



Town of Winchester

Helen S. Philliou, Chairman, Capital Planning Committee

71 Mt. Vernon Street
Winchester, MA 01890
Phone: 781-721-7133
Fax: 781-756-0505

October 8, 2015

To: Town Meeting Members

From: Helen Philliou, Chairman Capital Planning Committee

cc: Board of Selectmen
Richard C. Howard, Town Manager
Peter Haley, Town Moderator
Finance Committee

We are pleased to submit our annual FY17 report of the Capital Planning Committee (CPC). The CPC has completed its evaluation of all capital project requests for the next five fiscal years.

Funding for the Towns Capital program essentially comes from three major funding sources; excluding Water & Sewer Enterprise Fund and Cemetery Permanent Care Fund. The Building Stabilization Fund, the Capital Stabilization Fund (both of these funds created under a special Act in 2002) and the General Fund. The CPC historically has been informed by the Town Manager the amount that is available for capital expenditures from the General Fund. In FY17 the General Fund allocation is expected to be \$220,000 plus the amount for retiring debt.* The Building Stabilization Fund is essentially fully committed to pay for debt service for current bonds through FY19 with only about \$450,000 available each year. Funding from the Capital Stabilization Fund is limited to approximately \$1,300,000 for the next few years (assuming Town Meeting continues to transfer Retiring Debt of approximately \$600,000 each year to the fund). After FY19 available amounts in both of these stabilization funds increase slowly as past borrowings are fully repaid. The lack of funding in both these stabilization funds makes the general fund allocation to the Capital Plan critical.

Over the past several years the CPC has alerted the Town Manager, Board of Selectmen and Town Meeting regarding the lack of funding for the capital budget. The CPC has had to modify their long-term philosophy to a year to year approach due to a lack of consistent adequate funding.

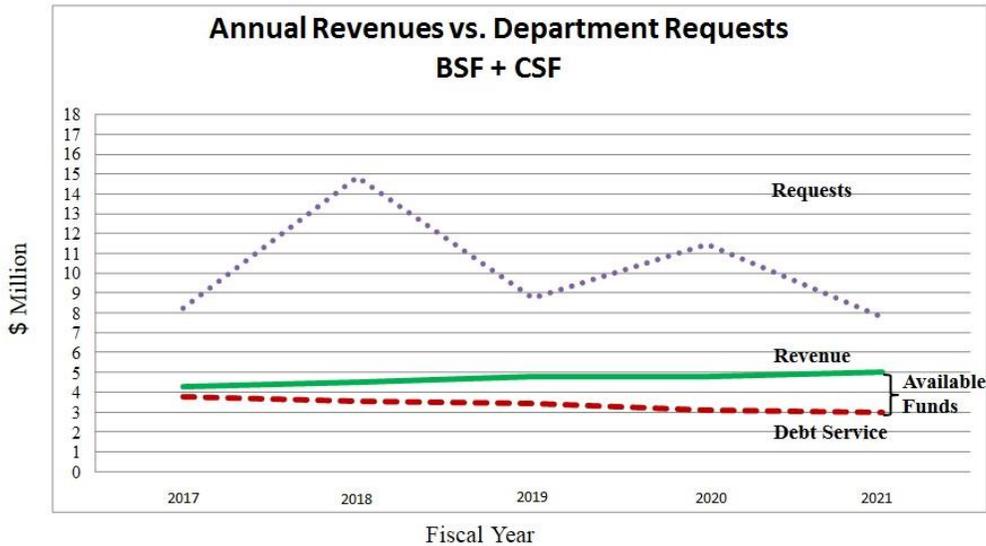
To date there is no short or long-term plan to provide additional funding for the Capital needs of the Town. Failure to maintain or replace capital items lead to the following:

- Increased public health issues and risks
- Potential failure to meet mandates
- Increased cost to the taxpayers

The Committee recommended funding options consisting of the following:

1. General Fund override to supplement Building and Capital Stabilization Funds.
2. Bundle Immediate Repair Projects for Buildings, Flood Mitigation, ADA and Technology for possible override.
3. Increase General Fund Appropriation for Capital.
4. Allocate Free Cash for Capital Projects (non-recurring expense.) This is consistent with the Board of Selectmen's Operating Reserve Policy.

*Retiring Debt is the difference between the amount of debt service from the General Fund in the base year 2003 (*year Stabilization Funds were created*) and the general fund debt service for the current fiscal year. This practice "holds" the amount allocated from the General Fund for debt service from year to year.



Note: Revenues include "Retiring Debt" and the five-year department capital requests include no contingencies for unanticipated and unexpected needs such as roof leaks, heating system failures, vehicle and equipment breakdowns, bridge failures, etc.

This year the CPC is recommending use of the following funds for the FY17 Capital Projects (excluding Water & Sewer Enterprise and Cemetery Permanent Care):

Capital Stabilization Fund	\$ 1,187,262
Building Stabilization	\$ 415,000
General Fund	\$ 220,000
Closeouts	<u>\$ 40,538</u>
Total	<u>\$1,862,800</u>

The Building Stabilization Fund will not support any new significant projects for the foreseeable future. In order to support requests for FY17 we will be utilizing \$220,000 from general revenue that has been identified each year for capital use. However, there remain significant projects in need of funding.

Capital Planning Process

The process for evaluating capital project requests is a long and arduous one. It begins in June of every year and culminates at Fall Town Meeting. Requests for potential capital planning projects for the next five years are distributed to all elected and appointed Boards and Committees and municipal and school departments in order to create a comprehensive five-year needs assessment for the Town. This involves participation of the EFPBC, School Committee, Board of Selectmen, Town Manager, Energy Management Committee, Disabilities Access Committee, Library Trustees and department heads. These requests are prepared by professional staff and submitted to CPC for review and prioritization.

The CPC consists of the following members per the Town's charter. Two members appointed by the Finance Committee, one member appointed by the Planning Board, one member appointed by the School Committee and three members appointed by the Board of Selectmen. The makeup of the CPC was designed to be inclusive of all Town agencies and relies on each member representing an appointed Board or Committee to report back to said Committee and also bring forward concerns and/or issues back to the CPC.

The CPC in evaluating each project relies on each Town entity submitting a proposal to take into consideration their immediate and long term capital needs. A major tool that is used by the Town in developing our long term immediate building repairs is the VFA/Accruent Building Envelope Program. This program helps to develop the expected life cycle and cost estimates for building system maintenance upgrade and replacement. This program allows for long term capital planning which helps the Town prioritize its five-year plan.

Additionally, the Department of Public Works and the Engineering Department have developed a comprehensive program for sewer, water, drainage, roads, traffic, sidewalks and flood mitigation projects. The Field Management Committee together with the DPW and School Department is developing a five-year field capital improvements plan. All of these tools utilized by the various Town agencies contribute to the development of a comprehensive plan for maintaining and improving the Town infrastructure and assets. It is important to note that per the Town Charter the CPC makes its final recommendation for its annual plan to the Town Manager who then approves the final Capital Plan.

Project Evaluation Criteria

The backbone to the Capital Planning process was the establishment of a ranking process that allows the CPC to evaluate each individual project in a consistent manner. The ranking is based on the following criteria:

- Public Health and Safety
- Mandates by State or Federal Government
- Necessary for Maintenance of Town Assets
- Demonstrated Increased Efficiency and /or Cost Savings

Each project request is required to address the following items when submitting to the CPC.

- 1) Expected lifetime of the item/project.
- 2) Expected operating costs of and manpower available to complete or use the item or project.
- 3) Comparison of purchasing versus leasing or outside contracting of the service and, where relevant, the cost of multi-town sharing of resources or equipment.
- 4) Need for the item/project and its effect on the operating budget-what it might save in maintenance and repair.
- 5) Departmental priorities for the current year's projects/items.
- 6) Estimated cost estimates of the item/project, supported by bids or quotes whenever possible.
- 7) A plan detailing item/projects awarded during the past three (3) years and those to be requested over the next three (3) years.
- 8) A schedule of implementation for approved items and projects, including a time line within the proposed fiscal year.

