



# **FY22 Omnibus Draft Budget: Operating and Capital Budgets**

Wayland Finance Committee  
March 04, 2021



## Discussion Outline

- Finance Committee Mission
- Budget Process
- FY22 Financial Strategy
- Budget Challenges
- Proposed FY22 Operating Budget
- Property Values & Taxes
- Proposed FY22 Capital Budget
- Free Cash Projections



## Finance Committee's Mission Statement

- The mission of the Wayland Finance Committee is to define a financial strategy for the Town and to use this strategy as the basis for recommending to the Town a fiscally responsible operating and capital spending plan.
- In implementing this strategy, the Finance Committee seeks to balance the demand for services, by a community with multiple needs and desires, with the ability of residents with a broad range of financial situations to afford those services.



## Fin Com FY22 Financial Strategy Points

- Operating budget increases to conform with Prop. 2 1/2
  - Maintain existing services & infrastructure
  - Exert fiscal discipline
- Manage both long and short term debt service. Total debt to generally not exceed 100% of General Fund Revenue.
- Debt service policy of  $\leq 10\%$  of Operating Budget and trend to 8.5%
- Manage debt service goal over projected 5-year capital plan.



## Fin Com FY22 Financial Strategy Points (Cont.)

- Annual capital spending through borrowing to \$3-\$5 million per year.
- Implement the resource-based Capital Improvement Plan (CIP)
- Maintain free cash policy to keep a balance of 5-10% of next year's operating budget:
  - Monitor current expenses and turnback estimates
  - Close out old capital projects
- Maintain Aaa bond rating to ensure most favorable interest rates



## Budget Process

The Finance Committee considers many factors when setting budget guidelines and recommending a budget, including:

- The economic environment (Covid-19).
- Requests by Departments and Boards/Committees.
- Requests by residents who represent various constituencies in Wayland.
- Information from meetings with Town Departments and Boards.
- Proposition 2 1/2 measurement.
- Average Household Tax Increase Impact.



# Town of Wayland Massachusetts

**Sept-Oct**

**TA works with Finance  
Dir. and FinCom to Issue  
Budget Guidelines**

**Oct-Dec**

**Boards & Committees Prepare  
& Submit Requested Budgets  
to FinCom**

**Dec-Mar**

**FinCom Reviews &  
Recommends Budget to  
Town Meeting**

**May 15, 16, 17**

**Town Meeting Votes Budget**

**See Mass. G.L. ch. 39 § 16, Mass. G.L. ch. 41 § 59,  
Wayland Bylaws § 19.2 -- 19-5.**



## FY22 Budget Challenges

- Timeline – 2020 Annual Town Meeting - 9/12/20
- Diverse & new demands on Town services due to Covid-19
- Limited revenue sources outside taxation further stressed by Covid-19 that support the operating budget
- Increase in retirement, healthcare and medicare expenses
- Significant contractual commitments
- State aid allocations
- OPEB funding
- Property tax growth





## Covid-19 Expenditures to-date

Fiscal 2021 Covid-19 Expenditures by Department					
	General	CARES	Other	Revolving	Total
Department	Fund	Grant	Grants	Funds	YTD Expenses
Town Office	3,355	-	-	-	3,355
Information Technology	70,426	-	-	-	70,426
Town Clerk	16,091	-	-	-	16,091
Facilities	45,882	388,831	-	-	434,713
Police Department	288	-	-	-	288
Fire Department	3,372	-	-	-	3,372
Highway	2,014	-	-	-	2,014
Board of Health	127,534	27,374	-	-	154,908
Library	2,698	0	-	-	2,698
Unemployment	-	6,338	-	-	6,338
CvRF Grant	-	-	6,338	-	6,338
School	799,925	-	40,000	8,000	847,925
Recreation Revolving	-	-	-	10,043	10,043
<b>Totals</b>	<b>1,071,585</b>	<b>422,544</b>	<b>46,338</b>	<b>18,043</b>	<b>1,558,509</b>



# **FY22 Proposed Operating Budget**



## FY22 Operating Budget Guidelines

### Operating Budget Requests for FY22:

- Operating budget requests should provide for **level services** and for **level funding** compared to FY2021 service levels.
- Requests for increased funding should identify any new initiatives, alternative means of funding new initiatives, if any, and prioritization of new requests.



TABLE 1: SUMMARY OF GENERAL FUND EXPENSES AND REVENUES

<i>Thousands of Dollars</i>	Approved	Approved	Proposed
	FY 2020	FY 2021	FY 2022
Operating Budget	79,920	86,149	88,633
% Change Over Prior Year	3.45%	4.23%	2.88%
\$ Change Over Prior Year	2,758	6,229	2,484



## FY22 Operating Budget Drivers

Table 2 : Operating Budget Drivers		
<i>Department</i>	<i>Dollar Increase</i>	<i>Percent Increase</i>
Schools	1,347,505	3.1%
Health Insurance	495,992	5.8%
Reserve for Salary	390,996	100.0%
Retirement	196,099	3.8%
Minuteman Vocational	67,000	20.0%
General Insurance	47,000	7.0%
Medicare	31,000	4.6%
Other	92,000	2.3%



# Town of Wayland Massachusetts

TABLE 3: EXPENSE BUDGET SUMMARY BY FUNCTION

	FY 2020 Expended	FY 2021 Adopted	FY 2022 Proposed	Percent Change
General Government	\$3,961,821	\$5,084,648	\$5,106,497	0.43%
Public Safety	6,204,717	7,063,197	7,047,168	-0.23%
Land and Planning Use	652,007	727,339	756,248	3.97%
Schools	41,786,120	43,359,145	44,706,650	3.11%
Regional Vocational Schools	301,910	333,333	400,000	20.12%
Public Works	2,685,913	3,081,190	3,134,418	1.73%
Snow Removal	432,684	500,000	500,000	0.00%
Human Services	2,633,638	3,033,953	3,066,858	1.08%
Debt and Interest	6,729,672	6,874,864	6,634,542	-3.50%
Retirement	4,862,852	5,182,237	5,378,336	3.78%
Unclassified	9,665,138	10,909,259	11,902,422	9.60%
<b>TOTAL - GENERAL FUND</b>	<b>\$79,916,472</b>	<b>\$86,149,165</b>	<b>\$88,633,139</b>	<b>2.88%</b>
Water Fund	3,828,210	3,983,017	4,201,451	5.48%
Wastewater Fund	762,800	794,004	752,150	-5.27%
<b>TOTAL - ENTERPRISE FUNDS</b>	<b>\$4,591,010</b>	<b>\$4,777,021</b>	<b>\$4,953,601</b>	<b>3.70%</b>
<b>TOTAL - OMNIBUS BUDGET</b>	<b>\$84,507,482</b>	<b>\$90,926,186</b>	<b>\$93,586,740</b>	<b>2.93%</b>



## FY22 Operating Budget Worksheet

	Original Forecast	Revenue Adjustment	Adjusted Forecast	School Reduction	Police Car Reduction	OPEB Reduction	Draft FY 22
Operating Budget	89,083	-	89,083	(300)	(50)	-	88,633
Change Over Prior Year	3.41%	0.00%	3.41%	-	-	-	2.88%
Other Expenses	1,425	-	1,425	-	-	(250)	1,175
Total Amount to be Raised (1+2)	90,508	-	90,508	-	-	-	89,808
Property Tax Revenue	77,472	-	78,063	-	-	-	77,363
Local Receipts	5,200	-	5,200	-	-	-	5,200
State Aid	6,409	-	6,409	-	-	-	6,409
Transfers from other funds	1,427	-591	461	-	-	-	461
Percent Change in Tax from Prior Year	4.59%	-	5.39%	-	-	-	4.45%
Equals Tax Rate (Mils)	19.18	-	19.33	-	-	-	19.15
Avg. Tax Bill	15,343	-	15,460	-	-	-	15,322
Average Annual Change from prior year	5.94%	-	6.75%	-	-	-	5.79%



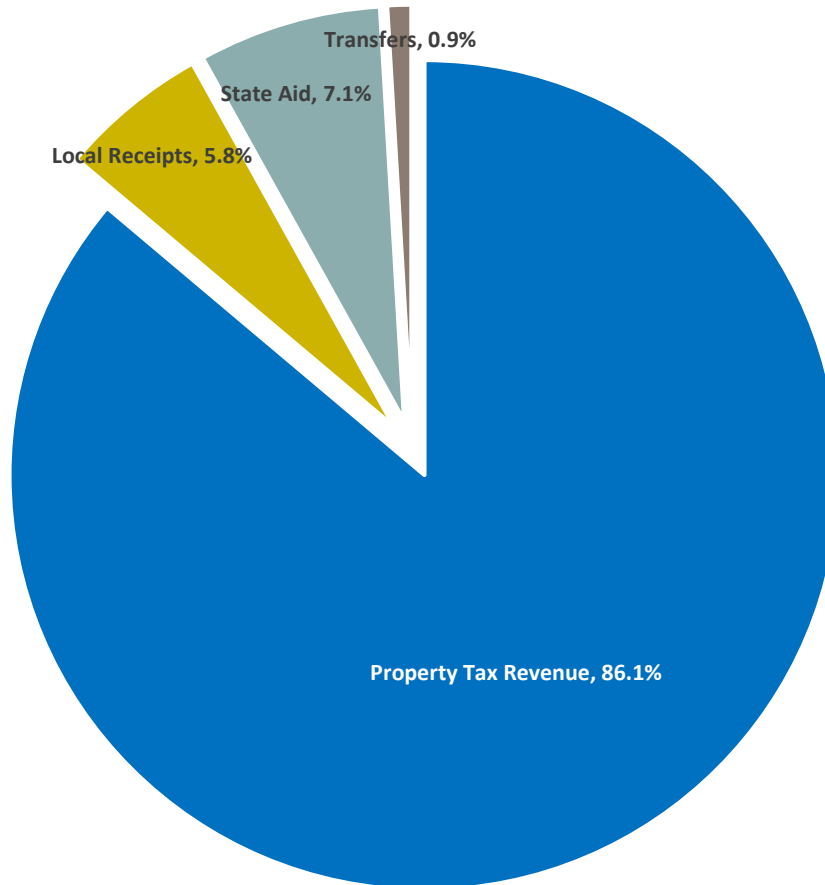
# Town of Wayland Massachusetts

REAL ESTATE TAX LEVY & TAX RATE FORECAST				
		FY-20	FY-21	FY-22
		Actual	Actual	Estimated
<u>Tax Levy</u>				
Actual Tax Levy	A	\$70,949,997	\$74,069,812	\$77,367,394
\$ Increase Y to Y		\$2,013,900	\$3,119,815	\$3,297,582
% Increase Y to Y		2.92%	4.40%	4.45%
<u>Full Valuation</u>				
Per Tax Recap	B	\$3,994,932,300	\$3,999,449,900	\$4,039,444,399
\$ Increase Y to Y		\$223,811,000	\$4,517,600	\$39,994,499
% Increase Y to Y		5.93%	0.11%	1.00%
<u>Tax Rate- ( A / B = C )</u>				
Tax Rate ( Mils )	C	\$17.76	\$18.52	\$19.15
\$ Increase Y to Y		(\$0.52)	\$0.76	\$0.63
% Increase Y to Y		-2.84%	4.28%	3.40%
<u>Residential Real Property Tax Bill</u>				
Average Assessment - rounded		\$800	\$800	\$800
Average Property Tax Bill		\$14,213	\$14,483	\$15,322
\$ Increase Y to Y		\$495	\$270	\$839
% Increase Y to Y		3.61%	1.90%	5.79%



