

TOWN OF WAKEFIELD, NEW HAMPSHIRE

**CAPITAL IMPROVEMENTS PROGRAM (CIP)**  
**2014–2019**

Recommended by: Capital Improvements Program Advisory Committee: 24 September 2014

Adopted by: The Wakefield Planning Board: 16 January 2014

**Acknowledgements**

Capital Improvements Program Advisory Committee

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Denny Miller, CIP Vice-Chair  
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Relf Fogg, School Board, Budget Committee  
Nancy Spencer-Smith, Planning Board  
Tom Dube, Planning Board  
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Planning Board

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Wakefield Capital Improvement Program  
2014-2019

Table of Contents

	<u>Section</u>
Introduction	1
Purposes of a CIP	2
Definition of CIP Projects	3
Project Identification, Evaluation and Prioritization	4
Program Adoption and Amendment	5
Summary of Proposed Projects	6
Schedule A – Capital Expenditures by Year	7
Schedule B – CIP Impact on Tax Rate	8
Schedule C – Annual Capital Reserve Fund Schedule	9
Appendices	10
A.    NH RSA 674:5–8	
B.    Project Request Letter	
C.    Project Request Form	
D.    Trust Fund Table (year established, purpose)	
E.    Trust Fund Year End Balances (12/31/2013)	

**1. INTRODUCTION**

The Capital Improvements Program Committee was re-established as a sub-committee of the Planning Board in May of 2013. The committee consists of three (3) members of the Planning Board, a member of the School Board (who is also a budget committee member), a Selectman, the Town Administrator, and three members of the community at-large. The committee has been greatly assisted by the staff of the Town of Wakefield.

The Capital Improvements Program (CIP) is a valuable Community Planning tool. The program forecasts major infrastructure improvements and other areas of needed community investment

for a period of six years. The program also helps to inform the community about major capital expenditure decisions that may be made in the future.

The Capital Improvement Program has been designed to be as realistic, practical and feasible as possible. The CIP should not, and does not, represent a “wish list” of desirable but unlikely projects and improvements. In participating with the development of the CIP, Town and School officials share the responsibility of using the program as a guide when considering future capital budget items. The program does not commit or bind local officials to a specific spending plan. Ultimately, the citizens of Wakefield through the annual budget process will decide where, how and when capital expenditures will occur.

The following pages include information that describes the purposes of the CIP, the process utilized in developing the CIP and how the program is updated. A summary of the specific projects submitted for consideration along with a detailed schedule are also provided.

## **2. PURPOSES OF THE CAPITAL IMPROVEMENTS PROGRAM**

There are many significant community benefits that may be derived from preparing a Capital Improvements Program:

1. Basic facilities and services which ensure public health, safety and welfare are a fundamental responsibility of local government. The CIP identifies and recognizes these needs as being the highest order of priority;
2. An informed, participatory decision making process is essential to community well-being. The CIP will make voters aware of proposed improvements that may be of particular interest and about major proposals that will likely come before future Town of School District Town Meetings;
3. Avoiding untimely expenditures which generate unstable property tax impacts will help to maintain a stable property tax rate. Major capital projects are forecast within a flexible framework designed to distribute the tax burden attributable to capital expenditures over time;
4. Successful community planning necessitates a series of incremental steps designed to implement the community’s shared vision for the future. The CIP provides linkage between planning for our future needs and spending for community improvements;
5. Cooperative project planning can result in cost savings and the avoidance of duplication of expenditures. Communication and coordination between Departments, Town and School officials is considered essential;
6. Communities demonstrating sound fiscal health and high quality facilities and services are attractive to investors of all kinds; homeowners, businesses and lending institutions. Decisions to invest in Wakefield may be influenced by improvements which enhance the quality of life for our citizenry, workforce and business owners. Capital improvement programming supports and complements broader community economic development objectives.

It is similarly important to understand the limitations of a Capital Improvement Program:

1. The CIP process is not a means to micro-manage the budget development process. Preparation of the Town and School District annual budgets is the responsibility of elected officials and professional administrators.
2. The CIP process should not result in the allocation of funding for “wish list” projects that are neither needed nor likely to receive public funding and support.
3. Although the program provides a framework to guide activity, the CIP should not be rigid and inflexible. The CIP process cannot anticipate unusual changes in growth, economic conditions, political behavior, emergencies, non-tax revenue sources and opportunities not predictable enough to schedule.
4. The CIP should not be prepared in a vacuum. The committee will continue to have representation and seek input from the Planning Board, Town, School District, department heads, agencies, committees and the general public. Public comment will be solicited on recommendations prior to their adoption by the Planning Board.
5. Although the recommended CIP fits within reasonable fiscal constraints, it does not guarantee a level tax rate. There are many variables that determine the total tax rate (i.e. tax base, operating costs, revenues, etc.). Capital expenditures constitute a relatively small portion of total, local spending.

