



FY 18 CAPITAL COMMITTEE ANNUAL REPORT AND FIVE- YEAR CAPITAL INVESTMENT PLAN



MARCH 20, 2017
TOWN OF STONEHAM
35 Central St. Stoneham, Massachusetts 02180

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Section I: Capital Committee Annual Report

EXECUTIVE SUMMARY

The Capital Committee met immediately following the October town meeting to start a new process for the May 2017 Town Meeting. The process for the FY 18 Capital Improvement Program (CIP) recommendations included standardized forms and deadlines for capital requests, meetings with all department heads and time to debate prior to final recommendations. The committee met 7 times in November, December and early January to achieve the requested timeline for presenting a Warrant Article for May 2017 and supporting documentation to the BOS by January 21st. The process started from a clean sheet. All requests were re-submitted by department heads with the new forms.

The Capital Committee continued to meet after the warrant submission to assure a full and prioritized 5 year Capital Improvement Plan (CIP) and report are available for town meeting as required by section C of the Town of Stoneham Financial Guidelines and Town Code Section 2-37.3.c.

For FY18 consideration, all department requests were found to have merit but funding is not adequate for all requests. In discussion for FY18, the committee considered the following points to help prioritize:

1. Public or employee safety
2. Potential to increase in cost if delayed
3. Age and condition of items being replaced or repaired
4. Regular maintenance / replacement cycles
5. Department priority

In prioritizing the department requests for FY18, the committee also considered revenue sources available for Capital. Revenue sources identified in conjunction with the Town Administrator and Town Accountant are:

- **\$220,000 in Cash**
 - \$135k remaining from the High School Boiler
 - \$85k from Surplus property. This is money from foreclosed property that was never spent.
- **\$750,000 in debt capacity.**
- **\$585,500 in debt paid from Golf revenue**
 - (est. \$43,000 annual payment from \$190,000 in annual revenue)
- **\$400k Water Enterprise Fund (of \$964,767 in retained earnings)**
- **\$400k Sewer Enterprise Fund (of \$1,338,260 in retained earnings)**

The distinction between debt and cash became important in the Capital Committee debate process. Financial guidelines recommend that cash be used for items below \$50,000. Further, financial institutions will not issue debt for some items such as studies. Finally, it is not good practice to take out long-term debt on items with shorter lifespans, such as a police car.

Please note, the capital expenditures recommended are below the available funds listed above.

CAPITAL COMMITTEE

The Town of Stoneham Capital Committee is defined under Sec. 2-37.3. of the By-Laws of the Town of Stoneham. The committee consists of:

- (i) one member of the Board of Selectmen as chosen by the Board;
- (ii) one member of the Planning Board as chosen by the Board;
- (iii) one member of the Finance and Advisory Board as chosen by that Board;
- (iv) the School Superintendent or his designee;
- (v) the Town Administrator;
- (vi) three residents of Stoneham selected by the Board of Selectmen;
- (vii) one member of the School Committee; and
- (viii) the town accountant

Under the By-Law, the Capital Committee is to issue an annual report recommending a Capital Improvement Budget for the next fiscal year and a Capital Improvement Program including recommended capital improvements for the following five (5) fiscal years to the Board of Selectman.

This document is that submission for FY 2018.

Everything the Town does, from providing services to its residents and citizens, to equipping employees to effectively perform their jobs, requires the existence of certain basic physical assets. These assets include streets, water mains, parks, buildings, large equipment and technology. They must be purchased, maintained, and replaced on a timely basis or their usefulness in providing public services will diminish. The Town's five-year Capital Improvement Program (CIP) and annual Capital Budget are developed to ensure adequate capital investment in the Town's assets.

The CIP includes major non-recurring tangible assets and projects which:

- (i) are purchased, or undertaken, at intervals of not less than five years;
- (ii) have a useful life of at least three (3) years; and
- (iii) incur a total cost over \$10,000.

FIVE-YEAR CAPITAL PROGRAM

A five-year capital improvement program is an important part of any organization's overall budgeting process. Multi-year planning allows proper staging and sequencing of capital projects to even out spikes and make funding needs more predictable. Capital investment requirements can be uneven, sometimes involving unique large projects such as a new fire engine or a new school building. Other capital investment needs are recurring. We will continue to refine the five-year planning process to identify – and hopefully fund - an appropriate annual level of capital investment.

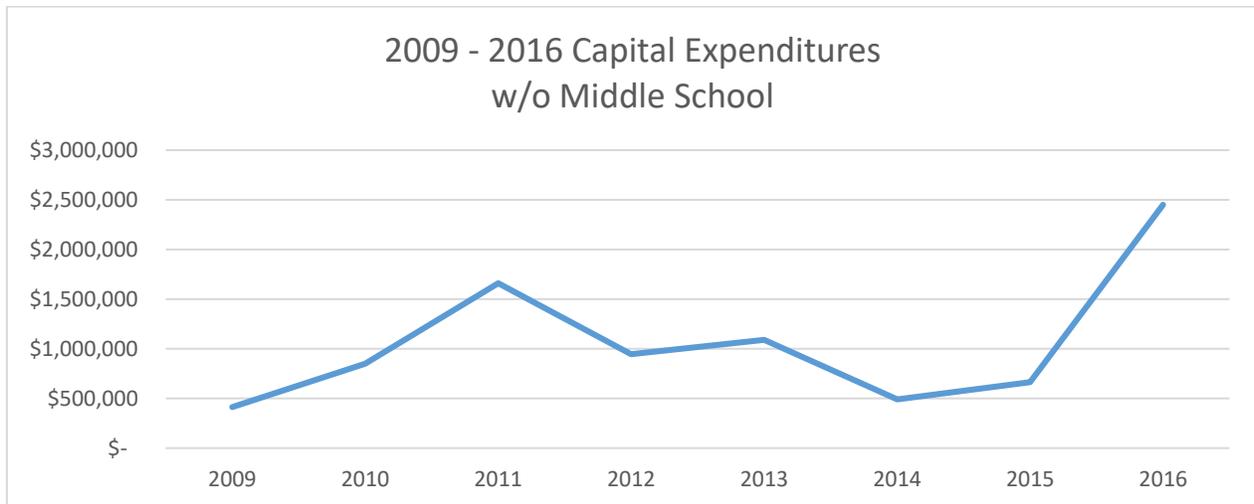
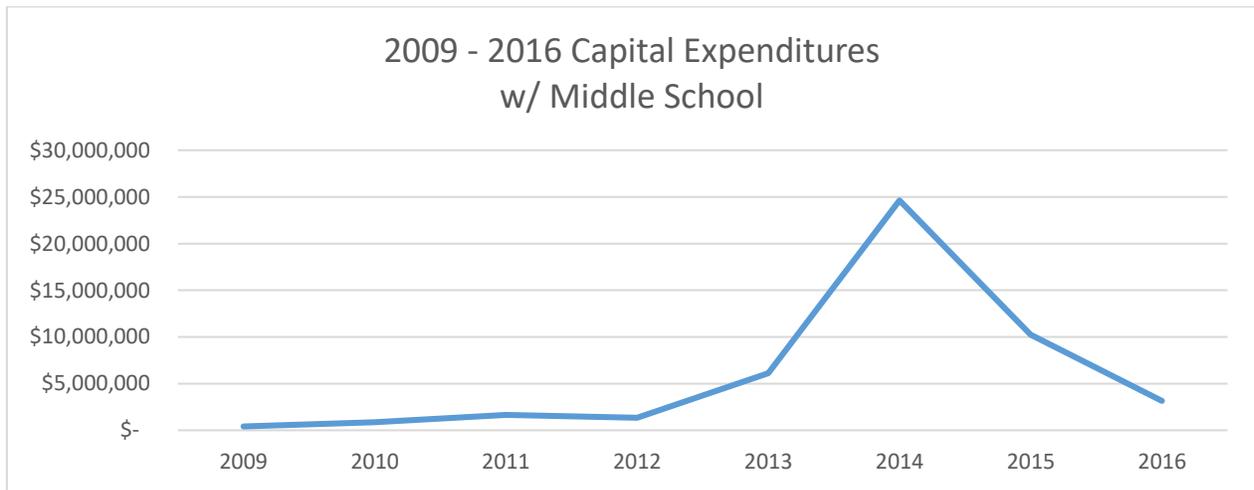
FUNDING HISTORY

In recent history, the Town of Stoneham has primarily allocated free cash for capital expenditures at the October Special Town meeting or through debt for large items such as Fire Trucks or the Middle School. The

