

# Capital Planning Committee

Town of Longmeadow, Massachusetts

February 16, 2007

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

To the Honorable Select Board of the Town of Longmeadow, Massachusetts;

The Capital Planning Committee has completed its review of capital projects submitted for funding consideration for Fiscal Year 2008 (FY08). A total of 46 requests, seeking funding of \$3,404,765, were submitted for consideration. A list of all 46 projects is attached as Appendix A.

In the years since payments for the public safety complex began limiting the available capital, major maintenance needs of the town have gone unfunded. Capital planning was replaced with capital reaction as minimally available funds altered the philosophy of long range planning. Over that time, the only planning that occurred was the implementation of a commitment to annually allocate money toward replacement fire engines.

Beginning in FY06, the Capital Planning Committee "borrowed forward" capital from future years to increase available funds. In FY08, payments from the capital stabilization fund for the public safety complex will have ended, and although the full 2% of tax revenue will be committed to the capital stabilization fund, money borrowed forward in prior years will begin to be paid back.

With the repayment of previously "borrowed" funds to the operating budget, FY08 funding will make \$691,688 in new funds available for capital appropriations. These new funds, beginning July 1, 2007, along with the current \$315,000 balance of the capital stabilization fund, will permit appropriation of up to \$1,006,688 of capital funds through June, 2008.

The Capital Planning Committee is recommending that both currently available capital funds and funds that will become available in FY08 (July 1, 2007) be appropriated through June, 2008 to put the maximum available funds to use working on the backlog of deferred maintenance.

Continuing the practice we began last year, the Capital Planning Committee is also making recommendations for capital projects that will utilize funds from the water and sewer stabilization funds and the ambulance fund. This report conveys our recommendations for funding those capital items that we deemed highest in priority, based on our evaluation of the town's needs and an assessment of the requests against three criteria: seriousness, urgency, and growth. These criteria are defined in Appendix D to this recommending letter. Should any of the requesting department heads feel that their request was misinterpreted by us, we seek the opportunity to have the request clarified.

The committee wishes to state our endorsement of Town Manager Crosby's plan to bring in supplemental resources to assure that these projects be completed in a timely manner. It is incumbent upon the Town Manager and Select Board assure that adequate support be provided to assure that these projects are completed. We encourage future project funding requests to include the cost of engineering and RFP development.

Should you adopt all of our recommendations, we are asking that the town appropriate a total of \$1,471,860 as follows: \$856,860 from the Capital Stabilization Fund to finance 21 of the 46 submitted projects, \$575,000 from the water stabilization account to fund 3 additional projects, and \$40,000 borrowed from the ambulance fund. This recommendation will leave a balance of \$149,828 in the capital stabilization account. We recommend that this money be retained in the capital stabilization fund to address next year's capital needs or to fund new needs that may arise before the 2008 annual town meeting.

The sources of funding considered for financing the requested projects are:

- Capital Stabilization Fund (CSF)
- Water Retained Earnings Fund (WRE)
- Sewer Retained Earnings Fund (SRE)
- Ambulance Fund (AF)

Appendix E explains these sources of funds.

Recommendations:

In priority order, irrespective of funding source, the Capital Planning Committee's top recommendations are shown in Table 1. Appendix B is a more detailed explanation of our decision on each request, and we ask that the Select Board carefully review this section of our report.

Table 1: Priority Recommendations

<u>No.</u> <sup>(1)</sup>	<u>Department</u>	<u>Project Description</u>	<u>Amount Requested</u>	<u>Funding Amount Recommended</u>	<u>From Capital Stabilization Fund</u>	<u>From Alternate Funding Source</u> <sup>(2)</sup>
FX	Public Safety	Fire Truck Payment	CPC Recommendation	\$75,000	\$35,000	\$40,000 (AF)
B-15	Buildings / School	Carpet Phase III	\$25,000	\$25,000	\$25,000	
W-1	Water	Cap Abandoned Water Wells	\$45,000	\$45,000	\$0	\$45,000 (WRE)
S-1	Schools	Computer Server Upgrade	\$55,000	\$55,000	\$55,000	
B-6	Buildings / Town	Library Paint Trim and Doors	\$61,000	\$61,000	\$61,000	
B-18	Buildings / School	GMS Replace Rm 16 A/C Unit	\$20,000	\$20,000	\$20,000	
B-19	Buildings / School	CTR 10 Year Exterior Upgrade Phase II	\$60,000	\$60,000	\$60,000	
W-2	Water	Paint Water Tank	\$275,000	\$275,000	\$0	\$275,000 (WRE)
W-3	Water	Replace Wenonah Water Main	\$255,000	\$255,000	\$0	\$255,000 (WRE)
B-22	Buildings / Schools	WMS New Office Windows	\$80,000	\$80,000	\$80,000	