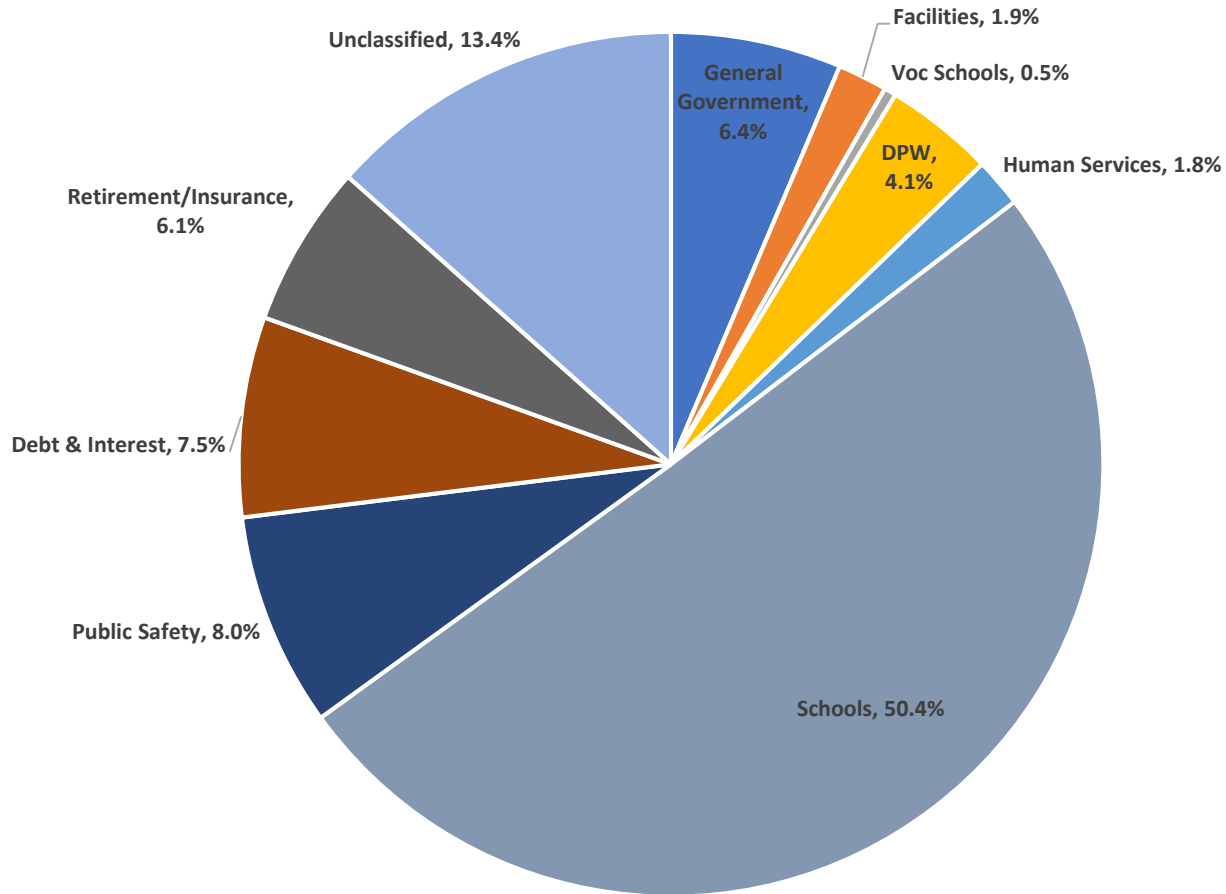


## FY22 Operating Budget Revenue





## FY22 Operating Expenses





# **FY22 Proposed Capital Budget**



## FY22 Proposed Capital Budget Guideline

- Submissions due on September 15, 2020
- All requests went through the CIP process.
  - Must have minimum useful life of 3 years
  - A unit purchase cost of \$25K or more
  - Construction, vehicles, equipment, infrastructure, and feasibility studies
- For FY22, the Finance Committee has again selected funding sources to minimize taxpayer impact, (details on next slides)
- Exempt Debt – Large projects over \$3.0M



## FY22 Capital Budget Review Strategy

- Projects must be ready for ATM presentation
  - Design, Build, Operation, Maintain
- Projects must clearly meet goals or department function to be fulfilled.
- Fund capital requests within the tax levy or with free cash.
- Communicated to departments the importance of capital cost estimates approximating actual costs; otherwise excess funds to be returned to free cash.
- Prior capital appropriations and status.
- Resources available to plan and implement projects.



## FY22 Capital Budget Changes

- Capital items were adjusted as follows:
  - removed for further study or because other funding sources were being explored.
  - reduced because of efficiencies or to meet budget.
  - deferred for project timing or funding reasons.
  - combined for efficiencies of timing or scale.
  - seven projects submitted as separate warrant articles to be funded with CPC funds
  - resources to complete projects
  - Loker Recreational Field – Exempt debt.



# Town of Wayland Massachusetts

	<u>Proposed Capital Budget - Fiscal Year 2022</u>	<u>Funding</u>	<u>FY22</u>
<b>DPW</b>	<b>Town Wide Road Reconstruction</b>	<b>CC</b>	<b>\$ 600,000</b>
	<b>Sidewalk Improvements- Study &amp; Construction</b>	<b>FC</b>	<b>\$ 50,000</b>
	<b>Stormwater Management</b>	<b>FC</b>	<b>\$ 50,000</b>
	<b>Heavy Equipment Replacement- Dump Truck H20</b>	<b>B</b>	<b>\$ 275,000</b>
<b>JCC</b>	<b>Public Safety Radio Replacement</b>	<b>FC</b>	<b>\$ 350,000</b>
<b>Police</b>	<b>In-Car Video Recording Equipement Replacement</b>	<b>FC</b>	<b>\$ 50,000</b>
<b>Fire</b>	<b>Fire Vehicle - Car 2</b>	<b>AMB</b>	<b>\$ 67,000</b>
	<b>Extrication Tools</b>	<b>AMB</b>	<b>\$ 65,000</b>
	<b>Breathing Air Compressor</b>	<b>AMB</b>	<b>\$ 95,000</b>
	<b>Ambulance</b>	<b>LD</b>	<b>\$ 345,000</b>
<b>Facilities</b>	<b>Public Safety Building - Painting &amp; Sealing</b>	<b>FC</b>	<b>\$ 135,000</b>
	<b>Conservation Truck Replacment</b>	<b>FC</b>	<b>\$ 62,000</b>
	<b>Library Upper and Lower Level Rehab.</b>	<b>FC</b>	<b>\$ 50,000</b>
	<b>FireStation #2 Rehab. Add'l funding</b>	<b>LD/SB</b>	<b>\$ 575,000</b>
	<b>Loker Recreational Field</b>	<b>ED/Art</b>	<b>\$3,288,618</b>
<b>IT</b>	<b>Network and Wireless Elementary Schools</b>	<b>FC</b>	<b>\$ 320,000</b>
	<b>Public Safety Records Management/CAD Software</b>	<b>FC</b>	<b>\$ 285,000</b>
<b>Recreation</b>	<b>Middle School Back Field Study</b>	<b>CPA</b>	<b>\$ 50,000</b>
<b>Schools</b>	<b>MS Corridor Repair: Carpet with Floor Tile</b>	<b>LD</b>	<b>\$ 564,000</b>
	<b>CH Replacement of Student School Storage Systems</b>	<b>FC</b>	<b>\$ 62,100</b>
	<b>HH Replacement of Student School Storage Systems</b>	<b>FC</b>	<b>\$ 45,000</b>
	<b>LO Replacement of Student School Storage Systems</b>	<b>FC</b>	<b>\$ 45,000</b>
	<b>Happy Hollow Chair Lift</b>	<b>FC</b>	<b>\$ 75,000</b>
	<b>MS Voice Lift System in all classrooms</b>	<b>FC</b>	<b>\$ 85,000</b>
	<b>HS Voice Lift System in all classrooms</b>	<b>FC</b>	<b>\$ 30,000</b>
	<b>CH Replace Fire Alarm Control Panel/Smoke Detector</b>	<b>FC</b>	<b>\$ 43,700</b>
	<b>HH Replace Fire Alarm Control Panel/Smoke Detector</b>	<b>FC</b>	<b>\$ 43,700</b>
	<b>LO Egress Doors to outside for Rooms 20 and 21</b>	<b>FC</b>	<b>\$ 40,000</b>
	<b>School Space Study and Construction</b>	<b>FC</b>	<b>\$ 350,000</b>
<b>DPW Water Enterprise Fund</b>	<b>Water Main Design and Construction</b>	<b>WC</b>	<b>\$ 100,000</b>
	<b>Heavy Equipment Replacement - W-9</b>	<b>WC</b>	<b>\$ 200,000</b>
<b>Total Budget</b>		<b>Total</b>	<b>\$8,396,118</b>



