

CIP COMMITTEE MEETING
Community Meeting Room, Boyden Library
Saturday, March 12, 2016
8:00am

Members Present: Bill Keegan, Jr., Town Manager, Chairman
John Chlebek, Advisory Committee
Ginny Coppola, Selectmen
Roger Hill, Water/Sewer Superintendent
Deb Spinelli, Superintendent of Schools
Randy Scollins, Finance Director, Ex-Officio

Others Present: Edward T. O'Leary, Police Chief
John Hannon, Police Lieutenant
Richard Noonan, Police Lieutenant
Roger Hatfield, Fire Chief
Michael Kelleher, Administrative Fire Deputy
William Casbarra, Building Commissioner
Anthony Moussalli, Facilities Director
Robert Boette, Conservation Commission Chairman
Aaron Hyre, IT Director
Bill Yukna, School Business Administrator
Robert Worthley, Water Superintendent
Chris Gallagher, Town Engineer

Meeting called to order at 8:00am.

Representatives from each department on the agenda presented their respective capital projects, starting at 8am and ending at 11:30pm (see attached Agenda).

The total funding request associated with all of the projects totaled \$20,937,657, including \$16.5MM for a Water Treatment Plant project associated with pumping station #1 on Pumping Station Road (see attached FY 2017 Summary of Capital Improvement Requests for the complete list).

During the presentations the following modifications to the requests were made:

- Fire department portable radio upgrades/replacements funding request was reduced from \$370,201 to \$134,618, as the difference was already requested in the Police portable radio replacement request.
- The new Fire Substation request was withdrawn, although no funding had been requested for this project. It had been presented as informational, that at some point in time, a substation may or may not be necessary in Foxborough.
- \$200,918 in the completed Oak Street Water Treatment Plant project account was requested to be added to the \$16.5MM for the Pumping Station Road Water Treatment Plant project

Also, during the presentation of School CIP requests, three additional items were presented to the Committee with no funding requested. The three items are: 1 ton utility van and ½ ton pick-up for the Maintenance Dept.; and a ¾ ton utility / passenger van for food service for the Schools. Bill Yukna stated that it is unknown whether or not any of these vehicles will trip the \$25,000 CIP threshold requiring CIP Committee consideration. However, in order to be compliant with the process, they were presented as requested purchases with funding intended to come from a combination of School accounts and the Central Maintenance account. The Committee discussed these items. Roger Hill made a motion to support all three of these items, seconded by John Chlebek. Motioned adopted unanimously 5-0-0. (See attached summary of the three supplemental requests.)

At the conclusion of all CIP presentations each voting Committee member independently ranked each project on a scale of 1 to 5, with 5 being the highest priority. At this point the Committee took a brief break while the Finance Director independently tallied all of the rankings. The composite rankings were then shared and reviewed with the Committee.

After the composite rankings were reviewed, the Finance Director reviewed all possible funding options for FY 2017 and recommended a funding level that was consistent with the Town's long-range financial plan.

At this point, using the composite ranking as a starting point, the Committee then deliberated the merits of each funding request. The following adjustments were agreed to by the Committee:

- The Burrell School Feasibility project would be funded in part with a "Free Cash Loan" because about \$345,000 of the \$700,000 request would most likely be reimbursed by the MSBA. If that reimbursement were to be realized, then that amount would be restored to Free Cash in the same manner the "Free Cash Loan" for the Fire department SCBA's was returned in a prior year.
- The Police Portable Radio Upgrade requested funding amount would be reduced from \$273,910 to \$250,000 in an effort to stay within total targeted FY '17 CIP funding.
- The Police firearms replacements would not be supported this year, but the Taser replacements would in an effort to stay within total targeted FY '17 CIP funding.
- In order to fit within the recommended funding, phase II paving of the Igo school paving & curbing project was removed from the recommended list.
- Funding for additional repairs to the 120 Spring St. Conservation dept. rental property would not be supported, as the Town is continuing to exit the home rental business. It was discussed with Chairman Boette during the review of that request that the process to position the property for possible sale should begin as soon as possible.

A motion was made by Roger Hill to recommend all of the remaining projects, not including the Water Treatment Plant project and the Burrell School project, with the proposed funding, see attached Appendix A. Debbie seconded the motion. Motion passed by a vote of 5-0-0.

A motion was made by Ginny Coppola to recommend and support the funding of \$16.5 million from borrowing with debt service to be paid with water receipts, and to transfer the balance in the Oak Street Treatment plant project account, \$200,918, for the Pumping Station Road Water

Treatment plant project. Motion was seconded by John Chlebek. Motion passed by a vote of 5-0-0.