### **3. DEFINITION OF CIP PROJECTS**

A “Capital Improvement” for purpose of this CIP is defined as having the following characteristics:

- A. Town owned asset.
- B. Projects or improvements that are typically non-recurring in nature; and
- C. Projects or improvements that have a useful life of at least three (3) years; and
- D. Projects or improvements which cost or commit \$20,000 or more.
- E. Any project requiring bond financing.

Capital Improvements meeting the above criteria can be generally categorized as follows:

- The construction and reconstruction of public infrastructure such as roads, bridges, sewer lines, water mains, pump stations, etc.;
- The purchase, lease, construction, rehabilitation replacement of public buildings and facilities;

- The purchase or lease (including replacement) of major, heavy equipment such as fire trucks, dump trucks, loaders, etc.;
- Equipment purchase, lease, replacement or refurbishing for new or existing programs or facilities;
- The acquisition or lease of land, or interest in land for public purposes.

#### **4. PROJECT IDENTIFICATION, EVALUATION AND PRIORITIZATION**

##### **Identification:**

For purposes of maintaining a consistent means to identify and describe potential capital improvement projects, departments, boards, commissions, organizations or individuals submit a completed Project Request Form for each project to be considered by the Committee. The forms summarize the purposes and benefits of a project, estimated project costs, and the year in which the project would be paid for as recommended by the submitting entity. Completed forms are submitted to the Land Use Department and then distributed to all committee members. All forms are on file with the Planning Department. The public is encouraged to discuss any project concept with the appropriate department(s) or agency prior to the submission of a Project Identification Form. A copy of the form is contained at the end of this section. A summary of the projects submitted for consideration is included in Section 6.

##### **Evaluation and Prioritization:**

The Committee has adopted guidelines for purposes of maintaining a consistent means to evaluate the merits (worthiness) of individual projects and the relative priority (timeless) of projects in relation to each other. The guidelines include the following steps:

1. Develop a fundamental understanding of the dynamics of each proposed project based upon several areas of consideration; i.e. project design, need, cost, benefits, readiness for implementation, financial programming, legal requirements, etc.
2. Determine whether a project should be considered an “essential” improvement or an improvement that would more accurately be described as a community “enhancement”. Essential improvements are projects where the need has been previously established through some form of community recognition, vote or investment. Essential projects pertain to existing facilities or assets (as opposed to new ones), or may include projects considered as urgent or critical. Essential improvements are generally considered a high priority for implementation. Enhancement improvements refer to new or additional assets where significant community need and benefit can be demonstrated. Examples may include a sewer extension into an area previously without service, acquisition of conservation land or the purchase or construction of a capital equipment item that is not considered a replacement item.

3. Determine a general prioritization of projects within the categories of “essential” or “enhancement” improvements.
4. Based on this sense of priorities, practical fiscal constraints, and the ability of the committee to reach consensus, program recommendations are made that best meet the varied needs of the community.

## **5. PROGRAM ADOPTION AND AMENDMENT**

### **Adoption:**

New Hampshire RSA 674:5 through 674:8 describes the preparation and effect of a capital improvement program, but contains no specific guidelines for the adoption of a capital improvements program. The people of Wakefield must be given the opportunity to participate in the development of the program and have a chance to review and comment on the proposed projects and schedule. The value of public participation lies not only in allowing the citizens to express their desires and opinions, but in obtaining public support for future public investments in our community.

It is recommended that the CIP be adopted by the Planning Board under the same process it would use for the adoption of a Master Plan (See RSA 675:6). Generally this procedure requires at least one public hearing, after which adoption can occur unless there are substantive changes made as a result of the comments received at the public hearing. The document, once approved by the Planning Board must be filed with the Wakefield Town Clerk’s Office.

### **Amendment:**

The Capital Improvements Program, while serving as a common sense forecasting tool, must also be responsive to the uncertainties that are inherent in all aspects of community development. It is important that the program be reviewed on an annual basis in order to remain both proactive and practical.

