



# Town of Ashland

MASSACHUSETTS

## Meeting Minutes

### Capital Improvement Committee (CIC)

**Date of Meeting – 03/21/2016**

**Time of Meeting – 5:30 PM**

**Members in Attendance:** Alexis Christopher , Eric Heideman , Jacob Guggenheim, Steve Morgan (Steve), Ron Mortensen , Brittany Iacaponi

**Members Absent:** none

**Guest:** Michael Herbert, Steve Greenburg (Steve G)

Jacob states that Steve is recording and the minutes will be projected throughout the meeting. Jacob states due to time constraints we are starting with the Override CEDI Funds support request and then the Infield Grooming Machine request.

Michael presents document about the Community & Economic Development (CEDI) Fund that was requested by the CIC to bring. The projects listed not set in stone and any project would need to be voted affirmative by 2/3 in Town Meeting. There is a concern that these can be rolled into operational funds – this is false, the CEDI Funds cannot be used for operational expenses or items such as trucks. It is only for CEDI.

Michaels asked the committee for a vote to support.

Steve expresses concern that this listing of project was just presented last week for the first time at the override meeting with BOS. States a preference to use the existing capital stabilization account not create a new one. Is concerned with the overlap of the list with town capital needs list.

Ron ask if we could spend money to maintain these items out of the CEDI

Michael says no, expect for street and sidewalks improvement.

Steve asks about bridges

Michael says two bridges on the River Walk – they would need to be maintained outside of CEDI

Discussion on the projects continues

Steve questions the Business Improvement Fund – asks if there is a program with the State or if it is a new program.

Michael states it's a new program in Ashland though other towns have similar programs  
Steve concerned with the lack of documentation regarding what is intended and the use of “hopefully” in the description..

Michael says hopefully means to match with private funds and that the Economic Director has had a good track record of doing this.

Steve asks about a draft write up on the program. Micheal confirms there is no draft

Discussion on the projects continues

Steve is concerned about not having a draft of the warrant or project plans. He is concerned that we do not have draft articles and therefore should not vote until they are reviewed..

Discussion Continues

Alexis wants to understand the order of events on this Override

Micheal states – May 4<sup>th</sup> town votes to create  
May 17<sup>th</sup> the voters can vote to put the funds into it.  
June – town meeting votes to fund these projects.

Jacob asks about if the town is voting on each project or bundled at town meeting.

Michael says each one

Steve asks and is confirmed that the projects listed in year one on the document are for FY17. Steve believes a project plan should already be in place for the current year projects and before votes to tax the residents of Ashland.

Discussion on the projects continues

Michael states to Steve's tax point points is that the reason tax before you have a plan is that you can hold on to this money if you decided not to spend it. Spending funds to get them is one of the reasons we have issues CPA is in trouble. Like saving for a down payment on a house before you have to house you want to buy in mind.

Jacob states the point of the CEDI is for Community Development and Infrastructure which is different than our capital list and we have hired an experienced Economic Developer and these funds are a tool for her to use.

Discussion on the projects continues

Steve states we should focus on our list of capital projects and not work on these projects if they are not presented. Steve mentions 3% of tax payers funds already go into CPA for community preservation and it is not mentioned in the sheet. Steve is interested in discussion of other ways of spending the 500k in the current capital priority list before voting on this other overlapping fund..

Discussion on the Override continues

Jacob asks if anyone wants to make a motion

Discussion on the Override continues

Jacob asks about if we want to make a motion for the support 500k CEDI Override or the 500k Override and the project suggested.

Michael states that the projects will still need approval in Town Meeting.

5:58 Eric makes a motion for the CIC to support the creation of the Community and Economic Development Infrastructure fund.

Ron Seconds

Jacob ask if there are any new discussion points

Steve – does not support the creation of the fund as the town has a number of stabilization funds and enterprise funds and observes the lack of definition on the CEDI and finds it irresponsible to support this as we have a list of items that are not funded out of the existing capital priorities and that we have current capital projects that are unfunded.

6:03 5-1-0 Steve votes no.

Jacob states next item DPW response to request for operational budget projection for the infield groomer. We approved with the condition DPW come back with some figures for us.

Eric states is having trouble figuring out the projections as the baseball field subcontracted to school staff, and asks if DPW is taking over the day to day

Ron states he understand the school staff can take the machine from the last meeting.

Group agrees.

Steve – says the other part of the motion to approve the request in the last meeting was that the CIC should have a scenario of which accounts it will be coming into and out of. The supplied the sheet has none of this information and does not agree it covers the requirement of the motion.

Brittany points to the second page where it talks about the funds and the amounts.

Discussion of the supplied projection continues.

Steve mentions that 100% of funds should come out of the enterprises funds but accounting is not shown – Brittany confirms

Discussion of the supplied projection continues.

Steve – does not see the useful life cost, school cost and enterprise fund rental cost and would

like to see the scenario to make sure that we can see the saving materializes which is why we put the project up front before others using 2016 funds.

Brittany states DPW is projecting 15k net savings

Ron states that DPW is looking to improve services not just save money

Brittany states she thinks that there is going to be a demo of the machine next week.

6:03 Alexis – made a motion that we table it until we have a demo including Eric and/or Ron.

Steve seconds

Jacob asks if anyone has anything new to add

Steve states he is expecting the actually budget line by line with existing cost and projected future costs.

For clarity this includes

Current cost by account

Savings by account

\*Steve states he would like to understand the field enterprise account at a high level and why this should not be purchased by this account.

Alexis does not believe DPW will be able to give us the enterprise fund budget.

5-1-0 Brittany votes no

Jacob – what else do we want from DPW – personally he is satisfied with Brittany analysis of David M. analysis

Eric requests the cost of the machine divided by the savings so we can see the breakeven point vs life expectancy. Also who is going to fund the maintenance?

Ron states is this one reason why he wants to see the machine first.

Jacob states he will ask Michael for Steve's and Eric's concerns to be answered.

Steve adds that Eric should personally know about it. He is not sure if it is fair but he should know as he is the town facilities director.

Eric states will be happy to reach out to David M with his questions and Steve's questions (see line marked with \*).

Brittany states is that Steve is correct, that the field enterprise fund is there to be self-sufficient, and agrees that should be funded out of that.

Eric says its original intent was to be able to replace the fields in 750k in 10 years with the account

Brittany states they are far from it.

Discussion continues on the Enterprise Account and the need for status information.

Eric will email answers to the question by April 4<sup>th</sup>, our next meeting.

Jacob states the next items is the status of overcrowding money

Alexis state the school committee is looking at two different approaches to the funds and the modular class room reimbursement, the money we spent for this first year or the next year expense. The only issue is the school grade swapping came in after and they many need money for that.

Steve states his concern about the district reorg task force and capital. It will be on the agenda on the 23<sup>rd</sup> that committee meet in private and did not have agenda or minutes at the time and have now been posted. He is concerned we were not involved in those meetings and reorganization of the schools will impact capital needs..

Discussion continues

Eric – will ask Jim if he can come to a meeting on April 4<sup>th</sup>.

Discussion continues

Jacob suggests stopping discussion until Jim gets in – asks to move to the capital report.

Steve ask if it is the one that was emailed

Brittany stated row was one update since then and the total we can reallocated is 106,744.85

Eric states item number T (lights in the DPW bay) not done but close should have 10k back.