A motion was made by Roger Hill to recommend funding of the Burrell School Feasibility Study from Free Cash, with the understanding that any MSBA reimbursement for this cost to be repaid to Free Cash. Bill Keegan seconded the motion. Motion passed by a vote of 5-0-0.

A motion was made by Roger Hill to endorse the revised five year capital plan, with adjustments to reflect what was not recommended for FY 2017. Debbie Spinelli seconded the motion. Motion passed by a vote of 5-0-0. (5 year capital plan attached).

Roger Hill made a motion to adjourn. Ginny Coppola seconded the motion. The motion passed by a vote of 5-0-0.

Meeting adjourned at 1:15pm.

Respectfully submitted by Randy Scollins.

CIP COMMITTEE MEETING AGENDA
Saturday, 8:00 AM, March 12, 2016
Community Meeting Room – Boyden Library

Purpose:

To Review Capital Requests from Requesting Departments
for the FY 2017 Capital Budget & Make Recommendations Thereon

Time	Dept. #	Department
8:00 a.m.	210	Police – <i>Chief O’Leary</i>
8:20 a.m.	220	Fire – <i>Chief Hatfield</i>
8:50 a.m.	241	Inspection – <i>Commissioner Casbarra</i>
9:10 a.m.	192	Municipal Bldgs. & Conservation – <i>Dir. Moussalli, & Agent Pierce</i>
9:30 a.m.	300	School – <i>Superint. Spinelli, Mgr. Yukna, Dir. Hyre</i>
10:10 a.m.	171	Information Systems – <i>Dir. Scollins, Dir. Hyre</i>
10:25 a.m.	410	Public Works and Street Reconstruction – <i>Dir. Hill</i>
10:55 a.m.	450	Water – <i>Director Hill, Superintendent Worthley</i>
11:25 a.m.		Break
11:45 a.m.		CIP Committee Deliberation & Voting
1:30 p.m.		Adjourn

FY 2017 SUMMARY of CAPITAL IMPROVEMENT REQUESTS

Town of Foxborough				
<u>Fund</u>	<u>Dept #</u>	<u>Department</u>	<u>Description</u>	<u>Requested</u>
0100	130	Information Syst	Townwide Network System & Technology Upgrades	100,000
TOTAL INFORMATION SYSTEMS				100,000
0100	192	Municipal Bldgs	120 Spring St Rental Property Repairs & Maintenance	15,400
TOTAL MUNICIPAL BUILDINGS				15,400
0100	210	Police	Portable Radio Upgrades	273,910
		Police	Firearm & Taser Replacements	77,093
TOTAL Police				351,003
0100	220	Fire	Centralized Integrated Data Mgmt System	83,450
		Fire	Portable Radio Upgrades	370,201
		Fire	Squad 4 Replacement	55,935
		Fire	Adtl Staff Vehicle FC-1	63,100
TOTAL FIRE DEPARTMENT				572,686
0100	241	Inspection	Online Permitting System	30,000
TOTAL INSPECTION				30,000
0100	300	School	Computer/Software/Printer Upgrades & Replacement	175,000
		School	Qty 2 - 77 Passenger School Buses	156,000
		School	27-30 Passenger Mini Bus (Wheelchair accessible)	57,000
		School	Qty 4 - Copiers	40,000
		School	FHS - Turf Field Concession Stand & Bathrooms	125,000
		School	IGO - Paving & Curbing (Phase II)	32,500
		School	MSBA Feasibility Study & Specifications	700,000
TOTAL SCHOOL DEPARTMENT				1,285,500
0100	410	Public Works	Equipment Storage Building at 70 Elm St.	335,000
		Public Works	Replace Salt Shed	113,000
		Public Works	5 Ton Dump/Sander Truck replaces Truck #1	175,000
		Public Works	1 Ton Dump replaces #27	70,000
TOTAL HIGHWAY DEPARTMENT				693,000
TOTAL GENERAL FUND REQUESTS				3,047,589
6000	450	Water	System Improvements	200,000
		Water	Hill Street Tank Rehabilitation & Asset Mgmt	353,106
		Water	Pumping Station #1 Treatment Plant	16,500,000
TOTAL WATER ENTERPRISE FUND REQUESTS				17,053,106
TOTAL ENTERPRISE FUND REQUESTS				17,053,106
3300	410	Roads	Street Reconstruction from Free Cash via Meals Tax	51,438
3300	410	Roads	Street Reconstruction from FY '17 Meals Tax	165,620
3300	410	CHAPTER 90 est.	Street Reconstruction	619,904
TOTAL HIGHWAY IMPROVEMENTS FUND REQUEST				836,962
GRAND TOTAL CIP REQUESTS				20,937,657

CIP Committee
March 12, 2016 Annual Review Meeting

Funding for the following vehicles will come from the School Budget and possibly the Town side building maintenance budget based on funding availability in FY16. Vehicles have all serviced the town well ranging in age from 15 to 17 years old. We will trade in the existing vehicles to remove them from service and try and gain some residual value. This is an FY16 supplemental request and funding is solely from FY16 operating budgets (School vehicle fuel account & Town building maintenance budget).