One of the critical steps in completing the CPC's evaluation of each project is meeting with the individual responsible for requesting the project. At this meeting we discuss with the individual where the request fits into the overall goals for their long range capital plans. During this time we make sure that alternative strategies for meeting their needs have been evaluated. We also require that each party submitting a request has looked at utilizing alternative funding sources as well.

Long Term Capital Requests

Capital Improvement Requests Summary FY2017 - FY2021						
BUILDING/CAPITAL STABILIZATION FUND						
Departments	Projects	FY 17 Requests	FY 18 Requests	FY 19 Requests	FY 20 Requests	FY 21 Requests
1	ADA	Improvements	125,000	125,000	125,000	125,000
2	DPW	Buildings	230,000	1,830,000	500,000	205,000
3	DPW	Cemetery	0	76,000	70,000	20,000
4	DPW	Roads/Sidewalks	375,000	350,000	350,000	350,000
5	DPW	Vehicles	500,000	155,000	180,000	195,000
6	DPW	Water/Sewer	252,000	1,030,000	725,750	1,300,750
7	ENERGY	HVAC	50,000	TBD	TBD	TBD
8	Engineering	Traffic	215,000	450,000	450,000	125,000
9	Engineering	Flooding	167,800	2,200,000	TBD	TBD
10	FIRE	Vehicles/Renovation	630,000	2,650,000	33,000	220,000
11	MIS	Ethernet Cabling	75,000	100,000	100,000	100,000
12	POLICE	Shooting Range/Dispatch Consoles	420,000	TBD	TBD	TBD
13	RECREATION	Fields	40,000	Fields Master Plan Being Prepared		
14	SCHOOLS	Buildings	1,413,000	2,309,000	2,798,250	5,765,000
15	Town Manager	VFA/Accruent Building Update	50,000	50,000	0	0
TOTALS			4,542,800	11,325,000	5,332,000	8,405,750
5-YEAR TOTAL \$			34,440,550			

This year alone there were in excess of \$4 million in Capital Stabilization Fund, Building Stabilization Fund and Water Sewer requests. The Building Stabilization Fund (BSF) is to be used for building maintenance, repairs and new construction. The Capital Stabilization Fund (CSF) is to be used for fields and playgrounds, roads and sidewalks, equipment, flood mitigation and bridge repair.

The Field Management Committee did not submit a Capital Plan for FY17 because they are continuing to work on a new Master Plan for Fields. With all the activity at Skillings Field and Manchester Field the Field Management Committee believes a new Master Plan is needed. Once the Master Plan is developed a five year request will be submitted.

Flood Mitigation Projects

One of the CPC's top priorities continues to be funding projects that are part of the Board of Selectmen's Flood Mitigation Program. The CPC's evaluation criteria remains; public safety/public health and projects that have a high rate of return (on a cost benefit basis). Since the Town has experienced numerous devastating flood events over the last 2 decades, with financial losses in excess of \$25M, the CPC believes it is imperative to complete the program, as outlined in the MEPA Certificate, as soon as possible.

History of the Flood Mitigation Program to Date:

Low lying areas adjacent to the Aberjona River in Winchester have been subject to flooding throughout history. The flooding has been exacerbated by an increase in storm water flows resulting from development both upstream and within Winchester over the past 40 years. As such the Town undertook a Flood Mitigation Program with the goal of minimizing economic losses from damaging floods by eliminating constrictions and undertaking projects to improve flow and capacity. In 2003 the Town filed an ENF for 17 proposed flood improvement projects. In 2006 the town filed a Draft EIR, in 2007 a Supplemental EIR and in 2010 a Final EIR was submitted and a MEPA Certificate was issued for the remaining six flood mitigation projects:

- Project 2 – Widening of the Aberjona River
- Project 3 – Center Falls Dam
- Project 4 – Mt Vernon Street Bridge Improvements
- Project 6 – Skillings Field Culvert Project
- Project 8 – Swanton Street Bridge Improvements, and;
- Project 10 – Railroad Bridge near Muraco School

The Certificate also approved three mitigation projects that must be completed prior making Projects 4-10 operational. These out of town mitigation projects are:

