \$3,000,000 from Massachusetts Clean Water Trust MCWT debt. Through the MCWT debt program, up to 9.8% could become a grant and the remaining debt is expected to be financed with 0% interest rate.

In addition, certain items are listed with amounts to be determined (TBD). Town management is in the process of costing these projects.

## SCHEDULES AND OTHER INFORMATION

**Section I** - For the general, sewer and water funds - a summary of F Y 2 0 2 5 capital budget and capital program FY 2026-2029 requested items and proposed funding sources.

**Section II** - For the general, sewer and water funds - additional information about requested items.

**Section III** - Contains information regarding the process and policies that shaped the FY 2025 Capital Improvements Program.

Department	Project	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	5 Yr Total	Proposed Funding Source
<b>Requested Expenditures by Proposed Funding Sources:</b>								
Annual Budget		\$ 275,000.00	\$ 303,400.00	\$ 303,400.00	\$ 410,000.00	\$ 413,400.00	\$ 1,705,200.00	Annual Budget
Free Cash		1,282,100.00	336,600.00	351,600.00	303,000.00	309,600.00	2,582,900.00	Free Cash
Debt Service		1,350,000.00	-	-	-	500,000.00	1,850,000.00	Debt Service
Chapter 90 Grant		200,000.00	265,000.00	220,000.00	270,000.00	-	955,000.00	Chapter 90 Grant
Grant - ARPA		275,000.00	-	-	-	-	275,000.00	Grant - ARPA
<b>Total</b>		<b>\$ 3,382,100.00</b>	<b>\$ 905,000.00</b>	<b>\$ 875,000.00</b>	<b>\$ 983,000.00</b>	<b>\$ 1,223,000.00</b>	<b>\$ 7,368,100.00</b>	

**Requested Expenditures by Project:**

Town Administrator for Highway	Road Improvement Program	\$ 125,000.00	\$ 150,000.00	\$ 150,000.00	\$ 250,000.00	\$ 250,000.00	\$ 925,000.00	Annual Budget
Town Administrator	Inventory of Town buildings/structures and their systems program	50,000.00	60,000.00	60,000.00	70,000.00	70,000.00	310,000.00	Free Cash
Town Administrator	Town Hall HVAC	-	-	-	-	TBD	-	Debt Service
Town Administrator	Town Hall Side Entrances Renovation	-	-	-	-	TBD	-	Debt Service
Town Administrator	Town Hall Window Replacement	-	-	-	-	TBD	-	Debt Service
Treasurer / Collector	Remodel Treasurer/Collector's Office	275,000.00	-	-	-	-	275,000.00	Grant - ARPA
Information Technology / Library	Computers for Library	16,000.00	-	-	-	-	16,000.00	Free Cash

Department	Project	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	5 Yr Total	Proposed Funding Source
Information Technology	Re-design the Town's domain infrastructure. Town Hall to be authentication point and serve as main ISP for: Town Hall, Water, Sewer, Highway, Senior and Veterans. Police and Fire to remain as separate domain. This will allow for proper Multifactor Authentication.	150,000.00	-	-	-	-	150,000.00	Free Cash
Information Technology	Multifactor Authentication for all email and Munis users. RSA Tokens and Duo licensing.	100,000.00	-	-	-	-	100,000.00	Free Cash
Police	Cruiser/SUV Replacement Plan - 2 Vehicles	150,000.00	153,400.00	153,400.00	160,000.00	163,400.00	780,200.00	Annual Budget
Police	Cruiser/SUV Replacement Plan - 3rd Vehicle	75,000.00	76,600.00	76,600.00	80,000.00	81,600.00	389,800.00	Free Cash
Police	Phone System	150,000.00	-	-	-	-	150,000.00	Free Cash
Police	Replace 20 Cameras	30,000.00	35,000.00	40,000.00	-	-	105,000.00	Free Cash
Police	Replace 10 Portable Radios	50,000.00	60,000.00	-	-	-	110,000.00	Free Cash
Police	In Car cruiser Cameras	40,500.00	-	-	-	-	40,500.00	Free Cash

Department	Project	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	5 Yr Total	Proposed Funding Source
Police	Replace Server Rack uninterruptible power supply (UPS) systems	-	10,000.00	-	-	-	10,000.00	Free Cash
Police	Server Room AC Unit	-	25,000.00	-	-	-	25,000.00	Free Cash
Police	Replace Building uninterruptible power supply (UPS) system	-	-	175,000.00	-	-	175,000.00	Free Cash
Police	Replace 3 mobile radios	-	-	-	18,000.00	18,000.00	36,000.00	Free Cash
Police	Replace 5-6 doors of access control	-	-	-	20,000.00	20,000.00	40,000.00	Free Cash
Police	Replace server	-	-	-	40,000.00	-	40,000.00	Free Cash
Police	Building HVAC System	-	-	-	-	500,000.00	500,000.00	Debt Service
Fire	Rescue Truck	1,200,000.00	-	-	-	-	1,200,000.00	Debt Service
Fire	Fire/Dive Rescue Boat	150,000.00	-	-	-	-	150,000.00	Debt Service
Highway	Catch basin cleaner	200,000.00	-	-	-	-	200,000.00	Chapter 90 Grant
Highway	Catch basin cleaner	165,600.00	-	-	-	-	165,600.00	Free Cash
Highway	10-Wheel dump truck	-	265,000.00	-	270,000.00	-	535,000.00	Chapter 90 Grant
Highway	Plow for 10-wheeler		70,000.00	-	75,000.00	-	145,000.00	Free Cash
Highway	2027 Front Loader	-	-	220,000.00	-	-	220,000.00	Chapter 90 Grant
Highway	Paver Roller	-	-	-	-	75,000.00	75,000.00	Free Cash
Highway	Highway Building Boiler	-	-	-	-	45,000.00	45,000.00	Free Cash
Senior Center	Senior Center Renovations	100,000.00	-	-	-	-	100,000.00	Free Cash
School System	Middle School: Glycol Change out	35,000.00	-	-	-	-	35,000.00	Free Cash
School System	Middle School: Doors for Breakout Rooms	30,000.00	-	-	-	-	30,000.00	Free Cash
School System	Middle School: Paving/Sealing (back of building)	45,000.00	-	-	-	-	45,000.00	Free Cash

