

Town Of Longmeadow, MA
Capital Planning Committee
Meeting Minutes
December 9, 2003

The capital planning committee met on December 9, 2003 to begin final deliberations on the fiscal year 2005 appropriations recommendations. The meeting was called to order at 7:00 PM. In attendance were:

Mr. Richard Uss	Mr. Roger Wojcik	Mr. Mark Gold
Mr. Michael Giampietro	Mr. Roger Cloutman	

Mr. Steven Gelling was unable to attend but submitted his notes via e-mail

An error in the previous meeting minutes (December 4th meeting) errantly reported (In line 1) that the meeting was with the School Department. That line should be revised to say, "The capital planning committee met on December 4, 2003 to review the capital requests from the Department of Parks and Recreation." This revision was noted on the version of those minutes posted on the town website.

The meeting began with committee member reports that were requested at the last meeting. Mr. Cloutman reported on his meetings with the Park and Recreation department and DPW. He reviewed the Community House wiring with Park and Recreation. The wiring in the major portions of the building are original to the 1929 construction of the building. Although it is old, there have been no instances of failure or signs of imminent failure. That being said, the wiring is still 75 years old. Given the discussions regarding the potential need for the building to be overhauled and possibly used for town offices, the wiring is considered to be acceptable for a three to five year period while the disposition of this building is determined.

Mr. Cloutman also reported on his discussion with Mr. Baron, DPW Superintendent. Mr. Baron told him that the two pickup trucks that are requested to be replace are 9 and 10 years old. The 1993 truck has 113,000 miles and the 1994 truck has 98,000 miles. Both are in running condition but have met the point of their scheduled replacement.

Mr. Gold reported that the Park and Recreation department said that their plan for added parking places at the Wolf Swamp Road fields would add between 60 and 80 parking places.

Mr. Gold also confirmed with the town accountant that the Capital Stabilization fund has \$355,000 available for appropriation, of which \$30,000 has been committed to the fire truck (last year's multi-year commitment) leaving a net \$325,000 available for appropriation. The unspent \$7,000 from FY'04 Greenwood Park pool filter can also be considered available.

The committee spent the balance of the meeting reviewing the submitted appropriation requests. Several that had been discussed in the prior meeting were documented at this time. Actual rankings of each proposal (Seriousness, Urgency, Growth) can be found in the proposal spreadsheet that is appended to these minutes. The committee's review of each request are appended to, and should be considered part of, these minutes. During this discussion it was agreed that the Capital Planning Form B provides the committee with insufficient information to evaluate requests. Mr. Wojcik will review Form B and recommend revisions to be used next year. Following our discussion and scoring of each proposal the requests were ranked by their indexed score.

This ranking resulted in the agreement to recommend for appropriations the funding of several projects. However, there were four school department projects that met the ranking criteria, that the committee felt were worthy of funding, for which insufficient funds were available to fully fund as proposed. These request (WMS Door replacement, LHS '74 Wing Masonry work, GMS Boiler, and WMS sidewalk) each have the potential for partial funding and/or uncertain costs. Rather than make a decision based on assumed conclusions, the committee decided to ask the School Department to clarify these items and to schedule a meeting in early January to finalize the committee's recommendations to the Board of Selectmen. Mr. Gold will submit such a letter to the School Department within the next week.

The next meeting is schedule for Thursday, January 8, 2004 in the Police Department Meeting Room. At that time we anticipate finalizing our recommendations to the Board of Selectmen.

Respectfully Submitted,

Mark Gold
Chairman, Capital Planning

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Project by Project Review
Appendix to December 9, 2003 Minutes of Capital Planning Committee

Project F-1: Fire Department Engine #4: Request \$145,000

The committee agrees with Chief Madison that there is a need for this additional apparatus. However, we continue to believe that it is important that the town get onto a schedule of evenly spaced purchases of fire engines. Although the need for this engine may seem acute now, it should lessen with the delivery of the Engine #1 replacement in March of 2004. The committee renewed its commitment to recommend \$30,000 for the Engine #1 bond that was approved at the May, 2003 Town Meeting.

Project A-1: Accounting software: Request for \$75,000

Project A-2: Collector's software: Request for \$134,422

The committee acknowledged that there is a pressing need for these software upgrades. We believe that there is an opportunity to save money by assuring that a systems definition and software search is conducted to get a system that works for all town systems (water & sewer, schools, town, collections). Based on committee discussions following the presentation of these proposals, we requested specific data from the these department heads and have stated our position that a joint request for software will be strongly considered for FY'06 funding as part of next year's appropriation cycle.

Project P&R-1: Resurfacing: Request for \$20,000

This request includes two separate items. The resurfacing of two tennis courts at Blinn Park would cost \$14,000 and the addition of 60-80 parking places at Wolf Swamp Road fields would cost \$6,000. The committee considered the need for resurfacing the tennis courts to be a high priority. Of particular note was the need to resurface them before more expensive replacement becomes necessary. The cost estimate for this resurfacing is based on actual price quotations given to the Park Department. The need for additional parking places is base on the safety concern of cars parking on Wolf Swamp Road when the current parking lots fill. The committee strongly believes that both of these projects are worthy of funding. However, the committee determined that funding a known project of less than \$10,000 (parking lot) was counter to the charter of the Capital Planning definition and would establish an undesirable precedent for future requests.

Project P&R-2: Dump Truck: Request for \$52,000

This dump truck replaces a Park and Rec truck that burned. The committee was initially reluctant to recommend appropriation of money for a vehicle based on comments last year by the Appropriations Committee who opposed the purchase of any vehicle until there is better coordination of vehicles within the town. Because we also believe that a pressing need remains at the School Department for a vehicle with a power gate lift the committee communicated with both the Park and Rec and School Departments and have gotten the two departments to agree that if this dump truck were purchased that it would be made available for use by the School Department. Such a joint use agreement for this vehicle resulted in a more favorable ranking of this project for appropriation.

