

Capital Planning Committee

Town of Longmeadow, Massachusetts

February 13, 2009

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 2010 (FY10). A total of 41 requests, seeking funding of **\$3,256,374** were submitted to the committee. A list of all 41 projects is attached as Appendix A. In addition to these 41 capital projects, the DPW submitted 14 water and sewer projects for the committee's review. These 14 projects are also included in Appendix A.

Funds available to be recommended for appropriation by this committee originally totaled \$1,072,213, consisting of a capital stabilization fund balance of \$53,095, new funds from the FY10 allocation of 2 percent of Town tax revenues (\$955,000) and an estimated \$64,118 in turnbacks from under spending on prior capital projects. In anticipation of a possible operating budget short-fall, you requested in October that \$370,000 of capital funds not be recommended for appropriation but at the February 9, 2009 Select Board meeting it was indicated that some, if not all, of the originally available capital may be made available for appropriation. Therefore, the committee completed its recommendations based on the minimum level of available capital funds being **\$702,213** and have provided you with our prioritization for projects for appropriating funds to the full \$1,072,213. Our committee has recommended the use of Water and Sewer Enterprise Funds to supplement the available funds, and where appropriate, other potential funding sources.

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. Added consideration was given to projects identified by the Town Manager as priority projects as well as to completing projects that were previously funded under the committee's phased funding approach. The committee continued the programs begun in prior years of planning for "big ticket" items such as replacement fire trucks and DPW fleet purchases. The committee's "serious", "urgency" and "growth" evaluation criteria are defined in Appendix D of 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.

Should the Select Board adopt all of our recommendations, you will ask that the town appropriate a minimum of **\$1,323,000** (and up to **\$1,684,600** if funds are available) as follows:

- **\$707,500 to \$ 1,069,100** (depending on the level of available funds) from the Capital Stabilization Fund to finance partially or in total a minimum of 17 of the 41 submitted projects
- **\$451,000** from the Water Enterprise Fund to partially fund two of the above projects and fully fund seven water projects
- **\$164,500** from the Sewer Enterprise Fund to partially fund two of the above projects and to fully fund three sewer projects

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

- Capital Stabilization Fund (CSF)
- Water Enterprise Fund (WEF)
- Sewer Enterprise Fund (SEF)

Appendix E explains these sources of funds.

Recommendations:

In priority order, the Capital Planning Committee's recommendations are shown in Tables 1a through 1c. Table 1a includes the first priority tier of projects (appropriation up to \$700K). Table 1b lists the second priority items (up to a total appropriation of \$883K) and Table 1c shows the list of third priority items (total Capital Stabilization Fund appropriation of \$1,069,100).

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 1a: Highest Priority Recommendations

<u>No.</u> ⁽¹⁾	<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> ⁽²⁾
CPC-1	Fire - Safety - EMS	Fire Truck Payment	\$35,000	\$35,000	\$35,000	
ADM-1	Administration	Capital Reserve	\$25,000	\$0	\$0	None ⁽³⁾
DPW-9	Non-School Buildings	Police / Fire exterior	\$165,000	\$40,000	\$40,000	
DPW-10	Non-School Buildings	TH Gutter Replacement	\$17,500	\$17,500	\$17,500	
SD-2	School Department	CTR Exterior Upgrade	\$150,000	\$150,000	\$150,000	
SD-4	School Department	GB Window Replacement	\$80,000	\$80,000	\$80,000	
SD-5	School Department	LHS Exterior Doors	\$45,000	\$15,000	\$15,000	
DPW-11	Non-School Buildings	CH Brick Repoint	\$40,000	\$0	\$0	\$40,000 CPA
P&R-1	Park and Recreation	GWD Pool Fence / Deck	\$41,000	\$41,000	\$41,000	
DWP-12	Non-School Buildings	TH Exterior Upgrade	\$199,500	\$0	\$0	\$199,500 CPA
ADM-4	Administration	IT Network Upgrades	\$160,000	\$160,000	\$160,000	
DPW-1	Public Works	HYW Backhoe	\$88,000	\$44,000	\$44,000	\$22K SEP / \$22K WEP
SD-9	School Department	WMS Aud. Curtains	\$10,000	\$10,000	\$10,000	
SD-10	School Department	LHS Aud. Curtains	\$10,000	\$10,000	\$10,000	
SD-12	School Department	GB Carpet replacement	\$15,000	\$15,000	\$15,000	