# 5-Year Capital Plan by Department & Project Category

<b>Department</b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>2024</u></b>	<b><u>2025</u></b>	<b><u>2026</u></b>	<b><u>Total</u></b>
Conservation	-	25,000	30,000	900,000	-	955,000
DPW	975,000	1,395,000	1,900,000	1,575,000	960,000	6,805,000
Facilities	4,110,618	8,216,000	3,270,000	3,065,000	310,000	18,971,618
Fire	572,000	155,000	220,000	267,000	1,220,000	2,434,000
IT	605,000	277,000	295,000	300,000	280,000	1,757,000
JCC	350,000	150,000	100,000	100,000	-	700,000
Police	50,000	-	-	-	-	50,000
Recreation	50,000	225,000	200,000	200,000	200,000	875,000
School	1,383,500	3,334,150	2,768,600	499,400	1,127,892	9,113,542
Water Fund	300,000	1,790,000	-	-	5,000,000	7,090,000
<b>Grand Total</b>	<b>8,396,118</b>	<b>15,567,150</b>	<b>8,783,600</b>	<b>6,906,400</b>	<b>9,097,892</b>	<b>48,751,160</b>

<b>Project Category</b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>2024</u></b>	<b><u>2025</u></b>	<b><u>2026</u></b>	<b><u>Total</u></b>
Building repair	1,364,000	3,215,800	4,540,600	1,509,400	961,500	11,591,300
Equipment	1,869,500	1,732,350	2,863,000	852,000	760,000	8,076,850
Infrastructure	750,000	2,840,000	600,000	1,650,000	6,016,392	11,856,392
Land Improvement	3,388,618	573,000	700,000	700,000	200,000	5,561,618
New construction	350,000	7,081,000	-	2,000,000	-	9,431,000
Vehicles	674,000	100,000	50,000	195,000	1,160,000	2,179,000
Other	-	25,000	30,000	-	-	55,000
<b>Grand Total</b>	<b>8,396,118</b>	<b>15,567,150</b>	<b>8,783,600</b>	<b>6,906,400</b>	<b>9,097,892</b>	<b>48,751,160</b>





## 5-Year Capital Plan Analysis

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
<b><u>Projected Debt Service for Year Ended June 30</u></b>	6,730,176	6,883,894	6,634,543	6,557,187	7,309,958	7,382,142	7,379,562	6,979,329
\$ change year to year		153,717	(249,351)	(77,356)	752,771	72,184	(2,580)	(400,233)
% change year to year		2.3%	-3.6%	-1.2%	11.5%	1.0%	0.0%	-5.4%
Projected Operating Budget	82,652,404	86,149,125	88,633,139	91,292,133	94,030,897	96,851,824	99,757,379	102,750,100
% of Projected Operating Budget	8.1%	8.0%	7.5%	7.2%	7.8%	7.6%	7.4%	6.8%
Less than 10% and trended to less than 8.5%?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	
<b><u>Projected Outstanding Debt as of June 30</u></b>	53,028,712	48,379,974	49,062,062	55,205,876	55,783,932	54,936,771	50,543,277	
\$ change year to year		(4,648,738)	682,088	6,143,814	578,056	(847,161)	(4,393,494)	
% change year to year		-8.8%	1.4%	12.5%	1.0%	-1.5%	-8.0%	
Projected General Fund Revenue	82,652,404	86,149,125	88,733,599	91,395,607	94,137,475	96,961,599	99,870,447	
% of Projected General Fund Revenue	64.2%	56.2%	55.3%	60.4%	59.3%	56.7%	50.6%	
Less than 100%?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	



## FY22 Capital Budget Summary

<b>Total Recommended Capital</b>	<b>\$8,396,118</b>
Cash Capital - <b>Taxation</b>	\$600,000
Free Cash - <b>No Impact on Tax Levy</b>	\$2,171,500
Surplus Bond Proceeds - <b>Closed projects</b>	\$89,571
Non-Exempt Capital (Operating)	\$1,669,429
CPA Funds - <b>No Additional Impact on Tax Levy</b>	\$50,000
Ambulance Receipts- <b>No Impact on Tax Levy</b>	\$227,000
Enterprise Funds (Water, Transfer Station) - <b>No Impact on Tax Levy - Impact on customers</b>	\$300,000

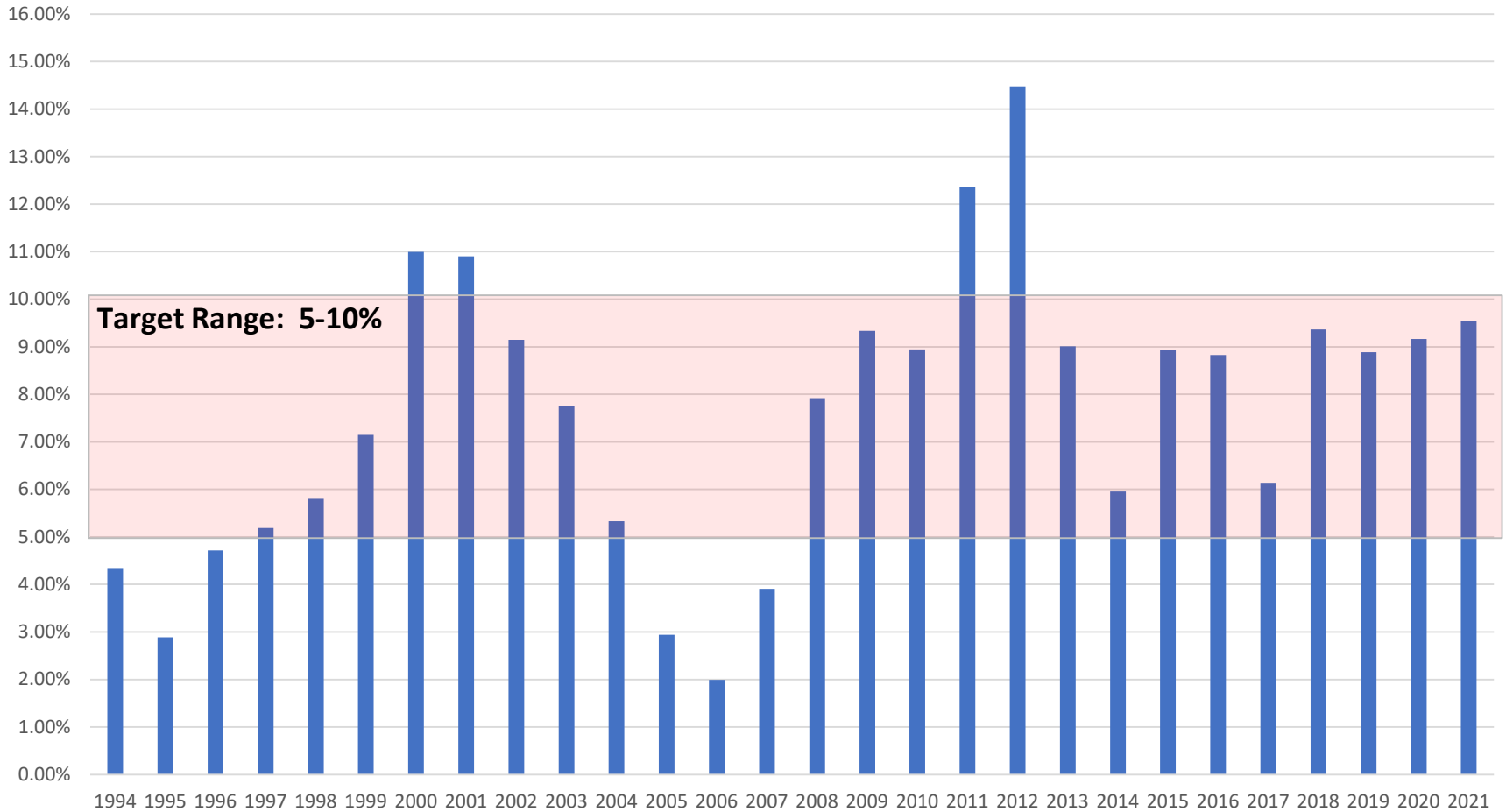


## Estimate of Free Cash Level

➤ Balance at June 30, 2020		\$8,275,169
➤ Estimated increases (decreases) before June 30, 2021		\$(3,046,000)
• Revenue Budget Variance	\$(375,000)	
• Support FY 2022 Budget / Capital	\$ (2,171,000)	
➤ Proposed cash sources of Free Cash.		\$3,374,000
• Unbudgeted revenue	\$ 674,000	
• FY 2021 / FY 2020 Turnback	\$ 2,200,000	
➤ <b>Estimated ending cash balance June 30, 2021</b>		<b>\$8,630,169</b>



## Free Cash as % of Operating Budget





# Questions On FY22 Omnibus Budget?



# APPENDIX



## FY22 Capital Budget – Cash Capital Items

- Recurring capital expenses
- Should not vary annually
- Raised from taxation.

Town Wide Road Reconstruction

**TOTAL**

**\$600,000**



## FY22 Capital Budget – Free Cash Items

- Extraordinary items funded from the Town’s cash reserve (Free Cash)
- Surplus or unexpected revenue and unspent authorized operating or capital expenses. Free Cash is part of the General Fund balance.
- No impact on tax rate
- Free cash strategy to keep a balance of 5-10% of next year’s operating budget

- Sidewalk Improvements- Study & Construction
- Stormwater Management
- Public Safety Radio Replacement
- In-Car Video Recording Equipment Replacement
- Public Safety Building - Painting & Sealing
- Conservation Truck Replacement
- Library Upper and Lower-Level Rehab.
- Network and Wireless Elementary Schools
- Public Safety Records Management/CAD Software





## FY22 Capital Budget – Free Cash Items (Cont.)

- Extraordinary items funded from the Town's cash reserve (Free Cash)
  - Surplus or unexpected revenue and unspent authorized operating or capital expenses. Free Cash is part of the General Fund balance.
  - No impact on tax rate
  - Free cash strategy to keep a balance of 5-10% of next year's operating budget
- 
- MS Corridor Repair: Carpet with Floor Tile
  - CH Replacement of Student School Storage Systems
  - HH Replacement of Student School Storage Systems
  - LO Replacement of Student School Storage Systems
  - Happy Hollow Chair Lift
  - MS Voice Lift System in all classrooms
  - HS Voice Lift System in all classrooms
  - CH Replace Fire Alarm Control Panel/Smoke Detector



