



Town Administrator
Jeremy Marsette

TOWN OF SHERBORN

19 Washington Street
Sherborn, MA 01770

Select Board

Jeffrey Waldron, *Chair*
Eric Johnson, *Vice Chair*
Steven Tsai, Clerk
Paul DeRensis
Marian Neutra

December 3, 2023

To: Select Board, Advisory Committee, and Capital Budget Committee
From: Jeremy Marsette, Town Administrator

**RE: Six-Year Capital Plan Update (FY2025 – FY2030)
FY2025 Capital Budget Requests**

Introduction

I am pleased to submit for Select Board, Advisory Committee, and Capital Budget Committee review a draft 6-year Capital Improvement Plan (CIP) and FY2025 Capital Budget Requests for the Town of Sherborn. This plan was created in collaboration with Department Heads and School Administration. We look forward to reviewing and discussing with the Board and Committees in public forums.

The draft plan includes 55 projects and a total capital investment of \$15 Million over six years, beginning Fiscal Year 2025 through Fiscal Year 2030. It includes a financing plan to fund projects, with a combination of free cash, debt, and various grant programs.

The format and organization of the CIP is designed to include: 1) a description and justification of each project, 2) the year in which the project is planned, 3) the anticipated financing mechanism and 4) any impact on the annual operating budget. The Town would seek grants and alternative funding mechanisms whenever possible before recommending an appropriation from General Fund revenues.

What is the CIP?

Each fall, a six-year capital plan will be drafted that addresses the capital needs of the Town. Items in the plan are major nonrecurring tangible assets with a useful life of at least five years and a total cost of at least \$25,000. They are identified by Department Heads and reviewed by the Town Administrator, and various Boards and Committees throughout a collaborative, public process. It includes a funding plan that adheres to Town fiscal policies. All projects in the CIP would ultimately need approval at a Town Meeting, and projects funded through debt service require a 2/3rds Town Meeting vote. The CIP is a tool that helps the community advance capital needs in a proactive, transparent, and fiscally responsible manner.

CIP Process Timeline

- October: Launch process with templates sent to Department Heads
- November: CIP department requests due to Town Administrator, meetings to review requests
- **December 1, 2023: Submit DRAFT CIP to Capital Budget Committee**
- December – April: Boards and Committees review and deliberate
- April 23, 2024: Annual Town Meeting

Goals of the CIP

As outlined in the MA Division of Local Services' *Capital Improvement Planning Guide: Developing A Comprehensive Community Program*, a capital improvement program provides a blueprint for planning a community's capital expenditures and is one of the most important responsibilities of local government officials. It coordinates community planning, financial capacity, and physical development.

According to DLS, a complete, properly developed CIP has the following benefits:

- Facilitates coordination between capital needs and operating budgets
- Enhances the community's credit rating and control of its tax rate
- Deters sudden changes in debt service requirements
- Identifies the most economical means to finance capital projects
- Increases opportunities for obtaining federal and state aid
- Relates public facilities to public and private development plans
- Keeps the public informed about future needs and projects
- Reduces costs by identifying and consolidating duplicative expenditures across municipal departments
- Encourages careful project planning and design to avoid costly mistakes and to help a community reach desired goals

Prioritization of Projects

The draft plan defines priorities that are assigned to each project based on the model suggested in the DLS capital planning manual:

1. Urgent/Legally Required "Must Do" – Completing this project will address an imminent risk to the safety of the public or municipal personnel, and/or it will prevent the imminent destruction or collapse of public infrastructure and loss of assets. Alternatively, this project is required to bring the community into compliance with federal or state safety, environmental, accessibility, or other regulations and legal requirements.
2. Maintain Service "Should Do" – Completing this project is necessary to ensure level service for the planned fiscal year. This priority type may include projects that replace old or worn-out equipment, dramatically rehabilitate aging facilities, or facilitate a department's ability to meet increased service demands.
3. Enhancement "Could Do" – Completing this project will provide a benefit to the community over and above the existing service level, or it will result in cost savings or other efficiencies.

CIP Assumptions

The FY2025-2030 CIP is based on the following budgetary assumptions. The Town will:

- Continue to build cash reserves, maintaining a minimum threshold Free Cash balance of 5% of the tax levy;
- Continue to conservatively estimate New Growth;
- Actively pursue State and Federal funding opportunities; and
- Establish policy targets that allocate annual CIP spending as a set percentage of the tax levy (a gradual annual increase to reach a 5.75% debt to levy ratio).

Overview of the CIP

The draft CIP includes projects with a six-year total estimated cost of \$14,943,695 (not including the potential cost of the Pine Hill Elementary Cooling Project). The projects are divided into five main categories: 1) infrastructure, 2) facilities repair/renovation, 3) parks, grounds and open space, 4) vehicles/equipment, and 5) miscellaneous.

Infrastructure improvements represent 37% of the total spending included in the CIP. Infrastructure is the core of any CIP and Sherborn is focusing capital expenditures on critical infrastructure, including roads, stormwater management, and water treatment. Recently the DPW completed a pavement management study that identified roadways in need of repair or rehabilitation. The Town was fortunate to receive over \$850,000 in state grant

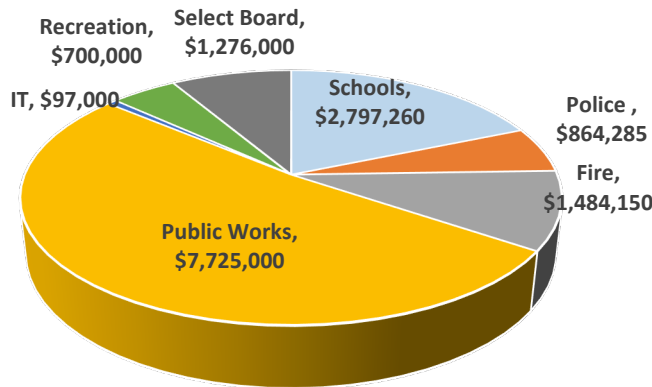
funding for the reconstruction of the Washington/Maple Intersection, helping to offset town capital costs. Sherborn’s stormwater collection system is regulated by the U.S. EPA through a Municipal Separate Storm Sewer System Permit. This permit requires the Town to implement a phosphorus control/reduction plan over the next several years. The water supply wells for several town facilities will be required to add treatment for the removal of polyfluoroalkyl substances (PFAS) to meet current and pending water quality regulations. We are hopeful that state grant funding will be made available for the installation of this required treatment.

Investments in facility renovation/repairs are the second largest category of spending at 29% of total costs. A significant portion of this proposed spending is for roof replacements to the High School and Pine Hill Elementary School, and a fit out of the library basement to house a permanent home for the Historical Society. The Plan also includes various routine capital repairs to school and town facilities. Detailed building condition assessments performed by On-Site Insight have helped inform the Plan. The School Department is conducting a study of a cooling system for Pine Hill Elementary School. The CIP will be updated within the next several weeks to include final cost estimates for the cooling system project (the CIP does not yet include any costs for this project).

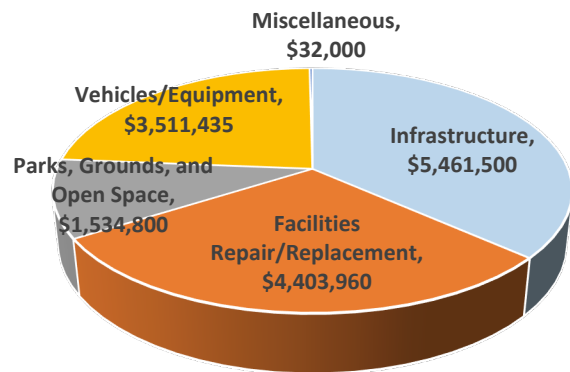
A consistent category of spending in any CIP is for the replacement of vehicles and equipment, representing 23% of total spending for the next six years. Major spending over the next five years includes replacement of Fire Department vehicles and equipment, cruiser replacements for the Police Department, along with multiple pieces of equipment to be used by the Public Works Department.

The updated CIP also includes projects for parks, grounds, and open space (representing 10% of the total capital costs). The Recreation Commission has included a multi-year plan to maintain their facilities including reconstruction of Jameson Field Tennis/Pickel Ball Courts and field renovations. Additionally, the School Department is requesting funds for the replacement of the turf field and running track at the High School/Middle School.

Capital Requests by Department



Capital Requests by Category



Funding the CIP

The Town is committed to making annual capital investments through a diverse stream of funding sources. That includes leveraging state and federal funding sources, grants, and strong free cash balances to fund many capital improvements and purchases. All these sources limit the Town’s need to borrow to fund smaller capital improvements. The funding philosophy behind the CIP is to continue to fund and invest in capital without drastically increasing the debt burden from year-to-year. In 2021 the Town established a Capital Stabilization Fund with the goal of using this fund to minimize the need for capital borrowing. We look forward to continued discussion of establishing a regular and predictable annual funding mechanism for the Capital Stabilization Fund.

American Rescue Plan Act Funds (ARPA), State Earmarks and Grants

The Town of Sherborn received a total of \$1,295,761 in federal Coronavirus Local Fiscal Recovery Funds (CLFRF) through the American Rescue Plan Act of 2021 (ARPA). The Select Board has allocated approximately \$1 million of these funds to various projects, with an unallocated balance of \$240,000 remaining. Included with this CIP is a summary of ARPA project allocations.

For FY23 and FY24 the Town has received \$285,000 in State Budget Earmarks to help capital projects. These funds have helped offset the costs to implement required water system improvements to Woodhaven Elder Housing/Leland Farms, to conduct a study of Farm Pond water quality, and organize/digitize town records.

This past year Town has received over \$1 million in competitive grant funding. As detailed in the six-year CIP, these grants will fund equipment replacements in the Police Department, facilities improvements at Fire Station 1, and the reconstruction of the Washington/Maple Street intersection.

Conclusion

The capital projects on the following pages highlight the Town's ongoing responsibility to maintain its facilities, vehicles, equipment, and infrastructure, and to make the necessary capital investments to meet the needs of Sherborn. The funding mechanisms for many projects, especially going out beyond the first year of the plan, are presented for illustrative purposes and change from year to year based on constantly evolving needs. The CIP is a living document and continues to be reevaluated and updated over the course of each fiscal year. I'd like to thank all involved with drafting this year's update to the Capital Improvement Program. I look forward to reviewing and finalizing this draft document.

Respectfully submitted,



Jeremy Marsette
Town Administrator

Attachments:

Draft FY2025-2030 Capital Improvement Plan
Draft FY2025 Capital Requests
FY2025 Capital Project Detail Sheets
FY24 Approved Capital Appropriations
APRA Fund Allocation of Funding / State Earmark Summary
Certified Free Cash and Use – History
Comparison of Municipal Debt FY2023



