

Capital Planning Committee

Town of Longmeadow, Massachusetts

January 23, 2004

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 2005. A total of 10 non-school and 15 school department requests, seeking a total funding of \$1,756,969, were submitted for consideration. \$453,000 is available in the stabilization fund for recommended appropriation, but the need to maintain a balance for the next two years requires that FY'05 appropriations be below \$400,000. Appendix A is a summary of all requests and recommendations.

The committee met seven times during the period October 2003 through January 2004. During those meetings we met with department heads 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.

As in the years since the appropriation of money for the Public Safety Complex, requests far outstrip available capital. This situation is expected to continue until FY 08 when access to the full annual stabilization increment again becomes available. This summary is shown in the following table:

Fiscal Year	2004*	2005	2006	2007	2008
Beginning Balance	\$272,175	\$171,282	\$ 73,172	\$ 26,077	\$ 12,502
Sources of Funds					
Appropriation	\$800,000	\$820,000	\$840,000	\$865,000	\$885,000
Interest Income	\$ 750	\$ 765	\$ 780	\$ 800	\$ 815
Prior Year Unspent	\$ 0	\$ 7,000	\$ 0	\$ 0	\$ 0
Uses of Funds					
Safety Complex Debt	\$578,643	\$545,875	\$527,875	\$509,375	\$ 0
Appropriation	\$323,000	\$380,000	\$360,000	\$360,000	\$725,000
Ending Balance	\$171,282	\$ 73,172	\$ 26,077	\$ 12,502	\$183,317

* FY'04 Actual, Other years these are projections / estimates

Recommendations:

Two of the twenty-five requests reviewed were for accounting software, one request for town-wide general ledger applications and the second for upgraded software for the collector's office. Upon review of these proposals, the committee requested that the two requesting departments coordinate their submissions into a single specification and return next year with a revised request. Of the remaining 23 requests, we are recommending that money be appropriated for 10 (three non-school and seven school department) projects. These recommended projects are:

Top Priorities

	FY'05 Payment for Fire Truck	\$ 35,000
P&R-1:	Resurfacing Blinn Tennis Courts:	\$ 14,000
P&R-2:	Replacement Dump Truck:	\$ 52,000
B-1:	Town Hall ADA upgrades:	\$ 17,397
SD-1:	School Dept. ADA Upgrades:	\$ 27,500
SD-2:	LHS Music Lab Ventilation:	\$ 25,000
SD-9:	GMS Boiler Replacement:	\$ 74,375

Other Priorities

SD-6:	WMS Front Door replacements:	\$ 25,000
SD-4:	LHS Door and Window Energy upgrades	\$ 65,000
SD-5:	WMS Sidewalk Safety upgrades:	\$ 44,131

TOTAL: \$379,403

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.

As we did last year, 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 fall short of the appropriated funds (e.g. where price quotations that may be out of date) such as last year's Greenwood Park pool filter replacement and also helps 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 13 proposals that were not deemed of sufficient priority to be recommended for appropriation. Each of these thirteen proposals (5 non-school and 8 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 \$379,403 expected, the committee recommends that such funds be added to the appropriation for the replacement fire engine to reduce future payments.

The Capital Planning Committee would like to thank Mr. William Engelberger of the Appropriations Committee. Mr. Engelberger attended, observed, and actively participated in our Committee meetings. His comments and guidance is expected to contribute to the Appropriations Committee's understanding of our decisions. Our committee also wishes 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. And again I apologize for the release of our preliminary findings in press prior to this formal notification.

We look forward to meeting with the Board of Selectmen to review our recommendations with you. 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,

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

APPENDIX A Capital Projects Spreadsheet

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See attached Excel Spreadsheet

APPENDIX B

Capital Projects Recommended for Appropriation in FY 2005

Project P&R-1: Resurfacing: Request for \$20,000 Recommendation: \$14,000

This request includes two separate items. The resurfacing of two tennis courts at Blinn Park would cost \$14,000 and the addition of between 60 and 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 at Wolf Swamp Road Fields is based 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. Therefore the committee recommends the town appropriate \$14,000 for the resurfacing of two tennis courts at Blinn Park with unspent money being returned to the Stabilization fund.

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

This dump truck replaces a Park and Recreation Department 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. Our committee felt that such a joint use agreement for this vehicle significantly addressed the Appropriations Committee's legitimate concerns, and as a result our evaluation resulted in a favorable ranking of this project for appropriation. The committee recommends the town appropriate \$52,000 for the purchase of a replacement dump truck by the Park and Recreation Department with unspent money being returned to the Stabilization fund.