<u>No.</u> <sup>(1)</sup>	<u>Department</u>	<u>Project Description</u>	<u>Amount Requested</u>	<u>Funding Amount Recommended</u>	<u>From Capital Stabilization Fund</u>	<u>From Alternate Funding Source</u> <sup>(2)</sup>
DPW-2	DPW	4WD Pick-up with Plow 93	\$28,435	\$28,435	\$28,435	
DPW-11	Park and Recreation	Infield Conditioning Machine	\$13,500	\$13,500	\$2,700	\$10,800 (3)
B-4	Buildings / Town	Library Carpet Replacement	\$19,500	\$19,500	\$19,500	
B-1	Buildings / Town	Greenwood ADA Compliance	\$50,000	\$50,000	\$50,000	
B-16	Buildings / Schools	WMS Replace Folding Kitchen Door	\$16,800	\$16,800	\$16,800	
DPW-9	DPW	Sidewalk Plow / Blower	\$97,000	\$97,000	\$97,000	
CPC Recommendation	Buildings / Town	Community House Electrical and Fire System	CPC Recommendation	\$13,500	\$13,500	
B-11	Buildings / Schools	WMS Exterior Door Replacement	\$40,000	\$40,000	\$40,000	
B-14	Buildings / Schools	LHS Interior Door Replacement	\$36,500	\$36,500	\$36,500	
B-3	Buildings / Town	Town Hall Paint Trim	\$42,500	\$42,500	\$42,500	
DPW-7	DPW	1 Ton Dump Truck w/ plow	\$60,490	\$60,490	\$60,490	
DPW-8	DPW	4WD Pick-up with Plow 95	\$28,435	\$28,435	\$28,435	
B-21	Buildings / Schools	WMS Interior Door Replacement - Ph 1	\$30,000	\$30,000	\$30,000	
DPW-3	DPW	Curbing Machine Trailer	\$10,000	\$10,000	\$10,000	
P&R-4	Park and Recreation	Greenwood Pool Bottom	\$30,000	\$30,000	\$30,000	
B-5	Buildings / Town	Police Station Paint Trim and Door	\$15,000	\$15,000	\$15,000	

(1): Project numbers reference line item projects from Appendix A

(2): Alternative funding sources are:

WRE - Water Retained Earnings Fund

SRE - Sewer Retained Earnings Fund

AF - Ambulance Fund

(3): Funding to come from Town Youth baseball / softball leagues

The reasons for the committee's selection 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.

There are two projects that were ranked high in priority but are not recommended for funding at this time:

**High School Front Office:** The Capital Planning Committee recommends that funding of this project (a request for \$100,000 to fabricate a satellite office closer to the front door) be deferred pending the completion of the security study that was funded in the fall of 2006.

**Glenbrook Middle School Classrooms:** A submitted project requests that the open classroom layout of Glenbrook Middle School be revised by enclosing all classrooms. The Capital Planning Committee supports this project, but feels that it is unwise and disruptive to attack this project in multiple small increments. Therefore, it is the recommendation of the Capital Planning Committee that the renovations to Glenbrook School be accomplished in one or two phases and that funding be provided by a bond.

There are several other specific detailed recommendations that we would like to highlight:

**Fire Truck:** The Capital Planning Committee is committed to continuing the appropriation of money for a fire truck "fund" as we have done over the past five years. We recommend that this funding level continue at the \$35,000 per year level previously established and that funding be "off the top" of the available funds. Our schedule funds the purchase of a new fire engine every 7 years, requiring each engine to remain in service for 28 years. However, In December, 2006 Engine 4 suffered a mechanical failure. The estimated repair price of \$7000 approximates the value Chief Madison has placed on this apparatus. This engine was scheduled for replacement in 2011 at which time it would have been 32 years old. The Capital Planning Committee supports the Fire Chief's request to immediately fund the purchase of a "rapid response" engine for \$145,000 to replace Engine 4. However, the committee does not recommend that the acceleration of Engine 4's replacement affect the schedule for future engine replacements. Therefore, the committee recommends the appropriation of the annual \$35,000 to the fire engine replacement fund and the use of \$40,000 of funds be borrowed from the ambulance fund to complete financing for the purchase of a replacement for Engine 4 at this time. It is the intent of the Capital Planning Committee to return the borrowed funds to the ambulance fund over the next two years.

