

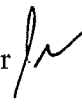
# OFFICE OF THE TOWN ADMINISTRATOR

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## MEMORANDUM

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**DATE:** March 31, 2016  
**TO:** Town Council  
**FROM:** Jeffrey D. Nutting, Town Administrator   
**RE:** Proposed FY 16 Capital Plan

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Please find attached a draft of the FY 16 Capital Plan. These recommendations are pending the final outcome of winter and other unknown expenses.

The reduction in Free Cash from last year of approximately \$700,000 has made the FY 16 capital budget a challenge. While there are many requests not all can be funded this year. To that end I have reserved \$434,000 until the spring. If all goes well I would suggest we fund OPEB, some funds for streets and the Fire Department SCBA (pending results of our grant application) as well as downtown improvements.

The recommendations are as follows:

1. **OPEB** - \$230,000 which represents 10% of Free Cash – Hold until spring.
2. **Fire Truck Stabilization** - \$100,000 – This will continue to fund the account to purchase a Fire Truck in 2017.
3. **Turf Field Stabilization** - \$200,000. These funds will allow the town to bid on the replacement of the two turf fields and HS track next spring pending addition funds being appropriated to pay for the project next year.

4. **Conservation Commission** - \$100,598 - These funds will be used to treat the Delcarte weed problem as outlined in the report. (see attached summary) The funds for this account can be transferred from the Delcarte Dam account which currently has \$100,598 remaining in the account.

**5. Fire Department**

- a. \$16,000 to purchase a vehicle for the fire prevention office. Further DPW will transfer a used pickup truck to the Fire Department to replace the one no longer in service if the DPW request for a pickup truck is approved.
- b. \$295,000 to purchase an Ambulance and equipment. These funds from the ambulance account will purchase a new ambulance along with the stair chairs and IV pumps.
- c. \$108,000 for equipment. These funds will purchase replacement clothing (\$39,000), replace a fire alarm safety receiver (\$57,000) and gas monitors (\$12,000)

**Not recommended at this time.** SCBA \$65,000 - The Fire Department has applied for a grant to purchase the SCBA. Wireless headsets (\$65,000) – This is new item. I am investigating other funding options at this time.

**6. Police Department**

- a. \$198,009 for cruisers – this is to replace four existing cruisers
- b. Equipment -\$12,000 – These funds are for body armor. The computer replacement (\$17,000) request is in the Technology budget. The Evidence room request (48,000) is in the Facilities budget

**Not recommended at this time** – one cruiser and one parking control officer vehicle (\$68,385) and new scales (\$12,000) to test truck weights

**7. Technology** - \$74,000 for various technology related items

**8. Schools** - \$240,000 for facility improvements (See Facilities Budget)

**Not recommended at this time** – The replacement of front doors at Remington Jefferson Schools (\$85,000)

**9. DPW**

- a. \$272,000 for the purchase of a dump truck (\$160,000), a pick-up truck (\$40,000), a Dump Truck with Plow (\$60,000) 1/3 of a staff vehicle (\$12,000)
- b. \$200,000 for improvements to municipal parking lots
- c. \$1,800,000 for sidewalks on Pleasant and Chestnut ( see memo)

**Not recommended at this time** – Streets \$1,000,000, a Dump Truck (\$160,000), a Snow Blower (\$160,000)

**10. Facilities**

- a. \$48,000 for a new evidence room at the Police Station,
- b. \$240,000 for improvements to schools (see list)
- c. \$375,000 for a new roof and improvements to the Fire Station.

**11. Downtown Improvements** - Hold until more information is available

**Water Enterprise**

- a. Meter replacement - \$200,000 - This is to continue the water meter replacement program.
- b. Vehicles and equipment – \$127,000 – This is for a Pickup truck (\$40,000) and Utility Body 4x4 (\$60,000), air compressor ( \$15,000) and 1/3 administrative staff vehicle (\$12,000)
- c. Water quality issues - \$100,000 – This is to investigate wells 3 and 6 and pump test on a well site off of Populatic Street
- d. Infrastructure Improvements \$710,000 – See list

**Total Water recommended      \$1,137,000**

**Sewer Enterprise**

- a. Infrastructure Improvements \$900,000 – See list
- b. Vehicles and Equipment – \$107,000 – Repair Vactor Truck (\$40,000), Generator (\$40,000), Air Compressor (\$15,000), 1/3 of staff vehicle (\$12,000)
- c. Sewer Master Plan - \$220,000
- d. Not recommended – One camera Truck (\$150,000) and \$245,000 for sewer improvements

**Total Sewer recommended    \$1,227,000**

I am happy to answer any questions that you may have.

