

## Agenda for CIAC December 16, 2014 meeting

Time and Location: 7:00PM @ DPW building

- 1) Confirmation of Quorum - 7:00 PM to 7:05 PM
- 2) Approval of minutes from November 19, 2014 meeting 7:05 PM to 7:15 PM
- 3) Maureen Valente presentation of 2016 Capital Budget Draft 7:15 PM to 7:45 PM
- 4) William Place discussion or presentation of DPW Capital items 7:45 PM to 8:00 PM
- 5) Chief Scott Nix discussion or presentation of Security Program for Town Buildings 8:00 PM to 8:20 PM.
- 6) Chief Bill Miles discussion or presentation of Fire Department Capital request 8:20 PM to 8:35 PM.
- 7) Report of December Strategic Finance Committee meeting 8:35 PM to 8:45 PM.
- 8) Other issues 8:45 PM to 8:55 PM.
- 9) Next meeting – January 6, 2015 (Park and Rec, Facilities and Planning)
- 10) Adjournment



Maureen G. Valente  
Town Manager

## TOWN OF SUDBURY

Office of the Town Manager

[www.sudbury.ma.us](http://www.sudbury.ma.us)

278 Old Sudbury Road  
Sudbury, MA 01776-1843

978-639-3381

Fax: 978-443-0756

Email: [townmanager@sudbury.ma.us](mailto:townmanager@sudbury.ma.us)

To: Honorable Capital Improvement Planning Committee

From: Maureen G. Valente, Town Manager *Maureen G. Valente*

Date: December 11, 2014

It is my pleasure to transmit to your committee the Town Manager's Preliminary FY16 Capital Budget plan for the Municipal Government, Sudbury Public Schools (SPS), and Lincoln Sudbury Regional High School (LSRHS) of the Town of Sudbury. The development of the annual Capital Budget begins with a solicitation from the Town Manager to all departments to prepare and submit capital requests so that she can determine and submit an overall budget request that is coordinated among departments and represents the highest priority needs of the Town for the next year.

The main body of this report provides summary tabulations and rankings for all project requests that are candidates for funding by either capital within the operating budget, special stabilization fund, capital exclusion, debt exclusion, CPA or other funding source. The summary report provides separate tabulations for capital project requests subject to CIAC review (over \$50,000 in a single year or over \$100,000 in multiple years) and requests under that threshold subject to Town Manager review. Detail descriptions (Form A's) and justifications for all FY16 project requests are included in the attachment.

The Strategic Financial Planning Committee for Capital funding has developed an interim report with a number of recommendations for FY16 capital funding. This interim report has not been finalized by the Committee, but a majority of committee members voted to approve the recommendations in the interim report in the hope that the CIAC would find this information useful as they undertook their review of the project submissions. In particular, I would point out that the Committee recommended that overall the Town's spending for capital should not exceed \$4.9 million from the tax levy. However, overall spending for capital could be higher than that amount, when use of grants, Free Cash and similar non-tax levy sources are used to offset those amounts above \$4.9 million.

Additionally, the Committee recommended up to \$1.8 million in spending for smaller capital projects for FY16 and the use of up to \$800,000 in Free Cash in connection with funding available for that category of projects. Attached is a summary listing of those smaller capital projects that was provided to the Strategic Planning Committee for Capital Financing. And if the CIAC supports any DPW Rolling Stock items over \$50,000, the funding for those should come from the new established Special Stabilization Fund for DPW Rolling Stock, even though that fund has no receipts yet. The Committee has recommended that the Board of Selectmen seek an Operating Override to annually provide funding to this Special Stabilization Fund.

The Capital Financing Committee has made their recommendations to the key question: How much capital spending is a target for the CIAC to work towards for FY16? Our peer AAA communities are spending a set target of recurring amounts for capital – some as high as 12% of operating budget on Capital Improvements. Currently, Sudbury is at about 5.6%. The Committee is hopeful that if capital spending can consistently be kept at around \$4.9 million each year, the Town and schools can catch up on the backlog of capital projects that accumulated during the past 10 years, as well as keep up with projects that are scheduled to begin over the next five years.

I want to thank the department heads for their participation, cooperation and dedication to this process. They did a superb job coming together as a group and dealing with the challenge of considering many important and deserving projects.