Alexis ask which one is completed on this list from the email

Brittany will have to look it up

Eric ask Jacob ask if the goal is add more projects or what

Alexis says we can hold on until June and we do not have to rush we have time to discussion what we can fund.

Steve asks if we should start with the oldest open projects. Steve recommends that the open projects from 2014 should be closed and the money re-allocated

Discussion Continues on open projects

Steve G leaves at 6:43

Jacob asks when we want to start talking about when else we want to fund.

Alexis says next meeting at latest.

Steve mentions the schools might be sending a new list of capital requests for school moves.

Alexis is not sure when we are going to get the list

Eric states has gotten questions on our ranking system and explained we are able to rank how we want.

Discussion continues

Steve reiterates that he does not like how the item D is being displayed because it give the impression money was taken from that project where all that occurred is it came in under budget like other projects on the sheet..

Brittany says how it was voted on by the committee and it was completed early.

Alexis ask us to consider the school computers as we discussed how we did not like how few computers we were funding in prior meetings.

Eric adds that he Paul C might be coming with a request for fund a new AC Unit to cool the computer and though it is on the FY17 request he wants it sooner rather the later as there is overheating issues when the outside temp is above 70.

Steve asks from where they are getting why they are getting new equipment in the room as nothing appears in the current plan yet heat has increased..

Eric states this is not new equipment, the AC is older

Ron states Ameresco added the phone system.

Steve asks if the police disk drives are going into that room. Steve reiterates the need of an IT strategy for the town and he is uncomfortable without it. There ought to be a project plan for the 75k disk drive project.

Eric will check with Paul to see if he has a project plan for 75k project plan, network plan, capacity plan as Steve requested.

Eric states they want to hire someone who specializes in heat of server rooms.

Alexis leave 6:55

Jacob asks if people are happy with the minutes

Group states they like them

Holding 3/7/16 mins until Steve sends red line.

7:05 Eric makes motion to modified the 2/22/2016 mins incorrectly approved at 2/11/2016 mins.

Ron Seconds

7:05 5-0-0

Eric makes motion to adjourn

Steve seconds

5-0-0

Attachments

CEDI Fund Document

Capital Update

Capital Program Spreadsheet

Function	year start	Func Rank	DEPT Rank	Sever	Dept/Bldg	DESCRIPTION	JUSTIFICATION	FUNDING	Est Cost	FY17	FY18	FY19	FY20	FY21	FY22	Rank
DPW	FY17	1	1	2	Highway	Fleet Rehabilitation	Safety/Liability	General Fund		52,000	40,000	35,000	35,000	35,000	35,000	
DPW	FY17	2	2	4	Highway	Mini Excavtor (shared with water & sewage enterprise funds)	Safety/Liability	General Fund	30,000	30,000						
DPW	FY17	5	5	4	Highway	Stripe/guard rail repair/drain cleaning/road maintenance	Safety/Liability	General Fund		40,000	50,000	60,000	60,000	65,000	65,000	
DPW	FY17	3	3	5	Highway	Snow Blower with loader		General Fund	175,000	175,000						
DPW	FY17	4	4	7	Highway	Sweeper		General Fund	210,000	210,000						
DPW	FY17	6	6	8	Highway	Six wheel Dump truck with plow		General Fund	60,000	60,000						
DPW	FY17	7	7	8	Highway	Road reconstruction	Safety/Liability	General Fund		360,000	360,000	350,000	400,000			
Facilities	FY17	8	1	2	Community Center	Installation of air conditioning unit in the commerical kitchen.	Update	General Fund	6,500	6,500						
Facilities	FY17	5	1	1	DPW	Remodel rear office utilized by the Water Department.	Safety	W&S Enterprise	6,000	6,000						
Facilities	FY17	7	2	2	DPW	Break room improvements for DPW employees.	Update/ Morale	General Fund	3,000	3,000						
Facilities	FY17	6	1	1	Library	Replacement of furniture in Young Adult and Children's Room	Update	General Fund	10,000	10,000						
Facilities	FY17	1	1	1	Stone Pavilion	Order additional rubber mulch for the "kids spot" and community center playground areas.	Safety	General Fund	12,000	12,000						
Facilities	FY17	4	2	1	Stone Pavilion	Install 2 new exterior doors on the stone park pavilion. The current exterior doors are rusted on the base and allow rodents to enter the building.	Update	General Fund	6,000	6,000						
Facilities	FY17	2	1	1	Town Hall	Install emergency generator hook ups on the exterior of the building to allow the connection of the town's portable 150 KW generator in the event of an emergency.	Update	General Fund	50,000	50,000						
Fire Dep.	FY17	1	1	1	Fire Dep.	Ambulance-Lease (1)	Contract	General Fund	60,000	20,000	20,000	20,000	20,000	20,000		
Fire Dep.	FY17	2	2	1	Fire Dep.	Engine (2)	Reg & safety	General Fund	550,000	550,000						
Fire Dep.	FY17	3	3	1	Fire Dep.	SCBA Bottles (3)	Reg & safety	General Fund	20,000	20,000						
Fire Dep.	FY17	4	4	1	Fire Dep.	Gear Wash/Dry (4)	Reg & safety	General Fund	24,500	24,500						
IT	FY17	1	1	1	District-Wide	Computer replacement, broken down into phases over a five year period.	Tech Updates	General Fund	720,000	144,000	144,000	144,000	144,000	144,000		
IT	FY17	3	2	2	District-Wide	Card access security system installation.	Safety	General Fund	80,000	80,000						
IT	FY17	2	1	1	Town-Wide	Adding a set of Storage Area Network (SAN) Nodes to the data room at the police department	Tech Updates		75,000	75,000						
Police	FY17	1	1	1	Police	Admin Office	Contract	General Fund	2,000 mo	24,000	25,200	25,200	25,200	-	-	
Police	FY17	3	3	1	Police	Firearms	Safety	General Fund	408 w/280 trade in	3,328						
Police	FY17	4	4	1	Police	TASERS	Safety	General Fund	1,500	17,500						
Police	FY17	6	6	1	Police	All Terrain Vehicle		General Fund	17,000	17,000						
Police	FY17	2	2	1	Police	Cruisers	Safety	General Fund	38,000	100,000	100,000	100,000	100,000	100,000	100,000	
Police	FY17	5	5	1	Police	Portable Radios	Safety	General Fund	1,500	20,500						
School	FY17		1	NPW	District-Wide	Computer replacement, broken down into phases over a 5-year period - 1200 school computers - most are already beyond their useful life. Current ave age is 9 years - extremely outdated. Ideal replacement should occur on a 5 year basis. Most computers in the district were used and donated by a corporate donor.	Technology Updates	General Fund	720,000	144,000	144,000	144,000	144,000	144,000		
School	FY17		2	NPW	District-Wide	LCD projector replacements and installations in classrooms. Currently there are roughly 70 classrooms which do not have any projectors installed at all. The units that are currently installed will require replacement within 5 to 7 years.	Technology Updates	General Fund	126,000	42,000	42,000	42,000	42,000			
School	FY17		3	NPW	District-Wide	The Uninterruptable Power Supplies (UPS) outlined in this proposal are necessary for safety. Our updated switching infrastructure supports Power over Ethernet (PoE) natively.	Technology Updates	General Fund	189,000	63,000	63,000	63,000				
School	FY17		4	NPW	District-Wide	With the increase in thermal output from additional equipment we've added to the Highschool Datacenter since the building was built 10 years ago, we have found that our HVAC unit is struggling to keep up.	Technology Updates	General Fund	15,000	15,000						
School	FY17		5	NPW	District-Wide	Adding a set of Storage Area Network (SAN) Nodes to the data room at the police department would give us a much more robust operating environment for our town side virtualization infrastructure. ??	Technology Updates	General Fund	75,000	37,500	37,500					
School	FY17		6	NPW	District-Wide	Our current exterior camera system allows us to monitor and record most areas around the High School, Middle School, and Mindess School. Unfortunately, that leaves the Warren School and the Pittaway School unmonitored.	Technology Updates	General Fund	85,000	85,000						

Notes

A vertical rectangular box containing 25 horizontal dotted lines, intended for taking notes.