- Improvements to the Scalley Dam in Woburn
- Mystic Lakes Mid-Lakes Dam Improvements in Medford and;
- Removal of constrictions at the Main Street/Craddock Locks in Medford

The MEPA certificate required that the work be performed in the following sequence:

1. Project 2 – Widening of the Aberjona River
2. Project 3 – Center Falls Dam, Project
3. Mystic Lakes Mid-Lakes Dam Improvements in Medford
4. Removal of constrictions at the Main Street/Craddock Locks in Medford
5. Improvements to the Scalley Dam in Woburn
6. Project 4 – Mt Vernon Street Bridge Improvements
7. Project 6 – Skillings Field Culvert Project
8. Project 8 – Swanton Street Bridge Improvements
9. Project 10 – Railroad Bridge near Muraco School

A lot of progress has happened since 2010. Projects 2 and 3 have been completed by the Town. The Mid-Lakes Dam project is complete and the constriction at the Craddock Locks has been removed. The Town has secured \$2.5 million in funding for The Scalley Dam and the Mt Vernon Street Bridge projects as part of the Environmental Bond Bill (as well as some additional Capital Stabilization Funds) and those two projects are currently scheduled to be constructed in the spring of 2016. In the spring of 2013 Town Meeting appropriated funds for the feasibility study and final design of the Project 6 (Skillings Field Culvert). Last spring the town passed a debt exclusion override for the funding of Project 6 and the associated environmental cleanup. Without this override vote it is highly unlikely that the culvert project would have been funded due to the limited capital funds. By funding this critical project the town is able to coordinate with the High School Project and save substantial funds. Funding for the preliminary engineering for the final two projects; Swanton Street Bridge and The Railroad Bridge near Muraco School is being requested at fall Town Meeting. Each and every component of the Flood Mitigation Program is critical to the overall Town wide success in reducing flooding.

FY 17 CPC Recommended Projects

Fall Town Meeting Building Stabilization Fund

Library Chimney Rebuild	\$ 125,000
Muraco-Replace Fire Alarm - Evaluation & Design Recommendations	40,000
Lynch-Domestic Water/Heat Distribution- Evaluation & Design Recommendations	<u>50,000</u>
Total	\$ 215,000

Fall Town Meeting Capital Stabilization Fund

Muraco-Re-Pave Play Area	\$ 50,000
Bridge Repair over Horn Pond Brook	215,000
Swanton Street Bridge Culvert (Project 8) - 25% Engineering Plans	85,800
Railroad Bridge near Muraco School (Project 10) - 25% Engineering Plans	82,000
Police/Fire/EMS Department Dispatch Consoles	270,000
Borggaard Beach Septic System	25,000
VFA/Accruent Building Update	<u>50,000</u>
Total	\$ 777,800

Spring Town Meeting Building Stabilization Fund

DPW Parks & Building Roof Engineering	\$ 30,000
DPW Storage Sheds Replacement Engineering	40,000
Library HVAC Engineering	50,000
West Side Fire Station Renovation Study	45,000
Town Hall Generator Engineering	<u>35,000</u>
Total	\$ 200,000

Spring Town Meeting Capital Stabilization Fund/General Fund/Account Closeouts

ADA Various Schools/Town	\$ 125,000
DPW Roads and Sidewalks	375,000
DPW Maintenance Truck #15 Replacement	65,000
DPW Buildings Van Replacement	40,000
DPW Buildings Utility Truck Replacement	<u>65,000</u>
Total	\$ 670,000

Spring Town Meeting Water & Sewer Enterprise Fund

DPW Utility Truck #1 Replacement	\$ 56,000
Investigate & Cleaning Meter #1/6/6 Inflow and Infiltration	100,000 (1)
DPW Utility Truck #2 Replacement	56,000
DPW Van Replacement	40,000
West Side Drainage	<u>TBD</u>
Total	\$ 252,000

(1) MWRA Loan/Grant

FY 17 Project Descriptions

Fall Town Meeting Building Stabilization Fund

Library Chimney Rebuild

Last year Town Meeting appropriated funds to perform minor repairs to the base of the Library Chimney. While performing these repairs it was discovered that a major rebuild of the chimney was necessary to address active leaks. The project will consist of rebuilding the full depth of the masonry wall and will re-establish the masonry barrier wall to control moisture. Full depth sheet metal flashing will be installed above the roof system to direct water to the exterior.