Capital Improvement Plan - FY25 to FY30

Department	Project	Category	Nature of Request	Priority	Funding Source	Total Project Cost	Proposed					
							FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Regional Schools	HS/MS - Turf Field/Track/Fencing	Parks Grounds and Open Space		Tier 2	General Fund Excluded Debt	\$634,800	\$634,800					
Regional Schools	Lindquist - Rooftop Air Handling unit (HVAC - 2 units)	Facilities Renovation/Repair		Tier 2	General Fund Excluded Debt	\$138,000	\$138,000					
Regional Schools	MS - Boilers	Facilities Renovation/Repair		Tier 2	General Fund Excluded Debt	\$119,600	\$119,600					
Regional Schools	MS - Rooftop Air Handling Unit (HVAC)	Facilities Renovation/Repair		Tier 2	General Fund Excluded Debt	\$46,000	\$46,000					
Regional Schools	HS/MS - AAOON Rooftop units (3)	Facilities Renovation/Repair		Tier 2	General Fund Excluded Debt	\$32,200	\$32,200					
Regional Schools	HS - Roof	Facilities Renovation/Repair		Tier 2	General Fund Excluded Debt	\$506,000		\$506,000				
Regional Schools	Lindquist - Rooftop Air Handling unit (HVAC - 2 units)	Facilities Renovation/Repair		Tier 2	General Fund Excluded Debt	\$138,000		\$138,000				
Regional Schools	HS - Lobby Carpet	Facilities Renovation/Repair		Tier 2	General Fund Excluded Debt	\$18,400		\$18,400				
Regional Schools	MS - Library Carpet	Facilities Renovation/Repair		Tier 2	General Fund Excluded Debt	\$16,560		\$16,560				
Regional Schools	MS - Gym Walls & Ceiling	Facilities Renovation/Repair		Tier 2	General Fund Excluded Debt	\$13,800		\$13,800				
Regional Schools	HS/MS - AAOON Rooftop units (3)	Facilities Renovation/Repair		Tier 2	General Fund Excluded Debt	\$34,500			\$34,500			
Regional Schools	HS/MS - Admin Office flooring	Facilities Renovation/Repair		Tier 2	General Fund Excluded Debt	\$18,400			\$18,400			
Regional Schools	HS/MS - Well #1 Flow Boy Pump Control Panel and Well Pump	Infrastructure		Tier 2	General Fund Excluded Debt	\$11,500			\$11,500			
Sherborn Schools	Pine Hill - AC/HVAC Improvements	Facilities Renovation/Repair		Tier 3	General Fund Excluded Debt	\$0	TBD					
Sherborn Schools	Pine Hill - Roof covering	Facilities Renovation/Repair	3	Tier 2	General Fund Excluded Debt	\$1,000,000		\$1,000,000				
Sherborn Schools	Pine Hill - Tractor	Vehicle/Equipment	3	Tier 2	Free Cash	\$25,000		\$25,000				
Sherborn Schools	Pine Hill - Floor Scrubber	Vehicle/Equipment	3	Tier 2	Free Cash	\$16,000		\$16,000				
Sherborn Schools	Pine Hill - Boiler Room related projects	Facilities Renovation/Repair	3	Tier 2	Free Cash	\$28,500			\$28,500			
Police	Police Vehicle	Vehicle/Equipment		Tier 2	Free Cash	\$693,000	\$74,000	\$150,000	\$76,000	\$155,000	\$78,000	\$160,000
Police	Police Body Camera Replacement	Vehicle/Equipment		Tier 2	State/Federal Grant	\$113,650	\$113,650					
Police	Police Taser Replacement	Vehicle/Equipment		Tier 2	State/Federal Grant	\$40,035	\$40,035					
Police	Traffic Speed Monitoring Equipment	Vehicle/Equipment		Tier 3	State/Federal Grant	\$17,600	\$17,600					
Fire	Turnout Gear and Equipment	Vehicle/Equipment		Tier 1	Free Cash	\$80,150	\$80,150					
Fire	Direct Source Exhaust Capture System - Station 1	Vehicle/Equipment		Tier 3	State/Federal Grant	\$34,000	\$34,000					
Fire	Ambulance	Vehicle/Equipment	2, 3	Tier 1	General Fund Excluded Debt	\$350,000		\$350,000				
Fire	Fire Engine	Vehicle/Equipment	2, 3	Tier 2	General Fund Excluded Debt	\$200,000			\$200,000			
Fire	Fire Engine	Vehicle/Equipment	2, 3	Tier 2	General Fund Excluded Debt	\$750,000			\$750,000			
Fire	Brush 1 Refurbishment	Vehicle/Equipment	2, 3	Tier 2	Free Cash	\$70,000				\$70,000		
Public Works	Dump Truck/Snow Fighter	Vehicle/Equipment	2, 3	Tier 2	General Fund Excluded Debt	\$350,000	\$350,000					
Public Works	Dump Truck / Snow Fighter	Vehicle/Equipment	2, 3	Tier 2	General Fund Excluded Debt	\$350,000		\$350,000				
Public Works	Pickup w/ Utility Body	Vehicle/Equipment	3	Tier 2	General Fund Excluded Debt	\$70,000		\$70,000				
Public Works	Pickup w/ Utility Body	Vehicle/Equipment	3	Tier 2	General Fund Excluded Debt	\$80,000			\$80,000			
Public Works	Town Facilities & Infrastructure	Facilities Renovation/Repair	1, 2, 3, 4, 5, 8	Tier 1, 2, 3	General Fund Excluded Debt	\$1,000,000		\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Public Works	Town Facilities & Infrastructure	Facilities Renovation/Repair	1, 2, 3, 4, 5, 8	Tier 1, 2, 3	Free Cash	\$250,000		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Public Works	Roadway Management - Local Funding	Infrastructure	1, 2, 3, 8	Tier 2	General Fund Excluded Debt	\$1,500,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
Public Works	Roadway Management - State Funding	Infrastructure	1, 2, 3, 8	Tier 2	Chapter 90 - State Funding	\$1,500,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
Public Works	Washington Street/Maple Street Roundabout	Infrastructure	1, 5, 7, 8	Tier 2	State/Federal Grant	\$850,000	\$850,000					
Public Works	Western Avenue Traffic Calming Design and Construction	Infrastructure	1, 2, 3, 8	Tier 1	Free Cash	\$75,000	\$75,000					
Public Works	Stormwater (MS4 Permit Compliance)	Infrastructure	4, 8	Tier 1	General Fund Excluded Debt	\$1,125,000	\$250,000	\$250,000	\$250,000	\$125,000	\$125,000	\$125,000
Public Works	Public Water Supply Treatment - PFAS	Infrastructure	1, 2, 3, 8	Tier 1	General Fund Excluded Debt	\$325,000	\$75,000	\$250,000				
Public Works	Woodhaven/Leland Farms Water Supply (DOCT)	Infrastructure	1, 2, 3, 8	Tier 1	General Fund Excluded Debt	\$75,000	\$75,000					
Public Works	Recycling Center Equipment/Infrastructure	Vehicle/Equipment	3	Tier 2	General Fund Excluded Debt	\$175,000		\$75,000	\$25,000	\$75,000		
Information Technology	Server/Computer Upgrade and Replacement	Vehicle/Equipment	2, 5	Tier 2	Free Cash	\$15,000	\$15,000					
Information Technology	Town Campus Security Improvements	Vehicle/Equipment	1	Tier 1	Free Cash	\$50,000	\$50,000					
Information Technology	Upgrade/Replace Town Based WIFI Equipment	Vehicle/Equipment	1	Tier 3	Free Cash	\$12,000	\$12,000					
Information Technology	Upgrade/Replace Audio/Video Switching System	Vehicle/Equipment	2, 3, 5	Tier 3	Free Cash	\$10,000	\$10,000					
Information Technology	Upgrade/Replace Computer Backup Power Systems	Vehicle/Equipment	1, 2, 3	Tier 2	Free Cash	\$10,000		\$10,000				
Select Board / Elder Housing Committee	Elevator Replacement	Facilities Renovation/Repair		Tier 2	General Fund Excluded Debt	\$194,000		\$100,000	\$94,000			
Select Board	Farm Pond Watershed Based Plan	Miscellaneous		Tier 2	Free Cash	\$32,000	\$32,000					
Select Board	Farm Pond Stormwater and Access Improvements	Parks Grounds and Open Space			General Fund Excluded Debt	\$200,000		\$200,000				
Recreation	Jameson Field - Tennis/Pickleball Courts and Fencing	Parks Grounds and Open Space	3, 5	Tier 2	General Fund Excluded Debt	\$500,000	\$500,000					
Recreation	Jameson Field - Field 2 Renovation	Parks Grounds and Open Space		Tier 2	Free Cash	\$50,000			\$50,000			
Recreation	Jameson Field - Field 3 Renovation	Parks Grounds and Open Space		Tier 2	Free Cash	\$50,000			\$50,000			
Recreation	Jameson Field - Field 4 Renovation	Parks Grounds and Open Space		Tier 2	General Fund Excluded Debt	\$100,000	\$100,000					
Select Board / Historical Society	Historic Society - Library Basement Space Fitout	Facilities Renovation/Repair	3, 4, 6, 8	Tier 3	General Fund Excluded Debt	\$850,000	\$850,000					
FY2025 to FY2030 Total							\$5,074,035	\$4,288,760	\$1,509,400	\$2,013,500	\$1,023,000	\$1,035,000

CAPITAL PROJECT PRIORITIZATION

Tier 1 - "Must do"	General Fund Excluded Debt	\$3,420,600	\$3,787,760	\$1,083,400	\$1,480,000	\$575,000	\$575,000
Public health/safety needs, Regulatory requirements	Free Cash	\$348,150	\$251,000	\$176,000	\$283,500	\$198,000	\$210,000
Legal obligations (including lease payments)	Chapter 90	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
Alleviate/prevent service disruptions	Capital Stabilization Fund	\$0	\$0	\$0	\$0	\$0	\$0
Tier 2 - "Should do"	Recreation Revolving Fund	\$0	\$0	\$0	\$0	\$0	\$0
Rehabilitates obsolete assets, Address assets at end of life cycle	Farm Pond Revolving Fund	\$0	\$0	\$0	\$0	\$0	\$0
Reduces future investment/maintenance needs	Ambulance Revolving Fund	\$0	\$0	\$0	\$0	\$0	\$0
Leverages state/federal grant funds (matching funds, etc.)	Elder Housing Revolving Fund	\$0	\$0	\$0	\$0	\$0	\$0
Tier 3 - "Could do"	State/Federal Grant	\$1,055,285	\$0	\$0	\$0	\$0	\$0
Provides new or expanded services							
		\$5,074,035	\$4,288,760	\$1,509,400	\$2,013,500	\$1,023,000	\$1,035,000

NATURE OF REQUEST

1. Current threat to health and safety
2. Improve to avoid costly repair
3. Replace to maintain service levels
4. Meet legal/regulatory requirements
5. Improve productivity or service
6. Address overburdened situation
7. Matching Funds/Grant Available
8. Continuation of Prior Funding



FY25 Proposed

						Proposed
Department	Project	Project Description	Nature of Request	Priority	Funding Source	FY2025
Regional Schools	HS/MS - Turf Field/Track/Fencing	Sherborn's share is 46% of the total \$1,380,000.		Tier 2	General Fund Excluded Debt	\$634,800
Regional Schools	Lindquist - Rooftop Air Handling unit (HVAC - 2 units)	Sherborn's share is 46% of the total \$300,000.		Tier 2	General Fund Excluded Debt	\$138,000
Regional Schools	MS - Boilers	Sherborn's share is 46% of the total \$260,000.		Tier 2	General Fund Excluded Debt	\$119,600
Regional Schools	MS - Rooftop Air Handling Unit (HVAC)	Sherborn's share is 46% of the total \$100,000.		Tier 2	General Fund Excluded Debt	\$46,000
Regional Schools	HS/MS - AAON Rooftop units (3)	Sherborn's share is 46% of the total \$70,000.		Tier 2	General Fund Excluded Debt	\$32,200
Sherborn Schools	Pine Hill - AC/HVAC Improvements?	In conjunction with the Facilities Conditions Assessment, a Cooling Study is being performed to identify potential cooling strategies given the warm temperatures experienced at the start and end of the school year. We are hoping to have a draft report by January in order to determine any potential capital requests.		Tier 3	General Fund Excluded Debt	TBD
Police	Police Vehicle	Police Cruiser Replacement - Hybrid Line Vehicle	3	Tier 2	Free Cash	\$74,000
Fire	Turnout Gear and Equipment	Fire Turnout Gear, EV Fire Equipment, and Water Supply Valves	1, 3, 5	Tier 1	Free Cash	\$80,150
Public Works	Dump Truck/Snow Fighter	Replace Vehicle 21 - 2003 International 7500 Dump Truck with plow	2, 3	Tier 2	General Fund Excluded Debt	\$350,000
Public Works	Roadway Management - Local Funding	This request marks the third year of implementation of a 5-year Roadway Management Plan addressing deteriorating road conditions in the Town. This funding supplements Chapter 90 State Funding to renovate and repair Town roadways.	1, 2, 3, 8	Tier 2	General Fund Excluded Debt	\$250,000
Public Works	Western Avenue Traffic Calming Design and Construction	Design and construction of roadway safety improvements to Western Avenue	1, 2, 3, 8		Free Cash	\$75,000
Public Works	Stormwater (MS4 Permit Compliance)	This request is to fund Year 4 of the multi-year program to comply with U.S. EPA issued Municipal Separate Storm Sewer System Permit (MS4). In addition to annual reporting and compliance, Year 4 includes the preparation of a Phosphorus Control Plan.	4	Tier 1	General Fund Excluded Debt	\$250,000
Public Works	Public Water Supply Treatment - PFAS	Design and permitting of water treatment for removal of poly-fluoroalkyl substances (PFAs) at several town facilities. These sites include Town Hall Campus (Town Hall, Police Station, Library Community Center), Fire Station 1, Woodhaven Elder Housing/Leland Farms, and Pine Hill Elementary.	1, 2, 3, 8	Tier 1	General Fund Excluded Debt	\$75,000
Public Works	Woodhaven/Leland Farms Water Supply (OOCT)	Complete construction of water system improvements (systems integration/corrosion control) to the Woodhaven/Leland Farms water supply.	1, 2, 3, 8	Tier 1	General Fund Excluded Debt	\$75,000
Information Technology	Server/Computer Upgrade and Replacement		2, 5	Tier 2	Free Cash	\$15,000
	Town Campus Security Improvements		1	Tier 1	Free Cash	\$50,000
	Upgrade/Replace Town Based WIFI Equipment		1	Tier 2	Free Cash	\$12,000
	Upgrade/Replace Audio/Video Switching System		2, 3, 5	Tier 3	Free Cash	\$10,000
Select Board	Farm Pond Watershed Based Plan	Funding for the completion of the Farm Pond Watershed Based Plan. The Watershed Based Plan will assess the drivers behind recent water quality deterioration in Farm Pond and provide recommendations for improvement.		Tier 2	Free Cash	\$32,000
Recreation	Jameson Field - Tennis/Pickleball Courts and Fencing	Resurface Tennis and Pickleball Courts and fencing at Jameson Field	3, 5	Tier 2	General Fund Excluded Debt	\$500,000
Recreation	Jameson Field - Field 4 Renovation	Renovate Jameson Field # 4 baseball diamond	3	Tier 2	General Fund Excluded Debt	\$100,000
Select Board / Historical Society	Library Basement Space Fitout	Final design and construction of dedicated space for the Sherborn Historical Society.	3, 4, 6, 8	Tier 3	General Fund Excluded Debt	\$850,000
FY2025 Total						\$3,768,750