Function	year start	Func Rank	DEPT Rank	Sever	Dept/Bldg	DESCRIPTION	JUSTIFICATION	FUNDING	Est Cost	FY17	FY18	FY19	FY20	FY21	FY22	Rank
School	FY17	9	1	No val	Facilities Dept.	Vehicle Replacement - 1999 Ford F350 Diesel -The Facilities Department has invested thousands of dollars into this truck and continues to have ongoing issues. The body on the truck is unsafe to utilize for maintenance purposes.	Safety Upgrade	General Fund	45,000	45,000						
School	FY17	10	2	No val	Facilities Dept.	Installation of snow plow of the 2015 Ford F-350 rack body truck, which was purchased in FY14. The truck has a snow plow package already and installing this will enable the school maintenance to assist the DPW with snow removal	Snow Operations	General Fund	5,000	5,000						
School	FY17	8	1	No val	High School	Replacement of (2) failed variable frequency drives (VFD) on 2 roof top units	Energy Maintenance	General Fund	4,000	4,000						
School	FY17	15	2	No val	High School	Replacement of the interior doors entering the fitness room.	Safety Update	General Fund	3328	20,000	20,000					
School	FY17		3	NPW	High School	Fence repairs to the both metal chain link fencing and wood fencing that has been damaged from snow operations over the past several years. The fencing is damage in multiple locations throughout the parking lot.	Repair/Update	General Fund	10,000	10,000						
School	FY17	3	1	No val	Middle School	Roof replacement on wing of Middle School which was constructed in 1996, as well as the flat roof above the library. Both areas have significant leaking in nearly every room	Safety		1,000,000	1,000,000						
School	FY17	7	3	No val	Middle School	Underground fuel storage tank removal. The Middle School boilers were replaced during FY15 and are now fired by natural gas, therefore the oil tank is no longer required.	EPA Regulation	General Fund	35,000	35,000						
School	FY17	13	4	No val	Middle School	Replace wood planking on complete bleacher system on turf field. The seating on the bleachers is made of wood and requires replacement of the planks every few years.	Safety Maintenance	General Fund	8,000	4,000	4,000					
School	FY17	18	5	No val	Middle School	Current window sealant is leaking whenever strong rains occur. The water entering causes damages to drop ceiling tiles and other items stored near the windows. This water infiltration could lead to mold issues, if left uncorrected.	Maintenance Air Quality	General Fund	10,000	10,000						
School	FY17	2	1	No val	Mindess	Replace (2) domestic hot water heaters. These heaters were installed in 1983 and 1991. The support legs on the tanks have deteriorated, posing the danger of the heaters falling over if the metal were to continue to deteriorate.	Safety Energy Efficiency	General Fund	200,000	200,000						
School	FY17	4	2	No val	Mindess	Water main repair in basement of Mindess. Current main water line coming into the school is leaking and has been doing so for multiple years.	Safety	General Fund	10,000	10,000						
School	FY17		3	No val	Mindess	Lease or purchase of 3 to 4 modular classroom units. One will be utilized for 3rd grade, one for special education, one for ELL, and one utilized for speech & OTPT.	Space Needs	General Fund	750,000	175,000	150,000	150,000	150,000	125,000		
School	FY17	16	4	No val	Mindess	Install snow guard on PVC membrane roof above classrooms 36, 37, 38, 39. The roof in this section slopes toward the rear of the building at roughly a 12/5 pitch.	Safety	General Fund	15,000	15,000						
School	FY17	14	5	No val	Mindess	Replace (2) domestic hot water heaters. These heaters were installed in 1983 and 1991. The support legs on the tanks have deteriorated, posing the danger of the heaters falling over if the metal were to continue to deteriorate. ???	Safety Energy Efficiency	General Fund	80,000	80,000						
School	FY17	11	2	No val	Pittaway	(5) Exterior door frame replacements. The current door frames are extremely rusted and deteriorated beyond repair. The rust frames with eventually prevent the school for being properly secured, in addition to allowing rodents into the building. Existing aluminum doors will be reused, including all hardware.	Safety Energy Efficiency Maintenance	General Fund	20,000	20,000						
School	FY17	1	1	No val	Warren	Lease payments for existing contractual agreement for the lease of 4 modular classrooms at the Warren Elementary School.\$142,665 are the annual lease payment amounts.	Space Needs	General Fund	597,784	142,665	142,665	142,665	169,789			
School	FY17		2	NPW	Warren	Carpet replacement in classrooms. Existing carpeting is torn in many classrooms and is currently being held down with duct tape. The carpets are estimated to be 20+ years old.	Update	General Fund	70,000	17,500	17,500	17,500	17,500			
School	FY17		3	NPW	Warren	Replace storage tank covers in the parking lot. The current covers have rotted completely and have been filled in with stone as a temporary fix so no drives into these holes.	Update	General Fund	3,000	3,000						

Notes
Fac Director Priority 9
Fac Director Priority 10
Fac Director Priority 8
Fac Director Priority 15
Fac Director Priority 3
Fac Director Priority 7
Fac Director Priority 13
Fac Director Priority 18
Fac Director Priority 2
Fac Director Priority 4
Fac Director Priority 16
Fac Director Priority 14
Fac Director Priority 11
Fac Director Priority 1

Function	year start	Func Rank	DEPT Rank	Sever	Dept/Bldg	DESCRIPTION	JUSTIFICATION	FUNDING	Est Cost	FY17	FY18	FY19	FY20	FY21	FY22	Rank
School	FY17		4	NPW	Warren	Repair (16) fiberglass columns out front of the building and paint to match the window frame coloring.	Update	General Fund	3,500	3,500						
										3,375,493						