**Community House Electrical Upgrade:** The Capital Planning Committee initiated the request to upgrade the electrical system of the Community house. In 2004 the condition of the community house electrical / fire system was described as putting the building "at risk". The subsequent basement renovation to house the town accounting and HR departments remedied some of the problems. The Capital Planning Committee believes that completing the upgrade to the building's electrical and fire alarm systems is essential.

**Plows:** The Capital Planning Committee is recommending that the town purchase only one of the two requested plows. Last year, the Capital Planning Committee supported the purchase of two new plows. Although we recognized the need to replace much of the current plow fleet, we expressed the need to restrain from replacing all the plows in one or two years least we find ourselves again needing to replace the entire fleet a few years later. Instead, we recommend that the town develop a staggered schedule for replacing snow plows. Following the town meeting approval for the purchase of two plows in May, 2006, a third plow was purchased later in 2006 using Chapter 90 funds. This year, a request was submitted for the purchase of another replacement snow plow. The Capital Planning Committee recommends that the town defer the purchase of a fourth new plow and commit to the development of a vehicle replacement schedule with the DPW superintendent.

**Buildings** The Capital Planning Committee strongly recommends that the town appropriate a total of \$118,500 to fund the upkeep of the exterior of three town buildings: Storrs Library, the Police Department, and Town Hall. Although these three buildings are in different levels of need, we believe that the bidding and execution of all three buildings as a single project offers the town efficiency in project management and costs. These project recommendations are in addition to the second year of funding the exterior maintenance / renovation of Center School.

The Capital Planning Committee would like to thank Town Manager Robin Crosby and DPW Superintendent Mike Wrabel for their support during our review process. In addition, Mr. Adrian Phaneuf was extremely helpful providing project details during the committee's review effort. We also thank the Select Board for giving us the opportunity to serve in this important capacity.

We look forward to meeting with the Select Board to review our recommendations. As you review this document prior to such a meeting, if you have any questions about our recommendations, please feel free to contact any of the members of the Capital Planning Committee.

Respectfully Submitted,

Capital Planning Committee  
Mark P. Gold – Chairman  
Stephen R. Gelling  
Nicholas Katsoulis  
Stephen Metz  
Ned Steiger  
Roger Wojcik

Copies to: Ms. R. Crosbie – Town Manager  
Mr. J. Peskin – Finance Committee  
Mr. J. Nittoli – School Committee

Attachments:

Appendix A: Capital request and recommendation summary  
Appendix B: Details on projects recommended for funding  
Appendix C: Details on projects not recommended for funding  
Appendix D: Project ranking criteria  
Appendix E: Sources of Funds

APPENDIX A  
**Town of Longmeadow, Mass  
 Capital Planning Committee  
 FY 2008 Capital Requests**

Town Mgr  
 Priorities

Department	Building	Number	Project	Total Request	Capital Requested	Need Category
Fire and Emergency Management		FX	Fire Truck Payment	\$35,000	\$35,000	Safety
		EM-1	Communications System	\$315,410	\$0	Safety
		EM-2	Emergency Generator	\$241,560	\$0	Safety
Accounting						
Park and Rec		P&R-1	Turner Park Irrigation	\$57,000	\$57,000	Improvements
		P&R-2	P&R Resurfacing	\$0	\$0	Repair
		P&R-4	Greenwood Pool Bottom	\$30,000	\$30,000	Repair
Buildings	GC	B-1	Greenwood ADA Compliance	\$50,000	\$50,000	ADA Mandate
	GC	B-2	Greenwood Misc. Improvements	\$15,000	\$15,000	Def. Maint
	Town	B-3	Town Hall Paint Trim	\$42,500	\$42,500	Routine Maint
	Libr	B-4	Library Carpet Replacement	\$19,500	\$19,500	Routine Maint
	Police	B-5	Police Station Paint Trim and Door	\$15,000	\$15,000	Routine Maint
	Libr	B-6	Library Paint Trim and Doors	\$61,000	\$61,000	Routine Maint
	LHS	B-7	Pool Room Heater Coil	\$20,000	\$20,000	Repair
	GMS	B-8	Energy Management System	\$128,000	\$128,000	Fac. Upgrade
	WMS	B-9	Energy Management System	\$125,000	\$125,000	Fac. Upgrade
	LHS	B-10	Office at Entrance	\$100,000	STM	Security
	WMS	B-11	Exterior Door Replacement	\$40,000	\$40,000	Maintenance
	CTR	B-12	Exterior Door Replacement	\$80,000	STM	Security
	GMS	B-13	Exterior Doors and Windows Replace	\$60,000	STM	Security
	LHS	B-14	Interior Door Replacement	\$36,500	\$36,500	Def. Maint
	CTR	B-15	Carpet Phase III	\$25,000	\$25,000	Routine Maint
	WMS	B-16	Replace Folding Kitchen Door	\$21,000	\$21,000	Routine Maint
	GMS	B-17	Modify Open Classrooms	\$125,000	\$125,000	Fac. Upgrade
	GMS	B-18	Replace Rm 16 A/C Unit	\$20,000	\$20,000	Routine Maint
	CTR	B-19	10 Year Exterior Upgrade Phase II	\$60,000	\$60,000	Routine Maint
	LHS	B-20	Replace Gym Bleachers	\$80,000	\$80,000	Fac. Upgrade

