

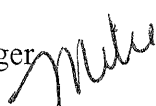
Office of Town Manager

Town of Burrillville, Rhode Island

Memorandum

To: Town Council

Cc: Budget Board
Dr. Frank Pallotta, School Superintendent
John P. Mainville, Finance Director
Louise R. Phaneuf, Town Clerk

From: Michael C. Wood, Town Manager 

Date: March 20, 2014

Re: CIP Budget FY2015

Enclosed herewith, please find the spreadsheet summarizing the proposed Capital Budget after the Town Manager's review. I've enclosed a copy of the advertisement (notice) for said Capital Budget ("CIP") and the last version of the School's original request. The Budget Board's report is included.

The spreadsheet tracks the departmental/original requests, the Budget Board's actions and the Town Manager's recommendations. This is a comprehensive plan that includes all CIP spending regardless of the revenue/source so it will show higher spending than the amount recommend from tax revenue. It comprises the FY2015 (one year) recommendation and includes a projected 5 year (total) program.

Departmental Highlights

(Items are listed in the same order as in the spreadsheet.)

General Administration

Closed Captioning \$5,220

This will be used for the video of pre-recorded public meetings.

Jesse M. Smith Memorial Library

Networked color copier, printer, scanner and (5) laptop computers \$8,575

Stillwater Complex

Parking Lot – LED Fixture Replacement \$6,100

New LED light fixtures in Stillwater parking lots as a test program to evaluate savings potential.

Town Clerk

Records Restoration \$5,000

From Clerk's technology fund (no impact on CIP tax allocations)

Technology Upgrades & Preservation

Acquisition of iPads/Tablets for Town Council \$5,000

From Clerk's technology fund

We are proposing shifting from laptops to tablets or iPads for use by Council and Administration. Note: Continued use of the laptops if that is a preference will still be supported.

Conversion of Microfilm Images to Digital \$10,000

From Clerk's technology fund

Indexing Microfilm/archive minutes, probate, AB/ML, Vital Statistics	\$10,000
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From Clerk's technology fund

Outfitting a second meeting room for video, audio, etc.	\$11,500
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From Clerk's technology fund

To outfit a second meeting room with audio/video recording and a backup location for Council meetings. Options include, but are not limited to the JMS Community Room or Burrillville Police Department Municipal Court Room.

Finance

TransCanada appraisal & professional services	\$75,000
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This covers appraisals, legal, professional services and ancillary expenses.

Information Services

Communications/computer software & hardware	\$7,500
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Network infrastructure upgrade, replace router & switches	\$8,000
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Parks and Recreation

None

Spring Lake

None

Police Department

Utility vehicle – 4 X 4 patrol vehicle	\$35,100
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Rifles (5)	\$5,000
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Five (5) Patrol Rifles to the department's inventory. These rifles will be utilized in a multitude of potential situations. Mainly they will increase the availability of fire power for our officers when a circumstance calls for this type of response. Situation examples include an active shooter either in a school or industrial setting. A barricaded – armed subject wanted on felony charges, an armed subject that has fled into a wooded or residential area or a Narcotics trafficker who utilizes firearms in the course of conducting his business. This eliminates the possibility of our officers being outgunned in most situations. All officers would be trained in the use and maintenance of these weapons via a Firearms Qualification Course.

Animal Control

Re-roof garage/office, wall repairs, lighting, water tank	\$34,225
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The proposal is to combine FY2014 funds with an additional appropriation to complete the needed renovations.

Public Works Vehicles/Equipment

Landscape trailer	\$6,000
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Enclosed utility trailer	\$8,000
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Walking mower – 48 inch	\$14,000
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Walking mower – 74 inch	\$17,000
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Articulating trackless vehicle w/brush head	\$165,000
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The Director of Public Works re-prioritized the need for a trackless vehicle over the two (2) small dump trucks that the Budget Board recommended.

