



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

*Bonnie-mae Holston, Assistant Town Administrator for Finance & Budget
Michelle Reynolds, Assistant Town Accountant*

To: Board of Selectmen
Keith Bergman, Town Administrator
School Committee
From: Bonnie Holston, Assistant Town Administrator/Finance Director
Date: January 31, 2012
CC: Finance Committee
Re: FY2013 Capital Analysis

The draft FY2013 Capital Plan includes staff suggestions totaling \$1,451,077. No capital exclusions have been planned for this draft based on previous BOS meeting discussions.

The Finance Committee is still reviewing the initial requests with the Departments, and will be formalizing their recommendations over the next month.

The initial suggestions are shown below, with revisions noted if applicable:

Capital Expenditures – General Fund Appropriations:

It is anticipated that we will have available \$600,000 in undesignated fund balance to allocate towards Capital for FY2013, along with \$300,000 inside the levy limit and within the FY2013 operating budget from accumulated retired debt service for a total of approximately \$900,000 available for FY2013 Capital Expenditures. Parts A and B below detail a total of \$837,867 in expenditures from this funding.

Part A -Seven (7) expenditures totaling \$200,465 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 - \$60,465 to be expended by the Police Department
2nd year payment on 3 cruisers @ \$44,645
2nd year payment on 1 unmarked @ \$15,820
2. Police Vehicle Maintenance -\$5,000 to be expended by the Police Department to replace tires and equipment maintenance on the fleet of 10 vehicles.
3. Fire Major Equipment Repair -\$15,000 to be expended by the Fire Department for the purpose of major equipment repairs and upkeep.
4. Highway Major Equipment Repair - \$15,000 to be expended by the Highway Department for the purpose of major equipment repairs and upkeep
5. Shaker Lane Univents - \$25,000 to be expended by the School Committee for the purpose of replacing univent HVAC units at the Shaker Lane School

6. School Technology - \$50,000 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
7. Town Hall HVAC - \$30,000 to be expended by the Board of Selectmen for the purpose of major systems repairs and upkeep of the HVAC Roof Top Units at the Shattuck St building.

Part B - The following fourteen (14) items totaling \$707,402 have also been targeted as being needed due to condition and age of equipment as well as institutional need:

1. Fire Vehicle Exhaust System - \$68,000 To be expended by the Fire Department in order to install a vehicle exhaust system in the station. NIOSH (National Institute for Occupational Safety and Health) states that vehicle exhaust fumes are a potential health carcinogen and recommends that occupational exposure to this carcinogen be lowered to the lowest feasible concentration. National Fire Protection Association's 1500 standard states the need for elimination and containment of all vehicle exhaust emissions to a level of no less than 100% effective capture.
2. Highway – Two (2) 1993 Mack dump/sander/plow refurbishments - \$80,000 (\$40,000 each truck) to be expended by the Highway Department for the purpose of refurbishing the two vehicles, including frame work. This is a change from the original request to replace both vehicles at a cost of \$170,000 each. The refurbishments are expected to add 10 years to the life expectancy of the vehicles.
3. Highway F-450 Dump Pickup truck - \$65,000 to be expended by the Highway Department for the purpose of purchasing a new pick-up truck with plow as a replacement for an existing 2003 vehicle with mileage in excess of 100k
4. Highway Fuel Facility Repairs – \$120,000 to be expended by the Board of Selectmen in order to meet compliance with new State and Federal laws for underground fuel storage facilities, as we find that our current facility is out of code. These improvements include; cathode protection of the steel piping, in tank monitors for fuel, single wall fiberglass tanks and the tank/vinyl liner monitor.
5. Highway – \$40,000 for the Refurbishment of a 1998 John Deere Loader to be expended by the Board of Selectmen. This 14 year old equipment is used for winter snow and ice removal and is an important part in providing roadway clearance assistance.
6. School Security - \$25,000 to be expended by the School Committee for the purpose of upgrading the external video camera systems at the Shaker Lane School.
7. School Security - \$15,000 to be expended by the School Committee for the purpose of upgrading the external video camera systems at the High School.
8. Fire Station Roof - \$50,000 to be expended by the PMBC to repair the roof facility located at Foster St. One section of a roof over garage bays housing fire trucks is actively leaking. The extent of damage to the wooden roof deck seems minimal. Immediate action will prevent further more costly damage to the roof deck as well as the ceiling and equipment below.
9. Fire Station Windows - \$85,000 to be expended by the PMBC to replace the windows and doors at the facility located at Foster St. By replacing each window and door the proper amount of insulation can be installed with each new unit, helping to create a more weather tight energy efficient building. The project price includes 31 windows and 3 doors.