## FY22 Capital Budget – Surplus Bond Proceeds

- Extraordinary items funded from the remaining projects such as the HS project borrowings
- No impact on tax rate

FireStation #2 Rehab. Additional funding

**TOTAL**

**\$89,571**



## FY22 Capital Budget – Non-Exempt Items

- Regularly occurring, replaceable equipment and vehicles < \$100,000
- Number of items limited to capacity within existing debt service
- No impact on tax rate

- Heavy Equipment Replacement- Dump Truck H20
- Ambulance
- FireStation #2 Rehab. add'l funding
- MS Corridor Repair: carpet with floor tile

**TOTAL**

**\$1,669,429**



## FY22 Capital Budget – Exempt Items

- Large projects (>\$3.0MM)
- Voted at the polls and Town Meeting
- Not included in the Proposition 2 ½ Levy limit calculation (Exempt)
- Tax surcharge
- Included in Articles

Loker Recreational Field

**TOTAL**

**\$3,288,618**



## FY22 Capital Budget – Ambulance Receipts

- Vehicles related to Fire Services
- No impact on tax rate

- Fire Vehicle - Car 2
- Extrication Tools
- Breathing Air Compressor

**TOTAL**

**\$227,000**



## FY22 Capital Budget – Community Preservation

- Projects eligible for funding by the CPA for preservation, rehabilitation and restoration of recreational resources
- No impact on tax rate

Middle School Back Field Study

**TOTAL**

**\$50,000**



## FY22 Capital Budget – Water Items

- Capital items proposed by DPW related to the Water Department
- Debt service paid through water revenues
- Some items paid through accumulated water reserves (no impact on **current year** water rates **but may impact rates in future years**)
- No impact on tax rate

- Water Main Design and Construction
- Heavy Equipment Replacement - W-9

**TOTAL**

**\$300,000**



**TOWN OF WAYLAND**  
41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

**CAPITAL APPROPRIATION REQUEST**  
**FY22 - FY26 (FIVE YEARS)**

<b>PROJECT INFO:</b>	Replacement or Refurbishment of Storage for students and classroom materials in School Buildings	Yes, Deferred from FY 20
	<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
<b>PROJECT SPONSOR:</b>	Facilities Department	<a href="mailto:bkeefe@wayland.ma.us">bkeefe@wayland.ma.us</a>
	<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>
<b>APPROVING BODY / VOTE:</b>	Wayland Public Schools	<a href="mailto:jeanne_downs@wayland.k12.ma.us">jeanne_downs@wayland.k12.ma.us</a>
	<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>
<b>PROJECT DESCRIPTION:</b>	Funding is requested to improve the safe and efficient operations of the Elementary Schools by installing a storage system at each of the three elementary schools in which to place students' personal belongings, such as outerwear, musical instruments, books and book bags, safely out of the way. Additionally, cabinets in classrooms at the elementary schools and in the WMS science labs are past their life expectancy. As a result, the particle board is disintegrating. School Committee believes this request requires project management services.	
<b>PROJECT JUSTIFICATION:</b>	The horizontal bar and hook system with protruding metal edges at eye level for young students presents safety concerns. Additionally, the current system is ineffective for safely storing students' personal belongings, which impedes safe movement through the corridors and interferes with maintaining and cleaning the spaces. Funding requested reflects total project cost. The Fire Chief has been explicit that corridors must remain clear of obstacles. The new locker system will meet fire codes and align with ALICE drill safety requirements. The Covid environment requires that students' belongings are kept separate. In addition, the cabinetry in the WMS and elementary schools are decaying. The Department of Public Health's indoor air quality study in 2019 noted the deterioration of the cabinetry and recommendation for replacement.	

EVALUATION CRITERIA: (Applies to current year budget requests only)		DOES NOT MEET OR DOES NOT APPLY	PARTIALLY MEETS CRITERIA	FULLY MEETS CRITERIA
A.	ALTERNATIVE MEANS TO SATISFY NEEDS			x
B.	MAINTAINS OR IMPROVES THE STANDARD OF SERVICE			x
C.	MANDATED BY LEGAL OR REGULATORY REQUIREMENTS			x
D.	OPERATIONAL BUDGET IMPACT			x
E.	PROJECT FEASIBILITY, (READINESS)			x

ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		302,100					\$302,100	
5. OTHER							\$ -	
<b>TOTAL</b>	\$ -	\$302,100	\$ -	\$ -	\$ -	\$ -	\$302,100	

	YES	NO	IF YES, please provide details.
1. Will this Capital Request generate new revenue?		x	
2. Will this Capital Request <u>Increase</u> operating costs?		x	
3. Will this Capital Request <u>Decrease</u> operating costs?		x	
4. Will this Capital Request impact personnel?	x		Less time will be spent by custodians and principals attending to and repairing inoperable equipment

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

Request Number	
Dept	School Department
Schedule:	FY 21
Relationship to General Plan:	Scheduled replacement of Town equipment.
History:	This is part of an ongoing capital improvement plan.
Relationship to General Plan:	Scheduled replacement of Town equipment.
History:	This is part of an ongoing capital improvement plan.



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# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY22 - FY26 (FIVE YEARS)

PROJECT INFO:	Car 2 Replacement	Y
	<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:	Fire Department - Neil McPherson	<a href="mailto:firechief@wayland.ma.us">firechief@wayland.ma.us</a>
	<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

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

PROJECT DESCRIPTION:	Replace the Shift Officer's command vehicle and corresponding equipment
----------------------	---

PROJECT JUSTIFICATION:	Funds are being requested to replace the Shift Officer's command vehicle and corresponding equipment as part of a regular replacement plan. The replacement of this vehicle was deferred from last FY. This car is the most frequently used vehicle, and it responds to emergency calls, inspections, fire alarm work, vehicle lock outs, investigations, etc.
------------------------	--

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

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

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

**EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2019 to 2023):**

ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT	67,000	67,000					\$ 134,000	
5. OTHER							\$ -	
<b>TOTAL</b>	\$ 67,000	\$ 67,000	\$ -	\$ -	\$ -	\$ -	\$ 134,000	

**OPERATIONAL BUDGET IMPACT:**

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <u>Increase</u> operating costs?		X	Maintenance costs will start to increase if not replaced.
3. Will this Capital Request <u>Decrease</u> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

**FUNDING SOURCES:**

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

**WARRANT DETAILS**

Request Number	
Dept	Fire Department
Schedule:	On 5-year plan
Relationship to General Plan:	
History:	On 5-year plan



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY22 - FY26 (FIVE YEARS)

**PROJECT INFO:**

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

**PROJECT SPONSOR:**

Fire Department - Neil McPherson	<a href="mailto:firechief@wayland.ma.us">firechief@wayland.ma.us</a>
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

**APPROVING BODY / VOTE:**

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

**PROJECT DESCRIPTION:**

Replace outdated extrication tools
------------------------------------

**PROJECT JUSTIFICATION:**

Funds are being sought to replace existing auto extrication tools and equipment. The existing equipment is between 10 - 20 years old and is not designed to operate on modern vehicles.
---

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

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

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

**EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2019 to 2023):**

ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT	65,000	65,000					\$ 130,000	
5. OTHER							\$ -	
<b>TOTAL</b>	\$ 65,000	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 130,000	

**OPERATIONAL BUDGET IMPACT:**

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

**FUNDING SOURCES:**

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

**WARRANT DETAILS**

Request Number	
Dept	Fire Department
Schedule:	On 5-year plan
Relationship to General Plan:	
History:	On 5-year plan



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY22 - FY26 (FIVE YEARS)

PROJECT INFO:	Breathing Air Compressor System Replacement	Y
	<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:	Fire Department - Neil McPherson	<a href="mailto:firechief@wayland.ma.us">firechief@wayland.ma.us</a>
	<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

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

PROJECT DESCRIPTION:	Breathing Air Compressor System Replacement
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PROJECT JUSTIFICATION:	Funds are being sought to replace an outdated SCBA compressor air filling system that no longer meets the appropriate standards. This system is used to fill the air cylinders and dive tanks used by firefighters. Part of the funds will pay for the installation of the unit.
------------------------	--

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

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

	Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
A.			
B.			X
C.			X
D.	X		
E.			X

**EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2019 to 2023):**

ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT	95,000	95,000					\$ 190,000	
5. OTHER							\$ -	
<b>TOTAL</b>	\$ 95,000	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 190,000	

**OPERATIONAL BUDGET IMPACT:**

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

**FUNDING SOURCES:**

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

**WARRANT DETAILS**

Request Number	
Dept	Fire Department
Schedule:	On 5-year plan
Relationship to General Plan:	
History:	On 5-year plan



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY22 - FY26 (FIVE YEARS)

PROJECT INFO: 

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

PROJECT SPONSOR: 

Fire Department - Neil McPherson	<a href="mailto:firechief@wayland.ma.us">firechief@wayland.ma.us</a>
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE: 

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

PROJECT DESCRIPTION: 

Replace ambulance and corresponding equipment
---

PROJECT JUSTIFICATION: 

Funds are being sought to replace a 6 year old ambulance. This is one of two ambulances used by the department daily to respond to EMS calls which is the majority of our call volume. Funds will replace the ambulance and related equipment.
--

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

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

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

**EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2019 to 2023):**

ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT	345,000	345,000					\$ 690,000	
5. OTHER							\$ -	
<b>TOTAL</b>	<b>\$ 345,000</b>	<b>\$ 345,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 690,000</b>	

**OPERATIONAL BUDGET IMPACT:**

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

**FUNDING SOURCES:**

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

**WARRANT DETAILS**

Request Number	
Dept	Fire Department
Schedule:	On 5-year plan
Relationship to General Plan:	
History:	On 5-year plan



TOWN OF WAYLAND  
41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

**CAPITAL APPROPRIATION REQUEST**  
**FY22 - FY26 (FIVE YEARS)**

PROJECT INFO: 

Conservation truck purchase <i>Project Title</i>	Y, but moved to facilities budget <i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
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PROJECT SPONSOR: 

Conservation Department <i>Sponsor (Advocate) Name</i>	Linda Hansen <i>Contact Information</i>
---	--

APPROVING BODY / VOTE: 

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

PROJECT DESCRIPTION: 

New heavy duty truck with lift gate for land management activities (Ford F-250 Super cab with lift gate and winch)
--

PROJECT JUSTIFICATION: 