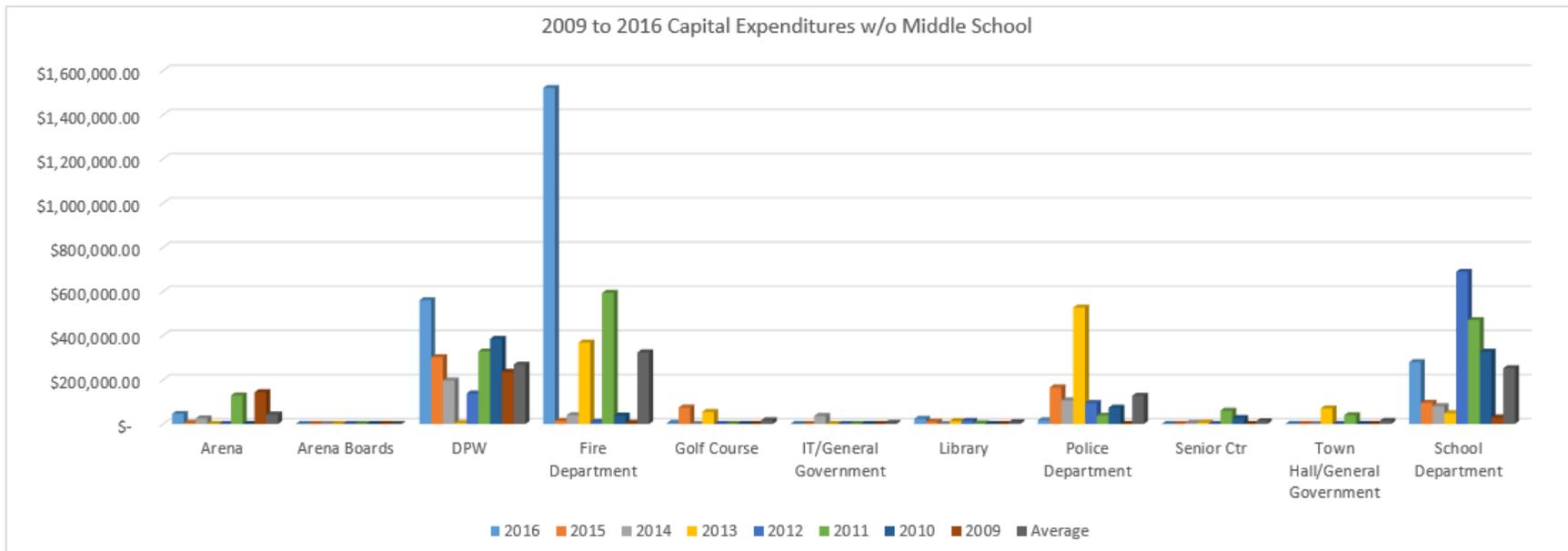
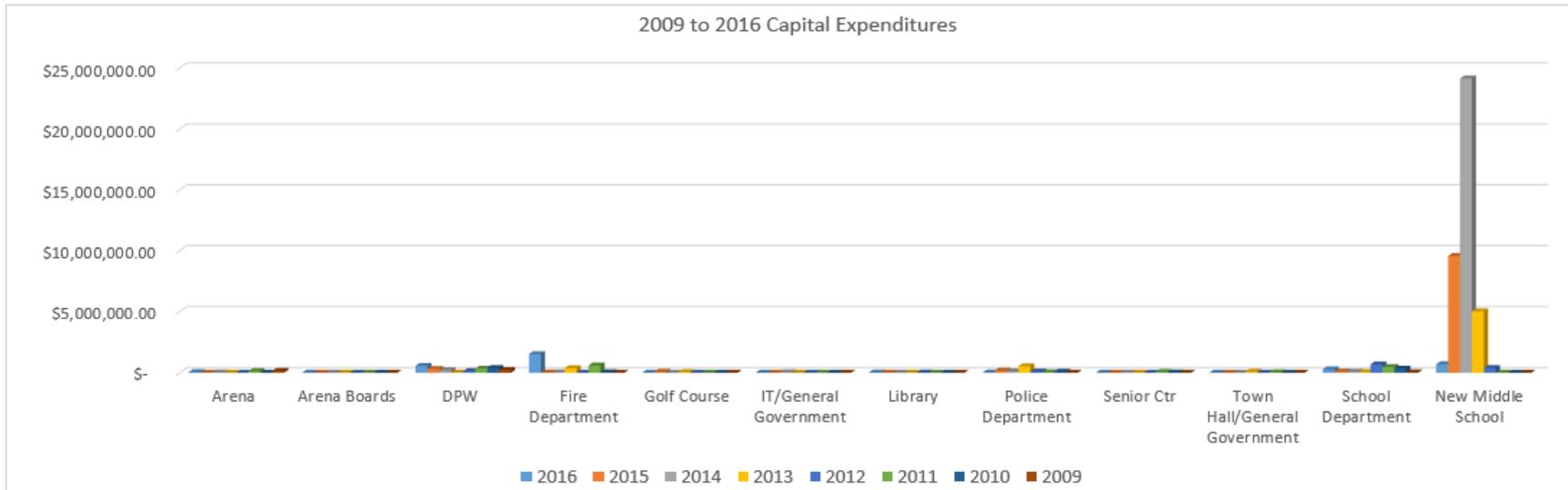
following series of charts provide insight into the total funding and funding by department. Upon request of the Town Administrator and Board of Selectmen, the town is moving the process to May.

The charts include expenditures from all funding sources. Many of the charts are shown twice. Once with and a second time without the expenditures for the new Middle School because the large size of that expenditure makes the charts difficult to read. All expenditures are shown as the year the money is paid and not the year it was voted by Town meeting. There are differences in several cases.

A review of the last eight years shows capital expenditures vary significantly by year and is frequently driven by large expenditures that are funded through debt. In 2011, the town spent \$591k for Fire trucks. The peak around 2014 was driven by the Middle School project. The peak in 2016 was driven by \$1.5M for fire Trucks and \$559k of DPW equipment.

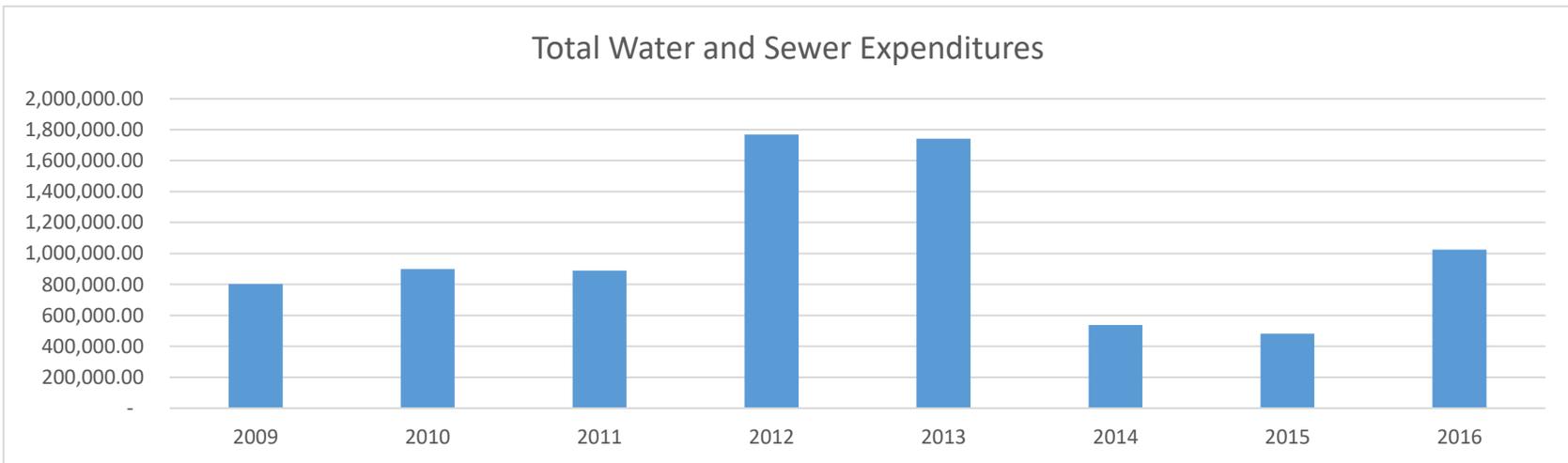
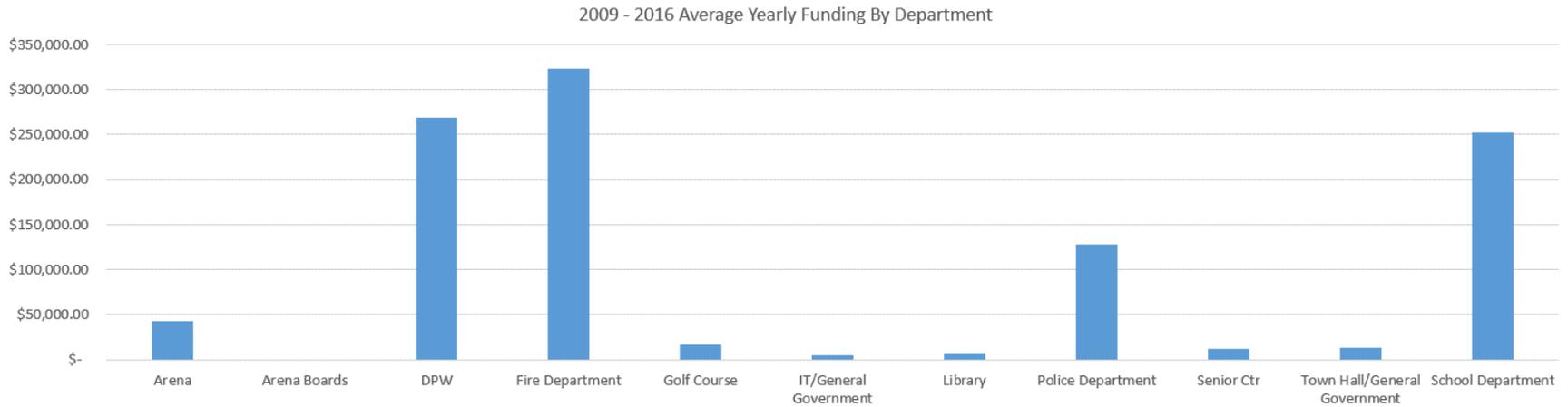


