

# Town of Franklin

Town Administrator  
Tel: (508) 520-4949



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355 East Central Street  
Franklin, Massachusetts 02038-1352

## Memorandum

February 14, 2018

To: Town Council

From: Jamie Hellen

**Re: FY18 Capital Plan Proposal**

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Please find the attached Capital Plan for FY18, as well as the five-year capital plan.

The Capital Subcommittee voted to recommend the capital program as described below on January 31, 2018 by a unanimous 4-0 vote. The Finance Committee also recommend the Capital Program below by a unanimous 9-0 vote on January 30, 2018.

Free cash was certified at almost \$1 million less than last year (FY17). From the certified total, there are several major policy commitments that eat into the total right off the bat, most notably the OPEB contribution (per Council policy), the turf fields stabilization fund contribution, scheduled fire engine replacement stabilization fund contribution and annual snow and ice funds. These recommendations are Round 1 of the FY18 Capital program. Once we know the final totals of the winter costs for snow removal, if there are remaining funds, staff will propose a "Round 2" Capital later in the Spring.

The following is an overview of certified free cash status for FY18:

<u>Request</u>	<u>Amounts</u>
FREE CASH CERTIFIED	2,821,988
Snow and ice removal/other	-750,000
OPEB Trust fund; per Council policy 10% of Free Cash	-280,000
Fire Truck Stabilization (7-year plan)	-100,000
Fields Stabilization (Replace in 2027-ish)	-150,000
Remaining Free Cash for Capital Requests	<b>1,541,988</b>

### **Administration & Town Policy Requests**

1. **OPEB Contribution - \$280,000**
  - a. \$280,000, of 10% of the overall certified free cash, will be deposited into the OPEB Trust. This is consistent with Town Council policy to set aside this amount annually.
  - b. The OPEB Trust Fund currently has \$4,050,000 million.
2. **Fire Truck Stabilization Contribution - \$100,000**
  - a. This amount is set aside to get the Fire Department to the \$700,000 estimate needed to replace a new engine 4 in approximately 2023.
  - b. The stabilization account currently has \$0, as we just purchased a new engine this year.
3. **Turf Field Stabilization Contribution - \$150,000**
  - a. This amount will begin to 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 in approximately 2027. Estimated costs will be around \$2 million.
  - b. The Stabilization account currently has \$0 due to newly installed fields this year.
4. **Snow & Ice Removal - \$750,000**
  - a. Each year the Town reserves \$750,000 for snow and ice removal until April when we see the full costs of this winter.

### **Town Department Requests**

5. **Conservation Department - \$25,000**
  - a. Delcarte Infrastructure Improvements - \$25,000  
For Infrastructure improvements to the Delcarte Rec. Area, including new entrance signage, wood chip removal and plant grass in the picnic area, create new gravel trail from the parking lot through to the pond, and additional invasive species remediation (due to the illegal dumping of wood chips).
6. **Facilities Department (School Projects) - \$305,000**
  - a. Remington-Jefferson Playground - \$250,000.  
The Remington-Jefferson Playground is as old as the school and needs to be replaced in its entirety based off recent inspections.
  - b. Keller-Sullivan School Playground resurface - \$55,000.  
Based off recent inspections, the K-S Playground needs a new base. The actual equipment will be maintained.
7. **Facilities Department (Town Projects) - \$50,000**
  - a. Facilities Delivery Truck replacement - \$50,000.  
The current van barely passed inspection this year and we expect it to continue to either fail inspection or barely pass.

**Not recommended at this time:**

- Police Station Renovation Architectural study is on hold until we fully complete the punch lists at the Senior Center and Library, Recreation Center, new playgrounds and other projects that have been in the cue. Further, there is a possible discussion pending about a regional lock up facility which would alter the renovation plans for a police station.
- Remington-Jefferson Security Cameras \$80,000.

#### 8. Fire Department - \$492,500

##### a. Ambulance - \$325,000

According to our fleet replacement plan, this year the FD are scheduled to replace Rescue #3 which will in turn, places Rescue #2 in reserve status. Instead of retiring Rescue #3 this year, however, we are requesting to keep this vehicle to provide the department with two reserve Ambulances, which is becoming increasingly necessary due to the increased in call volume which, in turn, generates additional down time. Last year we experienced several occasions with two ambulances out of service for repairs leaving only one ambulance service ready. The additional reserve ambulance will not have a great burden on the operation budget but will insure two service ready ambulances at all times.

**NOTE:** The ambulance does not get purchased with Free Cash. The Ambulance will be purchased through a separate fund that the Town collects through ambulance reimbursement receipts. The fund currently has enough money to exercise the requested policy from the Fire Department of two front line rescues and two in reserves for backup calls.

##### b. Protective Clothing Replacement - \$46,000

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.

