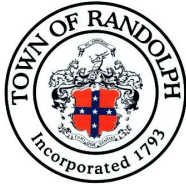


5 Year Capital Improvement Plan

FY2025-FY2029



CAPITAL IMPROVEMENT PLAN

In an effort to provide “user friendly” documents to our citizens and decision makers, the Town has drafted a straight forward introductory section that answers the most commonly asked questions regarding capital planning. The following questions and answers define terms, describe processes, and details the needs and benefits of Randolph’s capital planning activities.

What is the Capital Improvement Plan (CIP)?

The Capital Improvement Plan (CIP) is a multi-year plan used to coordinate the financing and timing of major public improvement and equipment needs of the Town of Randolph. It contains a list of capital projects and needs proposed for the Town within the next four years and reflects the recommendations of the Town Manager. The CIP identifies each proposed project and presents a summary description, estimate of cost and a method of financing.

What are capital expenditures and what criteria must be met to be included on the CIP?

A capital expenditure is defined in terms of the useful life of the asset and cost. In order for a request to be considered for inclusion in the CIP, the project must meet the following:

- Must protect health, safety and welfare of the community and town employees
- Must enhance the Town’s ability to improve the quality of life in Randolph
- Must preserve existing assets and invest in resources to preserve and maintain assets to avoid larger future expenses
- Must have a useful life of at least five (5) years
- Must have a cost of \$25,000 or greater

What is the difference between the Capital Improvement Plan and the Capital Budget?

The first year of the CIP is the proposed Capital Budget. The Capital Budget consists of those projects which are presented by the Town Manager to the Town Council for consideration. The projects listed for subsequent years in the CIP are for planning purposes only and do not receive ultimate spending authority until they are incorporated into a capital budget and approved by the Town Council.

How is the Operating Budget related to the Capital Budget?

A capital budget is prepared separate from the operating budget, yet the two are closely linked. The annual operating budget provides for general municipal services, including personnel costs, supplies and other contractual services and equipment. Revenues for the operating budget are derived primarily from property taxes, local receipts and intergovernmental sources. Appropriations voted for the annual operating budget are for a single fiscal year.

In contrast, the capital budget is a multi-year budget. Capital projects typically require expenditures beyond a single fiscal year. These projects are often funded by borrowing, State and Federal grants or can be supported by one-time funding sources such as free cash. The debt service expenses related to capital projects is included in the operating budget.



CAPITAL IMPROVEMENT PLAN

Why does the Town need a CIP?

The CIP provides a means of coordinating and centralizing the capital project requests of various departments thus eliminating wasteful overlap, duplication and delay. It focuses attention on the Town's goals and financial capability by comprehensively considering not only what capital projects departments may need, but equally important, what the Town can afford. Additionally, the formalized process allows more time for the study of the projects, encourages public discussion of proposed undertakings, and allows citizens the opportunity to provide input, advice, and recommendations with respect to proposed projects and expenditures.

How does having a Capital Plan save the Town money?

Investors and bond rating agencies stress the value of a Capital Plan for a municipality seeking to borrow funds. The absence of a rational, long-term planning instrument would weigh against the bond rating assigned to the Town. This would result in higher interest rates on bond issues and more tax dollars going to pay for interest on the borrowed funds. Randolph currently holds a superior credit rating of AA by S&P Global Ratings.

Another financial benefit from the capital plan process is the avoidance of poorly timed projects. Good planning can ensure that capital improvement efforts are coordinated and costly duplication is avoided. In addition, significant savings can accrue to taxpayers when major capital financing is coordinated so that bond issues are sold infrequently, but at good times during the economic cycle to take advantage of low interest rates.

How is the CIP developed?

The process for preparing the FY25-FY29 Capital Improvement Plan and its associated FY25 Capital Budget is consistent from year to year. It involves active participation by Department Heads planning on their department needs, submitting those needs in detail to the Town Manager and Director of Municipal Finance. The Town Manager will then form his recommendation for the current year. The Capital Budget is prepared in the context of a five-year determination of need by Departments, in conjunction with the Town's overall financial capacity to affordably accommodate the required needs.

Proposed projects are reviewed and prioritized based upon commonly used criteria such as health and safety factors, legal obligations and mandates, fiscal impact, environmental impact, community economic effects, and aesthetic as well as social effects on the quality of life experienced by Randolph residents. Projects are also examined in terms of their relationship and compatibility with Town wide goals and objectives.

The process and procedural steps are described below.



CAPITAL IMPROVEMENT PLAN

Early/Late Fall – a copy of the existing plan is distributed to departments for review, update and the addition of the next fifth year. While requests generally remain the same as in the initial request, there are occasionally changed circumstances which necessitate alterations to the requests.

Late Fall/Early Winter – The Town Manager and Director of Municipal Finance review project requests and prepare a draft of the current year capital plan including financing recommendations and estimated amounts.

Late Winter – the capital plan is finalized within the parameters of the established funding target. In making final decisions, the process includes a determination of actual needs and the prioritization of need based upon legal mandate, public safety and the effect of deferral. Any projects not approved for funding are typically deferred into the next plan.

Spring – Capital Budget is present to the Town Council for approval.

Why must the Capital Improvement Plan be continually updated?

The CIP must be reviewed annually by Town departments to ensure its effectiveness as a flexible, mid-range strategic plan that links the annual budget with the multi-year financial forecasts. Each year, a current capital budget is approved and unfunded projects slated for later years are acknowledged on a planning basis only. In this respect, the CIP can be thought of as a “rolling” process because unfunded projects and those farther out in years typically move up after each year of review. It is important to note that each project in the plan must be recommended every subsequent year and as priorities and monetary constraints change, projects may be moved up, moved back or even eliminated.