Table 1c: Third Level of Recommendations

<u>No.</u> ⁽¹⁾	<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> ⁽²⁾
SD-11	School Department	WMS Cafeteria Tables	\$17,500	\$17,500	\$17,500	
DPW-4	Public Works	DCS - Tractor	\$35,000	\$35,000	\$35,000	
P&R-4	Park and Recreation	WMS Field Irrigation	\$109,900	\$109,900	\$109,900	
ADM-2	Administration	Town Office Security Cameras	\$23,600	\$23,600	\$23,600	
Total Recommended for Appropriation:				Third Tier Projects: First Two Tiers: Total of these projects	\$186,000 \$883,100 \$1,069,100	

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.**

The committee asks that the Select board take particular note of the following items:

- The projects submitted for consideration this year were of generally high merit, and many of the projects that fell below the level of available funds (at any tier level) would have been funded had additional funding been available. These requests should be resubmitted for consideration next year.
- The committee is cognizant that funding for the town-wide communication system which was begun last year is in the second tier of funding recommendations. The \$100,000 cost to complete the implementation of this project was considered more deferrable than projects that were recommended for first tier funding. The committee maintains its support for completing this project as quickly as possible.
- The committee continues to support the concept of a base level of funding for maintaining the necessary fleet of vehicles at the DPW (including water and sewer). We had previously determined that annual spending on DPW vehicles (dubbed the “perfect fleet” concept by our committee) requires $\frac{1}{4}$ to $\frac{1}{3}$ of available capital every year. Recommended tier one funding for DPW vehicles this year totaled \$249K (\$149K for a plow, \$88K for a backhoe, \$13K for an over-seeder) which falls at the high end of this funding fraction target. Tier two and Tier 3 funding maintains this percentage of funds going to the DPW fleet. In the coming year the committee will review the DPW fleet requirements with Mr. Wrabel to assure that suggested equipment inventory consists of vehicles that are absolutely necessary.
- Completion of projects that have been “in progress” through annual funding of phases was a priority for the committee. Completion of the 10 year external refurbishment of Center School, completion of replacement of windows at Glenbrook School, and funding for the IT network systems will mark completion of three large projects.

- The committee suggests to the Select Board that there should be a maximum capital appropriation that can be considered for funding from the Capital Stabilization Account. In addition to the \$10,000 minimum project size, the committee believes that it is inappropriate for the Capital Planning Committee to consider funding for projects in excess of \$250,000 (\$150,000 per year for multi-year projects). Such large capital items unduly constrain the capital planning program. Projects requiring greater than \$250,000 should be considered for funding by bond.

In addition to the above funding for town-wide capital projects, the committee recommends funding for water and sewer projects as follows:

Table 2: Water and Sewer Project Recommendations

<u>No.⁽¹⁾</u>	<u>Department</u>	<u>Project Description</u>	<u>Amount Requested</u>	<u>Funding Source Recommended</u>
W-5	Water and Sewer	Emergency Connection	\$80,000	\$80K WEP
W-1	Water and Sewer	Tank interior painting	\$61,500	\$61.5K WEP
W-3	Water and Sewer	Valve Replacement	\$80,000	\$80K WEP
W-4	Water and Sewer	Pressure Relief Valve	\$22,000	\$22K WEP
SEW-4	Water and Sewer	Manhole Refurbishment	\$32,000	\$32K SEP
SEW-5	Water and Sewer	Line Repairs	\$50,000	\$50K SEP
SEW-6	Water and Sewer	GIS Development	\$15,000	\$15K SEP
W-2	Water and Sewer	Hydrant Replacement	\$95,000	\$95K WEP
W-6	Water and Sewer	Tank exterior design	\$30,000	\$30K WEP
W-7	Water and Sewer	GIS Development	\$15,000	\$15K WEP
SEW-1	Water and Sewer	Longfellow Replacement	\$412,000	Bond
SEW-2	Water and Sewer	Maple Rd. Replacement	\$437,500	Bond
SEW-3	Water and Sewer	Emerson Rd Pump Station	\$390,000	Bond
W-8	Water and Sewer	Maple Rd Main	\$200,000	Bond
Total Recommended for Appropriation:			Water	\$383,500
			Sewer	\$97,000

The Capital Planning Committee would like to thank Town Manager Robin Crosbie and her department heads for their support during our review process. We also would like to thank School Superintendent Dr. Jahn Hart, her staff, and the School Committee for their support. Finally, we would like to thank Roger Wojcik from the Town's Finance Committee who ably served as a liaison between the two committees.

