

Town of Franklin

Town Administrator
Tel: (508) 520-4949



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355 East Central Street
Franklin, Massachusetts 02038-1352

Memorandum

March 1, 2017

To: Town Council

From: Jamie Hellen

Re: FY 17 Capital Plan Proposal

Please find the attached Capital Plan for FY17. These recommendations are pending the final outcome of winter and other unknown expenses through the spring, as usual.

While free cash was certified at an amount higher than last year, there are several major project commitments that eat into the total right off the bat, most notably the turf fields, strategic technology investments, a scheduled fire engine replacement and annual snow and ice funds.

The following is an overview of certified free cash status for FY17, the actions taken to date, and the amounts set aside on "hold" until further in the Spring:

<u>Request</u>	<u>Amounts</u>
FREE CASH CERTIFIED	3,643,541
Sidewalks; Chestnut St.; appropriated	-239,000
Snow and ice removal/other HOLD	-750,000
OPEB Trust fund; per policy 10% HOLD	-360,000
Fire Truck Stabilization	-115,000
Fields Stabilization HOLD	-500,000
Previous Appropriations: Google, E-Permitting, Public Antennae & Turf Fields Design & OPEB study	-164,000
Remaining Free Cash for Capital Requests	1,515,541

The Capital Plan recommendations are as follows:

1. **OPEB - \$360,000**
 - a. \$360,000, of 10% of the overall certified free cash, will be deposited into Trust. This is consistent with Town Council policy to set aside this amount annually.
 - b. The OPEB Trust Fund currently has \$2.172 million.
2. **Fire Truck Stabilization - \$115,000.**
 - a. This amount is set aside to get the Fire Department to the \$600,000 estimate needed to replace the current Engine 3.
 - b. The stabilization account currently has \$485,000.
3. **Turf Field Stabilization - \$500,000.**
 - a. This amount will set aside enough funds in the stabilization account to be prepared for the full cost of implementing new fields at the High School/Track and Beaver Street. Estimated costs will be around \$1.3-\$1.5 million.
 - b. The Council already appropriated the \$60,000 design funds in December to have the bids ready to go for construction this Spring/Summer.
 - c. The Stabilization account currently has \$870,000.
4. **Facilities Department (School Projects) - \$218,000.**
 - a. Parmenter School Carpet Replacement - \$50,000.
The Parmenter School is in desperate need of new carpets after 35 years, like many of the other schools have had replaced in recent years.
 - b. Parmenter School Generator Project - \$50,000.
Move and install the old High School generator and install it at the Parmenter School. The Town tried to sell the old generator but couldn't get a good price so we should put it to good use.
 - c. Steamer Replacement - \$18,000
Replace at Annie-Sullivan School in cafeteria.
 - d. Davis-Thayer School Improvements - \$100,000.
Improvements will include ceiling tile replacement, paint, freezer, and new carpets.
5. **Facilities Department (Town Projects) - \$165,000.**
 - a. Preventative Maintenance (PM School Dude Program Expansion – \$30,000.
This program will complete the software licensing to get all of our town and school buildings onto a preventative maintenance program. The total cost was \$50,000, but \$20,000 has been paid through operating budget and a grant:
 - i. \$10,000 was paid in the previous fiscal year for two schools (Parmenter & Kennedy)
 - ii. \$10,000 was achieved through a grant from our insurance company mid-year to add six more buildings into School Dude (DPW Admin, Fire HQ, Fire Station #2, Municipal Building, Police Station, Remington-Jefferson)
 - b. Recreation Building Buildout - \$100,000

Finish the buildout of the rear building at the new Recreation Facility on Beaver Street, including flooring, windows siding and more.

c. Replace Security Recording Equipment - \$35,000

Replace outdated video security recording equipment on town buildings.

Not recommended at this time:

- Police Station Renovation study is on hold for a year until we complete the Senior Center, Library, Recreation buildings and close out on the High School, evidence room at the Police station and other projects.
- Municipal Building Generator.
- Phones. We are looking at doing more long term analysis on this topic.

6. Fire Department - \$89,000

a. New Radio Repeater - \$7,000.

These funds will allow to install a radio repeater for the North side of town where there are currently some frequency gaps.

b. Gear Extractor & Dry Station for Station #2 - \$17,000.

This new device will allow the staff to properly cleanse their clothes of potential cancer causing debris, which is becoming an increased risk through numerous studies nationwide.

c. Protective Clothing Replacement - \$39,000.

This year begins a multi-year request to replace old, outdated protective gear. Funds requested will allow the department to replace the entire protective ensemble for each firefighter to include helmet, hood, coat, boots and gloves.

d. Replacement Toughbook Laptops - \$19,000.

To purchase 4 new Toughbook laptops for the ambulances (2 per ambulance). Current laptops will be reused in the Engines.

e. Dispatch Computers - \$7,000.

Funds are requested to replace two existing work stations that control the department base station radios in dispatch. The current units are 8 years old and were installed during the construction of the Headquarters building.

Not recommended at this time:

- Replacement water deployment craft – one for each station.
- Replacement auto extraction devices.
- Forcible entry training prop.

7. Police Department - \$238,000

a. Police Cruisers - \$217,000

Will fund the replacement of four cruisers.

b. Equipment & Technology - \$21,000

To replace older shotgun rifles in some cruisers and place new rifles in cruisers that do not have any standard firearms. These funds will also make some needed technology upgrades, e.g. the sergeant's computers.

Not recommended at this time:

- One additional cruiser replacement (unmarked vehicle).
- Police Station Study (which is on hold until we can catch up on current facility projects – See Facilities).

8. Public Works - \$296,000

- a. Dump Struck w/ plow & Sander - \$190,000
To be used for all town work, hauling debris, snow removal, sanding, etc. Approaching twenty years in life span, well past the usual age with rot and wear and tear.
- b. 1-ton dump truck - \$60,000
Current one has been auctioned off and needs to be replaced.
- c. Pedestrian Crossing Signal on Lincoln Street - \$16,000
To install a crossing signal at the Lincoln Street crossing to the Keller-Sullivan School. Only school in town without a blinking crosswalk signal.
- d. Used 10-wheel dump truck - \$30,000
This truck will be split between water/sewer/grounds.

Not recommended at this time:

- Streets and roads improvements 1,000,000 (on hold until spring).
- Vehicles: Dump truck \$200,000; Mini Excavator \$80,000; Sidewalk Paver \$40,000; 30" Cold-Planer \$25,000; Sidewalk plow with snow blower \$160,000; Portable bandstand \$20,000.

9. Recreation Department - \$150,000

- a. Beaver Pond Challenge Course Phase I - \$70,000
Expansion of the recreation offerings at Beaver Pond by making a new Challenge Course behind the fields. This phase will include excavation and clearing of the site. Phase II will be installation and design of a course in 2018.
- b. King Street Memorial Park - \$80,000
Rehabilitation of the basketball courts at King Street Memorial Park.

Note: No FY17 capital funds are allocated for these two requests. The funds to pay for these two projects are coming from state grant monies leftover from the Fletcher Field playground project.

10. School Department - \$475,000

- a. STEM curriculum books - \$200,000
Required upgrades to meet state laws and regulations for STEM curriculum.
- b. Technology - \$275,000

For strategic technology investments, student Chromebooks, staff laptop replacements and replace old classroom projectors.

Not recommended at this time:

- Remaining 50% of the technology related requests.

11. Technology Department - \$50,000

- a. Equipment upgrades and replacements - \$50,000
List of annual scheduled tech equipment.

Other department requests, which are not recommended at this time:

1. Assessors Department

- a. Map Software - \$27,000
The Assessors requested a long term software program, which needs more research as the annual operating cost exceeds the initial setup cost and we need to define the return on investment.

2. Town Clerk

- a. New Voting Machines - \$60,000
These can be funded in 2018, we are a full year-plus away from the next major state election.

Water & Sewer Enterprise Funds

Water Enterprise Fund - \$1,365,000

- a. Meter replacement program - \$200,000
 - a. To continue the program of replacing meters.
- b. Water quality improvements - \$200,000
 - a. To fund a complete pilot study of the needs and requirements for a new water treatment facility to improve water quality on Wells 3&6, as well as water capacity.
- c. Vehicles & Equipment - \$45,000
 - a. 10-wheel dump truck water portion. This truck will be split between water/sewer/grounds.
- d. Infrastructure Improvements - \$220,000
 - a. Roof improvements to water facilities.
- e. Water Fund Balance - \$700,000
 - a. To help pay down loan.

Not recommended at this time:

- a. Vehicles - \$265,000
- b. Water mains - \$200,000

Note: This proposal maintains enough revenue to properly plan for future needs and for emergencies.

Sewer Enterprise Fund - \$610,000

- a. Collection System Repairs & Improvements - \$500,000
 - a. Phase V Sewer Improvements downtown, replace roofs in poor condition, and East Central Street Station improvements (install holding tank, grinder infrastructure, easements and engineering)
- b. Vehicles & Equipment - \$110,000
 - a. Used 10-wheel dump truck sewer portion is \$45,000.
 - i. This truck will be split between water/sewer/grounds.
 - b. New pickup - \$25,000
 - c. Generator - \$40,000

Note: This proposal maintains enough revenue to properly plan for future needs and for emergencies.

Other projects over next five years:

- Police Station renovation – cost TBD
- Sidewalks on Beaver Street and Washington Street – cost TBD
- Nu Style property - \$300,000 - \$400,000
- Landfill cap, recycling center expansion - approximately \$2.5 million
- Water treatment facility Wells # & 6 – approximately \$6 - \$7 million
- Open Space and Recreation land investments
- Building stabilization fund investments
- Beaver Street Interceptor - \$10-\$20 million
- Municipal Building upgrade projects



Sponsor: Administration

TOWN OF FRANKLIN

RESOLUTION NO.: 17-10

APPROPRIATION: Capital FY 17

TOTAL REQUESTED: \$ 1,681,000

PURPOSE: To transfer/appropriate funds for the 2017 Capital Improvement Plan:

Police	Vehicles: (4)		<u>\$217,000</u>
	Equipment: Fire Arms		<u>\$ 12,000</u>
	Technology: Computers		<u>\$ 9,000</u>
Fire	Equipment:		
	Fire Radio Repeaters	\$ 7,000	
	Fire Gear Extractor	\$ 17,000	
	Protective Clothing	\$ 39,000	<u>\$ 63,000</u>
	Technology:		
	Tough Book Laptops	\$ 19,000	
	Dispatch Radio System Comp	\$ 7,000	<u>\$ 26,000</u>
Technology-Town	Equipment: Replacement		<u>\$ 50,000</u>
DPW	Vehicles:		
	Class B Dump Truck/Plow	\$160,000	
	Sander	\$ 30,000	
	1 Ton Dump Truck	\$ 60,000	
	Used 10 Wheel Truck	\$ 30,000	<u>\$280,000</u>
	Equipment:		
	Traffic Signal		<u>\$ 16,000</u>
Schools	Technology		<u>\$275,000</u>
	Curriculum – STEM		<u>\$200,000</u>
Facilities - School	Infrastructure :		
	Parmenter Library Carpet	\$ 50,000	
	Davis Thayer Improvements	\$100,000	<u>\$150,000</u>
	Equipment:		
	Generator – HS to Parmenter	\$ 50,000	
	Annie Sullivan Lunch Steamer	\$ 18,000	<u>\$ 68,000</u>
Facilities – Town	Infrastructure:		
	Recreation Ctr Bldg #2	\$100,000	
	Recreation Beaver Pond, King St	\$150,000	<u>\$250,000</u>
	Technology:		
	School Dude – Preventive Maint		<u>\$ 30,000</u>
	Equipment:		
	Security Recording Replacement		<u>\$ 35,000</u>

FINANCE COMMITTEE ACTION

Meeting Date: 2/14/17

Vote: Unanimous 6-0

Recommended Amount: \$ 1,681,000

MOTION

Be It Moved and Voted by the Town Council that the sum of One Million Six Hundred and Eighty-one Thousand Dollars (\$1,681,000) be transferred/appropriated as follows:

