

DATE: DECEMBER 11, 2018
TO: BOARD OF SELECTMEN
FROM: NAN BALMER, TOWN ADMINISTRATOR

REVIEW CAPITAL BUDGET PRIORITIES AND MAKE ANY RECOMMENDATIONS TO THE FINANCE COMMITTEE ON PRIORITY PROJECTS

BACKGROUND:

- On December 4th, the Board forwarded its capital projects to the Finance Committee.
- The Finance Committee requested information about the Board's priorities.
- The Town Administrator, Finance Director, Public Buildings Director, and IT Director reviewed the capital projects and provide the attached information. Key points include:
 - Public Buildings Director:
 - The HVAC system in Town Building is failing and at risk because the refrigerant in the air conditioning system will longer be manufactured in 2020.
 - Finance Director:
 - All projects that are funded through a separate article should be deleted from the FY 19 capital projects list.
 - A FY 19 debt exclusion is recommended for at least \$3,545,000 in building improvements for Town Building and Fire Station 2. As an alternative, building improvements could be authorized in FY 19 and funded as FY 20 general fund borrowing. Town Building HVAC is expected to be a one year prokject. Fire Station 2 is expected to be a two year project.
 - IT Director:
 - Memorandum attached with justification for purchase of MUNIS Revenue model.
 - The Network Replacement project is recommended as a separate Town Meeting article: 1) approving a five year lease (leases which go beyond 3 years are approved by Town Meeting) and 2) funding the first year of the lease after which network replacement costs though a lease will included in the FY 20 operating budget and beyond.

**STAFF RECOMMENDATION ON FY 19 CAPITAL PROJECTS – 12/11,
(FOR DEPARTMENTS UNDER THE BOARD OF SELECTMEN)**

#	DEPARTMENT	PROJECT	ESTIMATED COST / CURRENT CAPITAL REQUEST	RECOMMENDED FOR INCLUSION IN FY 19 CAPITAL BUDGET?	STAFF COM
1	Facilities	Library Windows: Design and Replacement	\$85,000	NO - Submit as \$85,000 CPA article	Delete. In V capital proj Preservatio
2	Facilities	Town Building Windows: Design	\$65,000	YES , unless Board sponsors a debt exclusion article and ballot question for general town building improvements. Many TB windows are broken, don't open, are energy inefficient.	Delete # 2 - FY 19 Article building imp 1) Town Bu 2) Design o 3) Town Bu 4) Fire Stati
3	Facilities	Town Building Renovations	\$375,000	YES, but reduce to \$40,000 , unless Board sponsors a debt exclusion article and ballot question for general town building improvements.	The Board r project with proposed.
4	Facilities	Town Building Mechanical and Electrical Improvements	\$1,570,000	YES , unless Board sponsors a debt exclusion article and ballot question for general town building improvements	As an altern 19 General for 20 years add \$180,0
5	Facilities	Fire Station #2 Renovations	\$1,800,000	YES , unless Board sponsors a debt exclusion article and ballot question for general town building improvements	FY 19: Proje *#4: <u>Town</u> project is d Building wi the TB cool be found. B as much jec funded in F 1/15/18. **#5: <u>Fire S</u> accommod explored if Town Build

6	Facilities	Depot Repairs	\$110,000	NO, Submit as CPA article	Delete, Rec article are n submitted t
7	Facilities	Council on Aging Design	\$446,000	NO, Submit as separate article	Delete and an article ar provided by
8	IT	Public Safety Data Center Replacement	\$70,000	NO, Submit in FY 19 operating budget	Delete, incl
9	IT	Network Replacement	\$242,000	NO, Submit in separate article authorizing five year lease including authorization for first year FY 19 funding of \$242,000. Subsequent lease payments will be included in future year operating budgets.	Delete and 3 years requ Essential to Please see a
10	IT	MUNIS Revenue Module	\$230,000	YES: \$230,000	Please see Finance Dir Currently th Department system to M Treasury De in the town monthly rec Assessing, T and the Col system. The
11	Fire	Vehicle	\$55,000	YES: \$55,000	Recommen fees
12	Conservation	Compact Tractor	\$46,000	YES: \$46,000	Recommen will has mo time now a
13	Police	Tasers, Radios	\$50,000	NO, Transfer to operating budget	Recommen budget

REVISED RECOMMENDED FY 19 CAPITAL PROJECT SUBMISSIONS WITH NO DEBT EXCLUSION: \$3,806,000

REVISED RECOMMENDED FY 19 CAPITAL PROJECT SUBMISSIONS WITH DEBT EXCLUSION: \$ 331,000

RECOMMENDED FOR FY 19 BUILDING IMPROVEMENTS ARTICLE & DEBT EXCLUSION: \$3,545,000