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Function	year start	Func Rank	DEPT Rank	Sever	Dept/Bld g	DESCRIPTION	JUSTIFICATION	FUNDING	Est Cost	FY17
DPW	FY17	1	1	2	Water	Fleet Rehabilitation	Safety/Liability	Water Ent. Fund	232,000	52,000
DPW	FY17	2	2	4	Water	Mini Excavtor (shared with water & sewage enterprise funds)	Safety/Liability	Water Ent. Fund	30,000	30,000
DPW	FY17	3	3	2	Water	Minor water treatment plant work	Safety/Liability	Water Ent. Fund	340,000	50,000
DPW	FY17	4	4	8	Water	Material Canapy for DPW yeard - split between water & sewer	Liability Cost efficiency	Water Ent. Fund	30,000	30,000
DPW	FY17	5	5	6	Water	SCADA Upgrades		Water Ent. Fund	20,000	20,000
DPW	FY17	6	6	8	Water	Water Meter Replacement Program	Regulatory Mintenance Billing correction	Water Ent. Fund	950,000	190,000
DPW	FY17	7	7	6	Water	Treatment Plant GAC Filter	Maintenance Cost savings	Water Ent. Fund	115,000	115,000
DPW	FY17	8	8	8	Water	Mutley Run Looping	Cost savings, limits loss of water	Water Ent. Fund	28,000	28,000
DPW	FY17	9	9	6	Water	Hydrant Replacement	Safety/Liability	Water Ent. Fund	100,000	50,000
DPW	FY17	10	10	9	Water	Distribution Line Replacement	Maintenance cost savings	Water Ent. Fund	3,600,000	600,000
DPW	FY17	11	11	8	Water	Backhoe - split between Water & sever	Upgrade	Water Ent. Fund	82,000	82,000
DPW	FY17	1	1	2	Sewer	Fleet Rehabilitation	Safety/Liability	Sewer Ent. Fund	120,000	20,000
DPW	FY17	2	2	2	Sewer	Sewer Pumb Station work	Safety/Liability	Sewer Ent. Fund	180,000	80,000
DPW	FY17	3	3	4	Sewer	Mini Excavtor (shared with water & sewage enterprise funds)	Safety/Liability	Sewer Ent. Fund	30,000	30,000
DPW	FY17	4	4	6	Sewer	SCADA Upgrades		Sewer Ent. Fund	100,000	20,000
DPW	FY17	5	5	8	Sewer	Material Canapy for DPW yeard - split between water & sewer	Liability Cost efficiency	Sewer Ent. Fund	30,000	30,000
DPW	FY17	6	6	8	Sewer	Backhoe - split between Water & sever	Upgrade	Sewer Ent. Fund	82,000	82,000

FY18	FY19	FY20	FY21	FY22	Rank	Notes
40,000	35,000	35,000	35,000	35,000		
50,000	55,000	60,000	60,000	65,000		
190,000	190,000	190,000	190,000			
	50,000					
600,000	600,000	600,000	600,000	600,000		
20,000	20,000	20,000	20,000	20,000		
	50,000	50,000				
20,000	20,000	20,000	20,000			



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DPW	FY17	2	2	4	Highway	Mini Excavtor (shared with water & sewage enterprise funds)	Safety/Liability	General Fund	30,000	30,000						
DPW	FY17	5	5	4	Highway	Stripe/guard rail repair/drain cleaning/road maintenance	Safety/Liability	General Fund		40,000	50,000	60,000	60,000	65,000	65,000	
DPW	FY17	3	3	5	Highway	Snow Blower with loader		General Fund	175,000	175,000						
DPW	FY17	4	4	7	Highway	Sweeper		General Fund	210,000	210,000						
DPW	FY17	6	6	8	Highway	Six wheel Dump truck with plow		General Fund	60,000	60,000						
DPW	FY17	7	7	8	Highway	Road reconstruction	Safety/Liability	General Fund		360,000	360,000	350,000	400,000			
Facilities	FY17	8	1	2	Community Center	Installation of air conditioning unit in the commerical kitchen.	Update	General Fund	6,500	6,500						
Facilities	FY17	5	1	1	DPW	Remodel rear office utilized by the Water Department.	Safety	W&S Enterprise	6,000	6,000						
Facilities	FY17	7	2	2	DPW	Break room improvements for DPW employees.	Update/ Morale	General Fund	3,000	3,000						
Facilities	FY17	6	1	1	Library	Replacement of furniture in Young Adult and Children's Room	Update	General Fund	10,000	10,000						
Facilities	FY17	1	1	1	Stone Pavilion	Order additional rubber mulch for the "kids spot" and community center playground areas.	Safety	General Fund	12,000	12,000						
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Facilities	FY17	2	1	1	Town Hall	Install emergency generator hook ups on the exterior of the building to allow the connection of the town's portable 150 KW generator in the event of an emergency.	Update	General Fund	50,000	50,000						
Fire Dep.	FY17	1	1	1	Fire Dep.	Ambulance-Lease (1)	Contract	General Fund	60,000	20,000	20,000	20,000	20,000	20,000		
Fire Dep.	FY17	2	2	1	Fire Dep.	Engine (2)	Reg & safety	General Fund	550,000	550,000						
Fire Dep.	FY17	3	3	1	Fire Dep.	SCBA Bottles (3)	Reg & safety	General Fund	20,000	20,000						
Fire Dep.	FY17	4	4	1	Fire Dep.	Gear Wash/Dry (4)	Reg & safety	General Fund	24,500	24,500						
IT	FY17	1	1	1	District-Wide	Computer replacement, broken down into phases over a five year period.	Tech Updates	General Fund	720,000	144,000	144,000	144,000	144,000	144,000		
IT	FY17	3	2	2	District-Wide	Card access security system installation.	Safety	General Fund	80,000	80,000						
IT	FY17	2	1	1	Town-Wide	Adding a set of Storage Area Network (SAN) Nodes to the data room at the police department	Tech Updates		75,000	75,000						
Police	FY17	1	1	1	Police	Admin Office	Contract	General Fund	2,000 mo	24,000	25,200	25,200	25,200	-	-	
Police	FY17	3	3	1	Police	Firearms	Safety	General Fund	408 w/280 trade in	3,328						
Police	FY17	4	4	1	Police	TASERS	Safety	General Fund	1,500	17,500						
Police	FY17	6	6	1	Police	All Terrain Vehicle		General Fund	17,000	17,000						
Police	FY17	2	2	1	Police	Cruisers	Safety	General Fund	38,000	100,000	100,000	100,000	100,000	100,000	100,000	
Police	FY17	5	5	1	Police	Portable Radios	Safety	General Fund	1,500	20,500						
School	FY17		1	NPW	District-Wide	Computer replacement, broken down into phases over a 5-year period - 1200 school computers - most are already beyond their useful life. Current ave age is 9 years - extremely outdated. Ideal replacement should occur on a 5 year basis. Most computers in the district were used and donated by a corporate donor.	Technology Updates	General Fund	720,000	144,000	144,000	144,000	144,000	144,000		
School	FY17		2	NPW	District-Wide	LCD projector replacements and installations in classrooms. Currently there are roughly 70 classrooms which do not have any projectors installed at all. The units that are currently installed will require replacement within 5 to 7 years.	Technology Updates	General Fund	126,000	42,000	42,000	42,000	42,000			
School	FY17		3	NPW	District-Wide	The Uninterruptable Power Supplies (UPS) outlined in this proposal are necessary for safety. Our updated switching infrastructure supports Power over Ethernet (PoE) natively.	Technology Updates	General Fund	189,000	63,000	63,000	63,000				
School	FY17		4	NPW	District-Wide	With the increase in thermal output from additional equipment we've added to the Highschool Datacenter since the building was built 10 years ago, we have found that our HVAC unit is struggling to keep up.	Technology Updates	General Fund	15,000	15,000						
School	FY17		5	NPW	District-Wide	Adding a set of Storage Area Network (SAN) Nodes to the data room at the police department would give us a much more robust operating environment for our town side virtualization infrastructure. ??	Technology Updates	General Fund	75,000	37,500	37,500					
School	FY17		6	NPW	District-Wide	Our current exterior camera system allows us to monitor and record most areas around the High School, Middle School, and Mindess School. Unfortunately, that leaves the Warren School and the Pittaway School unmonitored.	Technology Updates	General Fund	85,000	85,000						

Notes

A vertical rectangular box containing 25 horizontal dotted lines for writing notes.

