

# The Town of Westwood, Massachusetts

## Five Year Capital Improvement Plan Fiscal Years 2018-2022





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# Westwood Town Hall

580 High Street Westwood, MA 02090



## Office of the Finance Director

**To:** Board of Selectmen  
**From:** Pam Dukeman, Finance Director  
**Date:** October 27, 2016  
**Re:** FY2018- FY2022 Capital Improvement Plan

I am pleased to submit to the Board the Five-Year Capital Improvement Plan document for the Town for the fiscal years 2018-2022.

This document should serve as the basis for making capital budget decisions, assisting in maintenance of the Town's assets, and identifying the necessary funding to accomplish those tasks.

This report presents a comprehensive look at the capital needs of the school and municipal departments for a five year period. Also included are the Town's capital financial policies, asset inventory schedules, long term debt financial policies, debt schedules and history of capital expenditures. Having this information centralized in one annual document provides for broad analysis of the Town's capital needs. The Long Range Financial Planning Committee (LRFP) continues to work on strengthening this document and the Town's capital budget process.

The Town has made great progress in increasing the funding available for capital improvements, with increasing amounts to capital over the last several years. The Town is on track to continue this important reinvestment in the Town's capital assets.

The LRFP will continue to work on these issues and make recommendations to the Selectmen for funding proposals for FY18 and the 2017 Annual Town Meeting.

Town of Westwood  
Finance Director  
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## **CAPITAL OVERVIEW**

The Capital Improvement Plan is a five year projection of capital needs for maintaining and upgrading the Town's physical plant. It provides detailed information concerning those capital requests for the upcoming fiscal year; summary information for the following four fiscal years is provided to identify current projections of what level of capital outlay will be required in future years.

The Selectmen are committed to reinvesting in the community's capital infrastructure. The Town's physical resources are a major component of the Town's overall financial assets and represent a significant investment of public funds. As such, the Town must adequately maintain and update its capital assets.

In January, 2004 the Selectmen adopted updated Financial Policies, including capital planning and debt management policies. The capital policies require that a Five-Year Capital Improvement Program document be issued annually. In addition, capital funding and debt management policies were developed in order to continue to appropriately balance total debt and capital costs and tax implications with other operating sources.

The Board of Selectmen has made tremendous progress over the last few years in increasing the funding available for capital. This has resulted in regular roll over of important equipment in the DPW, Police and Fire Departments, and well maintained municipal and school facilities.

### **Definition of Capital Projects**

Capital items shall be defined as follows:

- Items requiring an expenditure of at least \$10,000 and having a useful life of more than five years.
- Projects consisting of real property acquisitions, construction, capital asset improvements, long-life capital equipment, or major maintenance/repair of an existing capital item, as distinguished from a normal operating expenditure.
- Items obtained under a long term lease.
- Bulk purchases of similar items, such as technology and furniture purchases, shall be aggregated and the total considered a capital item.

### **Funding of Capital Projects**

Capital projects can be financed in a number of ways. An appropriate balance of financing options is important to maintain an ongoing program and limit the community's risk. Westwood has continued to utilize a mix of pay-as-you-go financing, combined with prudent use of debt financing. This mix has provided significant resources for capital over the last several years. The Town has been able to increase the capital budget over the last few years.

Going forward, the Town should continue to shift a portion of its pay-as-you-go financing from free cash to an annual tax revenue appropriation. As new commercial tax revenue becomes available, a portion should be directed to ongoing capital needs.

The following funding sources are used to finance the Town's capital improvements:

**Tax Revenue** – Annual revenue from the total tax levy can be used to fund capital items.

**Free Cash** – The Town's "undesignated fund balance"; certified each July 1 by the state and the portion of fund balance available for appropriation. As Free Cash should not be used for operating budgets, it is a very appropriate revenue source for non-recurring capital items.

**Borrowing Approved within Proposition 2 ½** - For large construction, infrastructure and land purchase projects, general obligation bonds are issued. Funding for annual debt service comes from annual budget within the tax levy.

**Borrowing Approved as Exempt to Proposition 2 ½** - For large construction, infrastructure and land purchase projects, general obligation bonds are issued. Funding for annual debt service is raised through additional tax revenue raised outside the limits of Proposition 2 ½ (exempt debt).

**Sewer Enterprise Funds** – Sewer Enterprise Fund retained earnings and user fees are used to fund capital items for the sewer operations.

**Sewer Enterprise Borrowing** – For large sewer infrastructure projects, general obligation bonds are issued. Funding for annual debt service is fully supported by sewer user fees.

**Capital Improvement Stabilization Fund** – Funding for annual capital expenditures may come from the Capital Improvement Stabilization Fund upon vote of Town Meeting. This fund, established at the 2005 Annual Town Meeting, currently has a \$1.07M balance, and was recently used to fund the replacement of the high school turf field in the summer of 2016.

**Other Sources** – Other funding sources may include state and federal grants and available funds, such as ambulance receipts, library trust funds or other restricted accounts.

#### ***A Look at Recent Capital Project Financing***

	FY11	FY12	FY13	FY14	FY15	FY16	FY17
Tax Revenue	\$123,000	\$123,000	\$123,000	\$148,000	\$58,100		\$83,100
Free Cash	\$700,000	\$700,000	\$730,000	\$800,000	\$1,308,150	\$1,678,000	\$1,742,050
Borrowing Within Proposition 2 ½		\$910,000	\$5,335,000			\$11,000,000	\$13,205,000
Exempt Debt	\$9,300,000						
Sewer Enterprise Funds	\$245,000	\$160,495	\$415,000	\$100,000		\$450,000	\$135,000
Sewer Enterprise Borrowing		\$212,300		\$1,570,000			\$234,000
Other Sources	\$333,000	\$173,700		\$240,000	\$339,000	\$950,000	\$432,000

#### **Process and Presentation to Voters**

Annually, municipal and school departments prepare five-year projections of their capital needs. The requests are summarized and presented to the Selectmen for review. The School Committee prioritizes the capital requests for the School Department. Capital funded as debt exemptions require additional approval by the voters at the ballot as Proposition 2 ½ exemptions.

The Selectmen prepare a recommended capital budget and present it to the Finance and Warrant Commission for review and recommendation to Town Meeting. Town Meeting votes approval of capital articles; capital articles requesting borrowing are separately voted.

## **FY18 CAPITAL DISCUSSION AND RECOMMENDATIONS**

The Town has continued to emphasize the importance of the capital budget. The capital budget provides for many areas of capital spending including important equipment for public safety and public works departments, renovation and maintenance of Town and School facilities, and important drainage and road repairs to maintain the sewer and road infrastructure.

The Town's assets, including school and municipal buildings, roadways and sewer, vehicles and equipment are valued at over \$140 million. We should properly maintain these assets and not defer maintenance which delays problems for future generations. Economic conditions and difficult budget years can make it challenging to properly fund capital, while balancing operating budget needs.

Capital projects can be financed in a number of ways. An appropriate balance of financing options is important to maintain an ongoing program and limit the community's risk. Westwood has continued to utilize a mix of pay-as-you-go financing, combined with prudent use of debt financing. This mix has provided the resources for capital over the last several years.

### **Categories of Capital**

#### *Major Building Construction/Renovation – Steady Reinvestment*

The Town has invested significant capital reserves over the last several years in major building construction and renovation. These projects have been funded through a mix of debt borrowing and grant opportunities (see pages 159-160). The Town has successfully analyzed debt schedules to take advantage of layering in new debt as older debt is retired. This borrowing, within and outside Proposition 2 ½, has provided for significant investment in the Town's capital. The borrowings have been supplemented by substantial state grant programs, including the MSBA funding for the school projects, state funding for the COA facility, and the state Library Commission grant for the new library. Through the combination of debt and grants, the Town has constructed/renovated the following projects:

- New high school.
- Significant improvements/addition to High School/Middle School fields.
- New Council on Aging facility.
- New Carby Street municipal building.
- Major renovation/expansion to Martha Jones Elementary School.
- Major renovation/expansion to Downey Elementary School.
- Renovation/expansion to Thurston Middle School.
- New library.
- Deerfield School roof.
- Currently in process – new Islington fire station.
- Currently in process – new Police Station

These new facilities have been wonderful improvements for the Town and have been well received by residents. The Town should continue to provide for major facility renovation/additions through the current financing methods.

## **Upcoming Major Facility Projects**

Two areas are currently undergoing major planning for implementation. These are:

### **School Buildings**

School buildings master plan review - The School Committee is currently evaluating options for improvements to school facilities. The plan takes a comprehensive look at the needs and options for long term capital needs of school facilities.

- The current options and report are available on the school web site

### **Municipal Buildings**

In FY14, a study began to determine the next phase of municipal facility needs. That study concluded that the priority for municipal needs is the public safety facilities.

Changes in public safety challenges as well as new growth (most recently the significant development of University Station), has necessitated that the Town take a serious approach to modernizing the public safety facilities. The Selectmen created the Public Safety Facility Task Force in June 2013 to review these facility needs. The Task Force has met monthly since then and has followed a disciplined and analytical approach at arriving at the proposed solution. The proposal included:

- Construct a new fire substation to be located at the current Islington site. This building will be larger than the current building to accommodate additional staff and equipment needed to service University Station. This project is currently underway, having been approved at the May 2015 Town Meeting.
- Construct a new police headquarters located behind the existing facility. This building will accommodate the police operations and needs that have occurred since the current station was built in 1967. This project is currently underway.
- Renovate the main fire at its existing site.

Additional information on the Public Safety Task Force and the details on the police station project can be found on the Town's web site.

### ***Capital Equipment – Increased Allocation in Recent Years***

Proper capital equipment is needed by departments to carry out the important work for the community. This is particularly true for public safety and public works departments. These departments rely heavily on vehicles and equipment (such as police and fire vehicles, large dump trucks, street sweepers, etc.) to provide daily services. The School Department also relies heavily on ongoing equipment to provide quality services for the school children. This equipment includes furniture and equipment for the school facilities, copiers, and changing technology needs.

In the area of capital equipment, the Town has primarily funded this through a pay as you go basis. The annual capital spending in this area had been approximately \$820,000 a year for several years, the majority funded by free cash. This level of spending is approximately half of the recommended level per the Town's financial policies.

In FY14, FY15 and FY16, the Town was able to increase its base level of capital, funding \$950K in FY14, \$1.3M in FY15, \$1.6M in FY16, and \$1.7M in FY17. The FY18 budget will continue to fund at this higher level.

In addition, as part of the FY13 budget, a significant investment was made in DPW equipment through approval of a \$2M capital bond. This bond allowed for “catch up” on important DPW equipment and will provide for a transition period to incorporate the annual renewal of DPW equipment into the ongoing capital equipment articles. The DPW is now on a regular ongoing rotation of replacement of capital equipment.

#### *Roads, Drainage, Sewer, Infrastructure – Town Bonds Supplement State and Federal Grants*

The capital budget provides for major road and drainage throughout the Town. It is important to consistently update the roadways to provide for safe travel throughout Town.

The Town has funded road improvements, drainage and sewer infrastructure needs through a combination of bond financing and state and federal grants. The bond financing has been both within and outside of Proposition 2 ½ and sewer infrastructure borrowings have been funded through sewer user fees. Outside funding includes state Chapter 90 annual funds, state MA Water Resources funds and federal PWED funding. These additional funds have been used to supplement Town approved borrowings. It is important to analyze debt schedules to appropriately layer in new debt as existing debt is retired.

As part of the FY13 capital budget, a major road improvement bond of \$2.4M was approved. This provides for significant repair and maintenance to several areas, as outlined in the Town’s road improvement program. These funds, in combination with Chapter 90 funding, addressed important needs in Town.

In FY14, a major sewer bond of \$1.57M was approved. This allowed the Sewer Commission to continue to maintain and upgrade the sewer infrastructure.

The town is looking to incorporate into the ongoing budget funding to supplement Chapter 90 on an ongoing basis in order to properly maintain the town’s roads. \$300,000 has been requested for FY18.

#### **FY18 Capital Funding**

The initial FY18 capital budget as included in the Board of Selectmen’s preliminary FY18 budget plan:

- Provides for the level funding of the base capital budget (\$823,000).
- Provides for additional capital projects beyond the base funded from free cash, increasing the base by approximately \$700,000 to a full capital allowance of \$1,523,000.

**Capital Outlay Requests - FY2018**  
 For Approval at the 2017 Annual Town Meeting

**Current Availability for Funding - FY2018**

**Pay-as-you-go Capital**

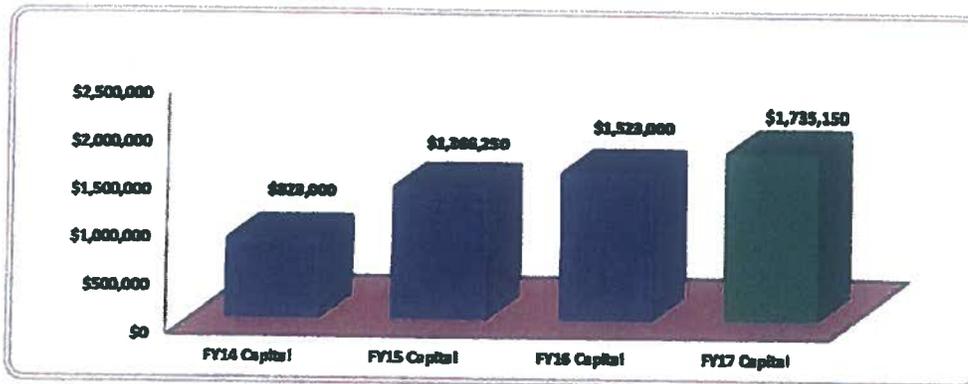
The current funding would provide the following capital level:

	FY13	FY14	FY15	FY16	FY17	Proposed FY18
School Capital	\$406,000	\$406,000	\$606,000	\$756,000	\$885,050	\$ 885,050
Municipal Capital	\$417,000	\$417,000	\$760,218	\$767,000	\$850,000	\$ 850,100
Additional Capital		\$125,000	\$339,000	\$400,000	\$650,000	

- In FY18, consideration can again be given to adding additional capital through use of free cash. Utilizing additional free cash to fund capital items, would bring the annual total again to \$1.73M for ongoing capital items.
- The School Committee and Board of Selectmen will identify specific recommendations for items to be approved within the capital targets.

Prior years of capital borrowing are listed below.

	FY12	FY13	FY14	FY15	FY16	FY17
Borrowing Within Proposition 2 1/2	\$910,000	\$5,335,000		\$1,850,000	\$12,040,000	\$13,205,000
Borrowing Outside Proposition 2 1/2						\$0
Other Sources					\$450,000	\$0
Sewer			\$1,570,000			\$234,000



## **Capital Budget Procedure**

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The Town of Westwood operates under state statutes and the Town Charter as adopted July 1, 1970. The Town Charter provides for a Board of Selectmen/ Open Town Meeting/ Town Administrator form of town government. The proposed annual budget of the town is assembled by the Town Administrator.

The capital budget is presented in a separate five-year document and is also included as a separate section of the Town's budget document. It provides detail information concerning those capital requests for the upcoming fiscal year; summary information for the following four fiscal years is provided to identify current projections of what level of capital outlay will be required in future years.

All capital requests are categorized into major categories, which are methods of how the items will be voted and funded at town meeting. The categories are:

- Warrant Article Capital Projects/Equipment - requests for major construction, repair projects or large equipment which are over \$10,000 in cost. The items proposed for funding in this category are summarized in either a capital project or capital equipment article for town meeting action.
- Capital Projects to be Funded by Bonds - requests for large construction projects that are to be financed over a period of years. Items to be financed through long term debt must receive Town Meeting approval authorizing the borrowing of funds.

The School Committee reviews and prioritizes School Department capital projects, and the Board of Selectmen reviews and proposes all other capital projects for presentation to the Finance and Warrant Commission and Town Meeting for their respective consideration.

The capital budget process requires flexibility to accommodate changing conditions. Changes in priorities may occur because of:

- Changes due to updated information from original submission.
- Availability of grant funding.
  - For example, request for approval of the new High School was accelerated due to the imminent change(s) to the state funding process which would have resulted in lower state reimbursement.
  - Availability of state library grant funds impacted the timing of the new library.
- Changes due to market opportunities; i.e., facilities for sale.
- Occasionally the investigative work to determine priority for a project reveals an immediate safety concern which changes the priority such as roofing or building safety concerns.

### **Annual Capital Budget Schedule**

#### **September/ October**

- All departments are requested to prepare and submit their five-year capital requests with detail provided on each request.
- During this period the Board of Selectmen provides the initial budget guidelines, including capital funding, for the upcoming fiscal year.
- Reviews of requested capital items are conducted with municipal departments to understand the requested projects.
- The School administration considers their capital requests which are included in the final capital budget document.

### November/December

- Five year comprehensive capital budget document produced.
  - Document includes Town's capital financial policies, asset inventory schedules, long term debt financial policies, debt schedules and history of capital expenditures.
  - Distributed to Town and School officials, Long Range Financial Planning Committee, (representatives of the Board of Selectmen, School Committee, Treasurer, Board of Assessors, Collector, School and Town administration) municipal departments and Finance and Warrant Commission.
- The Board of Selectmen continues the overall budget discussions and determines available funds for capital.
  - Base capital.
  - Debt schedules and ability to borrow.
  - Any additional funding available for capital.
- Reviews of requested capital items are conducted with municipal departments to determine the overall priorities which will be presented for approval.
- The School administration prioritizes their capital requests which will be presented for approval.
- The requested capital and debt schedules are reviewed with the Long Range Financial Planning Committee.

### January/February

- Capital requests are prioritized per available funding.
- Board of Selectmen votes approval of preliminary capital budget articles to be put forth to Finance and Warrant Commission.
- Specific items are subject to change depending on receipt of new information.
- Review of items with Finance and Warrant Commission.

### March

- Continue review of capital by the Long Range Financial Planning Committee.
- Capital reviewed and approved as part of Finance and Warrant Commission public hearings.
- Finance and Warrant Commission approves capital items for Town Meeting warrant book at their final public hearing.

### May

- Town Meeting approves capital.

***FY2018 – FY2022 Capital Requests***

***Summary of Requests FY2018 – FY2022***

***Summary of Requests Sorted by Department***

***Detail for Each Request***

**FY2018 - FY2022  
Summary of Capital Budget Requests**

Department	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total Costs
Municipal Building Maintenance	\$ 1,600,000	\$ 175,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 2,150,000
COA	\$ -	\$ -	\$ -	\$ 90,000	\$ 90,000	\$ 180,000
DPW - Fleet	\$ 430,000	\$ 335,000	\$ 270,000	\$ 495,000	\$ 470,000	\$ 2,000,000
Library	\$ 42,250	\$ 19,250	\$ 15,750	\$ 15,750	\$ 15,750	\$ 108,750
Fire	\$ 909,900	\$ 679,190	\$ 633,850	\$ 717,350	\$ 338,225	\$ 3,278,515
Information Technology	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 450,000
Police	\$ 209,000	\$ 182,000	\$ 189,500	\$ 197,500	\$ 205,000	\$ 983,000
<b>Total Municipal Departments</b>	<b>\$ 3,281,150</b>	<b>\$ 1,480,440</b>	<b>\$ 1,324,100</b>	<b>\$ 1,730,600</b>	<b>\$ 1,333,975</b>	<b>\$ 9,150,265</b>
<b>School Department</b>	<b>\$ 1,830,000</b>	<b>\$ 1,770,000</b>	<b>\$ 2,770,000</b>	<b>\$ 65,805,000</b>	<b>\$ 1,770,000</b>	<b>\$ 73,945,000</b>
Municipal Infrastructure	\$ 400,000	\$ 850,000	\$ 550,000	\$ 2,910,000	\$ 840,000	\$ 5,550,000
Municipal Buildings	\$ 2,205,000	\$ 23,100,000	\$ 100,000	\$ 3,000,000	\$ -	\$ 28,405,000
Community Wide - Municipal/School Infrastructure	\$ 420,000	\$ 900,000	\$ 25,000	\$ -	\$ -	\$ 1,345,000
Recreation - from Recreation Revolving	\$ 55,000	\$ -	\$ 100,000	\$ -	\$ -	\$ 155,000
Small Municipal Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Other Capital</b>	<b>\$ 3,080,000</b>	<b>\$ 24,850,000</b>	<b>\$ 775,000</b>	<b>\$ 5,910,000</b>	<b>\$ 840,000</b>	<b>\$ 35,455,000</b>
<b>Sewer</b>	<b>\$ 1,276,750</b>	<b>\$ 4,012,800</b>	<b>\$ 1,196,930</b>	<b>\$ 358,700</b>	<b>\$ 681,350</b>	<b>\$ 7,526,530</b>
<b>Total Capital Requests</b>	<b>\$ 9,467,900</b>	<b>\$ 32,113,240</b>	<b>\$ 6,066,030</b>	<b>\$ 73,804,300</b>	<b>\$ 4,625,325</b>	<b>\$ 126,076,795</b>

**FY2018 - 2022 Capital Requests**

Capital Project Requests	FY2018 Request	FY2019 Request	FY2020 Request	FY2021 Request	FY2022 Request	Total
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**Municipal Buildings Maintenance**

COA Exterior Siding/Roofing	\$300,000					\$300,000
COA Kitchen Upgrade		\$50,000				\$50,000
Fire Department Station 1 upgrade and repair	\$1,000,000					\$1,000,000
Town Hall Bathroom Renovation	\$75,000					\$75,000
Town Hall Basement Renovation	\$100,000					\$100,000
Facility Maintenance	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$375,000
Energy Efficiency	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000

<b>Category Total</b>	<b>\$1,600,000</b>	<b>\$175,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$2,150,000</b>
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**Council on Aging**

Van Replacement				\$90,000	\$90,000	\$180,000
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<b>Department Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$90,000</b>	<b>\$90,000</b>	<b>\$180,000</b>
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**DPW**

**Public Works - Fleet**

1 Heavy Duty Dump Truck with Plow (Truck 14)	\$225,000					\$225,000
Bombardier Sidewalk Plow (B1)	\$135,000					\$135,000
One Ton Pickup Truck (Truck 7)	\$70,000					\$70,000
One Ton Dump Truck with Plow (Truck 15)		\$70,000				\$70,000
One Ton Dump Truck with Plow (Truck 16)		\$70,000				\$70,000
One Ton Dump Truck with Plow (Truck 32)		\$70,000				\$70,000
Backhoe Loader Replacement (JCB1)		\$125,000				\$125,000
Utility Maintenance Van (Truck 55)				\$65,000		\$65,000
Bombardier Sidewalk Plow (B2)				\$135,000		\$135,000
One Ton Dump Truck with Plow (Truck 29)				\$70,000		\$70,000
1 Heavy Duty Dump Truck with Plow (Truck 10)					\$175,000	\$175,000
1 Heavy Duty Dump Truck with Plow (Truck 19)					\$250,000	\$250,000
One Ton Dump Truck with Plow (Truck 17)					\$70,000	\$70,000
1 Heavy Duty Dump Truck with Plow (Truck 8)					\$175,000	\$175,000
1 Heavy Duty Dump Truck with Plow (Truck 20)					\$175,000	\$175,000
Roadside brush trimmer/sidewalk machine					\$120,000	\$120,000

<b>Department Total</b>	<b>\$430,000</b>	<b>\$335,000</b>	<b>\$270,000</b>	<b>\$495,000</b>	<b>\$470,000</b>	<b>\$2,000,000</b>
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**Fire**

Ladder Truck (payment 5 of 5)	\$151,050					\$151,050
Replace Engines (2)	\$232,000	\$232,000	\$232,000	\$232,000	\$232,000	\$1,160,000
Replace Squad 2	\$290,000					\$290,000
Replace Chief's Vehicle	\$38,500					\$38,500
Replace Deputy's Vehicle	\$38,500					\$38,500
Replace Utility Vehicle	\$48,000					\$48,000
Replace Ambulance A-2		\$330,000				\$330,000
Replace Squad 1			\$305,000			\$305,000
Replace Ambulance A-1				\$330,000		\$330,000
Shift Command Vehicle				\$55,000		\$55,000

<b>Department Total</b>	<b>\$798,050</b>	<b>\$562,000</b>	<b>\$537,000</b>	<b>\$617,000</b>	<b>\$232,000</b>	<b>\$2,746,050</b>
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**Information Technology**

End User Technology	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$450,000
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<b>Department Total</b>	<b>\$90,000</b>	<b>\$90,000</b>	<b>\$90,000</b>	<b>\$90,000</b>	<b>\$90,000</b>	<b>\$450,000</b>
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**Library**

Patron/Staff End User Technology	\$21,750	\$19,250	\$15,750	\$15,750	\$15,750	\$88,250
Mobile MakerSpace Station	\$20,500					\$20,500

<b>Department Total</b>	<b>\$42,250</b>	<b>\$19,250</b>	<b>\$15,750</b>	<b>\$15,750</b>	<b>\$15,750</b>	<b>\$108,750</b>
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**Police**

Replacement of Police Vehicles	\$165,000	\$172,000	\$179,500	\$187,500	\$195,000	\$899,000
Traffic Safety Cameras/Equipment	\$12,500					\$12,500
Booking/Fingerprint Equipment	\$21,500					\$21,500

<b>Department Total</b>	<b>\$199,000</b>	<b>\$172,000</b>	<b>\$179,500</b>	<b>\$187,500</b>	<b>\$195,000</b>	<b>\$933,000</b>
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**FY2018 - 2022 Capital Requests**

Capital Project Requests	FY2018 Request	FY2019 Request	FY2020 Request	FY2021 Request	FY2022 Request	Total
<b>Total Municipal Capital Requests</b>	<b>\$3,159,300</b>	<b>\$1,353,250</b>	<b>\$1,217,250</b>	<b>\$1,620,250</b>	<b>\$1,217,750</b>	<b>\$8,567,800</b>

**School**

Elementary Building Project	\$0	\$0	\$1,000,000	\$64,000,000	\$0	\$65,000,000
Technology	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000
Furniture, Fixtures, and Equipment	\$325,000	\$325,000	\$325,000	\$325,000	\$325,000	\$1,625,000
HVAC and Controls	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Roofing	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,000,000
Repair Items	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,750,000
Copiers / Duplicators	\$95,000	\$95,000	\$95,000	\$95,000	\$95,000	\$475,000
Vehicles	\$60,000	\$0	\$0	\$35,000	\$0	\$95,000

<b>Total School Capital Requests</b>	<b>\$1,830,000</b>	<b>\$1,770,000</b>	<b>\$2,770,000</b>	<b>\$65,805,000</b>	<b>\$1,770,000</b>	<b>\$73,945,000</b>
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**Community Wide - Municipal/School Infrastructure**

Turf Field Replacement (Practice Field)		\$650,000				\$650,000
High School Tennis Courts	\$160,000					\$160,000
Sheehan Tennis Court Repurposing		\$150,000				\$150,000
Morrison Basketball Court Refurbishment	\$60,000					\$60,000
Morrison Tennis Court Installation	\$200,000					\$200,000
Pool - Pool Pak System Replacement		\$100,000				\$100,000
Pool - Drainage and Refurbishment			\$25,000			\$25,000

<b>Category Total</b>	<b>\$420,000</b>	<b>\$900,000</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,345,000</b>
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**Major Capital - To Be Considered through Bond Funding/Other Funding**

**Municipal Infrastructure**

Winter St/Clap Street Intersection Design & Construction	\$100,000	\$300,000				\$400,000
Gay Street Sidewalk/Pavement Rehab			\$250,000	\$2,500,000		\$2,750,000
Retaining Wall Carby Street		\$250,000				\$250,000
Brookfield Drainage Design & Construction				\$110,000	\$540,000	\$650,000
Road/Sidewalk Improvement	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,250,000
Stormwater Compliance	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000

**Municipal Buildings**

Town Hall Renovation	\$500,000	\$5,100,000				\$5,600,000
Islington Community Center Kitchen	\$120,000					\$120,000
Islington Community Center Lift	\$200,000					\$200,000
Islington Community Center Renovation	\$1,100,000					\$1,100,000
COA Addition Design & Construction	\$35,000					\$35,000
Public Works Facility Design & Construction	\$250,000	\$18,000,000				\$18,250,000
Sewer maintenance garage facility		\$3,000,000				\$3,000,000
Community/Recreation Center Construction			\$100,000	\$3,000,000		\$3,100,000

<b>Category Total</b>	<b>\$2,605,000</b>	<b>\$26,950,000</b>	<b>\$650,000</b>	<b>\$5,910,000</b>	<b>\$940,000</b>	<b>\$36,955,000</b>
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**Recreation**

**To Be Funded from Rec Revolving/Other Funds:**

Pool - Acoustic Panels			\$50,000			\$50,000
Construct Storage Facility			\$50,000			\$50,000
Van Replacement	\$55,000					\$55,000

<b>Department Total</b>	<b>\$55,000</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$155,000</b>
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**Small Municipal Capital Funded with Operating/Other Available Funds**

Turnout Gear Replacement	\$23,650	\$24,800	\$26,050	\$27,350	\$28,725	\$130,575
SCBA Upgrade & Replacement	\$39,900	\$41,895	\$44,000	\$46,000	\$48,500	\$220,295
Rescue Equipment	\$39,900	\$41,895	\$18,000	\$18,000	\$20,000	\$137,795
Radio Upgrade and Replacement	\$8,400	\$8,600	\$8,800	\$9,000	\$9,000	\$43,800
Police						
Bulletproof Vest Replacement	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000

<b>Category Total</b>	<b>\$121,850</b>	<b>\$127,190</b>	<b>\$106,850</b>	<b>\$110,350</b>	<b>\$116,225</b>	<b>\$582,465</b>
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**FY2018 - 2022 Capital Requests**

Capital Project Requests	FY2018 Request	FY2019 Request	FY2020 Request	FY2021 Request	FY2022 Request	Total
<b>Sewer</b>						
Brook St. P.S. upgrades-A	\$184,700					\$184,700
Conant Rd. P.S. upgrades-A	\$307,050					\$307,050
Summer St. P.S. upgrades-A	\$155,000					\$155,000
SCADA system upgrade	\$60,000					\$60,000
Easement Access Project	\$70,000					\$70,000
Infiltration & Inflow Reduction**	\$500,000	\$100,000	\$100,000	\$100,000	\$100,000	\$900,000
Arcadia Rd. P.S. upgrades-A		\$817,800				\$817,800
Truck #21 replacement		\$95,000				\$95,000
Fer Reach P.S. upgrades-A			\$378,400			\$378,400
Stevens Farm P.S. upgrades-A			\$18,130			\$18,130
Clapboardtree St. P.S. upgrades-A			\$250,400			\$250,400
Truck #24 replacement			\$450,000			\$450,000
Farm Lane P.S. upgrades-A				\$250,400		\$250,400
Della Park P.S. upgrades-A				\$8,300		\$8,300
Conant Rd. P.S. upgrades-B					\$262,900	\$262,900
Brook St. P.S. upgrades-B					\$272,000	\$272,000
Summer St. P.S. upgrades-B					\$46,450	\$46,450
						\$0
						\$0
<b>Department Total</b>	<b>\$1,276,750</b>	<b>\$1,012,800</b>	<b>\$1,196,930</b>	<b>\$358,700</b>	<b>\$681,350</b>	<b>\$4,526,530</b>

**FY2018 - FY2022  
Summary of Municipal Building Capital Budget Requests**

Project	Expenditures per Fiscal Year						Total Costs
	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022		
<b>Municipal Building Maintenance</b>							
COA Building Repairs	\$300,000						\$300,000
COA Kitchen Upgrade	\$1,000,000	\$50,000					\$50,000
Fire Department Station 1 upgrade and repair	\$75,000						\$1,000,000
Town Hall Bathroom Renovation	\$100,000						\$75,000
Town Hall Basement Renovation	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000		\$100,000
Facility Maintenance	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000		\$375,000
Energy Efficiency							\$250,000
<b>Total Capital Requests</b>	<b>\$1,600,000</b>	<b>\$175,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$2,150,000</b>

**FY2018 - FY2022  
Summary of Municipal Infrastructure Capital Budget Requests**

Project	Expenditures per Fiscal Year					Total Costs
	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	
Winter S/Clap Street Intersection Design & Construction	\$ 100,000	\$ 300,000				\$ 400,000
Gay Street Sidewalk/Pavement Rehab Design & Construction			\$ 250,000	\$ 2,500,000		\$ 2,750,000
Retaining Wall Carby Street		\$ 250,000				\$ 250,000
Brookfield Drainage Design & Construction				\$ 110,000	\$ 540,000	\$ 650,000
Stormwater Compliance	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Road/Sidewalk Improvement	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000
Turf Field Replacement (Practice field)		\$ 650,000				\$ 650,000
Town Hall Renovation	\$ 500,000	\$ 5,100,000				\$ 5,600,000
Islington Community Center Kitchen	\$ 120,000					\$ 120,000
Islington Community Center Lift	\$ 200,000					\$ 200,000
Islington Community Center Renovation	\$ 1,100,000					\$ 1,100,000
COA Addition Design	\$ 35,000					\$ 35,000
Public Works Facility Design & Construction	\$ 250,000	\$ 18,000,000				\$ 18,250,000
Sewer Maintenance Garage Facility		\$ 3,000,000				\$ 3,000,000
Community/Recreation Center Construction			\$ 100,000	\$ 3,000,000		\$ 3,100,000
<b>Total Capital Requests</b>	<b>\$ 2,605,000</b>	<b>\$ 27,600,000</b>	<b>\$ 650,000</b>	<b>\$ 5,910,000</b>	<b>\$ 840,000</b>	<b>\$ 37,605,000</b>



**SUMMARY CAPITAL OUTLAY SCHEDULE**

Department of Public Works Fleet Summary

DEPARTMENT/AUTHORITY

Project Reference No.	Project or Acquisition Description	Expenditures per Fiscal Year					Total Costs*
		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	
18-Fleet-01	1 Heavy Duty Dump Truck with Plow (Truck 14)	\$225,000					\$225,000
18-Fleet-02	Bombadier Sidewalk Plow (B1)	\$135,000					\$135,000
18-Fleet-03	One Ton Pickup Truck (Truck 7)	\$70,000					\$70,000
19-Fleet-01	One Ton Dump Truck with Plow (Truck 15)		\$70,000				\$70,000
19-Fleet-02	One Ton Dump Truck with Plow (Truck 16)		\$70,000				\$70,000
19-Fleet-03	One Ton Dump Truck with Plow (Truck 32)		\$70,000				\$70,000
19-Fleet-04	Backhoe Loader Replacement (JCB1)		\$125,000				\$125,000
20-Fleet-01	Utility Maintenance Van (Truck 55)			\$65,000			\$65,000
20-Fleet-02	Bombadier Sidewalk Plow (B2)			\$135,000			\$135,000
20-Fleet-03	One Ton Dump Truck with Plow (Truck 29)			\$70,000			\$70,000
21-Fleet-01	1 Heavy Duty Dump Truck with Plow (Truck 10)				\$175,000		\$175,000
21-Fleet-02	1 Heavy Duty Dump Truck with Plow (Truck 19)				\$250,000		\$250,000
21-Fleet-03	One Ton Dump Truck with Plow (Truck 17)				\$70,000		\$70,000
22-Fleet-01	1 Heavy Duty Dump Truck with Plow (Truck 8)					\$175,000	\$175,000
22-Fleet-02	1 Heavy Duty Dump Truck with Plow (Truck 20)					\$175,000	\$175,000
22-Fleet-03	Roadside brush trimmer/sidewalk machine					\$120,000	\$120,000
						\$0	\$0
	<b>TOTALS</b>	<b>\$430,000</b>	<b>\$335,000</b>	<b>\$270,000</b>	<b>\$495,000</b>	<b>\$470,000</b>	<b>\$2,000,000</b>

\* For the five-year budget and program period only. Does not include interest cost unless indicated.

Prepared by : Todd Korchin  
Name

9/21/2016











**SUMMARY CAPITAL OUTLAY SCHEDULE**

**DEPARTMENT/AUTHORITY**

Recreation Department

Project Reference No.	Project or Acquisition Description	Expenditures per Fiscal Year					Total Costs*
		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	
Aqua 1	Pool - Pool Pak System Replacement		\$100,000				\$100,000
Aqua 2	Pool - Acoustic Panels			\$50,000			\$50,000
Aqua 3	Pool - Drainage and Refurbishment			\$25,000			\$25,000
REC 1	High School Tennis Courts	\$160,000					\$160,000
REC 2	Construct Storage Facility			\$50,000			\$50,000
REC 3	Sheehan Tennis Court Repurposing		\$150,000				\$150,000
REC 4	Morrison Basketball Court Refurbishment	\$60,000					\$60,000
REC 5	Van Replacement	\$55,000					\$55,000
REC 6	Construct Community/Recreation Ctr.			\$100,000	\$3,000,000		\$3,100,000
REC 7	Morrison Tennis Court Installation	\$200,000					\$200,000
	<b>TOTALS</b>	<b>\$475,000</b>	<b>\$250,000</b>	<b>\$225,000</b>	<b>\$3,000,000</b>	<b>\$0</b>	<b>\$3,950,000</b>

\* For the five-year budget and program period only. Does not include interest cost unless indicated.

Prepared by : Nicole Banks  
Name

**SUMMARY CAPITAL OUTLAY SCHEDULE**

**DEPARTMENT/AUTHORITY**

Department of Public Works Sewer

Project Reference No.	Project or Acquisition Description	Expenditures per Fiscal Year					Total Costs*
		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	
18-sewer-01	Brook St. P.S. upgrades-A	\$184,700					\$184,700
18-sewer-02	Conant Rd. P.S. upgrades-A	\$307,050					\$307,050
18-sewer-03	Summer St. P.S. upgrades-A	\$155,000					\$155,000
18-sewer-04	SCADA system upgrade	\$60,000					\$60,000
18-sewer-05	Easement Access Project	\$70,000					\$70,000
18-sewer-06	Infiltration & Inflow Reduction**	\$500,000	\$100,000	\$100,000	\$100,000	\$100,000	\$900,000
19-sewer-01	Arcadia Rd. P.S. upgrades-A		\$817,800				\$817,800
19-sewer-02	Truck #21 replacement		\$95,000				\$95,000
20-sewer-01	Far Reach P.S. upgrades-A			\$378,400			\$378,400
20-sewer-02	Stevens Farm P.S. upgrades-A			\$18,130			\$18,130
20-sewer-03	Clapboardtree St. P.S. upgrades-A			\$250,400			\$250,400
20-sewer-04	Truck #24 replacement			\$450,000			\$450,000
21-sewer-01	Farm Lane P.S. upgrades-A				\$250,400		\$250,400
21-sewer-02	Della Park P.S. upgrades-A				\$8,300		\$8,300
22-sewer-01	Conant Rd. P.S. upgrades-B					\$262,900	\$262,900
22-sewer-02	Brook St. P.S. upgrades-B					\$272,000	\$272,000
22-sewer-03	Summer St. P.S. upgrades-B					\$46,450	\$46,450
							\$0
	<b>TOTALS</b>	<b>\$1,276,750</b>	<b>\$1,012,800</b>	<b>\$1,196,930</b>	<b>\$358,700</b>	<b>\$681,350</b>	<b>\$4,526,530</b>

\* For the five-year budget and program period only. Does not include interest cost unless indicated.

