

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 *Mike*

Date: March 20, 2015

Re: CIP Budget FY2016

Enclosed, please find the spreadsheet summarizing the proposed Capital Budget after the Town Manager's review. I've also enclosed a copy of the advertisement (notice) for the Capital Budget ("CIP"). 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 FY2016 (one year) recommendation and includes a projected 5 year (total) program.

The order in my report tracks, as close as possible, the order the items are listed in the spreadsheet.

Departmental Highlights

General Administration

LED Lighting \$12,000

Upgrading street lights and lights on municipal property to LED.

Website Upgrade \$8,000

The Town's primary website has outdated architecture and platforms that are not easy to use. As such, the ability to work within the website and access it remotely is difficult or non-existent. The existing system is fourteen (14) years old. This project will upgrade the website to improve its capabilities and functionality. It will be more user friendly, more functional and can be accessed easier by mobile devices.

Recreation Office

Natural Gas conversion of Parks& Recreation building \$8,000

The Council has already approved the conversion of the Parks and Recreation building on North Main Street to natural gas.

Jesse M. Smith Memorial Library

Nothing for FY2016, but the building will need general maintenance in the coming years, including work on the roof.

Town Clerk

Projects from the Clerk's technology fund will be advanced separately during the course of the fiscal year, if requested.

Technology Upgrades & Preservation

We shifted from laptops to tablets for use by Council and Administration.

Continued use of the laptops if that is a preference will still be supported, but we'd eventually like to standardize the devices we support going forward.

Finance

OPEB – Biennial Actuarial Report \$10,000

Statistical Revaluation \$0

The Council has already appropriated funds for this State mandated project (\$140,000). This is required every three (3) years.

TransCanada appraisal & professional services \$30,000

This primarily covers appraisal(s), but we do use it for some legal, professional services and ancillary expenses.

Information Services

Communications/computer software & hardware \$10,000

Software licenses \$12,600

The software licenses for many of our computers have expired or will be expiring soon and must be reissued.

Parks and Recreation

Land acquisition TBD

Acquisition of the "Swift" property, needed for potential expansion of the Beckwith Lodge and to construct new recreational fields is currently being finalized. Future planning for this site will be forthcoming as time and finances dictate.

Spring Lake

Beach recreation equipment – from Spring Lake Reserve Fund \$16,000

To purchase equipment to create a children's recreation area e.g.: slides, boats and safety related items.

Spring Lake Beach storage and ancillary use building \$350,000

The Council has already authorized design and permitting for demolition and replacement of this facility (Brown House).

The project schedule calls for one last season using the existing building while DEM and other permitting is pursued. After design of the proposed new facility is approved by the Council, demolition will take place after the 2015 season. Construction is planned to take place as weather permits in 2015 and 2016, with a target completion date when the beach opens in 2016.

Police Department

Vehicles – 4 X 4 patrol vehicle (2) \$66,000

Two (2) patrol vehicles are recommended. The Budget Board wants to fund a third vehicle from the Operating Budget.

Body armor (contractual) \$12,000

Records storage system \$6,155

Public Works Vehicles/Equipment

23,500 GVW Dump/Plow Truck with accessories. Two (2) @ \$98,000 \$196,000

The Public Works Director requested that we purchase two (2) smaller 23,500 lb. GVW dump/plow trucks rather than one (1) large 41,000 lb. GVW truck. These vehicles are more versatile. Although the larger truck will eventually be needed, purchasing it can wait a year or two, depending on the condition of similar size trucks in the fleet.

Concrete Mixer \$5,000

Sewer

Costs of the bond issue for plant upgrades are included over the next two (2) fiscal years.

FY2016	\$3,700,000
FY2017	\$1,300,000

The Council has already approved the borrowing needed to upgrade the Sewer Treatment Plant. The majority of the upgrades are mandated by Federal and State laws, regulations, etc. The State's Clean Water Finance Agency is the funding agency.