The amendment process begins with an evaluation of capital items acted upon by the annual Town Meeting in March. All departments, boards, and commissions are given opportunity to submit newly identified projects or to revise and/or supplement previously submitted backup material including cost estimates. The committee will allocate meeting time for purposes of meeting with project sponsors to discuss what has been submitted for their consideration. The committee will revise its recommendations as necessary and forward the six year program. Particular emphasis and specificity is placed on the first three years of the program. The committee’s recommendations are then forwarded to the Planning Board for their consideration and formal adoption. Upon adoption, the amended program is forwarded to the Town Administrator, Board of Selectmen and School Board for their use and consideration.

## **6. SUMMARY OF PROPOSED PROJECTS**

Annually, the Capital Improvement Program (CIP) Committee reviews capital needs and recommends a program of capital improvement projects for a period of six years. The primary January 16<sup>th</sup> Final Version as Approved by the PB

purpose of the CIP is to aid the Board of Selectmen, Budget Committee and the School Board in their consideration of the annual budget (RSA 674:5). As a preface to the recommendations that follow, it is important to note:

1. In 2011, appropriations for municipal capital improvements supported by the General Fund (exclusive of debt service) totaled \$183,285.
2. For 2012, exclusive of debt service, the Committee recommends funding totaling \$194,850. This figure is \$11,565 greater than 2011 capital spending.
3. The only bonded debt from the municipal side is for sewer construction and is to be retired in 2019. The annual debt payment for 2012 is \$13,226. The School District debt is due to be retired in August of 2012 with two remaining payments totaling \$164,090.
4. The years of 2014–2019 forecast considerably higher capital reserve amounts. These higher amounts are necessary in order to fulfill the project programming as recommended.
5. Although the Capital Improvements Program extends out to 2019, the Committee has concentrated on recommendations for 2014-15 in light of economic uncertainties.

In 2013, the Committee met on several occasions with various town officials, department heads and staffing resulting in the following recommendations:

#### **General Government:**

1. First Floor Renovations of Town Hall: Project Cost = \$ 45,000.

Recommendation: Add \$ 45,000 to the Town Hall Improvement Reserve in 2014 to fund the total project cost.

Rationale: The project consists of multiple renovations on the first floor of Town Hall to improve efficiency of: staff, energy usage, and limited existing space. Renovations would begin in 2014 and end in 2014 or shortly thereafter.

#### **Public Safety:**

##### **Police Department**

2. Purchase of a Replacement Police Vehicle: Project Cost = \$ 34,000.

Recommendation: Add \$ 34,000 to the Police Vehicle Reserve Fund to fund the total project cost.

Rationale: The Vehicle Reserve Fund was established in 2003 to fund the replacement of existing police vehicles. Vehicles that are being replaced are either turned over to another Town Department that can utilize them, or traded towards the purchase of the new vehicle.

## Fire Department

3. Purchase of an Ambulance: Project Cost = \$ 100,000.

Recommendation: Add \$ 25,000 per year to the Ambulance Trust Fund for a scheduled 2017 replacement.

Rationale: An Ambulance is a large investment on a 7 year replacement cycle. Spreading the cost out over the entire 7 year cycle will prevent a spike in the budget every 7 years.

4. Purchase of a Replacement Fire Truck: Project Cost = \$ 454,700.

Recommendation: Add \$ 65,000 per year to the Fire Truck Reserve Trust Fund to fund this and future equipment replacements.

Rationale: Adding a fixed amount per year to cover the replacement schedule of the fire equipment will minimize spikes in the town budget, while allowing the Fire Department to replace equipment on a regular schedule.

## Highway Department

5. Purchase of Replacement Highway Truck: Project Cost = \$ 186,000.

Recommendation:

Rationale:

## Transfer Station

6. Purchase of a Replacement Pickup Truck: Project Cost = \$ 40,000

Recommendation: Add \$ 50,000 per year to the Transfer Station Facility Trust Fund to fund this and future replacements on the Transfer Station Equipment Replacement Schedule.

Rationale: Planning for the replacement of equipment will minimize spikes in the town budget, while allowing the transfer Station to replace equipment on a regular schedule.

## Parks and Recreation Department

7. Fund the Ball Field Reserve = \$ 150,000

Recommendation: Add \$ 150,000 to the Ball Field Reserve Trust Fund to improve 2 existing soccer fields, improve one baseball field, and install one bank of lights at Dee Field and Thompson Field.

Rationale: Siemon Field is in bad shape. There is a drainage problem which has caused the need to strip the field, add drainage, and restore the playing field. There are many large divots and holes that create an unsafe playing condition for athletes. Adding lights would allow extended use of the existing fields and add permanent lights for the football

team to utilize during the fall. Parks and Rec currently rents a bank of lights to provide safe practice conditions.