Town of Randolph
Capital Plan Summary by Department

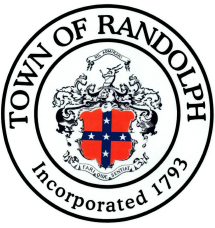
Department						Total
	FY25	FY26	FY27	FY28	FY29	
Police	469,000	225,000	240,000	255,000	270,000	1,459,000
Fire	960,000	150,000	700,000	1,290,000	535,000	3,635,000
DPW	4,740,000	5,650,000	5,340,000	5,275,000	5,625,000	26,630,000
Library	-	-	69,000	-	500,000	569,000
Community Programs	115,500	95,000	-	-	199,000	409,500
System Administration	38,685	50,000	50,000	50,000	75,000	263,685
Health	599,000	-	-	-	-	599,000
Finance	25,000	-	-	-	-	25,000
Total Municipal	6,947,185	6,170,000	6,399,000	6,870,000	7,204,000	33,590,185
Water/Sewer	800,000	790,000	850,000	790,000	700,000	3,930,000
Total Enterprise	800,000	790,000	850,000	790,000	700,000	3,930,000

Total Capital Requests	7,747,185	6,960,000	7,249,000	7,660,000	7,904,000	37,520,185
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Capital Project Requests	Priority Rating	Funding Source	FY25 Request	FY26 Request	FY27 Request	FY28 Request	FY29 Request	Total
Police								
Cruisers (3) - Replacement	1	LL	210,000					210,000
Firearms	1	LL	134,000					134,000
Drones	1	LL	35,000					35,000
Portable Radios	1	LL	45,000					45,000
Computers	1	LL	45,000					45,000
Cruisers (3) - Replacement	1	LL		225,000				225,000
Cruisers (3) - Replacement	1	LL			240,000			240,000
Cruisers (3) - Replacement	1	LL				255,000		255,000
Cruisers (3) - Replacement	1	LL					270,000	270,000
Category Subtotal			469,000	225,000	240,000	255,000	270,000	1,459,000
Fire								
Replacement Engine Pumper #3	1	LL	900,000					900,000
Purchase SCBA Decontamination	1	LL	60,000					60,000
Utility service truck - replacement	1	LL		65,000				65,000
Structural Firefighting Gear Replacement	1	LL		85,000				85,000
Ambulance Replacement	1	LL			450,000		460,000	910,000
Radio equipment - purchase and replacement	1	LL			250,000			250,000
Replacement Engine Pumper #2	1	LL				1,200,000		1,200,000
Structural Firefighting Gear Replacement	1	LL				90,000		90,000
Administrative Vehicle - Replacement	1	LL					75,000	75,000
Category Subtotal			960,000	150,000	700,000	1,290,000	535,000	3,635,000
Public Works								
Street paving and improvements	1	LL	4,000,000	5,000,000	5,000,000	5,000,000	5,000,000	24,000,000
Skid steer milling attachment	1	LL	40,000					40,000
Hot Box Trailer	1	LL	30,000					30,000
Tag trailer for large excavator	1	LL	30,000					30,000
Front End Loader	1	LL	300,000					300,000
Brush Cutter Attachment	1	LL	40,000					40,000
Dump Truck - 6 Wheel with Plow and Sander Kit	1	LL	300,000					300,000
Salt shed	1	LL		250,000				250,000
Sidewalk paver	1	LL		150,000				150,000
DPW Barn Roof	1	LL		250,000				250,000
Mason crane truck	1	LL			150,000			150,000
Tag compressor	1	LL			65,000			65,000
One Ton Dump Truck w/Sander & Plow	1	LL			125,000		125,000	250,000
Dump Truck w/ Sander and Plow	1	LL				250,000	250,000	500,000
Roller with trailer	1	LL					75,000	75,000
Mini excavator with trailer	1	LL					175,000	175,000
Park Mower	1	LL				25,000		25,000
Category Subtotal			4,740,000	5,650,000	5,340,000	5,275,000	5,625,000	26,630,000
Finance								
New Vehicle - Assessor Inspections	1	LL	25,000					25,000
Category Subtotal			25,000	-	-	-	-	25,000
Library								
Replace roof and add solar panels	1	LL			69,000			69,000
Elevator Replacement	1	LL					500,000	500,000
Category Subtotal			-	-	69,000	-	500,000	569,000
Community Programs								
Rink - Bathroom/Locker Room Safety Upgrades	1	LL	87,500					87,500
Pool - Accessibility Upgrades	1	LL	28,000					28,000
Senior Transportation Van	1	LL		95,000				95,000
Imagination Station Accessibility Matting	1	LL					199,000	199,000
Category Subtotal			115,500	95,000	-	-	199,000	409,500
System Administration								
Server/Computer Hardware	1	LL	38,685	50,000	50,000	50,000	75,000	263,685
Category Subtotal			38,685	50,000	50,000	50,000	75,000	263,685
Health								
Rubbish Carts	1	LL	599,000	-	-	-	-	599,000
Category Subtotal			599,000	-	-	-	-	599,000
Water/Sewer								
Sewer I&I program (MWRA)	1	ENT	700,000	700,000	700,000	700,000	700,000	3,500,000
Sewer camera (motorized/robotic)	1	ENT	100,000					100,000
Sewer - Utility Trucks	1	ENT		90,000				90,000
Watering truck	1	ENT			150,000			150,000
Water - Utility Truck	1	ENT				90,000		90,000
Category Subtotal			800,000	790,000	850,000	790,000	700,000	3,930,000
Total 5 Year Capital Requests - All Departments								
			7,747,185	6,960,000	7,249,000	7,660,000	7,904,000	37,520,185

Proposed Funding Sources

Funding Source	FY25	FY26	FY27	FY28	FY29	Totals
Free Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Exclusion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Excluded Debt - Proposed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Levy Limit Debt - New	\$ 6,947,185	\$ 6,170,000	\$ 6,399,000	\$ 6,870,000	\$ 7,204,000	\$ 33,590,185
Ambulance Receipt Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Fund Retained Earnings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise - New debt	\$ 800,000	\$ 790,000	\$ 850,000	\$ 790,000	\$ 700,000	\$ 3,930,000
Enterprise - State Revolving Fund Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total of All Requests	\$ 7,747,185	\$ 6,960,000	\$ 7,249,000	\$ 7,660,000	\$ 7,904,000	\$ 37,520,185



CAPITAL IMPROVEMENT COMMITTEE

CAPITAL PROJECT WORKSHEET

Department: Randolph Police Department

Prepared By: Chief Anthony T. Marag

Date: 04/24/24

1. Project Name:	<u>Police Cruisers</u>	5. FY Request:	<u>2025</u>
2. Project Location:	<u>Randolph</u>	6. Source of Funding:	<u>Capital</u>
3. Priority Rating: (Scale of 1-5)	<u>1</u>	7. Est. Date of Completion:	<u>2026</u>
4. Est. Cost:	<u>210,000</u>	8. Useful Life:	<u>5</u> years
9. Does this replace an existing item:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	IF YES: Age of current item <u>5+</u> years Mileage Condition of current item: <u>Fair</u> Make/Model: <u>Ford</u>

10. Project Description:

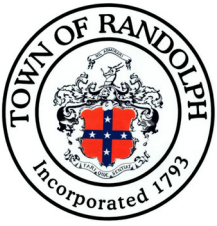
3 Police Cruisers with necessary equipment.