##### c. Replacement Fire Hose - \$16,500

The funds requested in this item will allow the department to replace the entire cache of hose on one fire engine. Periodic replacement of fire hose insures that hose lines are in good working order and will not fail under fire combat conditions.

##### d. Replacement Tools & Equipment for Engine #1 - \$66,000

With the replacement of a new engine in last years CIP, the FD are seeking funds to purchase replacement tools and supplies for the new engine when delivered. We began the process of replacing equipment during the last fire engine replacement and found that it provided firefighters with the latest version of tools and equipment. The list of replacements include items such as hose, nozzles, hose adapters salvage covers and forcible entry tools (including saws).

##### e. New Radio Repeater - \$39,000

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

#### **Not recommended at this time:**

- Replacement Lighting - Engines, Replacement auto extraction devices, Forcible entry training prop, Replacement Gym Equipment, Storage Shed at Fire HQ.

**9. Police Department - \$209,000**

a. Police Cruisers - \$171,000

Will fund the replacement of three cruisers.

b. Equipment & Technology - \$38,000

To replace older protective body armor, tasers and to replace the live fingerprint scanning system due to outdated software.

**Not recommended at this time:**

- One additional cruiser replacement.

**10. Public Works - \$305,000**

a. Class B Dump Truck w/ plow & Sander - \$180,000

To be used for all town work, hauling debris, snow removal, sanding, etc. Approaching twenty years in life span, well past usual age with rot, wear and tear.

b. 1-ton dump truck - \$60,000

Current truck needs to be replaced due to rot, wear and tear.

c. 30" Cold Planer - \$25,000

The DPW would like to upgrade to a 30" Cold Planer to be able to be more productive on repairing roadways.

d. Paver - \$40,000

The DPW would like to purchase a paver to be able to do a better smoother job repairing asphalt patches on public ways.

**Not recommended at this time:**

- Streets and roads improvements 1,000,000 (on hold until spring).
- Vehicles: 4x4 Pickup Truck \$40,000; Elgin Street Sweeper \$200,000; Dump truck \$180,000; Mini Excavator \$80,000; Sidewalk plow with snow blower \$160,000; Class B Dump Truck w 11 ft plow; Town Fields renovation \$80,000; Utility Body \$10,000; 20' Artificial Tree \$15,000.

**11. Recreation Department - No recommended expenditures**

**Note:** Recreation is continuing to work on projects funded from last years CIP (King Street Memorial Park Basketball Courts & Beaver St Challenge Course). The Administration is also requesting a state grant for additional assistance in expanding the improvements at King Street Memorial Park.

**12. School Department - \$220,000**

a. Math Textbook Adoption - \$220,000

Required upgrades to meet state laws and regulations for curriculum.

**13. Technology Department (School Projects) - \$130,000**

a. Technology - \$130,000

For strategic technology investments, student Chromebook replacements and staff computer replacements.

**Not recommended at this time:**

- Remaining technology requests \$30,000

**14. Technology Department (Town Projects) - \$45,000**

a. Equipment upgrades and replacements - \$45,000

Funds to extend the maintenance on the virtual environment for 3 years and to upgrade and extend the maintenance on the backup devices for 3 years. The current warranties expire in April 2018.

**15. Town Clerk's Office - \$85,000**

a. New Voting Machines and E-Check in Machines - \$85,000

for the purchase of new digital voting machines and E-Check in iPads that will replace all of the check-in and check out books that were used.

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**Water & Sewer Enterprise Funds**

**Water Enterprise Fund - \$405,000**

a. Meter replacement program - \$200,000

- a. To continue the program of replacing meters.

b. Vehicles & Equipment - \$205,000

- a. Sterling Dump Truck \$155,000  
b. Replacement 4x4 pickup \$50,000

**Note:** Both apparatus are rotting out and past their expected miles driven.

**Not recommended at this time:**

- a. Vehicles - Backhoe - \$120,000  
b. Infrastructure Improvements - \$70,000

**Note:** This proposal maintains enough revenue at 1,000,000 in the bank to properly plan for future needs and, most for emergencies.

**Sewer Enterprise Fund - No recommended spending in FY18**

**Note:** There are no recommendations for FY18 sewer capital due to a lack of available funds and reserves in the event of an emergency.

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**Other projects over next five years (in no particular order):**

- Police Station study and renovation - Cost TBD
- Sidewalks on Beaver Street and Washington Street – cost TBD
- Nu Style property - \$300,000 - \$400,000
- Landfill cap and Recycling Centre expansion- \$2.5 million approximately
- Water treatment facility Wells 3 & 6 – approximately \$6 - \$7 million
- Beaver Street Interceptor Design and replacement - \$15 to \$20 million
- Town and School Playground Improvements - \$1.5 million approximately

- Open Space and Recreation land stabilization investments
- Building stabilization fund investments

TOWN OF FRANKLIN

RESOLUTION NO.: 18-04

APPROPRIATION: Street Lighting: 01424200 22,500

TOTAL REQUESTED: \$ 22,500

PURPOSE: To transfer funds to cover anticipated shortfall in the Street Lighting Budget.