8. Purchase a Passenger Van = \$ 40,000

Recommendation: Create a Parks & Rec Capital Reserve Fund and add \$ 40,000 to the fund to fund the purchase of a used passenger van similar to a small Coast Bus.

Rationale: The department offers many trips to all age groups. Small groups of up to 16 cannot feasibly use a school bus. Also, many older adults cannot access a school bus comfortably. Purchasing a small passenger van would give the Parks & Rec Department flexibility to serve additional individuals and have increased bus availability.

9. Fund the Development of a Multigenerational Community Center = \$ 1,500,000

Recommendation: Issue a 20 year Municipal Bond to fund the project in 2016.

Rationale: Current bond rates are still at historic lows. A Community Center would allow the Parks & Rec Department to expand programs, offering additional programs to a wide variety of ages, especially preschool children and adults. The possibility also exists to rent the facility for groups to use to create some revenue and offset operating costs.

### **Greater Wakefield Resource Center**

10. Create and Fund a Building Maintenance Fund for Non-Town Hall Repairs = \$ 25,000

Recommendation: Add \$ 25,000 per year for 4 years to establish Building Maintenance Capital Reserve Fund to cover unexpected repairs to Town owned properties other than Town Hall.

Rationale: The Town owns several buildings, which have been restored, such as the Greater Wakefield Resource Center, Grange Hall for example. Much of the work has been accomplished with donated time and materials. This approach works very well for scheduled projects. Unfortunately from time to time, unexpected maintenance expenses come that need immediate attention. This capital reserve would be in place to handle these expenses.

### **School District**

11. Window Pane/ Gasket Replacement

Recommendation: Add \$ 75,000 to a capital reserve fund to replace window panes and/or gaskets.

Rationale: The installation of new panes and gaskets will properly seal the windows from water and far better insulate the building from heat loss. Significant energy savings will undoubtedly be realized over time, reducing the real cost of the project.

12. Multipurpose Room Floor Replacement

Recommendation: Establish a new trust fund in 2015 and allocate \$47,500 in the years 2015 and 2016 into the fund. Expend \$95,000 from the fund in 2016 for the purchase and installation of a new floor in the multipurpose room.

Rationale: The existing floor in the multipurpose room is nearing the end of its useful life. The floor has been refinished multiple times over the years. Refinishing the floor is no longer an option. The multipurpose room, by its very name, is used for many activities for both the school and the recreation department.

13. School Parking Lot Expansion & Renovation

Recommendation: Establish a warrant article and allocate \$500,000 to be expended in 2014. The monies would include \$250,000- \$300,000 to expand the parking area to the newly acquired property in front of the school and the balance to renovate the existing parking area and pave the existing fire lane around the building.

Rationale: Existing parking and traffic flow in front of the school is congested on a daily basis. Additional parking and one way traffic flow in front of the school would relieve traffic congestion and allow smoother flow in and out of the school property.

14. Renovation of the Primary Wing of the Paul School

Recommendation: Establish a warrant article and allocate \$100,000 to be expended in 2014.

Rationale: This would allow renovation of the oldest portion of the existing Paul School Building and keep maintenance costs from escalating.

## Appendix “A”

TITLE LXIV  
PLANNING AND ZONING  
CHAPTER 674  
*LOCAL LAND USE PLANNING AND REGULATORY POWERS*  
*Capital Improvements Program*  
Section 674:5

**674:5 Authorization.** – In a municipality where the planning board has adopted a master plan, the local legislative body may authorize the planning board to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least 6 years. As an alternative, the legislative body may authorize the governing body of a municipality to appoint a capital improvement program committee, which shall include at least one member of the planning board and may include but not be limited to other members of the planning board, the budget committee, or the town or city governing body, to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least 6 years. The capital improvements program may encompass major projects being currently undertaken or future projects to be undertaken with federal, state, county and other public funds. The sole purpose and effect of the capital improvements program shall be to aid the mayor or selectmen and the budget committee in their consideration of the annual budget.

**Source.** 1983, 447:1. 2002, 90:1, eff. July 2, 2002.

**674:6 Purpose and Description.** – The capital improvements program shall classify projects according to the urgency and need for realization and shall recommend a time sequence for their implementation. The program may also contain the estimated cost of each project and indicate probable operating and maintenance costs and probable revenues, if any, as well as existing sources of funds or the need for additional sources of funds for the implementation and operation of each project. The program shall be based on information submitted by the departments and agencies of the municipality and shall take into account public facility needs indicated by the prospective development shown in the master plan of the municipality or as permitted by other municipal land use controls.