Function	year start	Func Rank	DEPT Rank	Sever	Dept/Bldg	DESCRIPTION	JUSTIFICATION	FUNDING	Est Cost	FY17	FY18	FY19	FY20	FY21	FY22	Rank
School	FY17	9	1	No val	Facilities Dept.	Vehicle Replacement - 1999 Ford F350 Diesel -The Facilities Department has invested thousands of dollars into this truck and continues to have ongoing issues. The body on the truck is unsafe to utilize for maintenance purposes.	Safety Upgrade	General Fund	45,000	45,000						
School	FY17	10	2	No val	Facilities Dept.	Installation of snow plow of the 2015 Ford F-350 rack body truck, which was purchased in FY14. The truck has a snow plow package already and installing this will enable the school maintenance to assist the DPW with snow removal	Snow Operations	General Fund	5,000	5,000						
School	FY17	8	1	No val	High School	Replacement of (2) failed variable frequency drives (VFD) on 2 roof top units	Energy Maintenance	General Fund	4,000	4,000						
School	FY17	15	2	No val	High School	Replacement of the interior doors entering the fitness room.	Safety Update	General Fund	3328	20,000	20,000					
School	FY17		3	NPW	High School	Fence repairs to the both metal chain link fencing and wood fencing that has been damaged from snow operations over the past several years. The fencing is damage in multiple locations throughout the parking lot.	Repair/Update	General Fund	10,000	10,000						
School	FY17	3	1	No val	Middle School	Roof replacement on wing of Middle School which was constructed in 1996, as well as the flat roof above the library. Both areas have significant leaking in nearly every room	Safety		1,000,000	1,000,000						
School	FY17	7	3	No val	Middle School	Underground fuel storage tank removal. The Middle School boilers were replaced during FY15 and are now fired by natural gas, therefore the oil tank is no longer required.	EPA Regulation	General Fund	35,000	35,000						
School	FY17	13	4	No val	Middle School	Replace wood planking on complete bleacher system on turf field. The seating on the bleachers is made of wood and requires replacement of the planks every few years.	Safety Maintenance	General Fund	8,000	4,000	4,000					
School	FY17	18	5	No val	Middle School	Current window sealant is leaking whenever strong rains occur. The water entering causes damages to drop ceiling tiles and other items stored near the windows. This water infiltration could lead to mold issues, if left uncorrected.	Maintenance Air Quality	General Fund	10,000	10,000						
School	FY17	2	1	No val	Mindess	Replace (2) domestic hot water heaters. These heaters were installed in 1983 and 1991. The support legs on the tanks have deteriorated, posing the danger of the heaters falling over if the metal were to continue to deteriorate.	Safety Energy Efficiency	General Fund	200,000	200,000						
School	FY17	4	2	No val	Mindess	Water main repair in basement of Mindess. Current main water line coming into the school is leaking and has been doing so for multiple years.	Safety	General Fund	10,000	10,000						
School	FY17		3	No val	Mindess	Lease or purchase of 3 to 4 modular classroom units. One will be utilized for 3rd grade, one for special education, one for ELL, and one utilized for speech & OTPT.	Space Needs	General Fund	750,000	175,000	150,000	150,000	150,000	125,000		
School	FY17	16	4	No val	Mindess	Install snow guard on PVC membrane roof above classrooms 36, 37, 38, 39. The roof in this section slopes toward the rear of the building at roughly a 12/5 pitch.	Safety	General Fund	15,000	15,000						
School	FY17	14	5	No val	Mindess	Replace (2) domestic hot water heaters. These heaters were installed in 1983 and 1991. The support legs on the tanks have deteriorated, posing the danger of the heaters falling over if the metal were to continue to deteriorate. ???	Safety Energy Efficiency	General Fund	80,000	80,000						
School	FY17	11	2	No val	Pittaway	(5) Exterior door frame replacements. The current door frames are extremely rusted and deteriorated beyond repair. The rust frames with eventually prevent the school for being properly secured, in addition to allowing rodents into the building. Existing aluminum doors will be reused, including all hardware.	Safety Energy Efficiency Maintenance	General Fund	20,000	20,000						
School	FY17	1	1	No val	Warren	Lease payments for existing contractual agreement for the lease of 4 modular classrooms at the Warren Elementary School.\$142,665 are the annual lease payment amounts.	Space Needs	General Fund	597,784	142,665	142,665	142,665	169,789			
School	FY17		2	NPW	Warren	Carpet replacement in classrooms. Existing carpeting is torn in many classrooms and is currently being held down with duct tape. The carpets are estimated to be 20+ years old.	Update	General Fund	70,000	17,500	17,500	17,500	17,500			
School	FY17		3	NPW	Warren	Replace storage tank covers in the parking lot. The current covers have rotted completely and have been filled in with stone as a temporary fix so no drives into these holes.	Update	General Fund	3,000	3,000						

Notes
Fac Director Priority 9
Fac Director Priority 10
Fac Director Priority 8
Fac Director Priority 15
Fac Director Priority 3
Fac Director Priority 7
Fac Director Priority 13
Fac Director Priority 18
Fac Director Priority 2
Fac Director Priority 4
Fac Director Priority 16
Fac Director Priority 14
Fac Director Priority 11
Fac Director Priority 1

Function	year start	Func Rank	DEPT Rank	Sever	Dept/Bldg	DESCRIPTION	JUSTIFICATION	FUNDING	Est Cost	FY17	FY18	FY19	FY20	FY21	FY22	Rank
School	FY17		4	NPW	Warren	Repair (16) fiberglass columns out front of the building and paint to match the window frame coloring.	Update	General Fund	3,500	3,500						
										3,375,493						