NATURE OF REQUEST

1. Current threat to health and safety
2. Improve to avoid costly repair
3. Replace to maintain service levels
4. Meet legal/regulatory requirements
5. Improve productivity or service
6. Address overburdened situation
7. Matching Funds/Grant Available
8. Continuation of Prior Funding

CAPITAL PROJECT PRIORITIZATION

- Tier 1 - "Must do"
 - Public health/safety needs, Regulatory requirements
 - Legal obligations (including lease payments)
 - Alleviate/prevent service disruptions
- Tier 2 - "Should do"
 - Rehabilitates obsolete assets, Address assets at end of life cycle
 - Reduces future investment/maintenance needs
 - Leverages state/federal grant funds (matching funds, etc.)
- Tier 3 - "Could do"
 - Provides new or expanded services

General Fund Excluded Debt	\$3,420,600
Free Cash	\$348,150
Chapter 90	
Capital Stabilization Fund	-
Recreation Revolving Fund	-
Farm Pond Revolving Fund	-
Ambulance Revolving Fund	-
Elder Housing Revolving Fund	-
State/Federal Grant	-
Total	\$3,768,750



FY 2025 Capital Request Form
Town of Sherborn

Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details

Department / Board Information

Department / Board Name Police	Date 11/22/23
Contact Name Tom Galvin	email tgalvin@sherbornpolice.org
Telephone 508-653-2424 ext 299	

Project / Purchase Request Information

Project Name Police Vehicle Replacement			
Estimated Total Cost 74,000.00		Source of Estimate GBPC/MAPC Contract Pricing	
Project Priority Tier 1		New or Replacement (Describe equipment to be replaced)	
This Request is Necessary to Address: (highlight all that apply) <input type="checkbox"/> Current Threat to Health and Safety <input type="checkbox"/> Meet Legal/Regulatory Requirements <input type="checkbox"/> Matching Funds Available <input type="checkbox"/> Improve to Avoid Costly Repair <input type="checkbox"/> Improve Productivity or Service <input type="checkbox"/> Continuation of Prior Funding <input type="checkbox"/> Replace to Maintain Service Levels <input type="checkbox"/> Address Overburdened Situation			
Brief Purchase / Project Description, Justification, Benefits to Level of Service, and Dept. Capacity to Complete Project Continue the replacement cycle for police vehicles. This will be a direct replacement for a 2017 Police Interceptor v6 gas engine. The replacement vehicle will be a Hybrid Electric police interceptor upfit to manage to public safety drone program. This replacement should lead to a reduction in fuel usage and reduce potential maintenance costs that would be incurred with the current vehicle. Current Contract Pricing only guaranteed for 6 months			
Please Identify Potential Funding Sources if Known			
Explain Anticipated Impact on Future Operating Budgets <input type="checkbox"/> Reduce Cost <input type="checkbox"/> Cost Unchanged <input type="checkbox"/> Increase Cost <input type="checkbox"/> Useful Life			

Note: Attach any other data, photographs, reports, proposals, quotes, or information as warranted. For projects with impacts to operating budget attached supplemental information detailing cost savings/increase.

To Be Completed by TA/Finance Director

Funding Source	General Fund	\$	Free Cash	\$	Stabilization	\$
	Borrowing	\$	State/Federal	\$	Grant	\$



Veh_Sherborn PD-2025 Utility PI Hybrid Patrol Estimated Budget Quote

Colonial Municipal Group - C
 61 Brigham St
 Marlborough, MA 01752
 Contact: John Welch
 Email: jwelch@buycmg.com

Sales Rep
 Paul Leon
 P: 888-615-2770 x285
 E: pleon@itsg.us.com

Veh_Sherborn PD-2025 Utility PI Hybrid Patrol Estimated Budget Quote

Quote #ITS058091NE v1

Colonial Municipal Group - C
 61 Brigham St
 Marlborough, MA 01752
 Contact: John Welch
 Email: jwelch@buycmg.com

Sales Rep
 Paul Leon
 P: 888-615-2770 x285
 E: pleon@itsg.us.com

Date Issued:
 11.21.2023
 Contract:

MAPC/GPBC & PSE01 Contract Pricing		Qty

Vehicles		Price	Qty	Ext. Price
VEHICLE	2025 Ford Utility PI Hybrid Patrol Estimated Budget Quote INSERT VEHICLE SKUS HERE	\$49,655.00	1	\$49,655.00
Drivers side spot light	Drivers side spot light	\$385.84	1	\$385.84
Dark Car Feature	Dark Car Feature	\$24.96	1	\$24.96
Heated side mirrors	Heated side mirrors	\$58.24	1	\$58.24
Reverse Sensing	Reverse Sensing	\$269.36	1	\$269.36
Rear Door Plungers	Rear Door Plungers	\$156.00	1	\$156.00
			Subtotal:	\$50,549.40

Lighting - Sirens		Price	Qty	Ext. Price
VALR51	FED SIG - Valor Lightbar 51" (ENTER REFERENCE # and PRICING) ENTER REFERENCE #	\$4,528.00	1	\$4,528.00
PF200R	FED SIG - PATHFINDER,100/200W REMOTE HEAD	\$0.00	1	\$0.00
EXPMOD24	FED SIG - PATHFINDER 24-CHANNEL EXPANSION	\$295.00	1	\$295.00
OBDKABLE25-2	FED SIG - OBDKABLE,FORD-PF INTERFACE,25F	\$165.00	1	\$165.00
ES100C	FED SIG - SPKR,EMERG, 100W,PLASTIC,	\$0.00	1	\$0.00
ESB-FPIU20NDB	FED SIG - ES100-AS124 SNGL.SPKR BRKT	\$0.00	1	\$0.00



Veh_Sherborn PD-2025 Utility PI Hybrid Patrol Estimated Budget Quote

Colonial Municipal Group - C
 61 Brigham St
 Marlborough, MA 01752
 Contact: John Welch
 Email: jwelch@buycmg.com

Sales Rep
 Paul Leon
 P: 888-615-2770 x285
 E: pleon@ltsg.us.com

Lighting - Sirens		Price	Qty	Ext. Price
MPS62U-BW	FED SIG - DUAL COLOR,12-LED,BLUE/WHITE (2) REAR INSIDE HATCH BEHIND GLASS (2) REAR LICENSE PLATE (2) REAR 1/4 GLASS (2) SIDE OF PUSH BUMPER	\$202.50	8	\$1,620.00
MPSW9X-BW	FED SIG - MPS WIDE ANG X,BLU/WHT	\$245.00	2	\$490.00
416900XZ-BW	FED SIG - CORNER LED,DUAL,INLINE FLASHER (2) FRONT CORNER LAMPS (2) REAR BACK UPS	\$153.50	4	\$614.00
416900XZ-RW	FED SIG - CORNER LED,DUAL,INLINE FLASHER REAR BRAKE	\$153.50	2	\$307.00
416300X-BW	FED SIG - FLSH MNT LIGHT HEAD,X,BLU/WHT	\$145.00	2	\$290.00
COM3SRWC	Fed Sig - 3" RND. SURF.MNT.LIGHT,RED/WHT Two (2) on inner tailgate to illuminate cargo area when open. Controlled by two position on/off/on switch for red or white light.	\$118.00	2	\$236.00
ES100C	FED SIG - SPKR,EMERG, 100W,PLASTIC,	\$285.00	1	\$285.00
MPSMW9-FPIU20MIR	FED SIG - KIT,BRKT,MPSW9,MIRROR,20FPIU	\$0.00	1	\$0.00
			Subtotal:	\$8,830.00

Consoles / Mounts		Price	Qty	Ext. Price
C-VS-1012-INUT	HAVIS - Ford Interceptor Utility Specific Angled Console	\$695.00	1	\$695.00
CG-X	HAVIS - Chargeguard-select	\$200.00	1	\$200.00
CUP2-1001	HAVIS - Internal cup holders	\$58.00	1	\$58.00
C-ARM-108	Havis - Side mounted flip up armrest	\$192.00	1	\$192.00
425-3816	Jotto - Magnetic Microphone System - Single Pack	\$42.00	2	\$84.00
C-PM-124	Havis - Brother Pocketjet Printer Mount For Ford Interceptor Utility	\$220.00	1	\$220.00
			Subtotal:	\$1,449.00



Veh_Sherborn PD-2025 Utility PI Hybrid Patrol Estimated Budget Quote

Colonial Municipal Group - C
 61 Brigham St
 Marlborough, MA 01752
 Contact: John Welch
 Email: jwelch@buycmg.com

Sales Rep
 Paul Leon
 P: 888-615-2770 x285
 E: pleon@itsg.us.com

Prisoner Transport		Price	Qty	Ext. Price
P1000UINT20AOS B	Progard - Single Compartment, Pro-Cell, 1/2 Partition, w/ Passenger Side Only Outboard Seat Belts	\$3,395.00	1	\$3,395.00
			Subtotal:	\$3,395.00

Weapons Management		Price	Qty	Ext. Price
GK10301S1UHKSV SCAXL	Setina - Dual T-Rail Mount 1 Small 1 Universal XL With Handcuff Key Override	\$811.55	1	\$811.55
			Subtotal:	\$811.55

CARGO Solutions		Price	Qty	Ext. Price
D-FDEXRN2-20N-PS-HT-C1-DR7	TRUCK VAULT DRONE CABINET	\$5,575.00	1	\$5,575.00
			Subtotal:	\$5,575.00

Push Bumper		Price	Qty	Ext. Price
BK0802ITU20	Setina - PB450L4 With FEDERAL SIGNAL MICROPULSE TRI-COLOR 18-LED	\$1,502.05	1	\$1,502.05
			Subtotal:	\$1,502.05

Technology		Price	Qty	Ext. Price
500-0008	Westin - TM-5120 Series On-Dash Tablet Mount Police Interceptor Utility 2020	\$650.00	1	\$650.00
			Subtotal:	\$650.00

Paint / Graphics / Tint		Price	Qty	Ext. Price
Vehicle-Upfit-Outside Service	TINT FRONT WINDOWS ONLY - XX%	\$195.00	1	\$195.00
			Subtotal:	\$195.00

Misc Additions		Price	Qty	Ext. Price
Vehicle-Upfit-Supplies	Misc. Material to include connectors,wire,hardware,fuseblocks,relays	\$295.00	1	\$295.00
AVE894090	20-C Explorer Ventvisor Lowe Pro 4PC Smoke	\$140.00	1	\$140.00
4415751	WeatherTech - 20-C Explorer Front Floorliner Black	\$125.00	1	\$125.00
TREMCO	TREMCO Transmission Lock	\$215.00	1	\$215.00
			Subtotal:	\$775.00



Veh_Sherborn PD-2025 Utility PI Hybrid Patrol Estimated Budget Quote

Colonial Municipal Group - C
 61 Brigham St
 Marlborough, MA 01752
 Contact: John Welch
 Email: jwelch@buycmg.com

Sales Rep
 Paul Leon
 P: 888-615-2770 x285
 E: pleon@tsg.us.com

Installation	Price	Qty	Ext. Price
Vehicle-Upfit-Radios Installation of 2-Way Radio, Lap top, Ticket Printer & Radar TRANSFER 2-WAY RADIO: \$250.00 TRANSFER LAP TOP: \$295.00 TRANSFER TICKET PRINTER: \$190.00 TRANSFER RADAR: \$125.00	\$860.00	1	\$860.00
Subtotal:			\$860.00

Quote Summary	Amount	
Vehicles	\$50,549.40	
Lighting - Sirens	\$8,830.00	
Consoles / Mounts	\$1,449.00	
Prisoner Transport	\$3,395.00	
Weapons Management	\$811.55	
CARGO Solutions	\$5,575.00	
Push Bumper	\$1,502.05	
Technology	\$650.00	
Paint / Graphics / Tint	\$195.00	
Misc Additions	\$775.00	
Installation	\$860.00	
Total:		\$74,592.00



FY 2025 Capital Request Form
Town of Sherborn

Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details

Department / Board Information

Department / Board Name Fire & Rescue Department	Date 11/22/2023
Contact Name Chief Zack Ward	email zward@sherbornfire.com
Telephone (508)653-3270	

Project / Purchase Request Information

Project Name Turnout Gear and Equipment	
Estimated Total Cost \$80,150	Source of Estimate State Bid Quotes
Project Priority Tier 1	New or Replacement (Describe equipment to be replaced) New
This Request is Necessary to Address: (highlight all that apply) <input checked="" type="checkbox"/> Current Threat to Health and Safety <input checked="" type="checkbox"/> Meet Legal/Regulatory Requirements <input type="checkbox"/> Matching Funds Available <input type="checkbox"/> Improve to Avoid Costly Repair <input type="checkbox"/> Improve Productivity or Service <input type="checkbox"/> Continuation of Prior Funding <input type="checkbox"/> Replace to Maintain Service Levels <input checked="" type="checkbox"/> Address Overburdened Situation	
Brief Purchase / Project Description, Justification, Benefits to Level of Service, and Dept. Capacity to Complete Project The SFRD is seeking funds to replace or add equipment in four main areas: turnout gear (PPE), EV fire supplies, portable pumps and water supply valves. These purchases will either help address health and safety concerns for our members, or will assist us in mitigating certain incidents.	
Please Identify Potential Funding Sources if Known	
Explain Anticipated Impact on Future Operating Budgets <input type="checkbox"/> Reduce Cost <input checked="" type="checkbox"/> Cost Unchanged <input type="checkbox"/> Increase Cost <input type="checkbox"/> Useful Life	

Note: Attach any other data, photographs, reports, proposals, quotes, or information as warranted. For projects with impacts to operating budget attached supplemental information detailing cost savings/increase.

