

Capital Planning Committee

Town of Longmeadow, Massachusetts

February 29, 2008

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 2009 (FY09). A total of 34 requests, seeking funding of \$2,772,246, were submitted for consideration. A list of all 34 projects is attached as Appendix A.

The combination of the existing Capital Stabilization Fund balance (\$292,614) and additional funds resulting from the FY09 allocation of 2 percent of Town tax revenues (\$940,000) will result in \$1,232,614 of funds being available to fund the above requests and any additional recommendations emanating from our committee. Where appropriate, our committee will also recommend the use of Water and Sewer Enterprise Funds and the Ambulance Fund to address these requests.

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. Active consideration also was given to those proposed projects which have the real potential for future cost avoidance or cost reduction. 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.

Should the Select Board adopt all of our recommendations, you will ask that the town appropriate a total of \$1,981,130 as follows:

- \$1,215,630 from the Capital Stabilization Fund to finance 22 of the 34 submitted projects
- \$42,000 from the Water Enterprise Fund to partially fund one of the above projects
- \$297,000 from the Sewer Enterprise Fund to partially fund one of the above projects and to fully fund an additional project
- \$51,500 from the Ambulance Fund to partially fund one of the above projects
- \$375,000 to be raised through bonding to fund the Greenwood Center roof replacement

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

- Capital Stabilization Fund (CSF)
- Water Enterprise Fund (WEF)
- Sewer Enterprise Fund (SEF)
- 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.⁽¹⁾</u>	<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⁽²⁾</u>
CPC-1	Fire / EMT	Fire Truck Payment	\$0	\$40,000 ⁽³⁾	\$40,000	
DPW-3	DPW	Maintenance Truck	\$37,375	\$37,375	\$37,375	
DPW-4	DPW	Maintenance Service Van	\$22,500	\$22,500	\$22,500	
DPW-11	DPW	Front End Loader	\$168,000	\$168,000	\$84,000	\$42,000 WEF \$42,000 SEF
CPC-2	Retained in Capital Fund	DPW Fleet Fund Appropriation	\$0	\$61,125	\$61,125	
P&R-2	Bldgs and Grounds	Greenwood Pool Bldg Roof	\$17,500	\$17,500	\$17,500	
SD-3	Bldgs and Grounds	GMS Energy System Repairs	\$35,000	\$35,000 ⁽⁴⁾	\$35,000	
SD-2	Schools	Security-Ph. II	\$48,000	\$48,000	\$48,000	
DPW-12	Bldgs and Grounds	Russell Field Irrigation	\$25,000	\$25,000	\$25,000	
DPW-2	Bldgs and Grounds	Greenwood Center Roof	\$375,000	\$375,000	\$0	\$375,000 Bond
DPW-1	DPW	Sewer Cleaner/Inspection System	\$255,000	\$0	\$0	\$255,000 SEF ⁽⁵⁾
SD-11	Bldgs and Grounds	GMS Exterior Doors-Ph II	\$60,000	\$60,000	\$60,000	
DPW-6	Bldgs and Grounds	Greenwood Ctr Carpet	\$30,000	\$30,000	\$30,000	
SD-1	Town Infrastructure	Fiber Optics System	\$75,000	\$75,000	\$75,000	
P&R-1	Parks	Bliss Pool Filtration	\$78,630	\$78,630	\$78,630	
F-1	Town Infrastructure	Communications System	\$430,000	\$323,000	\$271,500	\$51.500 AF
P&R-4	Parks	Greenwood Splash Pad	\$70,000	\$70,000	\$70,000	

Table 1: Priority Recommendations (continued)

<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⁾
DPW-5	DPW	Wood Chipper	\$45,000	\$45,000	\$45,000	
DPW-7	Bldgs and Grounds	Snow Guards on Roofs	\$35,000	\$35,000	\$35,000	
SD-6	Bldgs and Grounds	Clock and Bell system	\$40,000	\$40,000	\$40,000	
SD-7	Bldgs and Grounds	Library & Tech Center Floor	\$60,000	\$60,000	\$60,000	
SD-8	Bldgs and Grounds	Center Carpet Phase IV	\$25,000	\$25,000	\$25,000	
SD-9	Bldgs and Grounds	Williams Middle School Carpet Phase I	\$25,000	\$25,000	\$25,000	
SD-12	Bldgs and Grounds	LHS Courtyard Ext. Doors	\$30,000	\$30,000	\$30,000	
Total:					\$1,215,630	\$765,500