Department	Project	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	5 Yr Total	Proposed Funding Source
School System	Middle School: Upgrade/Replace Gym Sound System	45,000.00	-	-	-	-	45,000.00	Free Cash
School System	Park Ave. Elementary: Security Camera Expansion	100,000.00	-	-	-	-	100,000.00	Free Cash
School System	Park Ave. Elementary: Gym Bleachers/Risers	100,000.00	-	-	-	-	100,000.00	Free Cash
Total		<u>\$ 3,382,100.00</u>	<u>\$ 905,000.00</u>	<u>\$ 875,000.00</u>	<u>\$ 983,000.00</u>	<u>\$ 1,223,000.00</u>	<u>\$ 7,368,100.00</u>	

Department	Project	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	5 Yr Total	Proposed Funding Source
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**Requested Expenditures by Proposed Funding Sources:**

Sewer Retained Earnings	\$ 508,500.00	\$ 26,500.00	\$ -	\$ -	\$ -	\$ 535,000.00	Sewer Retained Earnings
Debt Service	1,990,000.00	4,600,000.00	-	-	850,000.00	7,440,000.00	Debt Service
Total	<b>\$ 2,498,500.00</b>	<b>\$ 4,626,500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 850,000.00</b>	<b>\$ 7,975,000.00</b>	

**Requested Expenditures by Project:**

Sewer	Waste Water Treatment Plant Aeration System Phase 2 Design	\$ 400,000.00	\$ -	\$ -	\$ -	\$ -	\$ 400,000.00	Sewer Retained Earnings
Sewer	Sewer Collections System Rehabilitation-Phase 3	1,000,000.00	-	-	-	-	1,000,000.00	Debt Service
Sewer	Replace Heating System-Pre Treatment Building	42,000.00	-	-	-	-	42,000.00	Sewer Retained Earnings
Sewer	Rehabilitate Narrows Pump Station (Birch Island)	990,000.00	-	-	-	-	990,000.00	Debt Service
Sewer	Digester Building - Repair holes in masonry walls	10,000.00	-	-	-	-	10,000.00	Sewer Retained Earnings
Sewer	Digester Building - Repair silicone joint between tanks	10,000.00	-	-	-	-	10,000.00	Sewer Retained Earnings
Sewer	Digester Building - Evaluate replacement of Penn Valley Pumps	10,000.00	-	-	-	-	10,000.00	Sewer Retained Earnings

Department	Project	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	5 Yr Total	Proposed Funding Source
Sewer	Digester Building - Repair top course of tank walls- black dislodged	10,000.00	-	-	-	-	10,000.00	Sewer Retained Earnings
Sewer	Sandpiper Lime Pump #1	13,250.00	-	-	-	-	13,250.00	Sewer Retained Earnings
Sewer	Sandpiper Lime Pump #2	13,250.00	-	-	-	-	13,250.00	Sewer Retained Earnings
Sewer	Waste Water Treatment Plant Aeration System Phase 2 Construction	-	4,600,000.00	-	-	-	4,600,000.00	Debt Service
Sewer	HACH All Weather Automatic Sampler Upgrade	-	8,500.00	-	-	-	8,500.00	Sewer Retained Earnings
Sewer	HACH Online pH Sensors for Aeration	-	6,000.00	-	-	-	6,000.00	Sewer Retained Earnings
Sewer	HACH Online Nitrate/NH3 Sensors for Aeration	-	12,000.00	-	-	-	12,000.00	Sewer Retained Earnings
Sewer	WWTP Chemical Building	-	-	-	-	850,000.00	850,000.00	Debt Service
Total		\$ 2,498,500.00	\$ 4,626,500.00	\$ -	\$ -	\$ 850,000.00	\$ 7,975,000.00	

Department	Project	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	5 Yr Total	Proposed Funding Source
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## Requested Expenditures by Proposed Funding Sources:

Water Retained Earnings	\$ 45,000.00	\$ 200,000.00	\$ -	\$ 150,000.00	\$ -	\$ 395,000.00	Water Retained Earnings
Debt Service	-	-	-	3,150,000.00	2,765,000.00	5,915,000.00	Debt Service
MCWT - Debt Service	3,000,000.00	-	-	-	-	3,000,000.00	MCWT - Debt Service
Total	<b>\$ 3,045,000.00</b>	<b>\$ 200,000.00</b>	<b>\$ -</b>	<b>\$ 3,300,000.00</b>	<b>\$ 2,765,000.00</b>	<b>\$ 9,310,000.00</b>	

## Requested Expenditures by Project:

Water	Building PFAS Treatment Plants (Construction). Current total estimate of \$36,000,000 is \$3,000,000 more than previously authorized.	\$ 3,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000.00	MCWT - Debt Service
Water	Milling and paving parking lot near water shop at 38 Hill Street	45,000.00	-	-	-	-	45,000.00	Water Retained Earnings
Water	Water Main Design (Worcester Rd & Old Worcester Rd)	-	200,000.00	-	-	-	200,000.00	Water Retained Earnings
Water	Water Main Construction (Worcester Rd & Old Worcester Rd)	-	-	-	3,150,000.00	-	3,150,000.00	Debt Service
Water	Water Main Design (School Street)	-	-	-	150,000.00	-	150,000.00	Water Retained Earnings
Water	Water Main Construction (School Street)	-	-	-	-	2,390,000.00	2,390,000.00	Debt Service