Notes
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Function	year start	Func Rank	DEPT Rank	Sever	Dept/Bldg	DESCRIPTION	JUSTIFICATION	FUNDING	Est Cost	FY17
DPW	FY17	1	1	2	Water	Fleet Rehabilitation	Safety/Liability	Water Ent. Fund	232,000	52,000
DPW	FY17	2	2	4	Water	Mini Excavtor (shared with water & sewage enterprise funds)	Safety/Liability	Water Ent. Fund	30,000	30,000
DPW	FY17	3	3	2	Water	Minor water treatment plant work	Safety/Liability	Water Ent. Fund	340,000	50,000
DPW	FY17	4	4	8	Water	Material Canapy for DPW yeard - split between water & sewer	Liability Cost efficiency	Water Ent. Fund	30,000	30,000
DPW	FY17	5	5	6	Water	SCADA Upgrades		Water Ent. Fund	20,000	20,000
DPW	FY17	6	6	8	Water	Water Meter Replacement Program	Regulatory Mintenance Billing correction	Water Ent. Fund	950,000	190,000
DPW	FY17	7	7	6	Water	Treatment Plant GAC Filter	Maintenance Cost savings	Water Ent. Fund	115,000	115,000
DPW	FY17	8	8	8	Water	Mutley Run Looping	Cost savings, limits loss of water	Water Ent. Fund	28,000	28,000
DPW	FY17	9	9	6	Water	Hydrant Replacement	Safety/Liability	Water Ent. Fund	100,000	50,000
DPW	FY17	10	10	9	Water	Distribution Line Replacement	Maintenance cost savings	Water Ent. Fund	3,600,000	600,000
DPW	FY17	11	11	8	Water	Backhoe - split between Water & sever	Upgrade	Water Ent. Fund	82,000	82,000
DPW	FY17	1	1	2	Sewer	Fleet Rehabilitation	Safety/Liability	Sewer Ent. Fund	120,000	20,000
DPW	FY17	2	2	2	Sewer	Sewer Pumb Station work	Safety/Liability	Sewer Ent. Fund	180,000	80,000
DPW	FY17	3	3	4	Sewer	Mini Excavtor (shared with water & sewage enterprise funds)	Safety/Liability	Sewer Ent. Fund	30,000	30,000
DPW	FY17	4	4	6	Sewer	SCADA Upgrades		Sewer Ent. Fund	100,000	20,000
DPW	FY17	5	5	8	Sewer	Material Canapy for DPW yeard - split between water & sewer	Liability Cost efficiency	Sewer Ent. Fund	30,000	30,000
DPW	FY17	6	6	8	Sewer	Backhoe - split between Water & sever	Upgrade	Sewer Ent. Fund	82,000	82,000

FY18	FY19	FY20	FY21	FY22	Rank	Notes
40,000	35,000	35,000	35,000	35,000		
50,000	55,000	60,000	60,000	65,000		
190,000	190,000	190,000	190,000			
	50,000					
600,000	600,000	600,000	600,000	600,000		
20,000	20,000	20,000	20,000	20,000		
	50,000	50,000				
20,000	20,000	20,000	20,000			



#	Function	year start	Dept/Bldg	DESCRIPTION	JUSTIFICATION	FUNDING	Est Cost	FY17	
1	Police	FY17	Police	Admin Office	Contract	General Fund	2,000 mo	24,000	24,000
2	School	FY17	Warren	Lease payments for existing contractual agreement for the lease of 4 modular classrooms at the Warren Elementary School.\$142,665 are the annual lease payment amounts.	Space Needs	General Fund	597,784	142,665	166,665
3	Police	FY17	Police	Cruisers	Safety	General Fund	38,000	100,000	266,665
4	Fire Dep.	FY17	Fire Dep.	Ambulance-Lease (1)	Contract	General Fund	260,545	55,183	321,848
5	DPW	FY17	Highway	Mini Excavtor (shared with water & sewage enterprise funds)	Safety/Liability	General Fund	30,000	30,000	351,848
6	School	FY17	District-Wide	With the increase in thermal output from additional equipment we've added to the Highschool Datacenter since the building was built 10 years ago, we have found that our HVAC unit is struggling to keep up.	Technology Updates	General Fund	15,000	15,000	366,848
7	School	Fy17	Facilities Dept.	Vehicle Replacement - 1999 Ford F350 Diesel -The Facilities Department has invested thousands of dollars into this truck and continues to have ongoing issues. The body on the truck is unsafe to utilize for maintenance purposes.	Safety Upgrade	General Fund	45,000	45,000	411,848
8	School	FY17	Facilities Dept.	Installation of snow plow of the 2015 Ford F-350 rack body truck, which was purchased in FY14. The truck has a snow plow package already and installing this will enable the school maintenance to assist the DPW with snow removal	Snow Operations	General Fund	5,000	5,000	416,848
9	School	FY17	High School	Replacement of (2) failed variable frequency drives (VFD) on 2 roof top units	Energy Maintenance	General Fund	4,000	4,000	420,848
10	School	FY17	Mindess	Water main repair in basement of Mindess. Current main water line coming into the school is leaking and has been doing so for multiple years.	Safety	General Fund	10,000	10,000	515,848
11	School	FY17	Mindess	Replace (2) domestic hot water heaters. These heaters were installed in 1983 and 1991. The support legs on the tanks have deteriorated, posing the danger of the heaters falling over if the metal were to continue to deteriorate.	Safety Energy Efficiency	General Fund	85,000	85,000	505,848
12	School	FY17	Mindess	Install snow guard on PVC membrane roof above classrooms 36, 37, 38, 39. The roof in this section slopes toward the rear of the building at roughly a 12/5 pitch.	Safety	General Fund	15,000	15,000	530,848
13	School	FY17	Pittaway	(5) Exterior door frame replacements. The current door frames are extremely rusted and deteriorated beyond repair. The rust frames with eventually prevent the school for being properly secured, in addition to allowing rodents into the building. Existing aluminum doors will be reused, including all hardware. (approving 3 of 5)	Safety Energy Efficiency Maintenance	General Fund	20,000	12,000	542,848
14	Fire Dep.	FY17	Fire Dep.	SCBA Bottles (3)	Reg & safety	General Fund	20,000	20,000	562,848
15	School	FY17	Middle School	Underground fuel storage tank removal. The Middle School boilers were replaced during FY15 and are now fired by natural gas, therefore the oil tank is no longer required.	EPA Regulation	General Fund	35,000	35,000	597,848
16	School	FY17	Warren	Replace storage tank covers in the parking lot. The current covers have rotted completely and have been filled in with stone as a temporary fix so no drives into these holes.	Update	General Fund	10,000	10,000	607,848
17	DPW	FY17	Highway	Stripe/guard rail repair/drain cleaning/road maintenance (fund 20 of 40)	Sofetry/Liability	General Fund	40,000	20,000	627,848
18	Facilities	FY17	Library	Replacement of furniture in Young Adult and Children's Room	Update	General Fund	10,000	10,000	637,848
19	Police	FY17	Police	TASERS	Safety	General Fund	1,500	17,500	655,348
20	Facilities	FY17	Community Center	Installation of air conditioning unit in the commerical kitchen.	Update	General Fund	6,500	6,500	661,848
21	Facilities	FY17	DPW	Break room improvements for DPW employees.	Update/ Morale	General Fund	5,000	5,000	666,848
22	Facilities	FY17	Stone Pavilion	Order additional rubber mulch for the "kids spot" and community center playground areas. (8 of 12 funds)	Safety	General Fund	12,000	8,000	674,848
23	IT	FY17	Town-Wide	Adding a set of Storage Area Network (SAN) Nodes to the data room at the police department	Tech Updates		75,000	75,000	749,848
24	School	FY17	Middle School	Replace wood planking on complete bleacher system on turf field. The seating on the bleachers is made of wood and requires replacement of the planks every few years.	Safety Maintenance	General Fund	8,000	4,000	753,848
25	Police	FY17	Police	Portable Radios (6 of 13.667 requested)	Safety	General Fund	1,500	9,000	762,848
26	IT	FY17	District-Wide	Computer replacement, broken down into phases over a five year period. (50 computers)	Tech Updates	General Fund	720,000	30,000	792,848
27	Fire Dep.	FY17	Fire Dep.	Gear Wash/Dry (4)	Reg & safety	General Fund	24,500	24,500	817,348
28	School	FY17	High School	Fence repairs to the both metal chain link fencing and wood fencing that has been damaged from snow operations over the past several years. The fencing is damage in multiple locations throughout the parking lot.	Repair/Update	General Fund	10,000	10,000	827,348
29	DPW	FY17	Highway	Fleet Reabilitation	Safety/Liability	General Fund		52,000	879,348
30	DPW	FY17	Highway	Road reconstructon	Sofetry/Liability	General Fund		360,000	1,239,348
31	Facilities	FY17	Town Hall	Install emergency generator hook ups on the exterior of the building to allow the connection of the town's portable 150 KW generator in the event of an emergency.	Update	General Fund	50,000	50,000	1,289,348
32	IT	FY17	District-Wide	Card access security system installation.	Safety	General Fund	80,000	80,000	1,369,348
33	DPW	FY17	Highway	Six wheelDump trck with plow		General Fund	60,000	60,000	1,429,348
34	DPW	FY17	Highway	Snow Blower with loader		General Fund	175,000	175,000	1,604,348
35	DPW	FY17	Highway	Sweeper		General Fund	210,000	210,000	1,814,348
36	School	FY17	District-Wide	LCD projector replacements and installations in classrooms. Currently there are roughly 70 classrooms which do not have any projectors installed at all. The units that are currently installed will require replacement within 5 to 7 years.	Technology Updates	General Fund	126,000	42,000	1,856,348
37	School	FY17	District-Wide	The Uninterruptable Power Supplies (UPS) outlined in this proposal are necessary for safety. Our updated switching infrastructure supports Power over Ethernet (PoE) natively.	Technology Updates	General Fund	189,000	63,000	1,919,348
38	School	FY17	District-Wide	Our current exterior camera system allows us to monitor and record most areas around the High School, Middle School, and Mindess School. Unfortunately, that leaves the Warren School and the Pittaway School unmonitored.	Technology Updates	General Fund	85,000	85,000	2,004,348
39	School	FY17	Middle School	Current window sealant is leaking whenever strong rains occur. The water entering causes damages to drop ceiling tiles and other items stored near the windows. This water infiltration could lead to mold issues, if left uncorrected.	Maintenance Air Quality	General Fund	10,000	10,000	2,014,348