# FY16 CAPITAL PLAN

Area	Project	FY16 Dept Request	Operating Capital	Special Stabilization	Capital Exclusion	Debt Exclusion	CPA/Other
<b>Facilities/All Buildings</b>							
Facilities/Town/SPS	Carpet Replacement	108,000			108,000		
Facilities/SPS	Curtis Door Replacement and Repairs	40,000	40,000				
Facilities/SPS	Energy Improvements LED Lighting	50,000		50,000			
Facilities/SPS	Haynes School and Curtis School Septic	40,000	40,000				
Facilities/SPS	Nixon Cafetorium Roof/Windows and Envelope	1,096,268				1,096,268	
Facilities/SPS	Nixon Hot Water Heater Replacement	25,000	25,000				
Facilities/SPS	Noyes Phone System	25,000	25,000				
Facilities/SPS	School Flooring Replacement	100,000			100,000		
Facilities/SPS	School Rooftop HVAC Unit (Noyes or Loring)	75,000			75,000		
Facilities/SPS	School Security and Access Controls	220,000			220,000		
Facilities/Town/SPS	Town & School Parking Lot	200,000			200,000		
Facilities/Town	Various Building Improvements	50,000	50,000				
LSRHS	Fire Alarm System Upgrading	125,000			125,000		
<b>Rolling Stock</b>		<b>2,154,268</b>	<b>180,000</b>	<b>50,000</b>	<b>828,000</b>	<b>1,096,268</b>	<b>-</b>
DPW	6 Wheel Dump Truck (Unit #9)	136,500			136,500		
DPW	1 Ton Pick-Up (Unit #PR-4)	42,000	42,000				
DPW	10 Wheel Dump Truck (Unit #34)	174,800			174,800		
DPW	10 Wheel Roll-Off (Transfer Stn) (Unit #L-1)	184,800					184,800
DPW	1 Ton Pick-Up (Unit #PR-11)	48,000	48,000				
<b>Technology/Equipment</b>		<b>586,100</b>	<b>90,000</b>	<b>-</b>	<b>311,300</b>	<b>-</b>	<b>184,800</b>
Finance	MUNIS Software-Employee Self-Service	10,425	10,425				
Finance	Munis Software-Tyler Reporting Services	22,325	22,325				
Fire	Cardiac Monitor Replacement	96,000			96,000		
Fire	Radio Box Upgrades	50,000	50,000				
<b>Other Municipal</b>		<b>178,750</b>	<b>82,750</b>	<b>-</b>	<b>96,000</b>	<b>-</b>	<b>-</b>
DPW	Fuel Storage Replacement	250,000			250,000		
DPW	Town-Wide Walkways	100,000					100,000

FY16 CAPITAL PLAN							
Area	Project	FY16 Dept Request	Operating Capital	Special Stabilization	Capital Exclusion	Debt Exclusion	CPA/Other
		350,000	-	-	250,000	-	100,000
<b>Recreation &amp; Open Space</b>							
Recreation	Feeley Tennis Courts	40,000	40,000				
Recreation	Lighting Cutting Field	300,000			300,000		
Recreation	Davis Field Development	3,573,512				3,573,512	
Recreation	Atkinson Pool Roof and Envelope	380,000			380,000		
Planning	Purchase of Property - 189 Landham Road	3,700,000					3,700,000
Planning	Purchase of Property - 36 North Road	457,100					457,100
Planning	Mass Central Rail Trail Phase 1	300,000					300,000
BOS	Johnson Farm Land Purchase	2,900,000				1,900,000	1,000,000
		<b>11,650,612</b>	<b>40,000</b>	<b>-</b>	<b>680,000</b>	<b>5,473,512</b>	<b>5,457,100</b>
<b>Total</b>		<b>14,919,730</b>	<b>392,750</b>	<b>50,000</b>	<b>2,165,300</b>	<b>6,569,780</b>	<b>5,741,900</b>