Muraco-Replace Fire Alarm – Evaluation & Design Recommendations

The Muraco school fire alarm system is original to the 1967 construction. Equipment is aged and deteriorated and is not compliant to modern codes and standards. New system would include a fully addressable system with detailed read out of event, smoke detectors instead of heat detectors, ADA accessible pull stations, horn strobe units for the hearing and sight impaired. The scope of the study will include initial investigation of existing system to determine the exact scope of the repair and or replacement of the fire alarm system along with cost estimates.

Lynch-Domestic Water/Heat Distribution- Evaluation & Design Recommendations

The majority of the Lynch School piping is original to 1961 construction. Over the past years deterioration of lines has been a constant maintenance issue such as water leaks, sewer line backups, water piping loaded with mineral deposits. The frequent response to individual failures is costly and very disruptive to school operations. The scope of the study will include initial investigation of existing system to determine the exact scope of the repair and or replacement of the water/heat distribution system along with cost estimates.

Fall Town Meeting Capital Stabilization Fund

Muraco-Re-Pave Play Area

The hard surface play area behind the Muraco School is the primary play space for the school children and during the winter months it is the only outdoor activity area that the students use. The condition of the pavement is at the level of a safety concern. Over the years there has been a significant amount of maintenance and patching but the asphalt is at a point of failure and needs to be removed and replaced with a new subbase system and pavement.

Bridge Repair over Horn Pond Brook

The existing bridge crossing Horn Pond Brook into the Lynch School from Horn Pond Brook Road is in need of repair. A recent bridge inspection report completed by MassDOT, and followed-up by the Town's consultant Weston & Sampson, identified several deficiencies that need to be corrected. The proposed scope of work includes repairs to the bridge deck, wingwalls, and tie rods. Due to the scope of the repairs, the bridge will need to be closed to vehicular and pedestrian traffic during construction. If funding is approved at the 2015 Fall Town Meeting, work will be completed in summer 2016 while school is out of session. The design has been completed and fully permitted, and the project is ready to be bid pending approval of the construction funding. The bridge was originally constructed in 1960.

Swanton Street Bridge Culvert (Project 8) - 25% Engineering Plans

Low lying areas adjacent to the Aberjona River in Winchester have been subject to flooding throughout history. As such the Town undertook a Flood Mitigation Program with the goal of minimizing economic losses from damaging floods by eliminating constrictions and undertaking projects to improve flow and capacity. In 2010 a Final EIR was submitted and a MEPA Certificate was issued for six flood mitigation projects and three mitigation projects: Project 2 – Widening of the Aberjona River, Project 3 – Center Falls Dam, Project 4 – Mt Vernon Street Bridge Improvements, Project 6 – Skillings Field Culvert Project, Project 8 – Swanton Street Bridge Improvements, and Project 10 – Railroad Bridge near Muraco School. These mitigation projects are: Improvements to the Scalley Dam in Woburn, Mystic Lakes Mid-Lakes Dam Improvements in Medford and Removal of constrictions at the Main Street/Craddock Locks in Medford. Swanton Street Bridge Culvert and the Railroad Bridge near Muraco School are the two remaining projects to be completed. Funds are being sought to prepare 25% engineering plans so that budgeting can begin for the eventual construction and other funding sources can be explored.

Railroad Bridge near Muraco School (Project 10) - 25% Engineering Plans

Low lying areas adjacent to the Aberjona River in Winchester have been subject to flooding throughout history. As such the Town undertook a Flood Mitigation Program with the goal of minimizing economic losses from damaging floods by eliminating constrictions and undertaking projects to improve flow and capacity. In 2010 a Final EIR was submitted and a MEPA Certificate was issued for six flood mitigation projects and three mitigation projects: Project 2 – Widening of the Aberjona River, Project 3 – Center Falls Dam, Project 4 – Mt Vernon Street Bridge Improvements, Project 6 – Skillings Field Culvert Project, Project 8 – Swanton Street Bridge Improvements, and Project 10 – Railroad Bridge near Muraco School. These flood mitigation projects are: Improvements to the Scalley Dam in Woburn, Mystic Lakes Mid-Lakes Dam Improvements in Medford and Removal of constrictions at the Main Street/Craddock Locks in Medford. Swanton Street Bridge Culvert and the Railroad Bridge near Muraco School are the two remaining projects to be completed. Funds are being sought to prepare 25% engineering plans so that budgeting can begin for the eventual construction and other funding sources can be explored.

Police/Fire/EMS Department Dispatch Consoles

The existing consoles are outdated and the equipment is no longer supported by Motorola, the manufacturer of the equipment. The project consists of dismantling the existing consoles and setting up a temporary dispatch, installation of the new consoles and equipment and then demolition/disposal of the existing consoles.

Borggaard Beach Septic System

The existing Tight Tank located at Borggaard Beach has been requiring more frequent servicing. The tank is currently being monitored to determine the best course of action. If it is determined that we can replace the tank in kind the appropriation will be used for design, permitting and installation of a new tank.

VFA/Accruent Building Update

The Town utilizes the VFA/Accruent Program as a major tool in our Buildings Capital Planning and Asset Management process. We last updated our inventory on 2007. This year funds are requested to update approximately half of our inventory through a facility condition assessment. Funds will be sought next year to complete the remaining inventory.

Spring Town Meeting Building Stabilization Fund

DPW Parks & Building Maintenance Building Roof Engineering

These two buildings are vital to DPW daily operations and life extension/protection of the Town's major equipment. The roofs on both buildings are well beyond standard life expectancies and roof leaks are constantly repaired. The large overhead doors are constant repair items due to the continual leaking and are creating a safety and security concern. The scope of the engineering work would be to prepare plans and specifications and cost estimates for replacement.

DPW Storage Sheds Replacement Engineering

The DPW Stables/Shed consist of a series of structures, typically one-story, along the south side of the DPW complex, along Linden Street. The stables are constructed of a solid brick masonry wall, (facing Linden Street), wood posts and beams supporting a mono-slope wood rafter roof. The structural integrity of the roof framing structure and the masonry wall is a safety concern. The condition of this structure has rendered it unusable by the DPW and a detriment to the operations of serving the public. Historical significance of the structure and the aesthetic relationship to the neighborhood requires a high level of planning for this project.

Library HVAC Engineering

The Library HVAC system has been a difficult system to maintain an even temperature control in the building. The Library energy costs are more than double the costs of other municipal/school buildings of similar size and usage. The scope of this request is to look at age and condition of existing equipment and produce a detailed plan showing options to repair/replace equipment with cost analysis based on life cycle costs and energy efficiency savings. The CPC feels it is important to look at all viable options for replacement including the potential for a geo-thermal system.

West Side Fire Station Renovation Study

The West Side Station was built in 1972 and has seen very little repair and maintenance since. The station is undersized, deteriorating, and presents with a long list of maintenance needs that are unaddressed. The station, including its single restroom, is not ADA compliant. An additional apparatus bay is required to meet the needs and mission of the department. The living quarters are undersized, with too little space for administrative duties or fire and medical training space. The maintenance area is insufficiently sized for its purposes. During rainy periods, water runs through the basement area which is used for physical training and station utilities. The land surrounding the building has settled over 43 years, which has resulted in cracking of concrete surfaces and non-compliant step and door height to enter the building. A study is required to determine the necessary scope, phasing and cost of a renovation project.

Town Hall Generator Engineering

The Town Hall has no emergency power back up during power outages. This hinders the town's ability to operate and communicate town wide during storms creating the possibility of significant risks to the public. The town's internet head end system is located in Town Hall and has a very limited back up power, which means that the internet needs to be shut down in advance of a storm limiting communication. The Health Department stores tens of thousands of dollars' worth of vaccines which are at risk of being ruined should the power go out. The Town is liable for replacing those vaccines if they are destroyed. The engineering study would determine the size and location of the generator and the costs associated with installing one.