Department	Project	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	5 Yr Total	Proposed Funding Source
Water	Water Main Design (Park Ave)	-	-	-	-	125,000.00	125,000.00	Debt Service
Water	Replace Greensand Plus Media at Memorial Beach WTP	-	-	-	-	250,000.00	250,000.00	Debt Service
Total		\$ 3,045,000.00	\$ 200,000.00	\$ -	\$ 3,300,000.00	\$ 2,765,000.00	\$ 9,310,000.00	

Dept.	Requested Amount	Fiscal Year Budget	Estimated Useful Life	Project Description	Explain Necessity and Benefit of Project	Explain Condition of Asset/Project being Replaced	Explain Annual Cost Increase or Decrease
	Requested Amount	Fiscal Year Budget	Estimated Useful Life				
Town Administrator on behalf of Highway Department	\$125,000 \$200,000 \$250,000 \$250,000 \$250,000	2025 2026 2027 2028 2029	10-20 yrs.	Road Improvement Program	This road improvement program is intended to supplement Chapter 90 funds.	On a continual basis, the highway department will evaluate additional roads to be improved beyond Chapter 90 projects.	As funding allows, the plan is to increase funding each year by \$50,000 until an annual appropriation of \$250,000.
Town Administrator	\$50,000 \$60,000 \$60,000 \$70,000 \$70,000	2025 2026 2027 2028 2029	TBD	Inventory of Town buildings/structures and their systems program	In an effort to gain a better understanding of conditions of the Town's facilities/structures and their integral systems, Town management has been tasked with inventorying the Town facilities and structures.	Having a study done to inventory the Town's facilities/structures and evaluate their integral systems will provide Town management an understanding of the condition of Town owned properties.	The Town is in the process of obtaining estimates as to such a study. If needed, additional fund may be requested.
Town Administrator	To be determined	TBD	20 yrs.	Complete Town Hall's HVAC system	Complete Town Hall's HVAC replacement project started in fiscal year 2012 by adding air conditioning units to the system.	When the Town replaced the HVAC system starting in fiscal year 2012, funding was not provided for air conditioning units. It was understood that funding for air conditioning units would be provided after installation of the system.	Electricity savings is anticipated as an integrated HVAC system will be more efficient than 20 window AC units.

Dept.	Requested Amount	Fiscal Year Budget	Estimated Useful Life	Project Description	Explain Necessity and Benefit of Project	Explain Condition of Asset/Project being Replaced	Explain Annual Cost Increase or Decrease
	Requested Amount	Fiscal Year Budget	Estimated Useful Life		Explain Necessity and Benefit of Project	Explain Condition of Asset/Project being Replaced	Explain Annual Cost Increase or Decrease
Town Administrator	To be determined	TBD	40 yrs.	Town Hall Side Entrances Renovation	Reduce basement flooding and make entrances safer.	Entrances at both ends of Town Hall are showing signs of stress and frequent re-occurring patches/repairs are required. The basement at the east side of Town Hall toward the library often floods during heavy rains or snow melts.	We anticipate reduction of maintenance costs.
Town Administrator	To be determined	TBD	40 yrs.	Town Hall Window Replacement	Replace Town Hall windows with energy efficient windows.	Town Hall windows have exceeded their useful life. Windows, frames and sills have begun to deteriorate creating gaps and cracks. This has resulted in additional heating and cooling costs.	Electricity and heating oil savings are anticipated with installation of energy efficient windows.
Treasurer / Collector	\$275,000	2025	50 yrs	Remodel Treasurer/Collector's Office	To utilize the current office space in a more efficient and welcoming manner. Management plans to fund this project with available American Rescue Plan Act (ARPA) grant funds.	This office has the most foot traffic and has never been updated. We have three employees who share a very tiny space and have to get up and walk to the counter every time to wait on residents. The aesthetics of the office are outdated and run down.	No future ongoing costs.

Dept.	Requested Amount	Fiscal Year Budget	Estimated Useful Life	Project Description	Explain Necessity and Benefit of Project	Explain Condition of Asset/Project being Replaced	Explain Annual Cost Increase or Decrease
	Requested Amount	Fiscal Year Budget	Estimated Useful Life		Explain Necessity and Benefit of Project	Explain Condition of Asset/Project being Replaced	Explain Annual Cost Increase or Decrease
Information Technology / Library	\$16,000	2025	3-7 yrs.	Computers for Library	Need to replace obsolete computers.	Windows 10 will be unsupported as of October of 2025 and Library computers need to be replaced computers that operate on Windows 11 or higher.	We anticipate continued operating costs to be neutral.
Information Technology	\$150,000	2025	5-10 yrs.	Re-design the Town's domain infrastructure. Town Hall to be authentication point and serve as main ISP for: Town Hall, Water, Sewer, Highway, Senior and Veterans. Police and Fire to remain as separate domain. This will allow for proper Multifactor Authentication.	Stronger security and control over the network, servers and workstations. Multifactor authentication has become a standard process in adding security for IT access and use.	Without upgrading to multifactor authentication, the Town will be at greater risk to IT threats. The Town may be subject to higher insurance costs or could risk not being insurable for certain IT costs.	We anticipate Microsoft 365 monthly licensing costs will increase. We anticipate to advert additional insurance costs or the risk of certain costs not being insurable.
Information Technology	\$16,000	2025	5-10 yrs.	Multifactor Authentication for all email and Munis users. RSA Tokens and Duo licensing.	Stronger security over many IT functions and processes. We cannot intergrade full Multifactor functionality until the Towns Network has been upgraded and/or reconfigured.	Without upgrading to multifactor authentication, the Town will be at greater risk to IT threats. The Town may be subject to higher insurance costs or could risk not being insurable for certain IT costs.	We anticipate Microsoft 365 monthly licensing costs will increase. We anticipate to advert additional insurance costs or the risk of certain costs not being insurable.