11. Describe Impact on Operating Budget:

The operating budget would not be able to absorb the cost to purchase the vehicles.

12. Describe Department Priority:

Policing requires functional and safe vehicles to provide service to the community.



CAPITAL IMPROVEMENT COMMITTEE

CAPITAL PROJECT WORKSHEET

Department: Randolph Police Department

Prepared By: Chief Anthony T. Marag

Date: 04/24/24

1. Project Name:	<u>Firearms</u>	5. FY Request:	<u>2025</u>
2. Project Location:	<u>Randolph</u>	6. Source of Funding:	<u>Capital</u>
3. Priority Rating: (Scale of 1-5)	<u>1</u>	7. Est. Date of Completion:	<u>2026</u>
4. Est. Cost:	<u>\$134,000</u>	8. Useful Life:	<u>5</u> years
9. Does this replace an existing item:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	IF YES: Age of current item <u>5+</u> years Mileage <u> </u> Condition of current item: <u>Fair</u> Make/Model: <u>Glock 22-.40 caliber</u>

10. Project Description:

Replacement of .40 caliber Glock 22's. Purchase Glock 45 (5th Generation) in 9mm with the Holosun 509 mounted optic (red dot), nightstick rail mounted light and Safariland triple retention duty holster. These require every officer to be trained 12 hours related training and qualifications.

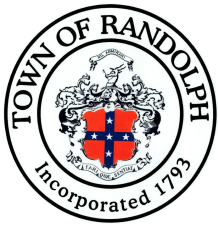
11. Describe Impact on Operating Budget:

The operating budget would not be able to absorb the costs to replace the existing firearms and the required training.

12. Describe Department Priority:

The Randolph Police Department is committed to providing a safe community for residents and the sworn officers of the department. Proficiency with a firearm is cornerstone skill for every police officer as it prepares them for the worst-case scenario – having to protect themselves or another from a lethal attack. Massachusetts police departments are equipping their officers with affordable optics that significantly improve their accuracy. Optics greatly improve the ability of an officer to hit their target and just as importantly – **to not hit an unintended target**. Firearms instructors for nearby police departments have reported a

dramatic increase in their officer's proficiency with firearms, reducing failure rates which require more training and officer down-time.



CAPITAL IMPROVEMENT COMMITTEE

CAPITAL PROJECT WORKSHEET

Department: Randolph Police Department

Prepared By: Chief Anthony T. Marag

Date: 04/24/24

1. Project Name:	<u>Drones</u>	5. FY Request:	<u>2025</u>
2. Project Location:	<u>Randolph</u>	6. Source of Funding:	<u>Capital</u>
3. Priority Rating: (Scale of 1-5)	<u>1</u>	7. Est. Date of Completion:	<u>2026</u>
4. Est. Cost:	<u>\$35,000</u>	8. Useful Life:	<u>5</u> years
9. Does this replace an existing item:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	IF YES: Age of current item <u> </u> years Mileage Condition of current item: <u> </u> Make/Model: <u> </u>

10. Project Description:

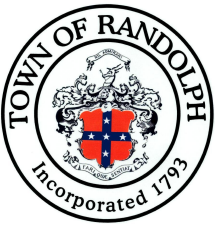
One large drone and one small drone with supporting equipment

11. Describe Impact on Operating Budget:

The operating budget would not be able to absorb the cost to purchase the drones.

12. Describe Department Priority:

The Randolph Police Department frequently manages search and rescue of missing/endangered/wanted persons. Elderly with memory loss (October 2021-Elderly female with Alzheimer's), Children, at-risk adults and children (frequent Group-Home runaways). In these situations, time is a contributing factor in providing a successful outcome. Drones will expedite locating and rescuing those for which every second counts. We also are tasked with providing safety for large scale events (July 3rd parade/fireworks). Safety plans for these events and officer coverage are challenging. Use of the drones will provide enhanced technology to better protect the community from dangers presented by these events.



CAPITAL IMPROVEMENT COMMITTEE

CAPITAL PROJECT WORKSHEET

Department: Randolph Police Department

Prepared By: Chief Anthony T. Marag

Date: 04/24/24

1. Project Name:	<u>Portable Radios</u>	5. FY Request:	<u>2025</u>
2. Project Location:	<u>Randolph</u>	6. Source of Funding:	<u></u>
3. Priority Rating: (Scale of 1-5)	<u>1</u>	7. Est. Date of Completion:	<u>2026</u>
4. Est. Cost:	<u>\$45,000</u>	8. Useful Life:	<u>5</u> years
9. Does this replace an existing item:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	IF YES: Age of current item <u> </u> years Mileage Condition of current item: <u> </u> Make/Model: <u> </u>

10. Project Description:

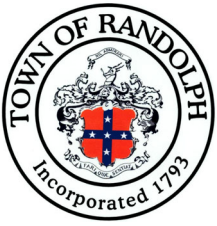
Portable radios for new recruits and to create surplus for radios that need repair or become inoperable. 15 portable radios (Motorola APX4000)

11. Describe Impact on Operating Budget:

The operating budget would not be able to absorb the cost to purchase the radios.

12. Describe Department Priority:

Portable radios are an essential piece of equipment. Communications are a vital component related to officer and community safety. Often times poor communication is the difference between a tragedy or a successful outcome.



CAPITAL IMPROVEMENT COMMITTEE

CAPITAL PROJECT WORKSHEET

Department: Randolph Police Department
Prepared By: Chief Anthony T. Marag
Date: 04/24/24

1. Project Name: Computers 5. FY Request: 2025
2. Project Location: Randolph 6. Source of Funding: _____
3. Priority Rating: (Scale of 1-5) 1 7. Est. Date of Completion: 2026
4. Est. Cost: \$45,000 8. Useful Life: 5 years
9. Does this replace an existing item: YES ☒ NO ☐ IF YES: Age of current item 5 years Mileage
Condition of current item: Fair
Make/Model: Dell

10. Project Description:

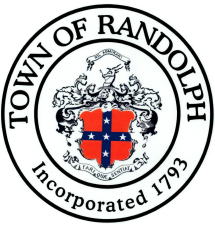
15 Computers. This will comprise of a mix of desktop, laptop, and cruiser "tuff books."

11. Describe Impact on Operating Budget:

The operating budget would not be able to absorb the cost to purchase the computers.

