



TOWN OF TEMPLETON

Capital Improvements Committee

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From: Capital Improvements Committee
To: Board of Selectmen & Town Administrator
Date: December 22, 2021
Subject: FY23 Capital Improvement Recommendations

Section 1: Process Narrative
Section 2: Department Narratives
Section 3: Non-Tax Impacting Requests
Section 4: Tax Impacting Requests
Section 5: Committee Recommendations

Section 1: Process Narrative

The Capital Improvements Committee worked to provide an operational document for the Select Board and it would follow the budget season, the availability of the department heads, and a logical process to engage with the priorities of the departments.

The committee used financial products provided by the town along with the department head's input to develop an equitable and responsive set of capital recommendations that would 1.) benefit the community of Templeton and the four villages, 2.) be responsive to the department head's prioritization, and 3.) integrate the needs of the departments into a cohesive plan for sustainment of past, present, and future capital expenditures.

The Capital Improvements Committee continued the process of utilizing the locally developed standard form that streamlines the request process for each Department Head. There was a lot of discussion on utilization of American Rescue Plan Act (ARPA) monies received and pending, but authorized use of these funds remain unclear and confusing at best. A number of items may fall into this category as further guidance is released by the U.S. Department of the Treasury and provide an alternate means of funding as non-taxpayer funds. The committee reviewed all proposals received in a comprehensive three-phased approach which included the preparation, department reviews, and course of action development. This is the culmination of the presentations and discussions that transpired over a six week period.

The \$463,080 available as Certified Free Cash is roughly 15% of the estimated \$2,633,044 in Taxpayer Funded requests presented, above and beyond the estimated \$2,486,600 in Non-Taxpayer funded requests. As presented, a buffer of \$24,967 remains in Free Cash for use in anticipation of price increases which are exponential at this point in time.

We understand the dislike of lease to purchase for vehicle acquisitions as it carries debt into the out years. With a number of proposals exceeding available funds, this was deemed the best way

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to procure vehicles verses having them remain a continuing and recurring capital request that could never be funded.

Section 2: Department Narratives

Community Preservation Committee: Did not attend any of our meetings to present any FY 2023 capital projects. Should any CPC funded projects arise that meet the criteria of a capital expenditure the committee will meet with the CPC at that time.

School Committee: Did not attend and was not represented at any of our meetings to present any proposed FY 2023 capital projects or items.

Sewer Department: Jeff Aldrich made a presentation, discussed the proposals and was able to answer all questions. This plan is a non-tax-implied request and would be self-funded from the Sewer Department's enterprise fund a.k.a. the retained earnings:

1. Purchase a tractor and finish mower replace a 32-year old machine that has surpassed its' useful life
2. Design phase and engineering services proposal for upgrading the Crotty Avenue wastewater pumping station.
3. Replace roof on one of the Sewer Department Buildings

All requests submitted to this committee went before, and were vetted, by the Sewer Commissioners.

Water Department: John Discroll, General Manager at Light & Water, and Ronald Davan, Water Superintendent, made a presentation, discussed the proposals and were able to answer all questions. This plan is a non-tax-implied request and would be self-funded from a General Obligation Bond:

1. Replace water main infrastructure on the Main Street Bridge which is outdated and has exceeded the intended service life.
2. Replace the currently failing Maple Street Culvert
3. Replace Maple Street Water Main which has exceeded its' useful life

Development Services: Adam Lamontagne, the Town Administrator, presented a request for additional funding for architectural services needed in order to continue the approved project at River's Edge Conservation Area. An additional appropriation of \$12,500 was presented as a part of Article 12 presented and approved at the November 3rd Fall Town Meeting.

Emergency Management: DPW Director Bob Szocik submitted the Emergency Management Restoration with a total cost of \$457,500 for Emergency Management Director Rich Curtis.

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Town Clerk: Did not attend any of our meetings to present any FY 2023 capital projects or items.

Veteran's Services:

1. Sheila Pelletier, Veteran's Services Officer, requested \$10,000 for architectural and survey work for the Houghton Park/Hero's Park at 9 Main Street Baldwinville. All questions posed by the committee were answered and an alternate source of funding of CPC funds and/or a donation from Templeton Light & Water makes this a Non-Taxpayer Funded Expense.