Dept.	Requested Amount	Fiscal Year Budget	Estimated Useful Life	Project Description	Explain Necessity and Benefit of Project	Explain Condition of Asset/Project being Replaced	Explain Annual Cost Increase or Decrease
	Requested Amount	Fiscal Year Budget	Estimated Useful Life				
Police	\$225,000 \$230,000 \$230,000 \$240,000 \$245,000	2025 2026 2027 2028 2029	4-8 yrs.	Cruiser/SUV Replacement Plan - 3 Vehicles. Typically 2 vehicles are funded from annual police budget and 1 vehicle from free cash with the goal to fund all 3 vehicles from the annual budget.	The Town has implemented a plan to replace 3 vehicles annually. Replaces aging vehicles in the fleet, which can either be traded, auctioned or repurposed.	The plan allows for most heavily used vehicles to be replaced every 3 years. Administrative and other vehicles are replaced every 6 to 8 years.	When appropriate, vehicles with remaining useful life are transitioned to other departments. Other expiring vehicles are identified as obsolete and are sold.
Police	\$150,000	2025	10 yrs.	Phone System	The current system is 9 years old. The manufacturer was bought years ago and the system is no longer supported.	Due to unique needs of court evidence/recordings, the Police Department needs an on premise system versus a cloud system.	TBD - This project would also migrate the phone lines away from Verizon due to their planned discontinuance of copper. A replacement provider has not yet been determined.
Police	\$30,000 \$35,000 \$40,000	2025 2026 2027	10 yrs.	Replace 20 Cameras	The Police Station contains 60 cameras, all of which were installed in 2014 and provide full security coverage of the inside and outside of the building.	While the cameras are still operable, they are at the end of their expected lifespan and failures are likely to begin occurring.	None
Police	\$50,000 \$60,000	2025 2026	10-15 yrs.	Replace 10 Portable Radios	Radio Communications are critical to police operations.	The replacement radios would be utilized to replace officer issues portable radios that are 8 years old allowing those radios to be shifted to spare status, replacing 15 year old radios	A decrease is likely as aging front line radios have begun requiring repairs

Dept.	Requested Amount	Fiscal Year Budget	Estimated Useful Life	Project Description	Explain Necessity and Benefit of Project	Explain Condition of Asset/Project being Replaced	Explain Annual Cost Increase or Decrease
	Requested Amount	Fiscal Year Budget	Estimated Useful Life				
Police	\$40,500	2025	5 yrs.	In Car cruiser Cameras	Replaces existing, cameras, and are able to be synced with body worn cameras.	Current in car cameras are old and constantly not working. Unable to get local repairs, and are essentially useless.	This cost includes a five year plan which includes warranties.
Police	\$10,000	2026	10-15 yrs.	Replace Server Rack uninterruptible power supply (UPS) systems	UPS devices provide battery power during utility power failure to keep critical systems running until the generator engages.	All existing UPS devices were installed in 2014 and will have exceeded their expected life.	None
Police	\$25,000	2026	10-15 yrs.	Server Room AC Unit	Install a split type AC unit in the server room to ensure proper cooling of equipment.	Server Rooms should have a supplemental cooling system. Currently the server room only has the main building AC unit. Component failures to the AC system have caused the room to reach 90° which risks failure of the large number of equipment in the room.	None
Police	\$175,000	2027	10-15 yrs.	Replace Building uninterruptible power supply (UPS) system	This UPS system provides power to critical building systems that must remain running during a utility power failure until generator engagement to include phones and radio infrastructure.	The building UPS system was installed in 2014 and the manufacturer has indicated that it will no longer be supported in 2027.	A service agreement for a new system should see a decrease compared to a service agreement for a nearly 15 year old system.

Dept.	Requested Amount	Estimated Fiscal Year Budget	Useful Life	Project Description	Explain Necessity and Benefit of Project	Explain Condition of Asset/Project being Replaced	Explain Annual Cost Increase or Decrease
	Requested Amount	Fiscal Year Budget	Useful Life				
Police	\$18,000 \$18,000	2028 2029	10 yrs.	Replace 3 mobile radios	Radio Communications are critical to police operations.	All vehicle mounted radios were placed as a capital project in 2022. In order to avoid needing to replace all at the same time again, a phased replacement is recommended.	None
Police	\$20,000 \$20,000	2028 2029	7-10 yrs.	Replace 5-6 doors of access control	Security of the police station in general is critical	30 doors in the police station have access control. All components were replaced as a capital project in 2022. A phased approach to replacement would prevent the need for full replacement in the future.	None
Police	\$40,000	2028	8-10 yrs.	Replace server	Scheduled replacement of a data server.	Numerous servers exist running various roles including data storage and application access. One server was installed in 2021 and will be coming up on its end of life.	None
Police	\$500,000	2029	15-20 yrs.	Building HVAC System	Perform upgrades of HVAC equipment as needed.	The HVAC system was installed in 2014. Significant component failure requiring repair has already begun happening.	A decrease is likely as right now costly repairs are occurring each year.

Dept.	Requested Amount	Fiscal Year Budget	Estimated Useful Life	Project Description	Explain Necessity and Benefit of Project	Explain Condition of Asset/Project being Replaced	Explain Annual Cost Increase or Decrease
	Requested Amount	Fiscal Year Budget	Estimated Useful Life		Explain Necessity and Benefit of Project	Explain Condition of Asset/Project being Replaced	Explain Annual Cost Increase or Decrease
Fire	\$1,200,000	2025	20-25 yrs.	Rescue Pumper Truck	Replacing this truck will give the town another front-line rescue/pumper that will be used for most emergency calls. This rescue pumper will replace two trucks. Currently, Rescue 1 does not meet the standard set forth by NFPA 1911. Fire apparatus should be placed out of service after 25 years per NFPA 1911.	Rescue 1 is a 1995 heavy rescue truck that is now 27 years old and has been rotting out for some time now. The requested rescue pumper truck carries specialized rescue equipment and will last the town for at least 20 years.	Maintenance costs for the next 8 to 15 years will be less than the last few years.
Fire	\$120,000	2025	15-20 yrs.	Fire/Dive Rescue Boat	This project will replace two boats, Marine 22 and 23. The new vessel will need less maintenance than Marine 22 and have a more reliable power system than Marine 23. The defender bumper that surrounds the vessel is also tearing and is not replaceable.	Replacing these boats with the new vessel will allow for a more usable platform specific to fire fighting and dive rescue. This boat will allow more space to move fire equipment to the islands, enable more people to be on board should there be a large scale rescue, and be more user-friendly for dive operations.	This new boat will decrease annual maintenance costs and time in the coming years. Yearly, Marine 22 has to be painted, while the new vessel will be aluminum and will not be required to be painted.