**Town of Longmeadow, Mass  
Capital Planning Committee  
FY 2008 Capital Requests**

Town Mgr  
Priorities

Page 2 of 2

Department	Building	Project Number	Project Name / Description	Total Request	Capital Requested	Need Category
	WMS	B-21	Interior Door Replacement - Ph 1	\$30,000	\$30,000	Routine Maint
	WMS	B-22	New Office Windows	\$80,000	\$80,000	Def. Maint
	WMS	B-23	Replace Gym Floor	\$150,000	\$150,000	Fac. Upgrade
	C. House	B-24	Upgrade Elec. & Fire	\$13,500	\$13,500	Repair
Public Works		DPW-1	Plow Truck	\$125,000	\$62,500	Replacement
		DPW-2	4WD Pick-up with Plow 93	\$28,435	\$28,435	Replacement
		DPW-3	Curbing Machine Trailer	\$10,000	\$10,000	Replacement
		DWP-4	Brush Chipper	\$42,500	\$42,500	New Equip
		DPW-5	Tractor Flail w/ Extension	\$105,000	\$105,000	New Equip
		DPW-6	Air Compressor & Jackhammers	\$10,000	\$5,000	Replacement
		DPW-7	1 Ton Dump Truck w/ plow	\$60,490	\$60,490	New Equip
Facilities Equipment		DPW-8	4WD Pick-up with Plow 95	\$28,435	\$28,435	Replacement
		DPW-9	Sidewalk Plow / Blower	\$97,000	\$97,000	Replacement
Park and Grounds		DPW-10	4WD Pick-up with Plow 96	\$28,435	\$28,435	Replacement
		DPW-11	Infield Conditioning Machine	\$13,500	\$13,500	Replacement
Streets		DPW-12	Sidewalk Replacements	\$150,000	\$0	Chapter 90?
Water Dept		W-1	Abandoned Water Wells	\$45,000	\$0	Water
		W-2	Paint Water Tank	\$275,000	\$0	Water
		W-3	Replace Wenonah Water Main	\$255,000	\$0	Water
Schools	District	SC-1	Upgrade Computer Servers	\$55,000	\$55,000	Upgrade
<b>Total</b>				<b>\$3,404,765</b>	<b>\$1,815,295</b>	

## **APPENDIX B**

### **Capital Projects Recommended for Appropriation in FY 2008**

Project CPC-1: FY'08 Payment for fire truck:

Recommendation: \$35,000 from Capital Stabilization fund and \$40,000 from Ambulance fund.

The Capital Planning Committee is committed to continuing the appropriation of money for a fire truck "fund" as we have done over the past five years. We recommend that this funding level continue at the \$35,000 per year level previously established and that funding be "off the top" of the available funds. Our schedule funds the purchase of a new fire engine every 7 years, requiring each engine to remain in service for 28 years. However, In December, 2006 Engine 4 suffered a mechanical failure. The estimated repair price of \$7000 approximates the value Chief Madison has placed on this apparatus. This engine was scheduled for replacement in 2011 at which time it would have be 32 years old. The Capital Planning Committee supports the Fire Chief's request to immediately fund the purchase of a "rapid response" engine for \$145,000 to replace Engine 4. However, the committee does not recommend that the acceleration of Engine 4's replacement affect the schedule for future engine replacements. Therefore, the committee recommends the appropriation of the annual \$35,000 to the fire engine replacement fund and the use of \$40,000 of funds from the ambulance fund to fund the purchase of a replacement for Engine 4 at this time. It is the intent of the Capital Planning Committee to return the borrowed funds to the ambulance fund over the next two years.