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

(2): Alternative funding sources are:

WEF - Water Enterprise Fund

SEF - Sewer Enterprise Fund

AF - Ambulance Fund

Bond - Debt Exclusion Bond

(3): Repayment to Ambulance fund for FY'08 borrowing

(4): Repayment to Free Cash (if needed)

(5): This appropriation should be made only if SEF has sufficient funds

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 several specific detailed recommendations that we would like to highlight:

1. We have recommendation the town fund a Fire / Police / town-wide radio communications system core. This system meets the immediate needs of the fire department, couples seamlessly with the existing police department equipment and allows for growth into a town-wide emergency communications system.

2. We have recommended the town fund a fiber optics upgrade for the town buildings and schools. This will use leased Verizon fiber optics lines. The ongoing cost to the town will be \$110K per year in leases and connectivity charges. The alternate option would have required \$400K additional capital to install town owned cables and would only reduce the connectivity charges by \$30K/ year. We anticipate that this system will provide a strong technology infrastructure for the community for the next ten years.

3. Our FY09 recommendation includes the establishment of a DPW Fleet Fund within the Capital Stabilization Fund. It is intended that this Fleet Fund act for the Department of Public Works much the same as the fire engine replacement fund does for the Fire Department. We estimate that the annual need to maintain the DPW fleet will be in the range of \$300,000 to \$350,000, a value reached through analysis by and with the DPW Director. We recommend for this first year that \$250,000 be allocated toward the DPW fleet, of which \$188,875 will be appropriated for immediate use. The balance, \$61,125, will be held in the fund for use in future years.

4. Although we recommended the use of capital funding for repairs to the middle schools' heating systems, we are concerned with the trend toward using Capital Stabilization funds for repairs. Our concern about this request is that it ushers in a new category of requests from the capital account – that of using Capital stabilization funds to finance urgent short term repairs. A better mechanism needs to be developed to finance urgent repair needs other than with an appropriation whose approval is at best months away and may not even be approved by the town's electorate.

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 Mark Barowsky 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
Roger Wojcik

Copies to: Ms. Robin Crosbie – Town Manager
Mr. Carla Gunn – Finance Committee
Mr. Geoffrey Weigand – 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 2009 Capital Requests**

Department	Town Mgr Priorities	Building	Number	Project	Total Request	Capital Stabil. Funds Requested	Other Funds Requested
Fire-Safety-EMS	1		CPC-1	Fire Truck Payment	\$35,000	\$35,000	
Public Works			DPW-1	Sewer Cleaner/Inspection System	\$255,000	\$0	\$255,000
Public Works	6	GWC	DPW-2	Greenwood Center Roof	\$375,000	\$375,000	
Public Works	7		DPW-3	Maintenance Truck	\$37,375	\$37,375	
Public Works	8		DPW-4	Maintenance Service Van	\$22,500	\$22,500	
Public Works	9		DPW-5	Wood Chipper	\$45,000	\$45,000	
Public Works	10	GWC TH	DPW-6	Carpet	\$30,000	\$30,000	
Public Works	10	TH / CH	DWP-7	Snow Guards on Roofs	\$35,000	\$35,000	
Public Works			DPW-8	GIS System	\$30,000	\$30,000	
Public Works			DPW-9	Storm Drainage	\$50,000	\$50,000	
Public Works			DPW-10	Sidewalk Repairs	\$150,000	\$150,000	
Public Works			DPW-11	Front End Loader	\$168,000	\$168,000	
Public Works	11		DPW-12	Russell Field Irrigation	\$25,000	\$25,000	
Public Works			DPW-13	Street Sign Replacement	\$20,000	\$20,000	
Fire - Safety - EMS			F-1	Communications System II	\$430,000	\$395,000	\$35,000
Fire - Safety - EMS	2		F-1 Alt	Communications System	\$170,000	\$118,500	\$51,500
Fire - Safety - EMS			F-2	Emergency Generator	\$245,000	\$245,000	
Park and Recreation	3		P&R-1	Bliss Pool Filtration	\$78,630	\$78,630	
Park and Recreation	5		P&R-2	Greenwood Pool Bldg Roof	\$17,500	\$17,500	
Park and Recreation	4		P&R-3	Greenwood Pool Misc	\$16,600	\$16,600	
Park and Recreation			P&R-4	Greenwood Splash Pad	\$70,000	\$70,000	
School Department		System	SD-1	Fiber Optics System	\$75,000	\$75,000	
School Department		System	SD-2	Security System – Phase II	\$48,000	\$48,000	
School Department		System	SD-2a	Security System – Phase III	\$83,641	\$83,641	
School Department		GMS	SD-3	Energy Mgmt System	\$35,000	\$35,000	
School Department		WMS	SD-4	Energy Mgmt System	\$35,000	\$35,000	
School Department		LHS & MSs	SD-5	Auditorium Curtains	\$40,000	\$40,000	
School Department		LHS & MSs	SD-6	Clock and Bell system	\$40,000	\$40,000	
School Department		LHS	SD-7	Library & Tech Ctr Floor	\$60,000	\$60,000	
School Department		CTR	SD-8	Carpet Phase IV	\$25,000	\$26,030	
School Department		WMS	SD-9	Carpet Phase I	\$25,000	\$25,000	
School Department		GMS	SD-10	Carpet Phase II	\$25,000	\$25,000	
School Department		GMS	SD-11	Exterior Doors Phase II	\$60,000	\$60,000	
School Department		LHS	SD-12	Courtyard Ext. Doors	\$30,000	\$30,000	
Grand Total					\$2,772,246	\$2,431,776	\$341,500
Available Funds						\$1,232,614	
Shortfall (Surplus)						\$1,199,162	