Capital Expenditures by Year - Represent both cash expenditure and debt.



Allocation of Capital (2009-2016)

The full list of capital expenditures is in Appendix A. Chart displays without middle school.



FUNDING SOURCES

Traditionally, there are several potential methods for financing the Town’s capital investments:

Available Funds including Free Cash – The town regularly appropriates monies from the general fund and the enterprise funds to finance short-term, small capital investment projects. Examples of available funds are free cash and enterprise fund retained earnings. This may include funds from the Water/Sewer enterprise fund to maintain our water/sewer systems or transfers of funds not spent from previous warrant articles.

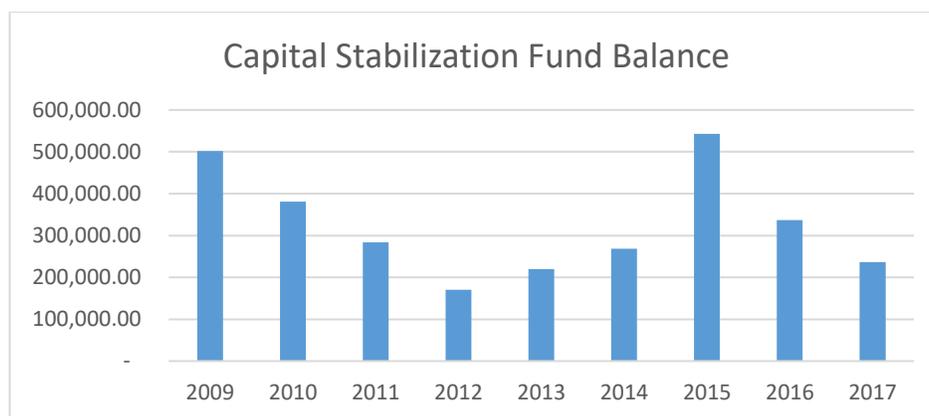
Surplus revenue from the previous year becomes part of free cash and is often used for Capital Expenditures in Stoneham. After the end of each fiscal year, the Town Accountant submits a financial statement to the Department of Revenue (DOR). The DOR calculates and certifies the available Surplus Revenues. Once certified by the DOR the Surplus Revenues become available for appropriation by the Town. Surplus Revenues should be used to fund such items as capital purchases/projects, increases to the Stabilization Account and unusual one time expenditures.

According to Stoneham’s Financial Guidelines, the term “stabilization account” shall include both the General Stabilization and Capital Stabilization accounts. The use of the Stabilization Account to fund operating and personnel costs should be avoided whenever possible.

The Towns Fiscal Guidelines state that cash should be used for purchases below \$50,000 and the TA should determine if cash is appropriate for capital expenses between \$50,000 and \$250,000.

General Stabilization Fund –There is a guideline “to achieve a minimum balance in the Stabilization Account of 10% of the Town’s General Fund.” Appropriations out of the stabilization fund can be used for any purpose, but require a higher (2/3) quantum vote of Town Meeting to be used as a funding source. It is a recommendation that the General Stabilization Fund serve as a reserve only for true emergencies and extraordinary needs. No capital needs were funded from the General Stabilization Fund during the past year.

Capital Stabilization Fund –Appropriations out of this stabilization fund can be used to fund capital equipment and improvements as well as debt-service payment related to capital purchases.



Debt Service – The Town has traditionally financed large capital projects or purchases through borrowing. The resulting debt obligations are appropriated under the General Fund Tax Levy (either within the levy limit or from a voter-approved debt exclusion) or from Enterprise Funds.

The town Financial Guidelines give the Town administrator discretion to use debt for items between \$50,000 and \$250,000 and recommend debt for those items in excess of \$250,000. Further, the guidelines state the town consider the overall

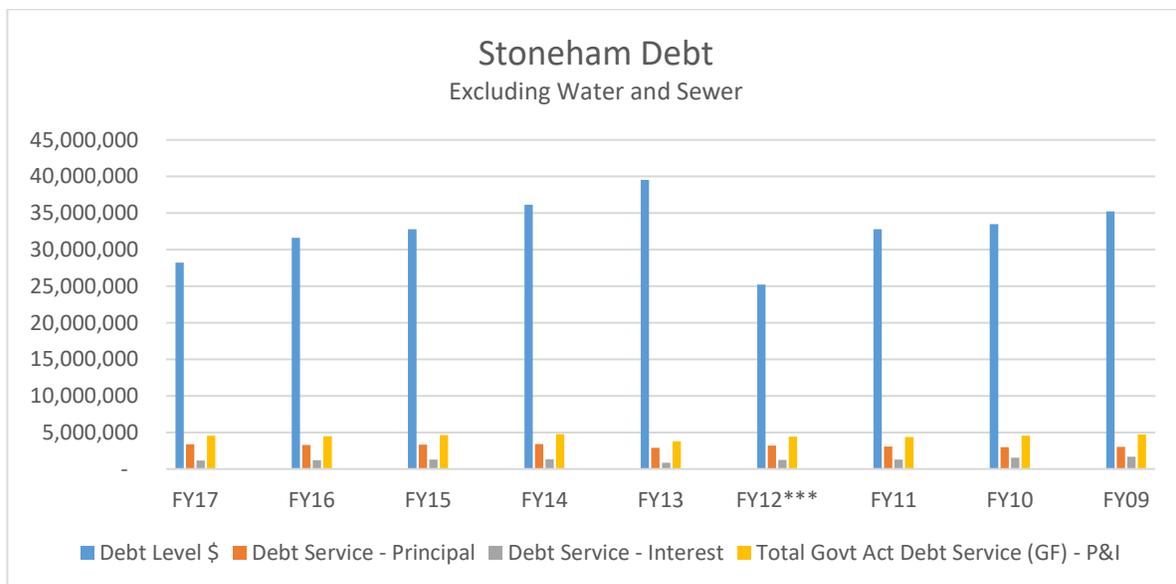
financial condition of the Town when determining whether to increase debt or pay cash. Such factors as reviewing whether the Town has met or exceeded its minimum policy of all reserve funds such as: Stabilization; Overlay; Department #132 Reserve Fund; etc. In addition, the Town Administrator must determine if there is borrowing capacity under the limitations established in the Debt Capacity Fiscal Policy.