Project B-15 Center School Carpet Replacement Phase III      Requested and Recommended \$25,000

This project is the third phase of the carpet replacement in Center School. Last year the town voters allocated \$25,000 to complete two additional classrooms. A total of four classrooms have had the carpet replaced over the past two years. As the carpet continues to deteriorate in other classrooms, the replacement of carpeting has become more of a safety requirement than simply an aesthetic desire.

The Capital Planning Committee recommends the town appropriate \$25,000 for the purchase and installation of replacement carpeting in Center School.

Project W-1 Cap Abandoned water well:      Requested and Recommended \$45,000

To be funded from the water retained earnings fund

The town has been directed by Mass DEP to cap the abandoned town water well. This project must be done and should be funded by the water retained earnings fund.

The Capital Planning Committee recommends that the town appropriate the sum of \$45,000 from the water retained earnings fund to cap the abandoned water well. Unspent funds are to be returned to the capital stabilization fund.

Project S-1 Replace school department computer servers:      Requested and Recommended \$55,000

The school department has developed a long range computer system plan. The foundation of this plan is the availability of adequate computing capacity. The requested funds will replace the aging servers that are used for student records and scheduling as well as provide necessary back-up storage capacity for town-side systems. The purchase of these servers does not commit the town to addition expenditures, but provides the necessary equipment to allow growth. The Capital Planning Committee recommends that the Select Board initiate a town-wide computer facilities study to prepare a plan that coordinates the hardware and networking needs of both the schools and the town.

The Capital Planning Committee recommends that the town appropriate the sum of \$55,000 from the capital stabilization fund for the purchase of five blade servers and related equipment at the school department.

Projects B-3, B-5., B-6: Refurbish and the exterior of the Library, Town Hall, and the Police Department.

Requested and Recommended \$118,500

Submitted as three separate projects, the Capital Planning Committee believes that bidding and execution efficiencies are available if all three buildings are executed as a single project. Such an approach also allows for flexibility in allocating expenses to each building.

The Capital Planning Committee recommends the town appropriate from the capital stabilization fund the amount of \$118,500 for the exterior renovation (including replacing rotting wood and painting) of Storrs Library, Town Hall, and the Police Department buildings.

Project B-18 Replace the Room 16 Air Conditioner in Glenbrook School

Requested and Recommended \$20,000

This room has no exterior windows or doors. Proper HVAC circulation is required.

The Capital Planning Committee recommends that the town appropriate \$20,000 purchase and install replacement air handling and conditioning equipment in room 16 of Glenbrook School. Unspent funds are to be returned to the capital stabilization account.

Project B-19: Center School 10 Year exterior upgrade, Phase II. Requested and Recommended \$60,000

Last year the Capital Planning Committee authorized the expenditure of up to \$60,000 to begin the exterior upgrade of Center School. As of the writing of this recommendation, work has not yet begun on phase I. Never-the-less, the Capital Planning Committee is committed to this project and recommends the appropriation of an additional amount of money to allow this project to proceed further.

The Capital Planning Committee recommends that the town appropriate the sum of \$60,000 for ongoing rehabilitation of Center School. Unspent funds are to be returned to the capital stabilization fund.

Project W-2: Paint the town water tank:

Requested and Recommended \$275,000

To be funded from the water retained earnings fund

The town water tank needs to be repainted. Funds should come from the water retained earnings fund.

The Capital Planning Committee recommends that the town appropriate \$275,000 from the water retained earnings fund for the purpose of painting the water tank. Unspent funds are to be returned to the water retained earnings fund.

Project W-3: Replace Wenonah Road Water main:

Requested and Recommended \$255,000

To be funded from the water retained earnings fund

The water main on Wenonah Drive needs to be replaced. Funds should come from the water retained earnings fund.

The Capital Planning Committee recommends that the town appropriate \$255,000 from the water retained earnings fund for the purpose of replacing the water main on Wenonah Drive. Unspent funds are to be returned to the water retained earnings fund.