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

Copies to: Ms. Robin Crosbie – Town Manager
Mr. Mark Barowsky – Finance Committee
Ms. Christine Swanson – 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, MA
All FY 2010 Capital Requests**

Department	Building	Number	Project	Total Request	Stabilization Capital Requested	Alt Funding Source		
Fire - Safety - EMS		CPC-1	Fire Truck Payment	\$35,000	\$35,000			
	1	F-1	Communications System II	\$100,000	\$100,000			
		F-2	Emergency Generator	\$275,000	\$275,000			
Park and Recreation	5	P&R-1	GWD Pool Fence / Deck	\$41,000	\$41,000			
		P&R-2	Camp Shed Upgrade	\$17,000	\$17,000			
	9	P&R-3	Bliss Court Demolition	\$33,000	\$33,000			
		P&R-4	WMS Field Irrigation	\$109,900	\$109,900			
		P&R-5	WS Fields Guard Rail	\$21,300	\$21,300			
Administration	15	ADM-1	Capital Reserve	\$25,000	\$25,000			
			Town Office Security					
	4	ADM-2	Cameras	\$23,600	\$23,600			
		ADM-3	School Dude Asset Pgm	\$20,000	\$20,000			
	2	ADM-4	IT Network Upgrades	\$160,000	\$160,000			
		ADM-5	Insulate LHS Pool Area					
		ADM-6	Purchase Streetlights	\$175,000	\$175,000			
Public Works	7	DPW-1	HYW Backhoe	\$88,000	\$44,000	\$44,000	S/W EF	
	8	DPW-2	Truck / Plow	\$148,000	\$57,000	\$91,000	S/W EF	
		DPW-3	GDS - Pick-up Plow	\$36,300	\$36,300			
		DPW-4	DCS - Tractor	\$35,000	\$35,000			
		DPW-5	GDS - Over seeder	\$13,000	\$13,000			
		DPW-6	GDS - Verdiquake	\$17,000	\$17,000			
		DPW-7	Maint - Pickup - Plow	\$36,300	\$36,300			
		DPW-8	Water - Response Truck	\$37,500	\$0	\$37,500	W EF	
Non-School Buildings	14 PD / FD	DPW-9	Police / Fire exterior	\$165,000	\$165,000			
	10 TH	DPW-10	TH Gutter Replacement	\$17,500	\$17,500			
	COMM H	DPW-11	CH Brick Repoint	\$40,000	\$0	\$40,000	CPA	
	TH	DWP-12	TH Exterior Upgrade	\$199,500	\$199,500			
School Department	3 System	SD-1	Security System Final	\$85,000	\$85,000			
		System	SD-2	IT Network Upgrades	\$0	\$0		
	11 CTR	SD-2	CTR Exterior Upgrade	\$150,000	\$150,000			
	12 GB	SD-4	GB Window Replacement	\$80,000	\$80,000			
	6 LHS	SD-5	LHS Exterior Doors	\$45,000	\$45,000			
	13 CTR	SD-6	CTR Exterior Doors	\$45,000	\$45,000			
		WMS	SD-7	WMS Phase II Windows	\$240,000	\$240,000		
		CTR	SD-8	CTR A/C System	\$400,000	\$400,000		
		WMS	SD-9	WMS Aud. Curtains	\$10,000	\$10,000		
		LHS	SD-10	LHS Aud. Curtains	\$10,000	\$10,000		
		WMS	SD-11	WMS Cafeteria Tables	\$17,500	\$17,500		
		GB	SD-12	GB Carpet replacement	\$15,000	\$15,000		
		GB	SD-13	GB Musical Instruments	\$14,000	\$14,000		
		WMS	SD-14	WMS Musical Instruments	\$16,000	\$16,000		
		WMS	SD-15	WMS Gym Floor	\$77,515	\$77,515		

	LHS	SD-16	LHS Rear Gym Floor	\$27,459	\$27,459		
	BBH	SD-17	BBH Access Road	\$30,000	\$30,000		
	LHS	SD-18	LHS Eng. Wing A/C	\$125,000	\$125,000		
Water and Sewer	Sewer	SEW-1	Longfellow Replacement	\$412,000			
	Sewer	SEW-2	Maple Rd. Replacement	\$437,500			
	Sewer	SEW-3	Emerson Rd Pump Station	\$390,000			
	Sewer	SEW-4	Manhole Refurbishment	\$32,000	\$0	\$32,000	Sewer EF
	Sewer	SEW-5	Line Repairs	\$50,000	\$0	\$50,000	Sewer EF
	Sewer	SEW-6	GIS Development	\$15,000	\$0	\$15,000	Sewer EF
	Water	W-1	Tank interior painting	\$61,500	\$0	\$61,500	Water EF
	Water	W-2	Hydrant Replacement	\$95,000	\$0	\$60,000	Water EF
	Water	W-3	Valve Replacement	\$80,000	\$0	\$40,000	Water EF
	Water	W-4	Pressure Relief Valve	\$22,000	\$0	\$22,000	Water EF
	Water	W-5	Emergency Connection	\$80,000	\$0	\$80,000	Water EF
	Water	W-6	Tank exterior design	\$30,000	\$0	\$30,000	Water EF
	Water	W-7	GIS Development	\$15,000	\$0	\$15,000	Water EF
	Water	W-8	Maple Rd Main	\$200,000			
Grand Total of Capital Stabilization Requests				\$3,256,374			
Available Funds in Capital Stabilization Account				\$700,000			
Shortfall (Surplus)				\$2,556,374			