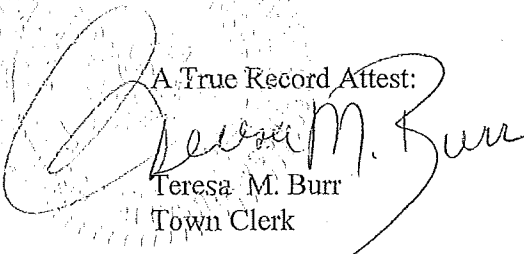
Free Cash	\$1,531,000
01923904-580000 Tot Lot	\$ 150,000


to be expended at the discretion of the Town Administrator (to include any residual funds remaining in line items) for the FY 2017 Capital Improvement Plan as outlined above.

DATED: March 1, 2017

VOTED: Passed
UNANIMOUS -
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

Sponsor: Administration

RESOLUTION NO.: 17-11

APPROPRIATION: Water Enterprise Capital FY 17

TOTAL REQUESTED: \$ 665,000

PURPOSE: To transfer/appropriate funds for the 2017 Water Enterprise Capital Improvement Plan:

Meter Replacement	\$ 200,000
Vehicles/Equipment -	
Used 10 Wheel Dump Truck	\$ 45,000
Infrastructure -	
Water Infrastructure Improvements	\$ 220,000
Water Quality Improvements	\$ 200,000

FINANCE COMMITTEE ACTION

Meeting Date: 2/14/17: Vote: Unanimous 6-0

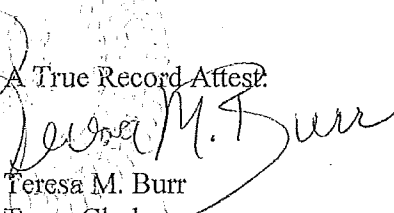
Recommended Amount: \$ 665,000

MOTION

Be It Moved and Voted by the Town Council that the sum of Six Hundred and Sixty-five Thousand Dollars, (\$665,000) be transferred/appropriated from Water Retained Earnings, to be expended at the discretion of the Town Administrator for the FY 2017 Water Enterprise Capital Improvement Plan as outlined above.

DATED: March 1, 2017

A True Record Attest:


Teresa M. Burr
Town Clerk

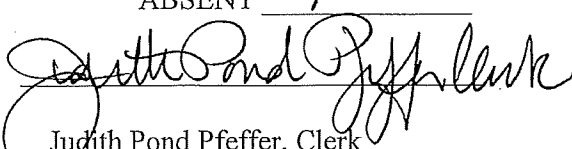
VOTED: 

UNANIMOUS

YES 8 NO 0

ABSTAIN 0

ABSENT 1


Judith Pond Pfeffer, Clerk
Franklin Town Council



Sponsor: Administration

TOWN OF FRANKLIN

RESOLUTION NO.: 17-12

APPROPRIATION: Sewer Enterprise Capital FY 17

TOTAL REQUESTED: \$ 610,000

PURPOSE: To transfer/appropriate funds for the 2017 Sewer Enterprise Capital Improvement Plan:

Vehicles/Equipment –

Used 10-wheel dump truck	\$ 45,000	
Pickup Truck	\$ 25,000	
Generator	\$ 40,000	<u>\$110,000</u>

Infrastructure –

Collection System Repair/Improvements		<u>\$500,000</u>
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FINANCE COMMITTEE ACTION

Meeting Date: 2/14/17 Vote: Unanimous 6-0

Recommended Amount: \$ 610,000

MOTION

Be It Moved and Voted by the Town Council that the sum of Six Hundred and Ten Thousand Dollars, (\$610,000) be transferred/appropriated from Sewer Retained Earnings, to be expended at the discretion of the Town Administrator for the FY 2017 Sewer Enterprise Capital Improvement Plan as outlined above.

DATED: March 1, 2017

VOTED: Passed

UNANIMOUS —

YES 8 NO 0

ABSTAIN 0

ABSENT 1

A True Record Attest:

Teresa M. Burr
Teresa M. Burr
Town Clerk

Judith Pond Pfeffer
Judith Pond Pfeffer, Clerk
Franklin Town Council