To Be Completed by TA/Finance Director

Funding Source	General Fund	\$	Free Cash	\$	Stabilization	\$
	Borrowing	\$	State/Federal	\$	Grant	\$

10/29/2023



**TOWN OF SHERBORN, MASSACHUSETTS
FIRE & RESCUE DEPARTMENT**

22 NORTH MAIN STREET, SHERBORN, MA 01770

Zachary J. Ward
Fire Chief



Memorandum

To: TA Marsette
From: Fire Chief Zachary J. Ward
Date: November 24th, 2023
Re: SFRD FY25 Capital Request

The Sherborn Fire & Rescue Department (SFRD) is requesting funds to add and replace equipment in several areas of the department's operations this year. Many of these items are being requested due to the incidence of electric vehicle fires in the commonwealth and the challenges they present to the fire service to mitigate them.

On October 17th, 2022, Sherborn Firefighters responded to an incident like this, in which a lithium-ion battery in a hybrid vehicle was in "thermal runaway". This incident taxed our department and required mutual aid response as well as consultation with the state hazardous materials response team. Sherborn Firefighters operated at the scene for about four hours. In the end, much of the department's turnout gear was seriously contaminated, and we also lost other equipment in responding to the incident.

These fires give off extremely toxic carcinogens in the smoke, which include hydrogen fluoride. Due to the contaminants on the gear, twelve Sherborn Firefighters, including myself, were effectively "out of service" for about a week while we waited for a company to come clean our gear.

What is particularly concerning to me is that this was only a battery in a hybrid vehicle and was not a large battery cell in a car such as a Tesla. Due to the fact that there are many of these vehicles in Sherborn, we are requesting equipment to better mitigate these incidents, and also to keep our members healthy, safe and in service after an incident like this.

Turnout Gear:

(12) Turnout Coats - \$2,472 x 12 = \$29,644

(12) Turnout Pants - \$1,526 x 12 = \$18,312

(12) Fire Helmets - \$559 x 12 = \$6,708

(12) Fire Boots - \$394 x 12 = \$4,728

Total Request for Turnout Gear: \$59,392

\$59,412

We are requesting (12) sets of turnout gear to serve as back up sets for our members due to the reasons mentioned above, and for other reasons listed below.



Sherbornma.org/fire-rescue-department

Regular Duties: SFRD members regularly get their gear contaminated due to events that are not as toxic as an electric vehicle fire. These can include other car fires, house fires and training. Another issue we run into is our members getting contaminated with bodily fluids from patients during serious car crashes. Having back up sets of gear will help get these members back in service faster, and ready for the next call. For these incidents, a member can be out of service for up to 24 hours while the gear is washed and dried at the station. However, when multiple members are contaminated, which is usually the case, this can take several days.

Two Stations: The SFRD operates from two stations. Members typically respond to a particular station depending on the incident. When gear is stored at Station 1, and the member needs to respond to Station 2, this can lead to a delay of several minutes in that member responding to the emergency. Having some of our more active members with a set of gear stored in each building will reduce response times.

Electric Vehicle Fire Equipment:

(2) EV Fire Nozzles - \$1,900 x 2 = \$3,800

(3) EV Fire Blankets – \$1,699 x 3 = \$5,097

Total Request for EV Fire Equipment: \$8,897

Due to the reasons mentioned in the introductory statement of this memorandum, and additional reasons, the SFRD is requesting its first set of electric vehicle fire mitigation equipment. This equipment will allow us to mitigate one of these incidents as safely as possible. This request is based on substantial research by the SFRD, and if it is approved and delivered will result in a new standard operating procedure (SOP) that we will use to mitigate these fires. This setup will also allow us to contain one of these fires to the vehicle of origin if the vehicle is in a garage, which is one of our fears going forward.

Water Supply Valves:

(3) Hydrant Assist Valves - \$2,399 x 3 = \$7,197

(3) Siamese Valves – Awaiting Correct Pricing.

Total Request will be available week of 11/27.

This request will allow the SFRD to have the same water supply setup on all fire apparatus. The importance of this has been highlighted due to the number of building fires the department has responded to in the last several years. Some of these incidents have been down some very long driveways, which can make supplying water to these fires logistically challenging.

We also run into situations where certain equipment may not be available due to being tied up at another emergency call in Sherborn or at a mutual aid incident. Having these valves on all apparatus is critical because there are situations when we don't know which apparatus will arrive at a fire first. If the apparatus couldn't set up the incident the correct way with this equipment, it may result in a negative outcome for the incident.



Sherbornma.org/fire-rescue-department

617-325-3993 Fax # 617-325-0238

Date	Quote #
11/6/2023	Q-20231843

Quote For
Sherborn Fire Dept. Chief Ward 22 North Main Street Sherborn, MA 01770

MA WBE certified with SDO
City of Boston's SLBE/MWBE
MA State Contract PSE01 VC6000185170

FOB	Terms
manufacturer	Net 30

Item	Description	Qty	Price E...	Total
Sher75QG -T-BL...	*** PROJECTED PRICING - EFFECTIVE Jan. 1st, 2024 *** LTO 75QG Tails Black MASHER00041 11/06/2023 LTOTOS75B LTO-Tails Outer Shell -6.6 oz Pioneer W/FREEFAS Black	12	2,472.00	29,664.00
Sher75QGP-BLK-...	MPL 75QG Pants Black MASHER00042 11/06/2023 MPLPOS75B MPL PRO FIT -Pants OS- 6.6 oz Pioneer W/FREEFAS Black	12	1,526.00	18,312.00
DLX-NFPAEZ-23.4	Cairns 1044 w/ NFPA EZ, Black, Deluxe Leather , PBI/Kevlar Earlap, Nomex Chinstrap w/ Quick Release & Postman Slide, Lime/Yellow Reflexite, 6" Carved Brass Eagle	12	559.00	6,708.00
912X2-23	14" NFPA Leather & Fusion Boots TM fabric, Custom Fit System - Black Diamond	12	394.00	4,728.00

Quoted prices valid for 30 days.	Subtotal	\$59,412.00
	Sales Tax (0.0%)	\$0.00
	Total	\$59,412.00

northeastrescue.com

info@northeastrescue.com



617-325-3993 Fax # 617-325-0238

Date	Quote #
11/30/2023	Q-20232073

Quote For
Sherborn Fire Dept. Chief Ward 22 North Main Street Sherborn, MA 01770

MA WBE certified with SDO
City of Boston's SLBE/MWBE
MA State Contract PSE01 VC6000185170

FOB	Terms
manufacturer	Net 30

Item	Description	Qty	Price E...	Total
HJ20-50-50ST-Y...	Jumbo Siamese - Double Clappered - (2) 5" Storz lock inlet x 5" Storz lock outlet	3	1,539.00	4,617.00
H700-50-45NH-2...	5" Hydrassist Hydrant valve 4.5" NH female swivel long handle inlet x (3) 5" Storz lock connections	3	2,399.00	7,197.00
SUDZIT NOZZL...	SUDZ-IT EV NOZZLE - Nozzle Head 110 gpm, (1) 36" Extension Tube, (1) 36" Extension Tube w/ sled, (2) Fixed Plate Orifices (75 gpm, 85 gpm), fan spray head, 1 1/2" NH to 1" F Cam lock, T-adapter	2	1,900.00	3,800.00
Lrg FR -23	Large FR Blanket 19'10" x 25'8" - silicone coated fiberglass fabric. Sewn with PTFE Fiberglass Threads	3	1,699.00	5,097.00

Estimated Projected Quote Next Year	Subtotal	\$20,711.00
	Sales Tax (0.0%)	\$0.00
	Total	\$20,711.00

northeastrescue.com

info@northeastrescue.com





FY 2025 Capital Request Form
Town of Sherborn

Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details

Department / Board Information

Department / Board Name Public Works	Date 11/27/2023
Contact Name Sean Killeen	email skilleen@sherbornma.org
Telephone 5086517878	

Project / Purchase Request Information

Project Name Dump Truck/ Snow Fighter															
Estimated Total Cost \$350,000		Source of Estimate Supplier on State Contract													
Project Priority Tier 1		New or Replacement (Describe equipment to be replaced) Replacing 2003 International 7500													
This Request is Necessary to Address: (highlight all that apply) <table style="width:100%; border:none;"> <tr> <td><input type="checkbox"/> Current Threat to Health and Safety</td> <td><input type="checkbox"/> Meet Legal/Regulatory Requirements</td> <td colspan="2"><input type="checkbox"/> Matching Funds Available</td> </tr> <tr> <td><input checked="" type="checkbox"/> Improve to Avoid Costly Repair</td> <td><input checked="" type="checkbox"/> Improve Productivity or Service</td> <td colspan="2"><input type="checkbox"/> Continuation of Prior Funding</td> </tr> <tr> <td><input checked="" type="checkbox"/> Replace to Maintain Service Levels</td> <td><input type="checkbox"/> Address Overburdened Situation</td> <td colspan="2"></td> </tr> </table>				<input type="checkbox"/> Current Threat to Health and Safety	<input type="checkbox"/> Meet Legal/Regulatory Requirements	<input type="checkbox"/> Matching Funds Available		<input checked="" type="checkbox"/> Improve to Avoid Costly Repair	<input checked="" type="checkbox"/> Improve Productivity or Service	<input type="checkbox"/> Continuation of Prior Funding		<input checked="" type="checkbox"/> Replace to Maintain Service Levels	<input type="checkbox"/> Address Overburdened Situation		
<input type="checkbox"/> Current Threat to Health and Safety	<input type="checkbox"/> Meet Legal/Regulatory Requirements	<input type="checkbox"/> Matching Funds Available													
<input checked="" type="checkbox"/> Improve to Avoid Costly Repair	<input checked="" type="checkbox"/> Improve Productivity or Service	<input type="checkbox"/> Continuation of Prior Funding													
<input checked="" type="checkbox"/> Replace to Maintain Service Levels	<input type="checkbox"/> Address Overburdened Situation														
Brief Purchase / Project Description, Justification, Benefits to Level of Service, and Dept. Capacity to Complete Project The current international is well beyond its useful life and is overdue for replacement. This truck is one of the last two that were built and operated prior to having the current DPW facility with a proper washbay. The winter chemicals took a severe toll on the chassis of the trucks. (see attached vendor quote)															
Please Identify Potential Funding Sources if Known ATM Capital															
Explain Anticipated Impact on Future Operating Budgets <table style="width:100%; border:none;"> <tr> <td><input type="checkbox"/> Reduce Cost</td> <td><input checked="" type="checkbox"/> Cost Unchanged</td> <td><input type="checkbox"/> Increase Cost</td> <td>Useful Life 10 Years</td> </tr> </table>				<input type="checkbox"/> Reduce Cost	<input checked="" type="checkbox"/> Cost Unchanged	<input type="checkbox"/> Increase Cost	Useful Life 10 Years								
<input type="checkbox"/> Reduce Cost	<input checked="" type="checkbox"/> Cost Unchanged	<input type="checkbox"/> Increase Cost	Useful Life 10 Years												

Note: Attach any other data, photographs, reports, proposals, quotes, or information as warranted. For projects with impacts to operating budget attached supplemental information detailing cost savings/increase.