12. Describe Department Priority:

Computers are an essential piece of technology that improves the ability of our officers and staff to properly perform their functions daily. Cruiser computers are used around the clock to access vital information in the field or complete reports. Detectives use them to investigate and organize cases which are complicated, and thoroughness is of the utmost importance. These new computers will be part of a rotation to replace and update in a timely fashion to stay current with evolving technology.



CAPITAL IMPROVEMENT COMMITTEE

CAPITAL PROJECT WORKSHEET

Department: Randolph Fire Department

Prepared By: Chief of Department Ron Cassford

Date: 4/26/2024

1. Project Name:	<u>Replacement of Engine Pumper Three</u>	5. FY Request:	<u>2025</u>
2. Project Location:	<u>N/A</u>	6. Source of Funding:	<u>Capital Borrowing</u>
3. Priority Rating: (Scale of 1-5)	<u>1</u>	7. Est. Date of Completion:	<u>2027</u>
4. Est. Cost:	<u>900000.00</u>	8. Useful Life:	<u>16</u> years
9. Does this replace an existing item:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	IF YES: Age of current item: <u>15</u> years Mileage: <u>88000</u> Condition of current item: <u>good/fair</u> Make/Model: <u>2009 E-One Cyclone</u>

10. Project Description:

The replacement of our current Engine Three Pumper which will have exceeded the 15 year life span of a frontline Engine Pumper. The vehicle replacement will take time approximately 36 months and we are looking for a FY 2027 delivery of the new Engine Pumper.

11. Describe Impact on Operating Budget:

This vehicle has been serving the Town for almost 13 years now and is showing the effects of its age. Repair costs have been in the range of 5,000 to 10,000 for the past few years and we are looking at a major structural frame repair. This vehicle has been taking approximately 30 percent of our vehicle maintenance budget alone to keep it safe for the service of the residents and the firefighters.

12. Describe Department Priority:

The Engine Pumper is a Priority 1 to be able to rotate the fleet to slow the wear and tear of the frontline Engine Pumpers. We are getting to the end of the lifespan for this current Engine Pumper.

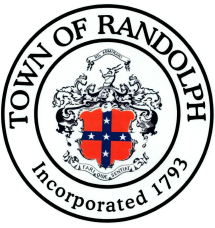
Capital Improvement Criteria

Your project must meet the following criteria for consideration by the Capital Improvement Committee:

- Project must protect the health, safety and welfare of the community and town employees.
- Project must enhance the town's ability to provide basic municipal services and perform basic functions of municipal government in an effort to improve the quality of life in the Town of Randolph.
- Project must preserve existing capital assets and invest in existing capital resources to preserve and maintain capital assets so as to avoid larger expenses in the future.
- Capital asset must have a value of \$25,000.00 or more.
- Project must have a usable life cycle of a minimum of five years.

Worksheet Instructions:

1. **Project Name.** Insert name of project.
2. **Project Location.** Designate the location of the proposed project. If not applicable please enter "N/A."
3. **Priority Rating.** Rate the priority of the request from 1 - 5, ("1" being the highest).
4. **Estimated Cost.** Insert the full anticipated cost of the project.
5. **FY Request.** Insert the fiscal year of which you would see funding for the project.
6. **Source of Funding.** List any recommended or potential sources of financing – federal/state grants, low interest loans by a state or federal agency, capital borrowing, enterprise funds, departmental receipts, possible eligibility for CPA funding, etc.
7. **Estimated Date of Completion.** Insert the expected date the project would be completed by if approved.
8. **Useful Life.** Indicate the anticipated useful life of the project/item.
9. **Replacement of an Existing Item.** If this is a replacement of vehicles or equipment, please indicate the age, present condition, mileage, and disposition plans for items.
10. **Project Description.** Explain the nature of the project and indicate whether the project is to replace existing facilities, equipment or land, or is an addition involving an increase in service delivery or a new project. Describe the expected relationships of this project to existing or planned facilities and services. Also, summarize the impact of the project on the community, if applicable. Indicate the need for the project and what it is expected to accomplish. Please indicate any legal requirements for the project and/or any public service impacts.
11. **Operating Budget Impacts.** Explain any additional costs or savings this project would have on your operating costs on an annual basis. Please indicate if this project will require any additional personnel, materials and/or supplies for your department.
12. **Describe Department Priority.** If you are submitting multiple requests for funding, please describe and rank the priority of each project within your department.



CAPITAL IMPROVEMENT COMMITTEE

CAPITAL PROJECT WORKSHEET

Department: Randolph Fire Department

Prepared By: Chief of Department Ron Cassford

Date: 4/26/2024

1. Project Name:	<u>Purchase of SCBA Decontamination Washer</u>	5. FY Request:	<u>2025</u>
2. Project Location:	<u>N/A</u>	6. Source of Funding:	<u>Capital Borrowing</u>
3. Priority Rating: (Scale of 1-5)	<u>1</u>	7. Est. Date of Completion:	<u>2025</u>
4. Est. Cost:	<u>60,000</u>	8. Useful Life:	<u>15</u> years
9. Does this replace an existing item:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	IF <u>YES</u> : Age of current item: <u> </u> years Mileage Condition of current item: <u> </u> Make/Model: <u> </u>

10. Project Description:

The purchase of an SCBA and gear decontamination washer. This unit will decontaminate our self contained breathing apparatus, masks, boots gloves and tools. This will enhance the safety of our firefighters and limit the exposure to the cancer causing agents that are present during our firefighting activities.

11. Describe Impact on Operating Budget:

This machine will clean and decon our SCBA equipment that has historically been hand cleaned. Personal Protection Equipment (PPE) and tools should be deconned after each hazardous event we respond to. The cost would be more than the equipment budget could provide for this important purchase.

12. Describe Department Priority:

The personal safety and limited exposure to the cancer causing agents is a priority for every member of our department. It is paramount to the safety of our members to have clean SCBA and tools to be able to perform their work and stay healthy.

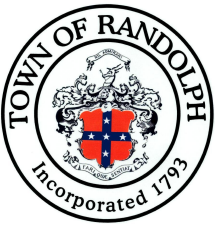
Capital Improvement Criteria

Your project must meet the following criteria for consideration by the Capital Improvement Committee:

- Project must protect the health, safety and welfare of the community and town employees.
- Project must enhance the town's ability to provide basic municipal services and perform basic functions of municipal government in an effort to improve the quality of life in the Town of Randolph.
- Project must preserve existing capital assets and invest in existing capital resources to preserve and maintain capital assets so as to avoid larger expenses in the future.
- Capital asset must have a value of \$25,000.00 or more.
- Project must have a usable life cycle of a minimum of five years.