Dept.	Requested Amount	Fiscal Year Budget	Estimated Useful Life	Project Description	Explain Necessity and Benefit of Project	Explain Condition of Asset/Project being Replaced	Explain Annual Cost Increase or Decrease
Highway	\$365,600	2025	21 yrs.	Catch basin cleaner	Current truck has exceeded useful life & is expensive to maintain. To be partially funded from Chapter 90 funds of \$200,000 with the remaining funding from free cash or bond proceeds.	New truck will replace 1991 Ford catch basis cleaner in poor condition.	It is anticipated that maintenance cost for the next 3 to 6 years will be less the last few years.
Highway	\$265,000	2026	13 yrs.	10-Wheel dump truck	Current truck has exceeded useful life & is expensive to maintain. To be funded from Chapter 90 funds.	New truck will replace 2007 Sterling 10 Wheel Dump Truck with considerable signs of wear and tear along with rust.	It is anticipated that maintenance cost for the next 3 to 6 years will be less the last few years.
Highway	\$65,000	2026	13 yrs.	Plow for 10-wheeler	Current plow has exceeded its useful life.	Plow is in poor condition.	It is anticipated that maintenance cost for the next 3 to 6 years will be less the last few years.
Highway	\$220,000	2027	15 yrs.	2027 Front Loader	Current equipment has exceeded useful life & is expensive to maintain. To be funded from Chapter 90 funds.	This will replace 2007 John Deer Front Loader which needs frequent repairs.	It is anticipated that maintenance cost for the next 3 to 6 years will be less the last few years.
Highway	\$270,000	2028	13 yrs.	10-Wheel dump truck	Current truck has exceeded useful life & is expensive to maintain. To be funded from Chapter 90 funds.	New truck will replace 2010 10 wheel dump truck with considerable signs of wear and tear along with rust.	It is anticipated that maintenance cost for the next 3 to 6 years will be less the last few years.
Highway	\$70,000	2028	15 yrs.	Plow for 10-wheeler	Current plow has exceeded its useful life.	Plow is in poor condition.	We anticipate continued operating costs to be neutral.

Dept.	Requested Amount	Fiscal Year Budget	Estimated Useful Life	Project Description	Explain Necessity and Benefit of Project	Explain Condition of Asset/Project being Replaced	Explain Annual Cost Increase or Decrease
	Requested Amount	Fiscal Year Budget	Useful Life				
Highway	\$75,000	2029	15 yrs.	Paver Roller	Current paver roller has exceeded useful life & is expensive to maintain.	New paver roller will replace 2007 paver roller with considerable signs of wear and tear along with rust.	It is anticipated that maintenance cost for the next 3 to 6 years will be less the last few years.
Highway	\$45,000	2029	20 yrs.	Highway Building Boiler	Current boiler has exceeded useful life & is expensive to maintain.	A new boiler will replace 1980 boiler roller with considerable signs of wear and tear.	It is anticipated that maintenance cost for the next 3 to 6 years will be less the last few years.
Senior Center	\$100,000	2025	Various	Senior Center Renovations: flooring, lighting, etc.	Light fixtures have been discontinued and parts are difficult to get.	Parts of the "floating floor" are beginning to separate and could become unsafe.	It is anticipated that maintenance cost for the next 3 to 6 years will be less the last few years.
School System	\$35,000	2025	Need	Middle School: Glycol Change out	Preventative maintenance to ensure proper functioning of HVAC system.	Boiler is 20 years old and requires a glycol change.	Anticipate greater boiler longevity as it aids in corrosion prevention, provides freeze protection and improved heat transfer which is expected to improve heating efficiency.
School System	\$30,000	2025	Need	Middle School: Doors for Breakout Rooms	There is a need to add doors on 3 rooms for both privacy and safety reasons. There are two entry ways for each room.	Condition of rooms are in excellent condition. This is not a replacement project.	No additional ongoing operational expenses.
School System	\$45,000	2025	Need	Middle School: Paving/Sealing (back of building)	The back of the building is used for student pick up and has a high amount of daily traffic during the school year (approx. 250 daily).	The asphalt requires a fresh layer to address structural damage such as potholes, cracking, rutting ,etc.).	Extend the life of the asphalt pavement and ensure safe driving conditions.

