

Capital Planning Committee

Town of Longmeadow, Massachusetts

February 17, 2023

Select Board
Town of Longmeadow, Massachusetts
20 Williams Street
Longmeadow, MA 01106

To the Select Board of the Town of Longmeadow, Massachusetts.

The Capital Planning Committee has completed its review of the capital projects submitted by the Town Manager for funding in Fiscal Year 2024. She informed the committee that the capital budget funds, including the annual town contribution (\$2.1 million), Capital Reserve (\$144 thousand), and balances on FY 2023 (\$113,496) totals \$2,357,496. The committee obtained written supplemental information from the Town Manager, and comments by the Director, Department of Public Works, the Chief of the Fire Department, and interested town residents.

The committee considered the proposed projects and the information received from town officials and interested town residents to develop its recommendations for the FY Capital Budget. Ranking was informed by the following criteria:

- i. Is it mandated by law or regulation?
- ii. Does it address a safety issue?
- iii. Does it promote efficiency?
- iv. Does it improve the quality of life?
- v. Does it improve aesthetics?

The final committee recommendations are summarized in Appendix A.

The total cost of the recommended budget is \$2,315,000.

Explanatory Notes

Administrative and Project Develop Funding.

It is the committee's opinion that administrative services are more properly categorized as operation expense, and not as capital items. The committee did agree that preliminary project development is an integral component of project acquisition; and approved an increase to \$100,000 of the general category of Project Acquisition.

Upgrade of elementary school playground facilities to meet ADA standards.

The current estimated cost of the project is \$1.9 million. Community Preservation Committee has approved \$555,000 as part of the Project funding. Capital Planning has been asked to approve the same amount, which would leave about \$800,000 unfunded. There was an extended discussion of possible sources of potential sources to address this. The town manager and head, Department of Public Works informed the committee that addressing the project by dividing it into three stages (addressing one school per year) would increase the cost and incur the risk of charges of ADA non-compliance. The Town Manager informed the committee that grants are available for funding of playground upgrades, and she plans to submit applications

once the project is approved. Should this not be successful, there are funds allocated for other town projects proposed but not begun (including ARPA funds) which will provide the sufficient complementary funding. There was also a commitment from the Head, Department of Public Works, to monitor and provide temporary patches to sidewalks and roads via funds available to him.

The committee wishes to thank the Town Manager and all who provided comments regarding the proposed capital projects.

Respectfully,
 Stephen A. Metz, MD, Chair, for the committee

Alex Aiken
 Dan Healy
 John Skypeck
 Ira Smolowitz

Table 1a: Prioritized List of Project Requests with Funding Recommendations

Department / Division	Project Description	Amount Requested	Funding Amount Recommended	Recommend Capital Stabilization Fund	Recommend Alternate Funding Source⁽¹⁾
Sewer	Emerson Pump Sta. Wastewater Pump Replacement	\$50,000	\$50,000		SEF
School	GBK and WMS Alarm Systems	\$25,000	\$25,000	\$25,000	

Sewer	Emerson Pump Sta. Motor Replacement	\$161,000	\$161,000		SEF
Roads	Pavement Preservation	\$300,000	\$300,000	\$300,000	
Roads	Pavement Preservation	\$450,000	\$450,000		Chapter 90
School	WMS Asbestos Abatement - Mastic	\$40,750	\$40,750	\$40,750	
School	WMS Exhaust Fan Replacement	\$25,000	\$25,000	\$25,000	
Fire - Safety - EMS	Fire Truck Payment	\$35,000	\$70,000	\$70,000 ⁽³⁾	
Sewer	Maple St Sewer main replacement	\$677,000	\$677,000		SEF
DPW	Maint 4WD PU/w Plow (Facilities)	\$33,524	\$33,524	\$33,524 ⁽²⁾	
Sewer	Ellington St. Sewer main replacement	\$290,000	\$290,000		SEF
DPW	Engineering 2WD Pickup	\$25,600	\$25,600	\$25,600 ⁽²⁾	
Roads	Guard Rail Replacement	\$75,000	\$75,000	\$75,000	
Roads	Sidewalk Replacement	\$125,000	\$125,000	\$125,000	
Facilities	Electrical Upgrade at WMS and CTR	\$18,000	\$18,000	\$18,000	
Roads	Drainage System Evaluation	\$75,000	\$75,000	\$75,000	
Technology	High-Bandwidth – High Speed Network	\$200,000	\$100,000	\$100,000 ⁽⁴⁾	
Technology	Upgrade Wireless A,G,N Systems	\$15,000	\$15,000	\$15,000	
Facilities	Greenwood Center Electrical Upgrade	\$195,000	\$195,000	\$195,000	
Facilities	Community House Sewer Lateral	\$58,345	\$58,345	\$58,345	
Facilities	Town Hall Sewer Lateral Replacement	\$13,078	\$13,078	\$13,078	

**Cont. Table 1a: Prioritized List of Project Requests
with Funding Recommendations**

Total Recommended for Appropriation

Capital Stabilization Fund: \$ 1,386,221
 SEF \$ 1,278,000
 WEF \$ 535,000

Department / Division	Project Description	Amount Requested	Funding Amount Recommended	Recommend Capital Stabilization Fund	Recommend Alternate Funding Source⁽¹⁾
Water	Maple Rd. Main Replacement	\$535,000	\$535,000		WEF
Recreation	Laurel Park Dredging	\$15,000	\$15,000	\$15,000	
Facilities	Greenwood Center COA Unit Heater Replacement	\$55,000	\$55,000	\$55,000	
DPW	Hwy/W/S Supervisor Utility Bed	\$33,400	\$33,400	\$33,400	
Sewer	Emerson Pump Sta. Boiler Replacement	\$25,000	\$25,000		SEF
Sewer	Emerson Pump Sta. Instrumentation upgrades	\$75,000	\$75,000		SEF
DPW	Grounds Mower	\$55,000	\$55,000	\$55,000 ⁽²⁾	
DPW	Grounds Maint 4wd	\$33,524	\$33,524	\$33,524 ⁽²⁾	

Chapter 90

\$ 450,000

(1): Alternative funding sources are: SEF - Sewer Enterprise Fund; WEF – Water Enterprise Fund; CPA - Community Preservation Act Fund; RSF - Recreation Stabilization Fund; SRF - School Rental Fund; LYBA - Longmeadow Youth Basketball Fund; AF – Ambulance Fund

(2): Funds should be encumbered awaiting results of Fleet Allocation Study

(3): When this funding source was originally established, \$35,000 per year was an appropriate amount of money to replace a fire truck approximately every six years. Equipment costs have now risen to a point where \$75,000 is required each year to offset the cost of a new truck on a six year cycle. New replacement fire trucks range from \$400,000 to \$450,000 dependent upon how they are equipped.

(4): The Capital Planning Committee fully supports improvements to the Town’s IT infrastructure. While the committee acknowledges that the existing plan is still under development, they are committed to starting this renewal process in the interim. The committee recommends allocating \$100,000 per fiscal year towards the development of a reliable and adequately sized high speed network. The committee recommends that any incurred savings resulting from the phased installation of this system (yearly savings resulting from reduced leasing cost) be reallocated to supplement this fund each year to accelerate completion of this system installation. It is anticipated this installation will require four phases.

Table 1b represents projects not considered for this year’s program for varied reasons by the committee. Committee comments on each project are listed Appendix A.

Table 1b Projects Not Considered For This Year's Funding.