Our current truck is 16 years old and will not pass safety inspection due to rust.
--

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

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

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

EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2019 to 2023):

ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		62,000					\$ 62,000	
5. OTHER							\$ -	
<b>TOTAL</b>	\$ -	\$ 62,000	\$ -	\$ -	\$ -	\$ -	\$ 62,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <u>Increase</u> operating costs?		X	
3. Will this Capital Request <u>Decrease</u> operating costs?	X		lower maintenance costs than the current 16 year old truck
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

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

WARRANT DETAILS

Request Number	
Dept	Facilities
Schedule:	FY22
Relationship to General Plan:	Replacement of unserviceable vehicle
History:	



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY22 - FY26 (FIVE YEARS)

**PROJECT INFO:**

PSB Exterior Painting/Sealing <i>Project Title</i>	Y <i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
---	--

**PROJECT SPONSOR:**

Facilities Department <i>Sponsor (Advocate) Name</i>	bkeefe@wayland.ma.us <i>Contact Information</i>
---	--

**APPROVING BODY / VOTE:**

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

**PROJECT DESCRIPTION:**

Paint, caulk, seal exterior surfaces of Public Safety Building
--

**PROJECT JUSTIFICATION:**

Required periodic maintenance to maintain building envelope integrity.
--

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

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

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

EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2019 to 2023):								
ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION		135,000					\$ 135,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
<b>TOTAL</b>	\$ -	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ 135,000	

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

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

WARRANT DETAILS	
Request Number	
Dept	Facilities
Schedule:	FY22
Relationship to General Plan:	Ongoing maintenance and investment in the Town's infrastructure.
History:	Part of ongoing Capital Improvement Plan



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY22 - FY26 (FIVE YEARS)

**PROJECT INFO:**

Library Upper and Lower Levels Rehab	Y
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

**PROJECT SPONSOR:**

Facilities	bkeefe@wayland.ma.us
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

**APPROVING BODY / VOTE:**

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

**PROJECT DESCRIPTION:**

Planning and design to rehab upper and lower levels of the Library. Coordinate with needed ADA and HVAC upgrades, wastewater connection, exterior sealing and parking lot improvements
--

**PROJECT JUSTIFICATION:**

This project combines all of the anticipated Library upgrades and required maintenance into one larger and more economical project. Accomplishing the construction project at the same time will reduce the long term impact on Library Services as well as better utilize Facilities staffing.
---

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

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

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

**EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2019 to 2023):**

ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN		50,000					\$ 50,000	
2. LAND							\$ -	
3. CONSTRUCTION			2,185,000				\$ 2,185,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
<b>TOTAL</b>	\$ -	\$ 50,000	\$ 2,185,000	\$ -	\$ -	\$ -	\$ 2,235,000	

**OPERATIONAL BUDGET IMPACT:**

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

**FUNDING SOURCES:**

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

**WARRANT DETAILS**

Request Number	
Dept	Facilities
Schedule:	FY22 design, FY23 construction
Relationship to General Plan:	Ongoing infrastructure maintenance
History:	Several items that have been on the 5YR plan are being combined to a more manageable project





# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY22 - FY26 (FIVE YEARS)

PROJECT INFO: 

Fire Station 2 - Design Documents for interior renovations	Y
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR: 

Facilities Department/ Fire Department	<a href="mailto:bkeefe@wayland.ma.us">bkeefe@wayland.ma.us</a>
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE: 

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

PROJECT DESCRIPTION: 

Renovate Fire Station #2 to adequately support both male and female staff and to meet current standards and regulations for equipment, maintenance and storage. Renovations will include updated office space, separate male and female locker and rest rooms, proper storage for EMS and Hazardous materials containment equipment, a gear storage room, bunk rooms and a fully handicapped accessible restroom for public use. It is anticipated these updates and renovations will take place within the same structure and no expansions will be needed. The cost to renovate Fire Station #2 was expected to be approximately \$1,000,000, however during design process it was determined that seismic bracing would also be required.

PROJECT JUSTIFICATION: 

Fire Station #2 located at 145 Main Street was originally designed as a call firefighter station but is now staffed 24/7 and 365 days a year similar to the town's main firestation at the Public Safety Building. Currently Fire Station #2 can only adequately accommodate two personnel at a time, during times of increased response requirements (storms and emergencies) staffing needs may increase to six. The building is also not adequate for housing both male and female staff. In addition it lacks the required storage areas for fire and EMS equipment and is in need of updating and repairs to plumbing, electrical and HVAC.

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

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

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

**EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2019 to 2023):**

ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN	75,000						\$ 75,000	
2. LAND							\$ -	
3. CONSTRUCTION	1,000,000	575,000					\$ 1,575,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
<b>TOTAL</b>	\$ 1,075,000	\$ 575,000	\$ -	\$ -	\$ -	\$ -	\$ 1,650,000	

**OPERATIONAL BUDGET IMPACT:**

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

**FUNDING SOURCES:**

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

**WARRANT DETAILS**

Request Number	
Dept	Facilities
Schedule:	FY22
Relationship to General Plan:	Upgrading of infrastructure to meet staffing requirements.
History:	Design appropriated in FY18 and initial construction in FY19.



**TOWN OF WAYLAND**  
 41 COCHITUATE ROAD  
 WAYLAND, MASSACHUSETTS 01778

**CAPITAL APPROPRIATION REQUEST**  
**FY22 - FY26 (FIVE YEARS)**

PROJECT INFO:	LOKER TURF FIELD	Y
	<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
PROJECT SPONSOR:	RECREATION DIRECTOR	kbrenna@wayland.ma.us
	<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>
APPROVING BODY / VOTE:	RECREATION COMMISSION	Approved 5-0-0 on 11/6/2020
	<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>
PROJECT DESCRIPTION:	Permit and Construct a new artificial turf field with parking, and sports lighting at the Loker Recreation Site. The project design was completed 02/28/2019.	
PROJECT JUSTIFICATION:	There is documented demand for additional and higher performance playing fields, a new turf field footprint would alleviate some of overusage and allow repair of existing fields. Per 2016 Open Space & Rec Plan, 2017 WRAP Report, and the 2018 Town-Wide Recreation Facilities Strategic Plan	

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

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

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

EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2022 to 2026)								
ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN	154,000	250,700					\$ 404,700	PERMITTING
2. LAND	1,700,000						\$ 1,700,000	PURCHASED YR 2000
3. CONSTRUCTION		2,849,300					\$ 2,849,300	BID ESTIMATES
4. EQUIPMENT							\$ -	
5. OTHER	118,000	188,618					\$ 306,618	CPA/STABILIZATION
<b>TOTAL</b>	\$ 1,972,000	\$ 3,288,618	\$ -	\$ -	\$ -	\$ -	\$ 5,260,618	

OPERATIONAL BUDGET IMPACT:			
	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?	YES		There would be new revenue in the form of User Fees
2. Will this Capital Request increase operating costs?	YES		DPW Maintenance would increase from quarterly, to monthly
3. Will this Capital Request decrease operating costs?		NO	
4. Will this Capital Request impact personnel?	YES		DPW Maintenance would increase from quarterly, to monthly

FUNDING SOURCES:			
	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	YES		
2. CPA Funds	YES		Partially eligible. Carpet is not. \$118,000 was appropriated at 2019 ATM for parking lot rehab and trails
3. Grants or Gifts			
4. Other	YES		Stabilization Fund, balance \$188,618

WARRANT DETAILS	
Request Number	
Dept	RECREATION
Schedule:	FY 2022
Relationship to General Plan:	
History:	EXTENSIVE



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY22 - FY26 (FIVE YEARS)

PROJECT INFO:	MIDDLE SCHOOL FIELDS	YES
	<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
PROJECT SPONSOR:	RECREATION DIRECTOR	kbrenna@wayland.ma.us
	<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>
APPROVING BODY / VOTE:	RECREATION COMMISSION	Approved 5-0-0 on 11/6/2020
	<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>
PROJECT DESCRIPTION:	Irrigation System and Grass Field Replacement for two BB and 2 Rectangular Fields	
PROJECT JUSTIFICATION:	There is documented demand for additional and higher performance playing fields. Per 2016 Open Space & Rec Plan, 2017 WRAP Report, and the 2018 Town-Wide Recreation Facilities Strategic Plan	

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

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

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

EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2022 to 2026)								
ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN		100,000					\$ 100,000	PERMITTING
2. LAND							\$ -	PURCHASED YR 2000
3. CONSTRUCTION							\$ -	BID ESTIMATES
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	CPA STABILIZATION
<b>TOTAL</b>	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	

OPERATIONAL BUDGET IMPACT:			
	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?	YES		There would be new revenue in the form of User Fees
2. Will this Capital Request increase operating costs?	YES		DPW Maintenance would increase from quarterly, to monthly
3. Will this Capital Request decrease operating costs?		NO	
4. Will this Capital Request impact personnel?	YES		DPW Maintenance would increase from quarterly, to monthly

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

WARRANT DETAILS	
Request Number	
Dept	RECREATION
Schedule:	FY 2022
Relationship to General Plan:	
History:	EXTENSIVE



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY22 - FY26 (FIVE YEARS)

PROJECT INFO: 

LOKER TURF FIELD <i>Project Title</i>	Y <i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
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PROJECT SPONSOR: 

RECREATION DIRECTOR <i>Sponsor (Advocate) Name</i>	kbrenna@wayland.ma.us <i>Contact Information</i>
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APPROVING BODY / VOTE: 

RECREATION COMMISSION <i>Contact Name and Email Address</i>	Expected 11/6/2020 and 9/16/2019 <i>Date and Quantum of Vote (if required)</i>
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PROJECT DESCRIPTION: 

Permit and Construct a new artificial turf field with parking, and sports lighting at the Loker Recreation Site. The project design was completed 02/28/2019.
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PROJECT JUSTIFICATION: 

There is documented demand for additional and higher performance playing fields, a new turf field footprint would alleviate some of overusage and allow repair of existing fields. Per 2016 Open Space & Rec Plan, 2017 WRAP Report, and the 2018 Town-Wide Recreation Facilities Strategic Plan
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**EVALUATION CRITERIA: (Applies to current year budget requests only)**