Dept.	Requested Amount	Fiscal Year Budget	Estimated Useful Life	Project Description	Explain Necessity and Benefit of Project	Explain Condition of Asset/Project being Replaced	Explain Annual Cost Increase or Decrease
	Requested Amount	Fiscal Year Budget	Estimated Useful Life		Explain Necessity and Benefit of Project	Explain Condition of Asset/Project being Replaced	Explain Annual Cost Increase or Decrease
School System	\$45,000	2025	Need	Middle School: Upgrade/Replace Gym Sound System	The sound system in the gymnasium is used by school and community functions and is necessity for communications.	The existing sound system in the gymnasium is 20 years old and no longer functions optimally. One speaker does not work, the controller is damaged and the XLR ports are corroded.	This will not increase the operational budget and will reduce work troubleshooting efforts when not functioning well.
School System	\$100,000	2025	Need	Park Ave. Elementary: Security Camera Expansion	Administration does not have full visibility within the school or on the school property. This provides enhanced security and monitoring to ensure student and staff safety.	The current equipment is in good condition and this item is intended to expand the equipment on the building interior and exterior.	No additional ongoing operational expenses.
School System	\$100,000	2025	Need	Park Ave. Elementary: Gym Bleachers/Risers	Seating will enhance the facility for assemblies and events as there is currently no seating in the gymnasium	The gymnasium 9 years old and in very good condition.	No additional ongoing operational expenses.
Sewer	\$400,000	2025	20-30 yrs.	Waste Water Treatment Plant Aeration System Phase 2 Design	Anoxic/Nitrogen Removal/Blower Upgrades (MLE).	National Pollutant Discharge Elimination System (NPDES) Requirements.	It is anticipated that maintenance cost for the next 10 to 15 years will be less the last few years.
Sewer	\$1,000,000	2025	20-30 yrs.	Sewer Collections System Rehabilitation-Phase 3	Reduce rain infiltration.	Clean and line leaky sewer mains.	It is anticipated that maintenance cost for the next 10 to 15 years will be less the last few years.
Sewer	\$42,000	2025	20 yrs.	Replace Heating System-Pre Treatment Building	Current system recently failed and is temporarily back up and running.	Poor condition-past useful life span	Recent emergency repairs were very expensive and the boiler system is in very poor condition

Dept.	Requested Amount	Fiscal Year Budget	Estimated Useful Life	Project Description	Explain Necessity and Benefit of Project	Explain Condition of Asset/Project being Replaced	Explain Annual Cost Increase or Decrease
Sewer	\$990,000	2025	30 yrs.	Rehabilitate Narrows Pump Station (Birch Island)	Current system (pneumatic ejector pumps) recently failed and is temporarily back up and running. We budgeted \$75K for FY24 but recently discovered it could take over \$990,000 to replace aging equipment. Tighe & Bond is evaluating options including retrofit submersible pumps.	Equipment is past useful life span and no longer supported. Repairs are very expensive and the station is not operating efficiently	Recent emergency repairs were very expensive and the pumping system needs a retrofit
Sewer	\$10,000	2025	15-20 yrs.	Digester Building - Repair holes in masonry walls	Reduce rain infiltration.	Walls are in poor condition.	It is anticipated that maintenance cost for the next 6 to 10 years will be less the last few years.
Sewer	\$10,000	2025	15-20 yrs.	Digester Building - Repair silicone joint between tanks	Reduce rain infiltration.	Joints are in poor condition.	It is anticipated that maintenance cost for the next 6 to 10 years will be less the last few years.
Sewer	\$10,000	2025	15-20 yrs.	Digester Building - Evaluate replacement of Penn Valley Pumps	Existing pumps have been problematic.	Repairs are expensive and lead times are long .	It is anticipated that maintenance cost for the next 6 to 10 years will be less the last few years.
Sewer	\$10,000	2025	15-20 yrs.	Digester Building - Repair top course of tank walls-black dislodged	Repair concrete blocks.	Blocks are close to sliding off the top wall of the tank which is a safety issue.	It is anticipated that maintenance cost for the next 6 to 10 years will be less the last few years.
Sewer	\$13,250	2025	10-15 yrs.	Sandpiper Lime Pump #1	Replace Batch Pump.	Pumps are past their useful life span.	We anticipate continued operating costs to be neutral.
Sewer	\$13,250	2025	10-15 yrs.	Sandpiper Lime Pump #2	Replace Batch Pump.	Pumps are past their useful life span.	We anticipate continued operating costs to be neutral.

## TOWN OF WEBSTER, MA

## CAPITAL IMPROVEMENTS PROGRAM: PROJECT REQUESTS FY2025

Dept.	Requested Amount	Estimated Fiscal Year Budget	Useful Life	Project Description	Explain Necessity and Benefit of Project	Explain Condition of Asset/Project being Replaced	Explain Annual Cost Increase or Decrease
	Requested Amount	Fiscal Year Budget	Useful Life				
Sewer	\$4,600,000	2026	20-30 yrs.	Waste Water Treatment Plant Aeration System Phase 2 Construction	Anoxic/Nitrogen Removal/Blower Upgrades (MLE).	National Pollutant Discharge Elimination System (NPDES) Requirements.	It is anticipated that maintenance cost for the next 10 to 15 years will be less the last few years.
Sewer	\$8,500	2026	10-15 yrs.	HACH All Weather Automatic Sampler Upgrade	Replace Sampler.	Sampler is past its useful life.	We anticipate continued operating costs to be neutral.
Sewer	\$6,000	2026	10-15 yrs.	HACH Online pH Sensors for Aeration	Replace pH Probe.	Probe is past it's useful life.	We anticipate continued operating costs to be neutral.
Sewer	\$12,000	2026	10-15 yrs.	HACH Online Nitrate/NH3 Sensors for Aeration	Replace Sensor.	Sensor is past it's useful life.	We anticipate continued operating costs to be neutral.
Sewer	\$850,000	2028	10-15 yrs.	WWTP Chemical Building	Replace chlorine gas with sodium hypochlorite.	Convert to sodium hypochlorite.	It is anticipated that operating costs for the next 10 to 15 years will be less the last few years as Sodium hypochlorite is expected to cost less than chlorine gas.