APPENDIX B

Capital Projects Recommended for Appropriation in FY 2010

Project CPC-1: FY'10 Payment for fire truck: Recommendation: \$35,000 from Capital Stabilization fund.

This recommendation is in keeping with the committee's program of funding fire engine replacements over time. Chief Madison has indicated that he would like the next vehicle purchased (in FY 2012) to be a "Quint" unit – one that costs approximately \$700,000. The committee understands that a \$35K appropriation makes a minimal impact on the cost of a \$700K engine, but never-the-less we continue to believe that this annual payment to a "fire engine replacement fund" is an essential part of the capital planning process, and that the discussion surrounding the purchase of any particular vehicle should be deferred until a time closer to FY 2012.

The Capital Planning Committee recommends the town appropriate \$35,000 from the Capital Stabilization Fund for the future purchase of a fire engine.

Project ADM-1 : Capital Reserve Requested \$25,000;
Recommended: Funding in second tier funding

Town Manager Crosbie recommended the appropriation of \$25,000 to be used for capital reserve so that minor changes in scope or projects whose bid cost come in slightly over estimated costs can proceed without being delayed until supplemental funds are appropriated at the next town meeting. The committee supports this concept that would keep projects moving forward. However, because of the funding restraint this year, the committee felt it more important to fund additional projects than allow for unknown cost over-runs.

The committee would support the Select Board's recommendation to appropriate \$25,000 for supplemental funding of approved projects based on Select Board ratification of Town Manager recommendations once first tier prioritized projects are fully funded.

Project DPW-9: Renovation of the Police and Fire buildings' exteriors
Requested \$165,000, Recommended \$40,000

Renovation of the exterior trim and windows at the Police Department and Fire Department buildings was identified as high priority on the town building facilities study. The high cost of this project would preclude many other worthwhile projects from being funded were it to be funded at the requested level. The town facilities group has determined that the exterior of the Police Department building is in need of immediate repair to replace rotting wood and therefore the committee recommends that this building be prioritized from among the two. The facilities group estimated that critical exterior improvements to the police department building would cost \$40,000.

The Capital Planning Committee recommends that the town appropriate the sum of \$40,000 from the Capital Stabilization Fund for repairs to the Police Department Building exterior.

Project DPW-10: Town Hall Gutter Repairs Requested and Recommended: \$17,500

The gutters on the Town Hall building are in need of major repair. Leaks threaten water damage to the building. These gutters are "built in" to the eaves.

The Capital Planning Committee recommends that the town appropriate the sum of \$17,500 from the Capital Stabilization Fund for repairs to the Town Hall building gutters, with unspent funds to be returned to the capital stabilization account.

Project SD-2: Center School Exterior Upgrade Requested and Recommended: \$150,000

The Capital Planning Committee initiated the 10 year renovation of Center School exterior several years ago with two recommendations for appropriation of \$65,000. At that time, the total cost of the project was unknown, but the Capital Planning Committee remains committed to prevent the deterioration of this critical town resource. Although the total 10 year renovation cost will now total close to \$280,000, it is essential that wooden trim be repaired and painted.

The Capital Planning Committee recommends the town appropriate \$150,000 from the Capital Stabilization Fund for completing the exterior repairs to Center School. All unspent funds are to be returned to the Capital Stabilization Fund.

Project SD-4 Glenbrook School Window Replacement Requested and Recommended \$80,000

This project will complete the replacement of windows at Glenbrook School, upgrading the original single pane glazing to multi-pane, energy efficient windows. This money is in addition to the \$60,000 that was appropriated last year and \$60,000 at the fall 2007 special town meeting, completing this project at a cost of \$200,000.

The Capital Planning Committee recommends that the town appropriate the sum of \$80,000 to replace windows at Glenbrook School for energy efficiency. Unspent funds are to be returned to the capital stabilization account.