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

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

**EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2022 to 2026.**

ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN	154,000	100,000					\$ 254,000	PERMITTING
2. LAND	1,700,000						\$ 1,700,000	PURCHASED YR 2000
3. CONSTRUCTION	100,000	3,000,000					\$ 3,000,000	BID ESTIMATES
4. EQUIPMENT							\$ -	
5. OTHER	118,000	188,618					\$ 306,618	CPA/STABILIZATION
<b>TOTAL</b>	<b>\$ 2,072,000</b>	<b>\$ 3,288,618</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,260,618</b>	

**OPERATIONAL BUDGET IMPACT:**

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?	YES	NO	There would be new revenue in the form of User Fees
2. Will this Capital Request <u>Increase</u> operating costs?	YES		DPW Maintenance would increase from quarterly, to monthly
3. Will this Capital Request <u>Decrease</u> operating costs?		NO	
4. Will this Capital Request impact personnel?	YES		DPW Maintenance would increase from quarterly, to monthly

**FUNDING SOURCES:**

How will this Capital Request be paid for?	YES	NO	If YES, please provide details.
1. Borrowing/Cash Capital	YES		
2. CPA Funds	YES		Partially eligible. Carpet is not. \$118,000 was appropriated at 2019 ATM for parking lot rehab and trails
3. Grants or Gifts			
4. Other	YES		Stabilization Fund, balance \$188,618

**WARRANT DETAILS**

Request Number	
Dept	RECREATION
Schedule:	FY 2022
Relationship to General Plan:	
History:	EXTENSIVE



TOWN OF WAYLAND  
41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

**CAPITAL APPROPRIATION REQUEST**  
**FY22 - FY26 (FIVE YEARS)**

PROJECT INFO:	Wayland Public School Classroom Voice Lift System	Yes, Deferred from FY 21
	<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
PROJECT SPONSOR:	Facilities Department	<a href="mailto:bkeefe@wayland.ma.us">bkeefe@wayland.ma.us</a>
	<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>
APPROVING BODY / VOTE:	Wayland Public Schools	<a href="mailto:jeanne_downs@wayland.k12.ma.us">jeanne_downs@wayland.k12.ma.us</a>
	<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>
PROJECT DESCRIPTION:	Classrooms where we are required to have Voicelift systems working for students with hearing disabilities are no longer operational and interfere with the schools' paging system. As students move throughout the classrooms and grade levels, additional voicelift systems are required. This project is spread across two years to align to capacity and availability of funding with requirements for equipment. The need for this system is essential due to mask wearing. The FY 23 and	
PROJECT JUSTIFICATION:	The Lightspeed Classroom Audio Systems are failing at the High School. They are 7 years old and are not longer functioning effectively, and interfere with the school's PA system. The system is a mandatory requirement. The elementary and middle schools do not have a voice lift system at all.	

EVALUATION CRITERIA: (Applies to current year budget requests only)		Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
A.	ALTERNATIVE MEANS TO SATISFY NEEDS			X
B.	MAINTAINS OR IMPROVES THE STANDARD OF SERVICE			X
C.	MANDATED BY LEGAL OR REGULATORY REQUIREMENTS			X
D.	OPERATIONAL BUDGET IMPACT			X
E.	PROJECT FEASIBILITY, (READINESS)			X

ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN							\$-	
2. LAND							\$-	
3. CONSTRUCTION							\$-	
4. EQUIPMENT	30,000	270,000					\$300,000	
5. OTHER							\$-	
<b>TOTAL</b>	<b>\$30,000</b>	<b>\$270,000</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$300,000</b>	

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

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

Request Number	
Dept	School Department
Schedule:	FY 22
Relationship to General Plan:	This plan has been scheduled for replacement in the capital improvement plan.
History:	This is part of an ongoing capital improvement plan.



**TOWN OF WAYLAND**  
41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

**CAPITAL APPROPRIATION REQUEST**  
**FY22- FY26 (FIVE YEARS)**

<b>PROJECT INFO:</b>	Wayland Middle School Repair of Corridors, Replacement of Floor Tile/Slab Moisture Barrier and Lockers	Yes, Deferred from FY 20
	<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
<b>PROJECT SPONSOR:</b>	Facilities Department	<a href="mailto:bkeefe@wayland.ma.us">bkeefe@wayland.ma.us</a>
	<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>
<b>APPROVING BODY / VOTE:</b>	Wayland Public Schools	<a href="mailto:jeanne_downs@wayland.k12.ma.us">jeanne_downs@wayland.k12.ma.us</a>
	<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>
<b>PROJECT DESCRIPTION:</b>	The FY 2022 request is the third year of a six year program to replace worn aging carpeting with vinyl composition floor tile (VCT) and slab moisture barrier combined with the replacement of more than 700 corridor lockers in the remainder of approximately 57,000 sq feet of the school. FY 23 to FY 25 requests are for WMS floors/storage plus HH, LO and WHS floor tile replacement as well as Field House Track Floor Replacement. School Committee believes this request requires project management services.	
<b>PROJECT JUSTIFICATION:</b>	There are safety and health issues related to the worn carpets in the hallways and classrooms. New material (VCT) has a 30 year life expectancy. Carpet has a useful life of 10 to 12 years in a school setting if properly maintained. Additionally, the VCT requires less maintenance is easier to keep clean and will improve the learning environment as well as the aesthetics of the school. A slab moisture barrier, reflected in the replacement costs noted below, provides added protection from water and moisture. Lockers lining corridor walls will also be replaced and coordinated with tiling of corridors. Funding requested reflects total project cost.	

EVALUATION CRITERIA: (Applies to current year budget requests only)		Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
A.	ALTERNATIVE MEANS TO SATISFY NEEDS			x
B.	MAINTAINS OR IMPROVES THE STANDARD OF SERVICE			x
C.	MANDATED BY LEGAL OR REGULATORY REQUIREMENTS			x
D.	OPERATIONAL BUDGET IMPACT			x
E.	PROJECT FEASIBILITY, (READINESS)			x

ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION	556,000	250,000	497,500	390,000	90,200		\$1,783,700	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
<b>TOTAL</b>	<b>\$556,000</b>	<b>\$250,000</b>	<b>\$497,500</b>	<b>\$390,000</b>	<b>\$90,200</b>	<b>\$ -</b>	<b>\$1,783,700</b>	

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		x	
2. Will this Capital Request <i>Increase</i> operating costs?		x	
3. Will this Capital Request <i>Decrease</i> operating costs?	x		Savings will be generated by eliminating the need for contracted carpet cleaning and repair services and address indoor air quality issues identified in two independent air quality assessments/texts conducted in FY 2018 & 2019
4. Will this Capital Request impact personnel?		x	

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

WARRANT DETAILS	
Request Number	
Dept	Department
Schedule:	FY22
Relationship to General Plan:	maintenance
History:	an ongoing



TOWN OF WAYLAND  
41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

**CAPITAL APPROPRIATION REQUEST**  
**FY22 - FY26 (FIVE YEARS)**

PROJECT INFO:	Wayland Public School Classroom Voice Lift System	Yes, Deferred from FY 21
	<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
PROJECT SPONSOR:	Facilities Department	<a href="mailto:bkeefe@wayland.ma.us">bkeefe@wayland.ma.us</a>
	<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>
APPROVING BODY / VOTE:	Wayland Public Schools	<a href="mailto:jeanne_downs@wayland.k12.ma.us">jeanne_downs@wayland.k12.ma.us</a>
	<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>
PROJECT DESCRIPTION:	Classrooms where we are required to have Voicelift systems working for students with hearing disabilities are no longer operational and interfere with the schools' paging system. As students move throughout the classrooms and grade levels, additional voicelift systems are required. This project is spread across two years to align to capacity and availability of funding with requirements for equipment. The need for this system is essential due to mask wearing. The FY 23 and	
PROJECT JUSTIFICATION:	The Lightspeed Classroom Audio Systems are failing at the High School. They are 7 years old and are not longer functioning effectively, and interfere with the school's PA system. The system is a mandatory requirement. The elementary and middle schools do not have a voice lift system at all.	

EVALUATION CRITERIA: (Applies to current year budget requests only)		Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
A.	ALTERNATIVE MEANS TO SATISFY NEEDS			X
B.	MAINTAINS OR IMPROVES THE STANDARD OF SERVICE			X
C.	MANDATED BY LEGAL OR REGULATORY REQUIREMENTS			X
D.	OPERATIONAL BUDGET IMPACT			X
E.	PROJECT FEASIBILITY, (READINESS)			X

ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN							\$-	
2. LAND							\$-	
3. CONSTRUCTION							\$-	
4. EQUIPMENT	30,000	270,000					\$300,000	
5. OTHER							\$-	
<b>TOTAL</b>	<b>\$30,000</b>	<b>\$270,000</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$300,000</b>	

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

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

Request Number	
Dept	School Department
Schedule:	FY 22
Relationship to General Plan:	This plan has been scheduled for replacement in the capital improvement plan.
History:	This is part of an ongoing capital improvement plan.