FY 16 - FY 20 Capital Plan		15-Mar-16			Dept Request	TA Recomm	Fincom Recommend	FY 16 Council Sub Comm
	DEPARTMENT							
	FREE CASH				2,359,365	ROUND 1		
	Other Available Funds (see below)				395,598.09	2,359,365		
	Free Cash for vets/sidewalk				75,000	395,598.09		
						75,000		
	Total				2,679,963	2,679,963		
			In account					
1	OBEB		1,900,000		230,000	HOLD	hold	hold
	Fire Truck Stab - estimate \$575,000		379,000		100,000	100,000	100,000	100,000
	Field Stab - estimate \$1,050,000		655,000		200,000	200,000	200,000	200,000
	Building Stabilization		250,000		200,000	0	0	0
	Open Space/Recreation		1,070,000		200,000	0	0	0
2	Assessors							
	Map Data/equipment				0	0	0	0
3	Conservation Commission							
	Delcarte				100,598.09	100,598.09	100,598.09	100,598.09
4	Recreation							
	Playgrounds				0	0	0	0
5	Fire Department							
	Vehicles/equip				30,000	16,000	16,000	16,000
	Ambulance		554,685		295,000	295,000	295,000	295,000
	Equipment				238,000	108,000	108,000	108,000
6	Police Department							
	Vehicles/Equipment				249,000	198,009	198,009	198,009
	Equipment vests, and tech				30,000	12,000	12,000	12,000
7	Council of Aging				0	0	0	0
8	Technology							
	Equipment				74,000	74,000	74,000	74,000
9	Library							
	Technology /Equip				0	0	0	0



FY 16 - FY 20 Capital Plan	Dept	TA	FY 16	FY 16
DEPARTMENT	Request	Recomm	Sub Comm	Sub Comm
Water - Fund balance	2,348,202	2,348,202	2,348,202	2,348,202
Meter Replacement	200,000	200,000	200,000	200,000
Vehicles/Equipment	127,000	127,000	127,000	127,000
Water Quality Wells 3 and 6	100,000	100,000	100,000	100,000
Infrastructure Improvements	710,000	710,000	710,000	710,000
Water fund balance (pay down loan )				
<b>Total</b>	<b>1,137,000</b>	<b>1,137,000</b>	<b>1,137,000</b>	<b>1,137,000</b>
<b>Water fund balance</b>	<b>1,211,202</b>	<b>1,211,202</b>	<b>1,211,202</b>	<b>1,211,202</b>
<b>Sewer - Fund balance</b>	<b>2,673,720</b>	<b>2,673,720</b>	<b>2,673,720</b>	<b>2,673,720</b>
Vehicles/equipment	257,000	107,000	107,000	107,000
Infrastructure Improvements	1,145,000	900,000	900,000	900,000
Sewer Master Plan	220,000	220,000	220,000	220,000
<b>Total</b>	<b>1,622,000</b>	<b>1,227,000</b>	<b>1,227,000</b>	<b>1,227,000</b>
<b>Sewer Fund balance</b>	<b>1,051,720</b>	<b>1,446,720</b>	<b>1,446,720</b>	<b>1,446,720</b>
<b>Other issues on the horizon</b>				
Street Acceptance funds	FY 18 Free cash			
Funds for engineering	FY 18 Free cash			
Sidewalk on Beaver street	FY 18 Free cash			
Landfill Capping	Await Land Swamp			
Nu Style	Grant /free cash			
Old South Church	Hold			
Storm Water	Wait for permit			
Police station building study	FY 18 free cash			
<b>Non capital</b>				
Internal Risk Study	Discuss			

## TOWN OF FRANKLIN

**RESOLUTION NO.:** 16-23  
**APPROPRIATION:** Capital FY 16  
**TOTAL REQUESTED:** \$ 1,938,607.09

**PURPOSE:** To transfer/appropriate funds for the 2016 Capital Improvement Plan:

Conservation	Delcarte Improvements		<u>\$ 100,598.09</u>
Fire	Equipment:		
	Fire Replacement Clothing	\$ 39,000	
	Fire Alarm Safety Receiver	\$ 57,000	
	Gas Monitors	\$ 12,000	<u>\$108,000</u>
	Vehicles:		
	Fire Prevention	\$ 16,000	
	Ambulance	\$295,000	<u>\$311,000</u>
Police	Vehicles: Cruisers (4)		<u>\$198,009</u>
	Equipment: Body Armor		<u>\$ 12,000</u>
Technology--Town	Equipment:		<u>\$ 74,000</u>
DPW	Vehicles:		
	H-4 Class B Dump Truck/Plow	\$160,000	
	T-11 1 T 4x4 Pick up	\$ 40,000	
	H-8 Dump Truck/Plow	\$ 60,000	
	Staff Vehicle	\$ 12,000	<u>\$272,000</u>
	Infrastructure: Parking Lot Imp		<u>\$200,000</u>
Facilities - School	Equipment :		
	Aerohive Wireless Licensing	\$ 82,000	
	Visitor Badge Scanner System	\$ 20,000	
	Parmenter Security Door	\$ 18,000	
	SPED Van Security Cameras	\$ 45,000	
	DT Toilet Partitions	\$ 50,000	
	KS Handicapped Door	\$ 25,000	<u>\$240,000</u>
Facilities -- Town	Infrastructure:		
	Police -- Evidence Room	\$ 48,000	
	Fire - Fire Station Roof/Upgrades	\$375,000	<u>\$423,000</u>

## FINANCE COMMITTEE ACTION

Meeting Date: 3/15/16

Vote:

3/22/16

Vote:

Recommended Amount: \$ 1,938,607.09

### MOTION

Be It Moved and Voted by the Town Council that the sum of One Million Nine hundred and Thirty-eight thousand, Six Hundred and Seven dollars and Nine Cents (\$1,938,607.09) be transferred/appropriated as follows:

Free Cash	\$1,543,009
Ambulance Receipts Reserved for Appropriation	\$ 295,000
Del Carte Dam Project (01128900-580000)	\$ 100,598.09

to be expended at the discretion of the Town Administrator (to include any residual funds remaining in line items) for the FY 2016 Capital Improvement Plan as outlined above.

DATED: April 6, 2016

VOTED: Passed

UNANIMOUS 0

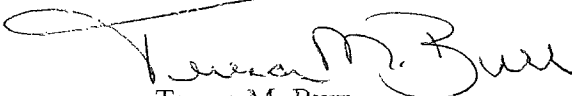
YES 8

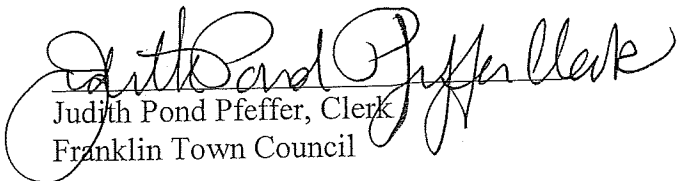
NO 0

ABSTAIN 0

ABSENT 1

A True Record Attest:

  
Teresa M. Burr  
Town Clerk

  
Judith Pond Pfeffer, Clerk  
Franklin Town Council

## TOWN OF FRANKLIN

RESOLUTION NO.: 16-24

APPROPRIATION: Water Enterprise Capital FY 16

TOTAL REQUESTED: \$ 1,137,000

**PURPOSE:** To transfer/appropriate funds for the 2016 Water Enterprise Capital Improvement Plan:

Meter Replacement			<u>\$ 200,000</u>
Vehicles/Equipment -			
Pickup Truck	\$	40,000	
Staff Vehicle	\$	12,000	
Utility Body	\$	60,000	
Air Compressor	\$	15,000	<u>\$ 127,000</u>
Infrastructure -			
Security Improvements	\$	30,000	
Queen St Water Main	\$	120,000	
Well #8 Generator	\$	60,000	
Water Main Improvements	\$	500,000	<u>\$ 710,000</u>
Water Quality Improvements			<u>\$ 100,000</u>

**FINANCE COMMITTEE ACTION**

Meeting Date: 3/15/16 Vote:

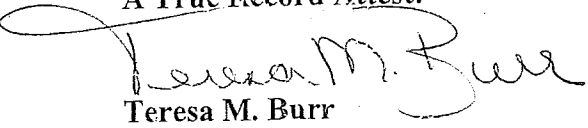
Recommended Amount: \$ 1,137,000

**MOTION**

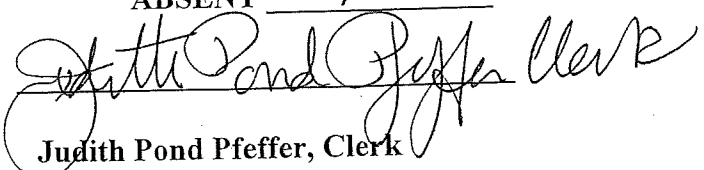
Be It Moved and Voted by the Town Council that the sum of One Million One Hundred and Thirty -seven Thousand Dollars, (\$1,137,000) be transferred/appropriated from Water Retained Earnings, to be expended at the discretion of the Town Administrator for the FY 2016 Water Enterprise Capital Improvement Plan as outlined above.

DATED: April 6, 2016

A True Record Attest:

  
Teresa M. Burr  
Town Clerk

VOTED: PassedUNANIMOUS ✓YES ✓ NO ✓ABSTAIN ✓ABSENT 1

  
Judith Pond Pfeffer, Clerk  
Franklin Town Council

**TOWN OF FRANKLIN**

**RESOLUTION NO.:** 16-25

**APPROPRIATION:** Sewer Enterprise Capital FY 16

**TOTAL REQUESTED:** \$ 1,227,000

**PURPOSE:** To transfer/appropriate funds for the 2016 Sewer Enterprise Capital Improvement Plan:

**Vehicles/Equipment –**

Vactor Truck Repair	\$ 40,000	
Staff vehicle	\$ 12,000	
Generator	\$ 40,000	
Air Compressor	\$ 15,000	<u>\$ 107,000</u>

**Infrastructures -**

Phase V Sewer Improvements	\$ 575,000	
Security Improvements	\$ 75,000	
East Central ST Station Improve	\$ 250,000	<u>\$ 900,000</u>

Sewer Master Plan \$ 220,000

**FINANCE COMMITTEE ACTION**

**Meeting Date:** 3/15/16 **Vote:**

**Recommended Amount:** \$ 1,227,000

**MOTION**

Be It Moved and Voted by the Town Council that the sum of One Million Two Hundred and Twenty - Seven Dollars, (\$1,227,000) be transferred/appropriated from Sewer Retained Earnings, to be expended at the discretion of the Town Administrator for the FY 2016 Sewer Enterprise Capital Improvement Plan as outlined above.

**DATED:** April 6, 2016

**VOTED:**

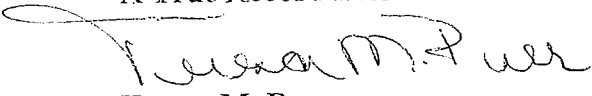
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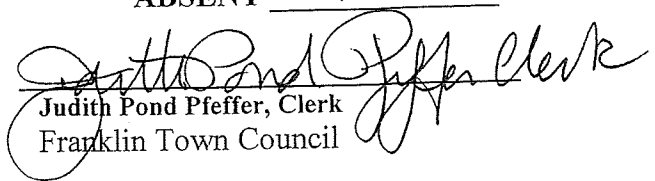
**YES** 8 **NO** 0

**ABSTAIN** 0

**ABSENT** 1

**A True Record Attest:**

  
**Teresa M. Burr**  
Town Clerk

  
Judith Pond Pfeffer, Clerk  
Franklin Town Council