Projects SD-5 Replace High School Exterior Doors Requested \$45,000 Recommended \$15,000

Replacement of worn doors at the high school is both a security issue (doors that do not close or latch properly) and an energy issue (draft, etc.) This request was to fund the replacement of eight sets of doors. Funding constraints have led the Capital Planning Committee to recommend that only the three most critical sets of doors (those being held together with duct tape) be funded at this time.

The Capital Planning Committee recommends that the town appropriate the sum of \$15,000 for the replacement of three sets of exterior doors at Longmeadow High School. Unspent funds are to be returned to the capital stabilization account.

Project DWP-11: Repoint the Community House Façade

Requested \$40,000 Recommended: Alternative Funding

The mortar of the brickwork on the Community house is in need of repointing. The committee concurs with the recommendation of the Town manager that funding for this project be sought from Community Preservation Act funds.

Therefore, this committee is recommending that, at this time, no funds from the capital stabilization account be appropriated for this most worthwhile project.

Project P&R-1: Greenwood Park Pool Deck and Fence Requested and Recommended \$41,000

The Park and Recreation department has requested funds to repair the deck and fence around the Greenwood Park pool. The decking will be re-leveled and the fencing repaired to maintain this critical town resource. This project provides necessary safety improvements (reduce tripping) and security requirements for this facility.

The Capital Planning Committee recommends that the town appropriate \$41,000 from the Capital Stabilization Fund to repair the concrete deck and chain link fence of Greenwood Park pool. Unspent funds are to be returned to the capital stabilization account.

Project DPW-12: Town Hall Building exterior renovation

Requested \$199,500 Recommended: Alternative Funding

Necessary repairs to the exterior of Town Hall were cited as critical in the building facilities study. Rotting wood, damaged mortar, and lead paint are just several of the items that need to be addressed. The committee deemed this project to be of high importance but recommends that funding for this building upgrade be sought from the Community Preservation Act fund.

Therefore, this committee is recommending that, at this time, no funds from the capital stabilization account be appropriated for this most worthwhile project.

Project ADM-4 / SD-2 IT System Upgrades – Computer Network Requested and recommended \$160,000

This recommended appropriation will purchase and install the network node systems required to make full use of the high speed fiber optic system that was made possible by funding last year. These funds serve both the town offices (approximately 23%) and the school department (approximately 77%). The committee recommends funding for new (rather than refurbished) equipment in order to assure maximum useful life of this critical backbone to the growth of community connectivity.

The Capital Planning Committee recommends that the town appropriate \$160,000 from the Capital Stabilization Fund to fund the IT network node equipment for schools and town offices. Unspent funds are to be returned to the capital stabilization account.

Project DPW-1: Purchase of Back hoe for DPW

Requested \$88,000:

Recommended \$44,000 from Capital Stabilization fund,

\$22,000 from the Sewer enterprise fund and \$22,000 from the Water Enterprise Fund

The town DPW has two back hoes. This funding will replace the 1988 model back hoe that is used daily for drainage, highway, water, tree, and recycling work.

The Capital Planning Committee recommends that the town appropriate \$44,000 from the Capital Stabilization Fund, \$22,000 from the Sewer Enterprise fund, and \$22,000 from the Water enterprise fund to purchase a back hoe. Unspent funds are to be returned to the respective funding source in 50% / 25% / 25% ratio.

Project SD-9 Williams Middle School Auditorium Stage Curtain Requested and Recommended \$10,000

The auditorium curtain at Williams Middle School represents an imminent danger because it is not fire resistant. This deficiency was also cited in the school's insurance audit.

The Capital Planning Committee recommends that the town appropriate the sum of \$10,000 from the Capital Stabilization Fund for the replacement of the Williams Middle School auditorium curtain. Unspent funds are to be returned to the capital stabilization account.

Project SD-10 High School Auditorium Stage Curtain Requested and Recommended \$10,000

Funds for replacing the high school auditorium curtain have been requested in the past. As with the Williams Middle School curtains, these are not fire proof and have been cited as a deficiency by an insurance association audit. Funding is being recommended at this time in the expectation that cost efficiencies will be available by purchasing both the high school and Williams school systems at the same time.

The Capital Planning Committee recommends that the town appropriate the sum of \$10,000 from the Capital Stabilization Fund for the replacement of the High School auditorium curtain. Unspent funds are to be returned to the capital stabilization account.