APPENDIX B

Capital Projects Recommended for Appropriation in FY 2009

Project CPC-1: FY'09 Payment for fire truck:

Recommendation: \$40,000 from Capital Stabilization fund to repay Ambulance Fund.

Last year, the Capital Planning Committee supported a request from the Fire Department to purchase a rapid response vehicle in advance of the previously established fire vehicle replacement schedule. Since the purchase price of \$145,000 exceeded the funds that had accumulated to date from our now established practice of setting aside \$35,000 per year to fund fire truck purchases, the town appropriated the final \$40,000 required to finance this purchase from the Ambulance Fund. Last year's appropriation from the ambulance fund was done with the understanding that we would reimburse the Ambulance Fund in the future – and we are doing so at this time.

The Capital Planning Committee recommends the town transfer \$40,000 from the Capital Stabilization Fund to the Ambulance Fund to replace the amount borrowed in FY08 for a fire truck purchase.

Project DPW-3 : Maintenance Truck Requested and Recommended \$37,375

The DPW has requested the purchase of a pickup truck with utility body and plow to replace a 1997 vehicle. The truck will be used by the maintenance department to support all town buildings and will assist with snow plowing, primarily for school buildings

The Capital Planning Committee recommends that the town appropriate the sum of \$37,375 from the Capital Stabilization Fund for the purchase of a maintenance truck. Unspent funds are to be returned to the capital stabilization account.

Project DPW-4: Maintenance Service Van Requested and Recommended \$22,500

The DPW has requested the purchase of a service van for use by the maintenance department. The van will replace a 1985 van that is in very poor condition.

The Capital Planning Committee recommends that the town appropriate the sum of \$22,500 from the Capital Stabilization Fund for the purchase of a service van.

Project DPW-11: Front End Loader Requested: \$168,000 Recommended: \$84,000 to be funded from the Capital Stabilization Fund, \$42,000 to be funded from the Water Enterprise Fund and \$42,000 to be funded from the Sewer Enterprise Fund

The DPW has requested the purchase of a Front End Loader to replace a 1974 Front End Loader that is in poor condition and no longer worth repairing. Since this machine is also used to support water and sewer functions, the committee feels it is appropriate for the Water and Sewer Enterprise funds to be allocated a combined 50 percent of the anticipated purchase price

The Capital Planning Committee recommends that the town appropriate the sum of \$84,000 from the Capital Stabilization Fund, \$42,000 from the Water Enterprise Fund, and \$42,000 from the Sewer Enterprise Fund to purchase a front end loader. Unspent funds are to be returned to the capital stabilization account.

