



TOWN OF MILFORD

OCD use:
CIP project # _____

2022-2027 CIP Project Review & Evaluation Form

1. DEPARTMENT: Public Works Department
2. DATE REQUEST PREPARED: September 27, 2021
3. ITEM/PROJECT NAME: Caterpillar (or Similar) Loader
4. REQUEST PREPARED BY: Chris Anton, Assistant Public Works Director
5. DEPT PRIORITY: #7 OF 7 PROJECTS

Using the following

6. **ITEM / PROJECT DESCRIPTION** (Provide complete description and attach additional explanatory materials if more than space allows)

This project request is enter into a five year lease/purchase agreement for a new Caterpillar (or similar) wheel bucket loader. This piece of equipment will replace a 2002 Caterpillar bucket loader that will be will be 24 years old at time of replacement in 2026. Its primary purpose will be for maintenance of Town roadways, particularly for winter maintenance and snow removal. The request is consistent with the Public Works Department vehicle replacement program.

7. **IS THE ITEM/PROJECT IDENTIFIED IN A LONG RANGE PLAN OR PROGRAM?** YES NO (Examples: Milford Master Plan; departmental work program (s); facilities plans; equipment/vehicle replacement plan, etc.)
Plan or document reference (attach supporting materials):

DEPARTMENT VEHICLE REPLACEMENT PROGRAM 2017 - 2031

8. **ITEM / PROJECT RATIONALE:** (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Removes imminent threat to public health or safety | <input type="checkbox"/> Provides incentive to economic development |
| <input checked="" type="checkbox"/> Alleviates substandard condition or deficiencies | <input type="checkbox"/> Eligible for matching funds available for limited time |
| <input type="checkbox"/> Responds to federal or state requirements to implement | <input type="checkbox"/> Continuation of existing project |
| <input checked="" type="checkbox"/> Improves the quality of existing services | <input type="checkbox"/> Expanded public demand |
| <input checked="" type="checkbox"/> Provides added capacity to serve growth | <input type="checkbox"/> Extends useful life of current facility or equipment |
| <input checked="" type="checkbox"/> Reduces long-term operating costs | |
| <input type="checkbox"/> Other _____ | |

* Note *Removes imminent threat to public health or safety* can ONLY be checked if funding requested in 2022.

9. **ITEM / PROJECT JUSTIFICATION NARRATIVE**

(Explain urgency, timing, need, etc. Be brief yet complete and attach additional documentation if more than what space allows)

The current unit is 18 years old and nearing the end of its productive use. The request to lease/purchase said loader is part of the Department's ongoing asset management program designed to control the overall cost of operating and maintaining the Town fleet of vehicles and equipment; to maintain vehicles and equipment in a manner that extends their useful life; to control the growth in size of the fleet; to standardize the composition of the fleet; and to accurately budget for maintenance and replacement costs.

10. ESTIMATED USEFUL LIFE (Years): 24 Years

11. YEAR REQUIRED: 2026

12. HAS THE ITEM/PROJECT BEEN INCLUDED IN PRIOR CIP'S? YES NO

13. IF YES, WHAT YEAR WAS PROJECT FIRST INCLUDED IN THE CIP? 2012

14. COST ESTIMATE: \$ 185,000

15. CAPITAL COSTS (If known)

Dollar Amount (in current \$)	
	Planning/feasibility analysis
	Professional services
	Real estate acquisition
	Site preparation
	Construction
	Furnishings & equipment
\$185,000	Vehicles & capital equipment
	Capital Reserve fund
	Other
\$185,000	Total Project Cost

16. IMPACT ON OPERATING & MAINTENANCE:

- Costs or Personnel Needs Add personnel Reduce personnel
 Increased O & M costs Decreased O & M costs

Explain: _____

Dollar cost of annual impacts if known: (+)\$ _____ or (-)\$ _____

17. SOURCES OF FUNDING:

	Dollar Amount (in current \$)	Describe Source (for grants/loans/special assessments/other)
Grant		
Loan		
Donation/Bequest/Private		
User Fees & Charges		
Capital reserve withdrawal		
Impact fee account		
Current revenue		
General obligation bond		
Revenue bond		
Special Assessment		
Other source		
Other source		
Project cost		
Minus revenue		
Total Project cost	\$185,000	

14. ANTICIPATED ITEMS/PROJECTS YOUR DEPARTMENT IS PROJECTING AFTER 2027

(List and provide brief description and attach additional documentation if more than space allows)

- Trucks and equipment – Rotating equipment replacement
- Bridges – Upgrades, improvements and replacements
- Highways - Upgrades, improvements and replacements
- Infrastructure (Drainage system) - Upgrades, improvements and replacements. DES/Federal Requirements
- Building upgrades and improvements for energy and budget saving

CIP CITIZENS' ADVISORY NOTES: