



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

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

To: Keith Bergman, Town Administrator

From: Bonnie Holston, Assistant Town Administrator/Finance Director

Date: September 30, 2010

Re: FY2011 Capital Analysis

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**FY2011 Capital Plan**

As previously stated, the funding source available for Capital at the Special Town Meeting is the snow and ice deficit that had been planned for FY2010. Last fiscal year, the Town budgeted for a \$325,000.00 deficit in the snow and ice removal account, however due to the unusually mild season our deficit came in at \$119,000.00. That leaves the Town with \$206,000.00 available for non-recurring expenditures (non budgetary, as this is a one-time source of funding).

From the list of Capital requests reviewed to date, I am recommending the following for funding at this time:

1. The Library and School Administration Roof(s) - \$150,000 - The roof of the library is leaking over the fiction stacks. When rain is predicted, library staff has been covering the affected stacks with tarps and plastic drop clothes. Because the source of the leak has not been identified, the entire collection on the main floor is at risk, since it is not feasible to cover all the stacks with tarps and the leak may appear in a different area in the next rainstorm. The roof over the School Administration section of the building is of the same age and condition, and it is also at the end of its life expectancy. I caution that this is a rough estimate based on the best information available at this time.
2. Self Check Station - \$11,000 to be expended by the Library Trustees for a self check station and desk adaptation.
3. Ballfield renovations - \$12,000 to be expended by Park & Rec in order to replace a fenced backstop and dugouts on the Whitcomb baseball field next to the Russell Street School. The backstop and dugouts originally date back some thirty years and are a safety hazard. If not replaced soon would render the field unusable and dangerous. In addition, they will "skin" Jet Field at the Middle School in order to make it more amenable for Softball and Senior Youth Baseball Leagues. Repairs will be made to some of the irrigation system and pumps at the schools which are at the end of their life expectancy

4. Refurbish 2000 Mack Lift hook sander #18 - \$20,000 to be expended by the Highway Department. It was planned on the vehicle being in service for 20 years with a refurbishment half way through it's in service time (10 years). The Massachusetts Registry of Motor Vehicles DOT inspection dictates what type of condition a vehicle needs to be in.
5. Shaker Lane Flooring - \$13,000 to be expended by the School committee to replace/repair the flooring at the Shaker Lane School.

The Finance Committee voted on March 9<sup>th</sup> 2010 to recommend that items #2 through #5 be funded, but have not yet had a chance to vote on item #1-Roof Repairs due to the unexpected and recent failure of the roof in certain areas.

Funding all of these items at this level would fully utilize the \$206,000.00 available, eliminating the \$30,000.00 funding needed for the Crematory Study.

Options to address this issue would be:

- a. Address the Crematory Study request at the May Town Meeting(s)
- b. Keep the Special Town Meeting article in the amount of \$30,000.00 and reduce the Roof request to \$120,000.00 – with the understanding that we would likely need to come back in May for additional funding
- c. Elimination of other capital items totaling \$30,000.00

We are working to be better able to address the two additional Capital requests of concern to the Board - the Fire Engine Refurbishment and the High School Flooring – in time for the Annual Town Meeting next May.

Please do not hesitate to contact me directly with any questions.