MOTION

Be It Moved and Voted by the Town Council that the sum of Twenty-Two Thousand Five Hundred Dollars (\$22,500) be transferred to the above named account from Free Cash.

DATED: Feb. 14th, 2018

VOTED: Passed

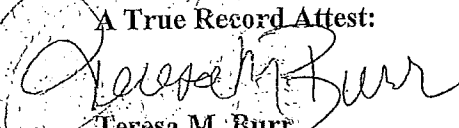
UNANIMOUS ✓

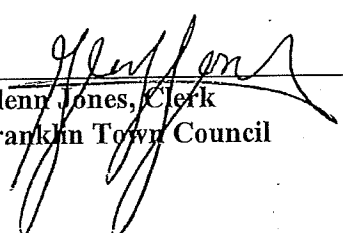
YES 8 NO       

ABSTAIN       

ABSENT 1

A True Record Attest:

  
Teresa M. Burr  
Town Clerk

  
Glenn Jones, Clerk  
Franklin Town Council

Sponsor: Administration



TOWN OF FRANKLIN

RESOLUTION NO.: 18-32

APPROPRIATION: Sidewalk Tractor FY 18

TOTAL REQUESTED: \$ 160,000

PURPOSE: To appropriate funds from Free Cash for a sidewalk tractor in the amount of \$ 160,000.

MOTION

Be It Moved and Voted by the Town Council that the sum of One Hundred Sixty-Thousand Dollars (\$ 160,000) be transferred from Free Cash to purchase a sidewalk tractor.

DATED: Jun 20<sup>th</sup>, 2018

VOTED: Passed

UNANIMOUS ✓

YES 9 NO 0

ABSTAIN 1

ABSENT 1

A True Record Attest:

Teresa M. Burr  
Teresa M. Burr  
Town Clerk

Glenn Jones  
Glenn Jones, Clerk  
Franklin Town Council





Sponsor: Administration

TOWN OF FRANKLIN

RESOLUTION NO.: 18-31

APPROPRIATION: Town-Wide Operational Risk Assessment FY 18

TOTAL REQUESTED: \$ 20,000

PURPOSE: To appropriate funds from Free Cash for a Town-Wide Operational Risk Assessment in the amount of \$ 20,000.

MOTION

Be It Moved and Voted by the Town Council that the sum of Twenty Thousand Dollars (\$ 20,000) be transferred from Free Cash to fund a Town-Wide Operational Risk Assessment.

DATED: Jun 20th, 2018

VOTED:

Passed  
UNANIMOUS ☒

YES 9 NO 0

ABSTAIN 1

ABSENT 1

A True Record Attest:

Teresa M. Burr  
Teresa M. Burr  
Town Clerk

Glenn Jones  
Glenn Jones, Clerk  
Franklin Town Council



Sponsor: Administration

## TOWN OF FRANKLIN

RESOLUTION NO.: 18-33

APPROPRIATION: Roads Appropriation FY 18

TOTAL REQUESTED: \$ 300,000

**PURPOSE:** To appropriate funds from Free Cash for roads, sidewalks, drainage, storm water runoff and infrastructure in the amount of \$ 300,000.

### MOTION

Be It Moved and Voted by the Town Council that the sum of Three Hundred Thousand Dollars (\$ 300,000) be transferred from Free Cash to fund roads, sidewalks, drainage, storm water runoff and infrastructure.

DATED: Jun. 20th, 2018

VOTED: Passed  
UNANIMOUS ✓  
YES 9 NO 0  
ABSTAIN 1  
ABSENT 1

A True Record Attest:

Teresa M. Burr  
Teresa M. Burr  
Town Clerk

Glenn Jones  
Glenn Jones, Clerk  
Franklin Town Council



Sponsor: Administration

## TOWN OF FRANKLIN

RESOLUTION NO.: 18-35

APPROPRIATION: Debt Service Supplemental Appropriation FY 18

TOTAL REQUESTED: \$ 10,815

PURPOSE: To appropriate funds from Free Cash to cover a shortfall to the below named account:

01750200 Debt Service Interest \$ 10,815

### MOTION

Be It Moved and Voted by the Town Council that the sum of Ten Thousand Eight Hundred Fifteen Dollars (\$ 10,815) be transferred from Free Cash to the above named account.

DATED: Jun 20th 2018

VOTED: Passed  
UNANIMOUS ✓  
YES 9 NO 0  
ABSTAIN —  
ABSENT —

A True Record Attest:

Teresa M. Burr  
Teresa M. Burr  
Town Clerk

Glenn Jones  
Glenn Jones, Clerk  
Franklin Town Council