School

Building projects – Five (5) Year RIDE CIP

\$226,394

Schedule as voted by the Town Council is as follows:

RIDE - School 5 Year Capital Infrastructure Funding Plan - \$3,420,326

A bond issue for November 2016 was discussed as part of this plan. Details will need to be worked out so that legislation can be sought. The amount of the potential bond is \$3,286,331 (\$3,300,000) based on information provided by the School Administration.

5 Year Plan	All Building Projects	Roofs	Transfer for professional services (from unexpended funds FY 14 feasibility study & BHS roofs)	Total Capital Requirements	Funding Sources	
					Major Capital	School Annual CIP (\$400,000)
2014	\$50,000		\$50,000		\$50,000	
2014	\$151,276	\$1,339,920	\$135,430	\$1,626,626	\$1,626,626	
2015	\$527,300	\$527,240		\$1,054,540	\$527,240	\$527,300
2016	\$226,394			\$226,394		\$226,394
2017	\$186,988			\$186,988		\$186,988
2018	\$275,778			\$275,778		\$275,778
Total:	\$1,417,736	\$1,867,160	\$135,430	\$3,420,326	\$2,203,866	\$1,216,460
Note: \$151,276 listed in 2014 appears to be CIP requests that go beyond the approved CIP budget for the schools (FY 2014).						
Amended 6/11/14 by Council: 2015 building projects not approved by RIDE were eliminated from the plan.						
NOTE: SFE boiler conversion #2 fuel oil to natural gas, est. \$64,900 to be funded separately						

FY2016 School Department (RIDE Projects)

Location	Category	Component	Issue	Year	Construction Estimate from Feasibility Study
ATL	Exterior	Brick Exterior Walls	Repair all loose and deteriorated mortar joints that could cause system failure and indoor air quality.	2016	\$70,044
SFE	Exterior	Foundation	Foundation	2016	\$18,762
SFE	Exterior	Windows	Caulk, seal	2016	\$12,508
WLC	Exterior	Brick exterior walls - 1936	Repair all loose and deteriorated mortar joints, apply water repellent to exterior northeast elevation section above front entrance to prevent indoor air quality issues.	2016	\$125,080
FY2016 Building Projects					\$226,394

FY2017 School Department (RIDE Projects)

Location	Category	Component	Issue	Year	Construction Estimate from Feasibility Study
BHS	HVAC	Air Compressor	Required to provide heat to building.	2017	\$24,528
BHS	Plumbing	Hot water heater	Required to comply with DOH regulations.	2017	\$18,880
BMS	HVAC	Air Compressor 1	Required to provide heat to building.	2017	\$18,500
WLC	Exterior	Brick exterior walls - 1936	Repair all loose and deteriorated mortar joints; apply water repellent to exterior northeast elevation section above front entrance to prevent indoor air quality issues.	2017	\$125,080
FY2017 Building Projects					\$186,988
Deferred Roofs					\$1,983,430
					\$2,170,418

FY2018 School Department (RIDE Projects)

Location	Category	Component	Issue	Year	Construction Estimate from Feasibility Study
ALL	HVAC	Systems	Boiler 2, Unit Ventilator Repairs, Hot Water Pumps.	2018	\$151,913
ALL	HVAC	Systems	Emergency Fund-RIDE Rec.	2018	\$100,000
BHS	HVAC	Oil Pumps	Required to provide heat to building.	2018	\$10,607
BHS	HVAC	HW Pumps CAF	Required to provide heat to building.	2018	\$13,258
FY2018 Building Projects					\$275,778
Deferred Roofs					\$1,302,901
					\$1,578,679

Public Works

Public Works Engineering/Professional Services

Landfill monitoring & testing	\$50,000
Public Works – new facility	
A) Site Design and permitting	\$100,000
B) Professional Services – design facility	\$280,000
Sayles Avenue design	\$40,000
Bid documents – infrastructure projects	\$35,000
Misc. design, drainage, CAD calculations.	\$60,000
South Brook Street drainage study (on hold – alternate project)	\$30,000

South Brook Street drainage study has been placed on temporary hold again pending funds becoming available.