<u>Department /Division</u>	<u>Project Description</u>	<u>Amount Requested</u>
Sewer	Emerson Rd Pump Station Security Improvements	\$15,000
Sewer	SCADA	\$90,000
Sewer	Wet Well Ventilation	\$135,000
Recreation	Blinn Tennis Courts Rehabilitation	\$140,000
Fire	Quint	\$717,000
DPW	GPS Tracking	\$14,000
Schools	WMS Locker Replacement	\$70,000
Schools	WMS Window Replacement	\$86,000
Facilities	Community House Heating Plant Replacement	\$125,000

Table 1c represents projects ineligible for funding under the current guidelines for capital projects. Committee comments on each project are listed in Appendix B.

<u>Department /Division</u>	<u>Project Description</u>	<u>Amount Requested</u>
Facilities	BBH Corridor Painting	\$36,000
Facilities	CTR Corridor Painting	\$70,000
Facilities	WS Corridor Painting	\$36,000
Facilities	Town Hall Interior Painting	\$20,000
Facilities	DPW Office Enhancements	\$15,000
DPW	W/S Service Van	\$36,177

Table 1c Projects Ineligible for Capital Funding

The Capital Planning Committee would like to thank Town Manager Robin Crosbie and her department heads for their support during our review process. We also would like to thank School Superintendent Marie Doyle, her staff, and the School Committee for their support.

We look forward to meeting with the Select Board to review our recommendations.

Respectfully Submitted,

Capital Planning Committee:

Richard Foster – Chairperson
Stephen Metz
James Nurse
Timothy Dupuis
Curt Freedman
Cliff Hedges

Copies to: Ms. Robin Crosbie – Town Manager
Mr. Ned Steiger – Finance Committee

Attachments:

Appendix A: Details on projects not recommended for funding
Appendix B: Details on ineligible projects
Appendix C: Project Ranking Criteria

APPENDIX A

Capital Projects Not Recommended for Appropriation in FY 2013

Emerson Road Pump Station Security Improvements - \$15,000

The Committee feels these improvements should not be scheduled or completed until other higher priority needs are fulfilled at this facility. These are valid improvements, but of lesser priority than those listed for completion this year.

Emerson Road Pump Station SCADA Improvements – \$90,000

The Committee feels these improvements should not be scheduled or completed until other higher priority needs are fulfilled at this facility. These are valid improvements, but of lesser priority than those listed for completion this year.

Emerson Road Pump Station Wet Well Ventilation Improvements - \$135,000

The Committee feels these improvements should not be scheduled or completed until other higher priority needs are fulfilled at this facility. These are valid improvements, but of lesser priority than those listed for completion this year.

Blinn Tennis Courts Rehabilitation - \$140,000

Due to a significant increase in the cost estimate for the phases of this project, the Committee believes this project should be reevaluated. The original cost estimate for this project was 133% less than the current estimate. Accordingly, this entire project needs to be reevaluated before any expenditure is made.

Quint Fire Truck - \$717,000

Based on the evaluation of information presented with this project the Committee does not feel it is beneficial to the community to pursue the procurement of this equipment at this time.

GPS Vehicle Tracking System - \$14,000

The Committee cannot support this project in comparisons to other noted needs for the community. In addition to the upfront cost for this system, the annual operational cost for this system would be \$20,000. The Committee does not believe it is in the best interest of the community to purchase this system at this time.

**Cont. APPENDIX A
Capital Projects Not Recommended for Appropriation in FY 2013**

WMS Locker Replacement - \$70,000

The Committee cannot support the replacement of the lockers at WMS for many of the same reasons listed in last year's report. Student usage of lockers at WMS may require more overview. This site has been visited three times to review this project and each time the same observations were made. Many of the students using these lockers have adopted ways of fully utilizing the available space to meet their needs, while a limited number of other students have chosen other methods. Subsequently you will find some lockers with the doors hanging open with books etc. spilling onto the hallway floor while the vast majority of the other lockers contents are more neatly organized and thus allowing the locker door to be secured properly. While the Committee cannot support this request, they remain committed to supporting improvements concerning health and safety and core infrastructure requirements directly associated with the educational mission.