Project SD-10 Glenbrook School Carpet Replacement Requested and Recommended: \$15,000

Funding for replacement of the Glenbrook school carpeting has been sought in FY04, FY07, and FY09 capital planning cycles. The carpeting that will be replaced is original to the building (over 35 years old) and represents a safety (tripping) hazard to students and staff. The proposal is to replace the carpet with more easily maintained vinyl tile.

The Capital Planning Committee recommends that the town appropriate the sum of \$15,000 from the Capital Stabilization Fund for the replacement of carpeting in Glenbrook School. Unspent funds are to be returned to the capital stabilization account.

Project ADM-6 Town Street light Study Recommended \$10,000

A preliminary study appears to indicate that the town can save \$80,000 per year by purchasing (for approximately \$150,000) the street lights that it now leases from WMECO. A study is needed to identify the specifics of the savings opportunity in preparation for funding the purchase of the lights. The Capital Planning Committee supports this savings opportunity, endorses the funding of the study and supports that endorsement with this recommended appropriation.

The Capital Planning Committee recommends that the town appropriate the sum of \$10,000 from the Capital Stabilization Fund to finance a study regarding the purchase of street lights.

Projects SD-13 and SD-14 Middle School Musical Instruments Requested \$20,000 Recommended \$10,000

The school department requested two projects at \$10,000 each to purchase musical instruments for the middle school music programs. The submission with these requests indicated that the need is closer to \$30,000 to replace worn out instruments. The committee endorses this request as "critical" to the school department mission of teaching a broad range of academic and cultural subjects. Current funding restrictions limit the amount of funds that can be recommended for these projects to \$10,000.

The Capital Planning Committee recommends that the town appropriate the sum of \$10,000 from the Capital Stabilization Fund for the purpose of purchasing musical instruments for the town-wide middle school music program. This funding is contingent upon the continued offering of this music program in the middle schools in the 2009-2010 school year.

Project DPW-2 Dump Truck with Plow

Requested \$148,000

Recommended \$57,000 from Capital Stabilization

\$45,500 from the Water Enterprise Fund and \$45,500 from the Sewer Enterprise Fund

The DPW has stated that ten full size trucks (with plows) are necessary to meet the needs of the Town of Longmeadow. This request is for the 7th of these ten trucks, and represents the continued support of the DPW equipment (fleet) with approximately $\frac{1}{4}$ to $\frac{1}{3}$ of the total available capital funds. It is the committee's plan to move fleet purchases to a replacement schedule based system. This truck will replace a 16 year old truck that has reached the end of its useful life. The DPW director recommended the distribution of costs of this truck that are being recommended by the committee (38.6% Capital, 30.7% each WEF and SEF).

The Capital Planning Committee recommends that the town appropriate the sum of \$57,000 from the Capital Stabilization account, \$45,500 from the Water Retained Earnings account, and \$45,500 from the Sewer retained earnings account for the purchase of dump truck with plow. Unspent funds are to be returned to the respective sources.

Project DPW-5: GDS Over Seeder

Requested and Recommended \$13,000

The prioritization of this equipment was based on the need specified by the DPW director. Funding of this \$13,000 equipment provides capabilities to the DPW that should minimize the contract maintenance of the acres of parks and playing fields in town. Its funding is in keeping with the intent and amount of spending on DPW fleet equipment.

The Capital Planning Committee recommends that the town appropriate the sum of \$13,000 for the purchase of a GDS over seeder for the DPW. Unspent funds are to be returned to the capital stabilization account.

Second Tier Projects Recommended for Appropriation in FY 2010

Project ADM-1 : Capital Reserve

Requested and Recommended: \$25,000;

Recommended: Funding in second tier funding

Town Manager Crosbie recommended the appropriation of \$25,000 to be used for capital reserve so that minor changes in scope or projects whose bid cost come in slightly over estimated costs can proceed without being delayed until supplemental funds are appropriated at the next town meeting. The committee supports this concept that would keep projects moving forward.

The committee recommends that the town appropriate the sum of \$25,000 to be placed into an "approved projects capital fund" whose purpose is to provide supplemental funding for up to 7.5% over the authorized level of funding for approved projects. Release of funds from this account requires Select Board ratification of Town Manager recommendations.

Project F-1 Town wide Communications System II

Requested and Recommended \$100,000

This request is for the final phase of the communication system upgrade that was begun last year. It provides funds to complete the communication system at the other town departments besides fire and police which were previously funded.

The committee recommends that the town appropriate the sum of \$100,000 for the purchase of interconnect communications systems for town departments and the school department. Unspent funds are to be returned to the capital stabilization account.

