

Capital Planning Committee

Town of Longmeadow, Massachusetts

January 31, 2003

Board of Selectmen
Town of Longmeadow Massachusetts
20 Williams Street
Longmeadow, MA 01106

To the Honorable Board of Selectmen;

The Capital Planning Committee has completed its review of capital projects submitted for funding consideration for fiscal year 2004. A total of 18 non-school and 16 school department requests, seeking a total funding of \$2,358,660, were submitted for consideration. \$370,000 is available from the stabilization fund for recommended appropriation. Appendix A is a summary of all requests and recommendations.

The committee met eight times during the period October 2002 through January 2003. During those meetings we met with each department head and, where appropriate, elected officials, to review the submitted requests. Our deliberations were based upon our best evaluation of the severity, urgency, and growth potential of each request, with a strong focus on making funding recommendations that most support the core missions of each department. In our final deliberations we utilized a formal decision analysis system in an effort to balance life safety and quality of life issues as best as possible.

Early in our review process it became obvious to our committee that a significant shortfall exists in the available capital for the town relative to the capital needs. This shortfall results from the fact that interest expenses for currently active bond issues (town Safety Complex) are being deducted from available capital. With the recent construction in town (upgraded schools and the town safety complex) the need for capital to support these buildings will increase in the coming years. One notable example of just such an effect is next year's anticipated need to spend \$92,000 to paint the trim of the five-year-old Center School. Deferral of funds for maintenance of town assets such as Center School painting would only serve to convert next year's \$92,000 need for paint into far greater needs for repair and / or replacement in later years. Without a change in the capital funding process, the capital shortfall of nearly \$ 2 million this year will compound over the next three to five years, with the only alternative to an under funded program being to have a series of capital bonding issues. This committee strongly urges that the discussions that are currently ongoing regarding solutions to the operating budget shortfall be expanded to include additional funding for annual capital needs. To that end, we urge the Board of Selectmen to consider modifying the formula by which town funds are made available for capital improvements.

Recommendations:

Of the thirty-four requests reviewed, three were deemed to not meet the criteria for consideration by the Capital planning committee (Greater than 5 year life and costing over \$10,000). These three requests were redirected to the Appropriations Committee for further action. Of the remaining 31 requests, we are recommending that money be appropriated for 10 (five non-school and five school department) projects. These recommended projects **in order of priority** are:

1. Jaws of Life:	\$ 27,200
2. New Fire truck:	\$ 35,000
3. Storrs Library Roof Repair	\$ 40,000
4. High School broadband network	\$ 45,000
5. Police Department Software Replacement	\$ 78,000
6. New Filter and Piping for Greenwood Park Pool	\$ 24,000
7. School Department stake body truck w/ Plow	\$ 32,000
8. High School Music Lockers	\$ 25,400
9. School Department Handicap Access improvements	\$ 18,000
10. High School Doors and Windows phase IV	\$107,800

Total: \$432,400

The reasons for the committee's prioritization of these requests are detailed in Appendix B. The committee requests that the Board of Selectmen refer to Appendix B for detailed summaries of each of these recommended appropriations. Please note that the total of the recommended appropriations exceeds the apparently available funds by \$62,500. The capital planning committee is also recommending that \$62,500 appropriated for the purchase of a bucket loader but not spent last year be returned to the stabilization fund and be made available for capital expenditure this year. Should the Board of Selectmen choose not to recommend, or the Town meeting decide not to approve, this reversal of last year's \$62,500 appropriation, the committee recommends that the capital appropriation for item #10 (LHS door and window replacement) be reduced to \$45,300.

The committee has identified several issues regarding capital appropriations that it wishes to bring to the attention of the Board of Selectmen. Within Appendix B, the capital planning committee has offered specifically recommended wording for each of this year's capital appropriation recommendations that it hopes the Board of Selectmen will carry through to the town warrant. These wordings are intended to assure that excess money is returned to the stabilization fund for those instances where actual expenditures may fall short of the appropriated funds (e.g. where price quotations that may be out of date) and to assure that funds are spent on ONLY that particular portion of a multi-faceted project for which the capital appropriations committee recommends partial funding.