Sewer

None

School

Building projects	\$400,000
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See comments at the end of this write-up.

Public Works Engineering/Professional Services

Landfill monitoring & testing	\$50,000
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Pavement management updates	\$10,000
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Misc. design, drainage, CAD calculations.	\$15,000
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Bid documents – infrastructure projects	\$25,000
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Sayles Avenue design	Deferred to 2016
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The size and projected cost of the reconstruction of Sayles Avenue warrants pushing it back in the multi-year schedule.

South Brook Street drainage study (HOLD)	\$30,000
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South Brook Street drainage study has been placed on hold pending resolution of school CIP funding or funds becoming available in FY2015.

FY2015 Road/Infrastructure program

Crack sealing	\$30,000
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Roadway/tree limb trimming program	\$30,000
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Street signs	\$7,500
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Neighborhood projects	\$40,000
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Oakland Walking/ Bike Path – Design/Construction \$100,000

Project is multi-year and subject to receipt of a DEM grant the Town Council authorized.

Year one (1) expenses for walking/bike path:

Professional Services \$55,000

Land acquisitions \$140,000

Natural gas line – Pascoag Main Street \$65,000

This was added by the Town Manager as a placeholder subject to the financial viability and neighborhood participation in the project.

National Grid has earmarked Downtown Pascoag as a project that may qualify for a new pilot program that will reduce the cost of the project significantly. The pilot is being reviewed by the Public Utility Commission shortly. If approved, Pascoag should qualify but certain benchmarks for participation by impacted property owners must be reached in order to actually be awarded a pilot project.

Watershed improvements Wilson Reservoir Spillway \$250,000

Design, permitting and plans for the spillway are being developed in FY2014.

RI Clean Water (RICW) Bridge Replacement Program \$500,000

The Bridge Replacement Program was added by the Town Manager as a placeholder for future RICW low interest loan solicitations by the State. Eligible projects are to be determined later based on RICW guidelines.

Road Projects for FY2015

Robert Street	\$37,000
Michelle Drive	\$20,000
Union Avenue	\$160,000

In order to give the Council budgetary flexibility, \$970,000 in road/infrastructure projects are being deferred subject to available funds. These projects are:

Lake Shore Drive	\$410,000
Highland Road	\$50,000
Maple Terrace	\$60,000
Shady Lane	\$250,000
Beach Road	\$90,000
Lake View Road	\$80,000
South Brook Street - drainage study	\$30,000
Hold pending school funding outcome	\$970,000

Public Works has a full schedule of projects in FY2015. Scheduled are Spring Lake Beach physical improvements, Gonyea Park in Pascoag, Duck Pond and, if time permits, the Stillwater Multi-purpose Park.

Road projects still pending from FY2014 are:

		<u>Priority</u>
Hill Road – (Round Top to Whipple)	\$450,000	1
Smith Hill Road (Carol to Tarkiln)	\$220,000	2
Snake Hill Road	\$540,000	3
Broad Street	\$130,000	4

FY 2015 Capital Budget Comments

- The operating budget appears to be a pending problem. The schools requested \$31,055,115 which is \$1,750,115 higher than FY2014's approved budget (\$29,305,115).

The tax cap limit for the entire budget is \$1,153,611 (School's share \$686,629).

- The Budget Board has recommended funding a number of items, including police cruisers, from the operating budget. I expect that when the operating budget numbers come in, we may have to find another source to fund the cruisers and other similar CIP recommendations, or cut them out of the budget altogether.
- I am very concerned over the reliability of the school RIDE capital program. As you know, the RIDE project budget the Council originally received and approved back in October/November 2013 has significantly increased.