# **Small Project Detail**

		<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
Fire Alarm System Upgrading	Bundle Debt	\$125,000	\$0	\$0	\$0	\$0
Atkinson Pool Roof and Envelope Improvements	Bundle Debt	\$380,000	\$0	\$0	\$0	\$0
Lighting Cutting Field	Bundle Debt	\$300,000	\$0	\$0	\$0	\$0
Town and School Parking Lot	Bundle Debt	\$200,000	\$0	\$200,000	\$0	\$100,000
School Security and Access Controls	Bundle Debt	\$220,000	\$280,000	\$0	\$0	\$0
Fuel Storage Replacement (DPW)	Bundle Debt	\$250,000	\$0	\$0	\$0	\$0
Rooftop Units (16)	Bundle Debt	\$0	\$160,000	\$0	\$0	\$0
Self Contained Breathing Apparatus (SCBA)	Bundle Debt	\$0	\$200,000	\$0	\$0	\$0
DPW Cold Storage Addition	Bundle Debt	\$0	\$325,000	\$0	\$0	\$0
Improve Feeley Softball/Add Lighting	Bundle Debt	\$0	\$450,000	\$0	\$0	\$0
New Energy Management System for Library	Bundle Debt	\$0	\$162,000	\$0	\$0	\$0
Boiler Building -Cold Storage Conversion	Bundle Debt	\$0	\$200,000	\$0	\$0	\$0
CSX Rail Corridor Purchase	Bundle Debt	\$0	\$750,000	\$0	\$0	\$0
Mass Central Rail Trail Phase 2	Bundle Debt	\$0	\$450,000	\$0	\$0	\$0
Curtis School RTU HVAC #9, #12	Bundle Debt	\$0	\$0	\$105,000	\$0	\$0
Library Roof Replacement (areas 2,3,6,7 and slate repairs)	Bundle Debt	\$0	\$0	\$124,379	\$0	\$0
DPW Highway Garage Roof	Bundle Debt	\$0	\$0	\$124,743	\$0	\$0
Goodnow Library Roof 4,5	Bundle Debt	\$0	\$0	\$143,700	\$0	\$0
Noyes Elevator Replacement	Bundle Debt	\$0	\$0	\$150,000	\$0	\$0
DPW Garage Floor Replacement	Bundle Debt	\$0	\$0	\$150,000	\$0	\$0
Fairbanks/Senior Center Fire Alarm/Sprinkler	Bundle Debt	\$0	\$0	\$350,000	\$0	\$0
Nixon Fire Sprinkler	Bundle Debt	\$0	\$0	\$400,000	\$0	\$0
Noyes Fire Sprinkler System	Bundle Debt	\$0	\$0	\$490,000	\$0	\$0
Route 20 Intersections	Bundle Debt	\$0	\$0	\$250,000	\$0	\$250,000
School Maintenance Garage	Bundle Debt	\$0	\$0	\$0	\$100,000	\$0
Noyes Rooftop HVAC Replacement	Bundle Debt	\$0	\$0	\$0	\$100,000	\$0
Fire Station 2 and 3 Rehab and Updates	Bundle Debt	\$0	\$0	\$0	\$120,000	\$0
Flynn Building HVAC	Bundle Debt	\$0	\$0	\$0	\$180,000	\$0
Library Roof Replacement (areas 4 & 5)	Bundle Debt	\$0	\$0	\$0	\$200,000	\$0
Replace LS Stadium Turf Field	Bundle Debt	\$0	\$0	\$0	\$450,000	\$0
New Energy Management System for Curtis	Bundle Debt	\$0	\$0	\$0	\$230,000	\$0
Bruce Freeman Rail Trail Final Design	Bundle Debt	\$0	\$0	\$0	\$100,000	\$0
Haskell Playground Upgrades (FY20)	Bundle Debt	\$0	\$0	\$0	\$0	\$100,000
Goodnow Library roof area 2,3,6,7	Bundle Debt	\$0	\$0	\$0	\$0	\$106,831
Haskell Complex Redevelopment	Bundle Debt	\$0	\$0	\$0	\$0	\$200,000
Noyes Envelope Repointing and Caulking	Bundle Debt	\$0	\$0	\$0	\$0	\$300,000
Stadium Field (2007)	Bundle Debt	\$0	\$0	\$0	\$0	\$500,000
Fairbank Center - Flat Roof	Bundle Debt	\$0	\$0	\$0	\$0	\$700,000
Replace Cutting Turf Field	Bundle Debt	\$0	\$0	\$0	\$0	\$450,000
Infrared Radiant Heat for DPW	Bundle Debt	\$0	\$0	\$0	\$0	\$150,000
Generator - Curtis	Bundle Debt	\$0	\$0	\$0	\$0	\$100,000
Ambulance F2	Bundle Debt	\$0	\$0	\$0	\$0	\$240,000
Generators (2)	Bundle Debt	\$0	\$0	\$0	\$0	\$250,000
Subtotal Bondable Projects		\$1,475,000	\$2,977,000	\$2,487,822	\$1,480,000	\$3,446,831
Lincoln Share		(\$18,750)	(\$72,750)	\$0	(\$15,000)	(\$103,500)
Net		\$1,456,250	\$2,904,250	\$2,487,822	\$1,465,000	\$3,343,331