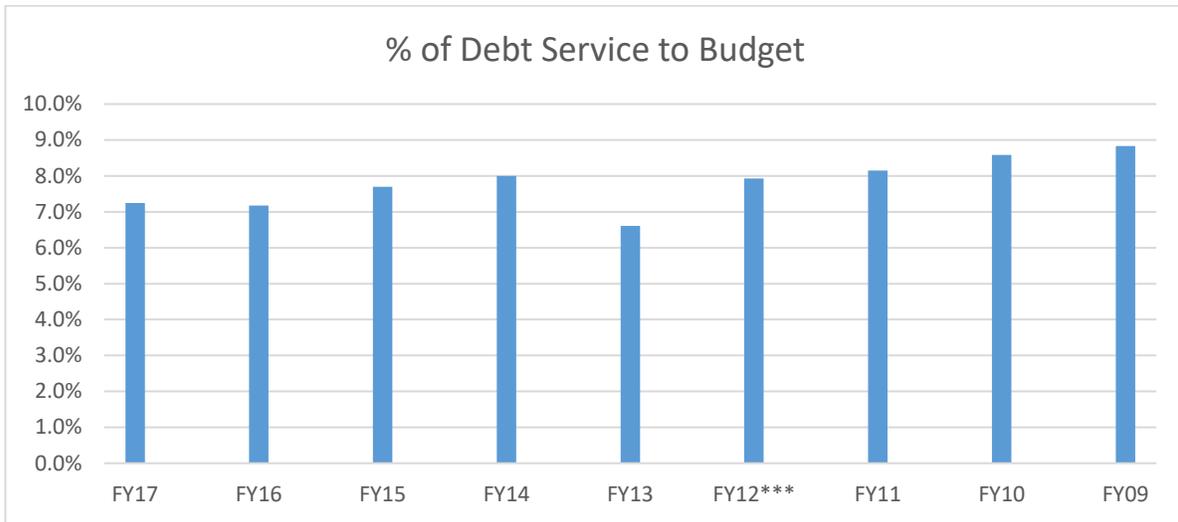
It is important to monitor how much debt the community has at any one point in time and determine what impact the amount of debt service has on the operating budget and the taxpayers. The amount of general fund resources spent on capital-related items for Stoneham should be monitored carefully to assure it is not too much of a burden on the town or too low, representing an opportunity to invest in capital improvements.

Many municipalities maintain control over their debt service costs by limiting annual debt service to a percentage of the annual operating budget. While Stoneham has not set a specific cap FY17 debt service under this capital plan, including debt exclusions is estimated at 7.2%. Without debt exclusions, it is 1.8%, well below the 4% maximum of our fiscal guidelines.

Over recent years, the level of debt as a percentage, including debt exclusions, of our budget has ranged from a high of 8.8% in 2009 to its current low of 7.2%.

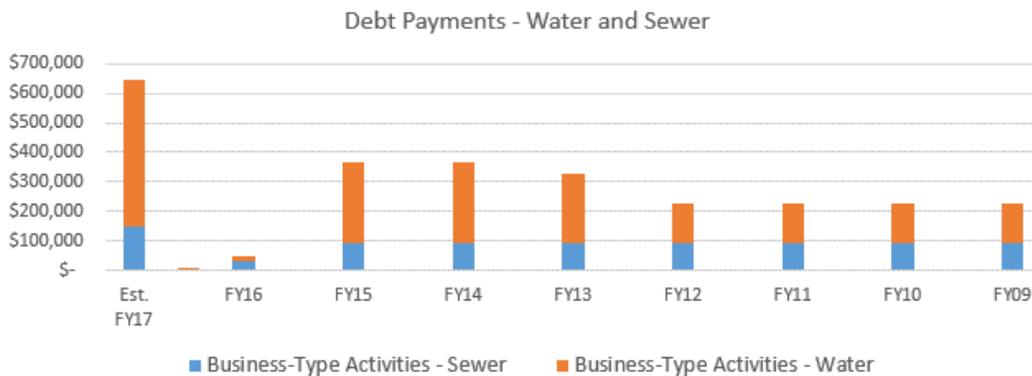
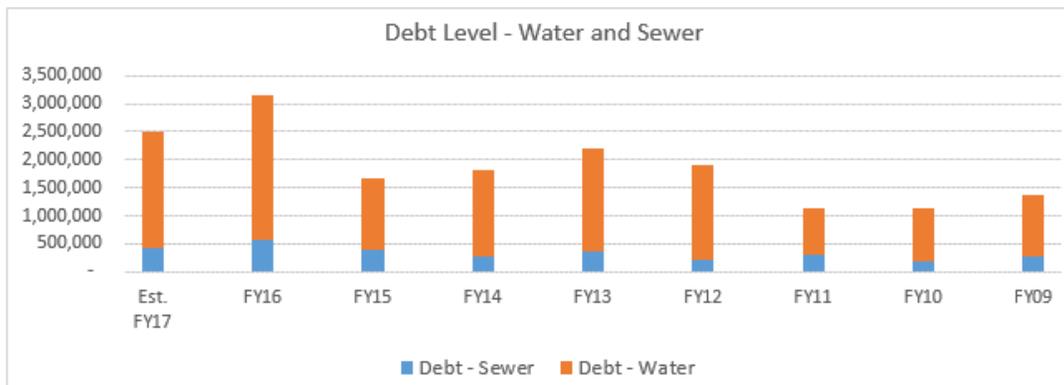
The numbers in the charts below for FY2017 are estimated.





***There was significant debt activity during FY12 which decreased the GF debt balance by \$7,537,000. The decrease was a result of \$3.2M of regularly scheduled principal payments, \$4.2M of current refunded debt due to a one-time lump sum payment from the MSBA, \$2.3M of current refunded debt, \$5.5M of advanced refunded debt, offset by the issuance of \$7.7M of refunding bonds. There was also an increase in the Water debt balance due to the issuance of a \$1M MWRA bond.

The Water/Sewer Enterprise Fund debt is separate from the general fund. The Town lost a significant Water/Sewer customer during FY16 as a result of Atlantic Gelatin closing. Since the MWRA assessments are based on prior year consumption, the Town was assessed higher than revenue supported. Therefore, the MWRA allowed the Town to significantly reduce its FY16 principal payments to offset the increased assessment and restructure its future debt service payments. Payments will resume in FY2017.



Credit rating agencies monitor the amount of debt a community has just like they monitor individual credit. A variety of factors, including the level of debt service/annual revenues and level of debt service/capita and per household are evaluated by credit rating agencies. We are proud that the Town of Stoneham holds a AA2 bond rating from Moody’s. Ratings range from Aaa to C but are not straight letter grades. Credit ratings listed from best down include Aaa, Aa1, Aa2, Aa3, A1, A2, A3, Baa1, etc... See Moody’s for a full list.

FY17	FY16	FY15	FY14	FY13	FY12***	FY11	FY10	FY09
	Aa2	Aa2	Aa2	Aa2	A1	A1	A1	A1

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Other Sources – The Town uses dedicated state aid, mitigation funds, receipts reserved, and grant funding and even re-appropriation of unspent capital funds to finance capital investment when these funds are available.

FY 2018 to 2022 CIP PHILOSOPHY

The FY 2018-2022 Capital Improvement Program provides for the maintenance and replacement of Stoneham’s current capital assets, recommends new capital assets where necessary, and funds unexpected capital repairs that have surfaced since the last capital budget.

In the five-year CIP, the Capital Committee considered the following priorities:

A Lifecycle Management Program

The CIP supports the adoption of lifecycle management for capital assets. This program will smooth replacement purchases across multiple years to reduce year-on-year volatility and set clear expectations for departments. Several examples include:

- **Police Vehicles:** The town must regularly replace police vehicles. The committee recommendation incorporates a 6-year replacement cycle to assure vehicle reliability for public safety.
- **DPW Equipment:** The DPW has proposed a replacement cycle of 10 years for standard equipment (pickups & mowers) and 20 years for heavy equipment (front end loaders and large trucks).
- **Fire equipment:** replace equipment, such as turn out gear, on an annual basis to assure it remains in certification. This cycle starts next year in the CIP because a large purchase was just made this year.

Note that the Town Administrator has discussed including some regularly recurring capital purchases in department budgets. The Capital Committee will continue to make recommendations for purchase until this transition takes place.

Investment in infrastructure

The town of Stoneham manages significant capital assets that require regular investment to maintain good working order and reliability.

- **Water Pipes:** The town manages approximately 75 miles of water lines. The Capital Committee is recommending funding for maintenance in accordance to the Stoneham Fiscal Guidelines of 1 mile per year. The water maintenance program that will replace pipes approximately every 75 years. The town currently has water pipes as old as 100 years.
- **Sewer Pipes:** The town also manages miles of sewer lines and 5 sewers pumping stations. Along with replacing for reliability, old sewer lines are subject to infiltration from outside water due to the frequent 2 foot connections. Infiltration costs residents significant money in MWRA fees. Replacement reduces the amount of sewer water that leaves Stoneham.

FY 18 Capital Committee Annual Report and five-year Capital Investment Plan

- **Sidewalks** – The town has not regularly invested in sidewalk maintenance. The capital committee recommends a regular maintenance program.

Prioritized maintenance

- **Maintenance and replacement of current assets** – Maintenance preserves the value that Stoneham has invested in its assets and lengthens its useful life forestalling the need to purchase a replacement.

The FY 2018 5-year Capital Improvement Plan is found in Section II.