Equally important to those projects recommended for funding appropriation are the 21 proposals that were not deemed of sufficient priority to be recommended for appropriation. Each of these twenty-one proposals (10 non-school and 11 school) is summarized in Appendix C. The committee has chosen not to prioritize these projects, asking rather that the Board of Selectmen review Appendix C to understand why these proposals were not recommended for funding appropriation. Should additional funds be available for capital appropriation beyond the \$360,000 (plus \$62,500) expected, the committee recommends that such funds be added to the appropriation for the replacement fire engine to reduce future payments.

On behalf of the entire Capital Planning Committee, we wish to thank the town department heads for their cooperation in this effort and the Board of Selectmen for the opportunity to serve in this important capacity. If there are any questions about our recommendations, please feel free to contact any of the members of the Capital Planning Committee.

Respectfully Submitted,

Mark P. Gold – Chairman
Richard Uss
Michael Giampietro
Stephen R. Gelling
Roger Wojcik
Roger Cloutman

APPENDIX B Capital Projects recommended for Appropriation

Priority #1: Replace Jaws of Life: Requested: \$27,200 Recommended: \$27,200

The current Jaws of Life rescue tool is no longer functional. It cannot generate sufficient hydraulic pressure to be assured of operating in an emergency situation. Due to its age, it is not repairable. This Jaws of Life is the only major extrication tool available to the Fire Department. Alternative sources of funding (grants) have been explored with no success. Purchased over 30 years ago, this unit, though infrequently used, is almost always used in a life safety emergency situation. Of several price quotations received, one was for \$26,000 for the apparatus with an additional \$1,200 needed for ancillary equipment.

The committee determined that the replacement of the Jaws of Life is highly serious in that the core mission of the fire department is compromised with the current situation, and the need for replacement is highly urgent.

Therefore, the capital planning committee recommends the appropriation of \$27,200 for the purchase of a Jaws of Life for the fire department with unspent money to revert back to the stabilization fund in the fiscal year following the purchase of this item.

Priority #2: Replace Fire Engine: Requested: \$195,000 Recommended: \$35,000

Chief Eric Madison requested funding to replace both Engine #1 and Engine #4 that were purchased in 1977. This equipment no longer meets the standards of the department. Of note is the fact that fire-fighting standards require that the Town of Longmeadow have four working fire engines. It is the finding of the Capital Planning Committee that the town would be best served with a defined purchase cycle for these four engines. With an expected life of 25 years for each piece of equipment, a sequential replacement plan would have one engine be purchased every six to seven years. (See Table 1) The current need for the purchase of one fire engine is strengthened by the knowledge that even with an established purchase schedule of six to seven years, without a change in the town's financial situation, the oldest engine in the fleet would be 32 years old before another engine would be purchased. The committee feels so strongly about this purchase cycle that absent the town's ability to fund the entire \$195,000 purchase price (\$200,000 price less \$5,000 trade-in) from money outside the stabilization fund, it strongly recommends that the town commit \$35,000 per year for the next seven years to this end. It is noted that economic conditions might improve to where future purchases of major firefighting apparatus can be purchased without a "payment schedule" or that this current repayment schedule could be accelerated.

Therefore, the capital planning committee recommends that the town accountant be directed to borrow an amount of money not to exceed \$195,000 for the purchase of one fire engine and that the term of the borrowing note be such that the interest and principle payments be approximately (not exceed) \$35,000 per year. The committee further recommends the appropriation of \$35,000 in FY'04 from the stabilization fund for the first annual payment, and that subsequent payments for this note come from the stabilization fund until such time as the note shall be paid in full either through normal or accelerated payment schedule.