Finance Services:

1. Town Administrator presented a request for completing the concession stand at Gilman Waite Park. This is a project that has been stagnate, and needs to be completed. There is \$10,000 previously obligated that need to be expended. This ongoing project has been the topic of discussion by the Advisory Committee and Select Board and needs to be closed out. Additional funding sources include using Free Cash and/or CPC Funds.

Police Department: Police Chief Bennett presented his Capital item request;

1. Police Cruiser. This cruiser replacement would be coming out of taxation to keep with the police department vehicle replacement plan with a cost of approximately \$54,142.92 with a \$5,000 Green Communities Grant applied to offset the purchase price, with the remaining \$49,142.92 as a taxpayer funded request.

Fire Department: Fire Chief Dickie presented his Capital item requests in the following order:

1. Replacement of 8 Self Contained Breathing Apparatus (SCBA) Bottles. This is an ongoing and recurring project for replacing older, obsolete equipment as it reaches the end of its' life cycle. The Chief has been in discussions with Templeton Power & Light to consider funding this as an alternate source that will be another Non-Taxpayer funded expense.
2. Replacement of Forestry 2 which is a 1984 vehicle that has far surpassed the intended life span of 20 years. The vehicle served the town exceptionally well and is planned to be surplusd. Chief answered questions and a suggestion was made to look into pricing for a five year (or less) lease to purchase option.
3. The station vehicle exhaust system (2) comes with a total cost of approximately \$67,000 coming out of taxation or \$33,500 each. The Chief had one station vehicle exhaust system get approved by Capital last year.
4. Upgrade to Station Security System with purchase of new system to replace outdated security cameras and add a door access system that will provide better tracking and accountability each time on of the buildings is accessed.

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5. Purchase of Gear Dryer for \$11,000. This is a specialized piece of equipment that is necessary drying structural firefighting ensembles to service once cleaned after use. It complies with the Cancer Initiatives.
6. Replacement of the Utility Truck. Senator Gobi has secured \$70,000 from the State to fund this as a Non-Taxpayer Funded Expense.
7. Replacement of Tanker 1, a 3000 gallon vehicle that has faithfully served the town for 32 years. This is a crucial apparatus for any fire suppression activities beyond the incorporated water and hydrant system in Town.

The Chief provided a detailed review of his aging fleet and reminded this Committee of the industry accepted standard of average life span of fire apparatus being 20 years. He answered all questions posed to him.

Templeton Community Television (TCTV): Steve Castle presented his Capital item requests from cable retained earnings in the following order;

1. Town Hall Camera System, \$30,000 – rollover from FY 2022, possible trade-in value on existing equipment.
2. Scout Hall Furnishings, \$30,000 - \$20,000 requested in FY 2022
3. Equipment Upgrades, \$15,000
4. Regional website, \$10,000 - expended in FY 21 w/Grant. \$5,000 budgeted in FY22.
5. Mobile Switching System, \$15,000 – Rollover from FY 22, & 7K of \$15K spent in FY 21.

Funding source for all items is Cable Retained Earnings, which is Non-Taxpayer Funded.

Department of Public Works (DPW and Building & Grounds): DPW Director Bob Szocik presented well over half of the total Capital item requests for the Building & Grounds and the Highway Department. The DPW Director went over his current fleet and equipment while answering all the questions posed by the Capital Improvement Committee. As you may recall, the immediate replacement of a loader was deemed a high priority and presented as Warrant Article #12, which was approved by the voters during the November 3rd Fall Town Meeting. The DPW Director also explained and justified other new purchases and projects on a number of town buildings:

1. Repairs of the Main Street Bridge
2. Repairs of the Hamlet Mill Bridge
3. Replace CD-5 truck
4. Repair the Town Hall Parking Lot – Phase 1
5. Repair DPW/Highway Department parking Lot
6. Repair Templeton Center Fire Station (Station #1) Parking Lot
7. Repair Baldwinville Fire Station (Station #2, Fire Headquarters) Parking Lot

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8. Demo/Upgrade Fire Station #2 Kitchen and meeting room to bring up to code
9. Rebuild/Restore Town Hall Cupola
10. Restore the old Fire Station at 3 Elm St, currently used by Emergency management

Community Services Department: Updates provided by DPW Director Bob Szocik concerning the condition of the roof at the Senior Community Center Roof and by Town Administrator Adam Lamontagne for the project to finalize the kitchen within the center. Potential funding sources include CPC monies, all remaining funds in the Templeton Friends of the Elders account that was established following a number of fund raisers that have been held to support this project.