FY 18 Capital Committee Annual Report and five-year Capital Investment Plan

Total Town Planner					-	50,000	1,825,000	2,620,000	
Police Department									
‡	Police	210	Marked Police Vehicles		102,754	105,464	108,392	111,466	114,700
‡	Police	210	Unmarked Police Vehicles			35,000	36,500	38,000	38,000
	Police	210	Firearms Replacement			20,350	-	-	-
	Police	210	Police Dept HVAC Upgrade	300,000		-	-	-	-
	Police	210	Speed Radar Trailer	-		15,045	-	-	-
Total Police Department				300,000		175,859	144,892	149,466	152,700
Fire Department									
‡‡	Fire	220	Fire Station Kitchen			-	100,000	-	-
	Fire	220	Paint Basement (Lead Paint)	40,000		-	-	-	-
	Fire	220	Portable Radios			112,500	-	-	-
‡	Fire	220	Turnout Gear			24,000	24,000	24,000	24,000
	Fire	220	Cascade Air System (fills breathing apparatus)			-	-	45,000	-
	Fire	220	Pick Up Truck	-		-	-	-	50,000
	Fire	220	Fire Station Window Replacement	-		-	-	-	300,000
	Fire	220	Fire Station Garage Roof Replacement	-		-	-	-	20,000
‡‡	Fire	220	Sub Station	-		-	-	-	7,000,000
Total Fire Department				40,000		136,500	124,000	69,000	7,394,000
School Department									
‡‡	Schools	300	Stoneham High School Renovation	125,000		500,000	60,000,000	1,000,000	3,000,000
	Schools	300	School Technology Capital Replacement Program			100,000	100,000	100,000	100,000
	Schools	300	Old Central School Infrastructure Upgrade	-		500,000	-	-	-
	Schools	300	South School Roof Repairs	-		-	120,000	-	-
	Schools	300	Elementary School Painting	-		-	50,000	50,000	50,000
	Schools	300	School Sidewalk Repair/Replacement	25,000			-	-	-
	Schools	300	School Playground Repair/Replacement	-		-	150,000	50,000	50,000
	Schools	300	Elementary School Chillers	-		-	-	-	300,000
Total School Department				150,000		1,100,000	60,420,000	1,200,000	3,500,000
Department of Public Works									
	Public Works	400	Sidewalk Program	132,000		100,000	100,000	100,000	100,000
	Public Works	400	Drainage Repair/Replacement	-		100,000	-	100,000	-

FY 18 Capital Committee Annual Report and five-year Capital Investment Plan

‡	Public Works	400	DPW Equipment						
	Public Works	400	Multi-Use Utility Vehicle (replace 1985 sidewalk plow)	153,000					
	Public Works	400	1997 Front end loader			180,000			
	Public Works	400	1976 Industrial snow blower (replacement is an attachment for loader)			110,000			
	Public Works	400	1995 6 wheel Dump Truck				132,000		
	Public Works	400	2007 F-450 Utility Truck				55,000		
	Public Works	400	2006 F-250 Pickup Truck				45,000		
	Public Works	400	1987 Air Compressor				23,000		
	Public Works	400	2007 1 Ton Dump Truck					45,000	
	Public Works	400	2001 Mini Excavator					125,000	
	Public Works	400	2004 Sander Body (replace with stainless)					25,000	
	Public Works	400	2007 F-350 Utility Pickup					50,000	
	Public Works	400	2008 Mower					25,000	
	Public Works	400	2009 1 Ton Dump Truck						47,000
	Public Works	400	1995 Sidewalk Plow						152,000
	Public Works	400	2008 F-250 Pickup						45,000
	Public Works	400	2010 Mower						16,000
	Public Works	400	Cemetery Program	-		25,000	10,000	25,000	10,000
Total Department of Public Works				285,000		515,000	365,000	495,000	370,000
Library									
	Library	610	Computer Replacement	-		10,000	-	-	-
	Library	610	Interior Painting				30,000	-	-
	Library	610	Carpeting					26,700	
	Library	610	Foundation Work	30,000		70,000	-	-	-
Total Library				30,000		80,000	30,000	26,700	-
Golf Course									
	Golf	630	Unicorn GC Bunker Restoration			150,000	-	-	-
	Golf	630	Unicorn GC Tee Box Restoration			20,000	22,000	24,200	26,620
	Golf	630	Irrigation	585,500					
	Golf	630	Fence for 32 country club road	-		35,000	-	-	-
Total Golf Course				585,500		205,000	22,000	24,200	26,620

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Arena									
##	Arena	631		-		1,607,000	-	-	-
	Arena	631		-		-	-	-	-
Total Arena						-	-	-	-
Non-Departmental									
	ND	920	Historical Commission - Gravestone restoration			10,000	10,000	10,000	10,000
				-		-	-	-	-
Total Non-Departmental						10,000	10,000	10,000	10,000
GENERAL FUND TOTAL				1,390,500		2,277,359	61,285,892	3,839,366	14,093,320
ENTERPRISE FUNDS									
Sewer Enterprise									
30	Sewer	440	Sewer Lines, Pump Stations, Materials & Equipment	400,000		410,000	420,000	430,000	440,000
Total Sewer Enterprise				400,000		410,000	420,000	430,000	440,000
Water Enterprise									
31	Water	450	Water lines, services, hydrants, Materials & Equipment	400,000		410,000	420,000	430,000	440,000
Total Water Enterprise				400,000		410,000	420,000	430,000	440,000
ENTERPRISE FUNDS TOTAL				800,000		820,000	840,000	860,000	880,000

Section III: FY 2018 CAPITAL RECOMMENDATIONS

Summary of Funding Sources Recommended for FY 2018

- \$220,000 in Cash
 - \$135k remaining from the High School Boiler
 - \$85k from Surplus property
- \$585,000 of \$750,000 in debt capacity.
- \$585,500 in debt paid from Golf revenue
 - est. \$43,000 annual payment. Revenue in 2017 was \$190,000.
- \$400k Water Enterprise Fund (of \$964,767 in retained earnings)
- \$400k Sewer Enterprise Fund (of \$1,338,260 in retained earnings)

The Stoneham Capital Committee unanimously recommends the following FY 18 capital expenditures.

Dept.	Dept. #	Title	FY2018	Funding Source	Comment
Fire	220	Fire Station Lead Paint Remediation - Basement	\$40,000	Cash	This was a new item this year but is priority. Fire fighters are using water and wood shavings to minimize lead paint dust in their gym (basement). This is a health issue.
Schools	300	High School Feasibility Study	\$125,000	Cash	
Library	610	Foundation Study	\$30,000	Cash	The foundation is leaking. Several attempts to resolve have been made with town maintenance and contractors. A study is now recommended due to concerns about cost of mold or increased costs due to structural damage.
Schools	300	School Sidewalk Repair/Replacement	\$25,000	Cash	Portions of the sidewalks and front patio areas of the Robin Hood has experienced significant deterioration over the past few winters and need repair as well as drainage work to prevent future damage.

TOTAL \$220,000

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Dept.	Dept. #	Title	FY2018	Funding Source	Comment
Police	210	Police Dept. HVAC Upgrade	\$300,000	Debt	Repair HVAC system to prevent freezing of pipes and lower heating costs. The committee increased the consultant's estimate of \$235k to account for contingency and a long list of peripheral expenses.
Public Works	400	Multi-Use Utility Vehicle (replace 1985 sidewalk plow)	\$153,000	Debt	This item replaces a 1985 (32 yrs) sidewalk plow. The plows are old and failing. A 1978 is being used for spare parts. The multi-use utility vehicle allows for year-round use at a comparable cost.
Public Works	400	Sidewalk Program	\$132,000	Debt	Invest in repairing/expanding Stoneham's sidewalks

TOTAL \$585,000

Dept.	Dept. #	Title	FY2018	Funding Source	Comment
Golf	630	Irrigation	\$585,500	Debt	The golf course irrigation system is barely functional causing damage to the course. This item proposes to reinvest Golf Revenues enabling additional revenue growth. Approx. \$43k of \$190k in golf revenue is proposed.

Dept.	Dept. #	Title	FY2018	Funding Source	Comment
Sewer	440	Sewer Lines, Pump Stations, Materials & Equipment	\$400,000	Sewer Enterprise Fund	Regular Maintenance
Water	450	Water Lines, Services, Hydrants, Materials & Equipment	\$400,000	Water Enterprise Fund	Regular Maintenance

Unfunded Priorities

Based on the available cash and guidelines for borrowing, an important item was removed from the FY18 recommendations. The Capital Committee would like the BOS to consider including these items if additional money is identified (for example, \$330k in Verizon funds released by the assessor in time for the meeting) or in the fall when free cash is available.

Dept.	Dept. #	Title	FY2018	Funding Source	Comment
Police	210	2 Marked Police Vehicles	102,754	TBD	The Capital Committee prioritized the police cars until the cash constraints were identified. The last allocation for police vehicles was October 2014 to replace two 2010 Crown Victoria Sedans.