Worksheet Instructions:

1. **Project Name.** Insert name of project.
2. **Project Location.** Designate the location of the proposed project. If not applicable please enter "N/A."
3. **Priority Rating.** Rate the priority of the request from 1 - 5, ("1" being the highest).
4. **Estimated Cost.** Insert the full anticipated cost of the project.
5. **FY Request.** Insert the fiscal year of which you would see funding for the project.
6. **Source of Funding.** List any recommended or potential sources of financing – federal/state grants, low interest loans by a state or federal agency, capital borrowing, enterprise funds, departmental receipts, possible eligibility for CPA funding, etc.
7. **Estimated Date of Completion.** Insert the expected date the project would be completed by if approved.
8. **Useful Life.** Indicate the anticipated useful life of the project/item.
9. **Replacement of an Existing Item.** If this is a replacement of vehicles or equipment, please indicate the age, present condition, mileage, and disposition plans for items.
10. **Project Description.** Explain the nature of the project and indicate whether the project is to replace existing facilities, equipment or land, or is an addition involving an increase in service delivery or a new project. Describe the expected relationships of this project to existing or planned facilities and services. Also, summarize the impact of the project on the community, if applicable. Indicate the need for the project and what it is expected to accomplish. Please indicate any legal requirements for the project and/or any public service impacts.
11. **Operating Budget Impacts.** Explain any additional costs or savings this project would have on your operating costs on an annual basis. Please indicate if this project will require any additional personnel, materials and/or supplies for your department.
12. **Describe Department Priority.** If you are submitting multiple requests for funding, please describe and rank the priority of each project within your department.



CAPITAL IMPROVEMENT COMMITTEE

CAPITAL PROJECT WORKSHEET

Department: Public Works

Prepared By: Neil McCole

Date: 4/26/2024

1. Project Name:	<u>Road Paving</u>	5. FY Request:	<u>2025</u>
2. Project Location:	<u>DPW</u>	6. Source of Funding:	<u></u>
3. Priority Rating: (Scale of 1-5)	<u>1</u>	7. Est. Date of Completion:	<u>Ongoing</u>
4. Est. Cost:	<u>\$4,000,000</u>	8. Useful Life:	<u>30 years</u>
9. Does this replace an existing item:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	IF <u>YES</u> : Age of current item <u> </u> years Mileage Condition of current item: <u> </u> Make/Model: <u> </u>

10. Project Description:

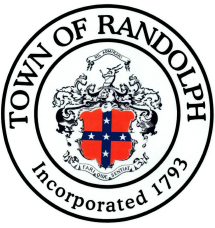
Provide funding to expand the Town's paving program from \$1.3MM annually to \$4MM in FY25. The DPW plans to begin paving in May of FY24 with existing CIP funds on hand that will be expended by early Summer. An updated 5 Year Pavement Management Plan is being finalized by BETA. Funds need to be available right away.

11. Describe Impact on Operating Budget:

Purchase is budget neutral on the operating budget.

12. Describe Department Priority:

DPW goals for FY2025 include a more aggressive town wide paving plan that includes outsourced road and sidewalk work complemented by internal patch and repair work that will be upgraded with new equipment in FY25. Road and sidewalk conditions are a top resident concern.



CAPITAL IMPROVEMENT COMMITTEE

CAPITAL PROJECT WORKSHEET

Department: Public Works

Prepared By: Neil McCole

Date: 4/26/2024

1. Project Name:	<u>Skid Steer – Milling Attachment</u>	5. FY Request:	<u>2025</u>
2. Project Location:	<u>DPW</u>	6. Source of Funding:	<u></u>
3. Priority Rating: (Scale of 1-5)	<u>1</u>	7. Est. Date of Completion:	<u>Summer 2024</u>
4. Est. Cost:	<u>\$40,000</u>	8. Useful Life:	<u>20 years</u>
9. Does this replace an existing item:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	IF <u>YES</u> : Age of current item <u> </u> years Mileage Condition of current item: <u> </u> Make/Model: <u> </u>

10. Project Description:

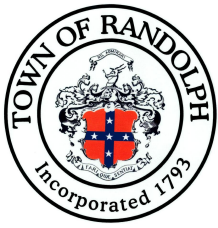
Provide funding for a Milling Attachment for the Skid Steer purchased in FY2024. The Milling Attachment will allow DPW personnel to expand internal paving work and improve the quality of patch work throughout the town.

11. Describe Impact on Operating Budget:

Purchase is budget neutral on the operating budget. Town personnel will be utilizing the equipment for day to day operations. The raw materials for paving are already budgeted in the Highway – Road Materials line.

12. Describe Department Priority:

DPW goals for FY2025 include a more aggressive town wide paving program that will be expanded with the acquisition of the Milling Attachment. Road conditions are a top resident concern.



CAPITAL IMPROVEMENT COMMITTEE

CAPITAL PROJECT WORKSHEET

Department: Public Works

Prepared By: Neil McCole

Date: 4/26/2024

1. Project Name:	<u>Hot Box Trailer</u>	5. FY Request:	<u>2025</u>
2. Project Location:	<u>DPW</u>	6. Source of Funding:	<u></u>
3. Priority Rating: (Scale of 1-5)	<u>1</u>	7. Est. Date of Completion:	<u>Summer 2024</u>
4. Est. Cost:	<u>\$30,000</u>	8. Useful Life:	<u>20 years</u>
9. Does this replace an existing item:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	IF <u>YES</u> : Age of current item <u> </u> years Mileage Condition of current item: <u> </u> Make/Model: <u> </u>

10. Project Description:

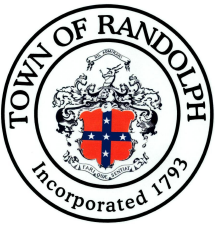
Provide funding for a Hot Box Trailer unit that houses 2 tons of hot asphalt with the intent of keeping the material hot enough for use all day and into the next day. The Hot Box Trailer will allow DPW personnel to expand internal paving work and improve the quality of patch work throughout the town.

11. Describe Impact on Operating Budget:

Purchase is budget neutral on the operating budget. Town personnel will be utilizing the equipment for day to day operations. The raw materials for paving are already budgeted in the Highway – Road Materials line.

12. Describe Department Priority:

DPW goals for FY2025 include a more aggressive town wide paving program that will be expanded with the acquisition of the Hot Box Trailer. Road conditions are a top resident concern.