SPS Technology Plan	Cap Exl	\$0	\$100,000	\$100,000	\$100,000	\$100,000
Schools classroom Carpet/Flooring Replacement	Cap Exl	\$100,000	\$75,000	\$75,000	\$75,000	\$75,000
School Rooftop HVAC Unit (Noyes or Loring)	Cap Exl	\$75,000	\$0	\$0	\$75,000	\$0
Cardiac Monitor Replacement	Cap Exl	\$96,000	\$0	\$0	\$0	\$0
Carpet Replacement Goodnow/SPS	Cap Exl	\$108,000	\$0	\$0	\$0	\$75,000
Nixon Rooftop HVAC Replacement	Cap Exl	\$0	\$75,000	\$0	\$0	\$75,000
Traffic Lights at Nixon School Crossing	Cap Exl	\$0	\$75,000	\$0	\$0	\$0
Town Technology Plan	Cap Exl	\$0	\$100,000	\$100,000	\$100,000	\$100,000
EPA Stormwater Improvements/Stormwater Management Plan	Cap Exl	\$0	\$100,000	\$100,000	\$100,000	\$0
Goodnow Library Recarpeting	Cap Exl	\$0	\$0	\$75,000	\$0	\$0
Haynes Rooftop HVAC Replacements	Cap Exl	\$0	\$0	\$75,000	\$0	\$0
New Energy Management System for Flynn	Cap Exl	\$0	\$0	\$76,000	\$0	\$0
1998 Jacobsen Gangmower	Cap Exl	\$0	\$0	\$80,000	\$0	\$0
Flynn Building - Int. alterations	Cap Exl	\$0	\$0	\$80,000	\$0	\$0
Curtis Heating/Circulation Pumps and Motors	Cap Exl	\$0	\$0	\$80,000	\$0	\$0
Fire HQ Roof	Cap Exl	\$0	\$0	\$90,295	\$0	\$0
Hot water Heaters (2)	Cap Exl	\$0	\$0	\$100,000	\$0	\$0
Renovate Flynn to Accommodate SPS	Cap Exl	\$0	\$0	\$300,000	\$0	\$95,500
Generator Replacement - Noyes	Cap Exl	\$0	\$0	\$0	\$85,000	\$0
Haskell Field pavilion	Cap Exl	\$0	\$0	\$0	\$0	\$75,000
Fire HQ New Storage Building	Cap Exl	\$0	\$0	\$0	\$0	\$75,000
Noyes Septic System	Cap Exl	\$0	\$0	\$0	\$0	\$200,000
Noyes Septic System Replacement	Cap Exl	\$0	\$0	\$0	\$0	\$400,000
Subtotal Capital Exclusion Funding	0	\$379,000	\$525,000	\$1,331,295	\$535,000	\$1,270,500
Lincoln Share		\$0	\$0	(\$15,000)	\$0	\$0
Net		\$379,000	\$525,000	\$1,316,295	\$535,000	\$1,270,500