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST

### FY22 - FY26 (FIVE YEARS)

PROJECT INFO:	Replacement of Fire Alarm Control Panel/Smoke Detection systems in School Buildings		Yes, Deferred from FY 21					
	<i>Project Title</i>		<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>					
PROJECT SPONSOR:	Ben Keefe		<a href="mailto:bkeefe@wayland.ma.us">bkeefe@wayland.ma.us</a>					
	<i>Sponsor (Advocate) Name</i>		<i>Contact Information</i>					
APPROVING BODY / VOTE:	School Committee		<a href="mailto:jeanne_downs@wayland.k12.ma.us">jeanne_downs@wayland.k12.ma.us</a>					
	<i>Contact Name and Email Address</i>		<i>Date and Quantum of Vote (if required)</i>					
PROJECT DESCRIPTION:	The Capital Conditions Needs Assessment conducted in 2018 identified that the fire alarm control panels and smoke detection systems at WHS Field House, WMS, CH and LO will require replacement as they have reached their useful life. Additionally the Wayland Fire Department has strongly recommended that the systems be replaced. The updated alarm systems will be addressable systems that will identify individual detectors in lieu of the current systems that only identify a large section of the building. School Committee believes this request requires project management services.							
PROJECT JUSTIFICATION:	Replacement is required to meet standards of safety. Funding requested reflects total project cost.							
EVALUATION CRITERIA: (Applies to current year budget requests only)								
			Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria			
	A.	ALTERNATIVE MEANS TO SATISFY NEEDS			x			
	B.	MAINTAINS OR IMPROVES THE STANDARD OF SERVICE			x			
	C.	MANDATED BY LEGAL OR REGULATORY REQUIREMENTS			x			
	D.	OPERATIONAL BUDGET IMPACT			x			
	E.	PROJECT FEASIBILITY, (READINESS)			x			
<b>ELEMENT</b>								
	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT	40,250	276,000					\$316,250	
5. OTHER							\$ -	
TOTAL	\$40,250	\$276,000	\$ -	\$ -	\$ -	\$ -	\$316,250	
		YES	NO	If YES, please provide details.				
1. Will this Capital Request generate new revenue?			x					
2. Will this Capital Request <u>Increase</u> operating costs?			x					
3. Will this Capital Request <u>Decrease</u> operating costs?			x					
4. Will this Capital Request impact personnel?			x					
		YES	NO	If YES, please provide details.				
How will this Capital Request be paid for?								
	1. Borrowing/Cash Capital							
	2. CPA Funds							
	3. Grants or Gifts							
	4. Other							
Request Number								
Dept	Department							
Schedule:	FY 22							
Relationship to General Plan:	of the Town's							
History:	an ongoing							





# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY22- FY26(FIVE YEARS)

PROJECT INFO:	Classroom Doors	No
	<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
PROJECT SPONSOR:	Facilities Department	<a href="mailto:bkeefe@wayland.ma.us">bkeefe@wayland.ma.us</a>
	<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>
APPROVING BODY / VOTE:	Wayland Public Schools	<a href="mailto:jeanne_downs@wayland.k12.ma.us">jeanne_downs@wayland.k12.ma.us</a>
	<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>
PROJECT DESCRIPTION:	This request is to install two forms of egress in rooms 22 and 23 at Loker Elementary School. The Fire Inspector recommended that these classrooms have a second form of egress. The Facilities department maintains the Insports' Reports. School Committee believes this request will require project management services.	
PROJECT JUSTIFICATION:	The Fire Inspector identified that classrooms 22 and 23 do not have two forms of egress as required.	

EVALUATION CRITERIA: (Applies to current year budget requests only)		Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
A.	ALTERNATIVE MEANS TO SATISFY NEEDS			X
B.	MAINTAINS OR IMPROVES THE STANDARD OF SERVICE			X
C.	MANDATED BY LEGAL OR REGULATORY REQUIREMENTS			X
D.	OPERATIONAL BUDGET IMPACT			X
E.	PROJECT FEASIBILITY, (READINESS)			X

ELEMENT	Prior to Date	2022	2023	2024	2025	2025	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION		TBD					\$ -	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

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

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

Request Number	
Dept	Department
Schedule:	FY22
Relationship to General Plan:	and
History:	ongoing repair



**TOWN OF WAYLAND**  
41 COCHITUATE ROAD  
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**CAPITAL APPROPRIATION REQUEST**  
**FY22 - FY26 (FIVE YEARS)**

<b>PROJECT INFO:</b>	Replacement or Refurbishment of Storage for students and classroom materials in School Buildings	Yes, Deferred from FY 20
	<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
<b>PROJECT SPONSOR:</b>	Facilities Department	<a href="mailto:bkeefe@wayland.ma.us">bkeefe@wayland.ma.us</a>
	<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>
<b>APPROVING BODY / VOTE:</b>	Wayland Public Schools	<a href="mailto:jeanne_downs@wayland.k12.ma.us">jeanne_downs@wayland.k12.ma.us</a>
	<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>
<b>PROJECT DESCRIPTION:</b>	Funding is requested to improve the safe and efficient operations of the Elementary Schools by installing a storage system at each of the three elementary schools in which to place students' personal belongings, such as outerwear, musical instruments, books and book bags, safely out of the way. Additionally, cabinets in classrooms at the elementary schools and in the WMS science labs are past their life expectancy. As a result, the particle board is disintegrating. School Committee believes this request requires project management services.	
<b>PROJECT JUSTIFICATION:</b>	The horizontal bar and hook system with protruding metal edges at eye level for young students presents safety concerns. Additionally, the current system is ineffective for safely storing students' personal belongings, which impedes safe movement through the corridors and interferes with maintaining and cleaning the spaces. Funding requested reflects total project cost. The Fire Chief has been explicit that corridors must remain clear of obstacles. The new locker system will meet fire codes and align with ALICE drill safety requirements. The Covid environment requires that students' belongings are kept separate. In addition, the cabinetry in the WMS and elementary schools are decaying. The Department of Public Health's indoor air quality study in 2019 noted the deterioration of the cabinetry and recommendation for replacement.	

EVALUATION CRITERIA: (Applies to current year budget requests only)		Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
A.	ALTERNATIVE MEANS TO SATISFY NEEDS			x
B.	MAINTAINS OR IMPROVES THE STANDARD OF SERVICE			x
C.	MANDATED BY LEGAL OR REGULATORY REQUIREMENTS			x
D.	OPERATIONAL BUDGET IMPACT			x
E.	PROJECT FEASIBILITY, (READINESS)			x

ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		302,100					\$302,100	
5. OTHER							\$ -	
<b>TOTAL</b>	\$ -	\$302,100	\$ -	\$ -	\$ -	\$ -	\$302,100	

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		x	
2. Will this Capital Request <u>Increase</u> operating costs?		x	
3. Will this Capital Request <u>Decrease</u> operating costs?		x	
4. Will this Capital Request impact personnel?	x		Less time will be spent by custodians and principals attending to and repairing inoperable equipment

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

Request Number	
Dept	School Department
Schedule:	FY 21
Relationship to General Plan:	Scheduled replacement of Town equipment.
History:	This is part of an ongoing capital improvement plan.
Relationship to General Plan:	Scheduled replacement of Town equipment.
History:	This is part of an ongoing capital improvement plan.



**TOWN OF WAYLAND**  
 41 COCHITUATE ROAD  
 WAYLAND, MASSACHUSETTS 01778

**CAPITAL APPROPRIATION REQUEST**  
**FY22 - FY26 (FIVE YEARS)**

<b>PROJECT INFO:</b>	In-car video replacement	yes
	<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

<b>PROJECT SPONSOR:</b>	Police	Lt. Sean Gibbons
	<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

<b>APPROVING BODY / VOTE:</b>	Sean Gibbons sgibbons@wayland.ma.us	11/3/2020
	<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

<b>PROJECT DESCRIPTION:</b>	Currently the Wayland Police Department has video recording in all marked patrol units. The video recording system is used for evidentiary purpose on numerous police calls. The current system is the first generation model and has a recommended life span of 5 years from the manufacturer. The newer system has additional features included with the new technology.
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<b>PROJECT JUSTIFICATION:</b>	
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**EVALUATION CRITERIA: (Applies to current year budget requests only)**

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

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

**EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2019 to 2023):**

ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		50,000					\$ 50,000	
5. OTHER							\$ -	
<b>TOTAL</b>	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	

**OPERATIONAL BUDGET IMPACT:**

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		x	
2. Will this Capital Request <u>Increase</u> operating costs?		x	
3. Will this Capital Request <u>Decrease</u> operating costs?		x	
4. Will this Capital Request impact personnel?	x		Will provide better communication for all public safety personnel

**FUNDING SOURCES:**

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

**WARRANT DETAILS**

Request Number	
Dept	
Schedule:	
Relationship to General Plan:	
History:	



**TOWN OF WAYLAND**  
41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

**CAPITAL APPROPRIATION REQUEST**  
**FY22 - FY26 (FIVE YEARS)**

PROJECT INFO: 

Improvement to public radio system	yes
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR: 

Joint Communications Center	Lt. Sean Gibbons
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE: 

Sean Gibbons sgibbons@wayland.ma.us	11/3/2020
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION: 

Currently the Wayland Public Safety radio system is over 15 years old. The current equipment is no longer servicable and is outdated. It is the main communication link for public safety units. This is the system that is used by J.C.C. to communicate with police and fire personnel in the field.
--

PROJECT JUSTIFICATION: 

--

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

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

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

**EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2019 to 2023):**

ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		350,000					\$ 350,000	
5. OTHER							\$ -	
<b>TOTAL</b>	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000	

**OPERATIONAL BUDGET IMPACT:**

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		x	
2. Will this Capital Request <u>Increase</u> operating costs?		x	
3. Will this Capital Request <u>Decrease</u> operating costs?		x	
4. Will this Capital Request impact personnel?	x		Will provide better communication for all public safety personel

**FUNDING SOURCES:**

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

**WARRANT DETAILS**

Request Number	
Dept	
Schedule:	
Relationship to General Plan:	
History:	



TOWN OF WAYLAND  
41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

**CAPITAL APPROPRIATION REQUEST**  
**FY22 - FY26 (FIVE YEARS)**

PROJECT INFO: 

Public Safety RMS and CAD Replacement	No
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR: 

IT Department	Mike McCann
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE: 

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

PROJECT DESCRIPTION: 

Replacement of Records Management and Computer Aided Dispatch System in Safety Department
---

PROJECT JUSTIFICATION: 

Unexpected and sudden decision by current provider to end support for current product and exit the business
---

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

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

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

EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2019 to 2023):

ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		285,000					\$ 285,000	
5. OTHER	135,000						\$ 135,000	
<b>TOTAL</b>	\$ 135,000	\$ 285,000	\$ -	\$ -	\$ -	\$ -	\$ 420,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		NO	
2. Will this Capital Request <u>Increase</u> operating costs?	YES		Annual support costs are expected to be approximately \$16k/year higher
3. Will this Capital Request <u>Decrease</u> operating costs?		NO	
4. Will this Capital Request impact personnel?		NO	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	YES	NO	
2. CPA Funds		NO	
3. Grants or Gifts	YES		Community Compact IT Grant Applied for Awaiting Decision/Award
4. Other		NO	

WARRANT DETAILS

Request Number	
Dept	
Schedule:	
Relationship to General Plan:	
History:	



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY22 - FY26 (FIVE YEARS)

PROJECT INFO: 

Elementary School Wireless and Networking Replacement	Yes
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR: 

IT Dept	Mike McCann
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE: 

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

PROJECT DESCRIPTION: 

Replace wireless and wired networking system at Loker, Happy Hollow and Claypit Hill Schools
--

PROJECT JUSTIFICATION: 