\*\*MWRA Grant/Loan program, 75% Grant (\$330,750) 25% Loan (\$110,250)

Prepared by: Jeff Bina  
Name

**Town of Westwood  
Fiscal Years 2018 – 2022  
Capital Budget Request**

1. Department	Board of Selectmen	5. Project Cost	\$ 5,600,000
2. Prepared By	Mike Jaillet	6. Project Reference No.	122-0118
3. Date	August 24, 2016	7. FY18 Priority #	1 out of 6 Requests
4. Project Title	Renovation of Town Hall	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If so, what year? 14 Years

**9. Capital Request Description and Justification**

The renovations of Town Hall were projected to be completed once the Municipal office building was constructed on Carby Street and the land use staff was moved from town hall. The purpose of the renovations were to use this opportunity to reconfigure the way services are provided, by relocating all the public service centers (Town Clerk, Collection, Assessing, Treasurer, and Purchasing) to the first floor and all of the support services to the second floor (administration) and basement (information systems). The additional floor space requirement is estimated to be about 5,000 square feet.

Given that the heating, electrical, handicapped access and air conditioning systems have not been addressed comprehensively in many years and fail periodically, the proposal is to use the renovation project as an opportunity to address these important issues. For instance, the chairlifts to provide handicapped access to the second floor and basement floors is completed inadequate in the central municipal building, so an elevator would need to be installed.

Town Hall landscaping improvements have been contemplated for a number of years. The projects has been put on hold until the road reconstruction project is completed, so the plan can be fit into the larger redesign of the town center. With the High Street reconstruction now complete, the intention is to proceed with a design, landscaping and parking lot reconfiguration.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

The town will continue to pursue state and federal historic restoration grants to reimburse the town for any appropriation and for and/or consider a funding plan using the Community Preservation Act that would secure some outside funds.

**11. Impact on Annual Operating Budget**

The investment should reduce the annual appropriation required for the building. Improvements to the heating, electrical and air conditioning systems should increase their efficiency and reduce the annual expense of the buildings utilities.

**12. Capital Cost Summary**

Category	FY2018	FY2018	FY2020	FY2021	FY2022	Total
Design and Plans	\$ 500,000					\$500,000
Building and Improvements		4,500,000				\$4,500,000
Landscaping		35,000				\$35,000
Machinery and Equipment		500,000				\$500,000
Furniture and Fixtures		35,000				\$35,000
Infrastructure/Land		30,000				\$30,000
<b>Totals</b>	<b>\$500,000</b>	<b>\$5,100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,600,000</b>

**Town of Westwood  
Fiscal Years 2018- 2022  
Capital Budget Request**

1. Department	Board of Selectmen	5. Project Cost	\$120,000
2. Prepared By	Mike Jafflet	6. Project Reference No.	122-0218
3. Date	August 25, 2016	7. FY018 Priority # 2 out of 6 Request	
4. Project Title	Kitchen Renovation at Islington Community Center	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, what year? 11 Years	

**9. Capital Request Description and Justification**

- The proposal is complete the renovation of a kitchen at the Islington Community Center. The Recreation Department relocated kitchen equipment from the old high School cafeteria to the Islington Community Center so that the kitchen could be upgraded to code and rented out for functions and events including the service of food. Plans are being developed for the uses as part of the facility plan.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

The town should consider using some of the rental income to renovate the kitchen or to use any funds that might flow from a proposed antenna in the steeple.

**11. Impact on Annual Operating Budget**

The operating cost to maintain and service the building will increase, but depending on the annual debt service these cost could be minimal.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements	\$100,000					\$100,000
Plans	20,000					\$20,000
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$120,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$120,000</b>

**Town of Westwood  
Fiscal Years 2018- 2022  
Capital Budget Request**

1. Department	Board of Selectmen	5. Project Cost	\$200,000
2. Prepared By	Mike Jaillet	6. Project Reference No.	122-0318
3. Date	August 25, 2016	7. FY018 Priority #	3 out of 6 Request
4. Project Title	Lift at Islington Community Center	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If so, what year? 11 Years

**9. Capital Request Description and Justification**

The proposal is complete the handicap access by installing a lift, which can be put off until there is a need to reuse the building for some other purpose.

> FY2018 - Installation of a Lift                      \$200,000

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

The town should consider using some of the rental income to install the lift.

**11. Impact on Annual Operating Budget**

The operating cost to maintain and service the building will increase, but depending on the annual debt service these cost could be minimal.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements	\$ 170,000					\$170,000
Plans						\$0
Machinery and Equipment	\$ 30,000					\$30,000
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>

**Town of Westwood  
Fiscal Years 2018- 2022  
Capital Budget Request**

1. Department	Board of Selectmen	5. Project Cost	\$1,100,000
2. Prepared By	Mike Jafflet	6. Project Reference No.	122-0418
3. Date	August 25, 2016	7. FY018 Priority #	4 out of 6 Request
4. Project Title	Renovation of Islington Community Center	8. Previously Requested?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, what year? 5 Years

**9. Capital Request Description and Justification**

➤ The proposal is complete the repair of the Islington Community Center. An assessment of the Center determined that in addition to the new kitchen and chairlift budget separately, the Islington Community Center is in need of certain updates and safety codes items. Specifically,

- Roof \$95,000
- Windows \$150,000
- Doors \$30,000
- Siding \$220,000
- Ramp \$100,000
- Electric Panel \$20,000
- 2<sup>nd</sup> Floor Restroom \$65,000
- Sprinklers \$220,000
- Alarm System \$100,000
- Total \$1,000,000
  
- Plans \$100,000

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

The town should consider avoiding this renovation expense by selling the property along with adjacent parcels for private use.

**11. Impact on Annual Operating Budget**

The operating cost to maintain and service the building would decrease as a result of most of these investments.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements	\$1,000,000					\$1,000,000
Plans	100,000					\$100,000
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$1,100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,100,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Board of Selectmen	5. Project Cost	\$75,000
2. Prepared By	Michael Jaillet	6. Project Reference No.	122-0118
3. Date	August 10, 2016	7. FY18 Priority #	5 out of 6 Requests
4. Project Title	Town Hall Bathroom Renovations	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If so, what year? 1 Year

**9. Capital Request Description and Justification**

The four bathrooms located in Town Hall are in need of repair. The ongoing issues including fixtures that do not work properly, missing and damaged tiles, lack of required ventilation and damage from past water leaks. We would look at making necessary improvements and install fixtures that are far more efficient which would in turn greatly reduce the amount of water used at Town Hall.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Capital

**11. Impact on Annual Operating Budget**

Reduction in repair costs and water consumption

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements	\$75,000					\$75,000
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fbdures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>

**Town of Westwood  
Fiscal Years 2018 – 2022  
Capital Budget Request**

1. Department	Board of Selectmen	5. Project Cost	\$100,000
2. Prepared By	Mike Jaillet	6. Project Reference No.	122-0618
3. Date	August 25, 2016	7. FY18 Priority #	6 out of 6 Requests
4. Project Title	Town Hall Basement Renovations	8. Previously Requested? Yes If so, how many years?	5 Years

**9. Capital Request Description and Justification**

There are several departments located in the basement of Town Hall. Over a past number of years there have been several different issues that have required us to access mechanical components located behind walls and above ceilings. The requested \$100,000 would allow us to make permanent repairs and necessary improvements to this area of the Town Hall.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Capital

**11. Impact on Annual Operating Budget**

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design and Plans						\$0
Building and Improvements	100000					\$100,000
Landscaping						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

<b>1. Department</b>	<b>Information Technology</b>	<b>5. Project Cost</b>	<b>\$90,000</b>
<b>2. Prepared By</b>	<b>Donna McClellan</b>	<b>6. Project Reference No.</b>	<b>IT-1</b>
<b>3. Date</b>	<b>August 23, 2016</b>	<b>7. FY18 Priority #</b>	<b>1 out of 1 Requests</b>
<b>4. Project Title</b>	<b>End User Technology</b>	<b>8. Previously Requested? Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/>	<b>If so, what year?</b>

**9. Capital Request Description and Justification**

This is a recurring capital request which includes the replacement of existing computer equipment, the purchase of new equipment, and the introduction of new technological resources for end users. The IT department currently supports over 250 users with over 200 computers, 17 servers (9 in a virtualized environment) and over 100 networked and local printers. The following is a justification for the request including descriptions of new and/or upgrades to technology:

- The IT Department replaces approximately 25% of the computer inventory each year. We will target the 60 oldest and most vulnerable hardware devices for replacement. We have found this replacement schedule to be appropriate so that the equipment is replaced before a failure occurs. The cost for these replacements are estimated to be \$45,000.
- We anticipate the need for 10 new computers each year. This has been an increase experienced in the last 10 years. The cost for each new computer including hardware and software purchases and additional maintenance agreements is \$1,500. Therefore a total of \$15,000 is required for this purchase.
- Upgrade existing fire department ambulance software, servers and Panasonic toughbooks for use in ambulances. The existing hardware and software is over 8 years old and should be replaced. Based on discussions and estimates provided by the software vendor, it is expected that the cost will be \$15,000 for this upgrade including purchase and setup of 2 new servers, purchase of necessary server and client licenses, and configuration of our firewall to allow for remote access to software.
- The advances in software and hardware functionality and the increased use of technology have created a continuous need for improved hardware and software. This increased need as well as equipment failures require the unscheduled replacement of hardware. We anticipate that \$15,000 is required for unknown replacements.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)** None

**11. Impact on Annual Operating Budget** None

**12. Capital Cost Summary**

<b>Category</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>Total</b>
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land	85,000	85,000	85,000	85,000	85,000	\$425,000
<b>Totals</b>	<b>\$85,000</b>	<b>\$85,000</b>	<b>\$85,000</b>	<b>\$85,000</b>	<b>\$85,000</b>	<b>\$425,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Library	5. Project Cost	
2. Prepared By	Tricia Perry, Library Director	6. Project Reference No.	Library - 1
3. Date	25 August 2016	7. FY18 Priority #	1 out of 2 Requests
4. Project Title	Patron/Staff End User Technology	8. Previously Requested? Yes No <input checked="" type="checkbox"/>	If so, what year?

**9. Capital Request Description and Justification**

Technology for the new library was purchased in 2012, when the new library was approximately at the midpoint in construction. This means that 50 of the 54 computers used in the facility by both staff and patrons are already in their fourth year of usage. This FY18 capital request is an initial request for what will become a recurring request going forward. The request includes the replacement of existing computer equipment, the purchase of new equipment, and the introduction of new technological resources for end users.

A summary of the Library's current technology inventory is attached. The following is a justification for the request including descriptions of new and/or upgrades to technology:

- Going forward, the Library plans to replace approximately 33% of the computer inventory each year. We will target the 17 oldest and most vulnerable hardware devices for replacement. Because all of the equipment was purchased at the same time, this schedule will allow us to work towards replacing all of the existing equipment over a three year period. By 2020, existing computers will be on their seventh year of usage. By initiating this schedule in FY18, we will be working towards a replacement schedule that would allow us to replace aging equipment before failures occur. The cost for these replacements is estimated to be \$ 12,750.
- The Library uses RFID (Radio Frequency Identification) for circulation of all library materials. The software that is currently being used has been identified as legacy software by Biblioteca. Biblioteca is supporting the software currently, but will phase it out eventually. Estimated cost to update software is \$6000.
- Replacement of HP Server 2008 R2 which was purchased in 2012 is envisioned as a capital request for FY19, at which time the age of the server would be approaching 7 years. Estimate for replacement: \$3500
- Technology advances and increased use of technology have created a continuous need for improved hardware and software. To be able to respond to upgrades or replacements that are unknown at the present time, we are requesting an additional allocation of \$3000.

10. Funding Source (i.e., grants, state programs, trade-in, etc.) None

11. Impact on Annual Operating Budget None

**12. Capital Cost Summary**

<b>Category</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>Total</b>
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land	21,750	19,250	15,750	15,750	15,750	\$88,250
<b>Totals</b>	<b>\$21,750</b>	<b>\$19,250</b>	<b>\$15,750</b>	<b>\$15,750</b>	<b>\$15,750</b>	<b>\$88,250</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Library	5. Project Cost	
2. Prepared By	Tricia Perry, Library Director	6. Project Reference No.	Library - 2
3. Date	25 August 2016	7. FY18 Priority #	2 out of 2 Requests
4. Project Title	Mobile MakerSpace Station	8. Previously Requested? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If so, what year?

**9. Capital Request Description and Justification**

Library staff regularly teach patrons how to access technology, including laptops, tablets and mobile phones. We would like to extend the availability of technology assistance that would encourage hands-on MakerSpace activities and classes for multiple participants using laptops. This mobile MakerSpace would give us the flexibility to provide programs that align with our strategic plan goal to provide opportunities for lifelong learning for residents of all ages (young children, teens, adults and seniors) through one basic set up of a mobile computer lab. Programs will typically take place in the larger community spaces within the library, and would enable individuals to work collaboratively while getting hands-on experience.

Classes that are envisioned include courses utilizing PCs and Macs and would range from beginner level courses, such as getting to know your computer, how to use Google functionality and Microsoft Office Courses, to more advanced courses such as transforming documents or PowerPoint slides into something more powerful and engaging. In addition, this technology would provide an opportunity for professional development for individuals who may want to enhance their portfolio.

This mobile MakerSpace Station would allow for an early introduction of STEAM concepts to families with young children and would be adaptable for STEM and STEAM applications that would align with the Westwood educational curriculum. Programming for engineering and robotics or coding classes would also be possible.

Macbooks would be utilized for programs that involve a range of skills and techniques; from learning iOS basics or creating photo albums or designing logos, to more advanced classes for photo- and video-editing.

- Laptop purchase would initially be for 5 PC laptops and 5 Macs. The cost for each computer, including hardware and software purchases and additional maintenance agreements is \$1500 for the PCs. Macbook with editing software is estimated to be approximately \$2400 per device. Total purchase would also include a charging/storage cart (\$1000). Total amount requested: \$20,500

10. Funding Source (i.e., grants, state programs, trade-in, etc.) None

11. Impact on Annual Operating Budget None

**12. Capital Cost Summary**

<b>Category</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>Total</b>
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land	20,500					\$20,500
<b>Totals</b>	<b>\$20,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$20,500</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Council on Aging	5. Project Cost	\$300,000
2. Prepared By	Lina Arena-DeRosa	6. Project Reference No.	
3. Date	August 22, 2016	7. FY18 Priority # 1 out of 2 Requests	
4. Project Title	Repairs to outside of building	8. Previously Requested? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, what year? Since 2013	

**9. Capital Request Description and Justification**

The Westwood Senior Center building is in dire need of outside repairs. The siding is peeling, the window frames rotting, the back porch is in disrepair and the roof will soon have leaks due to tiles coming off. Moreover, the sidewalk (which is a hazard) is full of cracks and needs a cut curb to be ADA compliant. Finally, the parking lot needs to be resurfaced after years of use. These repairs have been put off for over 3 years and we are now at a critical point where if repairs are not done, there will be permanent (and more costly) damage to the building, if that has not already happened.

In order to continue to provide Westwood's Seniors with the programming and outreach that so many rely on (in FY2015 over 1200 seniors used the Center regularly) they need a building that is safe, ADA compliant and in good shape. Also, the Center is used by many town nonprofits as a meeting place in the evenings and weekends and if these repairs are not done soon, the building will begin to have severe problems that regular maintenance will not be able to repair and in the long run, cost the Town more money.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Capital – Building upkeep and repairs

**11. Impact on Annual Operating Budget**

None .. this is a capital expense

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements	300,000					\$300,000
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Council on Aging	5. Project Cost	180,000
2. Prepared By	Lina Arena-DeRosa	6. Project Reference No.	
3. Date	August 26, 2016	7. FY18 Priority #	2 out of 2 Requests
4. Project Title	Van Transportation	8. Previously Requested? Yes <input type="checkbox"/> No <input type="checkbox"/>	If so, what year?

**9. Capital Request Description and Justification**

In FY2016 and FY2017, the COA was able to purchase two new vans to replace the ones that were in current use that were old and starting to have major repair problems. The State suggests that vans are replaced every 5 years or every 50,000 miles, whichever comes first. With this in mind, we are looking for van replacements in FY2021 and FY2022 at an estimated cost of \$90,000 for each van.

Our van transportation initiative is exploding. In Fiscal Year 2016, the Center over 115 seniors used the van for over 3400 trips to medical appointments, grocery shopping and trips to the Senior Center. As Westwood's population continues to age, this vital program is a lifeline to keep our seniors independent in their homes and apartments.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

**11. Impact on Annual Operating Budget**

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles				90,000	90,000	\$180,000
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$90,000</b>	<b>\$90,000</b>	<b>\$180,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Recreation	5. Project Cost	\$160,000
2. Prepared By	Nicole Banks	6. Project Reference No.	REC 1
3. Date	9/6/16	7. FY18 Priority #	1 out of 4 Requests
4. Project Title	High School Tennis Courts – Refurbish & Lighting	8. Previously Requested?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, what year? FY14-16

**9. Capital Request Description and Justification**

This project proposes adding light towers to the 6 tennis courts at the High School. There are currently 8 courts in town and with the removal of the Islington Tennis court there are no lit courts.

The Westwood High School tennis courts are a community asset. The 6 courts are used extensively. They are used:

- For tennis lessons run by the Recreation Department
- For open community use
- By the WHS tennis team
- By the WHS Health and Wellness department for gym classes

Adding lighting to the 6 high school courts will enable increased Recreation Dept. tennis programming and significantly increases public availability in the evening.

These courts are approaching their 12<sup>th</sup> year. Small cracks occasionally form, some of them in a pattern. In FY16 crack repair was needed on 3 of the 6 courts in order to continue recreation use. The crack repair was funded by the Recreation revolving fund. Industry standards call for re-surfacing and relining tennis courts every 7-10 years. Completing the scheduled maintenance as recommended will rejuvenate the courts and protect against damage to the foundation which would require serious refurbishment work. The center fence dividing the two court areas also needs to be reset into the court foundation.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Town appropriation

**11. Impact on Annual Operating Budget**

No impact.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures	100,000					\$100,000
Infrastructure/Land	60,000					\$60,000
<b>Totals</b>	<b>\$160,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$160,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Recreation	5. Project Cost	\$50,000
2. Prepared By	Nicole Banks	6. Project Reference No.	REC 2
3. Date	9/6/16	7. FY20 Priority #	4 out of 4 Requests
4. Project Title	Recreation Storage Facility	8. Previously Requested? Yes X No <input type="checkbox"/>	If so, what year? FY 15-16

**9. Capital Request Description and Justification**

The Recreation Department has several storage areas throughout sites where programming is conducted. The storage ranges from outside storage containers to borrowed space graciously provided by the school. The total amount of storage space is inadequate for the level of programming and event options offered to the community. Additionally the storage space is scattered in locations that are not always practical, for example some of the outdoor storage can't be reached during the winter months. Westwood Day has emerged as a premier event for the Town and as we enter the fifth year of event organization the storage needs of this event put a strain on the other storage areas currently being used. The majority of storage need is at the WHS where the recreation office is located. In order to minimize the aesthetic and logistic impact to the school operation the recommended storage solution for this site (with school approval) is to add a bay to the existing storage garage at the school.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Recreation revolving fund

**11. Impact on Annual Operating Budget**

No impact

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements			50,000			\$50,000
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Recreation	5. Project Cost	\$150,000
2. Prepared By	Nicole Banks	6. Project Reference No.	REC 3
3. Date	9/7/16	7. FY19 Priority #	1 out of 2 Requests
4. Project Title	Sheehan Tennis Court Repurposing	8. Previously Requested? Yes X No <input type="checkbox"/>	If so, what year? FY 15 - 16

**9. Capital Request Description and Justification**

The Tennis Courts located next to the Sheehan school are beyond the point of refurbishment and repair. The community is interested in seeing the space repurposed as an area for recreation use. Ideas for repurposing include:

1. Splash pad-or spray pool
2. Outdoor ice rink with refrigeration
3. Pickleball or Paddle Tennis court
4. Community Garden
5. Roller hockey rink

The Recreation Department will lead community input sessions to select the appropriate use for this site.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Town appropriation

**11. Impact on Annual Operating Budget**

This project should have minimal to no impact on the municipal operating budget.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements		120000				\$120,000
Vehicles						\$0
Machinery and Equipment		20000				\$20,000
Furniture and Fixtures						\$0
Infrastructure/Land		10000				\$10,000
<b>Totals</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Recreation	5. Project Cost	\$60,000
2. Prepared By	Nicole Banks	6. Project Reference No.	REC 4
3. Date	9/7/16	7. FY18 Priority # 2 out of 4 Requests	
4. Project Title	Refurbish Morrison Park (Islington) Basketball Court	8. Previously Requested? Yes X No <input type="checkbox"/>	If so, what year? FY14-16

**9. Capital Request Description and Justification**

Renovation of existing court. Court is very heavily used year round by the community, Westwood Youth Basketball & Westwood Recreation for community programs. The remainder of the park has been upgraded – this is the only remaining element for the park (other than the LL work on the reconstruction of the snack shack).

The current state of the court is deteriorating with a growing number of cracks. The court has not been resurfaced in 15+ years and deterioration (buckling) of the fence is occurring. The court is becoming unsafe, and not in keeping with the overall condition of this park, which has mostly been refurbished over the past couple of years.

Following completion of the new Fire Station, the basketball court refurbishment will complete the currently planned Morrison Park improvement projects.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Town appropriation and outside funding

**11. Impact on Annual Operating Budget**

No anticipated effect on the operating budget, although lack of work will result in disuse and therefore reduction in revenue from programs run at the site.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land	60,000					\$60,000
<b>Totals</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Recreation	5. Project Cost	\$55,000
2. Prepared By	Nicole Banks	6. Project Reference No.	REC 5
3. Date	9/7/16	7. FY18 Priority #	4 out of 4 Requests
4. Project Title	Van Replacement	8. Previously Requested?	Yes X No <input type="checkbox"/>
		If so, what year? FY 14 - 16	

**9. Capital Request Description and Justification**

Replace the 2003 model 15-passenger van which currently has 45,000 miles. The proposed replacement vehicle is Ford E350 14 Pass. Mini Bus.

The van is used by the Recreation Department to transport staff and participants to programs and events in Westwood and outside of Westwood and to move equipment/supplies to and from program/event locations. The van is also used regularly by the School Department for transporting small teams to events outside of Westwood (golf team), and by other Town Departments when they need to transport large numbers of employees or program participants outside of the community. During emergencies in the community the van is made available to the Emergency Management Director for his use or assignment.

The van is maintained by the Department of Public Works, and they do an excellent job. The safety and reliability of this vehicle is of paramount importance due to the fact that we are transporting members from the community. The van is now 13 years old.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Recreation revolving fund

**11. Impact on Annual Operating Budget**

Decrease in vehicle maintenance expense and probably in fuel costs because of having a newer vehicle.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles	55,000					\$55,000
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$55,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$55,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Recreation	5. Project Cost	\$3,000,000
2. Prepared By	Nicole Banks	6. Project Reference No.	REC 6
3. Date	9/7/16	7. FY20 Priority #	3 out of 4 Requests
4. Project Title	Construct Community/Recreation Center	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If so, what year? FY 14-16

**9. Capital Request Description and Justification**

The Recreation Department does not have any space of its own to program for community recreation, cultural, and similar programs. The Town and the Recreation Department have an extraordinarily good relationship with the School Department, and the School Department is very gracious in allowing use of many of its facilities, however school functions take priority. There are many times, however, when the School facilities are not available to the Recreation Department, and therefore programs are not able to be offered.

A Community/Recreation Center consisting of Recreation offices, a regulation size gymnasium, kitchen, and multipurpose classroom facilities would address these needs, and would allow the Recreation Department to offer a fuller menu of recreation, cultural and adult education activities.

There may be a number of options for addressing these needs including:

- Adding space adjacent to the Westwood Pool, so that all recreation activities and administrative functions can be together in a single location;
- Adding space to the Senior Center in order for there to be a sharing of facilities by residents of all ages, and making the best use of administrative staff and expenses across Department lines.
- Building a stand-alone facility or repurposing a current facility in Town.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Town Appropriation; Municipal debt

**11. Impact on Annual Operating Budget**

Increase for operating cost of the center – may be partially offset by additional revenue that can be generated by additional programs and facility rentals.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements			100,000	2,900,000		\$3,000,000
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures				100,000		\$100,000
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$3,000,000</b>	<b>\$0</b>	<b>\$3,100,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Recreation	5. Project Cost	\$200,000
2. Prepared By	Nicole Banks	6. Project Reference No.	REC 7
3. Date	9/7/16	7. FY18 Priority #	4 out of 4 Requests
4. Project Title	Morrison Tennis Court Installation	8. Previously Requested?	Yes X No <input type="checkbox"/>
			If so, what year? FY16

**9. Capital Request Description and Justification**

The Morrison tennis court was recently removed to accommodate the new fire station. Plans call for the tennis court to be repositioned in the area behind the basketball court. The project will consist of a single tennis court with fencing. The placement of the tennis court will impact overflow parking that was previously available during sport programming and events. This project will include preparing a new space to accommodate overflow parking when necessary.

The Recreation Department will lead community input sessions to select the appropriate use for this site.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Town Appropriation and outside funding

No anticipated effect on operating budget.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements	170000					\$170,000
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures	20000					\$20,000
Infrastructure/Land	10000					\$10,000
<b>Totals</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Recreation	5. Project Cost	\$100,000
2. Prepared By	Susan M. Perry	6. Project Reference No.	AQUA 1
3. Date	September 6, 2016	7. FY19 Priority #	2 out of 2 Requests
4. Project Title	Pool Pak Replacement/Refurbishment	8. Previously Requested? Yes X No <input type="checkbox"/>	If so, what year? FY15, FY16

**9. Capital Request Description and Justification**

The Pool Pak is currently the heat, ventilation, and dehumidification system for the pool area. The original unit was installed in November, 2006. At this time, 2016, the Pool Pak is in good condition. It has been maintained since 2006 with a service contract held by R.P. O'Connell. Monthly maintenance and inspection, in addition to proper maintenance of water chemistry supports the life expectancy of the unit, 12 to 15 years.

Additionally, the existing unit has been roughed out for the addition of air conditioning. During the months of June, July, August, the average temperature in the pool area runs between 85 and 95 degrees with relative humidity between 60 and 80 percent. These conditions are at best undesirable and at times pose a safety issue for staff. The addition of the air conditioning component of the Pool Pak unit would provide a more stable and enjoyable recreation environment for all.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Town appropriation, grants/incentive programs

**11. Impact on Annual Operating Budget**

No impact.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment		100000				\$100,000
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Recreation	5. Project Cost	\$50,000
2. Prepared By	Susan M. Perry	6. Project Reference No.	AQUA 2
3. Date	September 6, 2016	7. FY20 Priority #	2 out of 4 Requests
4. Project Title	Acoustic Panels for Pool	8. Previously Requested?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, what year? FY15, FY16

**9. Capital Request Description and Justification**

Upon completion of the pool renovation in November, 2006, the dropped ceiling had been removed and the roof deck and steel beams were exposed to accommodate the new ventilation system. As a result, the pool and the four cinder block walls create a drum-like affect. Hard surfaces give no place for sound waves to dissipate. The acoustics are very poor in the pool area. Beyond three feet, most vocal communication is unintelligible and most staff relies upon lip reading or hand signals. When teaching or coaching voice strain is quite common. Upon review of other local pool, some type of acoustical equipment: baffles, clouds, banners, panels, are in place. The acoustical equipment reduces the reverberation of sounds, thus providing a more tolerable and safe environment.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Recreation revolving account

**11. Impact on Annual Operating Budget**

No impact.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements			50000			\$50,000
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>

**Town of Westwood  
Fiscal Years 2018-2022  
Capital Budget Request**

1. Department	Recreation	5. Project Cost	\$25,000
2. Prepared By	Susan M. Perry	6. Project Reference No.	Aqua 3
3. Date	September 6, 2016	7. FY20 Priority # 1 out of 4 Requests	
4. Project Title	Pool Drainage and Refurbishment	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
		If so, what year? FY16	

**9. Capital Request Description and Justification:**

The Westwood Swimming Pool was filled with 160,000 gallons of water in the fall of 2006. History has shown that the annual drainage and refilling of the pool, which occurred in Westwood back in the 70's, 80's and even 90's is unnecessary and significantly costly. That being said, there will come, in time, a need to drain the Westwood Pool to perform repairs, maintenance, and inspection. Examples of such are: Repair - washed out grout; Maintenance - acid wash of tile; Inspection - drain covers (required by Virginia Graeme Baker Act)

When the Westwood Pool needs to be emptied, there is of the refill, and also the cost of the neutralization and disposal of the existing water. (No estimate at this time.) The current cost, August 2015, to refill the Westwood Pool with trucked-in swimming pool water (Dalton) is \$425 for 9,000 gallons, or a total of \$7,556. Additionally, when the pool is emptied, preventative maintenance, as specified by the manufacturer of the equipment will occur: Sand filters – rake and replace; Laterals – inspect and replace, as needed; Balance tank float valve – replace; Priority valve – replace; Main pumps and motor – inspect and repair/replace, as needed. The recommended time for the previously stated maintenance is every 10 years.

In summary, at such time, when it becomes necessary to empty the pool, the items listed above will be refurbished. The Westwood Pool has been up and running for 9 years. It is in my opinion that the pool is in good standing and the above referenced work, ideally, will be performed in 2021, the 15 year mark. Unforeseen issues may accelerate this schedule.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Town appropriation and Recreation Revolving

**11. Impact on Annual Operating Budget**

No impact

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements			25000			\$25,000
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Westwood Public Schools	5. Project Cost	\$47M - \$64M
2. Prepared By	Heath A. Petracca	6. Project Reference No.	SCH - 1
3. Date	August 23, 2016	7. FY18 Priority # 1 out of 8 Requests	
4. Project Title	Elementary Building Project	8. Previously Requested? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

**9. Capital Request Description and Justification**

Based on the age and condition of our buildings at the elementary level as laid out in the Westwood Public Schools Capital Needs Study Master Plan, the School Department will require capital funding to move forward with a construction project. There are several options that were put forth by our architects for consideration.

These options range from \$47M - \$64M and do not include any potential reimbursement from the state (if any) or monies needed for Feasibility/Schematic Design Phase.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

A possible source of funding is MSBA for a percentage of the approved project.

**11. Impact on Annual Operating Budget**

The three oldest buildings at the elementary level include the Hanlon, Sheehan and Deerfield. Currently there is significant work that needs to be completed at these buildings including but not limited to roofs and HVAC.

**12. Capital Cost Summary**

Category	FY2011	FY2012	FY2013	FY2014	FY2015	Total
Other	800000	800000	800000	500000	500000	\$3,400,000
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$800,000</b>	<b>\$800,000</b>	<b>\$800,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$3,400,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Westwood Public Schools	5. Project Cost	\$500,000
2. Prepared By	Heath A. Petracca	6. Project Reference No.	SCH - 2
3. Date	August 23, 2016	7. FY18 Priority # 2 out of 8 Requests	
4. Project Title	Technology - District wide	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

**9. Capital Request Description and Justification**

Funds for the School Department Instructional Technology Capital Plan are based on the current plan.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

**11. Impact on Annual Operating Budget**

**12. Capital Cost Summary**

Category	FY2011	FY2012	FY2013	FY2014	FY2015	Total
Other	800000	800000	800000	500000	500000	\$3,400,000
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$800,000</b>	<b>\$800,000</b>	<b>\$800,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$3,400,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Westwood Public Schools	5. Project Cost	\$325,000
2. Prepared By	Heath A. Petracca	6. Project Reference No.	SCH -- 3
3. Date	August 23, 2016	7. FY18 Priority # 7 out of 8 Requests	
4. Project Title	Furniture, Fixtures, Equipment	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

**9. Capital Request Description and Justification**

Funds are required for the replacement of furnishings or for additional furnishings which result from enrollment increases, additional classroom set-ups, damage, or obsolescence. The value of these non-fixed assets is estimated at \$6.5 million. Given a twenty-year life cycle, this would require \$325,000 per year is needed just for replacement.

Should Westwood not begin the process of properly funding this item annually, extraordinary funding will be required to insure we have the FF&E to appropriately support the educational process.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

**11. Impact on Annual Operating Budget**

**12. Capital Cost Summary**

Category	FY2011	FY2012	FY2013	FY2014	FY2015	Total
Other	325000	325000	325000	325000	325000	\$1,625,000
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$325,000</b>	<b>\$325,000</b>	<b>\$325,000</b>	<b>\$325,000</b>	<b>\$325,000</b>	<b>\$1,625,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Westwood Public Schools	5. Project Cost	\$100,000
2. Prepared By	Heath A. Petracca	6. Project Reference No.	SCH - 4
3. Date	August 23, 2016	7. FY18 Priority # 4 out of 8 Requests	
4. Project Title	HVAC and Controls	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

**9. Capital Request Description and Justification**

Funds for the School Department Capital Plan under the category of HVAC equipment upgrades and/or replacements and controls.

There are multiple projects that need to be completed throughout the elementary schools. The older buildings, Deerfield, Hanlon and the Sheehan need the most attention. Univents that need to be replaced, heating pipes that periodically leak and have to be replaced all impact the building environment and therefore the educational process.

Equipment failures cause us to rely on emergency repairs from our maintenance budget which therefore negatively impacts ordinary maintenance and our preventative maintenance programs.

**10. Funding Source (I.e., grants, state programs, trade-in, etc.)**

**11. Impact on Annual Operating Budget**

Annual maintenance costs rise significantly when trying to maintain the older equipment. Even with preventative maintenance, units fail and have to be replaced out of the maintenance budget which impacts the funding for preventative maintenance on other equipment.

**12. Capital Cost Summary**

Category	FY2011	FY2012	FY2013	FY2014	FY2015	Total
Other						
Building and Improvements	100000	100000	100000	100000	100000	\$500,000
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$500,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Westwood Public Schools	5. Project Cost	\$400,000
2. Prepared By	Heath A. Petracca	6. Project Reference No.	SCH - 5
3. Date	August 23, 2016	7. FY18 Priority #	3 out of 8 Requests
4. Project Title	Roofing	8. Previously Requested?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

**9. Capital Request Description and Justification**

Funds for roof repair and/or replacement are based on School Department's prioritizing of the results of annually updated roof condition assessment. We were fortunate to receive capital monies to complete the replacement of the remaining roofs at the Middle School a few years ago. At Sheehan 5 out of the 9 roofs need to be replaced 18,000 sq ft at a cost of \$360,000. Both roofs at the Hanlon need to be replaced at a cost of \$750,000. The average life expectancy for a roof is 20 years, since there are approximately 400,000 square feet of roof for all seven school buildings that would mean at a replacement cost of \$20 per sq ft it, we would need to fund \$400,000 per year to keep up with roof replacements.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

**11. Impact on Annual Operating Budget**

Failure to maintain roofs impacts monies available for annual maintenance if it is needed to be directed to addressing leaks or other deterioration which may result in mold and indoor air quality issues. In addition, poorly maintained roofs waste energy.

**12. Capital Cost Summary**

Category	FY2011	FY2012	FY2013	FY2014	FY2015	Total
Other						\$0
Building and Improvements	378400	378400	378400	378400	378400	\$1,892,000
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$378,400</b>	<b>\$378,400</b>	<b>\$378,400</b>	<b>\$378,400</b>	<b>\$378,400</b>	<b>\$1,892,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Westwood Public Schools	5. Project Cost	\$350,000
2. Prepared By	Heath A. Petracca	6. Project Reference No.	SCH - 6
3. Date	August 23, 2016	7. FY18 Priority # 5 out of 8 Requests	
4. Project Title	Repair and Maintenance Items	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

**9. Capital Request Description and Justification**

Interior and exterior painting, floor covering replacement, heating and air conditioning equipment upgrades, door and hardware replacements, toilet partition and fixture replacement, paving, minor building interior modifications.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

**11. Impact on Annual Operating Budget**

**12. Capital Cost Summary**

Category	FY2011	FY2012	FY2013	FY2014	FY2015	Total
Other						\$0
Building and Improvements	350000	350000	350000	350000	350000	\$1,750,000
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$1,750,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Westwood Public Schools	5. Project Cost	\$ 95,000
2. Prepared By	Heath A. Petracca	6. Project Reference No.	SCH - 7
3. Date	August 23, 2016	7. FY18 Priority #	6 out of 8 Requests
4. Project Title	Copiers	8. Previously Requested?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

**9. Capital Request Description and Justification**

Replacement of copiers and/or leases for copier equipment. The Westwood Public Schools utilize copiers across all classes in lieu of workbooks and the like. This insures not only customized materials but also timely materials. The current inventory, age of equipment, and copies made and using a four year useful life for copiers we have determined our needs. Again, the building renovation projects have helped over the past few years to address this item in the Capital Budget. Based on this analysis, we replace approximately \$95,000 in copiers annually.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

**11. Impact on Annual Operating Budget**

**12. Capital Cost Summary**

Category	FY2011	FY2012	FY2013	FY2014	FY2015	Total
Other	95000	95000	95000	95000	95000	\$475,000
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$95,000</b>	<b>\$95,000</b>	<b>\$95,000</b>	<b>\$95,000</b>	<b>\$95,000</b>	<b>\$475,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Westwood Public Schools	5. Project Cost	\$ 60,000
2. Prepared By	Heath A. Petracca	6. Project Reference No.	SCH - 8
3. Date	August 23, 2016	7. FY18 Priority #	8 out of 8 Requests
4. Project Title	Vehicles	8. Previously Requested?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

**9. Capital Request Description and Justification**

Funds are required for vehicle replacement. Custodial and maintenance vehicles are required to efficiently support staff in their efforts to maintain and prolong the useful life of our educational facilities. One of our maintenance vehicles is now 15 years old and our other van is 11 years old. Both these vehicles will need to be replaced within the next 5 years.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

**11. Impact on Annual Operating Budget**

**12. Capital Cost Summary**

Category	FY2011	FY2012	FY2013	FY2014	FY2015	Total
Other						\$0
Building and Improvements						\$0
Vehicles		24000			30000	\$54,000
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$24,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$54,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Police	5. Project Cost	165,000
2. Prepared By	Chief Jeffrey Silva	6. Project Reference No.	POLICE - 1
3. Date	8/25/2017	7. FY18 Priority # 1 out of 4 Requests	
4. Project Title	Police Vehicles	8. Previously Requested? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
		If so, what year? 2017	

**9. Capital Request Description and Justification**

Police vehicles are necessary for the operation of the department. The Police Department implemented a rotational police cruiser replacement program many years ago as a safety and cost saving measure. The 24 hours a day, 7 days a week, 365 days a year operation of the police vehicles under emergency and rapid response situations affect their useable life cycle in comparison to typical vehicles. This program has reduced maintenance costs and enhanced safety by operating safe vehicles.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

There are no government/grant funding sources for police vehicles.