Section 3: Non-Tax Impacting Requests

3	Sewer	Tractor	\$ 45,000.00
4	TCTV	Town Hall Camera System	\$ 30,000.00
5	TCTV	Scout Hall furnishings	\$ 30,000.00
6	TCTV	Equipment upgrades	\$ 15,000.00
7	TCTV	Regional website	\$ 15,000.00
8	TCTV	Mobile switching system	\$ 15,000.00
22	Water	Repairs to Main Street Bridge	\$ 550,000.00
23	Water	Maple Street Culvert	\$ 550,000.00
24	Water	Maple Street Water Main	\$ 1,100,000.00
25	Fire	SCBAs (8 units)	\$ 56,000.00
27	Fire	Utility Truck	ARPA - State Legislature \$ 70,000
31	Sewer	Crotty Avenue Wastewater Pump Station Upgrade Project	\$ 119,600.00
32	B & G	Kitchen @ Senior Center	\$ tbd
33	Sewer	WWTP Roof Replacement Design	\$ tbd

\$1,617,600

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Section 4: Tax Impacting Requests

After receiving news from the auditors that using the ARPA Funds received is an approved use, and knowing there are other ARPA Funds not yet approved, they will be kept in mind as a consideration as an additional funding source to help move some of the Tax Impacting requests to Non-Tax Impacting requests. Use of ARPA funds remains shrouded in some uncertainty and moving target as the guidance from the U.S. Department of the Treasury continues to be adjusted and amended. The committee reviewed these requests and set our recommendations. We were able to recommend the following items and projects before exceeding the budget limit.

1	Police	Police Vehicle	\$ 49,142.92
10	Highway	6 Wheel Dump Plow Sander Truck	\$ *49,473.20
14	B & G	Replace CD-5 Small Dump Truck	\$ *22,416.53
26	Fire	Forestry 2 Vehicle	\$ *33,000.00
30	Fire	Gear Dryer	\$ 11,000.00
			\$ 165,032.65

*Costs are based on an estimated 5-year Lease-to-Purchase plan.

The committee also recommended the Repairs to the Senior Community Center Roof – in the amount presented of \$140,000 – to be funded through our CAPEX stabilization, and to proceed with the presented Gilman Waite the plan to finish that project utilizing previously appropriated funds in the amount of \$10,000, and to proceed with the Veteran's Services improvements for Heroes/Houghton Park

Section 5: Committee Recommendations

The committee recommends acceptance of the above tax and non-tax impact capital requests based upon a fair and thorough review of the 33 items proposed.

Propose the 3 Elm Street project be presented to CPC due to the historical significance of this building.

Strongly suggests future use of ARPA Funds to for the Repairs to Main Street Bridge – in the amount of \$200,000 – and for Repairs to Hamlet Mill Bridge – in the amount of \$600,000.

Strongly suggest the Fire Department propose the \$500,000 needed to replace Tanker 1 be a Proposition 2 ½ Debt Exclusion as a Warrant Article for Annual Town Meeting.

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Suggests future use of ARPA Funds as an infrastructure package for the Town, to include but not be limited to, the Town Hall Parking Lot, DPW Parking Lot, Templeton Center First Station Parking Lot, School Street Fire Station Parking Lot, School Street Fire Station Kitchen, Town Hall Cupola, and First Station Security Systems for both Fire Stations.

Five Year Capital Projection

Includes projected \$104,890 for vehicle lease to purchase expenses in FY 24, 25 and 26.

	2022	2023	2024	2025	2026
Total	1,744,585	430,800	475,901	580,791	685,681

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