To Be Completed by TA/Finance Director

Funding Source	General Fund	\$	Free Cash	\$	Stabilization	\$
	Borrowing	\$	State/Federal	\$	Grant	\$



Greater Boston Police Council
 MAPC
 Western Star

2023 Cooperative Procurement Specifications

Town of Sherborn
 7 Butler St
 Sherborn, MA 01770

11/29/2023

Re: Quotation for 2025 Western Star 47X

Contract : RFP#GBPC 2023 Trucks

Item #	Item Description	Cost
W47	Western Star 47X	\$ 114,942.00
290	Cummins L9 350 hp	\$ 9,333.00
302	Allison 3000 RDS	\$ 7,210.00
309	20,000 lb front axle	\$ 2,210.00
314	30,000 lb rear axle	\$ 7,800.00
320	120,000 ksi 15mmX89mmX315mm HD Frame Rail	\$ 1,614.00
324	Horizontal aftertreatment device with vertical pipe	\$ 840.00
328	Aluminum front wheels	\$ 423.00
329	Aluminum rear wheels	\$ 968.00
332	Power windows/door locks	\$ 266.00
334	Adjustable/tilt steering wheel	\$ 145.00
335	Dual rectangular polished air horns	\$ 278.00
336	Air suspension drivers seat	\$ 542.00
345	Exhaust brake	\$ 326.00
347	Driver controlled differential lock	\$ 1,355.00
323	Trailer brake connections air to rear of frame	\$ 1,270.00
350	Body circuit switches 6	\$ 654.00
353	Front tow hooks	\$ 96.00
358	Bright finish heated dual mirrors with remote	\$ 840.00
363	Positive load disconnect switch	\$ 261.00
376	Positive and negative jump start posts	\$ 185.00
377	13 gallon DEF tank with aluminum cover	\$ 330.00
392	Cummins engine warranty 5 years/100K miles	\$ 4,053.00
398	Truck coverage level TC4 5 years/100K miles	\$ 5,747.00
399	Allison transmission warranty 5 years	\$ 968.00
403	Towing/Roadside 5 years (1,200.00 cap per event)	\$ 1,200.00
552	3/4" Reinforced plate with D rings and pintle	\$ 1,500.00
746	Asphalt door SS	\$ 2,200.00
747	Air operated tailgate	\$ 1,000.00
753	Electric load cover	\$ 3,850.00
757	Oak sideboards	\$ 1,000.00
762	Asphalt apron SS	\$ 2,400.00
764	Access ladder SS	\$ 445.00
792	Hydraulic system Transmission mounted PTO	\$ 10,750.00
1197	HD plow frame w/ lights and controls	\$ 10,950.00



Greater Boston Police Council
MAPC
Western Star
2023 Cooperative Procurement Specifications

1223	11' front plow	\$ 10,495.00
1243	Quick hitch attachment for snow plow	\$ 3,100.00
1246	Upgrade plow lights to heated LED	\$ 700.00
1260	Power reverse hydraulics	\$ 2,750.00
1266	Manual reverse scraper	\$ 14,995.00
1298	Viking proline dump spreader	\$ 49,825.00
1316	Cab shield	\$ 2,950.00
1338	Dual applicator tanks	\$ 9,295.00
1351	SS upgrade	\$ 22,000.00
1359	Compuspread CS660	\$ 10,995.00
1394	Top screens for spreader	\$ 6,500.00
1499	LED front and rear strobes	\$ 2,420.00
	Total:	\$ 333,976.00

Advantage Truck Group
411 Hartford Turnpike
Shrewsbury, MA 01545
Rich Coutu

Town of Sherborn



FY 2025 Capital Request Form
Town of Sherborn

Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details

Department / Board Information

Department / Board Name Public Works	Date 11/27/2023
Contact Name Sean Killeen	email skilleen@sherbornma.org
Telephone 5086517878	

Project / Purchase Request Information

Project Name Roadway Management										
Estimated Total Cost \$250,000	Source of Estimate Pavement Assessment presentation									
Project Priority Tier 1	New or Replacement (Describe equipment to be replaced) roadway surfaces, Guardrails, curbing...									
This Request is Necessary to Address: (highlight all that apply) <table style="width:100%; border:none;"> <tr> <td><input type="checkbox"/> Current Threat to Health and Safety</td> <td><input checked="" type="checkbox"/> Meet Legal/Regulatory Requirements</td> <td><input type="checkbox"/> Matching Funds Available</td> </tr> <tr> <td><input checked="" type="checkbox"/> Improve to Avoid Costly Repair</td> <td><input type="checkbox"/> Improve Productivity or Service</td> <td><input checked="" type="checkbox"/> Continuation of Prior Funding</td> </tr> <tr> <td><input checked="" type="checkbox"/> Replace to Maintain Service Levels</td> <td><input type="checkbox"/> Address Overburdened Situation</td> <td></td> </tr> </table>		<input type="checkbox"/> Current Threat to Health and Safety	<input checked="" type="checkbox"/> Meet Legal/Regulatory Requirements	<input type="checkbox"/> Matching Funds Available	<input checked="" type="checkbox"/> Improve to Avoid Costly Repair	<input type="checkbox"/> Improve Productivity or Service	<input checked="" type="checkbox"/> Continuation of Prior Funding	<input checked="" type="checkbox"/> Replace to Maintain Service Levels	<input type="checkbox"/> Address Overburdened Situation	
<input type="checkbox"/> Current Threat to Health and Safety	<input checked="" type="checkbox"/> Meet Legal/Regulatory Requirements	<input type="checkbox"/> Matching Funds Available								
<input checked="" type="checkbox"/> Improve to Avoid Costly Repair	<input type="checkbox"/> Improve Productivity or Service	<input checked="" type="checkbox"/> Continuation of Prior Funding								
<input checked="" type="checkbox"/> Replace to Maintain Service Levels	<input type="checkbox"/> Address Overburdened Situation									
Brief Purchase / Project Description, Justification, Benefits to Level of Service, and Dept. Capacity to Complete Project See roadway management presentation for info. Funding to supplement Chapter 90 state funding used to maintain the 56 miles of roadway surface, and associated infrastructure.										
Please Identify Potential Funding Sources if Known ATM Capital										
Explain Anticipated Impact on Future Operating Budgets <table style="width:100%; border:none;"> <tr> <td><input type="checkbox"/> Reduce Cost</td> <td><input checked="" type="checkbox"/> Cost Unchanged</td> <td><input type="checkbox"/> Increase Cost</td> <td>Useful Life</td> </tr> </table>		<input type="checkbox"/> Reduce Cost	<input checked="" type="checkbox"/> Cost Unchanged	<input type="checkbox"/> Increase Cost	Useful Life					
<input type="checkbox"/> Reduce Cost	<input checked="" type="checkbox"/> Cost Unchanged	<input type="checkbox"/> Increase Cost	Useful Life							

Note: Attach any other data, photographs, reports, proposals, quotes, or information as warranted. For projects with impacts to operating budget attached supplemental information detailing cost savings/increase.

To Be Completed by TA/Finance Director

Funding Source	General Fund	\$	Free Cash	\$	Stabilization	\$
	Borrowing	\$	State/Federal	\$	Grant	\$



**FY 2025 Capital Request Form
Town of Sherborn**

Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details

Department / Board Information

Department / Board Name Public Works	Date 11/27/2023
Contact Name Sean Killeen	email skilleen@sherbornma.org
Telephone 5086517878	

Project / Purchase Request Information

Project Name Western Ave Traffic Calming Design and Construction			
Estimated Total Cost \$75,000		Source of Estimate	
Project Priority Tier 1		New or Replacement (Describe equipment to be replaced) New roadway improvement	
This Request is Necessary to Address: (highlight all that apply)	<input checked="" type="checkbox"/> Current Threat to Health and Safety	<input type="checkbox"/> Meet Legal/Regulatory Requirements	<input type="checkbox"/> Matching Funds Available
	<input type="checkbox"/> Improve to Avoid Costly Repair	<input type="checkbox"/> Improve Productivity or Service	<input type="checkbox"/> Continuation of Prior Funding
	<input type="checkbox"/> Replace to Maintain Service Levels	<input type="checkbox"/> Address Overburdened Situation	
Brief Purchase / Project Description, Justification, Benefits to Level of Service, and Dept. Capacity to Complete Project Western Avenue has had Multiple engineering studies throughout the years and one factor is consistent along the entire road and with different engineering groups looking at the data and physical aspects of the road. The speeds are higher than desirable, both to the local residents and the various users of the road. Over the past few years, the DPW was able to test some traffic calming measures using temporary splitter islands at a few key areas. these proved to help reduce the speeds and if placed properly, can make crosswalks much safer in the area of the Barber Reservation and Fessenden Fields. This proposal seeks funding for limited surveying and engineering services to best design the median islands in several key areas as well as the cost of construction.			
Please Identify Potential Funding Sources if Known ATM Capital			
Explain Anticipated Impact on Future Operating Budgets		<input type="checkbox"/> Reduce Cost	<input checked="" type="checkbox"/> Cost Unchanged
		<input type="checkbox"/> Increase Cost	Useful Life 25 Years

Note: Attach any other data, photographs, reports, proposals, quotes, or information as warranted. For projects with impacts to operating budget attached supplemental information detailing cost savings/increase.

To Be Completed by TA/Finance Director

Funding Source	General Fund	\$	Free Cash	\$	Stabilization	\$
	Borrowing	\$	State/Federal	\$	Grant	\$



**FY 2025 Capital Request Form
Town of Sherborn**

Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details

Department / Board Information

Department / Board Name Public Works	Date 11/27/2023
Contact Name Sean Killeen	email skilleen@sherbornma.org
Telephone 5086517878	

Project / Purchase Request Information

Project Name Stormwater (MS4 Permit Compliance)										
Estimated Total Cost \$250,000	Source of Estimate Consultant estimate (attached)									
Project Priority Tier 1	New or Replacement (Describe equipment to be replaced)									
This Request is Necessary to Address: (highlight all that apply) <table style="width:100%; border:none;"> <tr> <td><input type="checkbox"/> Current Threat to Health and Safety</td> <td><input checked="" type="checkbox"/> Meet Legal/Regulatory Requirements</td> <td><input type="checkbox"/> Matching Funds Available</td> </tr> <tr> <td><input type="checkbox"/> Improve to Avoid Costly Repair</td> <td><input type="checkbox"/> Improve Productivity or Service</td> <td><input checked="" type="checkbox"/> Continuation of Prior Funding</td> </tr> <tr> <td><input type="checkbox"/> Replace to Maintain Service Levels</td> <td><input type="checkbox"/> Address Overburdened Situation</td> <td></td> </tr> </table>		<input type="checkbox"/> Current Threat to Health and Safety	<input checked="" type="checkbox"/> Meet Legal/Regulatory Requirements	<input type="checkbox"/> Matching Funds Available	<input type="checkbox"/> Improve to Avoid Costly Repair	<input type="checkbox"/> Improve Productivity or Service	<input checked="" type="checkbox"/> Continuation of Prior Funding	<input type="checkbox"/> Replace to Maintain Service Levels	<input type="checkbox"/> Address Overburdened Situation	
<input type="checkbox"/> Current Threat to Health and Safety	<input checked="" type="checkbox"/> Meet Legal/Regulatory Requirements	<input type="checkbox"/> Matching Funds Available								
<input type="checkbox"/> Improve to Avoid Costly Repair	<input type="checkbox"/> Improve Productivity or Service	<input checked="" type="checkbox"/> Continuation of Prior Funding								
<input type="checkbox"/> Replace to Maintain Service Levels	<input type="checkbox"/> Address Overburdened Situation									
Brief Purchase / Project Description, Justification, Benefits to Level of Service, and Dept. Capacity to Complete Project See attached estimate of this years expected activities and costs (***) to be received from consultant December 15th***). We continue to work in line with the multi-year requirements for the US EPA issued Municipal Separate Storm Sewer System (MS4) permit which include study and future implementation of a Phosphorous Reduction Plan. That plan is a requirement of towns within the Charles River Watershed. This year's request includes annual permit compliance support and the first phase of implementation of the Phosphorus Reduction Plan.										
Please Identify Potential Funding Sources if Known ATM Capital										
Explain Anticipated Impact on Future Operating Budgets <table style="width:100%; border:none;"> <tr> <td><input type="checkbox"/> Reduce Cost</td> <td><input type="checkbox"/> Cost Unchanged</td> <td><input checked="" type="checkbox"/> Increase Cost</td> <td>Useful Life</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align:center;">10 Years</td> </tr> </table>		<input type="checkbox"/> Reduce Cost	<input type="checkbox"/> Cost Unchanged	<input checked="" type="checkbox"/> Increase Cost	Useful Life				10 Years	
<input type="checkbox"/> Reduce Cost	<input type="checkbox"/> Cost Unchanged	<input checked="" type="checkbox"/> Increase Cost	Useful Life							
			10 Years							

Note: Attach any other data, photographs, reports, proposals, quotes, or information as warranted. For projects with impacts to operating budget attached supplemental information detailing cost savings/increase.