**11. Impact on Annual Operating Budget**

Recurring savings to operating budget as typical uniform line item cannot and was not designed to address such needs. Reduced fuel and maintenance costs.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
1 Police Vehicles	165,000	172,000	179,500	187,500	195,000	\$899,000
2 Bulletproof/Protective Equipment	10,000	10,000	10,000	10,000	10,000	\$50,000
3 Traffic Safety Equipmwn/Cameras	12,500					\$12,500
4 Booking/Fingerprint Equipment	21500					\$21,500
						\$0
<b>Totals</b>	<b>\$209,000</b>	<b>\$182,000</b>	<b>\$189,500</b>	<b>\$197,500</b>	<b>\$205,000</b>	<b>\$883,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Police	5. Project Cost	10,000
2. Prepared By	Chief Jeffrey Silva	6. Project Reference No.	POLICE - 2
3. Date	8/25/2017	7. FY18 Priority # 2 out of 4 Requests	
4. Project Title	Bulletproof Vest/Protective Equipment Rotation	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If so, what year? 2017

**9. Capital Request Description and Justification**

The Police Department has a contractual obligation to provide bulletproof vests for officers. Every officer is required by policy to wear a bulletproof vest. According to the governing body on ballistic protective wear (National Institute of Justice/Dept of Justice) bulletproof vests are certified only for 5 years. Under the prior administration, a one-time state and federal matching grant provided for the purchase of multiple vests. Such funding is no longer available, so the Police Department is implementing a rotational replacement plan (like police cruisers). Funding is required to continue said rotational replacement.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Federal Bulletproof Vest Program provides for varying partial reimbursement (no more than 50% of the amount expended) available for use in the subsequent fiscal year.

**11. Impact on Annual Operating Budget**

Recurring savings to operating budget as typical uniform line item cannot and was not designed to address such needs.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
1 Police Vehicles	185,000	172,000	179,500	187,500	195,000	\$899,000
2 Bulletproof/Protective Equipment	10,000	10,000	10,000	10,000	10,000	\$50,000
3 Traffic Safety Equipmwn/Cameras	12,500					\$12,500
4 Booking/Fingerprint Equipment	21,500					\$21,500
						\$0
<b>Totals</b>	<b>\$209,000</b>	<b>\$182,000</b>	<b>\$189,500</b>	<b>\$197,500</b>	<b>\$205,000</b>	<b>\$883,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Police	5. Project Cost	12,500
2. Prepared By	Chief Jeffrey Silva	6. Project Reference No.	POLICE - 3
3. Date	8/25/2017	7. FY18 Priority # 3 out of 4 Requests	
4. Project Title	Traffic Safety Cameras/Equipment	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
			If so, what year? 2017

**9. Capital Request Description and Justification**

The Town has experienced tremendous growth and demand on police resources due substantially in part to the continued development of University Station. Even if the Police Department were staffed completely to address the demand for service, efficient deployment of resources as well the safety of the citizens and officers alike require traffic safety cameras and signage to direct and monitor traffic. This equipment also doubles to share information as needed during times of need such as emergencies, detours and town events. Cameras, enhanced message boards and other equipment can also monitor traffic counts and speed and provide technological assistance that is essential to our public safety mission.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

There are no grants for such equipment. The grants that could cover such items are awarded by population and particularly crime rate/gang activity.

**11. Impact on Annual Operating Budget**

Recurring savings to operating budget as typical budgetary line item cannot and was not designed to address such needs.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
1 Police Vehicles	165,000	172,000	179,500	187,500	195,000	\$899,000
2 Bulletproof/Protective Equip	10,000	10,000	10,000	10,000	10,000	\$50,000
3 Traffic Safety Cameras/Equip	12,500					\$12,500
						\$0
						\$0
<b>Totals</b>	<b>\$187,500</b>	<b>\$182,000</b>	<b>\$189,500</b>	<b>\$197,500</b>	<b>\$205,000</b>	<b>\$861,500</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Police	5. Project Cost	21,500
2. Prepared By	Chief Jeffrey Silva	6. Project Reference No.	POLICE - 4
3. Date	8/25/2017	7. FY18 Priority # 4 out of 4 Requests	
4. Project Title	Booking/Fingerprint Equipment	8. Previously Requested? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If so, what year?

**9. Capital Request Description and Justification**

The booking and fingerprint equipment purchased over (10) years ago has begun to consistently malfunction. The product is no longer supported and advances in technology have made the current system antiquated and essentially obsolete. We had hoped that the current systems would last at least until the new police station was completely, however, that appears not to be the case. This equipment is used daily and is a critical and necessary component of the police function. It is used not only to process those people who are brought into custody, but it is also used to process licenses to carry firearms for our residents as well as those residents whom we fingerprint as needed for purposes of their employment.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

There are no grants for such equipment. The grants that could cover such items are awarded by population and particularly crime rate/gang activity, however, we recently sold some of our replaced police vehicles for \$27,000 which was turned over to the Town. If necessary and deemed appropriate, perhaps some of those funds could be used.

**11. Impact on Annual Operating Budget**

Saving to the expense budget as no typical budgetary line item has ever been created to address such needs as it is of a capital expense nature rather than a yearly recurring expense.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
1 Police Vehicles	165,000	172,000	179,500	187,500	195,000	\$899,000
2 Bulletproof/Protective Equipment	10,000	10,000	10,000	10,000	10,000	\$50,000
3 Traffic Safety Equipment/Cameras	12,500					\$12,500
4 Booking/Fingerprint Equipment	21,500					\$21,500
						\$0
<b>Totals</b>	<b>\$209,000</b>	<b>\$182,000</b>	<b>\$189,500</b>	<b>\$197,500</b>	<b>\$205,000</b>	<b>\$983,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1.	Department	Fire	5.	Project Cost	\$151,050 (Estimated)
2.	Prepared By	Chief Scoble	6.	Project Reference No.	Fire-1
3.	Date	8/17/16	7.	FY18 Priority # 1 out of 15 Requests	
4.	Project Title	Ladder Truck	8.	Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, what year? FY13, FY14, FY15, FY16, FY 17	

**9. Capital Request Description and Justification**

This will be the fifth and final of five payments to complete the purchase of the "quint" ladder truck, Ladder 2.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

**11. Impact on Annual Operating Budget**

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles	151,050					\$151,050
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$151,050</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$151,050</b>

**Town of Westwood  
Fiscal Years 2018-2022  
Capital Budget Request**

1.	Department	Fire	5.	Project Cost	\$235,200
2.	Prepared By	Chief Scoble	6.	Project Reference No.	Fire-2
3.	Date	08/17/16	7.	FY18 Priority # 2 out of 15 Requests	
4.	Project Title	Replace Engines (2)	8.	Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, what year? FY 16, FY 17	

In 2017, Town Meeting approved the replacement of the town's two, front-line engines as they had reached the end of their programmed service lives.

Engine 5 will be retained as a reserve/backup engine and will be viable in that capacity for a number of years.

Engine 2 currently has over 116,500 miles and will not be reliable as a reserve/backup engine without significant and lengthy rehab as well as extensive cost. It has minimal residual value for trade-in.

Engine 1, the current reserve/backup Engine 1, is a 1991 model year, with minimal trade-in value. Engine 1 requires several costly repairs and is no longer suitable for reserve/backup status.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Possible Lease/Purchase arrangement

**11. Impact on Annual Operating Budget**

Reduces costly major repairs, increases reliability of front-line apparatus and provides a modern and dependable reserve engine.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles	235,200	235,200	235,200	235,200	235,200	\$1,176,000
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$235,200</b>	<b>\$235,200</b>	<b>\$235,200</b>	<b>\$235,200</b>	<b>\$235,200</b>	<b>\$1,176,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Fire	5. Project Cost	\$23,650
2. Prepared By	Chief Scoble	6. Project Reference No.	Fire-3
3. Date	08/17/16	7. FY18 Priority #	3 out of 15 Requests
4. Project Title	Turnout Gear Replacement	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If so, what year? FY 2016, FY 2017

**9. Capital Request Description and Justification**

Compliance with OSHA and NFPA regulations requires constant upgrading of equipment. Recent changes to the standards now requires that turnout gear more than 10 years old must be removed from service. Standards also require that each firefighter must have 2 sets of turnout gear – this allows a firefighter to have a spare set when the primary set is contaminated, wet, or out of service for cleaning or repair.

The more senior firefighters are now in the position of having turnout gear in excess of 10 years old, and some newer members have spare gear in excess of the age limit. There are currently 10 members without spare gear.

At full staffing, there will be a need for 88 sets of turnout gear. By replacing a portion of the gear annually, a staggering of future replacements can be instituted, a large one-time capital purchase can be avoided and the Department can maintain compliance with national standards.

The proposal is to purchase 10 new units at the cost of \$2,365/ set.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

**11. Impact on Annual Operating Budget**

Eliminates large one time capital outlays and staggers replacement dates.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment	23,650	24,800	26,050	27,350	28,725	\$130,575
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$23,650</b>	<b>\$24,800</b>	<b>\$26,050</b>	<b>\$27,350</b>	<b>\$28,725</b>	<b>\$130,575</b>

**Town of Westwood  
Fiscal Years 20018 - 2022  
Capital Budget Request**

1.	Department	Fire	5.	Project Cost	\$1,000,000
2.	Prepared By	Chief Scoble	6.	Project Reference No.	Fire-4
3.	Date	8/17/2016	7.	FY18 Priority #	4 out of 15 Requests
4.	Project Title	Station 1 Renovations	8.	Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If so, what year? FY06-FY16

**9. Capital Request Description and Justification**

This year's request is to make renovations to the interior to the interior of Station 1 to accomplish many needs, including:

1. Records storage space
2. Mandated segregated storage for medical supplies
3. Repair apparatus bay roof
4. Replacement and repair of hung ceilings
5. Repair plaster damage from prior leaks
6. Make permanent repairs to apparatus floor
7. Repair external cracks in masonry walls
8. Repair heating system controls
9. Comply with accessibility requirements
10. Study space allocation/future requirements to comply with OSHA & NFPA requirements

In the future, the building must have an addition to accommodate space needs.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

**11. Impact on Annual Operating Budget**

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements	1,000,000					\$1,000,000
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Fire	5. Project Cost	\$39,900
2. Prepared By	Chief Scoble	6. Project Reference No.	Fire-5
3. Date	08/17/16	7. FY18 Priority #	5 out of 15 Requests
4. Project Title	SCBA Upgrade and Replacement	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If so, what year? Annually

**9. Capital Request Description and Justification**

In addition to turnout gear, S.C.B.A (Self Contained Breathing Apparatus) is the most important piece of safety equipment for a firefighter.

Compliance with OSHA and NFPA regulations requires constant upgrading of S.C.B.A. This regular replacement program is enabling the Fire Department to spread the cost over a number of years with a total end dollar cost less than a required one-time purchase. It also allows the purchase of upgrades as technology improves. Due to a new standard effective 7/1/13, the technological upgrades have significantly increased the per unit cost.

The Department has completed the upgrade of the SCBA units that are able to be upgraded, it is now appropriate to begin the replacement of the units that are more than 25 years old and can not be upgraded to current technology. The new units have added features including the ability to be electronically tracked and located inside structures, compatibility with the requirements for Chemical, Biological, Radiological, and Etiological hazards, and Rapid Intervention connectors to facilitate firefighter rescue. The units purchased this year will be placed on a first due engine.

Additionally, a large number of SCBA cylinders have reached their end of service life and must be replaced in order to provide extra cylinders during emergency incidents.

The proposal is to purchase 5 new units at the cost of \$6,500 / unit and to purchase 5 new cylinders at a cost of \$1,100/unit.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

**11. Impact on Annual Operating Budget**

Reduces maintenance costs and eliminates large one time capital outlays

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment	39,900	41,895	44,000	46,000	48,500	\$220,295
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$39,900</b>	<b>\$41,895</b>	<b>\$44,000</b>	<b>\$46,000</b>	<b>\$48,500</b>	<b>\$220,295</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Fire	5. Project Cost	\$39,900
2. Prepared By	Chief Scoble	6. Project Reference No.	Fire-6
3. Date	08/17/16	7. FY18 Priority #	6 out of 15 Requests
4. Project Title	Rescue Equipment	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
			If so, what year? Annually

This request is to purchase specialized rescue equipment as part of an ongoing program for the department to be properly equipped to safely and efficiently rescue entrapped or endangered persons from vehicles, confined spaces, trenches, high angle, ice or water. This is normally an annual request to maintain and expand the Department's specialized equipment, however this year additional funds are requested to make major purchases to keep pace with changing technologies.

In addition, the Department's Thermal Imaging Cameras, which allow firefighters to locate trapped victims due to smoke, are becoming dated and a systematic replacement needs to be started. Funds are also requested to replace other outdated equipment.

Most important in this request are the funds requested to replace the department's automobile extrication equipment. The new, lighter, higher strength steel being used in today's automobiles exceeds the abilities of our current cutters and spreaders. The newer technology also minimizes maintenance costs by eliminating gasoline fueled hydraulic pumps. In addition, newer high-capacity battery technology allows the extrication equipment to be utilized remotely from the apparatus and roadway.

The funds requested are to purchase:

Two (2) Combi-tools (spreader/cutter combination tool) with batteries, charger and power supply for each ladder truck.

One (1) TIC (thermal imaging camera) to replace outdated equipment on front-line engine.

10. Funding Source (i.e., grants, state programs, trade-in, etc.)

Ambulance account

11. Impact on Annual Operating Budget

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment	39,900	41,895	18,000	18,000	20,000	\$137,795
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$39,900</b>	<b>\$41,895</b>	<b>\$18,000</b>	<b>\$18,000</b>	<b>\$20,000</b>	<b>\$137,795</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Fire	5. Project Cost	\$8,400.
2. Prepared By	Chief Scoble	6. Project Reference No.	Fire-7
3. Date	08/17/16	7. FY18 Priority #	7 out of 15 Requests
4. Project Title	Radio Upgrade and Replacement	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If so, what year? Annual Request

**9. Capital Request Description and Justification**

1. Sixteenth year of multi-year project-purchase of portable radios to continue normal rotation "out of service" of more costly, maintenance problem radios. By establishing a perpetual radio replacement program, costs can be better controlled and radios will always be state of the art technology.

In FY07, a federal grant was awarded to the Fire Department to replace outdated radio equipment. The grant for \$101,415, coupled with a town match amount of \$5,337, allowed for the replacement of most of the department's radio infrastructure.

2. Funds are also requested to purchase replacement batteries as well as collar microphones for the portable radios.

3. Funds are requested to purchase portable radios for front-line apparatus to be utilized by the company officer as a dedicated fireground radio during incidents. This will eliminate the current practice of switching between channels during an incident.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

**11. Impact on Annual Operating Budget**  
Will reduce future costs.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment	8400	8600	8800	9000	9000	\$43,800
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$8,400</b>	<b>\$8,600</b>	<b>\$8,800</b>	<b>\$9,000</b>	<b>\$9,000</b>	<b>\$43,800</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Fire	5. Project Cost	\$290,000
2. Prepared By	Chief Scoble	6. Project Reference No.	Fire-08
3. Date	8/17/16	7. FY18 Priority	8 of 15
4. Project Title	Replace Squad 2	8. Previously Requested?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		If so, what year? No	

**9. Capital Request Description and Justification**

Squad 2 was purchased in 1989 and has been in service for 27 years. For several years, it ran as a front-line engine. Squad 2 has reached the end of its service life. Parts have become increasingly difficult to obtain. The new squad will comply with the latest standards and would provide seating for five. It will be equipped with 4-wheel drive for increased traction in the woods, construction sites and during significant snowstorms.

The new squad can also function as a reserve engine in an emergency.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

**11. Impact on Annual Operating Budget**  
Reduces costly repairs on older vehicles.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles	290,000					\$290,000
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$290,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$290,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1.	Department	Fire	5.	Project Cost	\$38,500
2.	Prepared By	Chief Scoble	6.	Project Reference No.	Fire-9
3.	Date	8/17/16	7.	FY18 Priority #	9 of 15
4.	Project Title	Replace Chief's Car	8.	Previously Requested? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If so, what year? No

**9. Capital Request Description and Justification**

This vehicle is on a regular Capital replacement program like all Department vehicles. This vehicle was placed in service in FY11. By purchasing a mid-size SUV, the vehicle is better suited for use as an incident command vehicle, provides safer winter operation and easier access to construction areas.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

**11. Impact on Annual Operating Budget**

Regular replacement reduces costly repairs on older vehicles.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles	38,500					\$38,500
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$38,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$38,500</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Fire	5. Project Cost	\$38,500
2. Prepared By	Chief Scoble	6. Project Reference No.	Fire-10
3. Date	8/17/16	7. FY18 Priority #	10 of 15
4. Project Title	Replace Deputy's Car	8. Previously Requested? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If so, what year? No

**9. Capital Request Description and Justification**

This vehicle is on a regular Capital replacement program like all Department vehicles. This vehicle was placed in service in FY11. By purchasing a mid-size SUV, the vehicle is better suited for use as an incident command vehicle, provides safer winter operation and easier access to construction areas.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

**11. Impact on Annual Operating Budget**

Regular replacement reduces costly repairs on older vehicles.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles	38,500					\$38,500
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$38,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$38,500</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Fire	5. Project Cost	\$48,000
2. Prepared By	Chief Scoble	6. Project Reference No.	Fire-11
3. Date	8/17/16	7. FY18 Priority #	11 of 15
4. Project Title	Replace Utility Vehicle	8. Previously Requested? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If so, what year? No

**9. Capital Request Description and Justification**

The Departments Utility vehicle is a model year 2009 and has been heavily used. It is utilized as a plow vehicle during snow storms and saw extensive use during the winter of 2014-2015. It is also used to retrieve hose and SCBA from large-scale incidents, brush fires, as a spare staff vehicle, and is used by the fire alarm division and the Department's mechanic. The vehicle is also used to deliver relief supplies to emergency personnel during large-scale incidents and can be utilized to deliver aid supplies to shelters and shut-ins in the event of a town-wide disaster.

In addition to the uses listed above, this truck would be designed to accommodate a slide on tank and pump, and could be used as a small brush fire vehicle in the future.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

**11. Impact on Annual Operating Budget**  
Reduce Repair Costs

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles	48,000					\$48,000
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$48,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$48,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Fire	5. Project Cost	\$330,000
2. Prepared By	Chief Scoble	6. Project Reference No.	Fire-12
3. Date	08/17/16	7. FY18 Priority #	12 of 15
4. Project Title	Replace Ambulance 2	8. Previously Requested? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If so, what year?

With the deployment of the back-up ambulance to Station 2 in the Spring of 2017 and with the increased demand for service from University Station, the back-up ambulance will be continuously staffed and see considerable more service time. In the spring of 2017, the back-up ambulance will have exceeded its end of service life and be 8 years old with nearly 70,000 miles.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**  
Ambulance Account

**11. Impact on Annual Operating Budget**  
Reduces maintenance costs and down time

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles		330,000				\$330,000
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$330,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$330,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Fire	5. Project Cost	\$305000
2. Prepared By	Chief Scoble	6. Project Reference No.	Fire-13
3. Date	8/17/16	7. FY18 Priority	13 of 15
4. Project Title	Replace Squad 1	8. Previously Requested? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If so, what year? No

**9. Capital Request Description and Justification**

Squad 1 was purchased in 1991 and has been in service for 25 years. It has been a work-horse for many years and served the town well. Parts have become increasingly difficult to obtain. The new squad will comply with the latest standards and would provide seating for five. It will be equipped with 4-wheel drive for increased traction in the woods, construction sites and during significant snowstorms.

The new squad can also function as a reserve engine in an emergency.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

**11. Impact on Annual Operating Budget**  
Reduces costly repairs on older vehicles.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles			305000			\$305,000
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$305,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$305,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1.	Department	Fire	5.	Project Cost	\$330,000
2.	Prepared By	Chief Scoble	6.	Project Reference No.	Fire-14
3.	Date	08/17/16	7.	FY18 Priority # 14 of 15	
4.	Project Title	Replace Ambulance 1	8.	Previously Requested? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If so, what year?	

Funding for the regularly scheduled replacement of the front line ambulance. The current front line ambulance will have reached its five year mark, and will be moved back to secondary status.

10. Funding Source (i.e., grants, state programs, trade-in, etc.)  
Ambulance Account

11. Impact on Annual Operating Budget  
Reduces maintenance costs and down time

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles		0		330,000		\$330,000
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$330,000</b>	<b>\$0</b>	<b>\$330,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Fire	5. Project Cost	\$55,000.
2. Prepared By	Chief Scoble	6. Project Reference No.	Fire-15
3. Date	08/17/16	7. FY18 Priority	15 of 15
4. Project Title	Shift Command Vehicle	8. Previously Requested?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		If so, what year? Annual Request	

**9. Capital Request Description and Justification**

Funds will be requested for the regular replacement of the Shift Commanders Vehicle. This vehicle is a full size SUV that is used by the on-duty Captain for emergency response, inspections and all other daily duties. It is also used as a mobile command post and to transport manpower to incidents scenes. A large amount of equipment for emergency response and incident command is carried in the vehicle. This vehicle is normally cycled out after 5 years of use. The current vehicle is a 2016 model year placed in service in 2015. The funds requested include warning lights, radio transfers and other required equipment.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

**11. Impact on Annual Operating Budget**  
Will reduce future costs.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles				55000		\$55,000
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$55,000</b>	<b>\$0</b>	<b>\$55,000</b>

**Town of Westwood  
Fiscal Years 2018- 2022  
Capital Budget Request**

1. Department	DPW	5. Project Cost	\$50,000
2. Prepared By	Todd Korchin	6. Project Reference No.	18-DPW-01
3. Date	August 5, 2016	7. FY18 Priority # 1 out of 3 Requests	
4. Project Title	Federal Storm Water Quality Regulation Compliance	8. Previously Requested? Yes <input checked="" type="checkbox"/> No If so, what year? 2015	

**9. Capital Request Description and Justification**

Due to the potential requirements under the EPA's National Pollutant Discharge Elimination System (NPDES) Phase II general permit to improve water quality and protect our watersheds, the Town will be required by federally mandated permit to investigate and repair drainage infrastructure that is found to be non-compliant or non-functioning. The DPW will initiate projects to investigate and repair drainage infrastructure on a yearly basis.

The DPW estimates \$50,000 per year in funds for repair & replacement of drainage infrastructure.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Grant requests for public education and other requirements are underway. If possible to establish a utility with a vote of residents Unfunded Federal mandates.

**11. Impact on Annual Operating Budget**

Additional operating budget funds will be required for testing and cleaning of drainage pipes, manholes, and outfalls. The establishment and implementation of new programs, policies for businesses, development, and policies

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land	50,000					\$50,000
<b>Totals</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>

**Town of Westwood  
Fiscal Years 2018- 2022  
Capital Budget Request**

1. Department	DPW	5. Project Cost	\$250,000
2. Prepared By	Todd Korchin	6. Project Reference No.	18-DPW-02
3. Date	August 5, 2016	7. FY18 Priority # 2 out of 3 Requests	
4. Project Title	Roadway/Sidewalk Improvement	8. Previously Requested? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If so, what year?

**9. Capital Request Description and Justification**

The Department of Public Works funds their annual paving projects primarily through Chapter 90 appropriations from the State. The Town receives approximately \$540,000 each year and works to maintain the existing pavement index with that sum of money. Our most recent pavement management study showed a Town-wide rating of 86.5 (one of the best in the State).

In order to maintain our current index the Town would need a total of \$800,000 annually to put into preventative and proactive measures. This additional funding would also provide more flexibility with our planning and address several of our sidewalks that need repair and upgrades to meet ADA compliance.

The DPW estimates \$250,000 per year in funds for maintenance and repair of roadways and sidewalks throughout Town.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Use in conjunction with Chapter 90 funding

**11. Impact on Annual Operating Budget**

Annual operating budget would remain constant and allow maintenance to be differed to other responsibilities.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land	250,000					\$250,000
<b>Totals</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW	5. Project Cost	\$100,000
2. Prepared By	Todd Korchin	6. Project Reference No.	18-DPW-03
3. Date	August 4, 2016	7. FY18 Priority # 3 out of 3 Requests	
4. Project Title	Winter Street/Clapboardtree Street Intersection Design	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If so, what year? 2015

**9. Capital Request Description and Justification**

The intersection of Clapboardtree Street and Winter Street needs to be looked at carefully and a new design for promoting vehicular and pedestrian safety should strongly be considered. Altering the intersection and reconfiguring the design will allow for a sidewalk connector allowing pedestrians the ability to walk from the corner of Pond/Clapboardtree Street through to Winter Street.

This project will not only enhance safety from a traffic standpoint but it will also enhance the towns sidewalk infrastructure.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)  
Capital Improvement funding**

**11. Impact on Annual Operating Budget**

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design/Permitting						\$0
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land	100,000					\$100,000
<b>Totals</b>	<b>\$100,000</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>

**Town of Westwood  
Fiscal Years 2018- 2022  
Capital Budget Request**

1.	Department	DPW	5.	Project Cost	\$50,000
2.	Prepared By	Todd Korchin	6.	Project Reference No.	19-DPW-01
3.	Date	August 5, 2016	7.	FY19 Priority # 1 out of 4 Requests	
4.	Project Title	Federal Storm Water Quality Regulation Compliance	8.	Previously Requested? Yes <input checked="" type="checkbox"/> No If so, what year? 2015	

**9. Capital Request Description and Justification**

Due to the potential requirements under the EPA's National Pollutant Discharge Elimination System (NPDES) Phase II general permit to improve water quality and protect our watersheds, the Town will be required by federally mandated permit to investigate and repair drainage infrastructure that is found to be non-compliant or non-functioning. The DPW will initiate projects to investigate and repair drainage infrastructure on a yearly basis.

The DPW estimates \$50,000 per year in funds for repair & replacement of drainage infrastructure.

**10. Funding Source (I.e., grants, state programs, trade-in, etc.)**

Grant requests for public education and other requirements are underway. If possible to establish a utility with a vote of residents Unfunded Federal mandates.

**11. Impact on Annual Operating Budget**

Additional operating budget funds will be required for testing and cleaning of drainage pipes, manholes, and outfalls. The establishment and implementation of new programs, policies for businesses, development, and policies

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land		50,000				\$50,000
<b>Totals</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>

**Town of Westwood  
Fiscal Years 2018- 2022  
Capital Budget Request**

1. Department	DPW	5. Project Cost	\$250,000
2. Prepared By	Todd Korchin	6. Project Reference No.	19-DPW-02
3. Date	August 5, 2016	7. FY19 Priority # 2 out of 4 Requests	
4. Project Title	Roadway/Sidewalk Improvement	8. Previously Requested? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If so, what year?

**9. Capital Request Description and Justification**

The Department of Public Works funds their annual paving projects primarily through Chapter 90 appropriations from the State. The Town receives approximately \$540,000 each year and works to maintain the existing pavement index with that sum of money. Our most recent pavement management study showed a Town-wide rating of 86.5 (one of the best in the State).

In order to maintain our current index the Town would need a total of \$800,000 annually to put into preventative and proactive measures. This additional funding would also provide more flexibility with our planning and address several of our sidewalks that need repair and upgrades to meet ADA compliance.

The DPW estimates \$250,000 per year in funds for maintenance and repair of roadways and sidewalks throughout Town.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Use in conjunction with Chapter 90 funding

**11. Impact on Annual Operating Budget**

Annual operating budget would remain constant and allow maintenance to be differed to other responsibilities.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land		250,000				\$250,000
<b>Totals</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>

**Town of Westwood  
Fiscal Years 2018- 2022  
Capital Budget Request**

1. Department	DPW	5. Project Cost	\$650,000
2. Prepared By	Todd Korchin	6. Project Reference No.	19-DPW-03
3. Date	August 4, 2016	7. FY19 Priority # 3 out of 3 Requests	
4. Project Title	Turf Field - Replacement	8. Previously Requested? Yes X No	If so, what year? 2016

**9. Capital Request Description and Justification**

The synthetic practice field located at the Westwood High school is nearing the end of its life expectancy and should be replaced in 2018. The DPW estimates \$650,000 per year for the practice turf field replacement.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)  
Capital improvement funding**

**11. Impact on Annual Operating Budget**

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land		650,000				\$650,000
<b>Totals</b>	<b>\$0</b>	<b>\$650,000</b>		<b>\$0</b>	<b>\$0</b>	<b>\$650,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW	5. Project Cost	\$300,000
2. Prepared By	Todd Korchin	6. Project Reference No.	19-DPW-04
3. Date	August 4, 2016	7. FY19 Priority # 4 out of 4 Requests	
4. Project Title	Winter Street/Clapboardtree Street Intersection Construction	8. Previously Requested? Yes X No If so, what year? 2015	

**9. Capital Request Description and Justification**

The intersection of Clapboardtree Street and Winter Street needs to be looked at carefully and a new design for promoting vehicular and pedestrian safety should strongly be considered. Altering the intersection and reconfiguring the design will allow for a sidewalk connector allowing pedestrians the ability to walk from the corner of Pond/Clapboardtree Street through to Winter Street.

This project will not only enhance safety from a traffic standpoint but it will also enhance the towns sidewalk infrastructure.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)  
Capital improvement funding**

**11. Impact on Annual Operating Budget**

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land		300,000				\$300,000
<b>Totals</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>

**Town of Westwood  
Fiscal Years 2018- 2022  
Capital Budget Request**

1. Department	DPW	5. Project Cost	\$50,000
2. Prepared By	Todd Korchin	6. Project Reference No.	20-DPW-01
3. Date	August 5, 2016	7. FY20 Priority # 1 out of 3 Requests	
4. Project Title	Federal Storm Water Quality Regulation Compliance	8. Previously Requested? Yes <input checked="" type="checkbox"/> No	If so, what year? 2015

**9. Capital Request Description and Justification**

Due to the potential requirements under the EPA's National Pollutant Discharge Elimination System (NPDES) Phase II general permit to improve water quality and protect our watersheds, the Town will be required by federally mandated permit to investigate and repair drainage infrastructure that is found to be non-compliant or non-functioning. The DPW will initiate projects to investigate and repair drainage infrastructure on a yearly basis.

The DPW estimates \$50,000 per year in funds for repair & replacement of drainage infrastructure.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.**

Grant requests for public education and other requirements are underway. If possible to establish a utility with a vote of residents Unfunded Federal mandates.

**11. Impact on Annual Operating Budget**

Additional operating budget funds will be required for testing and cleaning of drainage pipes, manholes, and outfalls. The establishment and implementation of new programs, policies for businesses, development, and policies

**12. Capital Cost Summary**

Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land			50,000			\$50,000
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>

**Town of Westwood  
Fiscal Years 2018- 2022  
Capital Budget Request**

1. Department	DPW	5. Project Cost	\$250,000
2. Prepared By	Todd Korchin	6. Project Reference No.	20-DPW-02
3. Date	August 5, 2016	7. FY20 Priority # 2 out of 3 Requests	
4. Project Title	Roadway/Sidewalk Improvement	8. Previously Requested? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If so, what year?

**9. Capital Request Description and Justification**

The Department of Public Works funds their annual paving projects primarily through Chapter 90 appropriations from the State. The Town receives approximately \$540,000 each year and works to maintain the existing pavement index with that sum of money. Our most recent pavement management study showed a Town-wide rating of 86.5 (one of the best in the State).

In order to maintain our current index the Town would need a total of \$800,000 annually to put into preventative and proactive measures. This additional funding would also provide more flexibility with our planning and address several of our sidewalks that need repair and upgrades to meet ADA compliance.

The DPW estimates \$250,000 per year in funds for maintenance and repair of roadways and sidewalks throughout Town.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Use in conjunction with Chapter 90 funding

**11. Impact on Annual Operating Budget**

Annual operating budget would remain constant and allow maintenance to be deferred to other responsibilities.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land			250,000			\$250,000
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW	5. Project Cost	\$250,000
2. Prepared By	Todd Korchin	6. Project Reference No.	20-DPW-03
3. Date	August 4, 2016	7. FY20 Priority # 3 out of 3 Requests	
4. Project Title	Gay Street Sidewalk Design	8. Previously Requested? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If so, what year?

**9. Capital Request Description and Justification**

This project will focus on the design of a new sidewalk along Gay Street from Deerfield Avenue to Buckboard Lane and will provide 100% connectivity, via walking, for residents to access either route 109 or Washington Street using sidewalks as the primary means.

Once this project is at 100% design the Town could pursue programs such as Complete Streets to fund a portion of the construction.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**  
Capital Improvement funding

**11. Impact on Annual Operating Budget**

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design/Permitting						\$0
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land			250,000			\$250,000
<b>Totals</b>			<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>

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F:\Y08\T\m\Budget-Cap2 - Heavy Duty Dump Truck (12-01)

**Town of Westwood  
Fiscal Years 2018- 2022  
Capital Budget Request**

1. Department	DPW	5. Project Cost	\$50,000
2. Prepared By	Todd Korchin	6. Project Reference No.	21-DPW-01
3. Date	August 5, 2016	7. FY21 Priority # 1 out of 4 Requests	
4. Project Title	Federal Storm Water Quality Regulation Compliance	8. Previously Requested? Yes <input checked="" type="checkbox"/> No If so, what year? 2015	

**9. Capital Request Description and Justification**

Due to the potential requirements under the EPA's National Pollutant Discharge Elimination System (NPDES) Phase II general permit to improve water quality and protect our watersheds, the Town will be required by federally mandated permit to investigate and repair drainage infrastructure that is found to be non-compliant or non-functioning. The DPW will initiate projects to investigate and repair drainage infrastructure on a yearly basis.

The DPW estimates \$50,000 per year in funds for repair & replacement of drainage infrastructure.

**10. Funding Source (I.e., grants, state programs, trade-in, etc.**

Grant requests for public education and other requirements are underway. If possible to establish a utility with a vote of residents Unfunded Federal mandates.

**11. Impact on Annual Operating Budget**

Additional operating budget funds will be required for testing and cleaning of drainage pipes, manholes, and outfalls. The establishment and implementation of new programs, policies for businesses, development, and policies

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land				50,000		\$50,000
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$50,000</b>

**Town of Westwood  
Fiscal Years 2018- 2022  
Capital Budget Request**

1. Department	DPW	5. Project Cost	\$250,000
2. Prepared By	Todd Korchin	6. Project Reference No.	21-DPW-02
3. Date	August 5, 2016	7. FY21 Priority # 2 out of 4 Requests	
4. Project Title	Roadway/Sidewalk Improvement	8. Previously Requested? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If so, what year?

**9. Capital Request Description and Justification**

The Department of Public Works funds their annual paving projects primarily through Chapter 90 appropriations from the State. The Town receives approximately \$540,000 each year and works to maintain the existing pavement index with that sum of money. Our most recent pavement management study showed a Town-wide rating of 86.5 (one of the best in the State).

In order to maintain our current index the Town would need a total of \$800,000 annually to put into preventative and proactive measures. This additional funding would also provide more flexibility with our planning and address several of our sidewalks that need repair and upgrades to meet ADA compliance.

The DPW estimates \$250,000 per year in funds for maintenance and repair of roadways and sidewalks throughout Town.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Use in conjunction with Chapter 90 funding

**11. Impact on Annual Operating Budget**

Annual operating budget would remain constant and allow maintenance to be differed to other responsibilities.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land				250,000		\$250,000
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$250,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1.	Department	DPW	5.	Project Cost	\$110,000
2.	Prepared By	Todd Korchin	6.	Project Reference No.	21-DPW-03
3.	Date	August 4, 2016	7.	FY21 Priority # 3 out of 4 Requests	
4.	Project Title	Brookfield Road Drainage Improvements	8.	Previously Requested? Yes <input checked="" type="checkbox"/> No If so, what year? 2013/2014	

**9. Capital Request Description and Justification**

The Town has received reports of periodic localized flooding from Purgatory Brook at its culverts crossing Brookfield Road. The town retained BETA Group Inc. to evaluate possible improvements to the culverts and local drainage system. Their evaluation gathered existing data, field observations, calculated existing conditions flows and identified three options for improvements. The options were presented in a report form and are at the conceptual level of design. The report included a cost estimate for the options. Minor operation and maintenance activities appear to have reduced the problem during more frequent storm events.

The project is estimated to cost \$529,000 for construction, with an estimated design fee of \$110,000.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Capital improvement funding

**11. Impact on Annual Operating Budget**

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design/Permitting						
Building and Improvements						
Vehicles						
Machinery and Equipment						
Furniture and Fixtures						
Infrastructure/Land				110,000		\$110,000
<b>Totals</b>						<b>\$110,000</b>

10

F:\168\Tim\Budget-Cap? - Heavy Duty Dump Truck (12-01)

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW	5. Project Cost	\$2,500,000
2. Prepared By	Todd Korchin	6. Project Reference No.	21-DPW-04
3. Date	August 4, 2016	7. FY21 Priority # 4 out of 4 Requests	
4. Project Title	Gay Street/109 Sidewalk and pavement rehabilitation program	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If so, what year? 2016

**9. Capital Request Description and Justification**

This project will focus on the installation of a new sidewalk along Gay Street from Deerfield Avenue to Buckboard Lane and will provide 100% connectivity, via walking, for residents to access either route 109 or Washington Street using sidewalks as the primary means.

A portion of this capital will also be used to continue supplementing our Chapter 90 program and enhancing our pavement quality and sidewalks throughout town. It is expected that approximately \$500,000 of this funding can be used over a 4-5 year stretch and can be incorporated into our future paving projects.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**  
Capital Improvement funding

**11. Impact on Annual Operating Budget**

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design/Permitting						\$0
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land				2,500,000		\$2,500,000
<b>Totals</b>			\$0			\$2,500,000

10

F:\Y108\T1m\Budget-Cap2 - Heavy Duty Dump Truck (12-01)

**Town of Westwood  
Fiscal Years 2018- 2022  
Capital Budget Request**

1. Department	DPW	5. Project Cost	\$50,000
2. Prepared By	Todd Korchin	6. Project Reference No.	22-DPW-01
3. Date	August 5, 2016	7. FY22 Priority # 1 out of 3 Requests	
4. Project Title	Federal Storm Water Quality Regulation Compliance	8. Previously Requested? Yes <input checked="" type="checkbox"/> No If so, what year? 2015	

**9. Capital Request Description and Justification**

Due to the potential requirements under the EPA's National Pollutant Discharge Elimination System (NPDES) Phase II general permit to improve water quality and protect our watersheds, the Town will be required by federally mandated permit to investigate and repair drainage infrastructure that is found to be non-compliant or non-functioning. The DPW will initiate projects to investigate and repair drainage infrastructure on a yearly basis.