Fire Station Lead Paint Mitigation

Department: Fire

Request Title: Lead Paint Mitigation

Basis for Estimate: State Bid List

Estimated Cost: \$40,000

Recommended Funding Sources: Free Cash

Expenditure Description:

Paint the walls and ceiling of the basement in the fire station with encapsulating paint. The building is 100 years old and the basement has not been painted since its construction. The current paint is powder like and rubs off the walls if contact is made with the walls. The original paint is lead based which brings up a health and safety concern for anyone in the basement. Currently there is a gym in the basement which is where the firefighters do physical training. Painting the basement will encapsulate the lead and eliminate the health concerns.

Supporting Information:

Quote from Bright Corp Painters

Board of Health letter.

Capital Committee Notes: The committee recommends this items.

High School Feasibility Study

Department: School

Request Title: High School Feasibility Study

Basis for Estimate: Vendor Estimate

Estimated Cost: \$125,000

Recommended Funding Sources: Free Cash

Expenditure Description:

Complete a feasibility study that will evaluate the educational and program needs at the Stoneham high school and map them to physical resources. The result will be an understanding of the cost and approach for a remodel of the high school vs construction of a new facility.

Supporting Information: NA

Capital Committee Notes: The committee recommends this items.

Library Foundation Study

Department: Library

Request Title: Foundation Study

Basis for Estimate: Committee Estimate

Estimated Cost: \$30,000

Recommended Funding Sources: Free Cash

Expenditure Description:

The foundation on the Main St and South (Window) sides of the library have been leaking for years. Work has been done in efforts to mitigate the intrusion, but there are still serious leaks causing worsening damage and possible mold. The year of water may have compromised the foundation. There is also collateral damage such as wet / stained carpet, wet wooden bookshelves and furniture and more.

Do to the duration and extent of leaking, the foundation of the entire building will be considered and inspected by structural engineers. In addition to structural concerns from the leaking foundation, the Library had mold issues caused by the leaks and has previously taken on mitigation of that mold to assure the safety of the residents that attend.

Supporting Information:

Two of many pictures.



Capital Committee Notes: The committee recommends this items.

HVAC Operating System Repairs

Department: Police

Request Title: HVAC Operating system repairs

Basis for Estimate: Formal Estimate after Study

Estimated Cost: \$300,000

Recommended Funding Sources: Debt



Expenditure Description:

The police station has tried several repairs over the years to resolve heating and cooling issues. The request to replace the system came after damage from freezing pipes in 2014. The project will replace the existing boiler with two high efficiency boilers to improve efficiency and provide redundancy. In addition, significant work will be done to the air handling components. The heating-ventilation-air conditioning (HVAC) system at the police station is in need of upgrades/repairs that will address inoperative or inefficient equipment that has been in place since the 2000 renovation. The HVAC does not offer consistent heat or air conditioning throughout the building. Maintenance costs for repairs to these systems exceed \$15,000 annually. Two examinations of the HVAC system by separate companies were conducted and both reports indicate the need to upgrade the existing system. Please note that this cost was based upon the project being completed by the end of calendar year 2017. The cost estimate above includes the estimate plus contingency which was not in the estimate provided.

Supporting Information:

Capital Committee Notes: The committee recommended both for the health and safety of the police and to prevent future costs associated with broken pipes in the winter.

DPW Holder C9.92 Sidewalk Plow and Snowblower

Department: DPW

Request Title: Sidewalk Plow and Snow Blower

Basis for Estimate: Vendor Quote

Estimated Cost: \$153,000

Recommended Funding Sources: Debt



Expenditure Description:

Replace a 1985 (32 years) sidewalk plow and snow blower that fails on a regular basis.

Supporting Information: Vendor Estimate

Capital Committee Notes: The committee recommends the sidewalk as part of regular replacement of equipment and because the current 1985 sidewalk plow is failing.

Sidewalk Maintenance Program

Department: DPW

Request Title: Repair failing sidewalks

Basis for Estimate: Budget for repairs.

Estimated Cost: \$132,000

Recommended Funding Sources: Debt

Expenditure Description:

Investment in repairs and expansion of the town's sidewalks.

Supporting Information:

Capital Committee Notes: The capital committee recognizes the importance of maintaining the town's infrastructure. The committee recommends this items.

School Sidewalks & Patio Repair

Department: Schools

Request Title: Repair Sidewalk and Patio

Basis for Estimate: School Department Estimate.

Estimated Cost: \$25k

Recommended Funding Sources: Cash

Expenditure Description:

Portions of the sidewalks and front patio areas of the Robin Hood have experienced significant deterioration over the past few winters. There will also be the need for some exploration of drainage issues at Robin Hood to make sure we do not simply cover over some suspected groundwater issues. Completion of this project is required to eliminate current trip-and-fall hazards which exist for staff, students and visitors to the buildings.

Supporting Information:

Capital Committee Notes: The committee recommends this items.

Unicorn Golf Irrigation System

Department: Unicorn Golf Course

Request Title: Replace irrigation system

Basis for Estimate: Vendor Estimate

Estimated Cost: \$585.5k

Recommended Funding Sources: Debt



Expenditure Description:

The Unicorn irrigation system is in very poor condition. The current managing team is replacing sprinkler heads and doing other maintenance but the system is as old as the course. The electronics and undergrounds systems are failing. Much of the course is hand watered. The capital committee recognizes the significant profits of the new management company and recommends investing a small portion of the profit back into the course to address the irrigation systems with a goal of further increasing profits. The recommended investment is approximately equivalent to yearly investment of \$43,000 out of the \$190,000 in revenue from last year.

Supporting Information:

Capital Committee Notes: The committee recommends this items.

Sewer System Maintenance & Replacement

Department: Water and Sewer

Request Title: Sewer Line Replacement

Basis for Estimate: NA

Estimated Cost: \$400,000

Recommended Funding Sources: Sewer Enterprise Fund

Expenditure Description: Continued maintenance of the town's infrastructure.

Supporting Information:

Capital Committee Notes: The committee recommends continued investment in our infrastructure. The committee recommends this items.

Water System Maintenance & Replacement

Department: Water and Sewer

Request Title: Water Line Replacement

Basis for Estimate: NA

Estimated Cost: \$400,000

Recommended Funding Sources: Water Enterprise Fund



Expenditure Description: Continued maintenance of the town's infrastructure.

Supporting Information:



Capital Committee Notes: The committee recommends continued investment in our infrastructure. The committee recommends this items.

Appendix A – Capital Expenditures 2009 to 2016

FULL ACCT	Department	ACCT DESCRIPTION	2016	2015	2014	2013	2012	2011	2010	2009
General Fund - Capital Expenditures										
0001-9-918-0000-00-000-52-0000-585000-	DPW	Backhoe & Dump Truck Article 1 - June 8 2016 STM	\$299,265							
0001-9-918-0000-00-000-52-0000-585000-	Library	Library Painting Article 1 - June 8 2016 STM	\$23,000							
Capital Project Fund Expenditures										
5001-4-400-0000-00-607-00-0000-580000-	DPW	Const S/W						\$6,707		
5005-2-210-0000-00-604-00-0000-580000-	Police Department	Police Station Renovation						\$6,414	\$12,475	
5006-3-300-0000-00-603-00-0000-580000-	School Department	Renovate Schools								\$835
5007-4-400-0000-00-607-00-0000-580000-	DPW	Drainage at MAC/Spring Street								\$196,396
5010-4-400-0000-00-607-00-0000-580000-	DPW	Drainage at Spencer Street								\$25,000
5014-2-220-0000-00-607-00-0000-580000-	Fire Department	Turnout Gear								\$4,422
5015-3-300-0000-00-603-00-0000-580000-	School Department	HS Roof							\$327,038	\$28,214
5017-6-631-0000-00-604-00-0000-580000-	Arena Boards	Arena Boards								\$143,740
5018-4-400-0000-00-607-00-0000-580000-	DPW	Drainage							\$385,464	\$14,536
5019-2-210-0000-00-607-00-0000-580000-	Police Department	Cruisers							\$61,182	
5020-5-541-0000-00-607-00-0000-580000-	Senior Ctr	Sr Ctr AC					\$577	\$59,423		
5021-2-220-0000-00-607-00-0000-580000-	Fire Department	Fire Alarm						\$2,172	\$37,827	
5022-5-541-0000-00-607-00-0000-580000-	Senior Ctr	Sr Ctr Van						\$825	\$27,150	
5023-6-610-0000-00-607-00-0000-580000-	Library	Library Windows				\$2,625	\$12,375			
5024-6-631-0000-00-607-00-0000-580000-	Arena	Arena Doors					\$0	\$14,976		
5025-4-400-0000-00-607-00-0000-580000-	DPW	Drainage	\$1,016	\$248,639	\$34,420		\$13,725	\$2,200		
5026-3-300-0000-00-603-00-0000-530011-	School Department	MS Study						\$300		
5026-3-300-0000-00-603-00-0000-570300-	School Department	MS Study						\$100		
5026-3-300-0000-00-603-00-0000-580000-	School Department	MS Study				\$3,026	\$466,154	\$130,420		
5027-9-918-0000-00-607-00-0000-582100-	Town Hall/General Government	REPLACE TOWN HALL ROOF						\$25,000		
5027-9-918-0000-00-607-00-0000-582200-	School Department	SOUTH SCHOOL AIR CONDITIONER						\$75,000		
5027-9-918-0000-00-607-00-0000-585002-	Police Department	DIGITAL PORTABLE RADIOS		\$5,199	\$8,844	\$11,021	\$23,095	\$31,078		
5027-9-918-0000-00-607-00-0000-585006-	DPW	STREET SWEEPER						\$164,989		
5027-9-918-0000-00-607-00-0000-585007-	Fire Department	FIRE PUMP TRUCK					\$8,982	\$591,018		
5027-9-918-0000-00-607-00-0000-585008-	Arena	ARENA ZAMBONI						\$113,780		
5027-9-918-0000-00-607-00-0000-585014-	School Department	COMPUTER EQUIPMENT					\$0	\$80,000		
5027-9-918-0000-00-607-00-0000-585016-	School Department	SCHOOL OIL TANKS					\$162,360	\$157,640		
5028-9-918-0000-00-607-00-0000-585020-	DPW	PURCHASE SIDEWALK PLOW						\$99,600		
5028-9-918-0000-00-607-00-0000-585021-	Town Hall/General Government	REPLACE TOWN HALL ROOF						\$15,000		
5028-9-918-0000-00-607-00-0000-585024-	DPW	1 TON DPW TRUCK						\$29,460		
5028-9-918-0000-00-607-00-0000-585025-	DPW	1/2 TON DPW TRUCK						\$25,225		

