

*Approved*  
3-6  
5/16/2016

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

FOXBOROUGH, MA 02035

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TOWN CLERK

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- The new Fire Substation request was withdrawn, although no funding had been requested for this project.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

<b>Time</b>	<b><u>Dept. #</u></b>	<b><u>Department</u></b>
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, &amp; 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**

<u>Fund</u>	<u>Dept #</u>	<u>Department</u>	<u>Town of Foxborough</u> <u>Description</u>	<u>Requested</u>
0100	130	Information Syst	Townwide Network System & Technology Upgrades	100,000
		<b>TOTAL INFORMATION SYSTEMS</b>		<b>100,000</b>
0100	192	Municipal Bldgs	120 Spring St Rental Property Repairs & Maintenance	15,400
		<b>TOTAL MUNICIPAL BUILDINGS</b>		<b>15,400</b>
0100	210	Police	Portable Radio Upgrades	273,910
		Police	Firearm & Taser Replacements	77,093
		<b>TOTAL Police</b>		<b>351,003</b>
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
		<b>TOTAL FIRE DEPARTMENT</b>		<b>572,686</b>
0100	241	Inspection	Online Permitting System	30,000
		<b>TOTAL INSPECTION</b>		<b>30,000</b>
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
		<b>TOTAL SCHOOL DEPARTMENT</b>		<b>1,285,500</b>
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
		<b>TOTAL HIGHWAY DEPARTMENT</b>		<b>693,000</b>
<b>TOTAL GENERAL FUND REQUESTS</b>				<b>3,047,589</b>
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
		<b>TOTAL WATER ENTERPRISE FUND REQUESTS</b>		<b>17,053,106</b>
<b>TOTAL ENTERPRISE FUND REQUESTS</b>				<b>17,053,106</b>
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
<b>TOTAL HIGHWAY IMPROVEMENTS FUND REQUEST</b>				<b>836,962</b>
<b>GRAND TOTAL CIP REQUESTS</b>				<b>20,937,657</b>

**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>C.I.P. Plan</u>	<u>Funding Sources</u>
<b>INFORMATION SYSTEMS</b>		
<b>Equipment</b>		
Town wide Network Sys & Municipal Tech. Upgrades	100,000	\$45,000 Overlay Surplus, \$55,000 Sale of Asset Receipts
<b>POLICE</b>		
<b>Equipment</b>		
Portable Radio Upgrades	250,000	\$95,000 Free Cash, & \$155,000 Overlay Surplus
Taser Replacements	58,109	Free Cash
<b>FIRE</b>		
<b>Vehicles &amp; Equipment</b>		
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
<b>INSPECTION</b>		
<b>Equipment</b>		
Online Permitting System	30,000	Free Cash
<b>PUBLIC SCHOOLS</b>		
<b>Vehicles &amp; Equipment</b>		
Computer/Software/Printer Upgrades & Replacement	175,000	Free Cash
Qty 2 - 77 Passenger School Buses	156,000	Free Cash
27-30 Passenger Mlni Bus (Wheelchair accessible)	57,000	Free Cash
Qty 4 - Copiers	40,000	Free Cash
<b>Infrastructure</b>		
FHS - Turf Field Concession Stand & Bathrooms	125,000	Sale of Asset Receipts
<b>PUBLIC WORKS</b>		
<b>Vehicles</b>		
5 Ton Dump/Sander Truck replaces Truck #1	175,000	Free Cash
1 Ton Dump replaces #27	70,000	Free Cash
<b>Infrastructure</b>		
Equipment Storage Building at 70 Elm St.	335,000	Free Cash
Replace Salt Shed	113,000	Taxation
<b>Road Infrastructure</b>		
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> )
<b>WATER</b>		
<b>Vehicles &amp; Equipment</b>		
System Improvements	200,000	Water Receipts
Hill Street Tank Rehabilitation & Asset Mgmt	353,106	Water Receipts
<b>TOTAL</b>	<u><u>3,411,280</u></u>	