**Source.** 1983, 447:1, eff. Jan. 1, 1984.

**674:7 Preparation.** –

I. In preparing the capital improvements program, the planning board or the capital improvement program committee shall confer, in a manner deemed appropriate by the board or the committee, with the mayor or the board of selectmen, or the chief fiscal officer, the budget committee, other municipal officials and agencies, the school board or boards, and shall review the recommendations of the master plan in relation to the proposed capital improvements program.

II. Whenever the planning board or the capital improvement program committee is authorized and directed to prepare a capital improvements program, every municipal department, authority or agency, and every affected school district board, department or agency, shall, upon request of the planning board or the capital improvement program committee, transmit to the board or committee a statement of all capital projects it proposes to undertake during the term of the program. The planning board or the capital improvement program committee shall study each proposed capital project, and shall advise and make recommendations to the department,

authority, agency, or school district board, department or agency, concerning the relation of its project to the capital improvements program being prepared.

**Source.** 1983, 447:1. 1995, 43:1. 2002, 90:2, eff. July 2, 2002.

**674:8 Consideration by Mayor and Budget Committee.** – Whenever the planning board or the capital improvement program committee has prepared a capital improvements program under RSA 674:7, it shall submit its recommendations for the current year to the mayor or selectmen and the budget committee, if one exists, for consideration as part of the annual budget.

**Source.** 1983, 447:1. 2002, 90:3, eff. July 2, 2002.

## Appendix “B”

### Project Request Letter

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#### MEMORANDUM

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**TO:** Town Administrator Parks and Recreation Conservation Commission  
Police Department Fire Department Heritage Commission  
Highway Department Transfer Station Greater Wakefield Resource Center  
Sewer Department School Department – SAU 64

**FROM:** Teresa Williams – Town Administrator

**SUBJECT:** Capital Improvements Program (CIP) for 2014 through 2019

**DATE:** July 2013

The Town of Wakefield Planning Board has initiated the preparation of a Capital Improvements Program (CIP) through the CIP Committee that was appointed by the Planning Board at its May 16<sup>th</sup> meeting. The members of the CIP Committee are: Howie Knight, Denny Miller, Priscilla Colbath, Dick DesRoches, Relf Fogg, Nancy Spencer-Smith, Tom Dube, and Ken Paul.

It has been almost two years since the Town has updated the CIP and your help is needed prior to the budget season so that the program can be helpful for 2014. Therefore, your list of anticipated capital projects for the 2014–2019 planning period is requested. For the purpose of the Capital Improvement Program (CIP), “Capital Project” requirements have been defined as those projects outside normal operations and maintenance, and having the following characteristics:

1. Must be for a Town owned asset; and
2. A gross cost of at least \$20,000; and
3. A useful life of at least 3 years; and
4. Is non-recurring (not an annual budget item);
5. Any project requiring bond financing.

Please provide your recommendations for specific capital projects to be undertaken by your department over the next six (6) years, including costs estimates in current dollars where possible. Attached to this memo is a list of the types of expenditures that were considered in the previous CIP. Please resubmit any items that are still relevant and not previously funded.

Also attached is a copy of a project request form to assist in your response (make as many copies as you need). Please prioritize your capital projects requests with 1 being the project with the highest priority and ranking the others accordingly. If you have project requests that are of equal priority, please assign them the same ranking.

If a proposed project is eligible for any federal or state grants, matching funds, or loans, please indicate this on the request form. A separate project request form should be completed for each project, with additional where and what funding type of sheets added for explanation where necessary. Please note that the CIP is an advisory document only; the inclusion of a project in your requests or included in CIP does not commit the Town to that expenditure.

We would appreciate your completion and return of your department’s project sheets to the Land Use Department no later than August 8<sup>th</sup> in preparation of meeting with the CIP Committee in mid-August. If you have any questions regarding the CIP, please contact Nathan Fogg at [landusecodedept@wakefieldnh.com](mailto:landusecodedept@wakefieldnh.com), 603.522.6205 x309.

On behalf of the members of the CIP Committee, thank you for your cooperation and assistance as we work toward developing a Capital Improvements Program for the Town of Wakefield.