APPENDIX B:

Continued

Table 1: Fire Engine Replacement cycle example

Purch Year	Engine 1 1977	Engine 2 1989	Engine 3 1991	Engine 4 1977
FY	Age	Age	Age	Age
2003	25	13	11	25
2004	0	14	12	26
2005	1	15	13	27
2006	2	16	14	28
2007	3	17	15	29
2008	4	18	16	30
2009	5	19	17	31
2010	6	20	18	32
2011	7	21	19	0
2012	8	22	20	1
2013	9	23	21	2
2014	10	24	22	3
2015	11	25	23	4
2016	12	26	24	5
2017	13	27	25	6
2018	14	0	26	7
2019	15	1	27	8
2020	16	2	28	9
2021	17	3	29	10
2022	18	4	30	11
2023	19	5	31	12
2024	20	6	32	13
2025	21	7	0	14
2026	22	8	1	15
2027	23	9	2	16
2028	24	10	3	17
2029	25	11	4	18
2030	26	12	5	19
2031	27	13	6	20
2032	0	14	7	21
2033	1	15	8	22

Priority #3: Library Roof: Requested: \$40,000 Recommended: \$40,000

The 1932 portion of the slate roof of Storrs library leaks. The leaks allow water into the building, causing damage to the building structure. Without action to repair the roof, additional damage will occur only making future repair more expensive. The need for these funds is serious, urgent, and delay will only expand the damage. In FY '03 \$40,000 was appropriated for this repair with the hope that the balance of the estimated \$80,000 to repair the roof could be found either from the operating budget or the "Friends of Storrs Library" endowment. These funds were not found, but the need has not been mitigated.

The capital planning committee recommends the Board of Selectmen endorse the appropriation of \$40,000 to be used along with the \$40,000 appropriated in the prior year exclusively for the repair of the leaking roof; replacement of slate shingles, damaged fascia, gutters, downspouts and other exterior portions of Storrs library that would normally be considered associated with a roof leak. Appropriated money is to be limited to exterior repairs above the level of the fascia with unspent money to revert back to the stabilization fund in the fiscal year following the completion of these repairs.

Priority #4 School Department: High school Technology upgrade

Requested: \$240,000

Recommended: \$45,000

The committee took note that this request was the Superintendent of School's highest priority in this capital funding cycle and that the need for improved technology systems was highlighted during the recent high school accreditation review. The committee supports the goal of high speed internet connectivity in every classroom. This project ranked high during our committee deliberations because it directly affects the core mission of the School Department: student education. The department requested the appropriation of \$240,000 for this technology upgrade, a sum that included money for 170 work station PC's in addition to network systems. Even though the breakout cost of the network components of this request were not specifically identified, it was the decision of the capital planning committee to recommend the appropriation of \$45,000 for network systems equipment and installations for the high school. Overall capital limitations restrict our ability to fund the total amount of requested funds. Last year the High School purchased 30 PC's using funds from the equipment budget. The School department needs to determine a schedule for ongoing replacements of this technology equipment and work to fund that schedule out of the operating budget.. PC's must become part of the operating budget, similar to traditional audio-visual equipment. The purchase of the PC / Workstation component of this request should be considered for submission to the Longmeadow Educational Enrichment Foundation. To maximize the benefit of this network construction, this committee recommends that the school department work with the cable advisory committee to identify contributions that may be possible by ATT/Comcast to assist in this project.

The capital planning committee recommends the appropriation of \$45,000 for the purchase and installation of broadband network system components (including system server) and wiring within Longmeadow High School. Specifically excluded from this

appropriation is the purchase of computers and other individual user desktop devices (e.g. PC's, printers). Money not spent on this project in fiscal year 2004 is to revert back to the stabilization fund in fiscal year 2005.

Priority #5: Police Software: Requested: \$78,000 Recommended: \$78,000

The police department's operational software system (PAMET) is 12 years old, is based on an obsolete operating system, and is no longer supported by the software vendor. As computer software, the system is considered well beyond its useful life. Several public safety functions that have been added to the police department responsibility that cannot be supported by the current system and require manual ad hoc solutions. Fully functional replacement software exists in the marketplace and is being used by several other communities. Alternative funding options for this software through grants has been explored to no avail.

The capital planning committee recommends the appropriation of \$78,000 for the purchase of a multi-user software system and database conversion for the police department. Unspent money is to revert to the stabilization fund in the fiscal year following the purchase of this software system.