To Be Completed by TA/Finance Director

Funding Source	General Fund	\$	Free Cash	\$	Stabilization	\$
	Borrowing	\$	State/Federal	\$	Grant	\$

10/29/2023



**FY 2025 Capital Request Form
Town of Sherborn**

Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details

Department / Board Information

Department / Board Name	Date
Public Works/ Selectboard TA	11/27/2023
Contact Name	email
Sean Killeen	skilleen@sherbornma.org
Telephone	
5086517878	

Project / Purchase Request Information

Project Name	
Public Water Supply Treatment - PFAs	
Estimated Total Cost	Source of Estimate
\$75,000	
Project Priority	New or Replacement (Describe equipment to be replaced)
Tier 1	
This Request is Necessary to Address: (highlight all that apply)	<input checked="" type="checkbox"/> Current Threat to Health and Safety <input checked="" type="checkbox"/> Meet Legal/Regulatory Requirements <input type="checkbox"/> Matching Funds Available <input type="checkbox"/> Improve to Avoid Costly Repair <input type="checkbox"/> Improve Productivity or Service <input type="checkbox"/> Continuation of Prior Funding <input type="checkbox"/> Replace to Maintain Service Levels <input type="checkbox"/> Address Overburdened Situation
Brief Purchase / Project Description, Justification, Benefits to Level of Service, and Dept. Capacity to Complete Project	
Design and permitting of water treatment for removal of poly-fluroalkyl substances (PFAs) at several town facilities. These sites include Town Hall Campus (Town Hall, Police Station, Library Community Center), Fire Station 1, Woodhaven Elder Housing/Leland Farms, and Pine Hill Elementary.	
Please Identify Potential Funding Sources if Known	
ATM Capital	
Explain Anticipated Impact on Future Operating Budgets	Useful Life
<input type="checkbox"/> Reduce Cost <input type="checkbox"/> Cost Unchanged <input checked="" type="checkbox"/> Increase Cost	10 Years

Note: Attach any other data, photographs, reports, proposals, quotes, or information as warranted. For projects with impacts to operating budget attached supplemental information detailing cost savings/increase.

To Be Completed by TA/Finance Director

Funding Source	General Fund	\$	Free Cash	\$	Stabilization	\$
	Borrowing	\$	State/Federal	\$	Grant	\$

10/29/2023



FY 2025 Capital Request Form
Town of Sherborn

Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details

Department / Board Information

Department / Board Name Public Works/ Selectboard	Date 11/27/2023
Contact Name Sean Killeen	email skilleen@sherbornma.org
Telephone 5086517878	

Project / Purchase Request Information

Project Name Woodhaven and Leland Public Water Supply (OOCT)		
Estimated Total Cost \$75,000	Source of Estimate Engineers Study	
Project Priority Tier 1	New or Replacement (Describe equipment to be replaced)	
This Request is Necessary to Address: (highlight all that apply)	<input checked="" type="checkbox"/> Current Threat to Health and Safety	<input checked="" type="checkbox"/> Meet Legal/Regulatory Requirements
	<input type="checkbox"/> Improve to Avoid Costly Repair	<input type="checkbox"/> Improve Productivity or Service
	<input checked="" type="checkbox"/> Replace to Maintain Service Levels	<input type="checkbox"/> Address Overburdened Situation
<input type="checkbox"/> Matching Funds Available	<input checked="" type="checkbox"/> Continuation of Prior Funding	
Brief Purchase / Project Description, Justification, Benefits to Level of Service, and Dept. Capacity to Complete Project ATM 2021 authorized \$198,000 for the modifications to Woodhaven and Leland Farms Public water supplies to combine the systems and provide more optimal treatment of the water as required by DEP. Since 2021, The town received money in the form of an earmark from the state, as well as ARPA funding to cover the initial estimate of the project. At ATM 22 the original funding was released. We now have a pending approval from DEP for the treatment and modifications for the system and equipment and the current estimate has a shortfall of approximately \$75,000.		
Please Identify Potential Funding Sources if Known ATM Capital		
Explain Anticipated Impact on Future Operating Budgets	<input type="checkbox"/> Reduce Cost	<input type="checkbox"/> Cost Unchanged
	<input checked="" type="checkbox"/> Increase Cost	Useful Life

Note: Attach any other data, photographs, reports, proposals, quotes, or information as warranted. For projects with impacts to operating budget attached supplemental information detailing cost savings/increase.

To Be Completed by TA/Finance Director

Funding Source	General Fund	\$	Free Cash	\$	Stabilization	\$
	Borrowing	\$	State/Federal	\$	Grant	\$

Woodhaven-Leland Farms
PWS Consolidation
Updated Estimated Probable Construction Costs
November 2023

Construction Item	Budgetary Cost
Well Pumps Controls for Ieland well	\$6,500
RO System Furnish	\$16,500
Rebed Ion Exchange	\$8,500
Ion Exchange flow control heads	\$4,500
New Finish Water Storage Tanks	\$14,500
Install and pipe equipment	\$25,250
16x12 building addition:@ 400/sf	\$76,800
Disinfection and connect new systems and controls and sampling	\$3,500
Final Design, Engineering/Project Management and Construction Oversight	\$25,000
<i>Permits and Project Sign off with MassDEP</i>	\$5,000
15% Contingency	\$27,908
Yard Pipe and Electrical Well Feed Upgrades (price from Town DPW)	SK estimate \$60000
Estimated Total Budgetary Cost	\$273,958



FY 2025 Capital Request Form
Town of Sherborn

Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details

Department / Board Information

Department / Board Name Information Technology	Date 11/23/2023
Contact Name Klaus Ullmann	email kullmann@sherbornma.org
Telephone 617-676-5306	

Project / Purchase Request Information

Project Name Server/Computer upgrade and replacement	
Estimated Total Cost \$15,000.00	Source of Estimate Combined quotes from Dell/CDWG
Project Priority Tier 2	New or Replacement (Describe equipment to be replaced) (2) servers, (5) PC's/Laptop units w/ acc.
This Request is Necessary to Address: (highlight all that apply) <input type="checkbox"/> Current Threat to Health and Safety <input type="checkbox"/> Meet Legal/Regulatory Requirements <input type="checkbox"/> Matching Funds Available <input checked="" type="checkbox"/> Improve to Avoid Costly Repair <input checked="" type="checkbox"/> Improve Productivity or Service <input type="checkbox"/> Continuation of Prior Funding <input type="checkbox"/> Replace to Maintain Service Levels <input type="checkbox"/> Address Overburdened Situation	
Brief Purchase / Project Description, Justification, Benefits to Level of Service, and Dept. Capacity to Complete Project A number of town based servers which house both credential and file storage are well beyond their expected service life and pose a risk to town functions if equipment failure was to occur. This project would provide funding for the replacement of (2) Dell PowerEdge servers and up to (5) new PC's or laptops, including ancillary equipment, to avoid any failure or permanent loss of data/function.	
Please Identify Potential Funding Sources if Known	
Explain Anticipated Impact on Future Operating Budgets <input type="checkbox"/> Reduce Cost <input checked="" type="checkbox"/> Cost Unchanged <input type="checkbox"/> Increase Cost <input type="checkbox"/> Useful Life	

Note: Attach any other data, photographs, reports, proposals, quotes, or information as warranted. For projects with impacts to operating budget attached supplemental information detailing cost savings/increase.

To Be Completed by TA/Finance Director

Funding Source	General Fund	\$	Free Cash	\$	Stabilization	\$
	Borrowing	\$	State/Federal	\$	Grant	\$



FY 2025 Capital Request Form
Town of Sherborn

Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details

Department / Board Information

Department / Board Name	Date
Information Technology	11/23/2023
Contact Name	email
Klaus Ullmann	kullmann@sherbornma.org
Telephone	
617-676-5306	

Project / Purchase Request Information

Project Name	
Town campus security improvements	
Estimated Total Cost	Source of Estimate
\$50,000.00	Quotes/estimates from Galaxy Communications
Project Priority	New or Replacement (Describe equipment to be replaced)
Tier 1	Implement security cameras at TH/Library Parking lot
This Request is Necessary to Address: (highlight all that apply)	<input checked="" type="checkbox"/> Current Threat to Health and Safety <input type="checkbox"/> Meet Legal/Regulatory Requirements <input type="checkbox"/> Matching Funds Available <input type="checkbox"/> Improve to Avoid Costly Repair <input type="checkbox"/> Improve Productivity or Service <input type="checkbox"/> Continuation of Prior Funding <input type="checkbox"/> Replace to Maintain Service Levels <input type="checkbox"/> Address Overburdened Situation
Brief Purchase / Project Description, Justification, Benefits to Level of Service, and Dept. Capacity to Complete Project	
<p>With the completion of the Library as well as the return to in-person work/meetings across the Town Hall campus, a need for security cameras has been identified based on recent security assessment. There are currently no cameras covering either the library or Town Hall building, and coverage from those at the Police Department provide negligible visible coverage. This project would fund the initial implementation of up to (6) additional cameras to cover both the Town Hall and Library entrances, including adjacent parking areas.</p>	
Please Identify Potential Funding Sources if Known	
Explain Anticipated Impact on Future Operating Budgets	<input type="checkbox"/> Reduce Cost <input checked="" type="checkbox"/> Cost Unchanged <input type="checkbox"/> Increase Cost Useful Life

Note: Attach any other data, photographs, reports, proposals, quotes, or information as warranted. For projects with impacts to operating budget attached supplemental information detailing cost savings/increase.

To Be Completed by TA/Finance Director

Funding Source	General Fund	\$	Free Cash	\$	Stabilization	\$
	Borrowing	\$	State/Federal	\$	Grant	\$

10/29/2023



FY 2025 Capital Request Form
Town of Sherborn

Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details

Department / Board Information

Department / Board Name Information Technology	Date 11/23/2023
Contact Name Klaus Ullmann	email kullmann@sherbornma.org
Telephone 617-676-5306	

Project / Purchase Request Information

Project Name Upgrade/Replace town based WIFI equipment			
Estimated Total Cost \$12,000.00		Source of Estimate Quotes/estimates from CDWG, Inc.	
Project Priority Tier 3		New or Replacement (Describe equipment to be replaced) Replace/Upgrade failing wifi equipment	
This Request is Necessary to Address: (highlight all that apply)	<input checked="" type="checkbox"/> Current Threat to Health and Safety	<input type="checkbox"/> Meet Legal/Regulatory Requirements	<input type="checkbox"/> Matching Funds Available
	<input type="checkbox"/> Improve to Avoid Costly Repair	<input type="checkbox"/> Improve Productivity or Service	<input type="checkbox"/> Continuation of Prior Funding
	<input type="checkbox"/> Replace to Maintain Service Levels	<input type="checkbox"/> Address Overburdened Situation	
Brief Purchase / Project Description, Justification, Benefits to Level of Service, and Dept. Capacity to Complete Project Over the past few years a concerted effort has been made to improve the WIFI and wireless access to town employees and residents within Town buildings. This project would fund the replacement and upgrade of existing equipment at the police department, fire department, and DPW, all of which is beyond it's usable life and no longer supports current security recommendations. Funds would be used to purchase (12) Aruba AP505 (or equivalent) access points, along with support licenses and small cabling needs for connectivity. This would additionally allow for a complete alignment of provider and equipment type across all town buildings.			
Please Identify Potential Funding Sources if Known			
Explain Anticipated Impact on Future Operating Budgets	<input type="checkbox"/> Reduce Cost	<input type="checkbox"/> Cost Unchanged	<input checked="" type="checkbox"/> Increase Cost Useful Life

Note: Attach any other data, photographs, reports, proposals, quotes, or information as warranted. For projects with impacts to operating budget attached supplemental information detailing cost savings/increase.