CAPITAL IMPROVEMENT COMMITTEE

CAPITAL PROJECT WORKSHEET

Department: Public Works

Prepared By: Neil McCole

Date: 4/26/2024

1. Project Name:	<u>Large Equipment Trailer</u>	5. FY Request:	<u>2025</u>
2. Project Location:	<u>DPW</u>	6. Source of Funding:	<u></u>
3. Priority Rating: (Scale of 1-5)	<u>1</u>	7. Est. Date of Completion:	<u>Summer 2024</u>
4. Est. Cost:	<u>\$30,000</u>	8. Useful Life:	<u>20 years</u>
9. Does this replace an existing item:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	IF YES: Age of current item <u>29</u> years Mileage Condition of current item: <u>POOR</u> Make/Model: <u>Hudson</u>

10. Project Description:

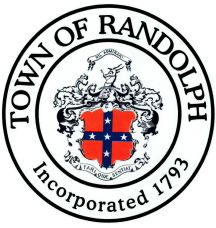
Provide funding for a Large Equipment Trailer to haul the Town's existing large equipment, including the large excavator.

11. Describe Impact on Operating Budget:

Purchase is budget neutral on the operating budget. Town personnel will be utilizing the equipment for day to day operations.

12. Describe Department Priority:

DPW goals for FY2025 include a more aggressive town wide infrastructure repair program. Work includes water and sewer pipe repairs, hydrant relocation and replacement, catch basin rebuilds, culvert cleanings and repairs. This type of work requires use of the existing large excavator.



CAPITAL IMPROVEMENT COMMITTEE

CAPITAL PROJECT WORKSHEET

Department: Public Works

Prepared By: Neil McCole

Date: 4/26/2024

1. Project Name:	<u>Front End Loader</u>	5. FY Request:	<u>2025</u>
2. Project Location:	<u>DPW</u>	6. Source of Funding:	<u></u>
3. Priority Rating: (Scale of 1-5)	<u>1</u>	7. Est. Date of Completion:	<u>Fall 2024</u>
4. Est. Cost:	<u>\$300,000</u>	8. Useful Life:	<u>20 years</u>
9. Does this replace an existing item:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	IF <u>YES</u> : Age of current item <u>30</u> years Mileage Condition of current item: <u>POOR</u> Make/Model: <u>John Deere 544</u>

10. Project Description:

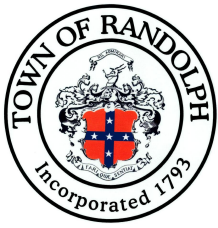
Provide funding for a mid-sized Front End Loader for use around the town for snow removal and excavation and in the DPW yard to move and stack materials.

11. Describe Impact on Operating Budget:

Purchase is budget neutral on the operating budget. Town personnel will be utilizing the equipment for day to day operations.

12. Describe Department Priority:

DPW utilizes a mid-sized loader for a variety of tasks around town and in the DPW yard. Having a safe and reliable vehicle is paramount to successful operations.



CAPITAL IMPROVEMENT COMMITTEE

CAPITAL PROJECT WORKSHEET

Department: Public Works

Prepared By: Neil McCole

Date: 4/26/2024

1. Project Name:	<u>Brush Cutter Attachment</u>	5. FY Request:	<u>2025</u>
2. Project Location:	<u>DPW</u>	6. Source of Funding:	<u></u>
3. Priority Rating: (Scale of 1-5)	<u>1</u>	7. Est. Date of Completion:	<u>Fall 2024</u>
4. Est. Cost:	<u>\$40,000</u>	8. Useful Life:	<u>20 years</u>
9. Does this replace an existing item:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	IF <u>YES</u> : Age of current item <u>38</u> years Mileage Condition of current item: <u>POOR</u> Make/Model: <u>Masse Tractor</u>

10. Project Description:

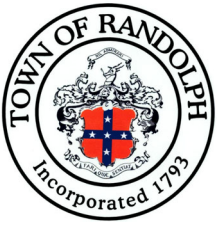
Provide funding for a Brush Cutter Attachment for an existing trackless sidewalk machine. Equipment will be used to maintain roadside and culvert side vegetation. The existing tractor that is used for this operation is unreliable and unsafe.

11. Describe Impact on Operating Budget:

Purchase is budget neutral on the operating budget. Town personnel will be utilizing the equipment for day to day operations.

12. Describe Department Priority:

DPW goals for FY2025 include a more aggressive town wide vegetation maintenance program focused on roadside and culvert side over growth.



CAPITAL IMPROVEMENT COMMITTEE

CAPITAL PROJECT WORKSHEET

Public Works

Department:

Prepared By:

Date:

Neil McCole

4/26/2024

1. Project Name: 6 Wheel Dump Truck

5. FY Request: 2025

2. Project Location: Townwide

6. Source of

Funding:

Borrowing

3. Priority Rating:
(Scale of 1-5)

1

7. Est. Date of

Completion:

Fall 2025

4. Est. Cost:

\$300,000

8. Useful Life:

20 years

9. Does this
replace an
existing item:

YES
☒

NO
☐

IF
YES:

Age of current item 32 years Mileage

Condition of current item: POOR

Make/Model: 1992 Chevrolet Kodiak

10. Project Description:

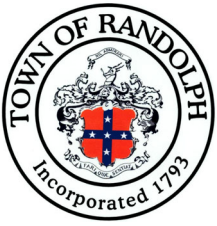
The DPW is looking to replace an existing 6-wheel dump truck with a new 6-wheel dump truck that is outfitted with an 11-foot plow and a slide out sander kit.

11. Describe Impact on
Operating Budget:

Purchase is budget neutral on the operating budget. Town personnel will be utilizing the equipment for day-to-day operations and in-house snow/ice removal.

12. Describe Department
Priority:

Delivery of the vehicle is typically 18-24 months after the order date, so this purchase is a priority to replace a truck that is already 32 years old.