## 5 YEAR CAPITAL PLAN and ASSUMED FUNDING

Five-Year CIP Plan (FY 17-21)	5 YEAR HISTORY					5 YEAR PLAN					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		
<b>BOARD OF HEALTH</b>												
Vehicles & Equipment		25,000										
SUV		25,000										
<b>COUNCIL ON AGING</b>												
Facilities												
Senior Center												
Vehicles & Equipment										2,000,000		2,000,000
Van / Car			51,000		27,500							
<b>BOYDEN LIBRARY</b>												
Facilities												
Building Renovation & Expansion												
<b>HISTORICAL COMMISSION</b>												
Facilities												
Memorial Hall Renovations				175,000								
<b>TOTAL MUNICIPAL</b>	1,153,113	2,063,237	1,765,826	3,339,461	8,480,455	2,305,174	2,083,914	1,505,000	1,428,766	2,975,000		10,297,854
<b>FOXBOROUGH PUBLIC SCHOOLS</b>												
Facilities												
Burrell School Rehabilitation					30,000							8,000,000
MSBA Feasibility Studies						700,000			8,000,000	15,000	TBD	715,000
Asbestos Removal												
Athletic Fields/Facilities					165,000							
Blacktop/Playground Equipment				1,265,000								1,275,000
Emergency Power/Lighting												
Elevator												
HVAC/Replace Oil Tanks/Boilers												
Gyms/Bleachers/Dividers												
Paving				820,000								
Energy Management Systems												
School Carpets/Floors												
HS Water Tanks												
Roofs/Doors/Windows												
Fire Alarm / Security Systems					78,000							55,000
Locker Rooms/Bathrooms												
<b>Vehicles &amp; Equipment</b>												
Buses & Vans	220,000	164,000	216,000	160,000	150,000	213,000	156,000	217,500	160,000	160,000		906,500
Technology/Networking	145,000	168,750	253,750	365,688	175,000	175,000	175,000	175,000	175,000	175,000		875,000
Office Copiers	45,000	56,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000		200,000
Music/Band Equipment					38,000							
<b>TOTAL FOXBOROUGH SCHOOLS</b>	1,230,000	1,653,750	658,750	565,688	638,000	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	FY 12 Budget	FY 13 Budget	FY 14 Budget	FY 15 Plan	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
<b>LANDFILL</b>												
Infrastructure Capping & Expansion												
<b>WATER</b>												
Infrastructure												
Site Investigation Test Wells												
Recondition Wells	50,000	60,000		200,000	310,000	310,000	TBD	TBD	TBD	TBD	TBD	
Main Replacement				350,000	1,650,000	1,650,000	200,000	60,000	60,000	60,000	60,000	440,000
Meter Replacement							TBD	TBD	TBD	TBD	TBD	
Meter Replacement & Meter Reading	175,000					175,000						
System Security & Improvements												
<b>Facilities</b>												
Storage Tanks	200,000	250,000	500,000	1,000,000	1,950,000	1,950,000	353,106					353,106
Water System Treatment & Pipe Lines	150,000	500,000	500,000	450,000	1,100,000	1,100,000	16,700,918					16,700,918
Modular Building				600,000	600,000	600,000						
<b>Vehicles &amp; Equipment</b>												
Vehicle Replacement	80,000		222,000	25,000	142,000	247,000		75,000				75,000
Compressor/ Generator / Other						222,000						
<b>SEWER</b>												
Infrastructure												
Town WWTF & Collection System												
Infiltration & Repair				100,000	100,000	100,000		TBD	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
<b>Vehicles &amp; Equipment</b>												
Vehicle Replacement	740,370	680,550	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
<b>TOTAL ENTERPRISE FUNDS</b>	<b>3,123,483</b>	<b>4,397,517</b>	<b>3,647,576</b>	<b>6,630,149</b>	<b>10,560,455</b>	<b>28,359,180</b>	<b>20,812,198</b>	<b>12,913,566</b>	<b>3,312,500</b>	<b>3,163,766</b>	<b>4,710,000</b>	<b>44,912,030</b>
<b>GRAND TOTAL</b>												

Actual / Proposed Funding:	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
<b>General Obligation Bonding</b>					6,860,000	6,860,000						
MSBA / State Grant Reimbursement							345,000	4,055,200			1,800,000	5,855,200
Taxation							113,000	3,944,800				4,289,800
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								550,000				550,000
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	584,113	600,000	929,856	619,904	3,337,986	619,904	620,000	620,000	620,000	620,000	3,099,904
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	8,289	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	576,000	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	2,162,000	17,053,106	135,000	60,000	60,000	60,000	17,368,106
Water Surplus					1,300,000	2,522,000						
Sewer Receipts	235,370	220,530		50,000		505,900		100,000	100,000	100,000	100,000	400,000
Sewer Surplus & Bonding						113,209		1,018,652	1,200,000	1,200,000	1,200,000	4,618,652
<b>TOTAL</b>	<b>3,123,483</b>	<b>4,397,517</b>	<b>3,647,576</b>	<b>6,630,149</b>	<b>10,560,455</b>	<b>28,359,180</b>	<b>20,812,198</b>	<b>12,913,566</b>	<b>3,312,500</b>	<b>3,163,766</b>	<b>4,710,000</b>	<b>44,912,030</b>