Project B-22 Replace office windows in Williams Middle School Requested and Recommended \$80,000

The office windows in Williams School are original to the building (over 40 years old). They are in need of replacement, and although data has not been presented, it is anticipated that the replacement of these windows will result in substantial energy savings.

The Capital Planning Committee recommends the appropriation of \$80,000 for the replacement of the office windows in Williams School. Unspent funds are to be returned to the capital stabilization fund.

Project DPW-2 DPW-8 Replace 4WD pick-up trucks (with plow). Requested and recommended \$56,870

The DPW has requested the replacement of three 4WD pick-up trucks. The Capital Planning Committee supports the purchase two of these trucks. Mr Wrabel should determine which two of the three requested trucks will be replaced.

The Capital Planning Committee recommends the appropriation of \$56,870 for the purchase of two 4 wheel drive pick-up trucks with plows.

Project DPW-11: Infield Conditioning Machine Requested \$13,500 Recommended: \$2,700

This machine significantly reduces the labor required to prepare the baseball / softball fields for play by the youth sports teams. The existing machine was damaged beyond repair. The Capital Planning Committee was able to negotiate agreements with several youth softball / baseball leagues to collectively pay for 4/5 of the cost of this machine. The town acting Park & Rec superintendent has agreed to solicit other organizations for a share of this capital. Although the recommended funding level is below the normal threshold of capital, the committee believes it is important for the town to fund a portion of this machine since it is also used for fields used by schools and Park & Rec leagues.

The Capital Planning Committee recommends that the town appropriate the sum of \$2,700 for the purchase of an infield condition machine. The purchase of this machine is contingent upon the agreement from private groups (youth and/or adult leagues) to fund the balance of the cost.

Project B-4 Replace Storrs Library Carpeting Requested and Recommended \$19,500

The carpeting on three levels of the library have stretched to where it represents a tripping hazard to employees and visitors. The building superintendent has identified appropriate replacements for the carpeting on the basement staff room (non-carpet flooring), the 2<sup>nd</sup> floor meeting room, and the 3<sup>rd</sup> floor stack area.

The Capital Planning Committee recommends that the town appropriate the sum of \$19,500 for the replacement of carpeting in Storrs library. Unspent funds are to be returned to the capital stabilization account.

Project B-1 Greenwood center ADA compliance Requested and Recommended: \$50,000

These funds will upgrade the concrete apron around Greenwood center, including making the entry ways to the Adult Center handicap accessible.

The Capital Planning Committee recommends that the town appropriate the sum of \$50,000 for the replacement of the concrete apron around Greenwood Center, including making the center's entrances handicap accessible. Unspent funds are to be returned to the capital stabilization account.

Project B-16 Replace Williams School Kitchen Door Requested \$21,000 Recommended \$16,800

The door that isolates the school from the kitchen is worn beyond repair. The inability to secure this door is a security lapse in the building. Recent quotations have been received that indicate that the door can be replaced for \$16,800.

The Capital Planning Committee recommends that the town appropriate the sum of \$16,800 for the replacement of the Williams Middle School folding kitchen door. Unspent funds are to be returned to the capital stabilization account.

Project DPW-9: Sidewalk Plow Requested and Recommended \$97,000

The town does not have an appropriate sidewalk plow. When the sidewalk plow broke down several years ago, a replacement was not purchased and the town stopped plowing sidewalks. However, there remain several miles of sidewalks in town that are in front of public facilities (schools, conservation land, etc.) that must be plowed. The current use of a plow on a pick-up truck is not efficient or effective. It causes damage to the grass on either side of the walkway as well as damage to the sidewalk due to the weight of the truck. Although the cost of this item appears large, the committee is satisfied that the DPW superintendent has adequately specified and priced this equipment .

The Capital Planning Committee recommends that the town appropriate the sum of \$97,000 for the purchase of a sidewalk plow or blower. Unspent funds are to be returned to the capital stabilization account.

**APPENDIX B: Recommended Projects**

continued

Project CPC-2: Community House Electrical / Fire Systems Upgrade Recommended \$13,500

The Capital Planning Committee initiated the request to upgrade the electrical system of the Community house. In 2004 the condition of the community house electrical / fire system was described as putting the building "at risk". The subsequent basement renovation to house the town accounting and HR departments remedied some of the problems. The Capital Planning Committee believes that completing the upgrade to the building's electrical and fire alarm systems is essential.

Project B-11: Williams School Exterior Door Upgrades Requested and Recommended \$40,000

Two years ago, the town began the replacement of the 50 year old exterior doors of Williams Middle School. This project will complete the job by replacing the rest of the doors. This project will enhance the building security and save energy.