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5028-9-918-0000-00-607-00-0000-585026-	Library	INSTALL LIBRARY GUTTERS						\$1,500	\$2,850		
5028-9-918-0000-00-607-00-0000-585027-	School Department	SCHOOL AUDITORIUM CHAIRS				\$3,612			\$26,388		
5029-2-918-0000-00-607-00-0000-580000-	Town Wide	Emergency Communications System			\$80,234	\$736,766					
5030-2-918-0000-00-607-00-0000-580000-	Police Department	2 Pol Vehicles						\$71,784			
5031-3-918-0000-00-603-00-0000-580000-	School Department	MS Gas Conversion						\$60,000			
5032-4-918-0000-00-601-00-0000-580000-	DPW	Dump Truck						\$124,520			
5033-3-300-0000-00-603-00-0000-589100-	School Department	New Middle School		\$129,610	\$347,354	\$330,600	\$47,000				
5033-3-300-0000-00-603-00-0000-589200-	School Department	New Middle School		\$362,303	\$465,024	\$1,532,424	\$315,263				
5033-3-300-0000-00-603-00-0000-589500-	School Department	New Middle School	\$657,794	\$7,202,369	\$23,186,884	\$3,115,000	\$29,204				
5033-3-300-0000-00-603-00-0000-589600-	School Department	New Middle School	\$3,238	\$121,568	\$66,998	\$15,122	\$900				
5033-3-300-0000-00-603-00-0000-589700-	School Department	New Middle School	\$39,560	\$1,761,139	\$68,000	\$34,000					
5034-9-918-0000-00-607-00-0000-585028-	Police Department	2 UNMARKED POLICE VEHICLES				\$1,111	\$61,394				
5034-9-918-0000-00-607-00-0000-585029-	Town Hall/General Government	TOWN HALL FIRE PANEL		\$3			\$29,997				
5034-9-918-0000-00-607-00-0000-585030-	DPW	PARK & FIELD RENOVATIONS		(\$0)	\$6,225	\$3,775					
5034-9-918-0000-00-607-00-0000-585031-	Golf Course	UNICORN GOLF COURSE FENCE					\$16,385				
5034-9-918-0000-00-607-00-0000-585032-	Golf Course	UNICORN GOLF COURSE MOWER					\$37,856				
5034-9-918-0000-00-607-00-0000-585033-	School Department	EAST SCHOOL PARKING LOTS					\$19,198				
5034-9-918-0000-00-607-00-0000-585034-	Police Department	POLICE TASER EQUIPMENT		\$10,100			\$0				
5035-9-918-0000-00-607-00-0000-585013-	Police Department	POLICE CRUISERS		\$425			\$69,567				
5035-9-918-0000-00-607-00-0000-585035-	Police Department	8 POLICE TACTICAL PATRL RIFLES					\$8,528				
5035-9-918-0000-00-607-00-0000-585036-	Police Department	POLICE COMPUTER SOFTWARE					\$8,000				
5035-9-918-0000-00-607-00-0000-585037-	Town Hall/General Government	REPLACE TH BOILERS W/ GAS					\$40,000				
5035-9-918-0000-00-607-00-0000-585039-	Library	REPLACE LIBRARY WINDOWS					\$10,250				
5035-9-918-0000-00-607-00-0000-585041-	School Department	MUSIC LAB AT THE MIDDLE SCHOOL					\$22,995				
5036-9-918-0000-00-607-00-0000-580000-	Fire Department	Fire Truck	\$900,600								
5037-9-918-0000-00-607-00-0000-585040-	Senior Ctr	SR CENTER NEW WATER HEATER					\$5,000				
5038-4-400-0000-00-604-00-0000-580000-	DPW	DPW Roof				\$36,750					
5039-5-541-0000-00-604-00-0000-580000-	Senior Ctr	Senior Ctr Doors				\$4,699					
5040-3-300-0000-00-603-00-0000-580000-	School Department	Robin Hood Windows				\$10,874					
5041-3-300-0000-00-603-00-0000-580000-	School Department	School Computers				\$70,000					
5042-9-918-0000-00-607-00-0000-585013-	Police Department	POLICE CRUISERS				\$42,853					
5042-9-918-0000-00-607-00-0000-585042-	IT/General Government	TOWN TECHNOLOGY UPGRADES		\$150	\$36,200						
5042-9-918-0000-00-607-00-0000-585043-	Arena	ARENA COMPRESSOR		\$0	\$25,000						
5042-9-918-0000-00-607-00-0000-585044-	Police Department	POLICE STATION HVAC SYSTEM		\$4,843	\$13,537						
5042-9-918-0000-00-607-00-0000-585045-	Library	LIBRARY CARPET		\$10,000							

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5042-9-918-0000-00-607-00-0000-585046-	DPW	DPW UNDERGROUND WIRING	\$10,000						
5042-9-918-0000-00-607-00-0000-585047-	DPW	RECREATION PARK LIGHTING		\$10,353					
5043-4-918-0000-00-602-00-0000-580000-	DPW	DPW Dump Truck		\$5,621	\$119,379				
5044-3-918-0000-00-603-00-0000-580000-	School Department	Elementary School Security System	\$4,665	\$21,466					
5045-4-918-0000-00-604-00-0000-580000-	DPW	DPW Garage Doors	\$1,609	\$7,625					
5046-9-918-0000-00-607-00-0000-585002-	School Department	PHONE/COMMUNICATION SYSTEM	\$30,000						
5046-9-918-0000-00-607-00-0000-585013-	Police Department	POLICE CRUISERS	\$2,419	\$126,795					
5046-9-918-0000-00-607-00-0000-585014-	School Department	SCHOOL COMPUTER EQUIPMENT	\$8,231	\$41,770					
5046-9-918-0000-00-607-00-0000-585017-	Police Department	POLICE VESTS	\$6,398	\$15,602					
5046-9-918-0000-00-607-00-0000-585049-	Police Department	POLICE RANGE & RIFLES	\$7,955	\$2,077					
5046-9-918-0000-00-607-00-0000-585050-	Fire Department	FIRE GEAR RACK		\$14,391					
5046-9-918-0000-00-607-00-0000-585051-	DPW	DPW SANDER & ROLLER		\$29,554					
5046-9-918-0000-00-607-00-0000-585052-	Golf Course	UNICORN IRRIGATION	\$4,248	\$10,135					
5046-9-918-0000-00-607-00-0000-585053-	Golf Course	UNICORN 3 MOWERS & SPRAY UNIT		\$64,168					
5046-9-918-0000-00-607-00-0000-585054-	Arena	ARENA BLEACHERS/STAIRS/SHOWER	\$45,536	\$4,200					
5046-9-918-0000-00-607-00-0000-585055-	School Department	SCHOOL PAVING	\$25,000	\$0					
5046-9-918-0000-00-607-00-0000-585056-	School Department	SCHOOL HVAC SYSTEM	\$175,637	\$13,440					
5046-9-918-0000-00-607-00-0000-585057-	School Department	ELEMENTARY SCHOOL ROOF	\$16,500	\$18,500					
5047-9-918-0000-00-607-00-0000-580000-	Fire Department	FIRE ENGINE PUMPER	\$620,314						
5049-4-918-0000-00-607-00-0000-580000-	DPW	PICK UP TRUCK, CHIPPER & BUCKET TRUCK Article 12 - October 2015 STM	\$247,944						
5050-3-300-0000-00-603-00-0000-582100-	School Department	HISH SCHOOL BOILERS	\$19,783						