Both wired and wireless systems are past end of life.
---

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

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

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

**EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2019 to 2023):**

ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		350,000					\$ 350,000	
5. OTHER							\$ -	
<b>TOTAL</b>	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000	

**OPERATIONAL BUDGET IMPACT:**

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		NO	
2. Will this Capital Request <u>Increase</u> operating costs?		NO	
3. Will this Capital Request <u>Decrease</u> operating costs?	YES		Support/Subscription Costs will be marginally lower
4. Will this Capital Request impact personnel?		NO	

**FUNDING SOURCES:**

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	YES		
2. CPA Funds		NO	
3. Grants or Gifts	YES		E-Rate reimbursement potentially \$128K
4. Other			

**WARRANT DETAILS**

Request Number	
Dept	
Schedule:	
Relationship to General Plan:	
History:	



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY22 - FY26 (FIVE YEARS)

**PROJECT INFO:**

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

**PROJECT SPONSOR:**

Tom Holder DPW Director / Board of Public Works	T. Holder - 508-358-3672
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

**APPROVING BODY / VOTE:**

Michael Wegerbauer - Board of Public Works	
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

**PROJECT DESCRIPTION:**

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

**PROJECT JUSTIFICATION:**

The funding requested represents a 15-year resurfacing schedule, factoring in an annual 5% cost escalation. We have evaluated required water main projects, drainage issues, and pavement conditions. This is intended to be an annual program and combined with State Chapter 90 funding to ensure the Town's roads and municipal ways remain in safe and usable condition.
--

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

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

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

**EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2022 to 2026):**

ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION		\$ 635,000	\$ 667,000	\$ 700,000	\$ 735,000	\$ 772,000	\$ 3,509,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
<b>TOTAL</b>	\$ -	\$ 635,000	\$ 667,000	\$ 700,000	\$ 735,000	\$ 772,000	\$ 3,509,000	

**OPERATIONAL BUDGET IMPACT:**

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

**FUNDING SOURCES:**

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

**WARRANT DETAILS**

Request Number	DPW 01
Dept	Department of Public Works
Schedule:	FY2022
Relationship to General Plan:	Ongoing maintenance and investment in the Town's infrastructure.
History:	Part of the ongoing repair and maintenance of Town roadways.



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY22 - FY26 (FIVE YEARS)

PROJECT INFO: 

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

PROJECT SPONSOR: 

Tom Holder DPW Director / Board of Public Works	T. Holder - 508-358-3672
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE: 

Michael Wegerbauer - Board of Public Works	
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION: 

This is new recurring capital budget request. The request will provide funds specifically targeting the renewal and expansion of the Town's sidewalk system. Improvements will also include the provision to add ADA required modifications to the sidewalk system.
---

PROJECT JUSTIFICATION: 

The Town's roadways have historically been the primary recipient of transportation improvement funds. More recently it has become apparent that non-motorized transportation (pedestrian and bicycle) warrants investment. Current levels of funding with the roadway renovation budget are not sufficient to provide for the renewal and expansion of the Town's pedestrian system. A portion of the funding request is derived by reducing the roadway renovation request. Providing a specific capital budget item will provide the DPW a means to invest in the sidewalk system of the Town.
--

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

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

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

**EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2022 to 2026):**

ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION	Annual Request	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
<b>TOTAL</b>		\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000	

**OPERATIONAL BUDGET IMPACT:**

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

**FUNDING SOURCES:**

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

**WARRANT DETAILS**

Request Number	DPW 019
Dept	Department of Public Works
Schedule:	FY2022
Relationship to General Plan:	Ongoing maintenance and investment in the Town's infrastructure.
History:	New capital budget recurring request





# TOWN OF WAYLAND

41 COCHITUATE ROAD  
 WAYLAND, MASSACHUSETTS 01778  
 WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY22 - FY26 (FIVE YEARS)

PROJECT INFO: 

Equipment Replacement - H20 Heavy Dump Truck	Yes
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR: 

Tom Holder - DPW Director / Board of Public Works	T. Holder - 508-358-3672
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE: 

Mike Wegerbauer - Board of Public Works	
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION: 

This is a replacement scheduled for FY24 which is being advanced due to recent significant equipment failures.
--

PROJECT JUSTIFICATION: 

H20 is a 1999 Volvo 10-Wheel Dump Truck which has had a number of frame failures, most recently in January 2021. These are failures to the truck frame which have been welded as temporary repairs. It is strongly recommended to replace this vehicle during FY22. It is recommended to replace H20 with a 10-Wheel Dump Truck due to its necessary capabilities.
--

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

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

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

EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2021 to 2025):

ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		\$ 275,000					\$ 275,000	
5. OTHER							\$ -	
<b>TOTAL</b>	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000	

OPERATIONAL BUDGET IMPACT:

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

FUNDING SOURCES:

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

WARRANT DETAILS

Request Number	DPW 04b
Dept	Department of Public Works
Schedule:	FY2022
Relationship to General Plan:	Scheduled replacement of an older piece of equipment that is valuable to the operations of the DPW.
History:	This is a planned replacement.



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
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## CAPITAL APPROPRIATION REQUEST FY22 - FY26 (FIVE YEARS)

**PROJECT INFO:**

Infrastructure - Drainage / Stormwater Repairs <i>Project Title</i>	No <i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
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**PROJECT SPONSOR:**

Tom Holder - DPW Director / Board of Public Works <i>Sponsor (Advocate) Name</i>	T. Holder - 508-358-3672 <i>Contact Information</i>
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**APPROVING BODY / VOTE:**

Michael Wegerbauer - Board of Public Works <i>Contact Name and Email Address</i>	 <i>Date and Quantum of Vote (if required)</i>
---	---

**PROJECT DESCRIPTION:**

Funding to conduct necessary repairs to drainage / stormwater management systems within the Town Right of Way
---

**PROJECT JUSTIFICATION:**

The DPW seeks funding to address issues with the drainage / stormwater management systems located within the Town's right of way. The DPW has identified several roadways in need of repairs, with Maguire Road the primary project currently scheduled for CY2021. Other projects include outfall repairs, Pod Meadow erosion repairs and Wallace Road drainage reconstruction.
--

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

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

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

**EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2022 to 2026):**

ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION		150,000		250,000		250,000	\$ 650,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
<b>TOTAL</b>	\$ -	\$ 150,000	\$ -	\$ 250,000		\$ 250,000	\$ 650,000	

**OPERATIONAL BUDGET IMPACT:**

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

**FUNDING SOURCES:**

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

**WARRANT DETAILS**

Request Number	DPW 13
Dept	Department of Public Works
Schedule:	FY2022
Relationship to General Plan:	This plan has been scheduled for replacement in the capital improvement plan.
History:	n/a



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY22 - FY26 (FIVE YEARS)

PROJECT INFO:	Water Main Replacement Program <i>Project Title</i>	Y <i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
PROJECT SPONSOR:	Tom Holder - DPW Director / Board of Public Works <i>Sponsor (Advocate) Name</i>	T. Holder - 508-358-3672 <i>Contact Information</i>
APPROVING BODY / VOTE:	Michael Wegerbauer - Board of Public Works <i>Contact Name and Email Address</i>	 <i>Date and Quantum of Vote (if required)</i>
PROJECT DESCRIPTION:	Replacement and upgrade of approx. 2100 linear feet of 4" Cast Iron water main with 8" Ductile Iron water main. The work is anticipated to occur on River Road.	
PROJECT JUSTIFICATION:	The Water Main Replacement Program has been designed to replace the water distribution systems older water mains that have exceeded their expected life spans. The program also looks at upgrading area's of the distribution system that do not currently meet ISO Fire Flow requirements. In 2016, the Water Division completed it's Capital Efficiency Study. The Study looks at all aspects of Water Division Infrastructure including: Age of Water Mains, Pipe Material, Break History, Soil Conditions and Fire Flow requirements. The Water Main Replacement Program is based on this Study. Postponing the scheduled replacement of the ageing infrastructure can impact the Operational Budget by necessitating overtime costs for water quality complaints. These older mains are also more susceptible to leakage, bacteria and turbidity problems.	

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

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

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

EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2022 to 2026):								
ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION		\$ 100,000	\$ 1,040,000		\$ 1,500,000		\$ 2,640,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
<b>TOTAL</b>	\$ -	\$ 100,000	\$ 1,040,000	\$ -	\$ 1,500,000	\$ -	\$ 2,640,000	

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

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

WARRANT DETAILS	
Request Number	WTR 01
Dept	Department of Public Works, Water
Schedule:	FY 2022
Relationship to General Plan:	Included in the long-range capital plan to maintain infrastructure and equipment.
History:	This is part of an ongoing capital improvement plan.



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY22 - FY26 (FIVE YEARS)

**PROJECT INFO:**

Equipment Replacement - Heavy Utility Truck W9 <i>Project Title</i>	Yes <i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
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**PROJECT SPONSOR:**

Tom Holder - DPW Director / Board of Public Works <i>Sponsor (Advocate) Name</i>	T. Holder - 508-358-3672 <i>Contact Information</i>
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**APPROVING BODY / VOTE:**

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

This is a scheduled replacement
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**PROJECT JUSTIFICATION:**

W9 is a 2009 Ford with approximately 12,000 miles. This truck is the primary response vehicle to water main breaks and other issues involving Town's water distribution system. This vehicle has had extensive site use and is beyond its useful life. The current vehicle is under-equipped to meet the evolving needs of the Water Division. To effectively provide construction services, this vehicle requires the inclusion of an inverter, compressor, tamping apparatus, fitting inventory space, lift gate, and hydraulic/pneumatic equipment capabilities. As such, the DPW is seeking to replace the current vehicle with an updated, more capable truck.
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**EVALUATION CRITERIA: (Applies to current year budget requests only)**

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

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

**EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2022 to 2026):**

ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		\$200,000.00					\$ 200,000	
5. OTHER							\$ -	
<b>TOTAL</b>	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	

**OPERATIONAL BUDGET IMPACT:**

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

**FUNDING SOURCES:**

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

**WARRANT DETAILS**

Request Number	WTR 12
Dept	Department of Public Works, Water
Schedule:	FY2022
Relationship to General Plan:	Scheduled replacement of an older piece of equipment that is valuable to the operations of the DPW.
History:	This is a planned replacement.