Dept.	Requested Amount	Estimated Fiscal Year Budget	Useful Life	Project Description	Explain Necessity and Benefit of Project	Explain Condition of Asset/Project being Replaced	Explain Annual Cost Increase or Decrease
Water	\$3,000,000	2025	25-50 yrs.	Building PFAS Treatment Plants (Construction). Current total estimate of \$36,000,000 is \$3,000,000 more than previously authorized.	PFAS treatment is needed to be compliant with state water quality regulations. Through the MA Clean Water Trust up to 9.8% of proceeds could be grant proceeds and the remaining debt proceeds could be at 0% interest. If the Town does not authorize additional funding, the Town risks losing funding from 0% interest financing and debt forgiveness.	New treatment required by State/Federal Drinking Water Regulations.	As this will be an addition to the water system, we anticipate increased operating costs upon implementation. Recent 3rd party estimate required for SRF funding estimates additional \$10M for construction due to high demand and market fluctuations for PFAS treatment.
Water	\$45,000	2025	25 yrs.	Milling and paving parking lot near water shop at 38 Hill Street	Pavement is in very poor condition and is very uneven. Potential trips/falls for staff and customers.	Poor condition-past useful life span	We anticipate continued operating costs to be neutral.
Water	\$200,000	2026	50-75 yrs.	Water Main Design (Worcester Rd & Old Worcester Rd)	See water main construction below.	See water main construction below.	See water main construction below.
Water	\$3,150,000	2028	50-75 yrs.	Water Main Construction (Worcester Rd & Old Worcester Rd)	Improve water quality & fire protection.	The Town is proactively planning water main replacement based on age, condition and water quality complaints. Areas identified are vulnerable to unexpected service interruptions, customer complaints and costly repairs.	We hope to avert expensive costs related emergency repairs; however, it is difficult provide a savings estimate.

Dept.	Requested Amount	Fiscal Year Budget	Estimated Useful Life	Project Description	Explain Necessity and Benefit of Project	Explain Condition of Asset/Project being Replaced	Explain Annual Cost Increase or Decrease
	Requested Amount	Fiscal Year Budget	Estimated Useful Life		Explain Necessity and Benefit of Project	Explain Condition of Asset/Project being Replaced	Explain Annual Cost Increase or Decrease
Water	\$150,000	2028	50-75 yrs.	Water Main Design (School Street)	See water main construction below.	See water main construction below.	See water main construction below.
Water	\$2,390,000	2029	50-75 yrs.	Water Main Construction (School Street)	Improve water quality & fire protection.	The Town is proactively planning water main replacement based on age, condition and water quality complaints. Area's identified are vulnerable to unexpected service interruptions, customer complaints and costly repairs.	We hope to advert expensive costs related emergency repairs; however, it is difficult provide a savings estimate.
Water	\$125,000	2029	n/a	Water Main Design (Park Ave)	See water main construction below.	See water main construction below.	See water main construction below.
Water	\$250,000	2029	10 yrs.	Replace Greensand Plus Media at Memorial Beach WTP	Improve iron and manganese removal.	Media life expectancy is 10 years. Memorial Beach Water Plant has been online since 2029 and media is at end of useful life.	We hope to advert expensive costs related emergency repairs; however, it is difficult provide a savings estimate.
Water	\$1,530,000	2030	50-75 yrs.	Water Main Construction (Park Ave)	Improve water quality & fire protection.	The Town is proactively planning water main replacement based on age, condition and water quality complaints. Areas identified are vulnerable to unexpected service interruptions, customer complaints and costly repairs.	We hope to advert expensive costs related emergency repairs; however, it is difficult provide a savings estimate.

## TOWN OF WEBSTER, MASSACHUSETTS

A Capital Improvement Project is generally defined as a major, non- recurring expenditure that generally meets all of the following criteria:

1. Massachusetts General Law Chapter 44, Sections 7 & 8, permit the Town to issue bonds to finance the expenditure;
2. The expenditure is a facility, object, or asset costing more than \$25,000;
3. The expenditure will have a useful life of ten years or more for infrastructure, buildings, and parks and a useful life of five years or more for vehicles and equipment.

Among the items properly classified as capital improvements are:

- A. Any acquisition of land for a public purpose;
- B. New public buildings or additions to existing buildings, including land acquisition costs and equipment needed to furnish the new building or addition for the first time;
- C. Major alterations, renovations, or improvements to existing buildings, which extend the useful life of the existing buildings by ten (10) years;
- D. Land acquisition and/or improvement, unrelated to a public building, but necessary for conservation or park and recreation purposes;
- E. Major equipment acquisition, replacement or refurbishment, with a cost of at least \$25,000, and a useful life of at least five (5) years;

## ADDITIONAL INFORMATION

F. New construction or major improvements to Town physical infrastructure, including streets, sidewalks, storm water drains, the water distribution system, and the sanitary sewer system. Infrastructure improvements must extend the useful life of the infrastructure by at least ten (10) years;

G. Energy conservation and alternative energy improvements to public buildings or facilities owned by the Town;

H. Traffic signal, public lighting, and police and fire communication systems;

I. Purchase and installation of computer hardware and integrated financial management and accounting systems;

J. Asbestos removal from public buildings;

K. A feasibility study, engineering, or design services which are ancillary to a future capital improvement. The costs of engineering, architecture, and landscaping studies are not physical improvements, but when they are done in order to build a capital facility project, they too are contained in a CIP and can be funded by bond financing.

## BENEFITS OF A CAPITAL PLAN

The development of a Capital Improvements Plan provides many benefits for a municipality. Benefits include:

1. A CIP creates orderly and systematic planning for the replacement and rehabilitation of major equipment, facilities, and infrastructure thereby saving money and ensuring consistent and quality services over time.

## TOWN OF WEBSTER, MASSACHUSETTS

2. An organized CIP provides for a more effective evaluation of alternatives and solutions rather than a crisis decision mode.
3. A CIP provides for funding of projects on a priority basis.
4. A CIP enhances the community's credit rating, control of its tax rate, and avoids sudden changes in its debt service requirements.
5. A CIP increases opportunities for obtaining federal and state aid.
6. A CIP facilitates coordination between capital needs and the operating budgets.
7. A CIP relates public facilities to the Town's strategic plan or public and private development and redevelopment policies and plans.
8. A CIP keeps the public informed.