To Be Completed by TA/Finance Director

Funding Source	General Fund	\$	Free Cash	\$	Stabilization	\$
	Borrowing	\$	State/Federal	\$	Grant	\$

10/29/2023



FY 2025 Capital Request Form
Town of Sherborn

Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details

Department / Board Information

Department / Board Name Information Technology	Date 11/23/2023
Contact Name Klaus Ullmann	email kullmann@sherbornma.org
Telephone 617-676-5306	

Project / Purchase Request Information

Project Name Upgrade/Replace Audio/Video Switching System												
Estimated Total Cost \$10,000.00		Source of Estimate Quotes/estimates from Kramer AV, Inc.										
Project Priority Tier 3		New or Replacement (Describe equipment to be replaced) Replace/Upgrade outdated AV equipment in TH meeting room										
This Request is Necessary to Address: (highlight all that apply) <table style="width:100%; border:none;"> <tr> <td><input type="checkbox"/> Current Threat to Health and Safety</td> <td><input type="checkbox"/> Meet Legal/Regulatory Requirements</td> <td><input type="checkbox"/> Matching Funds Available</td> </tr> <tr> <td><input checked="" type="checkbox"/> Improve to Avoid Costly Repair</td> <td><input checked="" type="checkbox"/> Improve Productivity or Service</td> <td><input type="checkbox"/> Continuation of Prior Funding</td> </tr> <tr> <td><input checked="" type="checkbox"/> Replace to Maintain Service Levels</td> <td><input type="checkbox"/> Address Overburdened Situation</td> <td></td> </tr> </table>				<input type="checkbox"/> Current Threat to Health and Safety	<input type="checkbox"/> Meet Legal/Regulatory Requirements	<input type="checkbox"/> Matching Funds Available	<input checked="" type="checkbox"/> Improve to Avoid Costly Repair	<input checked="" type="checkbox"/> Improve Productivity or Service	<input type="checkbox"/> Continuation of Prior Funding	<input checked="" type="checkbox"/> Replace to Maintain Service Levels	<input type="checkbox"/> Address Overburdened Situation	
<input type="checkbox"/> Current Threat to Health and Safety	<input type="checkbox"/> Meet Legal/Regulatory Requirements	<input type="checkbox"/> Matching Funds Available										
<input checked="" type="checkbox"/> Improve to Avoid Costly Repair	<input checked="" type="checkbox"/> Improve Productivity or Service	<input type="checkbox"/> Continuation of Prior Funding										
<input checked="" type="checkbox"/> Replace to Maintain Service Levels	<input type="checkbox"/> Address Overburdened Situation											
Brief Purchase / Project Description, Justification, Benefits to Level of Service, and Dept. Capacity to Complete Project As we continue to adjust to hybrid and in-person meeting needs, additional abilities have been required from the technology within our Town Hall meeting space. This project would upgrade/improve the audio and video switching and distribution within the meeting space to allow for additional broadcast capabilities via DSCTV as well as display hybrid meeting output to multiple video display sources at the same time. This aims to improve the meeting space and allow for residents attending in-person to better hear and view the meeting proceedings.												
Please Identify Potential Funding Sources if Known												
Explain Anticipated Impact on Future Operating Budgets <table style="width:100%; border:none;"> <tr> <td><input type="checkbox"/> Reduce Cost</td> <td><input checked="" type="checkbox"/> Cost Unchanged</td> <td><input type="checkbox"/> Increase Cost</td> <td>Useful Life</td> </tr> </table>				<input type="checkbox"/> Reduce Cost	<input checked="" type="checkbox"/> Cost Unchanged	<input type="checkbox"/> Increase Cost	Useful Life					
<input type="checkbox"/> Reduce Cost	<input checked="" type="checkbox"/> Cost Unchanged	<input type="checkbox"/> Increase Cost	Useful Life									

Note: Attach any other data, photographs, reports, proposals, quotes, or information as warranted. For projects with impacts to operating budget attached supplemental information detailing cost savings/increase.

To Be Completed by TA/Finance Director

Funding Source	General Fund	\$	Free Cash	\$	Stabilization	\$
	Borrowing	\$	State/Federal	\$	Grant	\$



FY 2025 Capital Request Form
Town of Sherborn

Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details

Department / Board Information

Department / Board Name	Date
Farm Pond	November 27, 2023
Contact Name	email
Jeremy Marsette	jmarsette@sherbornma.org
Telephone	
508-651-7851	

Project / Purchase Request Information

Project Name	Complete Funding for 2023-2024 Watershed Based Plan for Farm Pond		
Estimated Total Cost	32000	Source of Estimate	Bid submission - Applied Watershed Sciences
Project Priority	Tier 1	New or Replacement (Describe equipment to be replaced)	
This Request is Necessary to Address: (highlight all that apply)	<input type="checkbox"/> Current Threat to Health and Safety <input type="checkbox"/> Improve to Avoid Costly Repair <input type="checkbox"/> Replace to Maintain Service Levels	<input type="checkbox"/> Meet Legal/Regulatory Requirements <input type="checkbox"/> Improve Productivity or Service <input type="checkbox"/> Address Overburdened Situation	<input type="checkbox"/> Matching Funds Available <input type="checkbox"/> Continuation of Prior Funding
Brief Purchase / Project Description, Justification, Benefits to Level of Service, and Dept. Capacity to Complete Project In November of 2022 the Town received a competitive bid to do a comprehensive Watershed Based Plan with detailed assessment of the drivers behind the recent years water quality deterioration & cyanobacteria (harmful algae blooms) at Farm Pond, at \$ 82,000. The Town received an earmark from the state of \$50,000 initially, but to complete the full plan, we are now asking for 32,000. to close the funding gap We applied to the state for a grant in 2023 but did not receive one. The consulting firm hired has conducted monthly field work in the past year, and the requested unds are to cover the 2024 field work and final report generation. A MassDEP approved WBP is required to apply for any future Farm Pond improvement grants.			
Please Identify Potential Funding Sources if Known			
Explain Anticipated Impact on Future Operating Budgets	<input type="checkbox"/> Reduce Cost	<input type="checkbox"/> Cost Unchanged	<input type="checkbox"/> Increase Cost Useful Life

Note: Attach any other data, photographs, reports, proposals, quotes, or information as warranted. For projects with impacts to operating budget attached supplemental information detailing cost savings/increase.

To Be Completed by TA/Finance Director

Funding Source	General Fund	\$	Free Cash	\$	Stabilization	\$
	Borrowing	\$	State/Federal	\$	Grant	\$



FY 2025 Capital Request Form
Town of Sherborn

Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details

Department / Board Information

Department / Board Name Recreation	Date 11/30/2023
Contact Name David Welch	email recreation@sherbornma.org
Telephone 774-721-2196	

Project / Purchase Request Information

Project Name Tennis and Pickleball Court Project	
Estimated Total Cost \$500,000	Source of Estimate Landscape Architect
Project Priority Tier 2	New or Replacement (Describe equipment to be replaced) New or Both (if renovation feasible)
This Request is Necessary to Address: (highlight all that apply) <input type="checkbox"/> Current Threat to Health and Safety <input type="checkbox"/> Meet Legal/Regulatory Requirements <input type="checkbox"/> Matching Funds Available <input type="checkbox"/> Improve to Avoid Costly Repair <input checked="" type="checkbox"/> Improve Productivity or Service <input type="checkbox"/> Continuation of Prior Funding <input checked="" type="checkbox"/> Replace to Maintain Service Levels <input type="checkbox"/> Address Overburdened Situation	
Brief Purchase / Project Description, Justification, Benefits to Level of Service, and Dept. Capacity to Complete Project Renovate or replace tennis courts and add pickleball courts adjacent to tennis courts. Feasibility Study is underway by Landscape Architect. Costs and scope will be refined pending results of study.	
Please Identify Potential Funding Sources if Known ADA Grant - TBD	
Explain Anticipated Impact on Future Operating Budgets <input type="checkbox"/> Reduce Cost <input checked="" type="checkbox"/> Cost Unchanged <input type="checkbox"/> Increase Cost Useful Life 25+ years	

Note: Attach any other data, photographs, reports, proposals, quotes, or information as warranted. For projects with impacts to operating budget attached supplemental information detailing cost savings/increase.

To Be Completed by TA/Finance Director

Funding Source	General Fund	\$	Free Cash	\$	Stabilization	\$
	Borrowing	\$	State/Federal	\$	Grant	\$

**AGREEMENT FOR PROFESSIONAL
LANDSCAPE ARCHITECTURAL SERVICES
BETWEEN
THE TOWN OF SHERBORN
AND
CAROLYN COONEY ASSOCIATES**

- CCA will provide preliminary design for the tennis court/park building/and parking lot area of the park. The area to be considered is the area to be surveyed as shown in Attachment A. CCA will treat this area as a whole, considering accessible route options as well as general circulation from the parking lot to these elements.
- CCA will provide, through our subconsultant, Alpha Survey Group, a topographic and existing conditions survey to be used to develop design options and cost estimates.
- CCA will consider two options for improvements to the tennis courts-- (1) overlaying existing paving, upgrading existing fencing and providing new tennis accessories and (2) demolition and complete reconstruction. CCA will provide preliminary cost estimates for each option.
- CCA will provide design options and various configurations for addition of new Pickle Ball Courts in the area presently occupied by the tennis practice board.
- CCA will consider existing lighting in formulating design options.
- CCA will meet with the Administrator and Board of Recreation as requested during the design process.

Deliverables

- After discussion and feedback from the Town, CCA will provide an illustrative site plan view at 1"=20' and final preliminary cost estimate, suitable for presentation at Town Meeting.
- CCA will provide the Town with an electronic copy of the survey in Autocad.

Exclusions

- Civil, electrical and structural engineering services.
- Soils investigations
- Wetland delineation and permitting

*Carolyn Cooney & Associates
William C. Jameson Park, Sherborn, MA
November 30, 2023*

Proposed Fee

These services are for a fixed fee of \$9600 including expenses. Fee will be billed on percentage of completion by phase as stated below.

I.	Survey Services	\$4500
II.	Preliminary Design & Estimate -- January 16th	\$2550
III.	Illustrative Plan & Estimate for Town Meeting	\$2550
	Total Fee:	\$9600

Carolyn Cooney & Associates

Town of Sherborn

By: *Carolyn Cooney*

Name: Carolyn Cooney

Title: Owner, Carolyn Cooney &
Associates

Date: November 30, 2023





**FY 2025 Capital Request Form
Town of Sherborn**

Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details

Department / Board Information

Department / Board Name Recreation	Date 11/30/2023
Contact Name David Welch	email recreation@sherbornma.org
Telephone 774-721-2196	

Project / Purchase Request Information

Project Name Jameson 4 Baseball Field Renovation	
Estimated Total Cost \$100,000	Source of Estimate Landscape Contractor
Project Priority Tier 2	New or Replacement (Describe equipment to be replaced) Renovation
This Request is Necessary to Address: (highlight all that apply) <input type="checkbox"/> Current Threat to Health and Safety <input type="checkbox"/> Meet Legal/Regulatory Requirements <input type="checkbox"/> Matching Funds Available <input type="checkbox"/> Improve to Avoid Costly Repair <input type="checkbox"/> Improve Productivity or Service <input type="checkbox"/> Continuation of Prior Funding <input checked="" type="checkbox"/> Replace to Maintain Service Levels <input type="checkbox"/> Address Overburdened Situation	
Brief Purchase / Project Description, Justification, Benefits to Level of Service, and Dept. Capacity to Complete Project Renovate the Jameson 4 baseball field diamond.	
Please Identify Potential Funding Sources if Known	
Explain Anticipated Impact on Future Operating Budgets <input type="checkbox"/> Reduce Cost <input checked="" type="checkbox"/> Cost Unchanged <input type="checkbox"/> Increase Cost Useful Life 8 to 12 years	

Note: Attach any other data, photographs, reports, proposals, quotes, or information as warranted. For projects with impacts to operating budget attached supplemental information detailing cost savings/increase.

To Be Completed by TA/Finance Director

Funding Source	General Fund	\$	Free Cash	\$	Stabilization	\$
	Borrowing	\$	State/Federal	\$	Grant	\$



**FY 2025 Capital Request Form
Town of Sherborn**

Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details

Department / Board Information

Department / Board Name	Date
Selectboard/ TA and Historical society	11/27/2023
Contact Name	email
Sean Killeen	skilleen@sherbornma.org
Telephone	
508-651-7878	

Project / Purchase Request Information

Project Name			
Historical Society - Library Basement Space Fitout			
Estimated Total Cost		Source of Estimate	
\$850,000		Consultant	
Project Priority		New or Replacement (Describe equipment to be replaced)	
Tier 1		Replacing museum from town hall basement	
This Request is Necessary to Address: (highlight all that apply)	<input type="checkbox"/> Current Threat to Health and Safety	<input checked="" type="checkbox"/> Meet Legal/Regulatory Requirements	<input type="checkbox"/> Matching Funds Available
	<input type="checkbox"/> Improve to Avoid Costly Repair	<input type="checkbox"/> Improve Productivity or Service	<input checked="" type="checkbox"/> Continuation of Prior Funding
	<input checked="" type="checkbox"/> Replace to Maintain Service Levels	<input checked="" type="checkbox"/> Address Overburdened Situation	
Brief Purchase / Project Description, Justification, Benefits to Level of Service, and Dept. Capacity to Complete Project			
<p>In order to make more usable office space at town hall, it was decided that the Historical Society museum needed to be relocated to another space in town. The majority of historic items were packed and shipped to a secure warehouse where they have been stored since 2021. The town is obligated to furnish an area for the museum to exist and it has been decided that the current unfinished area of the basement of the recently completed library will be the new site. A preliminary design has been drafted and a consultant used that to perform a detailed estimate of the complete construction cost. This article seeks funding for the entire project from final design through bidding and construction. It is anticipated that private funding will be available as well as the possibility of grant funding from the state.</p>			
Please Identify Potential Funding Sources if Known			
ATM Capital			
Explain Anticipated Impact on Future Operating Budgets	<input type="checkbox"/> Reduce Cost	<input type="checkbox"/> Cost Unchanged	<input type="checkbox"/> Increase Cost
	Useful Life		
			25 Years

Note: Attach any other data, photographs, reports, proposals, quotes, or information as warranted. For projects with impacts to operating budget attached supplemental information detailing cost savings/increase.