CAPITAL IMPROVEMENT COMMITTEE

CAPITAL PROJECT WORKSHEET

Department: Assessors

Prepared By: Janet Teal

Date: 4/26/2024

1. Project Name:	<u>DEPARTMENT VEHICLE</u>	5. FY Request:	<u>2025</u>
2. Project Location:	<u>RANDOLPH</u>	6. Source of Funding:	<u>Borrowing</u>
3. Priority Rating: (Scale of 1-5)	<u>1</u>	7. Est. Date of Completion:	<u>July 2025</u>
4. Est. Cost:	<u>\$25,000</u>	8. Useful Life:	<u> </u> years
9. Does this replace an existing item:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	IF YES: Age of current item <u>N/A</u> years Mileage Condition of current item: <u>N/A</u> Make/Model: <u>N/A</u>

10. Project Description:

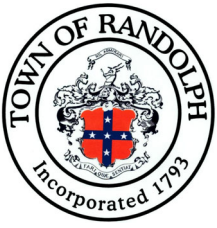
Colonial Imports Corp
Toyota Camry LE \$24,882.00
Toyota Corolla LE \$21,822.00
MAG Retail Holdings - C Retail Holdings - CGF LLC dba McGovern Commercial
Chevrolet Bolt – 1LT \$27,122.00

11. Describe Impact on Operating Budget:

Vehicle maintenance, fuel, wear and tear

12. Describe Department Priority:

Employees are using personal vehicles to perform necessary work-related tasks. The mileage reimbursement does not cover the wear and tear on personal vehicles, the frequent need for oil changes and spending extra money out of pocket for gas and most importantly the issue of insurance liability. Having a municipal vehicle will automatically put the residents at ease. We receive several calls a week from residents asking if we sent someone out to their home.



CAPITAL IMPROVEMENT COMMITTEE

CAPITAL PROJECT WORKSHEET

Department: Community Programs

Prepared By: Elizabeth LaRosee

Date: 04/26/2024

1. Project Name:	<u>Rink - Bathroom/Locker Room Safety Upgrades</u>	5. FY Request:	<u>FY25</u>															
2. Project Location:	<u>Zapustas Ice Arena, 240 North St.</u>	6. Source of Funding:	<u>Capital</u>															
3. Priority Rating: (Scale of 1-5)	<u>2</u>	7. Est. Date of Completion:	<u>6/1/2025</u>															
4. Est. Cost:	<u>87,500.00</u>	8. Useful Life:	<u>7-10 years</u>															
9. Does this replace an existing item:	<table><tr><td>YES <input type="checkbox"/></td><td>NO <input checked="" type="checkbox"/></td><td>IF YES:</td></tr></table>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	IF YES:	<table><tr><td>Age of current item</td><td><u>20+</u></td><td>years</td><td>Mileage</td></tr><tr><td>Condition of current item:</td><td colspan="3"><u>Poor</u></td></tr><tr><td>Make/Model:</td><td colspan="3"><u>N/A</u></td></tr></table>		Age of current item	<u>20+</u>	years	Mileage	Condition of current item:	<u>Poor</u>			Make/Model:	<u>N/A</u>		
YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	IF YES:																
Age of current item	<u>20+</u>	years	Mileage															
Condition of current item:	<u>Poor</u>																	
Make/Model:	<u>N/A</u>																	

10. Project Description:

The proposed project entails the comprehensive repair and fixture upgrade of two locker rooms and two bathrooms at the Zapustas Ice Arena. The scope of work includes the installation of two new water heaters, replacement of bathroom fixtures, toilets, sinks, and walls, and the implementation of ADA accessibility features to ensure inclusivity for all users. Additionally, the project encompasses painting, ceiling repairs, and lighting upgrades to enhance the overall aesthetics and functionality of the facilities. With these improvements, the Zapustas Ice Arena aims to provide a modern, safe, and welcoming environment for all patrons.

11. Describe Impact on Operating Budget:

The proposed project for the repair and fixture upgrade of two locker rooms and two bathrooms at the Zapustas Ice Arena is expected to have a positive impact on the operating budget. By implementing new water heaters and replacing bathroom fixtures, toilets, sinks, and walls, the arena anticipates a reduction in ongoing maintenance costs. With upgraded facilities, less frequent repairs and maintenance will be required, resulting in decreased expenditures for bathroom upkeep. Additionally, by addressing plumbing issues comprehensively, the project aims to minimize the need for emergency calls to plumbers, further reducing operational expenses associated with unforeseen repairs. Overall, these improvements not only enhance the user experience but also contribute to long-term cost savings for the Zapustas Ice Arena.

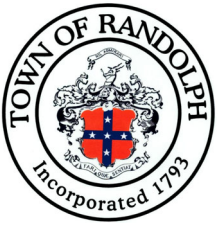
**12. Describe Department
Priority:**

The repair and fixture upgrade of two locker rooms and two bathrooms at the Zapustas Ice Arena is a priority project for several reasons. Firstly, the current state of the facilities has become substandard, with outdated fixtures and inadequate accessibility features that do not meet modern standards. Addressing these deficiencies is crucial to ensure the safety, comfort, and inclusivity of all patrons, including athletes, spectators, and visitors. There have been several complaints and public health concerns related to the condition of the bathrooms that have been addressed in the short-term but need long-term solutions.

Furthermore, the proposed upgrades align with the arena's commitment to providing a high-quality experience for users. By enhancing the aesthetics and functionality of the locker rooms and bathrooms, the project aims to elevate the overall atmosphere of the arena, contributing to a positive and memorable experience for attendees.

Additionally, the project's impact on the operating budget is a key consideration. With upgraded facilities, the arena anticipates a reduction in ongoing maintenance costs and emergency plumbing repairs, resulting in long-term cost savings. By addressing these needs proactively, the arena can allocate resources more efficiently and sustainably, ensuring the continued success and viability of the facility.

Overall, the repair and fixture upgrade of the locker rooms and bathrooms at the Zapustas Ice Arena is essential to uphold safety standards, enhance user experience, and optimize operational efficiency, making it a priority project for the facility.



CAPITAL IMPROVEMENT COMMITTEE

CAPITAL PROJECT WORKSHEET

Department: Randolph Community Programs

Prepared By: Elizabeth LaRosee

Date: 04/26/2024

1. Project Name: Pool - Accessibility Upgrades 5. FY Request: FY25

2. Project Location: Randolph Community Pool, 70 Memorial Parkway 6. Source of Funding: Capital

3. Priority Rating: (Scale of 1-5) 1 7. Est. Date of Completion: 11/1/2024

4. Est. Cost: \$28,000 8. Useful Life: 7-10 years

9. Does this replace an existing item:

YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	IF YES:	Age of current item <u>14</u> years Mileage Condition of current item: <u>Broken</u> Make/Model: <u>SR SMITH</u>
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10. Project Description:

The proposed project involves the replacement of a broken and outdated commercial pool lift at the Randolph Community Pool to ensure ADA compliance and accessibility for all patrons. The existing pool lift no longer meets the necessary safety standards and has become unreliable, posing barriers to individuals with disabilities who wish to access the pool. By installing a new, state-of-the-art pool lift, the facility aims to provide equitable access to individuals of all abilities, promoting inclusivity and ensuring compliance with ADA regulations.