10. Town Hall Condenser and Air Handling Units - \$12,000 to be expended by the PMBC to replace a 1988 Unit at the facility located at Shattuck St.
11. Mapping Conversion for GIS - \$35,000 to be expended by the Board of Selectmen to fund converting the tax map text and structure the data in a manner that results in the mapping being incorporated into the annual maintenance done by MassGIS.
12. Town Hall Kitchen Renovations - \$32,402 to be expended by the PMBC for renovations and Code upgrades to the kitchen facility at Shattuck St in use by the Council on Aging.
13. Old Police Station facility - \$10,000 to be expended by the PMBC to decommission and appraise for use the facility on Foster St.
14. **Revised** - Track – Requested by the Board of Selectmen to include the debt service (15 years) inside the levy limit. Approximately \$70,000 annually.

Part C - Capital Expenditures by Other Funding Source:

There are five expenditures totaling \$543,210 (revised from four items at \$490,810) that are proposed as items paid by sources outside the General Fund.

1. **REVISED** -Ambulance replacement - \$200,000 (previously \$178,600) to be expended by the Fire Department from the accumulated ambulance receipts for the replacement of a 2003 Ambulance. Medical 2 is a 2003 Road Rescue Ambulance with 65,000 miles of usage. The yearly maintenance of ambulances typically increases significantly over 50,000 miles requiring increased downtime for the truck. ***We are looking at the possibility of procuring a larger ambulance with a longer life expectancy, and are in the process of determining if the building can be modified to accommodate the larger chassis.***
2. Fire UHF Radio System - \$293,810 is anticipated as a Federal Grant award for the project cost associated with upgrading the existing system. The current system will require significant upgrades by the FCC imposed deadline of December 31, 2013 for narrow banding. This new system will allow for us to operate on the same bandwidth as other area fire departments and provide better safety and communication.
3. Recreation vehicle lease - \$5,000 to be expended by the Recreation Commissioners from the Recreation Revolving account for the second year payment of a 5 year lease for a Ford Ranger.
4. Transfer Station Dumpsters - \$13,400 to be expended by the Highway Department from the Transfer Station fees for the replacement of 3 1998 open top dumpsters.
5. **PREVIOUSLY OMITTED IN ERROR** - Building Inspector Vehicle replacement – \$32,000 To be expended by the Board of Selectmen for the purpose of purchasing a new Hybrid SUV as a replacement for an existing 2006 vehicle with mileage in excess of 100k. This will be paid from the accumulated fees in the Building Department revolving account. The non-hybrid SUV vehicle estimate is \$26,000 for comparison, while a Ford Taurus \$23,000 and a Ford Fusion is \$20,000.

Part D - Capital Items for further Discussion/Review (unfunded):

There are 14 items requested totaling \$360,000 that may need further discussion and/or review before consideration in the funding plan.

1. Fire Station Building upkeep - \$10,000. The repairs and maintenance needs of this facility are funded previously (Roof and Windows above for \$135,000), all other needs should be able to be funded from the Public Buildings Operating Budget.
2. Library Furniture \$3,000 – this appears not to be a Capital Item at this funding level. Generally this item would be considered as operating expense at this level.
3. School iPads & Carts - \$45,000 – The Finance Committee would like to review the technology items requested by the School Committee more closely before considering.
4. School Student Information System - \$25,000 - The Finance Committee would like to review the technology items requested by the School Committee more closely before considering.
5. High School Wifi Upgrades - \$30,000 - The Finance Committee would like to review the technology items requested by the School Committee more closely before considering.
6. Russell St School Playground Upgrades - \$30,000 - The Finance Committee would like to review the playground items requested by the School Committee more closely before considering.
7. Russell St School Maintenance Lift - \$8,000 - The Finance Committee would like to review this item requested by the School Committee more closely before considering, as it appears to be an operating expense.
8. Russell St School Driveway Upgrades - \$70,000 - The Finance Committee would like to review this items requested by the School Committee more closely before considering, to ensure accurate estimates. This amount was a placeholder two years ago.
9. Shaker Lane Bathroom Stall dividers replaced - \$10,000 - The Finance Committee would like to review this item requested by the School Committee more closely before considering, as it appears it may be an operating expense.
10. Shaker Lane Wifi Upgrades - \$35,000 - The Finance Committee would like to review the technology items requested by the School Committee more closely before considering
11. Shaker Lane School Playground Upgrades - \$30,000 - The Finance Committee would like to review the playground items requested by the School Committee more closely before considering.
12. 300 King Street Renovations - \$10,000 - The Finance Committee would like to review this item requested by the Recreation more closely before considering.
13. Cemetery Mower Replacement - \$14,000 The Finance Committee would like to review this item requested by the Recreation more closely before considering, as there may be Highway equipment that could be re-purposed.
14. Cemetery Truck Replacement - \$40,000 The Finance Committee would like to review this item requested by the Recreation more closely before considering, as there may be Highway equipment that could be re-purposed.

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.