Project B-1: Town Hall Handicap Access: Request for \$17,397 Recommendation: \$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. The committee recommends that the town appropriate \$17,397 to be added to previously appropriated funds for the construction of a handicap accessible bathroom in Town Hall.

Project SD-1: Handicap Access: Request for \$27,500 Recommendation: \$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. The committee recommends that the town appropriate \$27,500 for ADA upgrades to the Glenbrook main entrance and High School student entrances with any unspent

monies remaining available for material purchases to make other ADA upgrades throughout the school facilities.

APPENDIX B: Recommended Projects

continued

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

This project will upgrade the ventilation in three rooms at the high school; the music lab, the choral room and music practice room. 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. The committee recommends the appropriation of \$25,000 for the purchase and installation of an HVAC system and associated roof modifications for the LHS music lab with unspent money being returned to the Stabilization fund.

Project SD-4: LHS Doors and windows: Request for \$258,200 Recommendation: \$65,000

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 recommended funding level will pay for the replacement of original doors and windows in the Pupil Services wing, improvements that have short-term payback in energy savings. The amount of this appropriation request is based on internal cost estimates. The committee asks that money remaining after the upgrade to this section of the High School remain available to be used for other opportunities in the building with the greatest energy savings payback, being careful to avoid upgrades that could be affected by potential near term building renovations. The committee recommends the appropriation of \$65,000 for the replacement of doors and windows in the Pupil Services wing of Longmeadow High School with unspent money being allocated similar projects in the high school.

Project SD-5: Williams sidewalk: Request for \$62,000 Recommendation: \$44,131

The committee considers this request to be a student safety item and therefore has acted favorably upon this recommending for funding. A tour by a committee member confirmed the need for repairs to parts of this sidewalk. Updated price quotations have been obtained in which this project was divided into three phases. The committee is recommending funding of two of these three phases to cover the major safety upgrades needed to the sidewalk system. Should there be insufficient funds to support all the recommendations of this committee, we ask that this project be funded at a minimum level of \$19,427. However, the committee recommends the appropriation of \$44,131 for the replacement and/or repair to the Williams Middle School sidewalks.

Project SD-6: Williams Door Replacement: Request for \$109,950 Recommendation: \$ 25,000

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. The overall request represents the replacement of 10 egress points (6 to the outside, 4 to the courtyard). In response to our committee's inquiry, the school department has indicated that the six sets of front doors can be replaced for approximately \$25,000, providing the largest single aesthetic and energy savings improvement. Therefore the committee recommends the appropriation of \$25,000 for the replacement of the front doors to Williams Middle School with unspent funds being returned to the Stabilization Fund.

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

Recommendation: \$74,375

The committee ranked the need for this upgrade as a high priority, higher in fact than the ranking by the School Committee. We believe that the school committee ranked it as they did because it has less impact on direct services than their higher ranked requests. Our evaluation was based on the comments that this boiler is required when outside temperatures fall below 10 degrees F., that this boiler has failed to auto-ignite several times this year, and the added load that is being placed on the second boiler because of the condition of this unit. It should also be noted that this is an original boiler and the other original boiler has already been replaced. We believe that this need must be addressed in the near future; a delay would increase the risk of school cancellation – a situation that would certainly have direct impact on school services. As the result of the request of this committee, the School department obtained updated price quotations that total \$74,375 for the removal of the old boiler (including asbestos abatement) and purchase and installation of a replacement boiler. The committee recommends the appropriation of \$74,375 for the purchase and installation of a replacement boiler at Glenbrook Middle School with unspent funds being returned to the Stabilization committee.

APPENDIX C
Capital Projects Not Recommended for Appropriation in FY 2005

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 \$35,000 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, town accounting). 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-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) and still operating without reported problems. 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-3: Masonry work - Paint and repoint '74 Wing of LHS: Request for \$60,000

The committee considered this a high priority item because of the damage that is being done to the school. However, this price estimate is "soft" and we were told that planned changes to the high school would likely replace / relocate this outside wall, thereby making repairs in FY'05 an inappropriate use of capital funds. Until there is a final understanding of the long range plan for the high school, this committee does not deem it appropriate to recommend funds for this request.

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. They have stated that they continue to be able to get this system operational for \$7000, and therefore the committee rated this project as lower in urgency than other requests.

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 therefore not 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 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 therefore not 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 recommended for funding appropriation.