### CAPITAL PLANNING PROCESS

The Capital Investment Plan is prepared from a Town-wide perspective. There is no assumption of a budget quota for individual departments. The initial step of all Town departments is to identify a need for a capital project. This could include information from replacement plans (vehicles, equipment); formalized plans already in place; and citizen input processes. Department Heads inventory buildings, equipment, roads, and utilities to document a need for renewal, replacement, expansion, or retirement of all physical assets.

The Town Administrator prepares a long-term financial forecast. This forecast analyzes the Town's capacity to afford major new

### ADDITIONAL INFORMATION

expenditures. The forecast examines recent and anticipated trends in revenue, expenditures, debt, and unfunded liabilities. The analysis also reviews the amount of unspent funds available from completed and discontinued projects. This comprehensive analysis permits scheduling of funding sources to balance debt service and operating expenditures; determine available debt capacity and acceptable debt service levels; and maximize intergovernmental aid for capital expenditures. The Town has also adopted Capital Investment Financing Policies as a guide for decision-making.

### PROJECT EVALUATION

Each project request is thoroughly reviewed to assess the need and evaluate alternatives. Formalized project requests include cost estimates, descriptions of the proposed scope of work, useful life statements, and project justifications related to the primary evaluation criteria. Major focal points of evaluation are:

- A. Protection of the health and safety of citizens;
- B. Preservation of operations. This does not include ordinary maintenance but rather maintaining a current service level through improvement of a capital asset. These may be major expenditures that will avoid costly replacement in the future;
- C. Requirement of State or Federal Law/regulation;
- D. Improvement of Infrastructure;
- E. Improvement in the efficiency and effectiveness of service delivery.

Each project is evaluated by reviewing the project information provided with the requesting department head or staff:

## TOWN OF WEBSTER, MASSACHUSETTS

1. Needs assessment;
2. Review of project against policies and evaluation strategies;
3. Consider the feasibility of proposed project's to include project's necessity, priority, and location;
4. Review in-depth cost estimation and funding capacity analysis.

Projects are prioritized based on evaluation scoring and recommendations are made both in funding and prioritization. In this step, the proposed projects are ranked in priority as objectively as possible. Projects are evaluated according to established criteria and the ratings are translated into objective numerical weights. Projects are classified into categories and each project is evaluated in relation to other projects to determine their relative importance.

The Town Administrator makes final selections and funding priorities and submits them to Town Meeting for appropriation as part of the Capital Budget. The authorization and appropriation is for new projects to begin in the current or ensuing fiscal year. Out-year projects are scheduled for succeeding years as part of the Capital Investment Plan and may be incorporated into a later year Capital Budget. The Capital Budget represents the funding for the first year of that Plan each year. Projects in the first year of the Plan generally represent the Town's most immediate investment priorities.

## ADDITIONAL INFORMATION

### SOURCES OF FUNDING

The Town carefully examines all potential funding sources for the Town's capital investment needs. The potential sources of funding for capital investment projects include:

#### Available Funds (Free Cash):

The Town regularly appropriates General Fund "Free Cash" to finance short-term, small capital investment projects in their entirety.

#### Enterprise Fund Proceeds:

The Town operates the following Enterprise Funds: Water & Sewer. The policy of the Town of Webster is to recover the full budgetary cost of water and sewer operations and capital replacement from water and sewer use charges. Debt Service and issuance costs associated with water and sewer projects are financed from water and sewer use charges. The accumulated earnings of an Enterprise fund may be used to fund capital improvements. The earnings flow to an equity account known as "Retained Earnings" and are certified annually by the State Department of Revenue.

#### Debt Service:

Projects funded by debt service refer to those expenditures that are acquired through borrowing, the payments for which may or may not affect the next fiscal year, but in any event are paid for over an extended period of time, usually three to twenty years. Those extended payments include both principal and interest, usually referred to as "debt service". The Town has traditionally financed large capital projects with debt service. Debt Service

## TOWN OF WEBSTER, MASSACHUSETTS

## ADDITIONAL INFORMATION

can be appropriated under the General Fund Tax Levy, from Enterprise Funds, or from Stabilization Funds.

### Stabilization Funds:

Massachusetts General Law, Chapter 40, Section 5B provides for the establishment and maintenance of Capital Project Stabilization Funds. The Town Meeting may vote to appropriate sums of money into a Stabilization Fund for purposes of accumulating sums for future capital project financing. Appropriations may be made from a Stabilization Fund by a two-thirds vote of Town Meeting for any purpose for which the Town is authorized to borrow under Chapter 44, Sections 7 and 8.

### Unexpended/Unobligated Bond Proceeds:

Unexpended and unobligated balances from bond proceeds, may be appropriated by Town Meeting and used as a financing source for a new capital improvement projects with an asset life similar to the original issue.

### State and Federal Grants:

The Town uses dedicated state aid and grant funding to finance capital investment when these funds are available. The most notable sources of this financing are Chapter 90 State Highway Funds and the Community Development Block Grant.

### Sale of Surplus Property:

Proceeds from the sale of surplus municipal real estate may be appropriated by Town Meeting for financing capital projects. Generally, these proceeds are appropriated to a Stabilization Fund.

### Public/Private Partnerships:

A Public/Private Partnership is a contractual agreement between a public agency and a private sector entity whereby the skills and assets of each sector (public and private) are shared in delivering a service or facility for the use of the general public. In addition to the sharing of resources, each party shares in the risks and rewards potential in the delivery of the service and/or facility.

### Proposition 2 ½ Debt or Capital Outlay Exclusion:

Proposition 2 ½ allows a community to raise funds for certain purposes above the amount of its levy limit or levy ceiling. A community can assess taxes in excess of its levy limit or levy ceiling for the payment of certain capital projects and for the payment of specified debt service costs. The additional amount for the payment of debt service is added to the levy limit or levy ceiling for the life of the debt only. The additional amount for the payment of the capital project cost is added to the levy limit or levy ceiling only for the year in which the project is being undertaken. Both exclusions require voter approval.