WMS Window Replacement - \$86,000

Due to the age of this school and the documented need for a total rehabilitation and/or replacement the Committee cannot properly evaluate the benefits or support this project until the community presents an approved long-range plan for this facility. While the Committee cannot support this request, they remain committed to supporting improvements concerning health and safety and core infrastructure requirements directly associated with the educational mission.

Community House Heating Plant Replacement - \$125,000

The Committee cannot support this project in its current state of scope development. The vendor quote submitted with this year's package was for \$80,000 but the project request total was for \$125,000. The proposed reason for this differential was for the possibility of asbestos removal and possible installation of a flue liner in the existing chimney. The Committee requested clarifications of these facts, but to date these issues have not been resolved. The community needs to devote additional effort towards the development of complete proposal packages instead of cost estimates without basis. The Committee feels this is a valid project, but has requested that the community develop a verifiable scope of services along with a reliable cost estimate for these repairs.

APPENDIX B Projects Ineligible for Capital Funding

BBH Corridor Painting - \$36,000

This work is considered maintenance and therefore ineligible for funding with capital improvement funds. This classification of work should be funded out of recurring annual appropriations on a programmatic basis. As with other routine maintenance, these repairs should be performed on an as-needed basis to keep the appearance of our structures at a given standard. Deferring the phasing of these repairs until such time as the total cost reaches the threshold of funding for Capital Improvements should be discouraged and disallowed.

CTR Corridor Painting - \$70,000

This work is considered maintenance and therefore ineligible for funding with capital improvement funds. This classification of work should be funded out of recurring annual appropriations on a programmatic basis. As with other routine maintenance, these repairs should be performed on an as-needed basis to keep the appearance of our structures at a given standard. Deferring the phasing of these repairs until such time as the total cost reaches the threshold of funding for Capital Improvements should be discouraged and disallowed.

WS Corridor Painting - \$36,000

This work is considered maintenance and therefore ineligible for funding with capital improvement funds. This classification of work should be funded out of recurring annual appropriations on a programmatic basis. As with other routine maintenance, these repairs should be performed on an as-needed basis to keep the appearance of our structures at a given standard. Deferring the phasing of these repairs until such time as the total cost reaches the threshold of funding for Capital Improvements should be discouraged and disallowed.

Town Hall Interior Painting - \$20,000

This work is considered maintenance and therefore ineligible for funding with capital improvement funds. This classification of work should be funded out of recurring annual appropriations on a programmatic basis. As with other routine maintenance, these repairs should be performed on an as-needed basis to keep the appearance of our structures at a given standard. Deferring the phasing of these repairs until such time as the total cost reaches the threshold of funding for Capital Improvements should be discouraged and disallowed.

**Cont. APPENDIX B
Projects Ineligible for Capital Funding**

DPW Office Enhancements - \$15,000

This work is considered maintenance and therefore ineligible for funding with capital improvement funds. This classification of work should be funded out of recurring annual appropriations on a programmatic basis. As with other routine maintenance, these repairs should be performed on an as-needed basis to keep the appearance of our structures at a given standard. Deferring the phasing of these repairs until such time as the total cost reaches the threshold of funding for Capital Improvements should be discouraged and disallowed.

W/S Service Van - \$36,177

Replacement vehicle does not meet the minimum replacement requirements. Replacement vehicle only has 48,000 miles.

Appendix C Project Ranking Criteria

All projects were ranked by the Capital Planning Committee on three criteria seriousness, urgency, and growth. These criteria are defined as:

Seriousness: What is the impact of the funded item on the department's ability to carry out its core mission? Have alternatives been considered and eliminated?

Urgency: How soon must this need be met? Are there adverse or potentially serious consequences of delay?

Growth: Will the monetary need grow at a rate greater than inflation if the purchase is not made this planning cycle? Put another way, does spending a dollar now prevent the spending of far more than that next year?