Project P&R-2 Greenwood Camp Shed Upgrade

Requested \$17,000 Not recommended for funding

This request is for the renovation of the Greenwood Park shed that is used as rest room and changing facilities for summer camps. The shed is in deplorable condition and requires upgrading.

The committee recommends that the town appropriate the sum of \$17,000 for the renovation of the camp shed at Greenwood Park. Unspent funds are to be returned to the capital stabilization account.

Projects DPW-3 GDS – Pick-up with Plow

Requested and Recommended: \$36,300

This request for a pick-up truck for the DPW is in keeping with funding vehicles at a level that reflect maintenance of the DPW fleet.

The committee recommends that the town appropriate the sum of \$36,300 for the purchase of a pick-up truck with plow for use by the DPW. Unspent funds are to be returned to the capital stabilization account.

Third Tier Projects Recommended for Appropriation in FY 2010

Project SD-11 Williams School Cafeteria Tables Requested and Recommended \$17,500

This project has been submitted for consideration for several years. The purchase of new cafeteria tables for Williams middle school is supported by the educational leadership as a means of improving the lunchtime socialization of the school population. It is also endorsed by the operational group as a means of increasing the efficiency of the continual movement and resetting of the cafeteria tables and chairs. Unfortunately, this continues to rank at the low end of available funds. Should insufficient funds be available for appropriation of this item, the committee requests that the school department submit this for consideration next year.

The committee recommends that the town appropriate the sum of \$17,500 for the purchase of new cafeteria tables for Williams School. Unspent funds are to be returned to the Capital Stabilization Account.

Projects DPW-4 DCS-Tractor Requested and Recommended \$35,000

This request for a tractor for the DPW is in keeping with funding vehicles at a level that reflect maintenance of the DPW fleet.

The committee recommends that the town appropriate the sum of \$35,000 for the purchase of a tractor for use by the DPW. Unspent funds are to be returned to the capital stabilization account.

Project P&R-4 Williams Field Irrigation Requested and Recommended \$109,900

The committee recognized the extremely poor condition of Williams School athletic fields, and the benefits to aesthetics, safety, and usefulness that irrigation would bring to these fields. The expenditure of capital to maintain the quality of these athletic fields will provide additional facilities for the town.

The committee recommends that the town appropriate the sum of \$109,900 for the purchase and installation of a well and irrigation distribution system for the Williams School athletic fields. Unspent funds are to be returned to the capital stabilization account.

Project ADM-2 Town Office Security Cameras Requested and Recommended \$23,600

This request to install security cameras in the town treasurer / collector and clerk's offices. The committee recognizes the town Treasurer's responsibility to maintain proper financial controls and recommends funds be appropriated for this use. This project is ranked in the lower tier of projects because the committee did not feel that this system was critical to the operation of the department and believes that a deferral in funding by one year would not adversely effect the operations of the departments.

With sufficient funds available for this project, the committee recommends that the town appropriate the sum of \$23,600 for the purchase and installation of a security system in town hall offices. Unspent funds are to be returned to the capital stabilization account.

APPENDIX C

Capital Projects Not Recommended for Appropriation in FY 2010

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

Project Number	Department	Project Name	Amount Requested
SD-1	School Department	Security System Final	\$85,000
SD-15	School Department	WMS Gym Floor	\$77,515
P&R-5	Park and Recreation	WS Fields Guard Rail	\$21,300
SD-6	School Department	CTR Exterior Doors	\$45,000
SD-7	School Department	WMS Phase II Windows	\$240,000
SD-18	School Department	LHS Eng. Wing A/C	\$125,000
F-2	Fire - Safety - EMS	Emergency Generator	\$275,000
P&R-3	Park and Recreation	Bliss Court Demolition	\$33,000
ADM-3	Administration	School Dude Asset Pgm	\$20,000
SD-16	School Department	LHS Rear Gym Floor	\$27,459
SD-17	School Department	BBH Access Road	\$30,000
ADM-5	Administration	Insulate LHS Pool Area	
DPW-3	Public Works	GDS - Pick-up Plow	\$36,300
DPW-4	Public Works	DCS - Tractor	\$35,000
DPW-6	Public Works	GDS - Verdiquake	\$17,000
DPW-7	Public Works	Maint - Pickup - Plow	\$36,300
DPW-8	Public Works	Water - Response Truck	\$37,500
SD-8	School Department	CTR A/C System	\$400,000

Project SD-1 System-Wide School Security Upgrade Phase III

Requested \$83,641 Not recommended for funding

This project was ranked below the funding level because the security system is targeted primarily at property rather than students and faculty. The project description describes this phase of the system as surveillance cameras for parking lots and playgrounds. As beneficial as such surveillance could be in identifying sources of issues "after the fact", this is not considered as critical to the mission of the school department as were the portions of this project that dealt with school entrance security systems.