# Small Project Detail (continued)

Various Building Improvements	Oper Cap	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
School Phone Sys (4 Curtis, Noyes, Loring & Haynes)	Oper Cap	\$0	\$40,000	\$0	\$40,000	\$0
Munis Software- Employee Self Service	Oper Cap	\$10,425	\$0	\$0	\$0	\$0
Munis Software- Tyler Reporting Services	Oper Cap	\$22,325	\$0	\$0	\$0	\$0
Nixon Hot Water Heater Replacement	Oper Cap	\$25,000	\$0	\$0	\$0	\$0
Noyes School phones replacement	Oper Cap	\$25,000	\$0	\$0	\$0	\$0
Curtis Inside/Outside Door Replacements	Oper Cap	\$40,000	\$0	\$0	\$40,000	\$0
Curtis & Haynes School Septic Pumps	Oper Cap	\$40,000	\$0	\$0	\$0	\$0
Feeley Tennis Courts	Oper Cap	\$40,000	\$0	\$0	\$0	\$0
1 Ton Pick-Up	Oper Cap	\$42,000	\$0	\$0	\$0	\$0
2006 1-Ton Pick-Up	Oper Cap	\$48,000	\$0	\$0	\$0	\$0
Radio Box Upgrades	Oper Cap	\$50,000	\$0	\$0	\$0	\$0
Haynes Meadow House - boiler	Oper Cap	\$0	\$10,000	\$0	\$0	\$0
Noyes Wood Siding Replacement on Art Room	Oper Cap	\$0	\$15,000	\$0	\$0	\$0
1999 Ransomes A250 Mower	Oper Cap	\$0	\$16,500	\$0	\$0	\$0
Fine, Applied, Theater Arts Equipment	Oper Cap	\$0	\$20,000	\$0	\$0	\$0
Music Equipment	Oper Cap	\$0	\$20,000	\$0	\$0	\$0
Applied Technology Lab Cart	Oper Cap	\$0	\$25,000	\$0	\$0	\$0
2005 7-Passenger Van #2	Oper Cap	\$0	\$30,000	\$0	\$0	\$0
Flynn Building Roof Repair	Oper Cap	\$0	\$33,746	\$0	\$0	\$0
Audio-Visual/Media Equipment	Oper Cap	\$0	\$35,000	\$0	\$0	\$0
Flynn Building Exterior Paint	Oper Cap	\$0	\$36,000	\$0	\$0	\$0
Hosmer House Roof	Oper Cap	\$0	\$36,400	\$0	\$0	\$0
Wellness Equipment	Oper Cap	\$0	\$43,000	\$0	\$0	\$0
Athletic Van - 2003 Ford E350 Van - 12 Passenger	Oper Cap	\$0	\$44,000	\$0	\$0	\$0
Car 3 (Fire Dept.)	Oper Cap	\$0	\$45,000	\$0	\$0	\$0
Various Exterior Door Repair/Replacement at all Schools	Oper Cap	\$0	\$50,000	\$0	\$0	\$0
Needs Assessment	Oper Cap	\$0	\$50,000	\$0	\$0	\$0
Scheduled Replacement of Laptops, Student Labs, and Servers	Oper Cap	\$0	\$51,000	\$0	\$0	\$0
Expand Fitness Area and Replace Equipment	Oper Cap	\$0	\$60,000	\$0	\$0	\$0
Fire Station 3 Roof	Oper Cap	\$0	\$63,430	\$0	\$0	\$0
Curtis School RTU HVAC #7	Oper Cap	\$0	\$70,000	\$0	\$0	\$0
Curtis School RTU HVAC #8	Oper Cap	\$0	\$70,000	\$0	\$0	\$0
Fire HQ Replace Apparatus Ceiling	Oper Cap	\$0	\$0	\$25,000	\$0	\$0
Fire Station Painting	Oper Cap	\$0	\$0	\$28,000	\$0	\$0
Special Needs Van #2	Oper Cap	\$0	\$0	\$28,000	\$0	\$0
Goodnow Library Painting Interior	Oper Cap	\$0	\$0	\$35,000	\$0	\$0
Car 1(Fire Dept.)	Oper Cap	\$0	\$0	\$40,000	\$0	\$0
South Fire Station Roof	Oper Cap	\$0	\$0	\$41,057	\$0	\$0
2008 Chevy Silverado Flat Bed	Oper Cap	\$0	\$0	\$48,000	\$0	\$0
Solar Panel Installation	Oper Cap	\$0	\$0	\$50,000	\$0	\$0