To Be Completed by TA/Finance Director

Funding Source	General Fund	\$	Free Cash	\$	Stabilization	\$
	Borrowing	\$	State/Federal	\$	Grant	\$

10/29/2023



FY24 Approved

						Approved
Department	Project	Project Description	Nature of Request	Priority	Funding Source	FY2024
Regional Schools	HS - Rooftop Air Handling Units	The Region's OnSite Insight Reports and recent repairs indicate that all seven air handler units at the High School have reached the end of their anticipated life and are due for replacement. The new air handlers will be all electric. Sherborn's share is 46% of the total \$1,200,000.	2, 3		General Fund Excluded Debt	\$552,600
Sherborn Schools	Pine Hill - EMS upgrade/replacement	This request is to complete the last leg of the Dover-Sherborn system-wide upgrade to an updated Energy Management System.	3, 5		Fee Cash	\$40,000
Police	Hybrid Pickup	Replace 2016 Police Interceptor SUV. The current vehicle has 100,000+ miles and has mechanical issues. The proposed hybrid replacement will accommodate moving larger gear such as traffic barriers.	3		Free Cash	\$62,750
Police	Electric Vehicle/Cruiser	Replace 2016 Police Interceptor SUV. The current vehicle has 100,000+ miles and has mechanical issues. The proposed replacement will be EV.	3		Free Cash	\$59,300
Fire	Officer in Charge Vehicle	Replace 2016 Ford Explorer, previously repurposed from Police Department. The current vehicle has 100,000+ miles, mechanical issues, and insufficient carrying capacity. The proposed replacement will house a special gear cabinet designed to help remove carcinogens from firefighting gear.	1, 2, 3, 5		Free Cash	\$55,432
Public Works	Town Hall Roof Replacement and Attic Insulation	This request is for the estimated cost of implementing the following projects either anticipated by the OnSite Insight Reports (20-year plan, updated 2021) or for other pressing needs.	2, 3		General Fund Excluded Debt	\$65,000
	Town Hall HVAC Upgrades		2, 3		General Fund Excluded Debt	\$35,000
	Transfer Station Electrical Service (Code & Safety Compliance)		1, 2, 3		General Fund Excluded Debt	\$75,000
	Dry Hydrant System Repair		1, 2, 3		Free Cash	\$130,000
	General Building Capital		n/a		Free Cash	\$45,000
Public Works	Roadway Management - Local Funding	This request marks the third year of implementation of a 5-year Roadway Management Plan addressing deteriorating road conditions in the Town. This funding supplements Chapter 90 State Funding to renovate and repair Town roadways.	1, 2, 3		General Fund Excluded Debt	\$250,000
Public Works	Roadway Management - State Funding	This request marks the third year of implementation of a 5-year Roadway Management Plan addressing deteriorating road conditions in the Town. This Chapter 90 State Funding is combined with local funding to renovate and repair Town roadways.	1, 2, 3		Chapter 90 - State Funding	\$250,000
Public Works	Stormwater (MS4 Permit Compliance)	This request is to fund Year 4 of the multi-year program to comply with U.S. EPA issued Municipal Separate Storm Sewer System Permit (MS4). In addition to annual reporting and compliance, Year 4 includes the preparation of a Phosphorus Control Plan.	4		General Fund Excluded Debt	\$170,000
FY2024 Total						\$1,790,082

NATURE OF REQUEST

1. Current threat to health and safety
2. Improve to avoid costly repair
3. Replace to maintain service levels
4. Meet legal/regulatory requirements
5. Improve productivity or service
6. Address overburdened situation
7. Matching Funds/Grant Available
8. Continuation of Prior Funding

CAPITAL PROJECT PRIORITIZATION

- Tier 1 - "Must do"
 - Public health/safety needs, Regulatory requirements
 - Legal obligations (including lease payments)
 - Alleviate/prevent service disruptions
- Tier 2 - "Should do"
 - Rehabilitates obsolete assets, Address assets at end of life cycle
 - Reduces future investment/maintenance needs
 - Leverages state/federal grant funds (matching funds, etc.)
- Tier 3 - "Could do"
 - Provides new or expanded services

General Fund Excluded Debt	\$1,147,600
Free Cash	\$392,482
Chapter 90	\$250,000
Capital Stabilization Fund	-
Recreation Revolving Fund	-
Farm Pond Revolving Fund	-
Ambulance Revolving Fund	-
Elder Housing Revolving Fund	-
Total	\$1,790,082



American Rescue Plan Act Funds (ARPA)

12/3/2023

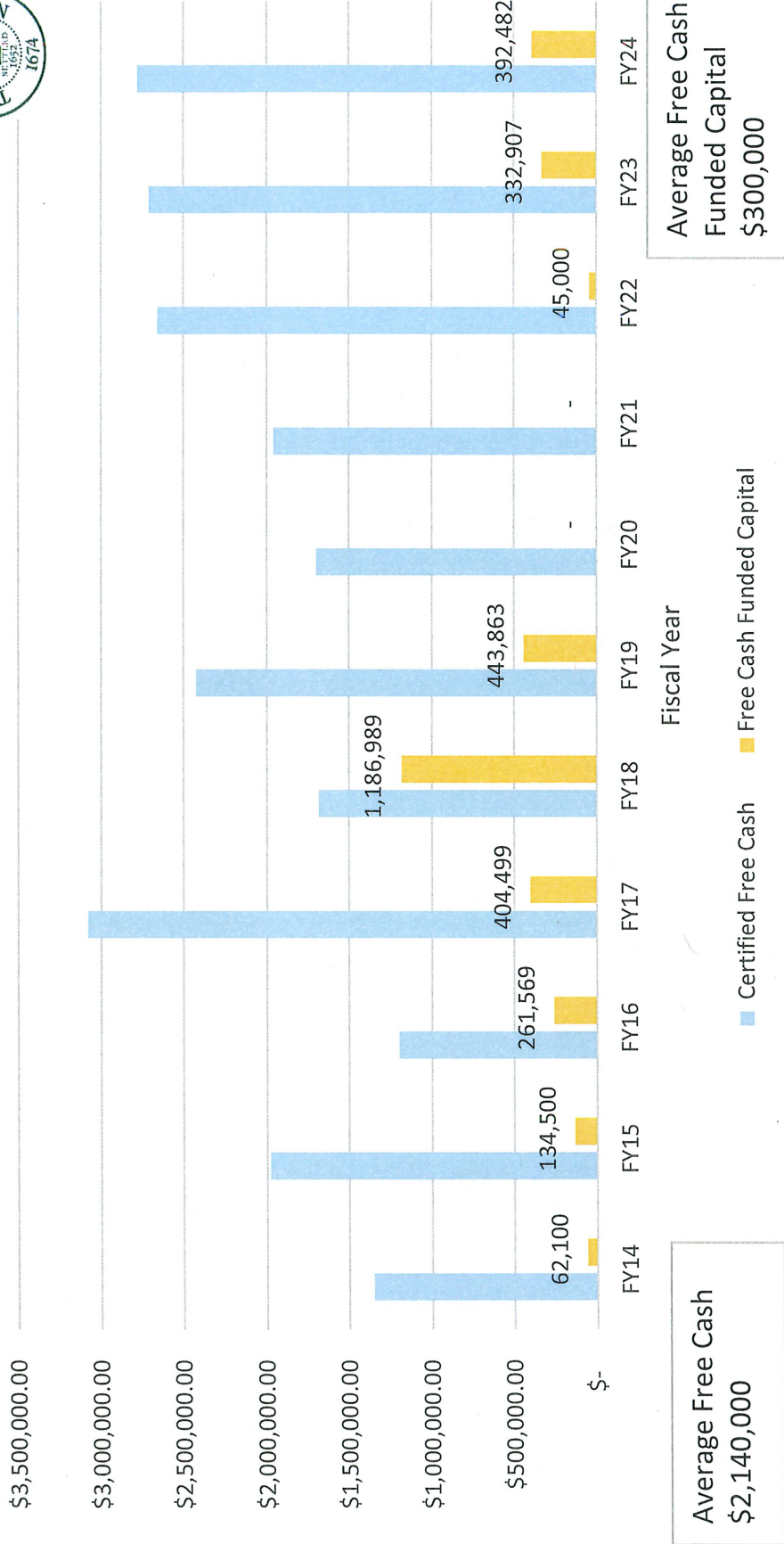
Allocation of Funding

Total ARPA Funds Received		\$ 1,295,761.11
Support Public Health 3/3/21-6/30/21	COVID Response	73,846.37
Support Public Health 7/1/21-9/30/21	COVID Response	11,345.86
Woodland/Leland Water Project	Investment in Water Infrastructure	98,000.00
COA Community Assessment	Consultant Study	30,000.00
GIS Inventory of Wells & Septic	Investment in Water Infrastructure	16,000.00
AED Replacement	Capital Projects	39,000.00
Antigen tests	COVID Response	6,123.89
Digitizing of Town Records	Capital Projects	141,225.00
Transformation of Town Campus	Capital Projects	135,500.00
Town Solar Projects	Capital Projects	115,000.00
Removal of Hazardous Trees	Capital Projects	150,000.00
Irrigation of Laurel Farms	Capital Projects	100,000.00
Irrigation of Laurel Farms	Capital Projects	60,000.00
Farm Pond Stormwater, Replace Main Stair	Capital Projects	80,000.00
Total Allocated		<u>\$ 1,056,041.12</u>
ARPA Balance Unallocated		\$ 239,719.99

FY23/FY24 State Budget Earmarks

Woodland/Leland Water Project	100,000.00
FP - Water Based Plan	50,000.00
Digitizing of Town Records	100,000.00
Sherborn 350th Celebration	35,000.00
	<u>\$ 285,000.00</u>

Certified Free Cash and Use - History



Comparison of Municipal Debt - FY2023

11/30/2023

	Debt Service \$	Operating Budget \$	Debt Service Percentage of Budget	Total Debt \$	Debt Limit \$	Total Debt as Percentage of Debt Limit	Debt Quality
Berlin	312,583	16,947,614	1.8%	3,424,308	38,772,535	8.8%	AA+ S&P
Bolton	1,021,368	26,777,386	3.8%	5,235,000	65,394,850	8.0%	AAA S&P
Boxford	1,318,340	39,131,579	3.4%	5,713,294	112,446,080	5.1%	AAA S&P
Dover	1,950,000	41,722,384	4.7%	20,120,000	142,744,065	14.1%	Aaa Moody's
Carlisle	1,452,180	34,245,636	4.2%	9,845,000	92,086,435	10.7%	Aa1 Moody's
Groton	2,655,725	49,210,323	5.4%	21,442,612	109,957,955	19.5%	AAA S&P
Hamilton	1,494,114	38,015,932	3.9%	12,235,000	95,642,455	12.8%	AAA S&P
Holliston	3,059,600	80,371,939	3.8%	7,779,296	162,194,710	4.8%	AAA S&P
Lincoln	5,281,791	48,738,064	10.8%	81,080,000	123,766,385	65.5%	AAA S&P
Medfield	7,340,090	75,472,379	9.7%	30,066,238	162,209,480	18.5%	Aa1 Moody's
Millis	4,622,046	44,351,903	10.4%	46,330,000	83,535,880	55.5%	Aa3 Moody's
Natick	17,077,119	189,102,305	9.0%	143,884,400	525,805,215	27.4%	AAA S&P
Norfolk	3,100,627	50,083,191	6.2%	26,708,330	109,244,220	24.4%	AA+ S&P
Stow	2,023,255	38,713,992	5.2%	21,458,633	79,746,350	26.9%	AAA S&P
Wenham	555,158	25,644,433	2.2%	2,781,499	50,529,510	5.5%	AAA S&P
Average			5.6%			20.5%	
Sherborn	1,269,458	30,588,609	4.2%	8,690,000	73,448,760	11.8%	AAA S&P