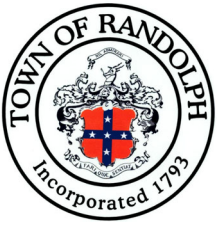
The new pool lift will feature modern technology and design enhancements to improve functionality, reliability, and user experience. It will be strategically positioned to facilitate easy and safe entry into the pool for individuals with mobility challenges, allowing them to enjoy recreational activities and therapeutic benefits without barriers. Additionally, the installation of the new pool lift will demonstrate the facility's commitment to accessibility and inclusion, fostering a welcoming and accommodating environment for all members of the community.

11. Describe Impact on Operating Budget:

The replacement of the commercial pool lift will have neither a positive nor a negative effect on the operating budget.

12. Describe Department Priority:

The replacement of the commercial pool lift is essential to uphold accessibility standards, promote inclusivity, and ensure that individuals with disabilities have equal opportunities to enjoy the recreational amenities offered by the facility. The current lift is inoperable (corroded gear), posing significant barriers to access for individuals with disabilities, making this a high-priority project. By installing a new, reliable pool lift, the facility can swiftly address these accessibility challenges and provide a safe and welcoming environment for all patrons.



CAPITAL IMPROVEMENT COMMITTEE

CAPITAL PROJECT WORKSHEET

Department: Information Technology
Prepared By: Bill Clark
Date: 5/6/2024

1. Project Name:	<u>IT Hardware</u>	5. FY Request:	<u>25</u>
2. Project Location:	<u>Town Hall and RICC</u>	6. Source of Funding:	<u>Capital Borrowing</u>
3. Priority Rating: (Scale of 1-5)	<u>1</u>	7. Est. Date of Completion:	<u>June 2025</u>
4. Est. Cost:	<u>\$38,685</u>	8. Useful Life:	<u>6</u> years
9. Does this replace an existing item:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	IF YES: Age of current item <u>10</u> years Mileage Condition of current item: <u>working but no longer supported</u> Make/Model: <u>2 Sophos Firewall SG330</u>

10. Project Description:

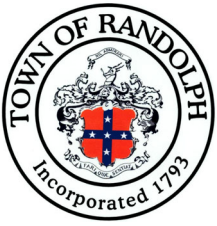
2 Sophos XGS 2100 Next-Gen Firewalls with Xstream= \$19760
10 Dell Optiplex 7000 Business Desktop Computers= \$10550
5 HP Envy Laptops= \$7175
10 ASUS Business Monitors= \$1200

11. Describe Impact on Operating Budget:

This would be impossible to fit within the operating budget.

12. Describe Department Priority:

Firewalls are a must followed by the desktops, laptops and monitors.



CAPITAL IMPROVEMENT COMMITTEE

CAPITAL PROJECT WORKSHEET

Department: Public Health

Prepared By: Gerard F. Cody

Date: 6-7-24

1. Project Name: Rubbish Cart Project 5. FY Request: \$599,000

2. Project Location: Randolph 6. Source of Funding: Capital Plan

3. Priority Rating: (Scale of 1-5) 5 7. Est. Date of Completion: December 1, 2024

4. Est. Cost: \$549,800 8. Useful Life: 20 years

9. Does this
replace an
existing item:

YES
☐

NO
☒

IF
YES:

Age of current item _____ years Mileage

Condition of current item: _____

Make/Model: _____

10. Project Description:

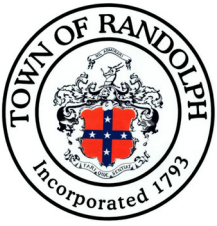
Randolph Public Health wishes to provide households participating in the Curbside collection program with a 96 gallon trash cart. Ten thousand trash carts would be purchased to provide adequate supplies to the participating households.

11. Describe Impact on
Operating Budget:

This would be a one-time purchase to enhance the existing program.

12. Describe Department
Priority:

This project is a key priority to help reduce the tonnage of solid waste, prevent litter, prevent additional weight from rain water or melted snow entering uncovered barrels and potentially reducing the food source for rodents.



CAPITAL IMPROVEMENT COMMITTEE

CAPITAL PROJECT WORKSHEET

Public Works

Department:

Prepared By:

Date:

Neil McCole

4/26/2024

1. Project Name: Sewer I & I

5. FY Request: 2025

2. Project Location: Townwide

6. Source of

Funding:

Borrowing

3. Priority Rating:
(Scale of 1-5)

1

7. Est. Date of

Completion:

Fall 2024

4. Est. Cost:

\$700,000

8. Useful Life:

20 years

9. Does this
replace an
existing item:

YES

☐

NO

☒

IF
YES:

Age of current item _____ years

Mileage

Condition of current item: _____

Make/Model: _____

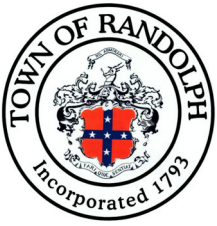
10. Project Description:

Elimination of inflow into the sewer system

11. Describe Impact on
Operating Budget:

This is intended to limit the excess flow of ground water into the sewer system to control the costs of sewerage disposal.

12. Describe Department
Priority:



CAPITAL IMPROVEMENT COMMITTEE

CAPITAL PROJECT WORKSHEET

Department: _____

Prepared By: _____

Neil McCole

Date: _____

4/26/2024

1. Project Name: Sewer Camera

5. FY Request: 2025

2. Project Location: DPW

6. Source of Funding: Borrowing

3. Priority Rating:
(Scale of 1-5) 1

7. Est. Date of Completion: Fall 2024

4. Est. Cost: \$100,000

8. Useful Life: 10 years

9. Does this
replace an
existing item:

YES
☐

NO
☒

IF
YES:

Age of current item _____ years Mileage

Condition of current item: _____

Make/Model: _____

10. Project Description:

Provide funding for a robotic motorized Sewer Camera to investigate sewer emergencies and improve proactive sewer maintenance operations. Unit may also be used for similar purposes with the Town's culvert system.

11. Describe Impact on
Operating Budget:

Purchase is budget neutral on the operating budget. Town personnel will be utilizing the equipment for day to day operations.

12. Describe Department
Priority:

DPW goals for FY2025 include a more aggressive town wide sewer and culvert maintenance program. This portable unit will become integral part of the Town's sewer and culvert operations over the next 10 years.