FY2015 Road/Infrastructure program

Crack sealing	\$45,000
Roadway/tree limb trimming program	\$25,000
Street signs	\$5,000
Neighborhood projects	\$40,000
Pascoag, High Street Park or recreation facility	\$17,000
Oakland walking/bike path:	
Professional Services (\$55,000)	TBD
Land acquisitions (\$130,000)	TBD
Design/Construction (\$40,000)	TBD

Project is deferred pending decisions on land acquisition(s), receipt of potential grants and available Town funds. It is a multi-year, multi-task project.

Infrastructure/Road Projects for FY2016

The Lake Shore Drive project drainage design and permitting is underway. We have split the project into two (2) phases. We will be doing permitting, easements (legal work) and construction of the drainage system in FY2016 and the road improvements in FY2017. Jeff estimates the drainage work, etc. to be \$200,000. The road work is shown as standby projects but should be done in FY2017.

The next three (3) pages (charts) summarize the road/infrastructure/capital projects as recommended.

Chart A shows work already approved in various stages of completion.

Chart B shows work and projects to be undertaken in FY2016 (this budget). The only major road/infrastructure project is drainage in the Lake Shore Drive neighborhood. Paving these roads will be scheduled after the drainage projects are completed, which is projected to take us well into FY2016.

Chart C projects placed on standby or to be deferred. These projects are listed in priority order and could be done if funds from other projects allow.

Chart A

CAPITAL PROJECTS ALREADY APPROVED

Pending, in the planning stage or subject to scheduling needs

Roads & Infrastructure	Priority	FY Approved	Status		
Park Place	0	FY12	\$130,000	on Hold till BRA project	indefinite hold, in Major Capital
Smith Hill (Carol to Route 7)	0	FY13	\$320,000	patch small sections only - 20K	Not needed, fund from neighborhood project
Hill Rd (Round Top to Whipple)	1	FY14	\$430,000	Construction spring/summer 2015	approved funding from Major Capital
Snake Hill (Barnes to Stockwell)	2	FY14	\$540,000	Construction spring/summer 2015	approved funding from Major Capital
Smith Hill (Tarklin to Carol)	3	FY14	\$220,000	Construction spring/summer 2015	approved funding from Major Capital
Union Avenue	4	FY15	\$160,000	Construction spring/summer 2015	approved - 2015 CIP
Ledgewood Lane	5	FY15		Construction spring/summer 2015	approved - fund from contractor pulled bond
			\$1,350,000		
Construction Projects					
Gonyea Park	1	FY14	\$20,000	completion spring 2015	approved - 2015 CIP
Bridgeway (80 feet pavement & curb)	2	FY14	\$50,000	summer 2015	approved - 2015 CIP
Fuel Monitoring	3	FY14	\$18,000	spring 2015	approved - 2015 CIP
North Road Bridge	4	FY15	loan	in design	approved - 2015 CIP
Wilson Spillway	5	FY15	\$250,000	in design/ permitting	approved - 2015 CIP
			\$338,000		
Engineering					
Landfill Monitoring	1	FY15	\$50,000	ongoing	approved - 2015 CIP
Lake Shore Drive neighborhood	2	FY15	\$25,000	in design	approved - 2015 CIP
Road bid docs FY15	3	FY15	\$15,000	in design	approved - 2015 CIP
Recreation Center Expansion Study	4	FY15	\$25,000	in design	approved - 2015 CIP
			\$115,000		

