



*Town of Littleton, Massachusetts  
Department of Finance and Budget*

*Bonnie-mae Holston, Assistant Town Administrator/Finance Director  
Mary M. Barrett, Assistant Town Accountant*

To: Keith Bergman, Town Administrator

From: Bonnie Holston, Asst Town Administrator

Date: October 29, 2009

Re: Capital Plan Update

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**Capital Plan**

The Capital requests for FY2011 have been received by the Town Departments. A detail listing with supporting documentation is attached for your review.

As some history, I would like to remind the Board that in fiscal 2009 the town appropriated \$466,000 for Capital Plan expenses. Of this total, \$221,000 were approved as Capital Exclusions and \$245,000 were funded inside the levy limit. Fiscal 2010 budget included \$281,995 Capital Expenditures funded inside the levy limit. Under the Board's directive, there were no items proposed to the voters as Capital Exclusions.

For FY2011 requests total over \$2.5 million. I have reserved \$290,120 inside the levy limit to fund Capital Expenditures – approximately the same level as FY2010. The following expenditures have been targeted as priorities due to the fact that they are bound by existing lease agreements and/or are part of ongoing building/equipment maintenance and repair:

1. Police Cruiser leases - \$40,500 to be expended by the Police Department  
3<sup>rd</sup> year (final) on 3 @ \$13,500
2. Fire Command Vehicle lease -\$6,000 to be expended by the Fire Department to lease a vehicle for Fire Department. Said payment will cover the fourth year's payment of a five-year lease.
3. Highway Sidewalk Plow lease - \$45,000 to be expended by the Highway Department for the purpose of paying the lease on the sidewalk plow. Said payment will cover the third year's payment of a three-year lease.
4. Fire Major Equipment Repair -\$13,125 to be expended by the Fire Department for the purpose of major equipment repairs and upkeep.
5. Highway Major Equipment Repair - \$15,000 to be expended by the Highway Department for the purpose of major equipment repairs and upkeep
6. Shaker Lane Univents - \$32,000 to be expended by the School Committee for the purpose of replacing univent HVAC units at the Shaker Lane School
7. Town Hall HVAC - \$9,000 to be expended by the Board of Selectmen for the purpose of repairing HVAC units at the Shattuck St building

8. Highway 1 ton tool truck - \$48,495 to be expended by the Highway Department for the purpose of purchasing a new 1 ton vehicle with plow as a replacement for an existing 2002 vehicle with mileage in excess of 100k
9. High School Custodial Equipment - \$16,000 to be expended by the School Committee for the purpose of purchasing new and replacement custodial equipment for the High School.
10. UHF Radio Upgrade – The Fire Department has applied for a Fire ACT regional UHF radio upgrade grant. Town matching funds are \$40,000 (5% of \$800,000) of the project. This will move the department into a bandwidth compatible with all the surrounding communities, allowing for significant improvement for interoperability and eliminating the need for additional radios now carried on the apparatus. Delaying one year would cause us to have to refuse the grant if awarded to us and eventually costing the town an additional \$ 760,000 when the upgrade becomes a requirement to remain operationally sound.
11. Rear Boom Flail Mower – \$25,000 to be expended by the Highway Department to replace a 2003 model. This equipment is used for mowing the roadsides and conservation land, and is crucial to keeping vegetation from encroaching on the roads and obstructing views in traffic. If the mower fell into disrepair all areas requiring vegetation cut back would need to be done by hand. This fiscal year for every hour of operation there has been one hour of repair.

As the Board has not had the opportunity to discuss capital exclusions at this time I have provided a list of 3 totaling \$192,555 that the Board may wish to review:

1. Refurbish Engine 1 - \$125,000 to be expended by the Fire Department for the purpose of refurbishing Engine 1. This was originally requested last fiscal year but pushed out due to funding limitations.
2. School Technology - \$30,000 to be expended by the School Committee for the purpose of purchasing new and replacement computer systems with printers and accessories for various school departments
3. Highway truck - \$37,555 to be expended by the Highway Department for the purpose of purchasing a new vehicle as a replacement for a 2001 vehicle with mileage over 93k.

I will keep the Board advised as these projections change throughout the budget season. Please do not hesitate to contact me directly with any questions.