The DPW estimates \$50,000 per year in funds for repair & replacement of drainage infrastructure.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Grant requests for public education and other requirements are underway. If possible to establish a utility with a vote of residents Unfunded Federal mandates.

**11. Impact on Annual Operating Budget**

Additional operating budget funds will be required for testing and cleaning of drainage pipes, manholes, and outfalls. The establishment and implementation of new programs, policies for businesses, development, and policies

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land					50,000	\$50,000
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$50,000</b>

**Town of Westwood  
Fiscal Years 2018- 2022  
Capital Budget Request**

1. Department	DPW	5. Project Cost	\$250,000
2. Prepared By	Todd Korchin	6. Project Reference No.	22-DPW-02
3. Date	August 5, 2016	7. FY22 Priority # 2 out of 3 Requests	
4. Project Title	Roadway/Sidewalk Improvement	8. Previously Requested? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If so, what year?

**9. Capital Request Description and Justification**

The Department of Public Works funds their annual paving projects primarily through Chapter 90 appropriations from the State. The Town receives approximately \$540,000 each year and works to maintain the existing pavement index with that sum of money. Our most recent pavement management study showed a Town-wide rating of 86.5 (one of the best in the State).

In order to maintain our current index the Town would need a total of \$800,000 annually to put into preventative and proactive measures. This additional funding would also provide more flexibility with our planning and address several of our sidewalks that need repair and upgrades to meet ADA compliance.

The DPW estimates \$250,000 per year in funds for maintenance and repair of roadways and sidewalks throughout Town.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Use in conjunction with Chapter 90 funding

**11. Impact on Annual Operating Budget**

Annual operating budget would remain constant and allow maintenance to be differed to other responsibilities.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land					250,000	\$250,000
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$250,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW	5. Project Cost	\$540,000
2. Prepared By	Todd Korchin	6. Project Reference No.	22-DPW-03
3. Date	August 4, 2016	7. FY22 Priority # 3 out of 3 Requests	
4. Project Title	Brookfield Road Drainage Improvements	8. Previously Requested? Yes <input checked="" type="checkbox"/> No	If so, what year? 2013/2014

**9. Capital Request Description and Justification**

The Town has received reports of periodic localized flooding from Purgatory Brook at its culverts crossing Brookfield Road. The town retained BETA Group Inc. to evaluate possible improvements to the culverts and local drainage system. Their evaluation gathered existing data, field observations, calculated existing conditions flows and identified three options for improvements. The options were presented in a report form and are at the conceptual level of design. The report included a cost estimate for the options. Minor operation and maintenance activities appear to have reduced the problem during more frequent storm events.

The project is estimated to cost \$540,000 for construction.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Capital improvement funding

**11. Impact on Annual Operating Budget**

**12. Capital Cost Summary**

Category	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Design/Permitting						
Building and Improvements						
Vehicles						
Machinery and Equipment						
Furniture and Fixtures						
Infrastructure/Land					540,000	\$540,000
<b>Totals</b>					<b>\$540,000</b>	<b>\$540,000</b>

10

P:\1108\Town\Budget-Cap/2 - Heavy Duty Dump Truck (12-01)

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW	5. Project Cost	\$225,000
2. Prepared By	Todd Korchin	6. Project Reference No.	18-FAC-01
3. Date	August 5, 2016	7. FY18 Priority #	1 out of 4 Requests
4. Project Title	Council on Aging repairs	8. Previously Requested? Yes X No	If so, what year? 2013/2014/2015/2016

**9. Capital Request Description and Justification**

The Public Works facility department has discovered multiple issues with the Council on Aging building. The existing siding is weathering at a rapid pace and if it is not addressed will develop mold, water, and other issues. It has been recommended that vinyl siding would be the preferred method of replacement and would provide for a life expectancy of at least 30-40 years.

Along with the siding, the roofing has shown signs of deterioration and is failing under certain conditions. It would be beneficial to tie both projects (vinyl siding and new roof) into one and address them at the same time.

If this issue is not addressed the building is in jeopardy of suffering severe infrastructural damage.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

*Capital Improvement funding.*

**11. Impact on Annual Operating Budget**

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Planning & Design						
Building and Improvements	\$225,000.00					\$225,000
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$225,000</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$225,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Facility Maintenance	5. Project Cost	\$75,000
2. Prepared By	Todd Korchin	6. Project Reference No.	18-FAC-02
3. Date	August 5, 2016	7. FY18 Priority #	2 out of 5 Requests
4. Project Title	Facility Maintenance	8. Previously Requested?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
		If so, what year? 2013/2014/2015	

**9. Capital Request Description and Justification**

The facility maintenance division needs to setup a separate funding source to allow for the flexibility in the event something major fails in one of the municipal buildings. This \$75,000 allotment would allow for this and would be able to provide the Department adequate funding for the necessary repairs.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

*Capital*

**11. Impact on Annual Operating Budget**

*Continue to maintain and improve the Town's municipal infrastructure.*

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Planning & Design						\$0.00
Building and Improvements	\$75,000					\$75,000
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$75,000</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW-Facilities	5. Project Cost	\$50,000
2. Prepared By	James McCarthy	6. Project Reference No.	18-FAC-03
3. Date	August 6, 2016	7. FY18 Priority # 3 out of 3 Requests	
4. Project Title	Energy Efficiency Upgrade	8. Previously Requested? Yes X No <input type="checkbox"/>	If so, what year? 2016

**9. Capital Request Description and Justification**

The Town of Westwood owns and operates town buildings. The Department of Public Works Facilities Department is evaluating options to make the town's facilities more energy efficient. There are many technologies available that will save long-term energy cost. The Public Works is requesting \$50,000 for the implementation of projects and practices.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Grants and incentives

**11. Impact on Annual Operating Budget**

Reduction in energy cost

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements	50000					\$50,000
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1.	Department	DPW/SEWER	5.	Project Cost	\$250,000.00
2.	Prepared By	Todd Korchin	6.	Project Reference No.	18-FAC-04
3.	Date	August 5, 2016	7.	FY18 Priority #	4 out of 5 Requests
4.	Project Title	Carby St DPW/Sewer Operations Facility Design	8.	Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If so, what year? 2013/2014/2015

**9. Capital Request Description and Justification**

Public Works Department staff currently works in buildings built in 1950-1970. The mechanics garage was built for a fleet of half the size both in number of equipment and size. The current buildings are not capable of storing the equipment necessary to maintain the town's roads, fields, and facilities; including 10 sewer pump stations.

The Sewer Division of Public Works is in need of office space for their critical SCADA operations system and operators, as well as garage space.

This project request for FY18 is for \$250,000 to begin the design phase.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

*Possible cost sharing DPW and Sewer.*

**11. Impact on Annual Operating Budget**

*Reduction in Vehicle repairs, increase in residual value. Energy efficient savings along with staff efficiency savings.*

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Planning & Design	250,000					\$250,000.00
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$250,000</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW/SEWER	5. Project Cost	\$35,000
2. Prepared By	Todd Korchin	6. Project Reference No.	18-FAC-05
3. Date	August 6, 2015	7. FY18 Priority #	5 out of 5 Requests
4. Project Title	Senior Center addition Design	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If so, what year? 2015

**9. Capital Request Description and Justification**

The Council on Aging respectfully requests funding to design an addition onto the existing Senior Center.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**  
Possible cost sharing DPW and Sewer.

**11. Impact on Annual Operating Budget**  
Reduction in Vehicle repairs, increase in residual value. Energy efficient savings along with staff efficiency savings.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Planning & Design	35,000					\$35,000.00
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW	5. Project Cost	\$250,000
2. Prepared By	Todd Korchin	6. Project Reference No.	19-FAC-01
3. Date	August 5, 2016	7. FY19 Priority #	1 out of 5 Requests
4. Project Title	Carby St DPW Facilities	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If so, what year? 2014/2015

**9. Capital Request Description and Justification**

There is currently a retaining wall behind 50 Carby Street that is starting to deteriorate and fail. Animals have dug into the earth and have undermined several sections of the wall creating several structural deficiencies and concerns.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

*Capital Funding*

**11. Impact on Annual Operating Budget**

*Potential Insurance/Liability impacts*

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Planning & Design						
Building and Improvements		250,000				\$250,000
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>		\$0	\$0	\$0	\$0	\$250,000

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Facility Maintenance	5. Project Cost	\$75,000
2. Prepared By	Todd Korchin	6. Project Reference No.	19-FAC-02
3. Date	August 5, 2016	7. FY19 Priority #	2 out of 4 Requests
4. Project Title	Facility Maintenance	8. Previously Requested?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, what year? 2013/2014/2015

**9. Capital Request Description and Justification**

The facility maintenance division needs to setup a separate funding source to allow for the flexibility in the event something major fails in one of the municipal buildings. This \$75,000 allotment would allow for this and would be able to provide the Department adequate funding for the necessary repairs.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

*Capital*

**11. Impact on Annual Operating Budget**

*Continue to maintain and improve the Town's municipal infrastructure.*

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Planning & Design						\$0.00
Building and Improvements		75,000				\$75,000
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>		<b>\$75,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW-Facilities	5. Project Cost	\$50,000
2. Prepared By	James McCarthy	6. Project Reference No.	19-FAC-03
3. Date	August 6, 2016	7. FY19 Priority # 3 out of 5 Requests	
4. Project Title	Energy Efficiency Upgrade	8. Previously Requested? Yes X No <input type="checkbox"/>	If so, what year? 2016

**9. Capital Request Description and Justification**

The Town of Westwood owns and operates town buildings. The Department of Public Works Facilities Department is evaluating options to make the town's facilities more energy efficient. There are many technologies available that will save long-term energy cost. The Public Works is requesting \$50,000 for the implementation of projects and practices.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**  
Grants and incentives

**11. Impact on Annual Operating Budget**  
Reduction in energy cost

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements		\$50,000				\$50,000
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW/SEWER	5. Project Cost	\$18,000,000.00
2. Prepared By	Todd Korchin	6. Project Reference No.	19-FAC-04
3. Date	August 5, 2016	7. FY19 Priority #	4 out of 5 Requests
4. Project Title	Carby St DPW/Sewer Operations Facilities	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If so, what year? 2013/2014/2015

**9. Capital Request Description and Justification**

Public Works Department staff currently works in buildings built in 1950-1970. The mechanics garage was built for a fleet of half the size both in number of equipment and size. The current buildings are not capable of storing the equipment necessary to maintain the town's roads, fields, and facilities; including 10 sewer pump stations.

The Sewer Division of Public Works is in need of office space for their critical SCADA operations system and operators, as well as garage space.

This project request for FY18 is for \$18,000,000 to begin the construction phase.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

*Possible cost sharing DPW and Sewer.*

**11. Impact on Annual Operating Budget**

*Reduction in Vehicle repairs, increase in residual value. Energy efficient savings along with staff efficiency savings.*

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Planning & Design						
Building and Improvements		18,000,000				\$18,000,000
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,000,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW	5. Project Cost	\$50,000
2. Prepared By	Todd Korchin	6. Project Reference No.	19-FAC-05
3. Date	August 5, 2016	7. FY19 Priority #	5 out of 5 Requests
4. Project Title	Kitchen Upgrade COA	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If so, what year? 2015

**9. Capital Request Description and Justification**

The Senior Center would like to update and upgrade the kitchen area within the center. The appliances and overall appearance need to be addressed as this area is utilized full-time by the residents and the employees.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**  
*Capital Funding*

**11. Impact on Annual Operating Budget**

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Planning & Design						
Building and Improvements		50,000				\$50,000
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>		\$0	\$0	\$0	\$0	\$50,000

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Facility Maintenance	5. Project Cost	\$75,000
2. Prepared By	Todd Korchin	6. Project Reference No.	20-FAC-01
3. Date	August 5, 2016	7. FY20 Priority # 1 out of 2 Requests	
4. Project Title	Facility Maintenance	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
			If so, what year? 2013/2014/2015

**9. Capital Request Description and Justification**

The facility maintenance division needs to setup a separate funding source to allow for the flexibility in the event something major fails in one of the municipal buildings. This \$75,000 allotment would allow for this and would be able to provide the Department adequate funding for the necessary repairs.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

*Capital*

**11. Impact on Annual Operating Budget**

*Continue to maintain and improve the Town's municipal infrastructure.*

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Planning & Design						\$0.00
Building and Improvements			75,000			\$75,000
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>			<b>\$75,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW-Facilities	5. Project Cost	\$50,000
2. Prepared By	James McCarthy	6. Project Reference No.	20-FAC-02
3. Date	August 6, 2016	7. FY20 Priority #	2 out of 2 Requests
4. Project Title	Energy Efficiency Upgrade	8. Previously Requested? Yes X No <input type="checkbox"/>	If so, what year? 2016

**9. Capital Request Description and Justification**

The Town of Westwood owns and operates town buildings. The Department of Public Works Facilities Department is evaluating options to make the town's facilities more energy efficient. There are many technologies available that will save long-term energy cost. The Public Works is requesting \$50,000 for the implementation of projects and practices.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**  
Grants and incentives

**11. Impact on Annual Operating Budget**  
Reduction in energy cost

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements			50000			\$50,000
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Facility Maintenance	5. Project Cost	\$75,000
2. Prepared By	Todd Korchin	6. Project Reference No.	21-FAC-01
3. Date	August 5, 2016	7. FY21 Priority #	1 out of 2 Requests
4. Project Title	Facility Maintenance	8. Previously Requested?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, what year? 2013/2014/2015

**9. Capital Request Description and Justification**

The facility maintenance division needs to setup a separate funding source to allow for the flexibility in the event something major fails in one of the municipal buildings. This \$75,000 allotment would allow for this and would be able to provide the Department adequate funding for the necessary repairs.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

*Capital*

**11. Impact on Annual Operating Budget**

*Continue to maintain and improve the Town's municipal infrastructure.*

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Planning & Design						\$0.00
Building and Improvements				75000		\$75,000
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>			\$0	\$75,000	\$0	\$75,000

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW-Facilities	5. Project Cost	\$50,000
2. Prepared By	James McCarthy	6. Project Reference No.	21-FAC-02
3. Date	August 6, 2016	7. FY21 Priority # 2 out of 2 Requests	
4. Project Title	Energy Efficiency Upgrade	8. Previously Requested? Yes X No <input type="checkbox"/>	If so, what year? 2016

**9. Capital Request Description and Justification**

The Town of Westwood owns and operates town buildings. The Department of Public Works Facilities Department is evaluating options to make the town's facilities more energy efficient. There are many technologies available that will save long-term energy cost. The Public Works is requesting \$50,000 for the implementation of projects and practices.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Grants and incentives

**11. Impact on Annual Operating Budget**

Reduction in energy cost

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements				50000		\$50,000
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
Totals	\$0	\$0	\$0	\$50,000	\$0	\$50,000

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	Facility Maintenance	5. Project Cost	\$75,000
2. Prepared By	Todd Korchin	6. Project Reference No.	22-FAC-01
3. Date	August 5, 2016	7. FY22 Priority # 1 out of 2 Requests	
4. Project Title	Facility Maintenance	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
			If so, what year? 2013/2014/2015

**9. Capital Request Description and Justification**

The facility maintenance division needs to setup a separate funding source to allow for the flexibility in the event something major fails in one of the municipal buildings. This \$75,000 allotment would allow for this and would be able to provide the Department adequate funding for the necessary repairs.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

*Capital*

**11. Impact on Annual Operating Budget**

*Continue to maintain and improve the Town's municipal infrastructure.*

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Planning & Design						\$0.00
Building and Improvements					75000	\$75,000
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>			<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>	<b>\$75,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW-Facilities	5. Project Cost	\$50,000
2. Prepared By	James McCarthy	6. Project Reference No.	22-FAC-02
3. Date	August 6, 2016	7. FY22 Priority #	2 out of 2 Requests
4. Project Title	Energy Efficiency Upgrade	8. Previously Requested? Yes X No <input type="checkbox"/>	If so, what year? 2016

**9. Capital Request Description and Justification**

The Town of Westwood owns and operates town buildings. The Department of Public Works Facilities Department is evaluating options to make the town's facilities more energy efficient. There are many technologies available that will save long-term energy cost. The Public Works is requesting \$50,000 for the implementation of projects and practices.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**  
Grants and incentives

**11. Impact on Annual Operating Budget**  
Reduction in energy cost

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements					50000	\$50,000
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$50,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW –Highway/Grounds/Fleet	5. Project Cost	\$225,000.00
2. Prepared By	Todd Korchin	6. Project Reference No.	18Fleet-01
3. Date	August 4, 2016	7. FY18 Priority #	1 out of 3 Requests
4. Project Title	One Heavy Duty Dump Truck, Sander, and Plow (Truck 14)	8. Previously Requested? Yes X No	If so, what year? 2015

**9. Capital Request Description and Justification**

Heavy Duty Dump Truck, Sander and Plow. Used during the winter for plowing and sanding operations. Used throughout the year as part of the day to day operations for hauling sand, sweepings, loam, stone, gravel, etc. The current vehicle is a 2009 Model and is no longer reliable, safe, efficient, or cost effective. The body and cab area are developing rot and rust and the repair costs are increasing while the residual value is rapidly decreasing. This truck is overdue for replacement and will be scheduled into our 10-11 year capital replacement schedule.

**10. Funding Source (I.e., grants, state programs, trade-in, etc.)**

Trade 2009 Truck & Plow – Truck 14

**11. Impact on Annual Operating Budget**

Reduces maintenance costs

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design						\$0.00
Building and Improvements						\$0
Vehicles	225000					\$225,000
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$225,000</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$225,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW – Highway Division	5. Project Cost	\$135,000
2. Prepared By	Todd Korchin	6. Project Reference No.	18Fleet-02
3. Date	August 4, 2016	7. FY18 Priority #	2 out of 3 Requests
4. Project Title	2004 Bombardier – Sidewalk Plow	8. Previously Requested? Yes X No	If so, what year? 2015

**9. Capital Request Description and Justification**

*Bombardier Sidewalk Plow. This piece of equipment is overdue for replacement and will be scheduled into our 10-11 year capital replacement program.*

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

*Trade in 2004 Bombardier Unit*

**11. Impact on Annual Operating Budget**

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment	135000					\$135,000
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$135,000</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$135,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW – Highway/Grounds/Fleet	5. Project Cost	\$70,000
2. Prepared By	Todd Korchin	6. Project Reference No.	18Fleet-03
3. Date	August 4, 2016	7. FY18 Priority #	3 out of 3 Requests
4. Project Title	2007 Pickup Truck with Plow(Truck 7)	8. Previously Requested? Yes X No	If so, what year? 2015

**9. Capital Request Description and Justification**

*One Pick-up Truck & Plow – Used year round in daily operation of Public works and during snow operation. This vehicle is a 2007 model that is overdue for replacement and will be scheduled into our capital replacement program.*

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

*Trade One 2007 Ford F-350 Pickup Truck*

**11. Impact on Annual Operating Budget**

*Reduction in repair/maintenance costs.*

**DPW FLEET  
12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles	70000					\$70,000
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$70,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$70,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW – Highway/Grounds/Fleet	5. Project Cost	\$70,000.00
2. Prepared By	Todd Korchin	6. Project Reference No.	19Fleet-01
3. Date	August 5, 2016	7. FY19 Priority #	1 out of 4 Requests
4. Project Title	(1) One Ton Dump Truck (Truck 15)	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If so, what year? 2015

**9. Capital Request Description and Justification**

**One Ton Dump Truck. Used during the winter season for plowing and throughout the year as part of the day to day operations for hauling sand, sweepings, loam, stone, gravel, etc. The current vehicle is a 2008 Model that is overdue for replacement and will now be scheduled into our 10-11 year capital replacement program.**

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

**Trade One ton Dump Truck – Truck #15**

**11. Impact on Annual Operating Budget**

**Reduces maintenance costs**

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design						\$0.00
Building and Improvements						\$0
Vehicles		70000				\$70,000
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$70,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$70,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW – Highway/Grounds/Fleet	5. Project Cost	\$70,000.00
2. Prepared By	Todd Korchin	6. Project Reference No.	19Fleet-02
3. Date	August 5, 2016	7. FY19 Priority #	3 out of 4 Requests
4. Project Title	(1) One Ton Dump Truck (Truck 32)	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If so, what year? 2015

**9. Capital Request Description and Justification**

One Ton Dump Truck. Used during the winter season for plowing and throughout the year as part of the day to day operations for hauling sand, sweepings, loam, stone, gravel, etc. This truck is overdue for replacement and will now be entered into our 10-11 year capital replacement schedule.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Trade One ton Dump Truck – Truck #32

**11. Impact on Annual Operating Budget**

Reduces maintenance costs

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design						\$0.00
Building and Improvements						\$0
Vehicles		70000				\$70,000
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$70,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$70,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW – Highway/Grounds/Fleet	5. Project Cost	\$70,000.00
2. Prepared By	Todd Korchin	6. Project Reference No.	19Fleet-02
3. Date	August 5, 2016	7. FY19 Priority #	2 out of 4 Requests
4. Project Title	(1) One Ton Dump Truck (Truck 16)	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If so, what year? 2015

**9. Capital Request Description and Justification**

One Ton Dump Truck. Used during the winter season for plowing and throughout the year as part of the day to day operations for hauling sand, sweepings, loam, stone, gravel, etc. This truck is overdue for replacement and will now be entered into our 10-11 year capital replacement schedule.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Trade One ton Dump Truck – Truck #16

**11. Impact on Annual Operating Budget**

Reduces maintenance costs

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design						\$0.00
Building and improvements						\$0
Vehicles		70000				\$70,000
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$70,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$70,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW – Highway/Grounds/Fleet	5. Project Cost	\$125,000.00
2. Prepared By	Todd Korchin	6. Project Reference No.	19Fleet-04
3. Date	August 4, 2016	7. FY19 Priority #	4 out of 4 Requests
4. Project Title	Front End Loader Backhoe (JCB2)	8. Previously Requested? Yes No If so, what year? 2015	

**9. Capital Request Description and Justification**

Replacement of Backhoe/Front End Loader used in all functions of Public Works operation. A newer machine would be for more versatile than the current piece of machinery. This vehicle would assist the department in complying with regulations for off-street drainage, brooks and culvert maintenance. This vehicle would also participate in snow plowing/removal. This piece of equipment will be entered into our 10-11 year capital replacement schedule.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Trade 2009 JCB (JCB 2)

**11. Impact on Annual Operating Budget**

Reduces Maintenance costs

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design						\$0.00
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment		125000				\$125,000
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$125,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$125,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW – Highway/Grounds/Fleet	5. Project Cost	\$65,000.00
2. Prepared By	Todd Korchin	6. Project Reference No.	20Fleet-01
3. Date	August 4, 2016	7. FY20 Priority #	1 out of 3 Requests
4. Project Title	(1) Utility Maintenance Van	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If so, what year? 2015

**9. Capital Request Description and Justification**

Utility Maintenance Van. This vehicle is utilized 365 days per year and function as a mobile maintenance unit for our fleet maintenance division. This vehicle is a 2009 model and is part of the Department's 10-11 year capital replacement program.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Trade One ton Dump Truck – Truck #55

**11. Impact on Annual Operating Budget**

Reduces maintenance costs

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design						\$0.00
Building and Improvements						\$0
Vehicles			65,000			\$65,000
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$65,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$65,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW – Highway Division	5. Project Cost	\$135,000
2. Prepared By	Todd Korchin	6. Project Reference No.	20Fleet-02
3. Date	August 4, 2016	7. FY20 Priority #	2 out of 3 Requests
4. Project Title	Bombardier – Sidewalk Plow	8. Previously Requested? Yes No X If so, what year?	

**9. Capital Request Description and Justification**

*Bombardier Sidewalk Plow (B2). This machine is a 2009 model and is part of the Department's 10-11 year capital replacement schedule.*

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

*Trade in 2009 Bombardier Unit (B2)*

**11. Impact on Annual Operating Budget**

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles			135000			\$135,000
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$135,000</b>		<b>\$0</b>	<b>\$135,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1.	Department	DPW – Highway/Grounds/Fleet	5.	Project Cost	\$70,000.00
2.	Prepared By	Todd Korchin	6.	Project Reference No.	20Fleet-03
3.	Date	August 4, 2016	7.	FY20 Priority # 3 out of 3 Requests	
4.	Project Title	(1) One Ton Dump Truck (Truck 29)	8.	Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, what year? 2015	

**9. Capital Request Description and Justification**

One Ton Dump Truck. Used during the winter season for plowing and throughout the year as part of the day to day operations for hauling sand, sweepings, loam, stone, gravel, etc. This vehicle is a 2008 model and is part of the departments 10-11 year capital replacement schedule.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Trade Truck 29

**11. Impact on Annual Operating Budget**

Reduces maintenance costs

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design						\$0.00
Building and Improvements						\$0
Vehicles			70,000			\$70,000
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$70,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$70,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW –Highway/Grounds/Fleet	5. Project Cost	\$175,000.00
2. Prepared By	Todd Korchin	6. Project Reference No.	21-Fleet-01
3. Date	August 4, 2016	7. FY21 Priority #	1 out of 3 Requests
4. Project Title	One Heavy Duty Dump Truck, Sander, and Plow (Truck 10)	8. Previously Requested? Yes X No	If so, what year? 2013/2014

**9. Capital Request Description and Justification**

Heavy Duty Dump Truck, Sander and Plow. Used during the winter for plowing and sanding operations. Used throughout the year as part of the day to day operations for hauling sand, sweepings, loam, stone, gravel, etc. The current vehicle is a 2009 Model and is no longer reliable, safe, efficient, or cost effective. The body and cab area are developing rot and rust and the repair costs are increasing while the residual value is rapidly decreasing. This truck is overdue for replacement and will be scheduled into our 10-11 year capital replacement schedule.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Trade 2009 Truck & Plow – Truck 10

**11. Impact on Annual Operating Budget**

Reduces maintenance costs

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design						\$0.00
Building and Improvements						\$0
Vehicles				175,000		\$175,000
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$175,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW –Highway/Grounds/Fleet	5. Project Cost	\$250,000.00
2. Prepared By	Todd Korchin	6. Project Reference No.	21-Fleet-02
3. Date	August 4, 2016	7. FY21 Priority #	2 out of 3 Requests
4. Project Title	One Heavy Duty Dump Truck, Sander, and Plow (Truck 19)	8. Previously Requested? Yes X No	If so, what year? 2013/2014

**9. Capital Request Description and Justification**

Heavy Duty Dump Truck, Sander and Plow. Used during the winter for plowing and sanding operations. Used throughout the year as part of the day to day operations for hauling sand, sweepings, loam, stone, gravel, etc. The current vehicle is a 2009 Model and is no longer reliable, safe, efficient, or cost effective. The body and cab area are developing rot and rust and the repair costs are increasing while the residual value is rapidly decreasing. This truck is overdue for replacement and will be scheduled into our 10-11 year capital replacement schedule.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Trade 2009 Truck & Plow – Truck 19

**11. Impact on Annual Operating Budget**

Reduces maintenance costs

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design						\$0.00
Building and Improvements						\$0
Vehicles				250,000		\$250,000
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$250,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW – Highway/Grounds/Fleet	5. Project Cost	\$70,000.00
2. Prepared By	Todd Korchin	6. Project Reference No.	21Fleet-03
3. Date	August 4, 2016	7. FY21 Priority #	3 out of 3 Requests
4. Project Title	(1) One Ton Dump Truck (Truck 17)	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If so, what year? 2015

**9. Capital Request Description and Justification**

**One Ton Dump Truck. Used during the winter season for plowing and throughout the year as part of the day to day operations for hauling sand, sweepings, loam, stone, gravel, etc. This vehicle is a 2008 model and is part of the departments 10-11 year capital replacement schedule.**

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

**Trade Truck 17**

**11. Impact on Annual Operating Budget**

**Reduces maintenance costs**

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design						\$0.00
Building and Improvements						\$0
Vehicles				70000		\$70,000
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$70,000</b>	<b>\$0</b>	<b>\$70,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW –Highway/Grounds/Fleet	5. Project Cost	\$175,000.00
2. Prepared By	Todd Korchin	6. Project Reference No.	22-Fleet-01
3. Date	August 4, 2016	7. FY22 Priority #	1 out of 3 Requests
4. Project Title	One Heavy Duty Dump Truck, Sander, and Plow (Truck 8)	8. Previously Requested? Yes X No	If so, what year? 2015

**9. Capital Request Description and Justification**

**Heavy Duty Dump Truck, Sander and Plow. Used during the winter for plowing and sanding operations. Used throughout the year as part of the day to day operations for hauling sand, sweepings, loam, stone, gravel, etc. The current vehicle is a 2010 Model and is no longer reliable, safe, efficient, or cost effective. The body and cab area are developing rot and rust and the repair costs are increasing while the residual value is rapidly decreasing. This truck is overdue for replacement and will be scheduled into our 10-11 year capital replacement schedule.**

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

**Trade 2009 Truck & Plow – Truck 8**

**11. Impact on Annual Operating Budget**

**Reduces maintenance costs**

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design						\$0.00
Building and Improvements						\$0
Vehicles					175000	\$175,000
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$175,000</b>	<b>\$175,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW –Highway/Grounds/Fleet	5. Project Cost	\$175,000.00
2. Prepared By	Todd Korchin	6. Project Reference No.	22-Fleet-02
3. Date	August 4, 2016	7. FY22 Priority #	2 out of 3 Requests
4. Project Title	One Heavy Duty Dump Truck, Sander, and Plow (Truck 20)	8. Previously Requested? Yes X No	If so, what year? 2015

**9. Capital Request Description and Justification**

Heavy Duty Dump Truck, Sander and Plow. Used during the winter for plowing and sanding operations. Used throughout the year as part of the day to day operations for hauling sand, sweepings, loam, stone, gravel, etc. The current vehicle is a 2010 Model and is no longer reliable, safe, efficient, or cost effective. The body and cab area are developing rot and rust and the repair costs are increasing while the residual value is rapidly decreasing. This truck is overdue for replacement and will be scheduled into our 10-11 year capital replacement schedule.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Trade 2009 Truck & Plow – Truck 20

**11. Impact on Annual Operating Budget**

Reduces maintenance costs

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design						\$0.00
Building and Improvements						\$0
Vehicles					175000	\$175,000
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$175,000</b>	<b>\$175,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW/Sewer	5. Project Cost	\$184,700
2. Prepared By	Jeff Bina	6. Project Reference No.	18-sewer-01
3. Date	8/10/16	7. FY18 Priority # 1 out of 6 Requests	
4. Project Title	Brook Street Pumping Station Upgrades – A	8. Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, what year? FY17	

**9. Capital Request Description and Justification**

Upon assessment of the Brook Street pumping station major items that required replacement in the 0 to 5 (2015-2020) year timeframe included pump, pump motors, check valves, gate valves, and HVAC equipment.

The Brook Street pumping station is one of our three major pumping station and has a high priority.

Pumping facility failure could lead to sanitary sewer overflows that can pollute the environment, cause detrimental health issues, and expose the Town of Westwood to significant fines.

The DPW Sewer Division is requesting \$184,700 to perform the work.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**  
Retained Earnings

**11. Impact on Annual Operating Budget**  
Safety and reliability upgrades will prevent emergency expenditures

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land	184700					\$184,700
<b>Totals</b>	<b>\$184,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$184,700</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1.	Department	DPW-Sewer	5.	Project Cost	\$307,050
2.	Prepared By	Jeffrey Bina	6.	Project Reference No.	18-SEW-02
3.	Date	8/11/16	7.	FY18 Priority # 2 out of 6 Requests	
4.	Project Title	Conant Road Pumping Station Upgrades -- A	8.	Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, what year? 2017	

**9. Capital Request Description and Justification**

Upon assessment of the Conant Rd. pumping station major items that required replacement in the 0 to 5 year (2015-2020) timeframe included pump, pump motors, check valves, gate valves, electrical controls, and HVAC equipment.

The Conant Road pumping station is one of our three major pumping station and has a high priority.

Pumping facility failure could lead to sanitary sewer overflows that can pollute the environment, cause detrimental health issues, and expose the Town of Westwood to significant fines.

The DPW Sewer Division is requesting \$307,050 to perform the work.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)  
retained earnings**

**11. Impact on Annual Operating Budget  
Safety and reliability upgrades will prevent emergency expenditures**

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land	307050					\$307,050
<b>Totals</b>	<b>\$307,050</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$307,050</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1.	Department	DPW-Sewer	5.	Project Cost	\$155,000
2.	Prepared By	Jeffrey Bina	6.	Project Reference No.	18-SEW-03
3.	Date	8/11/16	7.	FY18 Priority # 3 out of 6 Requests	
4.	Project Title	Summer Street Pumping Station Upgrades -- A	8.	Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, what year? 2017	

**9. Capital Request Description and Justification**

Upon assessment of the Summer Street pumping station it was determined that within the 0 to 5 year (2015-2020) timeframe the replacement of pump motors, check valves, gate valves and associated items. Replacement of access hatches to include fall protection is also warranted.

Pumping facility failure could lead to sanitary sewer overflows that can pollute the environment, cause detrimental health issues, and expose the Town of Westwood to significant fines.

The DPW Sewer Division is requesting \$155,000 to perform the work.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Retained earnings

**11. Impact on Annual Operating Budget**

Safety and reliability upgrades will prevent emergency expenditures

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land	155000					\$155,000
<b>Totals</b>	<b>\$155,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$155,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW/Sewer	5. Project Cost	\$60,000
2. Prepared By	Jeff Bina	6. Project Reference No.	18-sewer-04
3. Date	8/10/16	7. FY18 Priority # 4 out of 6 Requests	
4. Project Title	SCADA system upgrade	8. Previously Requested? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If so, what year?

**9. Capital Request Description and Justification**

All sewer pump station operation is coordinated and reported via the SCADA (Supervisory Control And Data Acquisition). Radio and Computer systems that comprise the system are approximately 10 to 12 years old.

Electronic equipment develops operational issues as it ages and requires increased service calls and repairs. Replacement will allow more reliable and less expensive operation of the SCADA system and thereby increase reliability and operations of all sewer pump stations.

The DPW Sewer Division is requesting \$60,000 to perform the work.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**  
Retained Earnings

**11. Impact on Annual Operating Budget**  
Safety and reliability upgrades will prevent emergency expenditures

**12. Capital Cost Summary**

Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land	60000					\$60,000
<b>Totals</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1.	Department	DPW/Sewer	5.	Project Cost	\$70,000
2.	Prepared By	Jeff Bina	6.	Project Reference No.	18-sewer-05
3.	Date	8/10/16	7.	FY18 Priority # 5 out of 6 Requests	
4.	Project Title	Easement Access Project	8.	Previously Requested? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If so, what year?	

**9. Capital Request Description and Justification**

Many of Westwood’s sewer pipes are located “off-road” within easements on private property. The area must be kept clear and accessible. In the event of a sewer emergency personnel and equipment may require access to the sewer manholes or pipe within the easement.

This request is for the removal of vegetation and any physical work necessary to ensure access to sewer appurtenances in easements , roadway or Town land. Once easements are clear, DPW operations will provide annual vegetation clearing.

The DPW Sewer Division is requesting \$70,000 to perform the work.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**  
Retained Earnings

**11. Impact on Annual Operating Budget**

Providing unimpeded access to sewer pipes will prevent emergency expenditures and prevent potential situations that would open the Town to fines by state and/or federal agencies.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land	70000					\$70,000
<b>Totals</b>	<b>\$70,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$70,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1.	Department	DPW-Sewer	5.	Project Cost	\$500,000
2.	Prepared By	Jeffrey Bina	6.	Project Reference No.	18-SEW-06
3.	Date	8/11/16	7.	FY17 Priority #	6 out of 6 Requests
4.	Project Title	Infiltration and Inflow Reduction	8.	Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If so, what year? 2017

**9. Capital Request Description and Justification**

The Town's Existing Sewer infrastructure of pipes and manholes constructed over the past 50 years has reached a point where degradation of some of those original facilities are physically failing. One of the results of failing pipes and manholes is that groundwater infiltrates through cracks and separated joints. This increases sewage flow from Westwood's collection system into the MWRA's treatment system, increasing treatment costs and Westwood sewer rates.

The DPW Sewer Division continues to investigate the Town's sewer system with regards to Inflow/Infiltration Reduction and recommend improvements. Our consultant is working to continue to prioritize projects with regards to reducing the highest levels of inflow/infiltration. The project costs presented could change as investigation is continued.

The DPW Sewer Division is requesting \$500,000 in total for the FY 18. This request will rehabilitate a portion of the Town's sewer infrastructure to a like-new condition decreasing infiltration and inflow and decreasing Westwood's sewer treatment costs. Annual treatment costs are approximately \$2.3M.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

MWRA grant & retained earnings. MWRA Phase 10 funds available are \$441,000. 75% of that (\$330,750) is a grant and 25% (\$110,250) is offered in an interest free loan paid over 5 years.

**11. Impact on Annual Operating Budget**

The reduction in flow to pump stations could help reduce the DPW Sewer Division's annual operating budget. The reduction in infiltration and inflow during rain events will help decrease Westwood sewer treatment costs.

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design						
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land	500,000	100,000	100,000	100,000	100,000	\$900,000
<b>Totals</b>	<b>\$250,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$900,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1.	Department	DPW-Sewer	5.	Project Cost	\$817,800
2.	Prepared By	Jeffrey Bina	6.	Project Reference No.	19-SEW-01
3.	Date	8/11/16	7.	FY19 Priority # 1 out of 3 Requests	
4.	Project Title	Arcadia Road Pumping Station Upgrades -- A	8.	Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, what year? 2017	

**9. Capital Request Description and Justification**

Upon assessment of the Arcadia Rd. pumping station major items that required replacement in the 0 to 5 year (2015-2020) timeframe included pump, pump motors, check valves, gate valves, electrical controls, generator enclosure and HVAC equipment.

The Arcadia Road pumping station is one of our three major pumping station and has a high priority.

Pumping facility failure could lead to sanitary sewer overflows that can pollute the environment, cause detrimental health issues, and expose the Town of Westwood to significant fines.

The DPW Sewer Division is requesting \$817,800 to perform the work.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Retained earnings

**11. Impact on Annual Operating Budget**

Safety and reliability upgrades will prevent emergency expenditures

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land		817800				\$817,800
<b>Totals</b>	<b>\$0</b>	<b>\$817,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$817,800</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1.	Department	DPW-Sewer	5.	Project Cost	\$95,000.00
2.	Prepared By	Jeffrey Bina	6.	Project Reference No.	19-SEW-02
3.	Date	8/11/16	7.	FY19 Priority # 2 out of 3 Requests	
4.	Project Title	Sewer Service Truck (truck #21)	8.	Previously Requested? Yes NoX If so, what year?	