January 16<sup>th</sup> Final Version as Approved by the PB



**Appendix "C"**  
**Town of Wakefield**  
**Capital Improvement Project Request**  
**2014 – 2019**

Department: _____ Department Priority: _____ Prepared by: _____ of _____
Project Description: _____ _____ _____
Type of Project: _____ Replace existing facilities or equipment (check one) _____ Improve quality of existing facilities or equipment _____ Expand capacity of existing service level/facility _____ Provide new facility or service capacity
Reason for Project: _____ Removes imminent threat to public health or safety (check all that apply; describe below) _____ Alleviates substandard conditions or deficiencies _____ Responds to federal or state requirements _____ Improves the quality of existing services _____ Provides added capacity to serve growth _____ Reduces long-term operating costs _____ Eligible to grant funds for a limited time _____ Provides incentive to economic development _____ Other: _____
Project Justification: _____ _____ _____
Anticipated Year of Purchase: _____ Estimated Cost (current dollars): _____ Useful Life: _____ Estimated Trade-In Value (if any): _____

**Appendix “D”**  
Trust Fund Table (year established, purpose)

Year	Trust Fund		
Established	Number	Purpose	"To see if the Town will vote to raise and appropriate the sum of (\$) to establish..."
1996	1	Ball field	a capital reserve fund for the purpose of constructing a town recreational ball field ... and to designate the Board of Selectmen as agents to expend.
1996	2	Hwy- Truck	a capital reserve fund for the purpose of purchasing a highway truck ... and to designate the Board of Selectmen as agents to expend.
1996	3	TS Facility	a capital reserve fund for the purpose of a transfer station/recycling facility... and to designate the Board of Selectmen as agents to expend.
1995	4	Bridge Construction	a capital reserve fund for the purpose of Bridge Construction... and to designate the Board of Selectmen as agents to expend.
1995	5	Fire Truck	a capital reserve fund for the purpose of purchasing a fire truck... and to designate the Board of Selectmen as agents to expend.
1986	6	Landfill	a capital reserve fund for the future cleanup and closing of the Wakefield Landfill site.
1994	7	Ambulance	a capital reserve fund for the purpose of an ambulance... and to designate the Board of Selectmen as agents to expend.
2001	8	PS Bldg- Phase 2	a capital reserve fund for the purposes of completing the interior finish work and furnishing of the second story of the public safety building... and to designate the Board of Selectmen as agents to expend.
2001	9	TS - Heavy Eqpmt	a capital reserve fund for the purposes of purchasing heavy equipment for use at the Wakefield Transfer Station and Recycling Center... and to designate the Board of Selectmen as agents to expend.
2002	10	Hwy - Heavy Eqpmt	a capital reserve fund for the purpose of purchasing Heavy Equipment for the Wakefield Highway Department... and to designate the Board of Selectmen as agents to expend.
2002	11	Aquifer Protection	a capital reserve fund for the purpose of purchasing land and easements for aquifer protection... and to appoint the Board of Selectmen as agents to expend.
2002	12	TH Improvements	a capital reserve fund for the purpose of Town Hall Improvements... and to appoint the Board of Selectmen as agents to expend.
2003	13	PD Vehicles	a capital reserve fund for the purpose of purchasing police vehicles and original vehicle equipment... and to appoint the Board of Selectmen as agents to expend.
2003	14	Town Cemetery	a capital reserve fund to establish a Town Cemetery and to appoint the Board of Selectmen as agents to expend.
2003	15	Invasive Species	an Expendable Trust Fund for the purpose of educating the public about, as well as the treatment, control, and prevention of, infestation by invasive species (such as milfoil, hydrilla, Brazilian elodea, wolly adelgid and Asian longhorn beetle) of our pub
2004	16	Waste Water Trtmt	a capital reserve fund for the purpose of upgrading the Wastewater Treatment Facility and to designate the Board of Selectmen as agents to expend.
2004	17	Technology Fund	a capital reserve fund for the purpose of purchasing Technology Upgrades to include recommended software upgrades and related hardware for the Town... and to designate the Board of Selectmen as agents to expend.
2006	18	P&R Field Mtnce	a capital reserve fund for the purpose of maintaining and upgrading Town of Wakefield parks and athletic fields... and to designate the Board of Selectmen as agents to expend.
2008	19	Cemetery Mtnce	a capital reserve fund to establish a Cemetery Maintenance Fund...and further to appoint the Board of Selectmen as agents to expend.
2010	20	Emergency Management	a capital reserve fund ... for the purpose of Emergency Management...and further to appoint the Board of Selectmen as agents to expend.
2011	21	Forest Fire Management	a capital reserve fund ... for Forest Fire Management...and further to appoint the Board of Selectmen as agents to expend.