Spring Town Meeting Capital Stabilization Fund/General Fund/Account Closeouts

ADA Various Schools/Town

The ADA capital request includes projects taken directly from the Town's ADA Transition Plan which was accepted by the Town in 2011. The current year request is to fund year 6 of a ten-year plan. Projects are prioritized by the Disability Access Commission in conjunction with the School Committee's Subcommittee on the ADA. The FY17 ADA request includes projects at a couple elementary schools and the middle school. These projects, in priority order, include the McCall Exterior Ramp, Restriping/repaving of Lynch Parking Lot and Lynch Playground creating an accessible play surface. Although it is anticipated that the cost of these projects will exceed the \$125,000 annual allocation to ADA project planning, we will continue to work through the projects in order as funding allows.

DPW Roads and Sidewalks

The request is to fund the ongoing roads program for the regular repair of various roads and sidewalks in the Town performed by outside contractors and managed by the Maintenance Supervisor of the DPW. The requested funds are used in conjunction with Chapter 90 Funds from the Commonwealth.

These funds are also used to make sidewalks and curb cuts ADA compliant, assisting with the Town's ongoing ADA compliance funding program.

DPW Maintenance Truck #15 Replacement

Truck #15 will replace a 1995 Ford F350 model with 82,000 miles. This new truck will be used in performing daily operations in the Maintenance Department including recycling pickup, signage repairs and replacement, and snow and ice operations.

DPW Buildings Van Replacement

This cargo van will replace a 1996 van with 72,000 miles used daily in building operations and maintenance. Specifically the town's plumber requires this vehicle to perform daily tasks/repairs, etc.

DPW Buildings Utility Truck Replacement

This truck will replace 1995 utility pickup truck with 112,000 miles. This utility truck is used daily in building maintenance and operations. The truck is failing and requires ongoing costly repairs which result in delays and inefficiency within the departmental operations. This truck is also used for snow and ice operations.

Spring Town Meeting Water & Sewer Enterprise Fund

DPW Utility Truck #1 Replacement

Truck #1 will replace a 2004 Ford F350 pickup truck with 84,000 miles. This truck is used in daily operations by the construction crew of the Water & Sewer Department. Truck #1 is also used for snow and ice operations. Without replacement the DPW will incur costly repairs, delays and inefficiency in daily operations of the department.

Investigate & Cleaning Meter #1/6/6 Inflow and Infiltration

Last year Town Meeting appropriated funds for the evaluation survey phase of this project. This phase, the Phase II Design Project includes design of sanitary sewer rehabilitations in the Meter #1, 2, & 6 and Lawson Road/Winslow Road areas. The rehabilitations are based on defects identified during the Phase II Sanitary Sewer Evaluation Survey. Weston & Sampson performed 664 sewer manhole inspections and approximately 109,600 lf of flow isolation and television inspection. A review of the investigation data is

ongoing. The Design will included both open cut and trenchless rehabilitation methods, including: open cut point repairs; manhole-to-manhole cured-in-place pipe; cured-in-place short liners; cured-in-place lateral liners; clean, inspect, test and seal; replacement of manhole frames and covers; and cementitious lining of manholes. The Phase II Design Project will include final rehabilitation design, preparation of construction plans and specifications, and bid and award services.

DPW Utility Truck #2 Replacement

Truck #2 will replace a 2001 Ford F350 pickup truck with 88,100 miles. This truck is used by the Water & Sewer Supervisor in daily operations and construction projects. Truck #2 is also used for snow and ice operations.

DPW Van Replacement

This new van will replace a 2001 Chevrolet van with 143,400 miles. This van is used in daily operations of the Water & Sewer Department, including quarterly water bill readings and water meter repairs. Without replacement the DPW will incur costly repairs, delays and inefficiency in daily operations of the department.

West Side Drainage

Last year the Town Meeting appropriated \$ 256,658 for the Wildwood Drainage Project. The purpose of the project is to project design drainage system improvements that will reduce the frequency of street flooding on Wildwood Road, New Meadows, Thornton Street and Cambridge Streets. Several design options were reviewed. Additional analysis is being performed to determine the cost/benefit of the preferred option, installing storage to reduce (but not eliminate) flooding.