Project CPC-2: DPW Fleet Fund Appropriation Requested: \$0 Recommended \$61,125

The Capital Planning Committee reviewed the DPW fleet inventory and depreciation schedule in an attempt to develop a forecast of annual vehicle replacement requirements. As a result of this review, we determined that the FY09 vehicle replacement requests resulted in below average capital requirements. In order to meet anticipated higher capital requests in future years, we recommend that the town set aside \$61,125 from this year's capital allocation in a "fleet fund" that can be applied to peak year requests.

The Capital Planning Committee recommends the town set aside \$61,125 within the Capital Stabilization Fund to be used for future DPW fleet requests to be voted upon at future town meetings.

Project P&R-2 Greenwood Pool Building Roof

Requested and Recommended \$17,500

Parks and Recreation has requested that the Greenwood pool building roof be replaced. The project will include repair of damaged plywood decking and installation of a new 40 year shingle roof. The current roof is failing, and will result in equipment damage and further roof rot if it is not addressed.

The Capital Planning Committee recommends that the town appropriate the sum of \$17,500 to repair and reshingle the Greenwood pool building roof. Unspent funds are to be returned to the capital stabilization account.

Projects SD-3 and SD-4: Glenbrook and Williams Middle Schools Energy System Repairs.

Requested \$60,000 Recommended \$35,000

Critical heating system valves within the two middle schools are currently failing, making it impossible to adequately regulate the heat in both buildings. As a result, the buildings often overheat in winter, resulting in uncomfortably hot conditions and wasted energy. Replacing these valves with new components will minimize fluctuating temperatures and energy usage. At the time this project was presented to the Capital planning committee, we recommended that the department of buildings and grounds (DPW) seek immediate funding from the finance committee using free cash in order that repairs be made during the 2007-2008 heating season. We pledged to reimburse the free cash fund if such reimbursement was needed. Since the date this project was first presented to the Capital Planning committee the Finance committee funded \$35,000 for this repair.

The Capital Planning Committee recommends that the town appropriate the sum of \$35,000 to reimburse the free cash fund for these repairs.

Project SD-2: School Security System – Phase II

Requested \$160,000

Recommended \$48,000

The School Department requested funds to complete the installation (Phases II and III) of equipment that will allow camera monitoring of school building interiors and exteriors. This is a continuation of the security upgrades funded last year. The recommended funding level is for Phase II only, based upon Quotation MK10776 (Page 2, 6/13/2007) which will provide monitoring for the interior of the buildings. Additional funds to complete a third phase that would install exterior ground monitoring were split out from this request and will be evaluated separately.

The Capital Planning Committee recommends that the town appropriate \$48,000 from the Capital Stabilization Fund to complete Phase II of the School security system upgrades. Unspent funds are to be returned to the capital stabilization account.

Project DPW-12: Russell Field Irrigation Repairs

Requested and Recommended \$25,000

Building and Grounds has requested funds to repair the Russell Field irrigation system by replacing non-functioning valves and sprinkler heads. The system is in disrepair, resulting in poor and potentially unsafe playing conditions on athletic fields. The current system is quite old and eventually will need to be replaced at a cost that will likely exceed \$150,000, but these repairs should buy some time and significantly improve conditions.

The Capital Planning Committee recommends that the town appropriate \$25,000 from the Capital Stabilization Fund to repair the Russell Field irrigation system. Unspent funds are to be returned to the capital stabilization account.

Project DPW-2: Replace Greenwood Center Roof Requested \$375,000

Recommend full funding through bond issuance

Building and Grounds has requested funds to replace the Greenwood Center roof, installation a new membrane roof, gutters and downspouts. The current roof is in poor condition, with existing leaks. Continued deterioration could result in equipment damage and potential mold problems impacting the Council on Aging and Daycare Center areas. Our committee feels that this is a high priority project, but its capital requirements, if supported, would drastically limit the other priorities that we could address. Thus, we recommend that the town bond for the necessary funds to complete this work as soon as possible.

The Capital Planning Committee recommends that the town secure bond funding of \$375,000 to replace the Greenwood Center roof.

Project DPW-1 Sewer Cleaner/Inspection System

Requested and recommended \$255,000 to be funded by the Sewer Enterprise Fund

The DPW has requested the purchase of a new system to clean and inspect sewer pipelines. The system consists of a truck with sewer jet cleaning and video inspection capabilities. Such a system will allow the department to both clear blockage and inspect the system to verify the thoroughness of the cleaning. This system should prevent future problems and meet the requirement that the DPW provide proof of the town's actions to respond to insurance claims.