Project B-1: Town Hall Handicap Access: Request for \$17,397

This request is for the construction of a handicap accessible bathroom in Town Hall that will be funded by this request along with funds from prior (unspent) appropriations for ADA upgrades to the building. This construction will complete a key ADA upgrade to town hall.

Because Mr. Fran Boudreau (School Department Maintenance Superintendent) will oversee this construction it is thought that the project will be completed in FY '05.

Project P-1: Mobile Radios: Request for \$14,000

Project P-2: Portable Radios: Request for \$40,000

The Police department continues to replace mobile radios through its operating budget. Although the FCC has mandated the frequency change of these radios, they continue to defer the implementation of this order. Until and unless the FCC change becomes required, the capital appropriation for these replacements remains a lower priority.

Project DPW-1: 933 Pickup Truck: Request for \$20,500

Project DPW-2: 942 Pickup Truck: Request for \$27,500

These trucks have 113K and 98K miles respectively. Although due for replacement because they are 10 years old (DPW-1 request was unfunded last year) the committee believes that there are more critical community needs. Because of the upcoming changes in the supervision at the Department of Public Works, the committee suggested that the incoming department head review the use of vehicles. The Capital Planning Committee also asks that prior to future vehicle requests an inventory of department vehicles be submitted.

Project SD-1: Handicap Access: Request for 27,500

This request for ADA improvements to the school department buildings is specifically targeted to replacing the front doors at Glenbrook School and the handicap student entrance at the High School. These are areas needing ADA attention and this project was given high ranking on our priority for recommendation for appropriation.

Project SD-2: LHS Music Lab Ventilation: Request for \$25,000

This project will upgrade the ventilation in three rooms at the high school. The costs include the price of repairs to the roofing. The committee noted that this request involves rooms that house computer equipment, and that the school department ranked this item high on their priority list.

Project SD-3: Masonry work - Paint and repoint '74 Wing of LHS: Request for \$60,000

The committee considers this a high priority item because of the damage that is being done to the school. We are concerned that this price estimate is "soft" and that planned changes to the high school would make repairs in FY'05 an inappropriate use of capital funds. The committee requested that additional information on this proposal be provided to assist the committee in its evaluation.

Project SD-4: LHS Doors and windows: Request for \$258,200

This is the latest request for energy savings upgrades to the high school. The committee has funded these projects in the past, and due to the perceived quick pay-back the committee is predisposed to again recommend funding at some level. The committee will request partial funding options from the school department in an effort to establish a level of appropriation that can be supported.

Project SD-5: Williams sidewalk: Request for \$62,000

The committee considers this request to be a student safety item and initially looked favorably upon recommending for funding. A tour by a committee member confirmed the need for repairs to parts of this sidewalk. The cost estimate is believed to be good. It is based on the required amount of concrete (cubic yards) and a standard charge per cubic yard. Because of the overall limit of available funds, the committee will ask the School Department if critical repairs to the sidewalk can be made that will alleviate immediate safety issues but not utilize such a large portion of the available capital.

Project SD-6: Williams Door Replacement: Request for \$109,950

This request has appeared for several years. A visit to Williams School by committee members confirms the deplorable condition and operation of these original doors. Because this request represents the replacement of 10 egress points (6 to the outside, 4 to the courtyard) the committee will ask the school department if this project can be subdivided to replace the most critical doors yet allow the appropriation of a lesser amount.

Project SD-7: LHS Lockers for the Gym / Pool: Request for \$60,000

The committee rated this request as lower in seriousness and urgency than other school department requests.

Project SD-8: LHS Art/English A/C: Request for \$95,000

The committee noted that the school department has rated this request low in priority in its request. Because they have stated that they have continued to be able to get this system operational for \$7000, the committee rated this as lower in urgency. Recommendation for appropriation is unlikely based on this review.

Project SD-9: Glenbrook Boiler: Request for \$60,000

The committee was concerned that this project was ranked as low as it was by the School Committee based on the comments that this boiler is required when outside temperatures fall below 10 degrees F and that this boiler has failed to auto-ignite several times this year. We believe that the cancellation of school because of a failure of this boiler would be a serious flaw in our capital planning system. The price estimate for this repair is believed to be "soft". The committee will request additional information from the school department that will address the issues of priority and repair costs before finalizing our recommendation.

Project SD-10: GMS Asbestos Removal: Request for \$104,000

Project SD-11: WMS Asbestos Removal: Request for \$71,500

Project SD-12: LHS Asbestos Removal: Request for \$50,000

The asbestos abatement requirement at these three schools is being "managed" through containment, training, and communications. There is no imminent threat from this asbestos and therefore these projects were deemed to be of low urgency. Funding is unlikely to be recommended for these projects.

Project SD-13: LHS Team Locker Room: Request for \$66,000

The committee rated this project as having low seriousness and urgency. Based on this perception and the higher rated community needs, this project is not likely to be recommended for funding appropriation.

Project SD-14: GMS / WMS Parking Lot Resurfacing: Request for \$77,000

An informal drive / walk through by committee members resulted in the committee rating the need for resurfacing these parking lots as low seriousness and urgency. This project is not likely to be recommended for funding appropriation.

Project SD-15: Center School Energy Management System: Request for \$85,000

The committee rated this project as having low seriousness and urgency. Although the current system is incompatible with the Yankee management system and has high maintenance costs, it is neither "broken" nor of urgent need. Based on this perception and the higher rated community needs, this project is not likely to be recommended for funding appropriation.