**9. Capital Request Description and Justification**

Sewer Service Truck. Used by sewer division personnel during day to day operations for sewer mains and pump station maintenance. Used during the winter season for plowing of pump stations and facilities. The current vehicle is a 2011. This truck will be due for replacement in FY 19.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Retained earnings  
Trade sewer service truck – Truck #21

**11. Impact on Annual Operating Budget**

Reduces maintenance costs

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design						\$0.00
Building and Improvements						\$0
Vehicles	95000					\$95,000
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$95,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$95,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1.	Department	DPW-Sewer	5.	Project Cost	\$3,000,000
2.	Prepared By	Jeffrey Bina	6.	Project Reference No.	19-SEW-03
3.	Date	August 24, 2015	7.	FY17 Priority # 3 out of 3 Requests	
4.	Project Title	Sewer maintenance garage facility	8.	Previously Requested? Yes NoX If so, what year?	

**9. Capital Request Description and Justification**

Sewer Department does not have a centralized location for equipment and equipment maintenance/repair. Sewer vehicles, generators, pumps and equipment are kept at various locations. Construction of a facility that could house both the DPW and sewer division would benefit from economy of scale.

For this facility the sewer division is requesting \$3,000,000

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Retained earnings

**11. Impact on Annual Operating Budget**

Allows for routine maintenance to be done in-house and consistently. This would help reduce maintenance cost and ensure reliability of equipment when needed thereby minimizing the use of emergency call in or use of vendors

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design						\$0.00
Building and Improvements		3000000				\$3,000,000
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
Totals	\$0	\$3,000,000	\$0	\$0	\$0	\$3,000,000

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1.	Department	DPW-Sewer	5.	Project Cost	\$378,400
2.	Prepared By	Jeffrey Bina	6.	Project Reference No.	20-SEW-01
3.	Date	8/11/16	7.	FY20 Priority # 1 out of 4 Requests	
4.	Project Title	Far Reach Pumping Station Upgrades	8.	Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, what year? 2017	

**9. Capital Request Description and Justification**

Upon assessment of the Far Reach pumping station it was determined that within the 0 to 5 year (2015-2020) timeframe the replacement of pump motors, check valves, gate valves and associated items. Replacement and repair of building structure is also planned to be done.

Pumping facility failure could lead to sanitary sewer overflows that can pollute the environment, cause detrimental health issues, and expose the Town of Westwood to significant fines.

The DPW Sewer Division is requesting \$378,400 to perform the work.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Retained earnings

**11. Impact on Annual Operating Budget**

Safety and reliability upgrades will prevent emergency expenditures

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land			378400			\$378,400
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$378,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$378,400</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1.	Department	DPW-Sewer	5.	Project Cost	\$18,130
2.	Prepared By	Jeffrey Bina	6.	Project Reference No.	20-SEW-02
3.	Date	8/11/16	7.	FY20 Priority # 2 out of 4 Requests	
4.	Project Title	Stevens Farm Pumping Station Upgrades – A	8.	Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, what year? 2017	

**9. Capital Request Description and Justification**

Upon assessment of the Stevens Farm pumping station it was determined that within the 0 to 5 year (2015-2020) timeframe the replacement of pumps, motors, and interior and exterior building maintenance would be required.

Pumping facility failure could lead to sanitary sewer overflows that can pollute the environment, cause detrimental health issues, and expose the Town of Westwood to significant fines.

The DPW Sewer Division is requesting \$18,130 to perform the work.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Retained earnings

**11. Impact on Annual Operating Budget**

Safety and reliability upgrades will prevent emergency expenditures

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land			18130			\$18,130
Totals	\$0	\$0	\$18,130	\$0	\$0	\$18,130

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1.	Department	DPW-Sewer	5.	Project Cost	\$250,400
2.	Prepared By	Jeffrey Bina	6.	Project Reference No.	20-SEW-03
3.	Date	8/11/16	7.	FY20 Priority # 3 out of 4 Requests	
4.	Project Title	Clapboardtree St. Pumping Station Upgrades -- A	8.	Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, what year? 2017	

**9. Capital Request Description and Justification**

Upon assessment of the Clapboardtree St. pumping station it was determined that within the 0 to 5 year timeframe the replacement of the existing system with a suction-lift system, wet well level sensors, and exterior fencing would be required.

Pumping facility failure could lead to sanitary sewer overflows that can pollute the environment, cause detrimental health issues, and expose the Town of Westwood to significant fines.

The DPW Sewer Division is requesting \$250,400 to perform the work.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Retained earnings

**11. Impact on Annual Operating Budget**

Safety and reliability upgrades will prevent emergency expenditures

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land			250400			\$250,400
Totals	\$0	\$0	\$250,400	\$0	\$0	\$250,400

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1.	Department	DPW-Sewer	5.	Project Cost	\$450,000.00
2.	Prepared By	Jeffrey Bina	6.	Project Reference No.	20-SEW-04
3.	Date	8/11/16	7.	FY20 Priority #	4 out of 4 Requests
4.	Project Title	Sewer jet/vac truck (truck #24)	8.	Previously Requested? YesX No	If so, what year? FY17

**9. Capital Request Description and Justification**

Sewer jet/vac truck. Used by sewer division personnel during day to day operations for sewer mains and pump station maintenance. Used to clean and remove debris from sewer mains and drain lines. Used during emergency situations to remove sewer flow blockages that could result in surcharges to the environment. The current vehicle is a 2009 Model and due to its critical nature reliability is of prime concern. The vehicle is reaching the recommended replacement age for it's age/use.. Each year the repair costs are rising while the residual value is decreasing.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Retained earnings  
Trade sewer truck – Truck #24

**11. Impact on Annual Operating Budget**

Reduces maintenance costs

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Design						\$0.00
Building and Improvements						\$0
Vehicles			450,000			\$450,000
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$450,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$450,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1.	Department	DPW-Sewer	5.	Project Cost	\$250,400
2.	Prepared By	Jeffrey Bina	6.	Project Reference No.	21-SEW-01
3.	Date	8/11/16	7.	FY21 Priority # 1 out of 2 Requests	
4.	Project Title	Farm Lane Pumping Station Upgrades -- A	8.	Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, what year? 2017	

**9. Capital Request Description and Justification**

Upon assessment of the Farm Lane pumping station it was determined that within the 0 to 5 year (2015-2020) timeframe the submersible pumps 1 and 2 would be due for replacement and would give us the opportunity to upgrade to a suction lift pumping system.

Pumping facility failure could lead to sanitary sewer overflows that can pollute the environment, cause detrimental health issues, and expose the Town of Westwood to significant fines.

The DPW Sewer Division is requesting \$250,400 to perform the work.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Retained earnings

**11. Impact on Annual Operating Budget**

Safety and reliability upgrades will prevent emergency expenditures

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land				250400		\$250,400
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,400</b>	<b>\$0</b>	<b>\$250,400</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1.	Department	DPW-Sewer	5.	Project Cost	\$8,300
2.	Prepared By	Jeffrey Bina	6.	Project Reference No.	21-SEW-02
3.	Date	8/12/16	7.	FY20 Priority # 2 out of 2 Requests	
4.	Project Title	Della Park Pumping Station Upgrades --A	8.	Previously Requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, what year? 2017	

**9. Capital Request Description and Justification**

Upon assessment of the Della Park pumping station it was determined that within the 0 to 5 year (2015-2020) timeframe the replacement of access hatches, wet well level sensors, and exterior fencing would be required.

Pumping facility failure could lead to sanitary sewer overflows that can pollute the environment, cause detrimental health issues, and expose the Town of Westwood to significant fines.

The DPW Sewer Division is requesting \$8,300 to perform the work.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**

Retained earnings

**11. Impact on Annual Operating Budget**

Safety and reliability upgrades will prevent emergency expenditures

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land				8300		\$8,300
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,300</b>	<b>\$0</b>	<b>\$8,300</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1.	Department	DPW-Sewer	5.	Project Cost	\$262,900
2.	Prepared By	Jeffrey Bina	6.	Project Reference No.	22-SEW-01
3.	Date	8/12/16	7.	FY22 Priority # 1 out of 3 Requests	
4.	Project Title	Conant Road Pumping Station Upgrades	8.	Previously Requested? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If so, what year?	

**9. Capital Request Description and Justification**

Upon assessment of the Conant Rd. pumping station major items that required replacement in the 6 to 10 year (2021-2025) timeframe included flow measuring apparatus, concrete repair, pump station generator, ventilation equipment, fuel tank and piping, and electronic pump control.

The Conant Road pumping station is one of our three major pumping station and has a high priority.

Pumping facility failure could lead to sanitary sewer overflows that can pollute the environment, cause detrimental health issues, and expose the Town of Westwood to significant fines.

The DPW Sewer Division is requesting \$262,900 to perform the work.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**  
retained earnings

**11. Impact on Annual Operating Budget**

Safety and reliability upgrades will prevent emergency expenditures

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land					262900	\$262,900
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$262,900</b>	<b>\$262,900</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1.	Department	DPW-Sewer	5.	Project Cost	\$272,000
2.	Prepared By	Jeffrey Bina	6.	Project Reference No.	22-SEW-02
3.	Date	8/12/16	7.	FY22 Priority # 2 out of 3 Requests	
4.	Project Title	Conant Road Pumping Station Upgrades	8.	Previously Requested? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If so, what year?	

**9. Capital Request Description and Justification**

Upon assessment of the Brook St.. pumping station major items that required replacement in the 6 to 10 year (2021-2025) timeframe included flow measuring apparatus, concrete repair, pump station generator, ventilation equipment, fuel tank and piping, and VFD controllers for pumps.

The Brook St. pumping station is one of our three major pumping station and has a high priority.

Pumping facility failure could lead to sanitary sewer overflows that can pollute the environment, cause detrimental health issues, and expose the Town of Westwood to significant fines.

The DPW Sewer Division is requesting \$272,000 to perform the work.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)  
retained earnings**

**11. Impact on Annual Operating Budget**

Safety and reliability upgrades will prevent emergency expenditures

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land					272000	\$272,000
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$272,000</b>	<b>\$272,000</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1.	Department	DPW-Sewer	5.	Project Cost	\$46,450
2.	Prepared By	Jeffrey Bina	6.	Project Reference No.	22-SEW-03
3.	Date	8/12/16	7.	FY22 Priority # 3 out of 3 Requests	
4.	Project Title	Summer St. Pumping Station Upgrades – B	8.	Previously Requested? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If so, what year?	

**9. Capital Request Description and Justification**

Upon assessment of the Summer St. pumping station major items that required replacement in the 6 to 10 year (2021-2025) timeframe included concrete repair, ventilation equipment, exterior grounds.

Pumping facility failure could lead to sanitary sewer overflows that can pollute the environment, cause detrimental health issues, and expose the Town of Westwood to significant fines.

The DPW Sewer Division is requesting \$46,450 to perform the work.

**10. Funding Source (i.e., grants, state programs, trade-in, etc.)**  
retained earnings

**11. Impact on Annual Operating Budget**

Safety and reliability upgrades will prevent emergency expenditures

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment						\$0
Furniture and Fixtures						\$0
Infrastructure/Land					46450	\$46,450
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$46,450</b>	<b>\$46,450</b>

**Town of Westwood  
Fiscal Years 2018 - 2022  
Capital Budget Request**

1. Department	DPW -- Highway Division	5. Project Cost	\$120,000
2. Prepared By	Todd Korchin	6. Project Reference No.	22Fleet-03
3. Date	August 4, 2016	7. FY22 Priority #	3 out of 3 Requests
4. Project Title	Roadside Brush Machine with Sidewalk Plow	8. Previously Requested? Yes X No	If so, what year? 2015

**9. Capital Request Description and Justification**

*Roadside Brush Machine and Sidewalk Plow. This piece of equipment can be utilized 365 days per year for roadside brush removal and snow and ice operations. The unit is overdue for replacement and will be scheduled into our 10-11 year capital replacement program.*

**10. Funding Source (I.e., grants, state programs, trade-in, etc.)**

*Trade in 20011 Trackless Roadside Unit*

**11. Impact on Annual Operating Budget**

**12. Capital Cost Summary**

Category	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Building and Improvements						\$0
Vehicles						\$0
Machinery and Equipment					120000	\$120,000
Furniture and Fixtures						\$0
Infrastructure/Land						\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$120,000</b>	<b>\$120,000</b>

***Deferred Capital***

***Approved Capital***

- ❖ *Borrowing Projects*
- ❖ *Summary by Department*
- ❖ *Capital Approved at Prior Town Meetings*

10/26/2016

**FY2017 Capital - What Projects Were Funded?**  
*Red Text Designates Funded.*

Capital Project Requests	FY2017 Request	Comment
<b>Municipal Buildings Maintenance</b>		
Senior Center Exterior Siding	\$200,000	
Town Hall Bathroom Renovation	\$75,000	
Town Hall Basement Renovation	\$50,000	
Library Branch Roof	\$30,000	
Library Branch Rear Porch Repair	\$25,000	
Library Branch Boiler Replacement	\$20,000	Funded
Main Library Joint Caulking	\$50,000	
Recreation Entrance Area Improvement	\$40,000	
Facility Maintenance	\$75,000	Funded at \$40,000
Energy Efficiency	\$50,000	
<b>Category Subtotal</b>	<b>\$615,000</b>	
<b>Council on Aging</b>		
Van Replacement	\$80,000	Funded
<b>Department Total</b>	<b>\$80,000</b>	
<b>DPW</b>		
<b>Public Works - Fleet</b>		
Three Yard Front End Loader (L1)	\$200,000	Funded
One Ton Dump Truck w/Plow (Truck 15)	\$65,000	Funded
<b>Department Total</b>	<b>\$265,000</b>	
<b>Fire</b>		
Ladder Truck (lease payments)	\$151,050	Funded
Replace Engines (2)	\$1,160,000	Funded \$100,000 for down payment
<b>Department Total</b>	<b>\$1,311,050</b>	
<b>Board of Health</b>		
Vehicle	\$35,000	Funded
<b>Department Total</b>	<b>\$35,000</b>	
<b>Information Technology</b>		
End User Technology	\$85,000	Funded at \$60,000
Document Scanning	\$10,000	
Ambulance Hardware & Software	\$15,000	
<b>Department Total</b>	<b>\$110,000</b>	
<b>Police</b>		
Replacement of Police Vehicles	\$154,050	Funded
<b>Department Total</b>	<b>\$154,050</b>	
<b>Total Municipal Capital Requests</b>	<b>\$2,570,100</b>	
<b>School</b>		
Technology	\$500,000	Funded at \$225,000
Furniture, Fixtures, Equipment	\$325,000	Funded at \$129,050
HVAC and Controls	\$100,000	Funded at \$96,000
Roofing	\$400,000	Funded at \$100,000
Repair Items	\$350,000	Funded at \$275,000

**FY2017 Capital - What Projects Were Funded?**  
*Red Text Designates Funded.*

Capital Project Requests	FY2017 Request	Comment
Copiers/Duplicators	\$95,000	Funded at \$60,000
Vehicles	\$45,000	
<b>Total School Capital Requests</b>	<b>\$1,815,000</b>	

**Community Wide - Municipal/School Infrastructure**

Turf Field Replacement (Varsity)	\$550,000	Funded at \$650,000
High School Tennis Courts	\$160,000	
Sheehan Tennis Court Repurposing	\$150,000	
Morrison Tennis Court Installation	\$200,000	
<b>Category Total</b>	<b>\$1,060,000</b>	

**Major Capital - To Be Considered through Bond Funding/Other Funding**

**Municipal Infrastructure**

Winter St/Clap Street Intersection Design & Construction	\$100,000	
Gay Street Sidewalk/Pavement Rehab	\$2,500,000	
Stormwater Compliance	\$50,000	Funded at \$30,000
<b>Municipal Buildings</b>		
Town Hall Renovation	\$250,000	
Islington Community Center Kitchen	\$110,000	
Islington Community Center Lift	\$190,000	
Islington Community Center Renovation	\$850,000	
COA Addition Design	\$35,000	
Public Works Facility Design	\$250,000	
<b>Category Total</b>	<b>\$4,335,000</b>	

**Recreation**

**To Be Funded from Rec Revolving/Other Funds**

Morrison Basketball Court Refurbishment	\$60,000	
<b>Department Total</b>	<b>\$60,000</b>	

**Small Municipal Capital Funded with Operating/Other Available Funds**

Turnout Gear Replacement	\$22,500	) These two items are funded by \$45,000 capital approval and \$24,534 in municipal budget
SCBA Upgrade & Replacement	\$38,000	
Rescue Equipment	\$38,000	Funded at \$8,000
Radio Upgrade and Replacement	\$8,200	
<b>Police</b>		
Bulletproof Vest Replacement	\$10,000	
Traffic Safety Cameras	\$10,000	
<b>Category Subtotal</b>	<b>\$126,700</b>	

10/26/2016

***FY2017 Capital - What Projects Were Funded?***  
***Red Text Designates Funded.***

<b>Capital Project Requests</b>	<b>FY2017 Request</b>	<b>Comment</b>
<b>Sewer</b>		
Infiltration and Inflow Reduction Multi-Year Project	\$670,000	
Grove St Extension Design & Constr.	\$300,000	
Brook Street P.S. upgrades	\$179,300	
Conanat Rd. P.S. upgrades	\$298,100	
Summer St. P.S. upgrades	\$150,700	
Truck #25 Replacement	\$70,000	Funded
Truck #28	\$35,000	Funded
<b>Total Sewer Capital Requests</b>	<b>\$1,703,100</b>	

**Summary of Approved Capital by Department  
FY2012 - FY2017**

Department	Total Capital Appropriated By Department					
	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
Municipal Infrastructure						
Municipal Buildings	\$80,000	\$214,000	\$70,000	\$100,000	\$45,000	\$40,000
COA	\$50,000		\$285,000		\$75,000	\$80,000
DPW	\$0				\$260,000	\$265,000
Fire (including ambulance funds)	\$68,000	\$18,000	\$205,000	\$536,000	\$196,050	\$196,050
Information Technology	\$50,000	\$50,000	\$50,000	\$50,000	\$45,000	\$60,000
Police	\$169,000	\$135,000	\$172,000	\$203,250	\$145,950	\$154,050
Board of Health						\$35,000
Library						\$20,000
<b>Total Municipal Departments</b>	<b>\$617,000</b>	<b>\$617,000</b>	<b>\$782,000</b>	<b>\$1,099,250</b>	<b>\$707,000</b>	<b>\$ 896,100</b>
School Department	\$406,000	\$406,000	\$406,000	\$606,000	\$756,000	\$985,000
<b>Total Municipal and Schools</b>	<b>\$823,000</b>	<b>\$823,000</b>	<b>\$1,188,000</b>	<b>\$1,705,250</b>	<b>\$1,523,000</b>	<b>\$1,735,100</b>
Sewer	\$160,495	\$413,000	\$100,000	\$0	\$450,000	\$135,000
<b>Total Capital Appropriated</b>	<b>\$983,495</b>	<b>\$1,236,000</b>	<b>\$1,288,000</b>	<b>\$1,705,250</b>	<b>\$1,973,000</b>	<b>\$1,970,150</b>

**Major capital purchases - borrowings/other:**

New Library Construction	\$9,300,000					
DPW Equipment		\$460,000				
Brook Street Culvert Flood Prevention Project		\$240,000				
Road Improvement			\$2,400,000			
DPW Capital Equipment			\$2,000,000			
Deerfield School Roof			\$935,000			
Sewer Inflow and Infiltration Design Bond				\$1,570,000		
Design New Police Station				\$1,000,000		
Design and Construct New Islington Fire Station					\$9,500,000	
Cemetery Expansion					\$450,000	
Town-wide LED Streetlight Upgrade					\$500,000	
Deerfield Field Reconstruction (University Station mitigation funds)					\$500,000	
Roadway and Parking Area Construction					\$500,000	
Turf Field Replacement (Varsity)					\$2,000,000	
Police Station Construction						\$650,000
						\$13,205,000

**Projects Approved for Borrowing Within Proposition 2 1/2  
Fiscal Years 2000 - 2017**

<b>Item/Project</b>	<b>Cost</b>	<b>Date Approved</b>
Municipal Office Building/DPW Facility	\$2,600,000	ATM 2001
Municipal Office Space Relocation/Construction	\$240,700	ATM 2001
High Street Land Purchase	\$300,000	STM 2000
Purchase of Lowell Property	\$1,700,000	ATM 2000
Sewer Construction	1,500,000	ATM 2000
Elementary School Expansion Design (Martha Jones)	\$400,000	ATM 1999
Sewer Design	\$100,000	ATM 1999
Sewer Engineering & Construction	\$750,000	ATM 2004
Purchase of Islington Community Church	\$600,000	ATM 2004
High Street Road Improvement	\$1,000,000	ATM 2005
High Street Lights	\$195,000	ATM 2006
High School - Supplemental	\$1,950,000	ATM 2006
High School Fields	\$475,000	STM 2007
Purchase & Construct Thurston School Modular Addition	\$3,500,000	ATM 2008
Construction of Cemetery Barn	\$150,000	ATM 2009
DPW Equipment	\$460,000	ATM 2011
Brook Street Culvert Flood Prevention Project	\$240,000	ATM 2011
Road Improvement	\$2,400,000	ATM 2012
DPW Capital Equipment	\$2,000,000	ATM 2012
Deerfield School Roof	\$935,000	ATM 2012
Sewer Repair and Renovation	\$1,570,000	ATM 2013
Design New Islington Fire Station	\$850,000	FTM 2014
Design New Police Station	\$1,000,000	FTM 2014
Construct New Islington Fire Station	\$8,650,000	ATM 2015
Town-wide LED Streetlight Upgrade	\$500,000	ATM 2015
Cemetery Expansion	\$450,000	ATM 2015
Land Purchase	\$890,000	FTM 2015
Roadway and Parking Area Construction	\$2,000,000	FTM 2015
Police Station Construction	\$13,205,000	ATM 2016

**Capital Approved Outside Proposition 2 1/2**

<b>Item/Project</b>	<b>Currently Being Financed Cost</b>	<b>Date Approved</b>
New Library Construction	\$9,300,000	2010
New High School/Add'l Appropriation	\$44,295,640	2000/2002

<b>Debt/Capital Exemption Overrides Completed</b>		
<b>Item/Project</b>	<b>Cost</b>	<b>Date Completed</b>
Capital Equipment 1989 Annual Town Election	\$298,000	FY1990
Vote to Exempt Sewer Construction Bonds 1982 Annual Town Election	\$4,000,000	FY1993
Road Improvement Program 1990 Special Town Election	\$1,703,000	FY2001
Reconstruction of Middle School 1990 Special Town Election	\$2,282,000	FY2002
Road Improvement Program 1994 Annual Town Election	\$2,200,000	FY2005
Middle School/Fields 1997 Annual Town Election	\$2,373,430	FY2009
Middle School/Gymnasium 1997 Annual Town Election	\$550,000	FY2009
Downey School Expansion 1999 Annual Town Election	\$6,500,000	FY2012
Martha Jones School Expansion 2000 Special Town Election	\$7,200,000	FY2012

**Capital Outlay Requests - FY2017**  
**Approved at 2016 Fall Town Meeting and 2016 Annual Town Meeting**

Item/Project	Department	Cost	Funding Source
Wheelchair accessible van	Council on Aging	\$80,000	Free Cash
One ton dump truck with plow	DPW	\$85,000	Free Cash
Three yard front end loader	DPW	\$200,000	Free Cash
Municipal building maintenance	DPW	\$40,000	Free Cash
Ladder truck (3rd of 5 lease/purchase payments)	Fire	\$151,050	Free Cash (\$67,950) Taxation (\$83,100)
Fire Equipment	Fire	\$45,000	Free Cash
Vehicle	Board of Health	\$35,000	Free Cash
Library branch boiler replacement	Library	\$20,000	Free Cash
End user technology	Information Technology	\$80,000	Free Cash
Police vehicles	Police	\$154,050	Free Cash
	<b>Total</b>	<b>\$850,100</b>	
<b>Turf Field Replacement</b>	<b>Town Wide</b>	<b>\$650,000</b>	
<b>Replacement of two trucks</b>	<b>Fire</b>	<b>\$105,000</b>	
<b>Technology</b>	<b>School</b>	<b>\$225,000</b>	<b>Free Cash</b>
<b>Roofing</b>	<b>School</b>	<b>\$100,000</b>	<b>Free Cash</b>
<b>Repairs and maintenance</b>	<b>School</b>	<b>\$275,000</b>	<b>Free Cash</b>
<b>Copiers</b>	<b>School</b>	<b>\$80,000</b>	<b>Free Cash</b>
<b>Furniture, Fixtures, Equipment</b>	<b>School</b>	<b>\$129,050</b>	<b>Free Cash</b>
<b>HVAC</b>	<b>School</b>	<b>\$96,000</b>	<b>Free Cash</b>
	<b>Total</b>	<b>\$885,050</b>	
<b>Additional Capital Borrowing Articles:</b>			
Sidewalk Design Gay/High Streets	DPW	\$80,000	Borrowing
Construct New Police Station	Police	\$13,205,000	Borrowing
	<b>Total</b>	<b>\$13,285,000</b>	

**Capital Outlay Requests - FY2016**  
**Approved at 2015 Fall Town Meeting and 2016 Annual Town Meeting**

Item/Project	Department	Cost	Funding Source
Wheelchair accessible van	Council on Aging	\$75,000	Free Cash
One ton pickup truck	DPW	\$55,000	Free Cash
Heavy duty dump truck	DPW	\$185,000	Free Cash
Asphalt hot box trailer	DPW	\$40,000	Free Cash
Municipal building maintenance	DPW	\$45,000	Free Cash
Ladder truck (3rd of 5 lease/purchase payments)	Fire	\$151,050	Free Cash
Shift command vehicle	Fire	\$45,000	Free Cash
End user technology	Information Technology	\$45,000	Free Cash
Police vehicles	Police	\$145,950	Free Cash
	<b>Total</b>	<b>\$767,000</b>	
Technology	School	\$140,000	Free Cash
Roofing	School	\$170,000	Free Cash
Repairs and maintenance	School	\$270,000	Free Cash
Copiers	School	\$80,000	Free Cash
Vehicles	School	\$116,000	Free Cash
	<b>Total</b>	<b>\$786,000</b>	
<b>Additional Capital Borrowing Articles:</b>			
Design and Construct New Islington Fire Station	Fire	\$9,500,000	Borrowing
Design New Police Station	Police	\$1,000,000	
Town-wide LED Streetlight Upgrade	DPW	\$500,000	
Cemetery Expansion	DPW	\$450,000	
Upgrades at all pump stations	Sewer	\$450,000	
	<b>Total</b>	<b>\$11,900,000</b>	

**Capital Outlay Requests - FY2015**  
**Approved at 2014 Annual Town Meeting**

Item/Project	Department	Cost	Funding Source
Municipal Building Maintenance	DPW	\$100,000	\$29,050 Taxation/\$70,950 Free Cash
Carby Street Generator	DPW	\$75,000	Free Cash
One Ton Dump Truck w/Plow	DPW	\$85,000	Free Cash
Tree Chipper	DPW	\$70,000	Free Cash
Ladder Truck (2nd lease/purchase payment)	Fire	\$145,000	Free Cash
Vehicle Lifts	Fire	\$52,000	Free Cash
Information Technology Dept. - End User Technology	IT	\$50,000	Free Cash
Replacement of Police Vehicles	Police	\$140,750	Free Cash
Electronic Control Devices	Police	\$42,500	Free Cash
Automated License Plate Reader	Police	\$20,000	\$61,500 Taxation/\$38,500 Free Cash
	<b>Total</b>	<b>\$780,250</b>	
Technology	School	\$100,000	\$29,050 Taxation/\$70,950 Free Cash
Roofing	School	\$308,000	Free Cash
Repairs and Maintenance	School	\$200,000	Free Cash
	<b>Total</b>	<b>\$608,000</b>	
Ambulance and Rescue Equipment	Fire	\$339,000	Ambulance Receipts
	<b>Total</b>	<b>\$339,000</b>	

**Capital Outlay Requests - FY2014**  
**Approved at 2013 Annual Town Meeting**

Item/Project	Department	Cost	Funding Source
Municipal Building Maintenance/Energy Upgrade	DPW	\$80,000	Free Cash
Information Systems Dept. - End User Technology	IS	\$50,000	Free Cash
Replacement of Police Vehicles	Police	\$132,000	Free Cash
Police Speed Trailers	Police	\$40,000	Free Cash
Fire Station 1 Renovations	Fire	\$100,000	\$81,500 Taxation/\$38,500 Free Cash
Fire Alarm Truck	Fire	\$35,000	Free Cash
	<b>Total</b>	<b>\$417,000</b>	
Pool Family/Handicapped Accessible Changing Area	Recreation	\$125,000	\$25,000 Taxation/\$100,000 Free Cash
Cemetery Expansion - Design	DPW	\$70,000	Cemetery Lot Sales
Fire Ladder Truck (\$750,000 Total)	Fire	\$170,000	2010 ATM, Article 2 Fire Capital
	<b>Total</b>	<b>\$365,000</b>	
Generators	Sewer	\$100,000	Sewer Retained Earnings
	<b>Total</b>	<b>\$100,000</b>	
Technology	School	\$242,000	\$81,500 Taxation/\$180,500 Free Cash
HVAC	School	\$41,000	Free Cash
Repairs and Maintenance	School	\$83,000	Free Cash
Copiers	School	\$30,000	Free Cash
	<b>Total</b>	<b>\$408,000</b>	
Ambulance and Rescue Equipment	Fire	\$131,950	Ambulance Receipts
	<b>Total</b>	<b>\$131,950</b>	
<b>Additional Capital Borrowing Articles:</b>			
Sewer Design	Sewer	\$1,750,000	Borrowing

**Capital Outlay Requests - FY2013**  
**Approved at 2012 Annual Town Meeting**

Item/Project	Department	Cost	Funding Source
Replacement of Police Vehicles	Police	\$135,000	\$81,500 Taxation/\$73,500 Free Cash
Information Technology Dept. - End User Technology	IT	\$50,000	Free Cash
IT Office Renovations	Municipal Buildings	\$49,000	Free Cash
Municipal Building Maintenance/Energy Upgrades/Fire Station	Municipal Buildings	\$100,000	Free Cash
Fire Turnout Gear	Fire	\$18,000	Free Cash
Municipal Building Facilities Study	Municipal Buildings	\$85,000	Free Cash
	<b>Total</b>	<b>\$417,000</b>	
Sedan	Sewer	\$35,000	Sewer User Fees
Pump Station Generator Replacement	Sewer	\$80,000	Sewer User Fees
Infiltration and Inflow Reduction Design/Bid	Sewer	\$300,000	Sewer User Fees
	<b>Total</b>	<b>\$415,000</b>	
Technology	School	\$100,000	\$81,500 Taxation/\$38,500 Free Cash
Repairs and Maintenance	School	\$274,000	Free Cash
Copiers	School	\$32,000	Free Cash
	<b>Total</b>	<b>\$408,000</b>	
Storm Water Compliance Regulation	DPW	\$30,000	Free Cash
	<b>Total</b>	<b>\$30,000</b>	
<b>Additional Capital Borrowing Articles:</b>			
Road Improvement	DPW	\$2,400,000	Borrowing
DPW Capital Equipment	DPW	\$2,000,000	↓
Deerfield School Roof	School	\$935,000	↓
	<b>Total</b>	<b>\$5,335,000</b>	

**Capital Outlay Requests - FY2012**  
**Approved at 2011 Annual Town Meeting**

Item/Project	Department	Cost	Funding Source
Animal Control Officer Van	Police	\$30,000	Free Cash
Information Systems Dept. - End User Technology	IS	\$50,000	Free Cash
Replacement of Police Vehicles	Police	\$124,000	\$61,500 Taxation/\$62,500 Free Cash
Fire Chief Vehicle	Fire	\$34,000	Free Cash
Deputy Fire Chief Vehicle	Fire	\$34,000	Free Cash
Municipal Building Maintenance/Energy Upgrade	Municipal Buildings	\$50,000	Free Cash
Cell Audio Monitoring System	Police	\$15,000	Free Cash
Drainage Infrastructure/Storm Water Quality	Municipal Infrastructure	\$80,000	Free Cash
	<b>Total</b>	<b>\$417,000</b>	
Inflow/Infiltration Repair/Lining	Sewer	\$55,485	Sewer User Fees
Inflow/Infiltration Town Wide Study Phase II	Sewer	\$105,000	Sewer User Fees
	<b>Total</b>	<b>\$160,485</b>	
Technology	School	\$100,000	\$61,500 Taxation/\$38,500 Free Cash
Roofing	School	\$274,000	Free Cash
Vehicles	School	\$32,000	Free Cash
	<b>Total</b>	<b>\$406,000</b>	
<b>Additional Capital Borrowing Articles:</b>			
Dump Truck Sander & Plow	DPW	\$175,000	Borrowing ↓
Dump Truck Sander & Plow	DPW	\$160,000	
Sidewalk Tractor	DPW	\$125,000	
	<b>Total</b>	<b>\$460,000</b>	
Brook Street Culvert Flood Prevention Project	DPW	\$450,000	

**Capital Outlay Requests - FY2011**  
**Approved at 2010 Annual Town Meeting**

Item/Project	Department	Cost	Funding Source
Repairs to Town Hall Cupola/Gutters	Selectmen	\$31,500	Free Cash
Medical Van	COA	\$35,000	Free Cash
End User Technology	IT	\$25,000	Free Cash
Police Vehicles	Police	\$120,314	\$61,500 Taxation/\$58,814 Free Cash
Fire Engine Overhaul	Fire	\$30,000	Free Cash
Communication Radio Console (With Grant)	Police	\$25,000	Free Cash
Municipal Building Maintenance	Selectmen	\$55,186	Free Cash
One Ton Dump & Plow	DPW	\$60,000	Free Cash
Nahatan Street Retaining Wall	DPW	\$35,000	Free Cash
	<b>Total</b>	<b>\$417,000</b>	
Pipe Lining	Sewer	\$200,000	Sewer User Fees
Service Truck	Sewer	\$45,000	Sewer User Fees
	<b>Total</b>	<b>\$245,000</b>	
Technology	School	\$306,000	\$61,500 Taxation/\$246,500 Free Cash
HVAC	School	\$18,000	Free Cash
Copiers	School	\$80,000	Free Cash
	<b>Total</b>	<b>\$406,000</b>	
<b>Additional Article (March, 2010 STM):</b>			
New Library Construction	Library	\$9,300,000	Borrowing

***Debt Information***

***Summary***  
***Debt Schedules***  
***Rating Reviews***

**Debt Management**

Major construction projects and land purchases are usually funded through the issuance of debt. The Town of Westwood is authorized to issue debt pursuant to Massachusetts General Law, Chapter 44, Sections 7 and 8. A two-thirds vote of Town Meeting is required for passage of a borrowing article.

All debt is issued as general obligation debt. That means the full faith and credit of the Town is pledged to the bondholder. Bonding of funds occurs through the sale of a long term bond, typically for a ten to twenty year term. A longer term may be considered depending on the project being financed. The annual principal and interest is included in the annual operating budget until the bond is paid.

Debt payments are funded by three categories:

- General Fund Tax Revenue – Bonds issued within the limits of Proposition 2 ½ are funded from general fund tax revenue.
- Exempt Tax Revenue – Bonds for projects approved as Proposition 2 ½ debt exemptions are funded through additional tax revenue raised outside the limits of Proposition 2 ½ (exempt debt).
- Sewer Enterprise Revenue – Debt issued on behalf of the Town's sewer enterprise operation is fully supported by sewer user revenue.

The Town may also issue Bond Anticipation Notes as a means of temporary financing prior to the permanent issuance of bonds.

**Debt Limits**

Massachusetts General Law limits the authorized indebtedness of the Town to 5% of the Town's equalized value. The most recent debt limit is calculated as follows:

<b>Computation of Legal Debt Margin June 30, 2016</b>	
Fiscal Year 2015 equalized valuation	\$3,698,071,400
Debt Limit – 5% of equalized valuation	\$184,903,570
Less:	
Total debt applicable to limitation	\$51,035,000
Authorized and unissued debt	\$0
<b>Legal debt margin</b>	<b>\$133,868,570</b>

**Credit Rating**

In conjunction with the August, 2016 sale of a \$17.095M bond for new police station design and construction, a land purchase, and the improvements to Deerfield Road and parking, the Town underwent an updated credit rating review with Standard & Poor's. The resulting rating of AAA reaffirmed the previous rating. In July, 2013 the Town underwent a surveillance credit review with Moody's. The resulting rating of Aa1 was an upgrade from a previous Aa1, negative outlook.

The Town's current credit ratings:

- Standard & Poor's – AAA /Stable (August, 2016).
- Moody's – Aa1 (July, 2013).

The rating agencies cited positives about the Town management, its financial condition, and the increase in value from the University Station commercial development. The agencies also expressed support for the improvement in financial reserves and addressing of the OPEB liability.

These are excellent credit ratings for a small community. As with a personal credit rating, the Town's credit rating is a statement of its overall fiscal health as a government and as a community. The benefit of a strong credit rating is realized in lower interest costs on the Town's long-term debt issues.

**Debt Policies**

Prudent use of debt financing is an important part of the Town's overall fiscal planning. The primary objective of any debt management approach is to borrow at the least cost over the term of repayment of the debt. Attainment of this objective requires clear positions regarding for what purposes to borrow, when to schedule debt-financed projects and how long to extend the repayment (generally, debt issued for longer periods bears a higher interest rate).

The Town has adopted specific debt management policies to ensure this goal. Briefly summarized, those policies include:

- Issuing debt only for capital projects or assets having a long useful life.
- Striving for a rapid repayment schedule of debt to limit costs and avoiding strapping future generations with debt.
- Issuing debt only after a specific revenue source is identified and an impact analysis is performed.
- Benchmarking specific debt to revenue ratios so as to balance debt with other ongoing services.
- Current analysis of future debt payments, including opportunity for debt replacement, is included on the following pages.