Project SD-15 Williams School Gym Floor

Requested \$77,515 Not recommended for funding

Despite the obvious short comings of the current flooring system, this request continues to rank below the level of available funds.

Project P&R-5 Wolf Swamp Fields Guard Rail Requested \$21,300 Not recommended for funding
Members of the Capital Planning Committee independently believe that the parking situation at Wolf Swamp Road fields is an accident waiting to happen. The committee, however, followed the priority of the Park and Recreation department and ranked this below other P&R items. The committee recommends that a study be done to determine the most appropriate parking plan (and barriers) for the area parallel to Wolf Swamp Road.

Project SD-6 Center School Exterior Doors Requested \$45,000 Not recommended for funding
The committee is requesting that the replacement of deteriorated doors on the exterior of Center School be better documented. \$280,000 has been appropriated for renovations to the exterior of Center School in the past three years. Critical doors should be replaced using the exterior renovation funds already approved.

Project SD-7 Williams School Phase II Windows Requested \$240,000 Not recommended for funding
The committee recommends that a major project like this be funded through a debt exclusion bond. The school department has determined that Williams School is here for the long haul, however, the use of \$240,000 of capital funding for this project would adversely affect the town's ability to address other capital needs.

Project SD-18 High School English Wing A/C Requested \$125,000 Not recommended for funding
This project ranking continues to fall below the level of available fund. Although considered moderate in severity, it is consistently ranked low in urgency and growth.

Project F-2 Town-wide emergency Generator Requested \$275,000 Not recommended for funding
This perpetually submitted project was ranked low because of the uncertain status of the high school. The need for a town-wide shelter is recognized, but very few situations would require such a shelter, and the number of residents that could be served would also be very low.

Project P&R-3 Bliss Tennis Court Demolition Requested \$33,000 Not recommended for funding
The committee discussed this project at length. The costs associated with this project were considered high (by the committee) given its justification (eliminating a neighborhood eyesore). It is felt that this project could more appropriately be done using town resources over an extended period of time. Its funding priority ranked among the lowest of the submitted projects.

Project ADM-3 School Dude Assistance Program Requested \$20,000 Not recommended for funding
The funding request for this project was essentially withdrawn by the administration. No action was taken by the committee in evaluating this project.

Project SD-16 High School Rear Gym Floor Requested \$27,459 Not recommended for funding
This perpetual project was ranked low because of the uncertain status of the high school. The floor remains functional, although in "rough" shape. Should a more certain plan be developed the committee would welcome the resubmission of this request.

Project SD-17 Blueberry Hill School Access Road Requested \$30,000 Not recommended for funding
Paving of an additional access road to a rear door at Blueberry Hill School was considered of low priority. Trucks currently gain access by driving on the grass. An interim solution of creating a gravel drive path would verify the value of paving this access in the future.

Project ADM-4 Insulate LHS Pool Area Requested: Not Specified Not recommended for funding
This project was not sufficiently specified to be acted upon by the committee.

Projects DPW-6 GDS – Verdiquake
Projects DPW-7 Maintenance Pick-up with Plow
Projects DPW-8 Water Response Truck

Requested \$17,000 Not recommended for funding
Requested \$36,300 Not recommended for funding
Requested \$37,500 Not recommended for funding

The above three trucks were considered as part of the DPW fleet funding program. With restricted funding for FY10, it was determined that the funding of the recommended vehicles at 30% of total available funds was appropriate for the DPW fleet. The committee's proposal to "put aside" \$83,000 last year that would have carried over to this year was not supported by the Select Board and therefore funding is not available that would have allowed for the purchase of three additional pieces of equipment this year. The committee remains committed to recommending for annual appropriation sufficient funds to maintain the DPW fleet at a necessary level of readiness.

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 Fiscal Year 2009, this will result in \$940,000 being added to the fund.

B. **Water Enterprise Fund (WEF)**: 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 Enterprise Fund (SEF)**: 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)**: The combination of previously unallocated and returned funds from prior projects has provided \$292,614. When combined with the FY 09 allocation, it brings the total available Capital Stabilization Fund amount to \$1,232,614.

F. **Community Preservation Act (CPA)**: This fund was established at the June, 2006 Annual Meeting and provides money for preservation in the four CPA program areas of: Community Housing, Historic Preservation, Open Space and Recreation.