Priority #6: Greenwood Park Pool Upgrade:

Requested: \$32,000 Recommended \$24,000

The Greenwood Park pool is in need of a major maintenance upgrade to the filtration system. The current sand filter was purchased in 1978 and pipes to the wading pool have deteriorated to where they leak so badly they have been disconnected from the main filtration system, leaving the wading pool with no filtration capability. The Park and Recreation department is under directive from the Board of Health to repair the wading pool filtration system or close the wading pool in 2003. The availability of a town pool in the South end of town is considered to be a significant quality of life item, worthy of capital appropriation. An associated request for \$8,000 to sandblast and repaint the pool was considered to be normal maintenance and not deemed appropriate for capital appropriation.

The capital planning committee recommends the appropriation of \$24,000 for the replacement of the filter and piping of Greenwood Park pools. Unspent money is to revert to the stabilization fund in the fiscal year following the completion of this project.

Priority #7 : School Department Stake body truck with plow and lift:

Requested: \$32,000 Recommended: \$32,000

The existing 1988 model school department pick-up truck is worn out. Neither the plow nor the power lift gate is operational nor can they be repaired. This truck is the workhorse of the department, and the non-functioning of the lift gate imposes particular hardship on employees and reduces worker efficiency.

The capital planning committee recommends the appropriation of \$32,000 for the purchase of a stake body truck with snow plow and power lift-gate for district wide use by the school department. Unspent money for the purchase of this truck is to revert back to the stabilization fund.

APPENDIX B:

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Priority #8 School Department: High School Music Lockers:

Requested: \$25,410

Recommended: \$25,400

The current situation whereby high school musical instruments are stored in the hallway is a violation of both building and fire codes. This situation also opens the school to liability in case of theft (which has occurred). This ongoing fire code violation is a serious situation that can be easily resolved, for which there is no obvious alternative.

The capital planning committee recommends the appropriation of \$25,400 for the purchase and installation in the high school of approximately 125 pre-fabricated lockers appropriate for the storage of musical instruments.

Priority #9: School Department District wide handicap accessibility upgrades:

Requested: \$27,500

Recommended: \$18,000

The school facilities of the Town of Longmeadow need additional facility upgrades as part of the program of ongoing ADA compliance. The capital planning committee commends the school department for their creative use of internal labor in stretching previously appropriated funds and supports this ongoing effort.

The capital planning committee recommends the appropriation of \$18,000 for the purchase of materials to be used in the modification of district wide school department facilities in order to meet ADA mandated handicap accessibility modifications.

High Priority: DPW Bucket Loader:

Recommendation: Recoup \$62,500 from FY '03 appropriation

The DPW requested \$62,500 to be combined with \$62,500 appropriated for the purchase of a bucket loader in FY '03 but not spent. Last year's appropriation of 50% of the cost of a bucket loader was made with the anticipation that the Water and Sewer department would appropriate an equal amount of money in order that the purchase be completed. Water and Sewer department officials declined to appropriate the matching capital. This bucket loader is primarily used to assist in the leaf collection effort (in the field spreading the leaves) and at the recycling center. The committee's FY'04 ranking process found the need for this bucket loader neither serious nor urgent, and as a result this request fell below the threshold of recommend appropriations. The money appropriated last year would therefore remain orphaned in the "appropriated but not spent" category of capital at a time when overall town capital needs are urgent and funds limited. As a result, we are recommending that not only do we not appropriate money for this item, but that we request the town vote to return last year's appropriation of \$62,500 to the stabilization fund so that it can be appropriated to other higher priority requests.

The capital planning committee recommends that the town vote to return to the stabilization fund the sum of \$62,500 appropriated but not spent in FY '03 for the purchase of a bucket loader.

APPENDIX B:

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Priority #10: School Department: High school door and window upgrades:

Requested: \$107,800 Recommended: \$107,800 or \$45,300*

The school department has completed three phases of door and window upgrades to the high school. The newly installed windows and doors result in energy savings in the heating of the building. The support of completion of this effort is recommended. If the recommended retrieval of \$62,500 from FY '03 appropriation for the bucket loader is not approved, then the capital planning committee recommends that the appropriated amount be limited to \$45,300.