\$3,150,711 \$10,242,045 \$24,624,385 \$6,117,141 \$1,337,438 \$1,660,565 \$851,135 \$413,141

Appendix B – Capital Stabilization Account History 2009 to 2016

FY2009			FY2014	
2009 ATM - Establishment of Fund (Article 20)	500,000.00		2013 FSTM - Appropriated from Free Cash (Article 12)	38,871.00
2009 Interest	1,994.71		2014 Interest	9,753.34
	<u>501,994.71</u>			<u>268,531.36</u>
FY2010			FY2015	
2009 FSTM - Appropriated from Free Cash (Article 5 & 6)	87,000.00		2014 FSTM - Appropriated from Free Cash (Article 29)	269,127.62
2009 FSTM - Capital Equipment/Improvements (Article 7)	(224,160.00)		2015 Interest	5,024.28
2010 Interest	16,271.01			<u>542,683.26</u>
	<u>381,105.72</u>		FY2016	
FY2011			2015 FSTM - Appropriated from Free Cash (Article 10)	228,925.90
2010 FSTM - Capital Equipment/Improvements (Article 7)	(112,000.00)		2015 FSTM - Capital Equipment/Improvements & Debt Service (Article 8)	(450,000.00)
2011 Interest	14,734.33		2015 Interest	14,983.69
	<u>283,840.05</u>			<u>336,592.85</u>
FY2012			FY2017	
2011 FSTM - Capital Equipment/Improvements (Article 3)	(132,100.00)		2016 ATM - Debt Service	(100,000.00)
2012 Interest	18,407.23			<u>236,592.85</u>
	<u>170,147.28</u>			
FY2013				
2012 FSTM - Appropriated from Free Cash (Article 8)	137,293.00			
2013 SSTM - Capital Equipment/Improvements (Article 2)	(100,000.00)			
2013 Interest	12,466.74			
	<u>219,907.02</u>			

Appendix C – Original Department Capital Submissions FY18

Project Number	Department	Department #	Title	FY2018	FY2019	FY2020	FY2021	FY2022
GENERAL FUND								
Information Technology								
	GIS/MIS	155	Upgrade to MS Windows Server 2008R2->2016	55,000	-	-	-	-
	GIS/MIS	155	Upgrade to MS Exchnage Server 2013-> 2019		25,000			
	GIS/MIS	155	Replace a 2013 Server			20,000		
	GIS/MIS	155	Upgrade MS Office 2013 -> 2022				40,000	
	GIS/MIS	155	Replace a 2013 Server	-	-	-	-	20,000
				-	-	-	-	-
Total Information Technology				55,000	25,000	20,000	40,000	20,000
Elections & Registration								
1	Elections & Registration	162	Voting Booths	-	-	29,000	-	-
1	Elections & Registration	162	Voting Equipment Replacement	-	-	46,000		
Total Elections & Registration				-	-	75,000	-	-
Town Planner * Needs a policy discussion								
2	Town Planner	185	Green Communities LED Streetlight Upgrade	-	-	-	110,000	135,000
3	Town Planner	185	Downtown Stoneham Complete Streets Improvement Program	-	-	50,000	1,715,000	2,485,000
Total Town Planner				-	-	50,000	1,825,000	2,620,000
Police Department								
4	Police	210	Marked Police Vehicles	154,131	105,464	108,392	111,466	114,700
5	Police	210	Unmarked Police Vehicles	70,000	35,000	36,500	38,000	38,000
6	Police	210	Firearms Replacement	20,350	-	-	-	-
7	Police	210	Police Dept HVAC Upgrade	300,000	-	-	-	-
8	Police	210	Speed Radar Trailer	-	15,045	-	-	-
Total Police Department				544,481	155,509	144,892	149,466	152,700

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Fire Department		* Substation needs a policy discussion						
9	Fire	220	Fire Station Kitchen	100,000	-	-	-	-
10	Fire	220	Paint Basement (Lead Paint)	40,000	-	-	-	-
11	Fire	220	Portable Radios	112,500	-	-	-	-
12	Fire	220	Turnout Gear	24,000	24,000	24,000	24,000	24,000
13	Fire	220	Cascade Air System (fills breathing apparatus)	-	-	-	45,000	-
14	Fire	220	Pick Up Truck	-	-	-	-	50,000
15	Fire	220	Fire Station Window Replacement	-	-	-	-	300,000
16	Fire	220	Fire Station Garage Roof Replacement	-	-	-	-	20,000
17	Fire	220	Sub Station	-	-	-	-	7,000,000
Total Fire Department				276,500	24,000	24,000	69,000	7,394,000
School Department								
18	Schools	300	Stoneham High School Renovation	125,000	500,000	60,000,000	1,000,000	3,000,000
19	Schools	300	School Technology Capital Replacement Program	100,000	100,000	100,000	100,000	100,000
20	Schools	300	Old Central School Infrastructure Upgrade	-	500,000	-	-	-
21	Schools	300	South School Roof Repairs	-	-	120,000	-	-
22	Schools	300	Elementary School Painting	-	-	50,000	50,000	50,000
23	Schools	300	School Sidewalk Repair/Replacement	-	50,000	-	-	-
24	Schools	300	School Playground Repair/Replacement	-	-	150,000	50,000	50,000
25	Schools	300	Elementary School Chillers	-	-	-	-	300,000
26	Schools	300	Robinhood Sprinkler System	150,000	-	-	-	-
Total School Department				375,000	1,150,000	60,420,000	1,200,000	3,500,000
Department of Public Works								
27	Public Works	400	Sidewalk Program	100,000	100,000	100,000	100,000	100,000
28	Public Works	400	Draingage Repair/Replacement	-	100,000	-	100,000	-
29	Public Works	400	DPW Equipment	290,000	300,000	315,000	305,000	285,000
30	Public Works	400	Cemetery Program	-	25,000	10,000	25,000	10,000
Total Department of Public Works				390,000	525,000	425,000	530,000	395,000
Library								
31	Library	610	Computer Replacement	-	10,000	-	-	-
32	Library	610	Interior Painting	-	30,000	-	-	-
33	Library	610	Carpeting	-	26,700	-	-	-
34	Library	610	Foundation Work	100,000	-	-	-	-
Total Library				100,000	66,700	-	-	-

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Golf Course		* Needs a policy discussion						
35	Golf	630	Unicorn GC Bunker Restoration		150,000	-	-	-
36	Golf	630	Unicorn GC Tee Box Restoration		20,000	22,000	24,200	26,620
37	Golf	630	Unicorn GC Tree Removal Program	15,000	15,000	15,000	15,000	15,000
38	Golf	630	Irrigation	585,500				
39	Golf	630	Pond	150,000				
	Golf	630		-	-	-	-	-
Total Golf Course				750,500	185,000	37,000	39,200	41,620
Arena		* The arena study is still under way and no submission was received.						
	Arena	631		-	-	-	-	-
	Arena	631		-	-	-	-	-
Total Arena				-	-	-	-	-
Non-Departmental								
40	ND	920	Historical Commission - Gravestones and Tree Rep	39,500	20,000	22,000	12,000	15,000
				-	-	-	-	-
Total Non-Departmental				39,500	20,000	22,000	12,000	15,000
GENERAL FUND TOTAL				2,530,981	2,151,209	61,217,892	3,864,666	14,138,320
ENTERPRISE FUNDS								
Sewer Enterprise								
41	Sewer	440	Sewer Lines, Pump Stations, Materials & Equipment	400,000	410,000	420,000	430,000	440,000
Total Sewer Enterprise				400,000	410,000	420,000	430,000	440,000
Water Enterprise								
42	Water	450	Water lines, services, hydrants, Materials & Equipment	400,000	410,000	420,000	430,000	440,000
Total Water Enterprise				400,000	410,000	420,000	430,000	440,000
ENTERPRISE FUNDS TOTAL				800,000	820,000	840,000	860,000	880,000
GRAND TOTAL: 5-YEAR CAPITAL PLAN				3,330,981	2,971,209	62,057,892	4,724,666	15,018,320