The Capital Planning Committee recommends that the town allocate \$255,000 from the Sewer Enterprise fund to purchase a Sewer Cleaner/Inspection system. Unspent funds are to be returned to the sewer enterprise fund.

Project SD-11: Glenbrook Middle School Exterior Doors- Phase II Requested and Recommended \$60,000

Building and Grounds has requested funds to complete the door and window replacement project at Glenbrook Middle School. This is the second phase of a two-phase project that was partially funded and executed in FY08. It involves replacement of 9 exterior doors, all of which are 39 years old and in very poor condition. These doors create safety, security, and energy management problems by their failure to close properly.

The Capital Planning Committee recommends that the town appropriate \$60,000 from the Capital Stabilization Fund to complete the Glenbrook Middle School exterior door replacement project. Unspent funds are to be returned to the capital stabilization account.

Project DPW-6 Greenwood Center/Town Hall Carpet Replacement Requested and Recommended \$30,000

Building and Grounds has requested funds to replace the carpet in four Greenwood Center rooms and one Town Hall room (one of the four Greenwood Center rooms will be resurfaced with vinyl tile). The carpet is in poor condition in all of these locations. There are a number of tears that create safety hazards.

The Capital Planning Committee recommends that the town appropriate the sum of \$30,000 from the Capital Stabilization Fund for the replacement of carpeting in Greenwood Center and Town Hall. Unspent funds are to be returned to the capital stabilization account.

Project SD-1 Fiber Optics System

Requested and Recommended: \$75,000

The School Department has requested funds to install the equipment that will tie into a dedicated Fiber Optics network to be installed by Verizon. The resulting town wide fiber optics network will provide a high speed network linking all school buildings and key Town buildings (Town Hall, Greenwood Center, DPW, Storrs Library). The project will engage MECNet, a statewide organization specializing in public-sector networks, to build and maintain a high-speed network linking all buildings to each other and to the internet. This will replace an aging network built by Comcast that has become unreliable and unsupported by the vendor. The need for high-speed links among school and town facilities is steadily growing from both curriculum and business function standpoints; the unreliability of the current Comcast network is becoming a major hindrance to core operations within the school department and the town.

This proposal is significantly less capital intensive than other explored alternatives while providing stronger vendor support. Once installed, the new network will require annual support expenditures of approximately \$61,000 and \$51,000 for the School Department and Town, respectively. We have confirmed with both parties that they plan to allocate the necessary annual budget dollars if this project is approved.

The Capital Planning Committee recommends that the town appropriate the sum of \$75,000 from the Capital Stabilization Fund for the installation of the support facilities for a high-speed fiber optics system. Unspent funds are to be returned to the capital stabilization account.

Project P&R-1 Reynolds (Bliss) Pool Filtration System Requested and Recommended: \$78,630

Parks and Recreation has requested funds to replace the existing Reynolds pool filtration system. The current 20-year old system is difficult to maintain and results in ineffective water filtration and chemical balancing. A new system is required to ensure that the pool remains operational.

The Capital Planning Committee recommends that the town appropriate the sum of \$78,630 from the Capital Stabilization Fund for the replacement of the Reynolds Pool filtration system. Unspent funds are to be returned to the capital stabilization account.

Project F-1 Town Communications System Requested: \$430,000

Recommended \$271,500 from the Capital Stabilization Fund, \$51,500 from the Ambulance Fund

The Fire Department has recommended that the town install a new, integrated radio system that will allow improved communication within and among the Fire Department, Police Department, DPW and School Department. The new system will take advantage of newly available radio frequencies providing trunk technology radio channels on which the various town organizations can communicate. Currently, there is limited ability for key organizations (such as Fire and Police) to communicate with each other rapidly during an emergency. After reviewing the request, the committee agreed that committing to this new technology is a good investment, but that the initial installation should be limited to implementing the core infrastructure and providing radios for the Fire Department (the Police Department's current radios will operate with the new system). The committee also felt that the Ambulance/EMT function would make use of the new system and that it was appropriate to seek partial funding from the Ambulance Fund.

The Capital Planning Committee recommends that the town appropriate the sum of \$271,500 from the Capital Stabilization Fund and \$51,500 from the Ambulance Fund for the installation of a new town radio communication system. Unspent funds are to be returned to the capital stabilization account.