The capital planning committee recommends the appropriation of \$107,800 (or \$45,300*) for the purchase and installation of new doors and windows for Longmeadow High School building in phase 5 of the door and window replacement program.

* If prior request to recoup \$62,500 is not approved.

APPENDIX C Capital Projects not recommended for appropriation in FY 2004

F-1b: Fire Truck: \$200,000 Request: Because one fire truck has been recommended for funding, given the current demand for capital, it was thought impractical to recommend the funding of two fire trucks. A funding schedule was proposed that would address future funding of additional fire trucks.

A-1: Financial software: \$75,000: This accounting department software is deemed to be an important need for the smooth operations of the town offices. Mr. Pasterczyk's indication that the need this year was not urgent was a strong influence on our decision. We evaluated this request to be of moderate need at this time, but it is likely likely that this request will rank higher next year as the urgency increases. The committee requests that prior to next year's submission an updated price quotation be solicited.

P&R-1: Turner Park: \$20,500: This request was for two projects: \$2,500 to bring potable water to the park and \$18,000 for 900 ft. of fencing to keep cars off the fields. We believe that the potable water portion of this project should be completed as part of the operating program of the department (and it falls below the committee's funding threshold). The committee strongly supported the desire of the park department to install barriers to protect the recent investment by separating cars from the grass (and the safety issues so associated) but rated this request with lower urgency given the alternative of using temporary fencing for a year (or two) while traffic levels and patterns were established.

P&R-2: Greenwood Pool: \$32,000: We have recommended the appropriation of \$24,000 for the filter and piping improvements. However, we feel that sand blasting and painting seemed to be more appropriate as a maintenance item rather than capital need and therefore ranked this with low severity and below our appropriation request threshold.

P&R-3: Community house wiring: \$50,000: Although the replacement of the electrical wiring in the Community house was seen as a potentially serious issue, the committee felt that the actual seriousness of this situation was likely moderate. Low urgency was seen in this request, both by the Park & Rec committee and the capital planning group and the possibility of using rental income for Community house improvements is an option that should be explored.

B-1: Town Hall Handicap Accessibility: \$15,000: With the accounting determination that last year's money has not yet been spent, pre-approved funds are available to install the handicap lift to the Selectman's office. Oversight of the project is expected to be an active project in FY '04. The committee requests that the town administrator define the specifications and cost estimate for the next ADA compliant project for town hall to be submitted next year. The committee has been led to believe that the next logical improvement is likely to be for a bathroom upgrade for which an appropriation of \$15,000 at this time would be insufficient, thereby stranding this money for a year when capital can be immediately utilized on other projects, such as ADA upgrades in the schools. The committee supports ADA compliance, and recognizes that during FY '04 the ongoing upgrade effort will likely continue based on prior year appropriations.

P-2: Police Mobile Radios: \$14,000: The committee commends the Chief of Police for the outstanding job he has done in using operating budget funds over the past few years to purchase several of these radios each year. Until and unless the FCC changes allocated frequencies, the immediate need for replacing these fourteen radios at one time is neither an urgent nor serious need, and therefore the funding for these items has not been recommended.

P-3: Portable Radios: \$40,000: The committee commends the Chief of Police for the outstanding job he has done in using operating budget funds over the past few years to purchase several of these radios each year. Until and unless the FCC changes allocated frequencies, the immediate need for replacing these fourteen radios at one time is neither an urgent nor serious need, and therefore the funding for these items has not been recommended.

P-4: Emergency Generator: \$70,000: This was deemed to be of moderate seriousness and low urgency. The committee chose to place this item below the funding recommendation threshold.

DPW-1: Bucket Loader: \$62,500:

The DPW requested \$62,500 to be combined with \$62,500 appropriated for the purchase of a bucket loader in FY '03 but not spent. Last year's appropriation of 50% of the cost of a bucket loader was made with the anticipation that the Water and Sewer department would appropriate an equal amount of money in order that the purchase be completed. Water and sewer department officials declined to appropriate the matching capital. This bucket loader is primarily used to assist in the leaf collection effort (in the field spreading the leaves) and at the recycling center. The committee's FY'04 ranking process found the need for this bucket loader neither serious nor urgent, and as a result this request fell below the threshold of recommend appropriations. The money appropriated last year would therefore remain orphaned in the "appropriated but not spent" category of capital at a time when overall town capital needs are urgent and funds limited. As a result, we are recommending that not only do we not appropriate money for this item, but that we request the town vote to return last year's appropriation of \$62,500 to the stabilization fund so that it can be appropriated to other requests.