**Long Term General Fund Debt Outstanding**

Description	Rate of Interest	Date Issued	Maturity Date	Amount Issued	Total Outstanding 30-Jun-17
<b>E = Exempt</b>					
E High School Project	1.63	5/2012	06/01/2023	\$39,262,300	\$10,905,000
E Library Construction	3.37	3/10/11	03/10/2031	\$9,300,000	\$8,510,000
<b>Within Prop 2 1/2</b>					
Municipal DPW Building	4.25	8/01/03	06/81/2014	\$2,600,000	\$0
Public Building	4.25	8/01/03	06/08/2014	\$240,700	\$0
Land Acquisition	3.19	8/01/08	02/01/2015	\$210,000	\$0
High Street Reconstruction	3.40	8/01/08	02/01/2017	\$1,000,000	\$0
High Street Lights	3.39	8/01/08	02/01/2017	\$195,000	\$0
High School Fields	3.84	8/01/08	02/01/2018	\$475,000	\$45,000
High School Completion	3.48	8/01/08	02/01/2023	\$1,950,000	\$780,000
Middle Sch Modular Construction	3.79	6/15/09	06/15/2029	\$3,500,000	\$2,100,000
School Roof	1.43	12/20/12	06/01/2022	\$935,000	\$465,000
DPW Roads/Equipment	1.43	12/20/12	06/01/2022	\$3,700,000	\$1,845,000
DPW Roads/Equipment	1.62	05/15/14	05/15/2024	\$1,400,000	\$980,000
Design Fire Station	2.66	9/1/2015	09/01/2035	\$850,000	\$807,500
Construct Fire Station	2.66	9/1/2015	09/01/2035	\$8,650,000	\$8,217,500
LED Lights Upgrade	2.66	9/1/2015	09/01/2025	\$500,000	\$450,000
Cemetery Expansion	2.66	9/1/2015	09/01/2020	\$450,000	\$360,000
Deerfield Rd/Parking Imprvments	2.42	9/1/2016	06/30/2026	\$2,000,000	\$1,800,000
Land Purchase	2.42	9/1/2016	06/30/2026	\$890,000	\$800,000
Police Station Design	2.42	9/1/2016	06/30/2045	\$1,000,000	\$965,000
Police Station Construction	2.42	9/1/2016	06/30/2046	\$12,755,000	\$12,325,000
<b>Total General Fund</b>					<b>\$49,365,000</b>

**General Fund Debt Authorized - Not Yet Issued Long Term**

Total                      \$0

**All debt authorized through Town Meeting 5/2016 has been issued**

**Long Term Sewer Fund Debt Outstanding**

<b>Description</b>	<b>Rate of Interest</b>	<b>Date Issued</b>	<b>Maturity Date</b>	<b>Amount Issued</b>	<b>Total Outstanding 30-Jun-17</b>
Sewer Abatement Trust	3.88	11/1998	6/1/2019	\$3,220,700	\$402,800
MWRA - no interest Loan	0.00	7/1/2012	6/1/2017	\$212,300	\$0
MWRA - no interest loan	0.00	6/1/2016	6/2021	\$234,000	\$187,200
Sewer Bond	2.50	5/1/2014	6/2024	\$1,570,000	\$1,090,000
			<b>Total General Fund</b>		<b>\$1,680,000</b>

Total Principal and Interest Payments

Outstanding as of 30-June-17	Principal and Interest for Current Long term Debt Outstanding											Total FY17-FY46	
	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24		FY25-46
10,905,000	2,630,641	2,530,500	2,436,000	2,353,400	2,242,600	2,158,200	2,069,200	1,980,800	1,891,200	1,807,650	0	0	\$14,503,050
6,510,000	778,875	760,275	741,675	723,075	711,450	698,663	675,413	656,813	638,213	624,263	609,150	3,772,313	\$9,109,550
0	273,000	0	0	0	0	0	0	0	0	0	0	0	\$0
0	21,000	0	0	0	0	0	0	0	0	0	0	0	\$0
0	32,175	31,125	0	0	0	0	0	0	0	0	0	0	\$0
0	23,050	22,350	21,600	20,800	0	0	0	0	0	0	0	0	\$0
0	126,775	122,925	118,800	114,400	0	0	0	0	0	0	0	0	\$20,800
45,000	53,663	52,088	50,400	48,600	46,800	0	0	0	0	0	0	0	\$114,400
780,000	181,415	176,865	171,990	166,790	161,590	156,390	151,190	145,990	140,660	135,330	0	0	\$95,400
2,100,000	284,244	279,431	274,400	269,150	263,463	257,338	248,588	239,838	232,838	225,838	218,838	987,131	\$1,057,940
750,000	184,500	180,000	174,000	169,500	165,000	160,500	156,000	151,500	147,000	142,500	138,000	0	\$2,943,019
465,000	115,470	112,650	108,890	105,130	101,370	97,610	93,850	90,090	86,330	82,570	78,810	0	\$985,500
230,000	56,580	55,200	53,820	52,440	51,060	49,680	48,300	46,920	45,540	44,160	42,780	0	\$611,680
115,000	30,450	29,700	28,950	28,200	27,450	26,700	25,950	25,200	24,450	23,700	22,950	0	\$302,220
750,000	184,500	180,000	174,000	169,500	165,000	160,500	156,000	151,500	147,000	142,500	138,000	0	\$152,600
210,000	0	36,075	34,875	33,675	32,475	31,275	30,075	28,875	27,675	26,475	25,275	0	\$985,500
420,000	0	72,150	69,750	67,350	64,950	62,550	60,150	57,750	55,350	52,950	50,550	0	\$262,200
350,000	0	60,125	58,125	56,125	54,125	52,125	50,125	48,125	46,125	44,125	42,125	0	\$524,400
807,500	0	16,841	75,119	72,994	70,869	68,744	66,619	64,494	62,369	60,244	58,119	0	\$437,000
8,217,500	0	171,378	764,444	721,194	677,944	634,694	591,444	548,194	504,944	461,694	418,444	603,394	\$1,144,844
450,000	0	12,500	73,750	66,250	58,750	51,250	43,750	36,250	28,750	21,250	13,750	0	\$1,650,469
360,000	0	11,250	110,250	105,750	101,250	96,750	92,250	87,750	83,250	78,750	74,250	105,000	\$625,000
15,890,000	0	0	1,026,338	1,262,475	1,232,475	1,202,475	1,172,475	1,142,475	1,112,475	1,082,475	1,052,475	13,879,350	\$506,250
0	0	0	0	0	0	0	0	0	0	0	0	0	\$23,113,013
49,355,000	4,976,338	4,701,459	4,740,634	6,447,815	6,366,140	6,137,978	5,934,278	5,735,478	5,444,848	4,807,318	2,783,175	25,487,606	69,144,634
31,940,000	1,566,821	1,410,684	1,562,959	3,371,340	3,412,090	3,281,115	3,189,665	3,097,865	2,915,435	2,733,005	2,550,575	21,715,294	\$45,532,234
Non - Exempt Debt Payments	17,357	(156,136)	152,275	1,808,381	40,750	(130,975)	(91,450)	(91,800)	(182,430)	(840,030)	(201,380)	0	0
Change in non-Exempt Debt	3,409,516	3,290,775	3,177,675	3,076,475	2,984,080	2,886,863	2,744,613	2,637,613	2,529,413	2,431,913	2,324,413	3,772,313	\$23,612,400
Total Exempt Debt	(111,556)	(118,741)	(113,100)	(101,200)	(122,425)	(97,188)	(112,290)	(107,000)	(108,200)	(97,500)	(1,822,763)	0	0
Total Exempt Debt Payments	0	0	0	0	0	0	0	0	0	0	0	0	0
Change in Gross Exempt Debt	0	0	0	0	0	0	0	0	0	0	0	0	0
State Reimbursement Being Received - for School Projects - all project audits completed	1,401,276	1,401,276	1,401,276	1,401,276	1,401,276	1,401,276	1,401,276	1,401,276	1,401,276	1,401,276	1,401,276	0	\$9,808,932
High School Project - FY06 - FY23	22,750	20,281	17,812	15,738	13,084	10,912	8,690	6,468	4,197	2,098	0	0	\$61,187
High School Bond Premium	20,378	19,170	17,963	16,755	16,000	15,170	13,661	12,453	11,246	10,340	9,359	33,586	\$138,570
Library Bond Premium	1,444,404	1,440,727	1,437,051	1,433,769	1,430,360	1,427,358	1,423,627	1,420,197	1,416,719	1,413,714	1,410,214	33,586	\$10,008,689
Total State/Bond Premium Annual payments	1,965,112	1,880,048	1,740,624	1,642,706	1,523,690	1,429,805	1,320,986	1,217,416	1,112,694	1,018,199	923,699	3,738,727	\$13,603,711
Net annual Exempt Debt	(108,122)	(115,060)	(109,424)	(97,918)	(119,016)	(94,186)	(108,519)	(103,570)	(104,722)	(94,495)	(418,408)	0	0
Change in annual Exempt Debt	0	0	0	0	0	0	0	0	0	0	0	0	0

**Total Principal and Interest Payments  
For Current Outstanding Debt**

**Sewer Fund Debt**

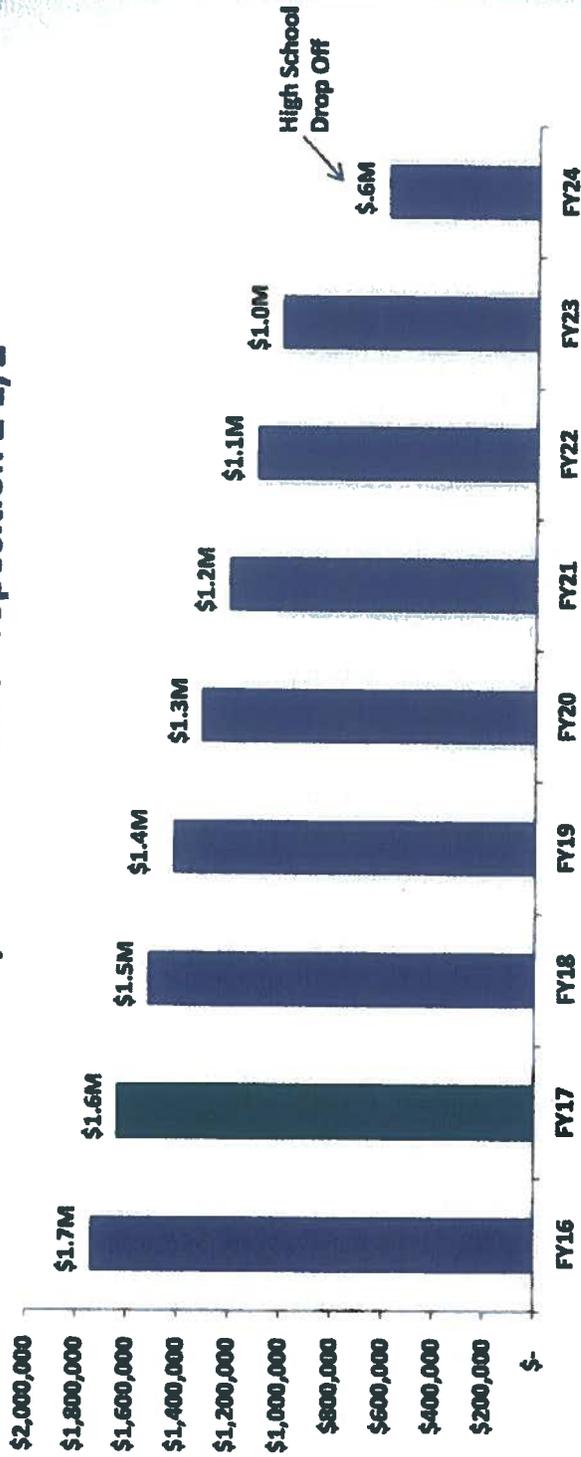
	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	Total
Outstanding as of June 30, 2017										
<b>Principal and Interest payments for current Sewer Debt Outstanding</b>										<b>Total FY18-24</b>
Balance										
Sewer - Abatement Trust 11/98	146,383	147,042	145,735	151,207	0	0	0	0	0	\$296,942
MWRA no interest loans - 2012	42,460	42,460	0	0	0	0	0	0	0	\$0
MWRA no interest loans - 2016	0	46,800	46,800	46,800	46,800	46,800	0	0	0	\$187,200
Sewer - \$1.5 m bond 5/14	188,588	185,388	182,188	173,988	170,888	167,788	164,688	161,588	158,488	\$1,179,614
<b>Total Sewer Debt</b>	<b>377,431</b>	<b>421,690</b>	<b>374,723</b>	<b>371,995</b>	<b>217,688</b>	<b>214,588</b>	<b>164,688</b>	<b>161,588</b>	<b>158,488</b>	<b>1,663,756</b>

All debt funded by sewer user fees

The MWRA trust debt is supplemented by subsidies by the Massachusetts Water Pollution Trust (MWPAAT).  
The principal and interest shown is Town portion only.

# Total Net Exempt Debt – Debt Outside Proposition 2 1/2

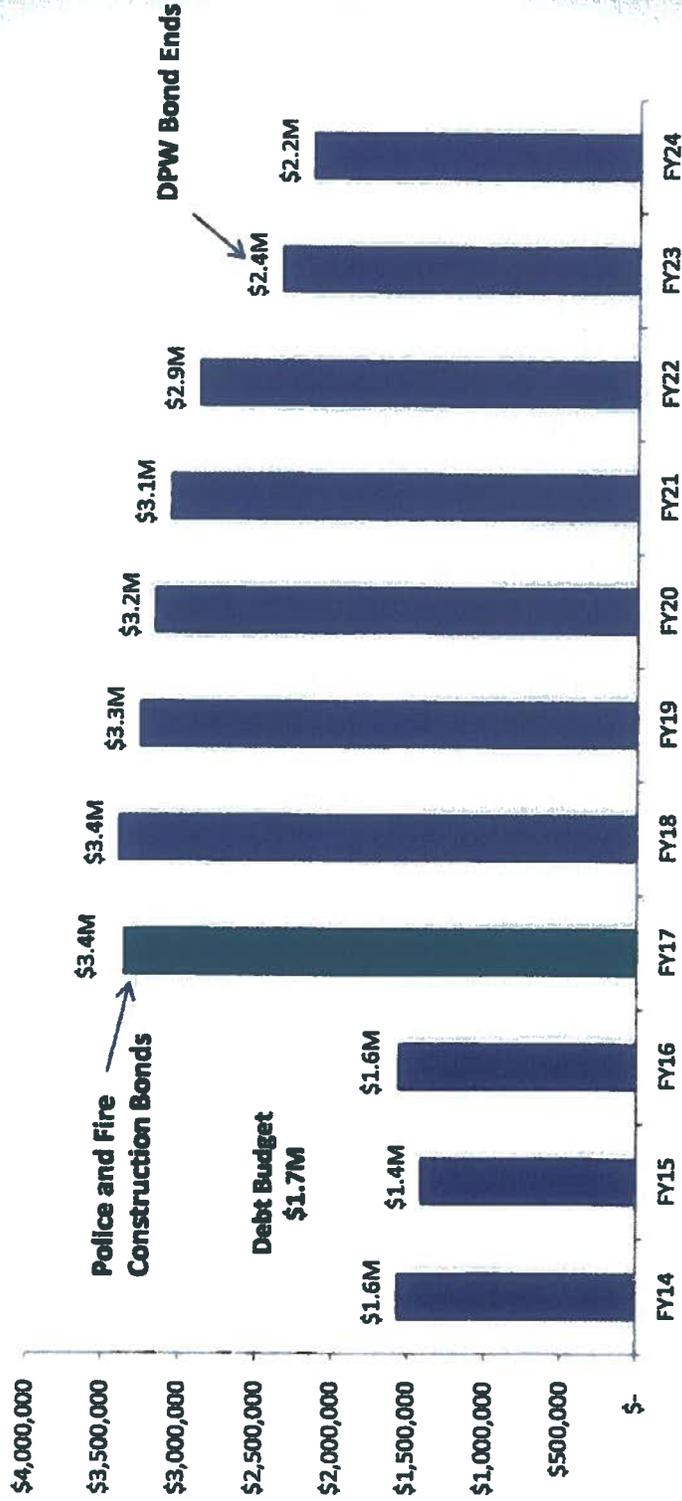
Total Debt Payments Outside Proposition 2 1/2



- Principal and interest payments for projects approved outside Proposition 2 1/2.
- Exact amount of debt cost, net of state school reimbursement, is raised in taxes.
- When bond ends, exempt taxes end.
- FY17: High School \$936K, Library \$706K
- High School bond ends FY2023, Library FY2031
- Payments decline approximately \$100K each year
- FY2023 – High School \$406K.

# Total Non-Exempt Debt – Debt Payments Within Proposition 2 1/2

## Total Debt Payments Within Proposition 2 1/2



- Debt drop off FY23:
  - \$4.6M, 10 year DPW bond for Roads, Equipment, and School Roofs, issued in 2012, competes in 2022

# RatingsDirect®

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**Summary:**

## Westwood, Massachusetts; General Obligation

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Rationale

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## Summary:

# Westwood, Massachusetts; General Obligation

Credit Profile		
US\$17.095 mil GO mun purp ln bnds ser 2016 dus 09/01/2036		
<i>Long Term Rating</i>	AAA/Stable	New
Westwood GO		
<i>Long Term Rating</i>	AAA/Stable	Affirmed
Westwood GO		
<i>Long Term Rating</i>	AAA/Stable	Affirmed

## Rationale

S&P Global Ratings assigned its 'AAA' rating and stable outlook to Westwood, Mass.' series 2016 general obligation (GO) municipal-purpose loan bonds and affirmed its 'AAA' rating, with a stable outlook, on the town's existing GO debt.

We rate Westwood above the sovereign because we believe the town can maintain credit characteristics independent of the nation based on its predominantly locally derived revenue and our view that pledged revenue supporting debt service on the bonds is at limited risk of negative sovereign intervention. In 2015, local property taxes generated 78% of the town's revenue, demonstrating a lack of dependence on central government revenue.

The town's full-faith-and-credit pledge, subject to limitations of Proposition 2 1/2, secures the bonds. Despite limitations imposed by the commonwealth's levy limit law, we did not make a rating distinction for the limited-tax GO pledge due to the town's flexibility under the levy limit. Officials plan to use series 2016 bond proceeds to finance police station design and construction, streetlights, and land development.

The rating reflects our opinion of the following factors for Westwood, specifically its:

- Very strong economy, with access to a broad and diverse metropolitan statistical area (MSA);
- Very strong management, with strong financial policies and practices under our Financial Management Assessment (FMA) methodology;
- Strong budgetary performance, with a slight operating surplus in the general fund and an operating surplus at the total governmental fund level in fiscal 2015;
- Strong budgetary flexibility, with an available fund balance in fiscal 2015 of 13.5% of operating expenditures;
- Very strong liquidity, with total government available cash at 26% of total governmental fund expenditures and 5.1x governmental debt service, and access to external liquidity we consider strong;
- Very strong debt and contingent liability position, with debt service carrying charges at 5.1% of expenditures and net direct debt that is 50.9% of total governmental fund revenue, as well as low overall net debt at less than 3% of market value and rapid amortization, with 69.7% of debt scheduled to be retired within 10 years; and
- Strong institutional framework score.

### **Very strong economy**

We consider Westwood's economy very strong. The town, with an estimated population of 15,041, is located in Norfolk County in the Boston-Cambridge-Newton MSA, which we consider broad and diverse. The town has a projected per capita effective buying income of 203% of the national level and per capita market value of \$270,436. Overall, the town's market value grew by 11.1% over the past year to \$4.1 billion in 2016. The county unemployment rate was 4.3% in 2015.

Westwood is an affluent residential community about 13 miles southwest of Boston. The town, which encompasses 11 square miles, is near the high-tech corridors along interstates 95 and 495. In our opinion, access to employment centers has made the town attractive to wealthy professionals, which translates to very strong economic factors.

The town is beginning to see the results of a large-scale, transit-oriented development at University Park Station/Route 128: Several stores opened in March 2015. The 137-acre project includes an anchor grocery store, a mix of restaurant and retail storefronts, up to 650 residential units, a hotel, and office space; the project abuts the Amtrak and Acela Station, which is a stop for trains south to New York City and Washington.

Town officials conservatively estimate the University Station project will result in a \$2 million net annual revenue increase. They expect additional revenue to come from the increase in the assessed value of surrounding properties. We expect this project to contribute to, what we already view as, a very strong economy, providing a stable commercial base and an expanded residential base that will serve the town for many years to come.

### **Very strong management**

We view the town's management as very strong, with strong financial policies and practices under our FMA methodology, indicating financial practices are strong, well embedded, and likely sustainable.

We believe that Westwood maintains best practices deemed critical to supporting credit quality and that these are well embedded in the government's daily operations and practices. Formal policies support many of these activities, which adds to the likelihood Westwood will continue these practices and transcend changes in the operating environment or personnel.

Management presents monthly budget and treasury reports to the board of selectmen. Management also prepares a five-year operating budget in conjunction with a long-range planning committee and maintains a five-year capital improvement plan that identifies funding sources for all projects. The town has basic debt management guidelines and an investment policy. In addition, management maintains a reserve policy that sets a minimum of available reserves at 8% of revenue, net of debt service.

### **Strong budgetary performance**

Westwood's budgetary performance is strong in our opinion. The town had slight surplus operating results in the general fund of 1.5% of expenditures, and surplus results across all governmental funds of 1.7% of expenditures in fiscal 2015.

The town has generated a general fund surplus in each of the past three fiscal years, and it is projecting to do so again in fiscal years 2016 and 2017. Management attributes favorable performance to conservative, forward-thinking budgeting. In fiscal 2015, the largest increases came from motor vehicle excise taxes, up by 25% over budgeted

*Summary: Westwood, Massachusetts; General Obligation*

figures, and licenses and permits, up by 48% compared with budgeted figures. The fiscal 2016 budget is a 4.6% increase over the fiscal 2015 budget, and it sustains appropriations for capital projects and long-term liabilities such as other postemployment benefits (OPEB).

We believe favorable budgetary performance stems from a recovery in local fees and taxes and proactive budget management. We also believe Westwood maintains a stable and predictable revenue profile that is largely independent of commonwealth and federal revenue. Property taxes generate 78% of revenue, and we consider collections strong and stable. State aid accounts for 14% of revenue, and we note commonwealth funding has been stable recently.

**Strong budgetary flexibility**

Westwood's budgetary flexibility is strong, in our view, with an available fund balance in fiscal 2015 of 13.5% of operating expenditures, or \$10.7 million.

Budgetary flexibility has improved over the past several fiscal years. Reserves are up from fiscal 2013 levels of \$8.3 million, or 11.2% of expenditures. We understand that town officials do not currently plan to spend down reserves over the next few fiscal years and that they expect available reserves to remain in-line with fiscal 2015 results. As previously noted, the town's policy is to maintain available reserves at more than 8% of revenue, net of debt service. We recognize Westwood has minimal additional flexibility in unused levy capacity, which was \$539,997 in fiscal 2016.

**Very strong liquidity**

In our opinion, Westwood's liquidity is very strong, with total government available cash at 26% of total governmental fund expenditures and 5.1x governmental debt service in 2015. In our view, the town has strong access to external liquidity if necessary.

Westwood is a frequent issuer of GO debt. The majority of Westwood's cash and investments are in bank accounts. Westwood does not currently have any variable-rate or direct-purchase debt. We expect the town's liquidity profile to remain very strong.

**Very strong debt and contingent liability profile**

In our view, Westwood's debt and contingent liability profile is very strong. Total governmental fund debt service is 5.1% of total governmental fund expenditures, and net direct debt is 50.9% of total governmental fund revenue. Overall net debt is low at 1.2% of market value, and approximately 69.7% of the direct debt is scheduled to be repaid within 10 years, which are, in our view, positive credit factors.

Following this bond issuance, Westwood has roughly \$56.7 million of total direct debt outstanding, roughly \$1.8 million of which is self-supporting enterprise debt and \$8.4 million of which the commonwealth will reimburse for school building projects. The town does not have any additional debt plans within the next two years.

Westwood's combined required pension and actual OPEB contribution totaled 6.1% of total governmental fund expenditures in fiscal 2016. Of that amount, 3.1% represented required contributions to pension obligations, and 3% represented OPEB payments. The town made its full annual required pension contribution in fiscal 2016.

Westwood participates in the Norfolk County Retirement System, and it contributes 100% of the required amount. In fiscal 2015, Westwood paid \$3.3 million, or about 3.1% of expenditures. Using updated reporting standards in

### *Summary: Westwood, Massachusetts; General Obligation*

accordance with Governmental Accounting Standards Board Statement Nos. 67 and 68, the town's proportionate share of the net pension liability was about \$33 million with 60% funded as of fiscal 2015. While pension costs are manageable due to the county retirement system's below-average funded ratio, we believe this will likely remain a growing pressure over the next few fiscal years.

Westwood's OPEB liability was \$35.6 million as of July 1, 2015, based on a 7.25% discount rate. The annual OPEB cost was \$3.2 million in fiscal 2015, 50% of which the town contributed. This is a reduction in the liability from previous years, and it reflects the town's recent switch to the State Group Insurance Commission. The fiscal 2017 budget includes a \$1.35 million contribution to the OPEB trust, bringing current balance in the fund to approximately \$4.46 million.

#### **Strong institutional framework**

The institutional framework score for Massachusetts municipalities is strong.

## **Outlook**

The stable outlook reflects S&P Global Ratings' expectation that Westwood's very strong underlying economy, ongoing economic developments, very strong management, and predictable operating profile will likely translate into strong budgetary performance and operating flexibility over the outlook period. In addition, we expect Westwood will likely maintain, what we consider, its very strong debt and liability profile despite existing and pending capital projects. We believe debt service and pension and OPEB costs will likely remain manageable and not pose an immediate budgetary challenge over the two-year outlook period due to the town's proactive initiatives. For these reasons, we do not expect to change the rating over the next two years. While currently unlikely, if budgetary performance were to deteriorate significantly, leading to diminished reserves, we could lower the rating.

## **Related Research**

- S&P Public Finance Local GO Criteria: How We Adjust Data For Analytic Consistency, Sept. 12, 2013
- Incorporating GASB 67 And 68: Evaluating Pension/OPEB Obligations Under Standard & Poor's U.S. Local Government GO Criteria, Sept. 2, 2015

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at [www.standardandpoors.com](http://www.standardandpoors.com) for further information. Complete ratings information is available to subscribers of RatingsDirect at [www.globalcreditportal.com](http://www.globalcreditportal.com). All ratings affected by this rating action can be found on the S&P Global Ratings' public website at [www.standardandpoors.com](http://www.standardandpoors.com). Use the Ratings search box located in the left column.

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# MOODY'S

## INVESTORS SERVICE

### Rating Update: Moody's affirms Westwood, MA's Aa1; removes negative outlook

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Global Credit Research - 30 Jul 2013

WESTWOOD (TOWN OF) MA  
Cities (Including Towns, Villages and Townships)  
MA

#### Opinion

NEW YORK, July 30, 2013 –Moody's Investors Service has affirmed the town of Westwood, MA's Aa1 rating and removed the negative outlook affecting approximately \$41.4 million in general obligation debt.

#### RATINGS RATIONALE

The Aa1 rating incorporates the town's sizeable tax base with high wealth levels, improved financial position and a manageable debt burden with limited immediate borrowing plans. The removal of the negative outlook reflects the town's improved financial condition in compliance with stated financial policies. The bonds carry the town's general obligation unlimited tax pledge, as voters have exempted debt service from the levy limitations of Proposition 2 ½.

#### STRENGTHS

- Sizeable tax base with above average wealth indicators
- Compliance with adopted financial policies
- Manageable debt position

#### CHALLENGES

- Narrow reserve levels

#### DETAILED CREDIT DISCUSSION

##### IMPROVED FINANCIAL POSITION EXPECTED TO STABILIZE OVER THE NEAR-TERM

Moody's believes the town's financial position will remain healthy over the near-term due to conservative budgeting practices and adherence to approved fiscal policies. The town has managed to improve reserves to a solid \$8.2 million or 11.3% of revenues in fiscal 2012 from a narrower \$4.1 million or 6.4% of revenues in fiscal 2008. Through conservative budgeting, management increased reserves to be in compliance with the town's formally adopted reserve policy of maintaining combined stabilization funds and general fund balance at 8% of general fund revenues. Management also no longer budgets for new revenues from the stalled Westwood Station, now known as University Station, in its five year forecasts. Management projects stable reserve levels for fiscal 2013 by limiting department expenditures to 2% increases and included an \$794,000 appropriation to the stabilization fund. For fiscal 2014, management projects a balanced budget that includes an \$100,000 appropriation to the stabilization fund. The town maintains an aggressive pay-as-you-go capital program, which Moody's views as a source of financial flexibility with the expectation the town could adjust the program in tight budget years. Pay-go-capital projects accounts for approximately 1% of the town's budget annually.

##### FAVORABLY LOCATED BOSTON SUBURB WITH ABOVE-AVERAGE RESIDENT WEALTH LEVELS

Moody's believes the town's large tax base will remain relatively stable due to its favorable location and new developments. The large suburban tax base of \$3.7 billion is located approximately 13 miles from Boston (GO rated Aaa/stable outlook) and is growing an average rate of 2% annually over the last five years. The town is also anticipating new development as the once stalled Westwood Station project has been restarted as University Station a mixed use development. The project has been reduced in size and is scheduled break ground in the fall and open anchor stores in spring 2015. Management maintains conservative budgeting by not including any potential new revenues from the development in the town's five year budget forecasts. Resident income levels within the town are well-above average compared to state averages, with per capita and median family incomes of

169.5% and 182.2%, respectively.

#### MANAGEABLE DEBT BURDEN WITH NO PLANS TO ISSUE NEW DEBT

Moody's anticipates that the town's 1.1% overall debt burden will remain affordable given limited future borrowing plans. While debt service represents a 9.1% of fiscal 2012 expenditures, roughly 71% of Westwood's outstanding debt has been excluded from Proposition 2 ½ by the town's voters, easing pressure on general fund operations. Amortization of existing principal is rapid with 95.6% retired within 10 years. The town has no variable rate debt or derivative product exposure.

The town participates in the Norfolk County Contributory Retirement System, a multi-employer, defined benefit retirement plan. The town's annual required contribution (ARC) for the plan was \$2.6 million in fiscal 2012, or 3.2% of operating expenditures. The town's adjusted net pension liability, under Moody's methodology for adjusting reported pension data, is \$43,761, or an average 0.62 times General Fund revenues. Moody's uses the adjusted net pension liability to improve comparability of reported pension liabilities. The adjustments are not intended to replace the town's reported liability information, but to improve comparability with other rated entities.

Also, the town currently contributes to its OPEB liability on a pay-as-you-go basis. The town contributed 35% of its annual OPEB cost in fiscal 2012, representing \$1.7 million. The total UAAL for OPEB is \$59 million, as of June 30, 2011. The town's total fixed costs for 2012, including pension, OPEB and debt service, represented \$10.8 million or 13.3% of expenditures.

#### OUTLOOK

The removal of the negative outlook reflects the town's improved financial condition and compliance with stated financial policies expected to continue over the medium term.

#### WHAT COULD CHANGE THE RATING UP:

- Significant increases to reserve levels consistent with a higher rating category

#### WHAT COULD CHANGE THE RATING DOWN:

- Significant reductions in reserve levels relative to revenues
- Failure to maintain structurally balanced operations

#### KEY STATISTICS

2010 Population: 14,618 (increased 3.5% since 2000 census)

2012 Equalized valuation: \$3.7 billion

2012 Equalized valuation per capita: \$253,270

Median family income: \$151,976 (182.2% of the commonwealth; 236.3% of the U.S.)

Per capita income: \$59,422 (169.5% of the commonwealth; 212.8% of the U.S.)

Overall debt burden: 1.1%

Adjusted overall debt burden: 1%

Payout of principal (10 years): 95.6%

FY12 General Fund balance: \$8.2 million (11.3% of General Fund revenues)

FY12 Unassigned General Fund balance: \$5.5 million (7.6% of revenues)

The principal methodology used in this rating was General Obligation Bonds Issued by US Local Governments published in April 2013. Please see the Credit Policy page on [www.moody.com](http://www.moody.com) for a copy of this methodology.

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***Current Infrastructure Information***

***Financial Policy***

Document	Purpose	Most Recent Update	Maintained By	Included
FY16 Fixed Asset Summary	Required for annual audit/financial statements	June, 2016 Updated Annually	Town Accountant	X
Auto Fleet Schedule	Insurance	June, 2016 Updated Annually	Town Accountant	X
Vehicle/Equipment List by Department	Capital budget	September, 2016	Department Head	X
Information Systems – List of Town Computer Equipment	Capital budget	September, 2016	Director of IT	X
Sewer Master Plan	Sewer Maintenance, Management & Construction		Sewer Commission	
Town Buildings Replacement Schedule	Insurance	July, 2016 Updated Annually	Town Accountant	X
Road Improvement Program	Roadway Maintenance, Management & Construction	September, 2016	DPW Director	Summary
Town Facilities Plan	Comprehensive analysis of space needs done for planning purposes	Ongoing	Town Administrator	
School Buildings Assessment	Comprehensive review of elementary school building needs for planning purposes	Updated Assessment Ongoing	School Administration	

**Some documents too large to include – see contact person.**

**Town of Westwood  
Fixed Asset Summary-FY16**

Town		G/L#	Beg Bal 7/1/2015	Additions	Disposals	End Bal 6/30/2016
Land		99-000-1910	5,858,382	890,000		6,748,382
Building and Improvements		99-000-1920	108,733,085	143,733		108,876,818
Vehicles		99-000-1960	8,305,981	604,875	412,590	8,498,266
Machinery and Equipment		99-000-1950	13,038,369	584,220		13,622,589
Furniture and Fixtures		99-000-1970	0			0
Construction in Process		99-000-1980	1,341,772			1,341,772
Infrastructure		99-000-1990	93,115,713	1,072,243		94,187,956
<b>Sub-total</b>			<b>230,393,302</b>	<b>3,295,071</b>	<b>412,590</b>	<b>233,275,783</b>
<b>Sewer</b>						
Land		99-000-1911	350,850			350,850
Plant & Infrastructure		99-000-1931	27,717,857	60,690		27,778,547
Other building and Improve.		99-000-1921	6,339,070			6,339,070
Vehicles		99-000-1961	448,343			448,343
Machinery and Equipment		99-000-1951	510,212			510,212
Furniture and Fixtures		99-000-1971	0			0
<b>Sub-total</b>			<b>35,366,332</b>	<b>60,690</b>	<b>0</b>	<b>35,427,022</b>
<b>Total</b>			<b>265,759,634</b>	<b>3,355,761</b>	<b>412,590</b>	<b>268,702,805</b>

**Auto Fleet Schedule**  
**Description of Information**  
**Town of Westwood**  
**Territory # 16**

Item #	Department	Year	Manufacturer & Model	Vin #	Plate #	GVW	Cost		Type	Class	ACV RC	Med Pay	\$ Comp Deduct	\$ S.P. Deduct	\$ Coll Deduct	Effective Date	A/I/L/P Both
							New	Used									
1	BUILDING	2004	FORD CROWN VICTORIA	2FAFP71W94X100084	M79388		\$26,643		L	73980	ACV N	500	NO COV	500	07/01/2015		
2	COUNCIL ON AGING	2008	FORD ECOVAN	1FT2S34L58DA87558	M55379		\$42,760		L	05230	ACV N	500	NO COV	500	07/01/2015		
3	COUNCIL ON AGING	2010	FORD E350 VAN	1FTSS3EL2ADA98529	M39845		\$44,014		L	05230	ACV N	500	NO COV	500	07/01/2015		
4	DPW	1987	STARLIGHT TRAILER	13YFS1427HC020180	M39476		\$3,000			68499	- N	NO COV	NO COV	NO COV	07/01/2015		
5	DPW	1987	INGERSOLL COMPRESSOR	161894U6795700000	M39274		\$17,855		M	79340	- N	NO COV	NO COV	NO COV	07/01/2015		
6	DPW	1982	RAYCO STUMP CUTTER	166SACD015482	M51177		\$19,986		L	79340	- N	NO COV	NO COV	NO COV	07/01/2015		
7	DPW	1984	CUST UTILITY TRAILER	RD10CB351R1850056	M52205		\$3,000			68499	- N	NO COV	NO COV	NO COV	07/01/2015		
8	DPW	1986	CROSS T ROLLER TRAILER	1C9FS1418T1432847	M64546		\$2,200			68499	- N	NO COV	NO COV	NO COV	07/01/2015		
9	DPW	2000	KUBOTA TRACTOR	70860	M69131		\$13,514			79650	- N	NO COV	NO COV	NO COV	07/01/2015		
10	DPW	2000	CROSS UTILITY	431FS1416Y2000223	M58135		\$5,000			68499	ACV N	NO COV	NO COV	NO COV	07/01/2015		
11	DPW	2002	MORMARK CHIPPER TRAILER	4S8S218142W023652	M69835		\$26,000		L	79340	ACV N	500	NO COV	500	07/01/2015		
12	DPW	2002	KUBOTA TRACTOR	53207	M68014		\$28,800			79650	ACV N	DEC 4C	NO COV	DEC 4C	07/01/2015		
13	DPW	2002	MAGNUM UTILITY TRAILER	5A1LS16192B000180	M69128		\$6,495		L	68499	ACV N	NO COV	NO COV	NO COV	07/01/2015		
14	DPW	2002	FORD BOX TRUCK	3FDXF75Y62MA12721	M87409	30,000	\$50,000		H	31499	RC Y	DEC 4C	NO COV	DEC 4C	07/01/2015		
15	DPW	2004	WELCH UTILITY TRAILER	1W9US14184N189500	M71552		\$2,895		L	68499	ACV Y	NO COV	NO COV	NO COV	07/01/2015		
16	DPW	2004	BOMBARDIER SIDEWALK FLOW	900200072	M80326		\$107,000		L	79650	RC N	DEC 4C	NO COV	DEC 4C	07/01/2015		
17	DPW	2005	BIGTEX UTILITY TRAILER	16VEX182152H51818	M71841	9,000	\$4,185			68499	ACV N	NO COV	NO COV	NO COV	07/01/2015		
18	DPW	2005	WELCH UTILITY TRAILER	1W9US14225N189504	M7252	2,250	\$2,995			68499	ACV N	NO COV	NO COV	NO COV	07/01/2015		
19	DPW	2005	INTERNATIONAL 7000 TRUCK	1HTWDAAR95J167382	M71194		\$68,500		H	31499	ACV N	DEC 4C	NO COV	DEC 4C	07/01/2015		
20	DPW	2006	CARGO UTILITY	2000544434	M79396		\$11,990		L	79650	ACV N	500	NO COV	500	07/01/2015		
21	DPW	2006	JOHN DEERE LOADER	DW62AJZ608535	M60581		\$127,157		M	79650	RC N	DEC 4C	NO COV	DEC 4C	07/01/2015		
22	DPW	2007	FORD F350	1FTWX31P57EA60811	M78013	12,000	\$36,280		M	21499	RC N	DEC 4C	NO COV	DEC 4C	07/01/2015		
23	DPW	2007	FORD F350	1FDWF31P97EA60812	M78014	12,000	\$46,580		M	21499	RC N	DEC 4C	NO COV	DEC 4C	07/01/2015		
24	DPW	2007	STONE CEMENT MIXER TRAILER	262007004	M79491		\$3,794		L	79340	- N	NO COV	NO COV	NO COV	07/01/2015		
25	DPW	2007	FORD CROWN VICTORIA	2FAFP71W17X120688	M68020		\$28,000		L	73980	ACV N	500	NO COV	500	07/01/2015		
26	DPW	2008	FORD F550 DUMP TRUCK	1FDAF57R78EC52097	M79377		\$54,671		M	21499	RC N	DEC 4C	NO COV	DEC 4C	07/01/2015		
27	DPW	2008	FORD F550 DUMP TRUCK	1FDAF57R98EC52098	M79380		\$54,671		H	31499	RC N	DEC 4C	NO COV	DEC 4C	07/01/2015		
28	DPW	2009	JCB CONSTRUCTION TRACTOR	SLP214FC9U0812503	M79545		\$95,497		M	79650	RC N	DEC 4C	NO COV	DEC 4C	07/01/2015		