Capital RIDE Projects

	<u>Original 2015 CIP</u>	<u>2014-2015 Revised</u>
Brickwork/Trim	\$39,884	\$93,891
Field House Repairs	\$55,460	\$82,600
Fire Alarm System	\$8,024	\$10,532
Flooring	\$13,452	\$16,886
HVAC	\$158,592	\$184,099
Lighting	\$63,130	\$66,918
Clock System	\$56,847	\$70,368
Windows	\$74,340	\$74,340
Telephone System	\$ -	\$48,734
Fire Code Upgrades	\$ -	\$100,000
Interior/Exterior	\$ -	\$47,445
Subtotal	\$469,729	\$795,813
Roofs	\$462,141	\$527,240
FY2014-2015 Total	\$931,870	\$1,323,053

The new RIDE process and submission requirements are equally problematic and, in my opinion, do not promote efficient nor responsible budget management or controls.

I have recommended funding \$400,000 which is the amount set forth in the Town's ordinance. This leaves \$395,813 needed to fund the revised RIDE CIP program.

The Council has the option to add additional funds for these School projects. My recommendation transfers \$1,170,780 into the major capital account and places \$970,000 of infrastructure projects on hold. Major capital is a source of funds if the Council wants to increase School RIDE CIP funding.

If the Council decides to add funds to the RIDE CIP program, I recommend each project and its estimated cost be itemized and voted as such. If any of the individual RIDE projects are not approved by the State, the corresponding amount(s) will not be released for use by the School in FY2015.

Summary Capital Improvement Program

Town Departmental	\$436,220
School Department	\$927,240
Town Road/Infrastructure	\$1,434,500
Sewer Department	\$0
Transfer to major capital	<u>\$1,170,780</u>
Total CIP	\$3,968,740

\$1,170,780 is recommended to be transferred to the major capital account.

Please note changes the Council makes will be charged or added to the major capital appropriation. As an example, if the Council adds an all-wheel police patrol vehicle, the transfer to major capital line will be reduced by that amount. If the Council cuts or reduces any of the recommendations, the transfer line will increase dollar for dollar.

Please remember that funds for the TransCanada litigation should be reserved and transferred into the Debt Reduction Fund at fiscal year-end.

Summary

FY 15 CAPITAL IMPROVEMENT PROGRAM

rev 3/20/14

Road Program

Union Ave	2015		\$160,000
Robert St	2015		\$37,000
Michelle Dr.	2015		\$20,000
Lake Shore Dr	2015	Hold	\$410,000
Highland Rd	2015	Hold	\$50,000
Maple Terrace	2015	Hold	\$60,000
Shady Lane	2015	Hold	\$250,000
Beach Rd	2015	Hold	\$90,000
Lake View Rd	2015	Hold	<u>\$80,000</u>

Subject to final Major Capital Funding

\$1,157,000

Crack Sealing			\$30,000
Tree Trimming Program			\$30,000
Signs			\$7,500
Neighborhood Projects			<u>\$40,000</u>
			\$107,500

Const Proj

Oakland Bike path (55K des. & 140K Land Ac.)	Grant		\$195,000
Wilson Reservoir Spillway			\$250,000
Laurel Ridge Bridge Const	Loan		\$430,000
Gas line Pascoag Main st			<u>\$65,000</u>
			\$940,000

Engineering

Landfill Monitoring			\$50,000
Pavement Management Updates			\$10,000
S. Brook Street drainage study		Hold	\$30,000
misc. design, drainage, Cad, calcs			\$15,000
Road bid docs FY 15 (20 K)			\$25,000
Laurel Ridge Bridge Design	Loan		<u>\$70,000</u>
			\$200,000

Equipment

Articulating trackless flail machine, snow blower. –			\$165,000
48 inch Walker Mower – \$14,000 (fleet replacement)			\$14,000
74 inch Walker Mower – \$17,000 (fleet replacement)			\$17,000
Landscape Trailer – \$6,000 (Open metal equipt trailer)			\$6,000
Enclosed Utility Trailer - \$8,000 (Open metal equipt trailer)			<u>\$8,000</u>
			\$210,000

\$2,614,500