40	School	FY17	Mindess	Lease or purchase of 3 to 4 modular classroom units. One will be utilized for 3rd grade, one for special education, one for ELL, and one utilized for speech & OTPT.	Space Needs	General Fund	750,000	175,000	
41	School	FY17	Mindess	Boilers	Safety Energy Efficiency	General Fund	200,000	200,000	2,189,348
42	School	FY17	Warren	Carpet replacement in classrooms. Existing carpeting is torn in many classrooms and is currently being held down with duct tape. The carpets are estimated to be 20+ years old.	Update	General Fund	70,000	17,500	2,389,348
43	School	FY17	Warren	Repair (16) fiberglass columns out front of the building and paint to match the window frame coloring.	Update	General Fund	3,500	3,500	2,406,848
44	School	FY17	High School	Replacement of the interior doors entering the fitness room.	Safety Update	General Fund	10,000	10,000	2,410,348
45	Facilities	FY17	DPW	Remodel rear office utilized by the Water Department.	Safety	General Fund (suggested Water/Sewer)	6,000	-	2,420,348
46	Police	FY17	Police	Firearms	Safety	General Fund	408 w/280 tradein	3,328	2,423,676
47	Police	FY17	Police	All Terrain Vehicle		General Fund	17,500	17,500	2,441,176
48	Facilities	FY17	Stone Pavilion	Install 2 new exterior doors on the stone park pavilion. The current exterior doors are rusted on the base and allow rodents to enter the building.	Update	General Fund	6,000	6,000	2,447,176



# Town of Ashland, Massachusetts

Department of Public Works  
20 Ponderosa Road, 01721-1191

David M. Manugian, Director, Ext. 7941  
David S. Miller, Office Manager, Ext. 7943  
Roy M. Correia, General Foreman, Ext. 7964

Phone (508) 881-0120  
Fax (508) 881-0112

Date: March 18, 2016

To: Finance Director

From: Public Works Director

Re: **Infield Grooming Machine  
Annual Operational Savings Scenario**

The purpose of this memo is to provide additional financial information on how the purchase of the infield grooming machine will both impact both direct and indirect personnel costs and be mitigated.

## Current Scenario

Currently the schools perform infield grooming by hand and the DPW/ field enterprise fund contracts the work out. The work done by hand takes an average of six man-hours per grooming and the contracted rate is \$390 per grooming. The personnel cost (including active benefits and other post-employment benefits (OPEB) is as follows:

Employee average salary: \$50,000 annually

Employee active benefits: \$15,000 annually

Employee OPEB: \$4,000 annually

Total loaded annual employee cost: \$69,000

"Per unit" grooming cost:  $\$69,000 \times (\text{six hours}/2080 \text{ hours}) = \$199.03$ , say \$199

## New Scenario (with grooming machine)

With the new machine an employee can perform the same work in no more than four hours. The new personnel cost (including active benefits and other post-employment benefits (OPEB) is as follows:

Employee average salary: \$50,000 annually

Employee active benefits: \$15,000 annually

Employee OPEB: \$4,000 annually

Total loaded annual employee cost: \$69,000

"Per unit" grooming cost:  $\$69,000 \times (\text{four hours}/2080 \text{ hours}) = \$132.68$ , say \$133

Therefore on the school side each field grooming reduces \$66 of personnel costs, \$50 of which is direct labor. On the DPW side each grooming reduces \$390 of *contractor* costs while increasing \$133 of *personnel* costs (\$100 of which is direct labor).

Annually DPW has performed 52 groomings. At the operating budget level this represents an annual contracted services decrease of \$20,280 and an annual permanent positions increase of \$5,200, for a net savings of \$15,080.

The caveat to this savings is the increase benefit costs related to more permanent personnel use for this equipment (208 hours annually). This equates to  $\$33 \times 52 = \$1,716$ . This cost should be considered as part of the overall operational formula. Given the constraints of the municipal budget this impact must be managed by the DPW so as to not to increase overall municipal benefits costs. This can be done in a number of ways:

1. Reduce the workload of a permanent employee by an equivalent amount, or
2. Shift an equivalent workload from a permanent employee to a seasonal employee where there is no benefit impact.

### Conclusion

The second alternative is a smooth operation for DPW because we already hire multiple seasonal employees to supplement the workload of the permanent employees. A seasonal employee is generally half the hourly cost of a permanent employee while their work output is more than half that of a permanent. Even at half the productivity one additional seasonal employee at \$12.50 an hour for 2.5 months offsets the hour commitment (440 hours to make up for the 208 hours of the full time employee). The cost (\$5,500) is absorbed from the \$15,080 annual savings, thus giving ~\$9,580 in budget savings with no impact to benefit costs. These savings can then be used to improve services within the enterprise program.

This evaluation does not include savings to the schools, which is straight labor savings (two hours per grooming).

## Community & Economic Development Infrastructure (CEDI) Fund

The Town of Ashland needs to invest in itself to leverage grant funding and private investment to create a more vibrant and attractive community. The Community and Economic Development Stabilization Fund will be used to make strategic investments in the Town to advance its economic and community development goals. Monies that go into this fund can only be used for the purposes they are intended, so it is important to note that this can never be used for operational and departmental expenditures. While the projects listed below are what we are proposing to use the funding for over the next three years, it is important to note that these must be approved by Town Meeting to move forward.