Chart B

CAPITAL PROJECTS PROPOSED FOR FY2016 Listed by Departmental Priority

Roads & Infrastructure	Priority			Status/ calendar year
Drainage (Lake Shore Drive area)	1	FY16	<u>\$200,000</u>	summer 2015
			<u>\$200,000</u>	
Neighborhood Projects	1	FY16	\$40,000	summer 2015
Crack Sealing	2	FY16	\$45,000	fall 2016
Tree Trimming Program	3	FY16	\$25,000	fall 2016
Signs	4	FY16	<u>\$5,000</u>	pending approval
			<u>\$115,000</u>	
<i>Construction Projects</i>				
Brown House Demolition & Reconstruction	1	FY16	\$350,000	in design
Hauser Field Generator for Lights	2	FY16	\$150,000	in design
Waterfall Bridge Timber Replacement	3	FY16	\$20,000	pending approval
Hero Park/Municipal Court Sidewalk & Parking	4	FY16	<u>\$40,000</u>	pending approval
			<u>\$560,000</u>	
<i>Engineering</i>				
Landfill Monitoring	1	FY16	\$50,000	ongoing
Road Bid Documents FY16	2	FY16	\$35,000	pending approval
DPW Site Design & Permit Phase I	3	FY16	\$100,000	pending approval
DPW Building Design Phase 2	3	FY16	\$280,000	pending approval
Other Professional Services	4	FY16	\$60,000	pending approval
Sayles Avenue Design	5	FY16	\$40,000	pending approval
Pascoag - High Street Historic Park	6	FY16	<u>\$17,000</u>	pending approval
			<u>\$582,000</u>	

Chart C

CAPITAL PROJECTS BY PRIORITY

Lake Shore Drive	1	FY15	\$351,500	stand by project	approved 2015, Funds held in Major Capital
Shady Lane	2	FY15	\$105,000	stand by project	approved 2015, Funds held in Major Capital
Highland Road	3	FY15	\$48,000	stand by project	approved 2015, Funds held in Major Capital
Maple Terrace	4	FY15	\$60,000	stand by project	approved 2015, Funds held in Major Capital
Beach Road	5	FY15	\$90,000	stand by project	approved 2015, Funds held in Major Capital
Lake View Road	6	FY15	\$60,000	stand by project	approved 2015, Funds held in Major Capital
Michelle Drive	7	FY15	<u>\$20,000</u>	stand by project	approved 2015 CIP
			\$734,500		
Roads & Infrastructure	Priority				
Mount Pleasant Road-Nasonville	1		\$790,000	Pending approval	
Buxton Street- Nasonville	2		\$400,000	Pending approval	
Nancy Lane - Nasonville	3		\$250,000	Pending approval	
Log Road - Tarkiln	4		\$520,000	Pending approval	
Spring Street -Pascoag	5		\$130,000	Pending approval	
Shea Lane -Pascoag	6		\$50,000	Pending approval	
Silver Lake Ave - Pascoag	7		\$40,000	Pending approval	
Davis Drive -Pascoag	8		\$135,000	Pending approval	
Ledeoux Drive - Nasonville	9		<u>\$60,000</u>	Pending approval	
			\$2,375,000		
Construction Projects					
Sayles Ave Construction	1		\$438,000	Pending approval	
Stillwater Culvert	2		<u>\$300,000</u>	Pending approval	
			\$738,000		
Engineering					
Landfill Monitoring	1		\$50,000	Pending approval	
Road Bid Docs FY16	2		\$35,000	Pending approval	
DPW Design Phase II	3		\$280,000	Pending approval	

Chart C
Continued

CAPITAL PROJECTS BY PRIORITY

Other Professional Services	4	\$60,000	Pending approval
Spring Lake Road Culvert Design	5	\$25,000	Pending approval
Review Bridge Culverts	6	\$45,000	Pending approval
South Brook Street Drainage	7	\$20,000	Pending approval
Spring Lake Bike Path	8	<u>\$40,000</u>	Pending approval
		\$555,000	

Summary Capital Improvement Program

Town Departmental	\$426,075
School Department	\$226,394
Town Road/Infrastructure	\$1,457,000
Sewer Department	\$0
Transfer to major capital	<u>\$1,190,531</u>
Total CIP	\$3,300,000

Note: Debt service and use of reserves, grants and side funds are not shown here.

\$1,190,531 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 major capital transfer line will increase dollar for dollar.

Funds that may be needed for the TransCanada litigation should be reserved and transferred into the Debt Reduction Fund at fiscal year-end.