Shared Maintenance & School Department Supplemental CIP Request

1) 3/4 to 1 ton utility van with tool and parts bins (Estimated cost \$25K to \$30K)

- Maintenance Dept. (Services Schools & Town)
- Replaces 2001 Ford E350 Van inherited from Police Dept. in 2013
- Mechanics refurbished at a cost of \$5,000 which bought us 3 additional years but now mechanics feel it is at the end of its useful life.

2) 1/2 ton pick-up truck (Estimated cost \$22K to \$26K)

- Maintenance Dept. (Services Schools & Town)
- New vehicle for position added through town side budget FY16

School Department Supplemental CIP Request

1) 3/4 ton utility / passenger van for food service (Estimated cost \$22K to \$30K depending on final spec and usage requirement.

- Food Service Carrier and School use (Services Schools Only)
- Current van is 1999 Chevy ExpVan (17 years old)
- Vehicle is in poor condition, significant rust and mechanic issues.
- Vehicle may also be used to shuttle small groups.

Thanks you for your consideration.

William Yukna
School Business Manager

APPENDIX A

<u>DEPARTMENT/Description</u>	<u>FY 17</u>		<u>Funding Sources</u>
<u>INFORMATION SYSTEMS</u>	<u>C.I.P. Plan</u>		
Equipment			
Town wide Network Sys & Municipal Tech. Upgrades	100,000	\$45,000	Overlay Surplus, \$55,000 Sale of Asset Receipts
POLICE			
Equipment			
Portable Radio Upgrades	250,000	\$95,000	Free Cash, & \$155,000 Overlay Surplus
Taser Replacements	58,109		Free Cash
FIRE			
Vehicles & Equipment			
Portable Radio Upgrades	134,618		Ambulance Receipts
Centralized Integrated Data Mgmt System	83,450		Ambulance Receipts
Replace Staff Vehicle FC-1	63,100		Ambulance Receipts
Squad 4 Replacement	55,935		Fire Apparatus Revolving
INSPECTION			
Equipment			
Online Permitting System	30,000		Free Cash
PUBLIC SCHOOLS			
Vehicles & Equipment			
Computer/Software/Printer Upgrades & Replacement	175,000		Free Cash
Qty 2 - 77 Passenger School Buses	156,000		Free Cash
27-30 Passenger Mini Bus (Wheelchair accessible)	57,000		Free Cash
Qty 4 - Copiers	40,000		Free Cash
Infrastructure			
FHS - Turf Field Concession Stand & Bathrooms	125,000		Sale of Asset Receipts
PUBLIC WORKS			
Vehicles			
5 Ton Dump/Sander Truck replaces Truck #1	175,000		Free Cash
1 Ton Dump replaces #27	70,000		Free Cash
Infrastructure			
Equipment Storage Building at 70 Elm St.	335,000		Free Cash
Replace Salt Shed	113,000		Taxation
Road Infrastructure			
Street Reconstruction	619,904		Chapter 90 Roads Program
Street Reconstruction	165,620		Meals Tax Receipts
Street Reconstruction	51,438		Free Cash (<i>accumulated from Meals Tax</i>)
WATER			
Vehicles & Equipment			
System Improvements	200,000		Water Receipts
Hill Street Tank Rehabilitation & Asset Mgmt	353,106		Water Receipts
TOTAL	<u>3,411,280</u>		