Project P&R-4: Greenwood Splash Pad Requested and Recommended \$70,000

The Park and recreation department has requested \$70,000 to replace the non-functional kiddie pool at Greenwood park with a splash pad. This installation would provide an alternative to a pool for town residents with young children, as well as bring these families back to Greenwood Park. Our committee deems this investment to be a key "quality of life" issue in Longmeadow and a critical function of the Park and Recreation department.

The Capital Planning Committee recommends that the town appropriate the sum of \$70,000 from the Capital Stabilization Fund for the purpose of replacing the kiddie pool at Greenwood Park with a splash pad. Unspent fund are to be returned to the capital stabilization account.

Project DPW-5 Wood Chipper Requested and Recommended \$45,000

The DPW has repeatedly requested the purchase of a portable wood chipper. The only grinding / chipping capability is currently a fixed system at the town yard. This system requires that DWP employees make multiple trips around town to gather up brush and debris (and Christmas trees in January) to bring them to the town yard for proper disposal. The availability of a wood chipper is seen as allowing the DPW to complete its mission, and has been included in the development of the "perfect fleet" concept for depreciation and eventual replacement.

The Capital Planning Committee recommends that the town appropriate the sum of \$45,000 for the purchase of a portable wood chipper. Unspent funds are to be returned to the capital stabilization account.

Project DPW-7: Snow Guards for Community House and Town Hall Roofs

Requested and Recommended \$35,000

Accumulated snow on the slate roofs of the Community House and Town Hall comes off the roof in violent events, landing on the approaches to these buildings. The potential danger of this situation was observed first hand by committee members. The installation of snow guards is a safety item that should have been done long ago.

The Capital Planning Committee recommends that the town appropriate the sum of \$35,000 for the installation of snow guards for the roofs of Town Hall and the Community House. Unspent funds are to be returned to the capital stabilization account.

Project SD-6: High School /Middle School Clock and Bell Systems Requested and Recommended \$40,000

The clock and bell systems of the high school and the middle school are original to the buildings. The availability of a properly functioning systems is key to the mission of these buildings. The maintenance department is spending on the order of \$10,000 per year on repairs to these aging systems, and replacement is in order.

The Capital Planning Committee recommends that the town appropriate the sum of \$40,000 for the replacement of the clock and bell systems for Longmeadow High School, Williams Middle School, and Glenbrook Middle School. Unspent funds are to be returned to the capital stabilization account.

Project SD-7: High School Library & Tech Center Carpet Replacement

Requested and Recommended \$60,000

The carpet flooring for the High School library and Tech Center are original to the building. They are worn, torn, and in need of replacement for both aesthetic and safety purposes. The Capital Planning Committee recommends that the town appropriate the sum of \$60,000 for the purchase of replacement flooring systems for the High School library and Tech center. Unspent funds are to be returned to the capital stabilization account.

Project SD-8: Center School Carpet Phase IV

Requested and Recommended \$25,000

This is the final phase of the replacement of the ten year old carpeting in Center School. The carpeting is torn and represents a tripping hazard. The Capital Planning Committee recommends that the town appropriate the sum of \$25,000 for the replacement of carpeting in Center School. Unspent funds are to be returned to the capital stabilization account.

Project SD-9 Williams Middle School Carpet Phase I

Requested and Recommended \$25,000

Carpeting in Williams Middle School is torn and unsafe. It represents both an aesthetics and safety concern. The Capital Planning Committee recommends that the town appropriate the sum of \$25,000 for the replacement of carpeting in Williams Middle School. Unspent funds are to be returned to the capital stabilization account.

Project LHS Courtyard Exterior Doors

Requested and Recommended \$30,000

This project funds the replacement of the high school court-yard exterior doors that are original to the building. They do not close properly, and although they do not represent a security concern, their replacement will substantially improve the energy efficiency of the building. The Capital Planning Committee recommends that the town appropriate the sum of \$30,000 for the replacement of courtyard exterior doors in Longmeadow High School. Unspent funds are to be returned to the capital stabilization account.