Fire HQ New Windows	Oper Cap	\$0	\$0	\$50,000	\$0	\$0
Haynes School Door Repairs and Replacement	Oper Cap	\$0	\$0	\$50,000	\$0	\$0
Buildings & Grounds Vehicle-1999 Ford F350 Dump Truck	Oper Cap	\$0	\$0	\$50,000	\$0	\$0
2000 Chevy One ton Diesel Truck w/ Liftgate & Plow	Oper Cap	\$0	\$0	\$50,000	\$0	\$0
DPW Interior Painting	Oper Cap	\$0	\$0	\$0	\$18,000	\$0
Sr Ctr Carpet/Tile Replacement	Oper Cap	\$0	\$0	\$0	\$25,000	\$0
Flynn Bldg - 2nd floor bathroom	Oper Cap	\$0	\$0	\$0	\$25,000	\$0
Fire HQ Carpet Replacement	Oper Cap	\$0	\$0	\$0	\$25,000	\$0
Carding Mill House Painting	Oper Cap	\$0	\$0	\$0	\$41,000	\$0
Town Hall - Clerk's Bathroom	Oper Cap	\$0	\$0	\$0	\$45,000	\$0
Athletic Van - 2009-Chevrolet Express Van- 15 Passenger	Oper Cap	\$0	\$0	\$0	\$50,000	\$0
2003 Bobcat or Equivalent	Oper Cap	\$0	\$0	\$0	\$55,000	\$0
Haskell Pavilion Construction	Oper Cap	\$0	\$0	\$0	\$60,000	\$0
Senior Center Painting	Oper Cap	\$0	\$0	\$0	\$0	\$10,000
Haynes Heat Exchanger for Computer Lab	Oper Cap	\$0	\$0	\$0	\$0	\$12,000
Curtis Univent for Room 148 Replacement	Oper Cap	\$0	\$0	\$0	\$0	\$12,000
Curtis Water Heater #2 replacement	Oper Cap	\$0	\$0	\$0	\$0	\$15,000
2013 AR250 Ransomes Mower	Oper Cap	\$0	\$0	\$0	\$0	\$16,472
Town Hall Insulation	Oper Cap	\$0	\$0	\$0	\$0	\$18,000
Paint Exterior Fairbank Center	Oper Cap	\$0	\$0	\$0	\$0	\$20,000
Curtis Roof Repair	Oper Cap	\$0	\$0	\$0	\$0	\$21,000
Haynes Circulating Pump	Oper Cap	\$0	\$0	\$0	\$0	\$25,000
Recreation Van #1	Oper Cap	\$0	\$0	\$0	\$0	\$28,000
New Energy Management System for DPW	Oper Cap	\$0	\$0	\$0	\$0	\$35,000
2006 Bobcat Gehl Skid Steer	Oper Cap	\$0	\$0	\$0	\$0	\$35,000
DPW Garage Roof	Oper Cap	\$0	\$0	\$0	\$0	\$38,330
2004 Aerial Fork Lift	Oper Cap	\$0	\$0	\$0	\$0	\$38,500
Carding Mill House Roof	Oper Cap	\$0	\$0	\$0	\$0	\$39,000
Town Hall Bathrooms	Oper Cap	\$0	\$0	\$0	\$0	\$40,000
2002 Kubota L4630 Front End Loader	Oper Cap	\$0	\$0	\$0	\$0	\$40,000
Goodnow Library slate roof #1	Oper Cap	\$0	\$0	\$0	\$0	\$45,000
2009 Chevy Pick-Up	Oper Cap	\$0	\$0	\$0	\$0	\$45,000
Loring Water Heater Replacement	Oper Cap	\$0	\$0	\$0	\$0	\$50,000
Recovery model; utilize renewable energy	Oper Cap	\$0	\$0	\$0	\$0	\$50,000
2013 Chevy 1 Ton 6 Wheel Dump	Oper Cap	\$0	\$0	\$0	\$0	\$55,000
Subtotal Capital within Levy Items		\$392,750	\$914,076	\$545,057	\$474,000	\$738,302
Lincoln Share		\$0	(\$40,575)	\$0	\$0	(\$19,496)
Proposed Capital within Levy		(\$392,750)	(\$402,569)	(\$412,633)	(\$422,949)	(\$433,523)
Net Remaining for Capital Exclusion Funding		\$0	\$470,932	\$132,424	\$51,051	\$285,284

Grand Total of Small Projects

\$1,835,250 \$3,900,182 \$3,936,541 \$2,051,051 \$4,899,115