The Capital Planning Committee recommends that the town appropriate the sum of \$40,000 for the purpose of replacing exterior doors of Williams Middle School. Unspent funds are to be returned to the capital stabilization account.

Project B-14: Replace High School Interior doors Requested and Recommended \$36,500

The interior doors of the high school are in disrepair. This includes fire doors that do not close (a violation of fire code). This project will also upgrade one set of "interior" doors to the courtyard, providing added energy savings as well.

The Capital Planning Committee recommends that the town appropriate the sum of \$36,500 for the purpose of replacing interior doors of Longmeadow High school. Unspent funds are to be returned to the capital stabilization account.

Project DPW-7 One ton dump truck with plow Requested and Recommended \$60,490

This expenditure continues the program of updating the DPW fleet to replace aging and undersized equipment.

The Capital Planning Committee recommends that the town appropriate the sum of \$60,490 for the purpose of purchasing a one ton dump truck with plow. Unspent funds are to be returned to the capital stabilization account.

Project B21 Replace Williams School Interior Doors Requested and Recommended \$30,000

The interior doors of Williams Middle School are original to the building (1950's) and are in need of replacement. Many do not close (a violation of fire codes). This is the first of what may be several phases to replace all the damaged or non-operable doors.

The Capital Planning Committee recommends that the town appropriate the sum of \$30,000 for the purpose of replacing interior doors at Williams Middle School.

Project DPW-3 Curbing Machine Trailer Requested and Recommended \$10,000

The DPW's curbing machine is transported to the job site on a home-made trailer that is no longer "street worthy". Continuing to utilize this trailer puts the curbing machine at risk for damage from a failed trailer.

The Capital Planning Committee recommends that the town appropriate the sum of \$10,000 for the purpose of replacing the curbing machine trailer. Unspent funds are to be returned to the capital stabilization account.

Project P&R-4 Repair Greenwood Pool Requested and Recommended \$30,000

The concrete bottom of Greenwood pool is beginning to crack and chip. This level of maintenance completed at this time is expected to add years of life to the facility. The Capital Planning Committee deems this project as a worthwhile investment in the town's assets.

The Capital Planning Committee recommends that the town appropriate the sum of \$30,000 for the purpose of repairing the Greenwood Park pool interior. Unspent funds are to be returned to the capital stabilization fund.

## APPENDIX C

### Capital Projects Not Recommended for Appropriation in FY 2008

The following requested projects were deemed of lower priority and therefore are not recommended for funding within the limit of available funds.

Department	Project Number	Project Name	Amount Requested
Buildings	B-8	Energy Management System	\$128,000
Buildings	B-9	Energy Management System	\$125,000
DPW	DPW-1	Plow Truck	\$125,000
DPW	DWP-4	Brush Chipper	\$42,500
Park & Rec	P&R-1	Turner Park Irrigation	\$57,000
DPW	DPW-5	Tractor Flail w/ Extension	\$105,000
DPW	DPW-6	Air Compressor & Jackhammers	\$10,000
DPW	DPW-10	4WD Pick-up with Plow 96	\$28,435
DPW	B-2	Greenwood Center carpet Replacement	\$15,000
Buildings / LHS	B-20	Replace Gym Bleachers	\$80,000
Buildings / WMS	B-23	Replace Gym Floor	\$150,000
DPW	DPW-12	Sidewalk Replacements	\$150,000
Safety	EM-1	Communications System	\$315,410
Safety	EM-2	Emergency Generator	\$241,560

#### Projects B-8 and B-9: Middle School energy management systems

The Capital Planning Committee has requested that benefits of these requests be better defined. Specifically, the extent to which these upgraded control systems will offer energy savings to the town should be outlined by the vendors. The perceived low urgency and lack of financial justification caused these projects to be ranked below the funding level.

#### DPW-1: Plow truck

Last year, the Capital Planning Committee supported the purchase of two new plows. Although we recognized the need to replace much of the current plow fleet, we expressed the need to restrain from replacing all the plows in one or two years lest we find ourselves again needing to replace the entire fleet a few years later. Instead, we recommend that the town develop a schedule for replacing snow plows. Following the town meeting approval for the purchase of two plows in May, 2006, a third plow was purchased later in 2006 using Chapter 90 funds. This year, a request was submitted for the purchase of another replacement snow plow. The prioritization of this request below the funding level is consistent with our intent to schedule the replacement of snow plows.