APPENDIX C

Capital Projects Not Recommended for Appropriation in FY 2009

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
School	SD-10	GMS Carpet Replacement- II	\$25,000
School	SD-5	Auditorium Curtains	\$30,000
Bldgs and Grounds	SD-4	WMS Energy System Repairs	\$25,000
DPW	DPW-8	GIS System	\$30,000
School	SD-2a	Security Upgrade – Phase III	\$83,641
P & R	P&R-3	Greenwood Pool Misc.	\$16,600
Fire/Safety	F-2	Emergency Generator	\$245,000
DPW	DPW-9	Storm drainage	\$50,000
DPW	DPW-10	Sidewalk Repairs	\$150,000
DPW	DPW-13	Street Sign Replacement	\$20,000
Fire/Safety	F-1 alt	Communications system	\$170,000

Project SD-10 Glenbrook Middle School Carpet Phase I Requested \$25,000 Not recommended for funding

This request was for the next phase of carpet replacement in Glenbrook School. The committee deemed this request to be of lower priority because of the undefined nature of the revisions to the Glenbrook open classroom system. The committee believes it would be a mistake to replace carpeting in rooms that will be reconfigured in one to three years.

Project SD-5 Auditorium Curtain Replacement Requested \$30,000 Not recommended for funding

This request fell below the level of available funds because it was not judged to be critical to the core mission of the schools. The replacement of the Williams School curtain by PTO funds indicates that there may be alternative funding available.

Project SD-4 Williams Energy System Repairs Requested \$25,000 Not recommended for funding

This request was for repairs to the heating system at Williams Middle School. At the time this project was presented to the Capital planning committee, we recommended that the department of buildings and grounds (DPW) seek immediate funding from the finance committee using free cash in order that repairs be made during the 2007-2008 heating season. We pledged to reimburse the free cash fund if such reimbursement was needed. Since the date this project was first presented to the Capital Planning committee the Finance committee declined to fund the \$25,000 for this repair. The committee believes that it is inappropriate to use Capital Stabilization Funds for this heating system repair and recommends that an alternative funding source be found to finance this critical repair prior to the 2008-09 heating season.

Project DWP-8 GIS System

Requested \$30,000 Not recommended for funding

This request for a computer based geographical information system was judged to be below the level of available funds because of the extensive support systems that were necessary to bring this on line and keep it up to date. Unlike many of the funded requests, the lack of purchasing this system in FY09 will not make the need for it any greater.

Project SD-2a LHS Security Upgrade Phase III

Requested \$83,641 Not recommended for funding

Limited funds, and the benefits that a completed fiber optics system will bring to the school security systems has led us to seek to defer the implementation of Phase III (surveillance of building exterior) of the LHS security system.

Project P&R-3 Greenwood Pool Misc

Requested \$16,600 Not recommended for funding

This project sought to fund a group of upgrades to the Greenwood pool area, including replacing the perimeter fence, replacing the flow meter, and revisions to the concrete decking. None of these projects resulted in a ranking high enough to put this request above the level of available funds.

Project F-2 Emergency Generator

Requested \$245,000 Not recommended for funding

This project has been requested of the committee several times in the past. Although such an emergency generator would be quite useful if needed, the applicability, the number of residents potentially served by this, and its frequency of use resulted in this project being ranked below the level of available funds. The January, 2008 ice storm that knocked out power to the town for 16 hours was weathered without a need for a central town wide emergency shelter.

Project DPW-9 Storm Drainage

Requested \$50,000 Not recommended for funding

This request was to appropriate funds for contingency repair to storm drains. The committee does not feel that such a use is an appropriate use of the capital stabilization fund, and therefore ranked this request below the level of available funds.

Project DPW-10 Sidewalk Repairs

Requested \$150,000 Not recommended for funding

This request was to appropriate funds for repair to sidewalks. The town has dozens of miles of sidewalks that need repair, and we believe that Chapter 90 money is the appropriate source of funds for sidewalk repairs and not the capital stabilization fund. The committee therefore ranked this request below the level of available funds.

Project DPW-13 Street Sign Repairs

Requested \$20,000 Not recommended for funding

This project has been requested in the past. It seeks funds to replace all street name signs with new signs having larger letters. Although we noted the improved appearance and readability of such signs, we believe that it is not necessary to replace functioning signs simply to comply with an unfunded standard. As signs become faded and obsolete, we recommend that the DPW replace all signs with these larger, more readable installations.

Project F-1 Alt Communications System

Requested \$170,000 Not recommended for funding

The Fire department requested \$170,000 for the purchase of a stand alone communications system for the fire department. We have recommended that the town appropriate money for a system that can eventually be expanded to serve all groups within the town, fire, police, DPW, and schools.

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.