The capital planning committee recommends that the town vote to return to the stabilization fund the sum of \$62,500 appropriated but not spent in FY '03 for the purchase of a bucket loader.

DPW-2: 933 Pickup Truck:

This pick-up truck is used by mechanics to get parts. Because the need for replacement was not considered critical to the operations of the department, the committee deemed this request to be of low seriousness and urgency.

SD-4: LHS Auditorium seat reupholstery: \$10,000: The committee was dutifully concerned that this project was started many years ago under a presumption that funding would continue through completion. However, the current needs of the town precluded funding again this year. The committee also was concerned that any money spent on seat upgrades would be lost should high school renovations be undertaken. We recommend that the school consider completing these renovations using any available maintenance monies over a several year period.

SD-5: Russell Field Sprinkler renovation: \$65,000: The town-wide nature of this need was noted. Even though this is a school department request, non-school groups primarily use these fields. Despite the moderate seriousness of this need, the urgency was deemed to be low and therefore this request ranked below the threshold of recommended projects. The school committee should explore the option of non-school department user fees over a limited timeframe (administered through the Park and Rec department) as an alternative to capital funding.

SD-8: Williams Gym Floor: \$105,900 The inappropriate covering of this floor was noted by the committee. However, it was evaluated as a need with only moderate seriousness and low urgency and therefore this request was ranked below the recommended funding threshold. There were no alternative funding sources identified.

APPENDIX C:

CONTINUED

SD-9: Glenbrook Carpet: \$171,000: The inadequacy of this floor covering was noted by the committee. However, it was evaluated as a need with only moderate seriousness and low urgency and therefore this request was ranked below the recommended funding threshold. No alternative funding sources identified.

SD-10: Glenbrook Partitions: \$125,000: The need for replacement partitions was ranked by our committee as being lower in seriousness and urgency based on our applied definitions.

SD-11: LHS Air Conditioning: \$95,000: Restrictions to the English wing during the summer school session that results from the lack of air conditioning in that section of the building has effected the core mission of the school department. This problem is not going away and will only get more expensive to solve. The possible effect of a major LHS renovation on this project was raised. This project ranked as the highest of those that fell below the appropriation recommendation threshold only because alternative methods are possible at this time to provide an interim solution.

SD-12: District Lawn Mower: \$40,500: The possibility of using leased services as an alternative needs to be more broadly explored prior to funding an additional lawn mower. In addition, this request was ranked as low in seriousness and urgency.

SD-13: LHS Carpet Replacement: \$181,500: This is a maintenance replacement item. The issue of LHS renovations clouds the issue of whether this investment would be wise at this time, especially given the likelihood that the open space class area (which contains a significant portion of this carpet) will be totally reconfigured. It was ranked lower in seriousness and urgency.

SD-14: Williams door replacement: \$109,000 This project could be done in stages. As a maintenance project it is deemed to be of moderate seriousness but low urgency. Can ADA monies be used to make sure some of the doors are repaired and made ADA compliant?

SD-15: District music instruments: \$55,000: This request appears to be a bundling of many purchases less than \$10,000 each. Because this has not been deemed a high priority project, we have not explored whether or not alternative funding sources (such as the Educational foundation, leases, etc.) might be considered. The lack of this funding was not deemed to be highly impacting the core attainment of the School Department's mission or to be even moderately urgent.

SD-16: Center School Sidewalk: \$17,500: The committee considered this request to be of low urgency. Even the potential life safety concerns of this request have not been demonstrated to the satisfaction of the committee. We would encourage the school department to work with the DWP to explore alternative funding methods for widening this sidewalk using state funds designated for sidewalk upgrades. This request was not ranked as urgent, or of escalating costs if deferred.