Project DPW-4 Brush Chipper

Although the purchase of a brush chipper would enhance the flexibility of the DPW in picking up and disposing of branches (and seasonal Christmas trees), this project was deemed lower in urgency (immediate need) than those that were recommended for funding.

Project P&R-1 Turner Park irrigation

As poor as the current condition of Turner Park fields is, they are not getting worse. The committee believes that the recommended projects represent higher priority immediate needs of the town and therefore is not recommending this project for FY08 funding.

DPW-5: Tractor Flail with Extension

Although the purchase of a tractor flail with extension would enhance the flexibility of the DPW in addressing roadside tree and brush growth, this project was deemed lower in urgency (immediate need) than those that were recommended for funding.

DPW-8: Air compressor with Jack Hammer

Although the purchase of an air compressor with jack hammers would enhance the flexibility of the DPW in specific repair projects, this project was deemed lower in urgency (immediate need) than those that were recommended for funding. The committee would recommend that until funds can be appropriated for this equipment, that the DPW rent or lease necessary equipment for use in those projects when such equipment may be necessary.

DPW-10: 4WD truck with plow

The Capital Planning Committee has recommended the purchase of two similar trucks this year. The purchase of this third truck is being deferred in order to that the town begin the implementation of a schedule for the replacement of the 4WD truck fleet.

B-2: Greenwood Misc. Improvements

These requested improvements were for replacement of the carpeting of the dining area. This ranked below the level of recommended funds.

B-20: Replace High School Bleachers

The replacement of the bleachers in the high school was not perceived by the committee to be driven by either excessive maintenance costs or public safety. Therefore, the replacement of these admittedly old, outdated bleachers ranked below the level of recommended funding.

B0-23 Replace Williams Gym Floor

The replacement of the Williams school Gym floor was prioritized below the level of funding of projects that had more immediate return as energy savings, public safety or required building maintenance.

**DPW-12: Sidewalk Replacement**

The committee feels that the much needed replacement of town sidewalks is beyond the scope of the Capital Planning Committee. Sidewalk replacement should be bonded and completed over several years. The town should explore the use of Chapter 90 funds for this work.

**EM-1: Communications System**

A request for funds for the communication system was not formally submitted. The town manager is exploring alternative funding sources for this system

**EM-2: Emergency Generator**

The town manager is exploring the availability of alternative funding that would pay for the purchase and installation of an emergency generator in the high school. Funds for this request were not formally sought.

## **Appendix D Project Ranking Criteria**

All projects were ranked by the Capital Planning Committee on three criteria seriousness, urgency, and growth. These criteria are defined as:

**Seriousness**: What is the impact of the funded item on the department's ability to carry out its core mission? Have alternatives been considered and eliminated?

**Urgency**: How soon must this need be met? Are there adverse or potentially serious consequences of delay?

**Growth**: Will the monetary need grow at a rate greater than inflation if the purchase is not made this planning cycle? Put another way, does spending a dollar now prevent the spending of far more than that next year?

## **Appendix E Sources of Funds**

Potential sources of funds for the purchase of capital good are:

A. **Capital Stabilization Fund (CSF)**: This fund is financed from 2% of the town's annual tax revenue. For the past 10 years, approximately \$500K of this fund has been paying the bond on the public safety complex. A net of approximately \$330K is available to this fund through FY09

B. **Water Retained Earnings Fund (WRE)**: This is funds collected as water use fees by the Water and Sewer commission under our prior government structure. These funds were to be available for use for both capital items and water infrastructure improvements and repairs.

C. **Sewer Retained Earnings Fund (SRE)**: This is funds collected as sewer use fees by the Water and Sewer commission under our prior government structure. These funds were to be available for use for both capital items and sewer infrastructure improvements and repairs.

D. **Ambulance Fund (AF)**: This fund was established by the town for the purpose of collecting fees resulting from the use of the Town's emergency ambulance services. The intended purpose of this fund is to purchase replacement ambulance and related EMT equipment.

E. **Prior allocated but not expended Capital funds (PCF)**: For this year, the committee has determined that approximately \$41,278 remains in the capital account (2139) that was appropriated over the past two years (some as long ago as May, 2003). This money was appropriated for specific ADA improvements to Town Hall. The committee seeks to "put this money to work" in other ADA projects with the agreement that such funds will be restored to this project when the project scope has been completed and the project is ready to move forward.