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# Auto Fleet Schedule

## Description of Information

### Town of Westwood

#### Territory # 16

Item #	Department	Year	Manufacturer & Model	Vin #	Plate #	GVW	Cost New	Type	Class	ACV RC	Med PAV	\$ Comp Product	\$ S.P. Deduct	\$ Coll Deduct	Effective Date	A/L/P Both
29	DPW	2009	INTERNATIONAL 700 SER	1HTWDAAR79H128632	M78543		\$138,700	H	31499	RC	N	DEC 4C	NO COV	DEC 4C	07/01/2015	
30	DPW	2009	FORD E350 VAN	1FTSE34P09DA14618	M78207		\$26,249	L	01499	ACV	N	500	NO COV	500	07/01/2015	
31	DPW	2009	FORD DRWSUP TRUCK	1FDAF57R18EAD00587	M78548		\$55,000	M	21499	RC	N	DEC 4C	NO COV	DEC 4C	07/01/2015	
32	DPW	2009	FORD DRWSUP TRUCK	1FDAF57R39EAD00588	M76549		\$50,000	M	21499	RC	N	DEC 4C	NO COV	DEC 4C	07/01/2015	
33	DPW	2011	HOMESTEADER UTILITY TRAILER	SHABE1820BN011337	M88258	7,000	\$7,784	L	68499	ACV	Y	500	NO COV	500	07/01/2015	
34	DPW	2011	FORD F550 DUMP TRUCK	1FDUF5HT2BEB96049	M84395	19,500	\$58,458	M	21499	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
35	DPW	2011	PRINOTH SIDEWALK TRACTOR	U107440V	M88284		\$132,400	M	78850	RC	N	DEC 4C	NO COV	DEC 4C	07/01/2015	
36	DPW	2012	FORD F350 PICKUP	1FT8X3BT5CEA58415	M88298	11,100	\$42,711	M	21499	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
37	DPW	2012	MACK DUMP TRUCK	1M2AX01C8CM001642	M84011		\$155,000	H	31499	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
38	DPW	2012	INTERNATIONAL DUMP TRUCK	1HTWDAAR3CJ672170	M84010		\$178,554	H	31499	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
39	DPW	2012	ELGIN PELICAN SWEEPER	NP2513D	M87411		\$185,785	H	79340	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
40	DPW	2012	TRACKLESS TRACTOR	MT81540	M87416		\$151,095	H	79650	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
41	DPW	2012	FORD F550 TRUCK	1FDUF5HT3CEC96033	M85040		\$73,475	H	31499	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
42	DPW	2012	FORD F550 TRUCK	1FDUF5HT5CEC96034	M85039		\$70,210	H	31499	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
43	DPW	2012	FORD F550 TRUCK	1FDUF5HT7CEC96035	M85041		\$82,540	H	31499	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
44	DPW	2012	FORD DUMP TRUCK	3FRNF6GE2CV418177	M84130		\$82,791	H	31499	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
45	DPW	2013	JOHN DEERE LOADER	1DW624KH1CE648887	M85042		\$191,875	H	79650	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
46	DPW	2013	MACK DUMP TRUCK	1M2AX04CXDM018326	M87422		\$183,500	H	31499	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
47	DPW	2013	CARMATE TRAILER	5A3C812S9DL001451	M84141	2,880	\$5,000	L	68499	ACV	Y	500	NO COV	500	07/01/2015	
48	DPW	2013	MACK DUMP TRUCK	1M2AX01C4DM001798	M85879		\$176,000	H	31499	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
49	DPW	2013	MACK DUMP TRUCK	1M2AX01C2DM001797	M85867		\$176,000	H	31499	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
50	DPW	2013	MACK DUMP TRUCK	1M2AX01C8DM001799	M85868		\$176,000	H	31499	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
51	DPW	2013	FORD EXPLORER	1FM5K8D88DGC98425	M80095		\$33,076	L	01499	ACV	Y	500	NO COV	500	07/01/2015	
52	DPW	2013	TAKELUCHI COMPACT EXCAVATOR	179401130	M83046		\$110,500	L	79340	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
53	DPW	2014	MACK DUMP TRUCK	1M2AX01C1EM002053	M89908		\$170,000	H	31499	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
54	DPW	2014	CAM TRAILER	5JJPBU312XEP034532	M88818	27,000	\$12,750	M	68499	ACV	N	500	NO COV	500	07/01/2015	
55	DPW	2014	FORD EXPLORER	1FM5K8D88EGB25359	M80084		\$33,076	L	01499	ACV	Y	500	NO COV	500	07/01/2015	
56	DPW	2014	FORD F350 PICKUP	1FTRF3BT1EE808110	M88270		\$32,488	M	21499	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	

**Auto Fleet Schedule**  
**Description of Information**  
**Town of Westwood**  
**Territory # 16**

Item #	Department	Year	Manufacturer & Model	Vin #	Plate #	GVW	Cost New	Type	Class	ACV RC	Med Pay	\$ Comp Deduct	\$ S.P. Deduct	\$ Coll Deduct	Effective Date	AJ/LP Both
57	DPW	2014	FORD F560 DUMP TRUCK	1FDUFSHT2EEA88272	M88269		\$58,508	H	31489	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
58	DPW	2014	FORD F350 PICKUP	1FD7X3BT8EEB38443	M82244		\$45,105	M	21489	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
59	DPW	2014	MORBARK CHIPPER	4S8SZ161XEW040847	M91552		\$49,259	L	78340	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
60	DPW	2015	DEERE SKID STEER LOADER	1T0320EMEEJ273047	M83047		\$70,487	M	78850	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
61	DPW	2015	DEERE BACKHOE	1T0410X0HEE273112	M83045		\$109,950	M	78850	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
62	FIRE	1976	BAL KO BOAT TRAILER	7814888			\$225		69489	-	N	NO COV	NO COV	NO COV	07/01/2015	
63	FIRE	1988	WRIGHT TAGALONG	1S9TST1713G1132118			\$2,000	L	69489	-	N	NO COV	NO COV	NO COV	07/01/2015	
64	FIRE	1990	INTERNATIONAL FIRE TRUCK	1HTSDTVN1LH278904	MF603		\$100,000	H	79080	RC	N	DEC 4C	NO COV	DEC 4C	07/01/2015	
65	FIRE	1991	FEDERAL CYCLONE	46BBAA08M1003545	MF602	38,000	\$240,000	H	79080	RC	N	DEC 4C	NO COV	DEC 4C	07/01/2015	
66	FIRE	1991	INTERNATIONAL 4800 4X4	1HTSENHN1MH353008	MF608	30,000	\$140,000	H	79080	RC	N	DEC 4C	NO COV	DEC 4C	07/01/2015	
67	FIRE	1994	LONG CH TRAILER	LCAUS0815RT135838	M52215	1,180	\$220	L	69489	-	N	NO COV	NO COV	NO COV	07/01/2015	
68	FIRE	2000	FORD F550	1FDAF58FB9YEC39911	MF4047		\$24,000	H	78080	ACV	Y	500	NO COV	500	07/01/2015	
69	FIRE	2001	FORD F450 TRUCK	1FDXF47F31ED00243	MF6764		\$80,000	M	79080	RC	N	DEC 4C	NO COV	DEC 4C	07/01/2015	
70	FIRE	2002	FORD EXPLORER	1FMZU72EX2JA00807	MF4341		\$31,280	L	78080	RC	N	500	NO COV	500	07/01/2015	
71	FIRE	2002	EMERGENCY ONE CYCLONE TRUCK	4ENGABA8021008711	MF6763		\$825,000	H	79080	RC	N	DEC 4C	NO COV	DEC 4C	07/01/2015	
72	FIRE	2003	EMERGENCY ONE PUMPER	4EN8AAA8031008817	MF665	41,800	\$350,000	H	79080	RC	N	DEC 4C	NO COV	DEC 4C	07/01/2015	
73	FIRE	2003	EMERGENCY ONE FIRE PUMPER	4EN8AAA8231008799	MF6847	41,800	\$350,000	H	79080	RC	N	DEC 4C	NO COV	DEC 4C	07/01/2015	
74	FIRE	2008	INTERNATIONAL 400 SER AMBULANCE	1HTMNAAM38H315205	MF7233	20,000	\$178,975	M	79130	ACV	N	500	NO COV	500	07/01/2015	
75	FIRE	2008	FORD LIFELINE AMBULANCE	1FDXE45P66DA18338	MFA485	14,050	\$25,000	M	79130	ACV	N	500	NO COV	500	07/01/2015	
76	FIRE	2008	LOAD UTILITY TRAILER	5A4L TSL1882028317	MF9702	1,600	\$2,000	L	89489	ACV	N	500	NO COV	500	07/01/2015	
77	FIRE	2009	CHEVROLET TAHOE	1GNFK03029R269528	MF6853	7,300	\$28,214	L	79080	RC	N	500	NO COV	500	07/01/2015	
78	FIRE	2009	FORD F350 PICKUP	1FTWF31528EA61063	MF601	10,100	\$43,616	L	79080	RC	N	DEC 4C	NO COV	DEC 4C	07/01/2015	
79	FIRE	2011	INTERNATIONAL AMBULANCE	1HTMNAALXBH380143	MF3733		\$253,423	M	79130	ACV	Y	500	NO COV	500	07/01/2015	
80	FIRE	2012	FORD EXPLORER	1FMHK8D89CGA08816	MFA484		\$32,108	L	79080	RC	Y	500	NO COV	500	07/01/2015	
81	FIRE	2012	FORD EXPLORER	1FMHK8D87CGA08815	MF8711		\$32,108	L	79080	RC	Y	500	NO COV	500	07/01/2015	
82	FIRE	2013	KUBOTA UTILITY CART	A5KB1FDAFDG0E1517	MFA470		\$12,450	L	79080	ACV	Y	500	NO COV	500	07/01/2015	
83	FIRE	2014	FERRARA IGNITER FIRE TRUCK	1F8455622EH14004	MF8877	47,835	\$748,083	E	79080	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
84	HEALTH	2003	FORD CROWN VICTORIA	2FAFP71W73X112487	M80562		\$25,000	L	73880	ACV	N	500	NO COV	500	07/01/2015	

**Auto Fleet Schedule  
Description of Information  
Town of Westwood  
Territory # 16**

Item #	Department	Year	Manufacturer & Model	Vin #	Plate #	GVW	Cost New	Type	Class	ACV RC	Med Play	\$ Comp Deduct	\$ S.P. Deduct	\$ Coll Deduct	Effective Date	A/LP Both
85	HEALTH	2006	HAUL UTILITY TRAILER	18HCB12146P059112	M75531	1,900	\$4,228	L	68489	ACV	N	500	NO COV	500	07/01/2015	
86	POLICE	1991	PENN UTILITY TRAILER	1P9C714D1ML016185	M52197	6,000	\$2,900	L	68489	ACV	N	NO COV	NO COV	NO COV	07/01/2015	
87	POLICE	1999	SPEED ALERT TRAILER	1P914101DXG301142	M55226		\$6,490	L	68499	-	N	NO COV	NO COV	NO COV	07/01/2015	
88	POLICE	1999	SPEED ALERT TRAILER	1P9141011XG301198	M80809		\$6,490	L	68499	-	N	NO COV	NO COV	NO COV	07/01/2015	
89	POLICE	2003	DYNA UTILITY TRAILER	139MP151X3A003226	M70452	3,000	\$23,000	L	68489	ACV	N	500	NO COV	500	07/01/2015	
90	POLICE	2003	DYNA UTILITY TRAILER	139MP151B3A003225	M70453	3,000	\$23,000	L	68489	ACV	N	500	NO COV	500	07/01/2015	
91	POLICE	2005	FORD CROWN VICTORIA	2FAHP74W85X121900	195XWN		\$28,180	L	79110	RC	N	500	NO COV	500	07/01/2015	
92	POLICE	2007	FORD EXPLORER	1FMEU73807UB07276	MP607W		\$32,320	L	79110	RC	Y	500	NO COV	500	07/01/2015	
93	POLICE	2008	FORD TAURUS SEDAN	1FAHP25W28G180781	895AY3		\$15,927	L	79110	RC	N	500	NO COV	500	07/01/2015	
94	POLICE	2008	FORD EXPEDITION	1FMRU16539EB27005	MP610W		\$36,100	L	79110	RC	N	500	NO COV	500	07/01/2015	
95	POLICE	2009	FORD CROWN VICTORIA	2FAHP71V89X115046	MP616W		\$31,928	L	79110	RC	N	500	NO COV	500	07/01/2015	
96	POLICE	2009	CARMATE UTILITY TRAILER	5A3C812S28L001282	M78221	2,990	\$8,000	L	68499	ACV	N	500	NO COV	500	07/01/2015	
97	POLICE	2011	FORD CROWN VICTORIA	2FABP7BV68X100524	MP614W		\$28,495	L	79110	RC	N	500	NO COV	500	07/01/2015	
98	POLICE	2011	FORD CROWN VICTORIA	2FABP7BV88X100525	MP615W		\$28,495	L	79110	RC	N	500	NO COV	500	07/01/2015	
99	POLICE	2011	FORD CROWN VICTORIA	2FABP7BV98X104146	MP612W	4,010	\$29,895	L	79110	RC	N	500	NO COV	500	07/01/2015	
100	POLICE	2011	FORD CROWN VICTORIA	2FABP7BV08X104147	MP613W	4,010	\$29,895	L	79110	RC	N	500	NO COV	500	07/01/2015	
101	POLICE	2011	FORD E350 VAN	1FTNE2ELXBD604268	MP608W		\$21,324	L	79120	ACV	N	500	NO COV	500	07/01/2015	
102	POLICE	2011	FORD CROWN VICTORIA	2FABP7BV2BX163250	MP609W		\$30,863	L	79110	RC	Y	500	NO COV	500	07/01/2015	
103	POLICE	2011	FORD CROWN VICTORIA	2FABP7BV4BX163251	MP617W		\$28,120	L	79110	RC	Y	500	NO COV	500	07/01/2015	
104	POLICE	2011	FORD CROWN VICTORIA	2FABP7BV7BX172396	MP611W	4,011	\$28,120	L	79110	RC	Y	500	NO COV	500	07/01/2015	
105	POLICE	2012	FORD TAURUS	1FAHP2HWXCG106802	893RF8	4,010	\$28,888	L	79110	RC	Y	500	NO COV	500	07/01/2015	
106	POLICE	2013	FORD EXPLORER	1FM5K8AR7DGB71297	MP616W		\$42,998	L	79120	RC	Y	500	NO COV	500	07/01/2015	
107	POLICE	2014	FORD FUSION	3FA6POLU7ER104275	375VA4		\$32,135	L	79110	RC	Y	500	NO COV	500	07/01/2015	
108	POLICE	2014	FORD EXPLORER	1FM5K8AR2EGA80206	MP3203		\$33,038	L	79120	RC	Y	500	NO COV	500	07/01/2015	
109	POLICE	2014	FORD EXPLORER	1FM5K8AR4EGA80207	MP607W		\$33,038	L	79120	RC	Y	500	NO COV	500	07/01/2015	
110	POLICE	2015	FORD FUSION	3FA6PORU1FR119752	2DE135		\$31,460	L	79110	RC	Y	500	NO COV	500	07/01/2015	
111	POLICE	2015	FORD EXPLORER	1FM5K8AR3FGB13044	MP608W		\$48,967	L	79120	RC	Y	500	NO COV	500	07/01/2015	
112	RECREATION	2003	FORD ECOWAGON	1FBSS31L63HB93262	M72100		\$20,540	L	05230	ACV	N	500	NO COV	500	07/01/2015	
113	RECREATION	2009	FORD CROWN VICTORIA	2FAHP71V69X115045	971VGJ		\$31,928	L	73980	RC	N	500	NO COV	500	07/01/2015	

**Auto Fleet Schedule**  
**Description of Information**  
**Town of Westwood**  
**Territory # 16**

Item #	Department	Year	Manufacturer & Model	Vin #	Plate #	GVW	Cost New	Type	Class	ACV RC	Med Per	\$ Comp Product	\$ S.P. Product	\$ Coll Product	Effective Date	AU/LP Both
114	SCHOOL	2001	GEM GOLF CART	5ASAG27421F013332	M71187		\$6,000	L	94600	ACV N	N	NO COV	NO COV	NO COV	07/01/2015	
115	SCHOOL	2001	FORD E350 VAN	1FTSE34L01HB45915	M118485		\$21,124	L	01499	ACV N	N	500	NO COV	500	07/01/2015	
116	SCHOOL	2004	FORD DRWSUP	1FDXF46864EB71787	M71570	15,000	\$29,786	M	21499	RC N	N	DEC 4C	NO COV	DEC 4C	07/01/2015	
117	SCHOOL	2005	BIG TEX UTILITY TRAILER	16VNX142X52D77327	M71931	9,000	\$3,884	L	68499	ACV N	N	NO COV	NO COV	NO COV	07/01/2015	
118	SCHOOL	2006	FORD E350 VAN	1FTSE34L78HA38352	M70738		\$16,387	L	05650	ACV N	N	500	NO COV	500	07/01/2015	
119	SCHOOL	2008	HOMESTEADER UTILITY TRAILER	5HABE16289N000163	M80836	7,000	\$5,998	L	68499	ACV N	N	500	NO COV	500	07/01/2015	
120	SCHOOL	2008	CHEVROLET SILVERADO	1GCHK74K79F181190	M82994	9,900	\$37,981	L	01499	ACV N	N	500	NO COV	500	07/01/2015	
121	SCHOOL	2011	FORD E150 VAN	1FMNE1BW2BD628220	11598	8,520	\$24,356	L	05650	ACV Y	Y	500	NO COV	500	07/01/2015	
122	SCHOOL	2012	FORD PICKUP	1FDRF3G64CEA07859	M87968		\$33,075	L	01499	ACV Y	Y	500	NO COV	500	07/01/2015	
123	SELECTMEN	2008	FORD CROWN VICTORIA	2FAFP71V88X111860	M84008		\$29,622	L	73980	RC N	N	500	NO COV	500	07/01/2015	
124	SEWER	2008	FORD F350 UTILITY	1FDWX31R58EC52086	M79379		\$48,313	M	21499	RC N	N	DEC 4C	NO COV	DEC 4C	07/01/2015	
125	SEWER	2008	INTERNATIONAL 700 SER	1HTWCZR39L130423	M78544		\$253,577	H	31499	RC N	N	DEC 4C	NO COV	DEC 4C	07/01/2015	
126	SEWER	2009	SEWER RODDER UTILITY TRAILER	1S9HU16179C381653	M76542		\$9,000	L	79340	-	N	NO COV	NO COV	NO COV	07/01/2015	
127	SEWER	2011	FORD F350 PICKUP	1FD8X3BT9BEB80843	M83489	10,000	\$55,914	M	21499	RC Y	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
128	SEWER	2013	FORD EXPLORER	1FMSK8D89DGB2101B	M8591		\$33,985	L	01499	ACV N	N	500	NO COV	500	07/01/2015	

AUTOMOBILE FLEET SCHEDULE - TOWN OF WESTWOOD - Department of Public Works									
ITEM #	DEPARTMENT	YEAR	MANUFACTURER & MODEL	PLATE #	COST NEW	TYPE	MILEAGE	Estimated Replacement	
SP. Car 1	DPW (Blue)	2008	FORD CROWN VIC	2FAFP71V98X111660	M84008	25,000.00	CAR	93,114.00	N/A
SP. Car 2	DPW (Black)	2009	FORD CROWN VIC	2FAHP71V69X115045	M90088	25,000.00	CAR		N/A
SP. Car 3	DPW (HWY)	2007	FORD CROWN VIC	2FAFP71W7X120988	M68020	30,000.00	CAR	114,000	N/A
Car 3	HIGHWAY	2014	FORD EXPLORER	1FM5K8D89EGB25359	M90084	35,000.00	SUV	20.00	2024
Car 5	SEWER	2013	FORD EXPLORER	1FM5K8D89DGB21018	M9591	35,000.00	SUV	2,600.00	2023
Car 6	Facility Div.	2013	FORD EXPLORER	1FM5K8D88DGC986425	M90095	35,000.00	SUV	10.00	2024
Elect. 1	Health	2016	Nissan Leaf	1N4AZ0CP3GC311469	M77209	35,000.00	LIGHT	100.00	2028
Elect. 2	Building	2016	Nissan Leaf	1N4AZ0CP9GC301481	M77222	35,000.00	LIGHT	100.00	2028
Truck 01	HIGHWAY	2015	FORD F350 PICKUP	1FT8X3BT9GEA92861	M94048	55,000.00	LIGHT	10.00	2025
Truck 02	HIGHWAY	2009	Ford F550	1FDAF57R39EA00588	M76549	55,000.00	MEDIUM	31,000.00	2016
Truck 04	HIGHWAY	2012	Pelican Sweeper	NP2513D	M87411	163,785.00	HEAVY	31,000.00	2019
Truck 05	HIGHWAY	2014	FORD F-350	1FTRF3BT1EEB09110	M89270	43,000.00	LIGHT		2025
Truck 06	HIGHWAY	2014	MACK DUMP	1M2AX01C1EM002053	M88808	165,000.00	HEAVY	100.00	2023
Truck 07	HIGHWAY	2007	FORD F350 UTILITY TR	1FDWVF31P97EA80812	M78014	46,580.00	MEDIUM	45,200.00	2018
Truck 08	HIGHWAY	2013	MACK DUMP	1M2AX01C8DM001799	M85868	165,000.00	HEAVY	400.00	2023
Truck 09	CEMETERY	2008	FORD F550	1FDAF57R78EC52097	M79377	65,000.00	MEDIUM	39,000.00	2019
Truck 10	HIGHWAY	2012	MACK DUMP	1M2AX01C8CM001642	M84011	165,000.00	HEAVY	1,010.00	2021
Truck 11	HIGHWAY	2013	F550 Rack Body	1FDV5HT3CEC98033	M85867	65,000.00	MEDIUM	2,000.00	2024
Truck 12	HIGHWAY	2016	MACK DUMP	1M2AX01CXGM002510	M95417	165,000.00	HEAVY	100.00	2026
Truck 13	HIGHWAY	2012	Ford F650	3FRNF6GE2CV418177	M84130	90,000.00	MEDIUM	2,000.00	2022
Truck 14	HIGHWAY	2009	INTERNATIONAL	1HTWDAAR79H129632	M76543	155,000.00	HEAVY	10,500.00	2018
Truck 15	HIGHWAY	2008	FORD F550	1FDAF57R98EC52098	M79380	55,000.00	MEDIUM	37,103.00	2017
Truck 16	HIGHWAY	2014	FORD F550	1FDUF5HT2EEA98272	m98269	76,000.00	MEDIUM	0.00	2025
Truck 17	HIGHWAY	2011	FORD F550	1FDUF5HT2BEB98049	M84395	55,000.00	MEDIUM	12,182.00	2021
Truck 18	HIGHWAY	2015	FORD F550 (Chip Truck)	1FDUF5HT7EC46871	M93591	60,000.00	HEAVY	2,000.00	2026
Truck 19	HIGHWAY	2012	INTERNATIONAL	1HTWDAAR3CJ672170	M84010	165,000.00	HEAVY	1,749.00	2021

Truck 20	HIGHWAY	2013	MACK DUMP	1M2AX01C4DM001798	M85879	176,000.00	HEAVY	400.00	2023
Truck 21	SEWER	2011	FORD F350	1FD6X3BT9BEB90843	M83469	55,000.00	MEDIUM	24,500.00	N/A
Truck 22	Facility Div.	2014	FORD F350	1FD7X3BT9EEB38443	M92344	55,000.00	MEDIUM	2,000.00	2026
Truck 23	HIGHWAY	2013	MACK DUMP	1M2AX01C2DM001797	M85867	176,000.00	HEAVY	400.00	2023
Truck 24	SEWER/HIGH	2009	INTERNATIONAL GIAN	1HTWCA2R99J130423	M76544	350,000.00	HEAVY	1,600.00	N/A
Truck 25	SEWER	2008	FORD F350	1FDWX31R58EC52096	M78379	0.00	MEDIUM	53,989.00	2017
Truck 26	HIGHWAY	2013	FORD F 550	1FDUF5HT7CEC96035	M85041	55,000.00	MEDIUM	1,000.00	2023
Truck 27	HIGHWAY	2013	MACK DUMP	1M2AX04CXDM018326	M87422	165,000.00	HEAVY	400.00	2022
Truck 30	PARK	2013	FORD DUMP F 550	1FDVF5HT5CEC98034	M85039	40,000.00	MEDIUM	1,200.00	2023
Truck 31	PARK	2012	FORD 350 PICKUP	1FT8X3BT5CEA59415	M88266	55,000.00	MEDIUM	55,000.00	2022
Truck 32	PARK	2009	FORD F-550	1FDAF57R19EA00587	M76548	55,000.00	MEDIUM	48,188.00	2019
Truck 33	HIGHWAY	2002	FORD 750 BUCKET	3FDXF75Y62MA12721	M87409	50,000.00	HEAVY	22,000.00	2025
Truck 55	HIGHWAY	2009	E 350 VAN	1FTSE34PO9DA14618	M78207	26,000.00	LIGHT	32,835.00	2020
	HIGHWAY	1987	STARLIGHT TRAILER	13YF51427HC020180	M39476	3,000.00		NA	
Roadside	HIGHWAY	2012	TRACKLESS	MT61540	M87416	137,095.00	LIGHT	483.00	2022
Compress.	Highway	2013	Doosan Compressor	V4FVCBBAA6DU455155	M93800		LIGHT		
Compress.	HIGHWAY	1987	INGERSOL COMP.	161894U87957	M39274	17,655.00	MEDIUM	NA	
Generator	SEWER	2014	Portable Generator		M93214	50,500.00	Light		
B1	HIGHWAY	2011	BOMBARDIER SW TRA	U107440V	M88264	107,000.00	MEDIUM	NA	2020
B2	HIGHWAY	2004	BOMBARDIER SW TRA	9002000072	M80326	107,000.00		NA	2018
K1	PARK	2000	KUBOTA - TRACTOR	L4310	M69131	24,000.00	TRACTOR	NA	
K2	PARK	2002	KUBOTA - M5700 - TRA	M60014	M68014	30,000.00	TRACTOR	NA	2015
L1	HIGHWAY	2013	JOHN DEERE - 624K	1DW624KHCC648887		153,875.00	HEAVY	NA	2022
L2	HIGHWAY	2006	624J DEERE LOADER	DW624JZ608535	M80561	127,000.00	HEAVY	NA	2016
JD	HIGHWAY	2015	410K BACKHOE/LOADE	1T0410KXHEE273112		109,950.00	HEAVY	N/A	2025
JCB-2	HIGHWAY	2009	J.C.B. BACKHOE/LOAD	SLP214FC9U0912503	M76545			NA	2019
Skid	HIGHWAY	2014	JOHN DEERE - 320 SKI	T00260E925352		70,000.00			2026
Chipper 1	HIGHWAY	2003	MOBARK	1R1752	M69835	50,000.00		NA	2016

Chipper 2	HIGHWAY	2014 MOBARK	4S8SZ161XEW040847	M91552	50,000		2026
RM-1	SEWER/HIGH	2009 Seer Rod Machine/Trailer	1S9HU16179C381653	M76542	\$38,000.00	TRAILER	NA
Leaf Vac	HIGHWAY	2006 T-GIANT-VAC	2000544434	M79396	12,000.00		NA
Roller	HIGHWAY	2006 ROLLER	332996082	NONE			NA
Stumper Emerg. Trailer	HIGHWAY	1994 T-RAYCO STUMP CUT	1665AC/D015492	M51177	20,000.00		NA
Trailer 1	F&G	2013 Car Utility Trailer	5A3C612S9DL001451	M84141	6,000.00		
Trailer 2	F&G	2000 TRAILER	431FS14642000223	M58135	\$6,000.00	MEDIUM	
Trailer 3	F&G	2004 TRAILER WELCH	1W9US141N189500	M71552	6,000.00	MEDIUM	NA
Trailer 5	HIGHWAY	2002 MAGNU LIGHT TRAILER	5AJLS16182B000180	M69128	7,000.00		NA
Trailer 6	HIGHWAY	1998 CROSS/FLAT TRAILER	1C9FS1418T1432647	M54546	3,000.00		NA
Trailer 7	HIGHWAY	1994 TRAILER - RECYCLING	RDIOCB351R1850056	M52205	\$3,000.00	MEDIUM	
Trailer 8	HIGHWAY	2011 Homesteader	5HABE1820BN011337	M88258	\$8,000.00	MEDIUM	
Trailer 9	HIGHWAY	2005 TRAILER WELCH	1W9US14225N189504	M7252	\$6,000.00	MEDIUM	
Trailer 10	HIGHWAY	2007 Cement mixer Trailer	262007004	M79491	\$3,000.00	MEDIUM	
Trailer 12	CEMETERY	2005 Big Tex Trailer	16VEX182152H51818	M71941			
HOT BOX	HIGHWAY	2014 CAM Flatbed	5JPBU312XEP034532	M88818	\$12,750.00		
MB1	DPW/POLICE	2016 ASPHALT TRAILER	4S9PD1826GM097972	M93803	\$35,000		
MB2	DPW/POLICE	3M MESSAGE SIGN	139MP15133A003225	M70453	\$23,000.00		NA
	DPW/POLICE	3M MESSAGE SIGN	139MP151X3A003226	M70452	\$23,000.00		NA

### Vehicle Inventory

Department   FIRE   (All readings as of 9/9/16)

Vehicle	Year	Year Purchased	Mileage	Vehicle is Used For	Scheduled Year of Replacement	Comments
E1	1991	1991	69,698	Structure/Vehicle Fires (Reserve Unit)	2016(Out of Service)	Engine
E2	2003	2004	117,115	Structure/Vehicle Fires/Rescue	2017	Engine
E5	2003	2004	45,111	Structure/Vehicle Fires	2017(To Reserve Status)	Engine
L1	2002	2003	13,972	Structure Fires	2023	Ladder Truck
Sq1	1991	1991	28,762	Brush Fires	2020	Combination
Sq2	1990	1990	34,592	Brush Fires	2018	Combination
B1	2001	2001	4,152	Brush Fires	2021	Brush Truck
A1	2015	2015	15,904	Medical	2021	Ambulance
A2	2011	2011	65,900	Medical	2019(Trade -in)	Ambulance
C1	2012	2011	38,608	Command	2017	SUV
C2	2012	2011	47,442	Command	2017	SUV
C3	2016	2016	5,534	Command	2021	SUV
C4	2009	2009	18,294	Utility	2019	Utility Truck
M1	2000	2014	135,530	Fire Alarm	2019	Bucket Truck
A3	2010	2016	106,349	Medical	2021	Ambulance
C5	2002	2001	59,000	Spare Command Vehicle (OOS)	2021 (By C3)	SUV
L2	2014	2014	8,298	Structure Fires	2034	Quint Ladder Truck
K1	2013	2013	76.2 hrs	Utility	2033	ATV

### Police Vehicle Inventory 2016

**Department POLICE**

Vehicle	Year	Year Purchased	Mileage	Vehicle is Used For	Scheduled Year of Replacement	Comments
601	2016	2015	34850	Unmarked - Chief of Police		
602	2015	2014	45467	Unmarked - Detectives		Hybrid
603	2012	2011	89151	Unmarked - Detectives		
604	2014	2013	62646	Unmarked - Detectives		Hybrid
605	2007	2007	160000	Unmarked SUV		
606	2014	2014	65630	Marked Police Cruiser		
607	2014	2014	70144	Marked Police Cruiser		
608	2015	2015	45093	Marked Police Cruiser		K-9 Unit
609	2011	2012	72539	Marked Police Cruiser		Sold to Methuen PD
610	2009	2009	64911	Marked Police Cruiser		Safety Officer
611	2011	2012	67872	Marked Police Cruiser		Sold to Methuen PD
612	2016	2015	24616	Marked Police Cruiser		
613	2011	2011	90465	Marked Police Cruiser		Detail cruiser
614	2011	2010	52881	Marked Police Cruiser		Detail cruiser
615	2011	2010	83646	Marked Police Cruiser		Sold to Methuen PD
616	2013	2013	55909	Marked Police Cruiser		
617	2011	2012	101000	Marked Police Cruiser		New motor 2014
618	2016	2015	22984	Marked Police Cruiser		
619	2016	2015	24734	Unmarked Police Cruiser-Patrol		
620	2011	2011	18232	Animal Control Van		
	1991	1994		Emergency Management Trailer		
T1	1999	1999		Solar Speed Alert Trailer		Pending rehab/rebuild
T2	1999	2000		Solar Speed Alert Trailer		Rehabbed 2014
T3	2009	2009		Traffic Safety Trailer		

**Speed Trailers:**

T1 does not work at all. T2 The trailer was rehabbed and a new speed sign/message board was installed.

## **SUMMARY - TOWN USER AND PERIPHERAL LIST**

<i>location</i>	<i>user category</i>	<i>Users Supported</i>	<i>computers</i>
<i>Carby St</i>	Town	33	37
<i>COA</i>	Town	8	6
<i>Deerfield</i>	School	3	2
<i>Downey</i>	School	4	2
<i>Fire Dept</i>	Town	38	15
<i>Hanlon</i>	School	4	2
<i>High School</i>	School	31	13
<i>HS Central Admin</i>	School	22	13
<i>HS-Pre K</i>	School	3	1
<i>Info Systems</i>	Town	6	13
<i>Islington CC</i>	Town	10	8
<i>Islington Library</i>	Town	1	1
<i>Library</i>	Town	5	6
<i>Martha Jones</i>	School	2	1
<i>Middle School</i>	School	7	2
<i>Police Dept</i>	Town	47	27
<i>Recreation</i>	Town	9	12
<i>Sheehan</i>	School	4	3
<i>Town Hall</i>	Town	35	34
<b>Totals for All Locations</b>		<b>285</b>	<b>217</b>

## STATEMENT OF VALUES

Date: 8/20/2015

Name of Insured: Westwood, Town of  
 Name of Company: MIA Property And Casualty Group, Inc.

Item #	Description and Location of Property	Value at 100%	
		Actual Cash Value	Replacement Cost When Applicable
1	A (D3) Arcadia Road Sewer Pumping Station Arcadia Road		\$2,154,200
	B Personal Property in Above		\$37,699
2	A (D3) Brook Street Sewer Pumping Station Brook Street		\$1,750,135
	B Personal Property in Above		\$76,992
3	A (A3) Colburn School Administration Building 660 High Street	\$431,136	\$0
	B Personal Property in Above		\$0
4	A (D3) Conant Road Sewer Pumping Station Conant Road		\$1,400,107
	B Personal Property in Above		\$18,902
5	A (D3) Downey Elementary School 250 Downey Street		\$8,066,729
	B Personal Property in Above		\$187,921
6	A (D3) E.W. Thurston Junior High School (incl. Addition) 850 High Street		\$15,046,317
	B Personal Property in Above		\$597,537
7	A (D3) Far Reach Road Sewer Pumping Station Far Reach Road		\$538,550
	B Personal Property in Above		\$6,300
8	A (D3) Highway Department Garage 50 Carby Street		\$544,208
	B Personal Property in Above		\$261,375
9	A (A3) DPW Annex Carby Street		\$175,090
	B Personal Property in Above		\$26,102
10	A (A3) Highway Department Sand & Salt Storage Shed 50 Carby Street		\$409,573
	B Personal Property in Above		\$5,386

1. The values shown must be Actual Cash Value (100%) or Replacement Cost Values (100%) and should reflect the basis of coverage for each item and for either (A) Building or (B) Personal Property of the insured or both.
2. The values shall be submitted to the insurance group and subject to its acceptance.
3. Nothing contained in these instructions shall be construed as changing in any manner the conditions of the contract.
4. The group may require this Statement of Values to be signed by the Insured, or in the case of firms, by a partner or an officer.
5. A value of \$0.00 indicates that coverage is not included for the corresponding entry.

MP 100  
 (ED 10 91)

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**STATEMENT OF VALUES**

Date: 8/20/2015

Name of Insured: Westwood, Town of

Name of Company: MIA Property And Casualty Group, Inc.

Item #	Description and Location of Property	Value at 100%	
		Actual Cash Value	Replacement Cost When Applicable
11 A (A3)	Islington Branch Library 260 Washington Street		\$394,115
B	Personal Property in Above		\$189,015
12 A (A3)	Islington Fire Station 300 Washington Street		\$440,706
B	Personal Property in Above		\$17,401
13 A (D3)	Main Fire Station 637 High Street		\$1,719,218
B	Personal Property in Above		\$136,424
14 A (D3)	Martha Jones Elementary School 80 Martha Jones Road		\$10,081,231
B	Personal Property in Above		\$187,921
15 A (F3)	Deerfield School 72 Deerfield Avenue		\$4,540,869
B	Personal Property in Above		\$17,401
16 A (D3)	Highway Department Storage Garage (New) Carby Street		\$302,732
B	Personal Property in Above		\$161,565
17 A (D3)	Paul R. Hanlon Elementary School 790 Gay Street		\$3,547,814
B	Personal Property in Above		\$187,921
18 A (B3)	Police Station 584 High Street		\$1,379,658
B	Personal Property in Above		\$191,401
19 A (A3)	Senior Center Garage/Food Pantry 60 Nahatan Street		\$580,165
B	Personal Property in Above		\$5,386
20 A (F3)	Submersible Sewer Pumping Station Sycamore Drive		\$209,100
B	Personal Property in Above		\$1

**STATEMENT OF VALUES**

Date: 8/20/2015

Name of Insured: Westwood, Town of  
 Name of Company: MIA Property And Casualty Group, Inc.

Item #	Description and Location of Property	Value at 100%	
		Actual Cash Value	Replacement Cost When Applicable
21 A (F3)	Submersible Sewer Pumping Station Clapboardtree Street		\$261,375
B	Personal Property In Above		\$1
22 A (D3)	Summer Street Sewer Pumping Station Summer Street		\$861,680
B	Personal Property in Above		\$6,300
23 A (B3)	Town Hall 580 High Street		\$1,946,540
B	Personal Property in Above		\$130,501
24 A (A3)	Westwood Senior Center 60 Nahatan Street		\$1,164,876
B	Personal Property in Above		\$39,027
25 A (F3)	William E Sheehan Elementary School 549 Pond Street		\$8,996,828
B	Personal Property in Above		\$267,961
26 A (A3)	6 Temp. Classroom Buildings - Thurston Middle School 850 High Street		\$683,291
B	Personal Property in Above		\$76,588
27 A (C3)	Dela Park Estates Pumping Station Dela Park Road		\$323,130
B	Personal Property in Above		\$5,386
28 A (C3)	Stevens Farm Pump Station		\$261,375
B	Personal Property in Above		\$5,386
29 A (D3)	DPW Building Carby Street		\$1,278,056
B	Personal Property in Above		\$209,100
30 A (D3)	Westwood High School Nahatan Street		\$37,358,186
B	Personal Property in Above		\$2,334,602

**STATEMENT OF VALUES**

Date: 8/20/2015

Name of Insured: Westwood, Town of  
 Name of Company: MIA Property And Casualty Group, Inc.