5 YEAR CAPITAL PLAN and ASSUMED FUNDING

DEPARTMENT/Description	5 YEAR HISTORY					5 YEAR PLAN					TOTAL FY 12-16	TOTAL FY 17-21		
	FY 12 Budget	FY 13 Budget	FY 14 Budget	FY 15 Budget	FY 16 Budget	FY 17 Plan	FY 18 Plan	FY 19 Plan	FY 20 Plan	FY 21 Plan				
Five-Year CIP Plan (FY 17-21)														
TOWN WIDE														
Vehicles & Equipment														
Management Information Systems		50,000		71,150	155,000	276,150	100,000	150,000	100,000	150,000	100,000	100,000	600,000	
Infrastructure														
Conservation-Dam Repairs										132,000	240,000	90,000	462,000	
MUNICIPAL BUILDINGS														
Facilities & Equipment														
Town Hall				557,535	6,860,000	7,417,535								
Conservation Rental Property				16,500		16,500								
Upgrade Telephone & Email Systems			300,000			300,000								
POLICE														
Vehicles & Equipment														
Vehicles		58,500	112,000			170,500		34,000		34,000			68,000	
Communications System Upgrade														
Security Cameras for Public Bldgs.														
Mobile Data System / Plate Reader					57,100	57,100								
Body Armor					30,365	30,365								
Weapon / Finger Print Systems								58,109	18,984				77,093	
CENTRAL DISPATCH														
Vehicles & Equipment														
Database Management Software			48,750	47,500		47,500								
PC & Server Replacements						48,750								
ANIMAL CONTROL														
Vehicles & Equipment														
Vehicles				32,334		32,334								
FIRE														
Vehicles & Equipment														
Ambulance & Related Equipment	315,000				266,000	581,000							543,696	
Ladder Truck				325,000		325,000				263,930		279,766		
Fire Support & Rescue				34,500		34,500								
Engine #21				570,000		570,000								
S.C.B.A. System		51,406	43,076	206,628		301,110								
Squad 1 & 4		54,572				54,572				55,935			55,935	
Cars 1, 2, 4, & Pick-Up				53,676	46,586	100,262				63,100			63,100	
Communications System Upgrade										134,618			134,618	
Database Management Software										83,450			83,450	
INSPECTIONS														
Vehicles & Equipment														
Permitting System										30,000			30,000	
Vehicles					29,000	29,000								
HIGHWAY														
Infrastructure														
Street Reconstruction	669,113	742,759	895,000	1,809,638	873,904	4,990,414		836,962	845,000	845,000	845,000	845,000	4,216,962	
Storm water Plan														
Facilities														
Replace Furnace/Generator				60,000		60,000								
Building Improvements										50,000			163,000	
Equipment Storage Bldg										335,000			335,000	
Vehicles & Equipment														
Highway Division	169,000	126,000	269,000	305,000	135,000	743,000		175,000	190,000	95,000		30,000	3,141,660,000	
Tree & Park Division			47,000	30,000		338,000		70,000					130,000	

5 YEAR CAPITAL PLAN and ASSUMED FUNDING

Five-Year CIP Plan (FY 17-21)

5 YEAR HISTORY

5 YEAR PLAN

DEPARTMENT/Description	FY 12	FY 13	FY 14	FY 15	FY 16	TOTAL	FY 17	FY 18	FY 19	FY 20	FY 21	TOTAL
	Budget	Budget	Budget	Budget	Budget	FY 12-16	Plan	Plan	Plan	Plan	Plan	FY 17-21
BOARD OF HEALTH												
Vehicles & Equipment		25,000				25,000						
SUV												
COUNCIL ON AGING												
Facilities												
Senior Center												
Vehicles & Equipment			51,000		27,500	78,500					2,000,000	2,000,000
Van / Car												
BOYDEN LIBRARY												
Facilities												
Building Renovation & Expansion												
HISTORICAL COMMISSION												
Facilities												
Memorial Hall Renovations			175,000			175,000						
TOTAL MUNICIPAL	1,153,113	2,063,237	1,765,826	3,339,461	8,480,455	16,802,092	2,305,174	2,063,914	1,505,000	1,428,766	2,975,000	10,297,854
FOXBOROUGH PUBLIC SCHOOLS												
Facilities												
Burrell School Rehabilitation												
MSBA Feasibility Studies							700,000	8,000,000	15,000	TBD		8,000,000
Asbestos Removal					30,000	30,000						715,000
Athletic Fields/Facilities		1,265,000			165,000	1,430,000	125,000	1,150,000				1,275,000
Blacktop/Playground Equipment												
Emergency Power/Lighting												
Elevator												
HVAC/Replace Oil Tanks/Boilers												
Gyms/Bleachers/Dividers												
Paving	820,000					820,000						
Energy Management Systems												
School Carpets/Floors												
HS Water Tanks												
Roofs/Doors/Windows												
Fire Alarm / Security Systems			112,000		78,000	190,000		55,000				55,000
Locker Rooms/Bathrooms												
Vehicles & Equipment												
Buses & Vans	220,000	164,000	216,000	160,000	150,000	910,000	213,000	156,000	217,500	160,000	160,000	906,500
Technology/Networking	145,000	168,750	253,750	365,688	175,000	1,108,188	175,000	175,000	175,000	175,000	175,000	875,000
Office Copiers	45,000	56,000	40,000	40,000	40,000	221,000	40,000	40,000	40,000	40,000	40,000	200,000
Music/Band Equipment			38,000			38,000						
TOTAL FOXBOROUGH SCHOOLS	1,230,000	1,653,750	659,750	565,688	638,000	4,747,188	1,253,000	9,576,000	447,500	375,000	375,000	12,026,500