Project	Year 1	Year 2	Year 3
Downtown Signs	90,000		
Riverwalk	250,000	250,000	
Cadillac Paint	95,000		
Business Improvement Fund	25,000	25,000	40,000
Street/Sidewalk Improvements	40,000	50,000	100,000
Public Safety Bldg/School Feasibility Study		25,000	25,000
Land Acquisition Fund		150,000	335,000
<b>Total</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>

1. Downtown Sign Project - This is Phase II of the Ashland Wayfinding Signage Project which is designed to reduce sign pollution and brand our downtown.
2. Riverwalk - Riverwalk project is a designed and permitted path running along the Sudbury River linking to downtown. There will be two bridges crossing strategic and picturesque points along the river as well as an observation deck. This will serve as one of the anchors of downtown Ashland.
3. Cadillac Paint - This will allow us to pay for or serve as grant matching funds for the Cadillac Paint site, which is planned to be turned into a park.
4. Business Improvement Fund - This fund will hopefully leverage private investment, allowing for businesses to acquire low interest loans and grants for façade and streetscape improvements.
5. Street/Sidewalk Improvements - Focusing first on downtown, this will allow for the repairs and creation of concrete sidewalks in strategic locations.
6. Public Safety Bldg/School Feasibility Study - This money will be set aside for performing feasibility studies for both a public safety bldg (2-3 year window), and new school (7-8 year window).
7. Land Acquisition Fund - The funding will be set aside for future acquisitions of land for commercial and mixed-use redevelopment.

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Street/Sidewalk Improvements	40,000	50,000	100,000
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Land Acquisition Fund		150,000	335,000
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Free Cash Allocation	155,112.45								
FY16 Budget	1,197,719.67								
FY16 Expenditures for FY16 Projects	307,603.80								
FY16 Expenditures for FY15 Projects	44,684.14								
FY16 expenditures for FY14 Projects	25,600.00								
Total Expenditures	377,887.94								
Total Budget per above	1,197,719.67								
Total Expenditures per above	377,887.94								
Balance remaining	819,831.73								
Restricted	713,086.88								
Unrestricted/free cash	66,039.45								
Unrestricted/Supplis funds from completed projects	\$40,705.40								
Total unrestricted	106,744.85								

Balance remaining minus unrestricted free cash and surplus funds from completed projects  
 (\$155,112.45 - \$89,073 allocated)  
 (All projects which are 'complete' above and have surplus balance remaining)



### FY15 Capital and Special Projects List and Funding Schedule

Project No.	Project/Equipment/Facility	Division	Expenditures			Encumbrances	FY16		STATUS
			Gen Fund/Capital	per G/L	Over/Under		Expenditures	Over/Under	
1	Dam Repairs	Facilities/Water	\$15,000	\$15,000	15,000.00	\$15,000	\$3,880	\$11,120	OPEN
11	Dual Axle Trailer	Highway	\$5,500	\$5,500	0.00	\$0			OPEN
17	Road Reconstruction	Highway	\$760,000	\$307,355	\$114,568	\$192,787	-\$3,450	\$196,237	OPEN
18	Road Striping Repairs	Highway	\$70,000	\$70,000	\$44,526	\$25,474	\$25,474	\$0	COMPLETE
19	Purchase of Mower for fields	Highway	\$40,000	\$40,000	\$40,000	\$0			COMPLETE
23	Fleet Replacement	Police	\$104,000	\$104,000	\$103,194	\$806.06			COMPLETE
28	Cell/Booking Security Doors/Vent Sys	Police	\$5,310	\$5,310	0.00	\$0			COMPLETE
29	Radio Receiver / Antenna (Oak St area)	Police	\$9,394	\$9,394	338.50	\$0			COMPLETE
30	Dispatch Console Radio Redundancy	Police	\$22,700	\$22,700	\$22,701	\$0			COMPLETE
31	Cell Block Video/Audio Monitoring	Police	\$15,000	\$15,000	\$14,954	\$46.00			COMPLETE
32	Evidence Bar Code Scanner	Police	\$2,000	\$2,000	\$1,854	\$145.63			COMPLETE
33	Police Administrative Trailer	Police	\$13,000	\$13,000	\$13,000	\$0			COMPLETE
34	Various PD-Evidence/Interview/gen	Police	\$9,740	\$9,740	\$8,821	\$918.67			COMPLETE
35	Mindess School Asbestos Tile Replace	School	\$65,000	\$65,000	\$62,166	\$2,834.00			COMPLETE
39	Online Permitting and Processing	Special Project	\$27,000	\$27,000	\$24,050	\$2,950.00			COMPLETE
40	Repair/Replace Doors at Cedar Fire St	Facilities	\$4,835	\$4,835	0.00	\$0			COMPLETE
41	Citizens Connect App	Special Project	\$5,000	\$5,000	5,000.00	\$0			COMPLETE
56	File Software	File	2,500	2,500	2,500	0			COMPLETE
57	Gutters to Rear of DPW	DPW	3,000	3,000	0	1,000	0	\$5,000	OPEN
	Total May TM Appropriation		\$1,178,979	\$724,334	\$477,035	\$247,299	\$242,211	\$28,854	\$213,357
<b>Special Town Meeting App Projects</b>									
42	Drinking Fountain Replacements	Schools	\$20,000	\$17,012	2,987.75	\$2,900	\$1,991	\$909	COMPLETE
43	Mini-Split AC Units Mindess/Warren	Schools	\$13,000	\$13,000	0.00	\$0			COMPLETE
44	Various School Security Measures	Schools	\$17,500	\$17,500	0.00	\$0			COMPLETE
45	Cross Match Fingerprint Scanner	Police	\$19,200	\$19,200	0.00	\$0			COMPLETE
46	Move Condensing Unit to Roof-Mindess	Schools	\$6,500	\$6,475	25.00	\$0			COMPLETE
47	Downtown Sign Project - Phase One	Town General	\$82,000	\$17,590	64,410.25	\$0			COMPLETE
48	Engine Repairs - Cemetery/Parks/Trees	DPW	\$15,000	\$15,000	0.00	\$15,000	\$0		COMPLETE
	Amount of Additional Approved Projects		\$173,200	\$105,777	67,423.00	\$17,900	\$1,991	\$909	COMPLETE
<b>Re-Allocation of Funds per CPC</b>									
49	Replace Book Drop Box	Library	12,000.00	-	12,000.00	\$11,000	\$9,654	\$1,346	COMPLETE
50	Replace Police Laptops	Police	8,992.00	8,593.20	398.80	\$0			COMPLETE
51	Ballistic Protective Equipment	Police	7,380.00	3,151.00	4,229.00	\$4,229	\$4,229	\$0	COMPLETE
52	Folding Tables for Voting	Town Clerk	3,000.00	2,997.99	2.01	\$0		\$44	COMPLETE
53	Recommended transfer to Stab Fund	Gen. Gov't	10,000.00	10,000.00	-	\$0			COMPLETE
54	Cedar St. Fire Station Door replacement	Fire	2,645.00	2,645.00	-	\$0			COMPLETE
			\$44,017	\$27,387	\$16,630	\$15,229	\$13,839	\$1,390	COMPLETE