Item #	Description and Location of Property	Value at 100%	
		Actual Cash Value	Replacement Cost When Applicable
31 A (B3)	Islington Community Center 288 Washington Street		\$2,202,996
B	Personal Property in Above		\$21,224
32 A (C3)	Fencing Morrison Park		\$63,671
B	Personal Property in Above		\$0
33 A (A3)	Snack Stand Morrison Park		\$10,612
B	Personal Property in Above		\$1
34 A (C3)	Lighting Morrison Park		\$132,648
B	Personal Property in Above		\$0
35 A (C3)	Irrigation Morrison Park		\$26,530
B	Personal Property in Above		\$0
36 A (A3)	Storage Garage Morrison Park		\$132,648
B	Personal Property in Above		\$141,143
37 A (C3)	Pump Replacement Morrison Park		\$52,275
B	Personal Property in Above		\$0
38 A (A3)	Modular Classrooms at Hanlon School 790 Gay Street		\$559,993
B	Personal Property in Above		\$40,524
39 A (A3)	School Street Playground Tot Lot 44 School Street		\$156,825
B	Personal Property in Above		\$0
40 A (C3)	Highway Garage 50 Carby Street		\$565,523
B	Personal Property in Above		\$209,100

**STATEMENT OF VALUES**

Date: 8/20/2015

Name of Insured: Westwood, Town of  
 Name of Company: MIA Property And Casualty Group, Inc.

Item #	Description and Location of Property	Value at 100%	
		Actual Cash Value	Replacement Cost When Applicable
41 A (A3)	DPW Storage Tent Highway Yard		\$36,593
B	Personal Property in Above		\$52,275
42 A (A3)	Modular Classrooms Middle School		\$2,927,400
B	Personal Property in Above		\$219,555
43 A (A3)	Westwood High School Concession Stand 200 Nahatan Street		\$345,015
B	Personal Property in Above		\$1,046
44 A (A3)	Westwood High School Maintenance Garage 200 Nahatan Street		\$297,968
B	Personal Property in Above		\$1,046
45 A (dd3)	Library 668 High Street		\$8,332,328
B	Personal Property in Above		\$1,045,500
46 A (A3)	Cemetery Barn High Street		\$153,000
B	Personal Property in Above		\$1,020
47 A (A3)	DPW Employee Locker Room & Breakroom 50 Carby Street		\$176,749
B	Personal Property in Above		\$0
<b>Total Amounts of Insurance</b>		<b>\$431,136</b>	<b>\$129,708,559</b>

All values submitted are correct to the best of my knowledge and belief.

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_



**TOWN OF WESTWOOD**  
**COMMONWEALTH OF MASSACHUSETTS**  
**DEPARTMENT OF PUBLIC WORKS**

TODD KORCHIN, *DIRECTOR*  
BRENDAN RYAN, *OPERATIONS MANAGER*

JAMES MCCARTHY, *FACILITY MANAGER*  
JEFF BINA TOWN ENGINEER, *SEWER SUPERINTENDENT*

To: Laura Bucari  
Finance Commission

From: Todd Korchin  
Directory of Public Works

September 23, 2016

In 2016, Westwood recalibrated the pavement management database by having re-inspections performed for the roadway network. Included in this memo is a summary of findings of the road surface rating (RSR) survey.

During the 2016 construction season, Westwood allocated \$ 750,000 toward roadway projects, including mill & overlay on the following roads: Circuit Road, Russell Ave, Wight Lane, Churchill Drive, and Nahatan Street. In line with its Pavement Management Program, the Town also utilized two Pavement Preservation Techniques as follows: Micro-surfacing and a Hot-In-Place process on Washington Street. These techniques are less costly to perform and are designed to keep good roads in good condition with the long term goal of saving the Town money by extending the life span of these roadways.

The results of the updated program yield an average network rating of 85. The current backlog of work is calculated to be approximately \$5,731,000.

Standard pavement management practices call for re-inspections of the roadway network to be performed every 3 to 5 years in order to re-calibrate the pavement management program. We performed these inspections in the fall of 2015. Our next re-inspection program is scheduled for 2018 to provide the Town with a new baseline of data to work from.

We are currently developing our 2017 Roadway Improvement Plan.



**TOWN OF WESTWOOD**  
**COMMONWEALTH OF MASSACHUSETTS**  
**DEPARTMENT OF PUBLIC WORKS**

TODD KORCHIN, *DIRECTOR*  
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The following tables show existing backlog information:

**Yearly Backlog Comparison - In Dollars**

	<b>2016</b>
Pavement Rehabilitation	\$282,000
Surface Improvement	\$5,290,000
Routine Maintenance	\$160,000
<b>Total Backlog</b>	<b>\$5,732,000</b>

**Yearly Backlog Comparison - in Miles**

	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Pavement Rehabilitation	1.8	1.2	1.7	2.3	0.9
Surface Improvement	37.8	47.0	48.1	45.2	33.7
Routine Maintenance	32.0	20.0	14.6	16.8	22.0
No Maintenance Req.	13.4	16.9	20.6	18.1	26.7

# TOWN OF WESTWOOD



## FINANCIAL MANAGEMENT POLICIES AND OBJECTIVES

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**Prepared By:**  
Pamela Dukeman, Finance Director

**Adopted By:**  
Board of Selectmen January 12, 2004  
Revised January 13, 2014



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## Introduction

The Town of Westwood has an important responsibility to carefully account for public funds, to manage municipal finances wisely, and to plan and provide for the adequate funding of services desired by the public and as required by laws, rules, or regulations, including the provision and maintenance of public facilities and improvements. The financial objectives and policies set forth by the Board of Selectmen in this document are intended to establish guidelines for the continued financial strength and stability of the Town of Westwood.

It is the policy of the Town of Westwood that financial management is conducted with the objectives of safeguarding public funds, protecting the Town's assets, and complying with financial standards and regulations.

To help ensure the Town's financial stewardship, an established program of managing the Town's finances becomes essential. To this end, the Board of Selectmen seeks policies and procedures that are financially prudent and in the Town's best economic interests.

Objectives are broad, fairly timeless statements of the financial position the Town seeks to attain. The Town of Westwood shall pursue the following financial objectives:

- To provide full value to the residents and business owners of Westwood for each tax dollar by delivering quality services efficiently and on a cost-effective basis.
- To preserve our quality of life by providing and maintaining adequate financial resources necessary to sustain a sufficient level of municipal services, and to respond to changes in the economy, the priorities of governmental and non-governmental organizations, and other changes that may affect our financial well-being.
- To provide effective financial management within the Town that conforms to generally accepted accounting principles.
- To ensure public accountability in public financial management.
- To protect and enhance the Town's credit rating and prevent default on any municipal debts.
- To provide quality, essential public safety and education services at the most efficient cost.
- To provide safeguards to ensure the quality and integrity of the financial systems.
- To minimize the Town's financial risk due to unforeseen emergencies.
- To protect against unforeseen emergencies with reserve funds.
- To protect and maintain the Town's capital assets.

In order to achieve the above objectives, the Board of Selectmen adopts the following financial policies. The Board of Selectmen will review these financial policies on an annual basis. As part of that review, the Finance Director will report on the status of the goals, particularly how the current reserve balances compare to stated goals.

Further, it is the intention of the Board of Selectmen that these financial policies will serve as the Town's guiding financial principles. The Selectmen will not diverge from the policies without a clear, public statement and analysis of the change(s); (i.e., schedule of long term borrowing).



## **Overall Financial Policies**

### ***A. Accounting, Auditing and Financial Planning***

1. The Town will produce annual financial reports in accordance with Generally Accepted Accounting Principles (GAAP) as outlined by the Government Accounting Standards Board.
2. An annual audit will be performed by an independent public accounting firm.
3. The Town will maintain strong financial controls to ensure compliance with Town Meeting appropriations and state regulations.
4. The Town has a newly established Audit Committee consisting of three members appointed by the Board of Selectmen to overlapping three-year terms. The Audit Committee will provide independent review and oversight of Westwood's financial reporting processes, internal controls and independent auditors. The Committee will present annually to the Board of Selectmen a written report of how it has discharged its duties and met its responsibilities.
5. The Town will strive to produce quality financial reporting including clear financial statements, high quality, user friendly annual budget documents, and an annual Comprehensive Annual Finance Report (CAFR).
6. The Town shall strive to attain an extremely favorable credit rating. The Town's credit rating is a statement of its overall fiscal health as a government and as a community. The benefit of a strong credit rating is realized in lower interest rate costs on the Town's long term debt issues. The Town will strive to maintain an extremely favorable credit rating by practicing prudent financial management, strong budget control, good cash management and timely billing and collection.

### ***B. General Fund***

1. The annual budget should be prepared such that all current operating expenditures will be paid for with current operating revenue. The Town should not fund ongoing operating expenditures with non-recurring revenue sources, such as free cash or borrowing. Operating expenses shall be supported by ongoing recurring revenue sources, including taxes, state aid, local receipts and fees.
2. The annual operating budget shall include an appropriation to an operating reserve fund. This account shall be used to fund any unforeseen and extraordinary expenses that occur during the fiscal year. Funds are transferred to individual departments during the year only upon recommendation of the Finance and Warrant Commission. The minimum annual appropriation to this account should be .5% of the total general fund operating budget, net of debt service. The reserve account may also be used by Town Meeting to meet unexpected, small increases in service delivery costs. This funding will only occur by a transfer article voted at Town Meeting.
3. The Town will maintain adequate working capital in the General Fund by seeking to refrain from using available fund balance equivalent to 4% of the annual general fund operating budget. Specifically, the Town shall strive to maintain free cash at 4% of general fund operating budget, net of debt service. This balance of free cash will provide sufficient cash flow to meet payroll and expenditures without having to borrow in anticipation of tax receipts and will serve as liquid funds that can be used in case of emergency.



4. Free Cash in excess of the goal reserve shall not be used to fund ongoing operating expenditures or budget shortfalls. Free cash in excess of goal amount should be used to:
  - Fund non-recurring, unforeseen expenditures, such as unusually high snow and ice costs;
  - Provide funding for additional capital projects;
  - Build stabilization reserves to goal targets.

### *C. Revenue*

1. The Town will follow an aggressive and equitable policy of collecting revenues.
2. The Town will utilize all available tools to collect revenues including tax title process, title liens, and motor vehicle flagging procedures.
3. The Town will consider the use of service charges as a means of financing services not equitably supported through the existing tax structure.
4. The Town will strive to maintain a healthy commercial tax base to supplement residential tax revenues.
5. The Town will set the annual tax classification factor with the goal to provide residential relief while encouraging appropriate business development. The annual classification factor will be determined utilizing the separate, written document, "Tax Rate Shift Policy".
6. One-Time Revenue - The Town will thoroughly analyze any unexpected and unusual one-time revenue sources before appropriation. One-time revenue sources include items such as unusually high receipts, unanticipated state funds, legal settlements, or other one-time revenues.
  - These funds shall first be considered for use toward meeting reserve level goals and capital needs before being utilized for funding general fund operating budget needs.
  - Consideration will be given first to a project related to the source of funding.
  - The Long Range Financial Planning Committee (LRFP) shall make a recommendation to the Board of Selectmen for use of the funds.

Consideration shall be given to:

- Capital budget.
  - Capital Improvements Stabilization Fund.
  - Stabilization Fund.
  - OPEB Trust Fund.
7. Recurring Revenue - The Town will thoroughly analyze any new, recurring revenue sources before appropriation. New, recurring revenue sources include significant new commercial development, or other permanent revenue sources such as a new fee.
    - The net recurring revenue, after any designated allocations, shall first be considered toward meeting reserve level goals and capital needs before being utilized for funding general fund operating budget needs.



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- The Long Range Financial Planning Committee (LRFP) shall make a recommendation to the Board of Selectmen for use of the funds.

Consideration shall be given to:

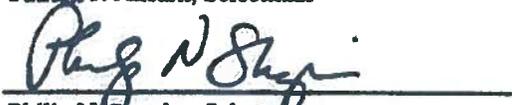
- Stabilization Fund.
- OPEB Trust Fund.
- Capital Improvements Stabilization Fund.
- Capital Budget.

**Endorsement of Overall Financial Policies:**

**Adopted January 12, 2004  
Revised January 13, 2014**

  
\_\_\_\_\_  
Nancy C. Hyde, Chairman, Board of Selectmen

  
\_\_\_\_\_  
Patrick J. Ahearn, Selectman

  
\_\_\_\_\_  
Philip N. Shapiro, Selectman



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## Reserve Policy

The Town of Westwood will maintain a level of reserves that protects the Town from emergency conditions that require financial flexibility, contribute to sufficient liquidity to pay all Town expenses without short-term borrowing, and contribute to maintaining a high credit rating. To provide for adequate levels of reserves to protect the Town's financial condition over the long term, the Town of Westwood has adopted the following financial reserve policies.

### ***D. Reserves***

1. The Town will maintain adequate reserve funds to protect the Town from unforeseen, extraordinary needs of an emergency nature. Prudent stewardship of the Town requires such planning and protection for the Town's financial health.
2. Reserve funds will be maintained as part of long term goals to reduce borrowing costs. The Town's reserves are a major factor in the Town's bond rating. Sudden decline in reserve amounts could result in a decline in bond rating and potential increases in costs of borrowing.
3. **Stabilization Fund**
  - The Town shall strive to maintain reserve accounts at a minimum of 8% of general fund operating revenues, net of debt service. The total reserve goal should be maintained at 4% in the general fund and 4% in the stabilization account.
  - Stabilization reserve funds shall be used to provide for temporary financing for unanticipated or unforeseen extraordinary needs of an emergency nature; for example, costs related to a natural disaster or calamity, an unexpected liability created by Federal or State legislation, immediate public safety or health needs, opportunities to achieve long-term cost savings, or planned capital investments and related debt service. Reserves will not be used to fund recurring budget items.
  - The Town shall strive to make an annual appropriation to the stabilization fund. Even if a nominal amount, this annual appropriation will demonstrate the commitment to reserves and keep the account in focus.
  - Funds shall be allocated from reserves only after an analysis and utilization plan has been prepared by the Finance Director and presented to the Board of Selectmen. The analysis shall provide sufficient evidence to establish that the remaining balance is adequate to offset potential downturns in revenue sources and provide a sufficient cash balance for daily financial needs; and that conditions exist in future years that will allow for replenishment of reserve funds.
  - Funds shall be allocated each year in the budget process to replace any use of reserve funds during the preceding fiscal year to maintain the balance of the reserves at 8%.
4. **Other Post Employment Benefits (OPEB)**
  - OPEB is the cost of providing health care and other non-pension benefits for retirees.
  - The Town shall continue its practice of having an independent actuary prepare biennial valuations, which is in compliance with the Government Accounting Standards Board (GASB).



- While there is no legal requirement to fund OPEB liability, the Town should strive to move toward fully funding the Annual Required Contribution (ARC), ultimately developing a funding schedule that fully funds OPEB liability.
  - The Town will appropriate no less than \$550,000 per year to the OPEB Liability Trust Fund.
  - The Town should continue to increase this minimum contribution until complying with the annual required contribution (ARC).
  - The OPEB Task Force will continue to review and make recommendations for meeting the OPEB liability through both revenue and expenditure review.

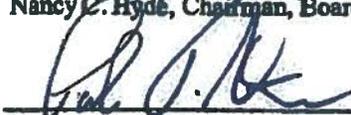
**5. Capital Improvements Stabilization Fund**

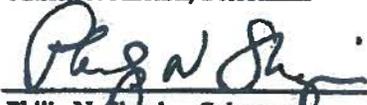
- The Town shall maintain a Capital Improvements Stabilization Fund. The goal of this Fund is to provide for funding long term maintenance and replacement of the Town's existing capital assets – primarily buildings and equipment and to serve as a funding source for new buildings and equipment.
- Funds designated to this account cannot be used for purposes other than those for which the account is established.
- Funds can be saved in this account from year to year, and interest earned remains with the account.
- This Fund shall be maintained to support planned annual capital appropriations and/or debt service for approved capital projects.

**Endorsement of Reserve Policy:**

**Adopted January 12, 2004  
Revised January 13, 2014**

  
\_\_\_\_\_  
Nancy C. Hyde, Chairman, Board of Selectmen

  
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Patrick J. Ahearn, Selectman

  
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Philip N. Shapiro, Selectman



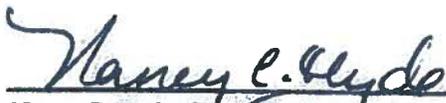
## Debt Policy

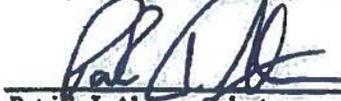
### *E. Debt Management*

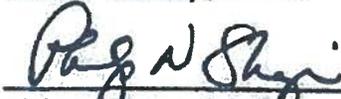
1. Long-term debt should be issued only for capital projects or assets that have a long useful life. It should be issued to pay for the cost of significant infrastructure and capital projects, such as school remodeling, road construction, building construction, and land purchases. Long term debt should not be issued for recurring, small capital purchases with a useful life of less than five years.
2. The Town should attempt rapid debt repayment schedules. The Town shall strive for a rapid repayment schedule of ten years or less. This ensures cost savings to the community and seeks to avoid strapping future generations with large debt obligations. This policy recognizes that capital needs continue and that new debt will continue to be identified and issued.
3. Long-term debt should not be incurred without a clear identification of its financing sources. Long-term debt is generally utilized to fund capital projects that have a long useful life and are relatively expensive. Because of the debt service costs and annual appropriations necessary to retire this debt, there should be clear knowledge and commitment of revenue sources available to pay these costs without competing with operating budgets for limited resources. Debt issued on behalf of the Sewer Enterprise is supported by sewer user fees.
4. General fund nonexempt debt service should not exceed 8% of general fund revenues. Non-dedicated tax revenue debt service should not exceed 8% of net general fund operating revenue so as to provide appropriate funding for other Town services. Total general fund debt, exempt and non-exempt, should be maintained at no greater than 10-12% of net general fund operating revenues so as to balance total debt costs and tax implications with other services.
5. The Town will follow a policy of full disclosure on all bond offerings and financial prospectus.

**Endorsement of Debt Policy:**

**Adopted January 12, 2004  
Revised January 13, 2014**

  
\_\_\_\_\_  
Nancy C. Hyde, Chairman, Board of Selectmen

  
\_\_\_\_\_  
Patrick J. Ahearn, Selectman

  
\_\_\_\_\_  
Philip N. Shapiro, Selectman



## Capital Planning Policy

### **F. Capital Planning**

1. The Town will maintain its physical assets at a level adequate to protect the Town's capital investments and to minimize future maintenance and replacement costs. The Town's physical resources are a major component of the Town's overall financial assets and represent a significant investment of public funds. As such, the Town must adequately maintain and update its capital assets.
2. The Town will develop a multi-year plan for capital improvements to be known as the "Five-Year Capital Budget," which will be updated on an annual basis. This report will include all known capital needs for a five year period for all school and municipal operations.
3. Capital items shall be defined as follows:
  - Items requiring an expenditure of at least \$10,000 and having a useful life of more than five years.
  - Projects consisting of real property acquisitions, construction, capital asset improvements, long-life capital equipment, or major maintenance/repair of an existing capital item, as distinguished from a normal operating expenditure.
  - Items obtained under a long term lease.
  - Bulk purchases of similar items, such as technology and furniture purchases, shall be aggregated and the total considered a capital item.
4. The Town shall regularly invest in capital stock on an ongoing basis. Annual delays in reinvesting in the Town's capital assets and equipment can often lead to delaying major problems that result in larger investments of financial resources to correct. The Board of Selectmen will continue to stress the importance of capital reinvestment and will carefully balance the financing of capital with annual operating expenses. The Town will strive to maintain 3 - 5% of the general fund operating budget, net of debt, on capital maintenance and replacement.
5. The funding source for capital projects must be identified and analyzed before any long term bonded capital project is recommended. Funding sources for capital projects must be analyzed so as to balance the limited resources available within Proposition 2 ½.
6. Capital projects funding should also be reviewed in relation to impact on property tax limitation.
  - Projects funded with current tax revenues should identify impact on annual operating budget.
  - Projects funded with long-term debt and *not exempted* from Proposition 2 ½ should identify impact on annual operating budgets.
  - Projects funded with long-term debt and *exempted* from Proposition 2 ½ should identify impact on annual tax rate and/or tax bill (debt exclusion).
  - Projects funded with *capital exclusion* should identify impact on current annual tax rate and/or tax bill (capital expenditure exclusion).
7. The annual operating cost of a proposed capital project, as well as debt service costs, will be identified before any long-term bonded capital project is recommended.

Capital projects may increase future expenses, decrease future expenses or may be cost-neutral. The funding of capital projects may fall within available revenue (taxes or fees) or new revenue sources

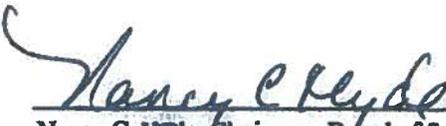


(debt or capital exclusions). It is important to project the impact that the proposed capital project has on the operating budget so that operating budget funding sources can also be identified or new funding sources identified. Future operating and maintenance costs for all new capital facilities will be fully costed out.

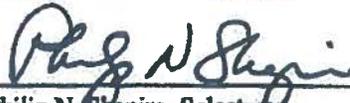
8. The Town shall support capital budgeting through the Capital Improvements Stabilization Fund. This Fund is outlined in the Reserve Policy.

**Endorsement of Capital Planning Policy:**

**Adopted January 12, 2004  
Revised January 13, 2014**

  
\_\_\_\_\_  
Nancy C. Hyle, Chairman, Board of Selectmen

  
\_\_\_\_\_  
Patrick J. Ahearn, Selectman

  
\_\_\_\_\_  
Philip N. Shapiro, Selectman



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## Other Policies

### ***G. Sewer Enterprise Fund***

1. Rates and fees for sewer funds shall be established so as to produce revenue that does not exceed the amount of annual appropriation made for the enterprise, less any funds received for the enterprise from any other source without express authority from the Town Meeting.
2. Sewer funds are reviewed annually to project revenues and expenditures for the next fiscal year, estimates of the current year, and projections for future years. Estimates of capital projects and debt service should be included in order to project impact on sewer rates.
3. Betterments will be assessed for sewer extensions. Sewer projects that are extensions on the existing system will be assessed to the property owner according to the betterment formula for sewer projects. When specific benefits accrue to property owner(s), betterments will be assessed in accordance with state statutes and local policies. This funding source will contribute all or a portion of the costs associated with the capital projects.
4. Sewer main replacements should be scheduled so as to avoid major increases in sewer rates. The current sewer funds are established as self-supporting on a cash basis. Revenues are planned to cover operating budgets, indirect and overhead costs, and debt service payments. Sewer long-term debt schedules should be closely monitored to ensure that new sewer debt replaces completed debt instead of continually adding to total debt.
5. The sewer enterprise will maintain adequate working capital to finance operations. In the absence of retained earnings, operations would require the use of General Fund cash which would reduce General Fund cash available for investment, and consequently reduce General Fund Revenue. To avoid the use of General Fund cash as working capital for the sewer operations, and to accommodate fluctuations in revenue due to consumption variations, retained earnings shall be maintained at an appropriate level. The amount retained for this purpose shall be at least equal to 10% of sewer fund revenues.

### ***H. Gifts, Grants, and Other Funds***

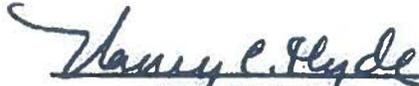
1. All grants shall be managed to comply with the laws, regulations and guidance of the grantor.
2. All gifts and donations shall be managed and expended according to the wishes and instructions of the donor and shall be in compliance with applicable state laws and regulations.
3. All user fees and revolving funds shall be managed in compliance with applicable state laws and regulations. User fees will be set so as to generate only the revenue needed to recover the allowable costs of the programs.
4. All gifts, grants, and fees shall be evaluated for suitability and consistency with Town policies. They shall also be formally approved and accepted by the Board of Selectmen and/or School Committee.
5. Any gifts with conditions determined to be unsuitable for the Town will not be accepted.

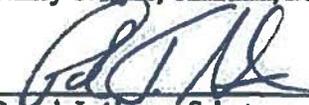


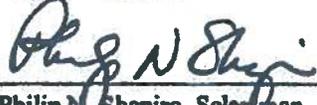
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**Endorsement of Other Policies:**

**Adopted January 12, 2004  
Revised January 13, 2014**

  
\_\_\_\_\_  
Nancy C. Hyde, Chairman, Board of Selectmen

  
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Patrick J. Ahearn, Selectman

  
\_\_\_\_\_  
Philip N. Shapiro, Selectman



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## **Investment Policy**

### ***I. Investment Policy***

- Disbursement, collection, and deposit of all funds will be managed to insure protection and safeguard of funds, and adequate cash flow to meet the Town's needs of operations.
- The Town will strive to maximize the return on its portfolio, with the primary objectives of safety of principal, liquidity of funds and maximum yield.

### **I. The Investment of General Funds, Special Revenue Funds, Enterprise Funds, and Capital Projects Funds**

#### **A. Scope**

This section of the policy applies only to short term operating funds such as general funds, special revenue funds, enterprise funds, and capital project funds. Section two will deal with trust funds, bond proceeds, and any other funds with special circumstances such as stabilization funds. The Norfolk County Retirement Board is responsible for the investment of employees contributory pension funds.

#### **B. Objectives**

Massachusetts General Laws, Chapter 44, section 55B requires the municipal treasurer to invest all public funds except those required to be kept uninvested for purposes of immediate distribution. Modern banking systems enable the public treasurer to maintain even these funds in interest bearing form until the date a disbursement order clears through the banking system.

The state law further requires that invested funds are to be placed at the highest possible rate of interest reasonably available, taking account of safety, liquidity and yield. Therefore, these guidelines are intended to further the objective of securing the highest return that is consistent with safety of principal while meeting the daily cash requirements for the operation of the entity's business.

- **Safety of principal** is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital through the mitigation of credit risk and interest rate risk. These risks shall be mitigated by the diversification and prudent selection of investment instruments, and choice of depository. Credit risk is the risk of loss due to the failure of the security issuer or backer. Interest rate risk is the risk that the market value of the security will fall due to changes in general interest rates.
- **Liquidity** is the next most important objective. The overall investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Since all possible cash demands cannot be anticipated, the treasurer shall carry out investment activities in a manner that provides for meeting unusual cash demands without the liquidation of investments that could result in forfeiture of accrued interest earnings, and loss of principal in some cases.
- **Yield** is the third, and last, objective. Investments shall be undertaken so as to achieve a fair market average rate of return, taking into account safety and liquidity constraints as well as all legal requirements.



### C. Investment Instruments

**Note:** Public investments in Massachusetts are not protected through provisions in State law. Therefore, they are largely uncollateralized. Many banking institutions are willing to put up collateral, albeit at a cost to the entity of a lower interest rate. The Treasurer negotiates for the highest rates possible, consistent with safety principles.

The Treasurer may invest in the following instruments:

1. Massachusetts State pooled fund: Unlimited amounts (Pool is liquid)

The Massachusetts Municipal Depository Trust (MMDT), an investment pool for state, local, county and other independent governmental authorities, is under the auspices of the State Treasurer and currently managed by Fidelity Investments. It invests in Bankers Acceptances, Commercial Paper of high quality, Bank Certificates of Deposit, Repurchase agreements (Repos), and U. S. Treasury Obligations. It has Federal Deposit Insurance Corporation (F.D.I.C.) pass-through insurance on the C.D.'s and takes delivery on the Repos and Treasuries. Under Government Accounting Standards Board Regulation (GASB III), it is not considered an uncollateralized product.

2. U. S. Treasuries that will be held to maturity: Unlimited amounts (Up to one year maturity from date of purchase)

3. U.S. Agency obligations that will be held to maturity. Unlimited amounts (Up to one year maturity from date of purchase)

4. Bank accounts or Certificates of Deposit, hitherto termed C.D.'s. (Up to one year) which are fully collateralized through a third party agreement: Unlimited amounts

5. Bank accounts and C.D.'s (Up to one year) fully insured by F.D.I.C. and in some cases also Depository Insurance Fund of Massachusetts (D.I.F.M): \$100,000 limit All bank accounts and C.D.'s in one institution are considered in the aggregate to receive the \$100,000 insurance coverage.

6. Unsecured bank deposits of any kind such as other checking, savings, money market, or Certificates of Deposit accounts at Banks that do not fit the above categories. These investments are subject to the following limitations: These investments will be limited to no more than 5% of an institution's assets and no more than 20% of a municipality's cash. Their credit worthiness will be tracked by Veribanc, Sheshunoff, or other bank credit worthiness reporting systems. They will be diversified as much as possible. C.D.'s will be purchased for no more than three months and will be reviewed frequently.

### D. Diversification

Diversification should be interpreted in two ways: in terms of maturity as well as instrument type and issuer. The diversification concept should include prohibition against over concentration of maturities as well as concentration in a specific institution. With the exception of U.S. Treasury obligations or investments fully collateralized by U.S. Treasuries or agencies, and State pools (MMDT), no more than 30% of the Town's investments shall be invested in a single financial institution.

### E. Authorization

The Treasurer has authority to invest municipality funds, subject to the statutes of the Commonwealth cited above.



#### **F. Ethics**

The Town Treasurer and the Assistant Treasurer shall refrain from any personal activity that may conflict with the proper execution of the investment program or which could impair or appear to impair ability to make impartial investment decisions. Said individuals shall disclose to the Chief Executive Officer any material financial interest in financial institutions that do business with the town. They shall also disclose any large personal financial investment positions or loans that could be related to the performance of the town's investments.

#### **G. Relationship with Financial Institutions**

Financial institutions should be selected first and foremost with regard to safety. The Treasurer should subscribe to and use one or more of the recognized bank rating services, such as Veribanc or Sheshunoff. Brokers should be recognized, reputable dealers.

The Treasurer shall require any brokerage houses and broker/dealers, wishing to do business with the municipality, to supply the following information to the Treasurer:

- ◆ Audited financial statements
- ◆ Proof of National Association of Security Dealers certification
- ◆ A statement that the dealer has read the municipality's investment policy and will comply with it
- ◆ Proof of credit worthiness (minimum standards: at least five years in operation and a minimum capital of 10 million dollars)

#### **H. Reporting Requirements**

On a regular basis (quarterly, semi-annually, or annually), a report containing the following information will be prepared by the Treasurer and distributed to the Chief Executive Officer, Town Manager, and/or Finance Committee, as appropriate. The quarterly report will include the following information, as a minimum requirement:

- ◆ A listing of the individual accounts and individual securities held at the end of the reporting period.
- ◆ A listing of the short-term investment portfolio by security type and maturity to ensure compliance with the diversification and maturity guidelines established in the "Diversification" section of this Investment Policy.
- ◆ A summary of the income earned on a monthly basis and year to date basis shall be reported.
- ◆ The Treasurer shall include in the report a brief statement of general market and economic conditions and other factors that may affect the Town's cash position.
- ◆ The report should demonstrate the degree of compliance with the tenets set forth in the Investment Policy.

#### **II The Investment of Trust Funds and Bond Proceeds**

This section of the policy applies only to funds that could be invested long term, i.e. trust funds, stabilization funds and bond proceeds. For issues subject to arbitrage rebate, an arbitrage tracking system such as those available at banks and Mass Municipal Depository Trust (MMDT) will be used to track



expenditures of and interest earned on borrowed funds. Alternative tracking systems should be approved by and used under the advice of Bond Counsel.

#### **A. Arbitrage Regulations**

Tax free debt may be issued by cities, towns, and districts, which means that they are able to borrow at rates well below market rates. At the same time, the federal government has issued regulations to prevent them from issuing debt with the goal of investing the borrowed funds at a higher rate of interest than that at which the money was borrowed, or committing arbitrage. If the federal regulations are not followed, there are fines and penalties, but even worse, the tax free status of the debt could be jeopardized. The following arbitrage regulations will be followed:

Unless debt is issued as a "small issuer," that is, an entity issuing less than \$5 million of tax exempt debt in a calendar year, the proceeds shall be used within certain prescribed time frames, or be subject to fines and penalties as described above.

**Following, find the general rules and time frames for spending borrowed funds in order to avoid having to pay a rebate to the Federal government on investment income earned on the borrowed funds. All funds must be used according to the following schedules or sooner:**

1. **CONSTRUCTION DEBT**

First six months: 10%  
First year: 45%  
Eighteen months: 75%  
Two years: 100%

2. **CAPITAL EXPENDITURES DEBT OTHER THAN CONSTRUCTION PROJECTS**

First six months: 15%  
First year: 60%  
Eighteen months: 100%

3. **ALL OTHER MUNICIPAL PURPOSE DEBT**

First six months: 100%

#### **B. TRUST FUNDS**

Trust Funds may be co-mingled and invested in any instruments allowed by the Legal List issued by the Banking Commissioner each July. Each trust fund must be accounted for separately.

(Note: This section will be completed after State Legislation is passed to change the way in which the Legal List is derived.)

#### **C. STABILIZATION FUNDS**

This paragraph shall apply to all general and special purpose stabilization funds of the Town. The total of all Stabilization Funds shall not exceed ten percent of the equalized valuation. (For informational purposes, equalized valuation is the biennial certification of value by the State. For FY12, equalized valuation was approximately \$3.7 billion and therefore the 10% cap would be \$370 million.)

Any interest shall be added to and become a part of the fund. The Treasurer may invest the funds according to the prudent investor rule set forth in Chapter 203C of the General Laws.



Stabilization funds can be expended only upon a two-thirds vote of Town Meeting. Therefore, the investment goals are mid-term preservation of capital with foreseeable liquidity horizons.

**D. OTHER POST EMPLOYMENT BENEFITS LIABILITY TRUST FUND**

The OPEB Trust Fund was established by vote of Town Meeting on May 7, 2012 in accordance with section 20 of Chapter 32B of the General Laws. The Trust Fund shall be invested and reinvested by the Treasurer consistent with the prudent investor rule set forth in Chapter 203C of the General Laws.

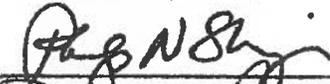
The OPEB Trust Fund is intended to ensure the long-term availability of funding of benefits. Current benefit expenditures are not paid from the Fund. Therefore, the investment goals are long-term preservation and appreciation of capital.

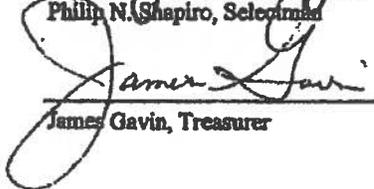
**Endorsement of Investment Policy:**

**Treasurer Adopted June, 2006  
Revised January 13, 2014**

  
\_\_\_\_\_  
Nancy C. Hyde, Chairman, Board of Selectmen

  
\_\_\_\_\_  
Patrick J. Ahearn, Selectman

  
\_\_\_\_\_  
Philip N. Shapiro, Selectman

  
\_\_\_\_\_  
James Gavin, Treasurer

**Financial Policies Status Update – October 7, 2015**

	Target	Actual	Comments	Target Status	Comparison to Previous Year
B. 2. Operating Reserve Fund – shall be .5% of total general fund operating budget, net of debt service. Per new policy.	\$345,902 .5%	FY16 Budget \$400,000	Above target. This target was recently revised. \$400,000 is comfortable budget.	✓	Continued to Meet Target
B. 3. Free Cash – shall maintain at 4% of general fund operating budget, net of debt service.	\$2,767,223 4%	Est. \$4,961,737 7%	Actual is at goal. Full amount before use of any free cash. This allows us to utilize standard free cash amount for FY17 budget and still meet target.	✓	Continued Improvement
D. 3. Reserve accounts – shall maintain at 8% of general fund operating revenues, net of debt service. Total reserve goals should be maintained at 4% in general fund and 4% in stabilization account.	Stabilization Target 4% \$2,861,800 Total 8% or \$5,723,600	Stabilization \$2,775,960 3.9% Total 10% or \$7,737,697	Stabilization approximately \$85K short of target.  Total is over target. This would be before use of free cash. Allow standard use of free cash, and then remain at target.	✓	Continued Improvement On Track With Target
D.4 Annual OPEB appropriation – the Town will appropriate no less than \$550,000 per year to the OPEB Liability Trust Fund.	\$550,000	FY16 budget \$1,350,000	FY16 budget includes \$650,000 May appropriation and \$700,000 Fall Town Meeting. Above target.	✓	Significant Improvement Target to be Revised
E. 4. General fund nonexempt debt service should not exceed 8% of net general fund revenues.	Not exceed 8% Or \$5,723,600	\$2,345,003 3.3%	(Debt shown is FY17 w/full new debt) Target is met. Non exempt debt service is very low. Can take on more debt within Proposition 2 ½ with new revenue.	✓	Continued Below Target
E. 4. Total General fund exempt and nonexempt debt should not exceed 10-12% of net general fund revenues.	Not exceed 12% Or \$8,585,400	\$5,421,478 7.6%	(Debt shown is FY17 w/full new debt) Target is met.	✓	Continue to Meet Target
F. 5. Investment in capital stock – will maintain 3% of general fund operating budget, net of debt, on ongoing capital maintenance and replacement.	\$2,075,417 3%	\$1,523,000 2.1%	Actual is approximately \$550K short of target. Actual at 74% of target. Base capital has been increased from \$823K to \$1,523,000.	Not Met	Much Improved
G. 5. Maintain sewer retained earnings – will maintain 10% of sewer fund revenues.	\$442,395 10%	\$1,239,165 25%	Actual is above target. Funds to be used for capital.	✓	Well Above Target

Other Policies – October 7, 2015

Other Policies	Comments	Target Status	Comparison to Previous Year
<p><b>B.1. General Fund</b> – Annual budget should be prepared covering operating expenditures with current operating revenue, not non-recurring revenue sources.</p>	<p>No Free Cash used for operating budget.</p>	✓	<p>Target has been met consistently</p>
<p><b>D.3. Reserves</b> – Town will strive to make annual appropriation to the Stabilization Fund</p>	<p>\$100,000 appropriation to stabilization reserve at 2015 Annual Town Meeting, funded by free cash. Continued in FY17 budget plan.</p>	✓	<p>Target has been met consistently</p>
<p><b>D.4. OPEB</b> – Town will strive to move towards fully funding ARC.</p>	<p>\$650,000 appropriated to OPEB reserve at 2015 Annual Town Meeting, within budget funds. Additional \$700K from health care savings to be added to annual appropriation at Fall Town Meeting. Revised FY16 appropriation of \$1.35M.</p>	✓	<p>Greatly Improved On Target with ARC from Current Valuation</p>
<p><b>F.2. Capital Planning</b> – Town will develop a multi-year plan for capital improvements.</p>	<p>Produced 5-year Capital Improvement Plan document; will continue to improve document and produce on an annual basis.</p>	✓	<p>Same</p>