5 YEAR CAPITAL PLAN and ASSUMED FUNDING

Five-Year CIP Plan (FY 17-21)

5 YEAR HISTORY

5 YEAR PLAN

DEPARTMENT/Description	5 YEAR HISTORY					5 YEAR PLAN						
	FY 12 Budget	FY 13 Budget	FY 14 Budget	FY 15 Budget	FY 16 Plan	TOTAL FY 12-16	FY 17 Plan	FY 18 Plan	FY 19 Plan	FY 20 Plan	FY 21 Plan	TOTAL FY 17-21
LANDFILL												
Infrastructure Capping & Expansion												
WATER												
Infrastructure												
Site Investigation Test Wells												
Recondition Wells	50,000	60,000		200,000		310,000	TBD	TBD	TBD	TBD		
Main Replacement				350,000	1,300,000	1,650,000	TBD	TBD	TBD	TBD		
Meter Replacement & Meter Reading	175,000					175,000						
System Security & Improvements												
Facilities												
Storage Tanks	200,000	250,000	500,000	1,000,000		1,950,000	353,106					353,106
Water System Treatment & Pipe Lines	150,000	500,000	450,000			1,100,000	16,700,918					16,700,918
Modular Building			600,000			600,000						
Vehicles & Equipment												
Vehicle Replacement	80,000			25,000	142,000	247,000		75,000				75,000
Compressor/ Generator / Other			222,000			222,000						
SEWER												
Infrastructure												
Town WWTF & Collection System												
Infiltration & Repair				100,000		100,000		TBD	TBD	TBD		
Mansfield Sewer Plant & WWTF	235,370	220,530				455,900		100,000	100,000	100,000	100,000	400,000
Rebuild Flow Meter-Sears Estates								1,018,652	1,200,000	1,200,000	1,200,000	4,618,652
Vehicles & Equipment												
Vehicle Replacement												
TOTAL ENTERPRISE FUNDS	740,370	680,530	1,222,000	2,725,000	1,442,000	6,809,900	17,254,024	1,253,652	1,360,000	1,360,000	1,360,000	22,587,676
GRAND TOTAL	3,123,483	4,397,517	3,647,576	6,630,149	10,560,455	28,359,180	20,812,198	12,913,566	3,312,500	3,163,766	4,710,000	44,912,030

Actual / Proposed Funding:	5 YEAR HISTORY					5 YEAR PLAN						
	FY 12 Budget	FY 13 Budget	FY 14 Budget	FY 15 Budget	FY 16 Plan	TOTAL FY 12-16	FY 17 Plan	FY 18 Plan	FY 19 Plan	FY 20 Plan	FY 21 Plan	TOTAL FY 17-21
General Obligation Bonding												
MSBA / State Grant Reimbursement												
Taxation												
Free Cash and / or Deferral	749,000	1,047,000	1,359,600	1,972,489	1,030,515	6,158,604	1,597,547	1,075,984	982,500	629,000	455,000	4,740,031
Stabilization-Capital												
Ambulance Receipts	315,000	629,978	34,777	294,804	312,586	1,587,145	281,168	263,930		279,766		824,864
Overlay Surplus	594,113	594,113	600,000	929,856	619,904	3,337,986	619,904	620,000	620,000	620,000	620,000	3,089,904
Chapter 90	75,000	100,000	295,000	269,000	205,450	944,450	165,620	225,000	225,000	225,000	225,000	1,065,620
Meals Tax	600,000	1,048,646	8,299	1,975,791		3,632,736	200,918					200,918
Reallocation of Prior Yr. Vote	50,000	172,250	77,900		10,000	310,150	235,935	575,000	75,000		200,000	1,085,935
Special Revenue Funds												
Trade Value												
Water Receipts & Bonding	505,000	460,000	1,222,000	1,025,000	172,000	2,522,000	17,053,106	135,000	60,000	60,000	60,000	17,368,106
Water Surplus	235,370	220,530		50,000		505,900		100,000	100,000	100,000	100,000	400,000
Sewer Receipts								1,018,652	1,200,000	1,200,000	1,200,000	4,618,652
Sewer Surplus & Bonding	3,123,483	4,397,517	3,647,576	6,630,149	10,560,455	28,359,180	20,812,198	12,913,566	3,312,500	3,163,766	4,710,000	44,912,030