

Town of Franklin

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OFFICE OF THE TOWN ADMINISTRATOR

June 4, 2021

To: Town Council
From: Jamie Hellen, Town Administrator
Chrissy Whelton, Assistant to the Town Administrator

Re: Resolution 21-23: Capital Plan Round 2

I am asking the Town Council to consider approving the Round 2 Capital Plan requests. The FY21 snow removal season has closed and the final total was \$1,084,506 and thus, the Town has \$765,547 remaining in free cash for this year's capital plan.

These items have both received unanimous support from the Finance Committee and the Town Council Capital Budget subcommittee, Chaired by Councilor Debbie Pellegri, and members Councilor's Robert Dellorco, Matt Kelly and Brian Chandler. The recommendations are as follows:

Technology Department

- Wireless Access Point Software Licensing & Support - \$153,972.

The Technology Department is requesting \$153,972 for the software licensing and support for six hundred eleven (611) Wireless Access Points in 1.3 million square feet of public buildings. These wireless access points provide wifi access to the thousands of educational and municipal devices we use everyday throughout the Town and School Buildings.

The licenses are for five (5) years and this is a one-time upfront cost. Paying for the 5 year support licenses up front, rather than year-to-year, allows the Town to save \$95,313 in the Town's operating budget over the five year time period. The Town is currently borrowing approximately \$273K to upgrade these for a ten year period. We anticipate the replacement to happen this summer.

- SonicWall Firewall Upgrade - \$65,517.

This item was "held" at the Town Council Capital Budget Subcommittee from final approval but received unanimous approval from the Finance Committee in March. The item was held as appropriate staff were unavailable the evening of the meeting.

This request is for the upgrade of the existing firewall located at Franklin High School which supported 1GB internet access for the entire school district and is 7 years old. To support remote learning for Franklin Schools a 10GB internet line was installed and funded by the Franklin School District. This line, with the 10GB internet bandwidth, necessitated a far more robust firewall as a replacement.

Town Administration

- **Budget Stabilization “Rainy Day” Fund Policy** - \$137,000.

I am requesting approval of a new finance policy for the Budget Stabilization Fund and approval of authorizing 5% of this year's free cash total to the budget stabilization fund. If approved, the Town will have \$1 million in the account.

A draft of the policy is attached. If approved, the policy would establish usage requirements of the fund and set a goal of 5% of free cash each year going into the Town's “Rainy Day” fund.

- **Animal Control Truck** - \$20,000.

The Animal Control Department is requesting \$20,000 to purchase a pick up truck for the department. The total cost of this truck would be \$40,000 and is split 50/50 with the Town of Bellingham. The Town of Franklin has a regionalized service agreement with the Town of Bellingham on Animal Control.

- **MUNIS Conversion** - \$25,000.

These resources are to replace our current standalone program that the Finance staff use to record and track cash balances, as well as cash inflows and outflows, with a software package that is entirely integrated with Franklin's financial software Munis. Zobrio software is a separate package outside of the current MUNIS system, which means the staff must enter data into Zobrio and MUNIS.

The advantages of using an integrated product such as this are that it will eliminate double entries that are time consuming and significantly reduce the chances of human error. In addition, our annual licensing fee will be reduced by 2/3, which will save taxpayers in the operating budget. If approved, this reduction in licensing will be reflected in the budget in FY23.

The payback period on this software is approximately 4.5 years.

Department of Public Works

- **Roads and Infrastructure** - \$100,147.

The money will be mainly used for maintenance work and will help extend the life of roads in town.

- Snow & Ice - \$23,911.

These funds will be used to pay the remaining snow and ice costs for the winter.

- Highway & Grounds Truck- \$58,000

These funds are being requested for the replacement of the H-17 2002 Ford 1- Ton Dump w/ plow. This truck is 19 years old with 72,609 miles and is well past its life expectancy . This truck no longer plows due to the rusted frame and will not pass inspection

At the request of the Capital Budget Subcommittee at its last meeting, I am requesting funds for a replacement truck (which conveniently happened to completely die two days before the capital meeting!).

School Department

- Security Upgrades at JFK Elementary - \$32,000.

The School Department is requesting \$32,000 to expand the previously approved security updates at JFK Elementary. This would include the installation of interior security cameras at JFK in all common areas such as the main foyer, gymnasium, hallway, cafeteria and library. These upgrades in addition to installing the pedestrian trap approved in Round 1 would increase security comparable to the other elementary schools while remaining as fiscally responsible as possible.

Facilities Department

- Police Station Feasibility Study - \$150,000.

This appropriation is to reserve funds to study the feasibility, location, renovation and/or expansion of the Franklin Police Station. At this point, the Facilities Department does not have the time to begin this study. I anticipate it will go forward later this year or in early 2022 (best guess). Facilities Director Mike D'Angelo will be required to complete all outstanding projects on his plate prior to engaging in this study at a deeper level. Right now, the major projects left on his plate are the UVGI installation, the Municipal Building windows replacement, a municipal building generator and various school projects. Regardless, it is wise to put the money aside now to begin the process at some point within the year. If projects get done sooner, the money is there.

A study will take an estimated 12-18 months. The Police Department is on the doorstep of full accreditation, which should be completed this year. A facility built for the future will be a natural next step.



TOWN OF FRANKLIN

RESOLUTION 21-23

FY21 CAPITAL PLAN ROUND 2

APPROPRIATION: FY21 CAPITAL PLAN ROUND 2

TOTAL REQUESTED: \$765,547

PURPOSE: To appropriate funds for the FY21 Capital Plan Round 2:

<u>DESCRIPTION</u>	<u>DEPT</u>	<u>SOURCE</u>	<u>AMOUNT</u>
Budget Stabilization	Finance	Free Cash	\$137,000
Roads & Infrastructure	Public Works	Free Cash	\$100,147
Snow & Ice-Personnel	Public Works	Free Cash	\$18,000
Snow & Ice-Expenses	Public Works	Free Cash	\$5,911
Pick Up Truck	Public Works	Free Cash	\$58,000
Sonic Firewall Upgrade	Technology	Free Cash	\$65,517
Technology Licenses	Technology	Free Cash	\$153,972
Security Expansion	School	Free Cash	\$32,000
Cash Management Software	Treasurer/Collector	Free Cash	\$25,000
Pick Up Truck (split w/ Bellingham)	Animal Control	Free Cash	\$20,000
Police Station Study	Facilities	Free Cash	<u>\$150,000</u>
			\$765,547

FINANCE COMMITTEE ACTION

Meeting Date: 4/27/21

Vote: 7-0

Recommended Amount: \$765,547 from Free Cash

MOTION:

Be It Moved and Voted by the Town Council that the sum of Seven Hundred Sixty-five Thousand Five Hundred Forty-Seven dollars (\$765,547) be appropriated from Free Cash to be expended at the discretion of the Town Administrator for the FY 2021 Capital Improvement Plan Round 2 as outlined above including any residual funds remaining in these line items.

This Resolution shall become effective according to the provisions of the Town of Franklin Home Rule Charter.

DATED: _____, 2021

VOTED:

UNANIMOUS: _____

A True Record Attest:

YES: _____ **NO:** _____

ABSTAIN: _____

ABSENT: _____

RECUSED: _____

Nancy Danello, CMC
Temporary Town Clerk

Glenn Jones, Clerk
Franklin Town Council