

JOINT TOWN COUNCIL AND TOWN COUNCIL FINANCE SUBCOMMITTEE

Monday, May 16, 2022 at 6:00 PM

Town Hall - 41 South Main Street Randolph, MA 02368

AGENDA

In accordance with Governor Baker's Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, relating to the 2020 COVID 19 emergency, the Town Council shall meet remotely to avoid group congregation.

The public is invited to attend this meeting remotely, only via phone or computer. In order to maintain safe social distancing guidelines, no physical presence will be allowed at this time. The Town Website will be updated on the day of the meeting with the phone and computer access instructions.

A. Call to Order - Roll Call - Pledge of Allegiance

B. Moment of Silent Prayer

C. Announcements from the President

1. Discussion of Process for Filling Vacant Town Council Seat

D. 6:15 pm Public Hearings

- [1.](#) 2022-018 Capital Plan for FY23

E. New Business

1. Submission of FY 2023 Annual Operating Budget- Budget Presentation

F. Open Council Comments

1. Opportunity for Each Councilor to Say Something in Memory of Councilor Clifton

G. Adjournment

Upcoming Town Council Meeting Schedule

May 23

June 6- Special Meeting

June 13 & 27

July 11 & 25

August 8 & 22

September 12

October 3 & 17

November 7 & 21

December 5 & 19

Councilor Order: 2022-018

Introduced By: Town Manager Brian Howard
April 11, 2022**FY23 Capital Improvement Plan**

To see if the Randolph Town Council will appropriate \$3,083,800 for the following projects:

Purpose	Department	Amount	Fund
Commercial Enforcement Vehicle	Police	\$ 60,000.00	General Fund
Cruiser Replacement (3)	Police	\$ 146,800.00	General Fund
Command Vehicle Replacement	Fire	\$ 55,000.00	General Fund
Garage Door Replacement - HQ	Fire	\$ 65,000.00	General Fund
Server/Computer Hardware	Technology	\$ 60,000.00	General Fund
Facility Upgrades - Zapustas Arena	Community Programs	\$ 95,000.00	General Fund
Litter Collection Vehicle	DPW	\$ 94,000.00	General Fund
Salt Truck	DPW	\$ 100,000.00	General Fund
Half Ton Pickup Truck	DPW	\$ 50,000.00	General Fund
One Ton Dump Truck	DPW	\$ 100,000.00	General Fund
Road Improvements	DPW	\$ 1,300,000.00	General Fund
Road Improvements	DPW	\$ 700,000.00	Chapter 90
Street Sweeper	DPW	\$ 258,000.00	Water/Sewer Enterprise

And to meet this appropriation, \$700,000 will be transferred from Chapter 90 funds for the Road Improvements project referenced above, and the Treasurer, with the approval of the Town Manager, is authorized to borrow \$2,383,800 under and pursuant to Chapter 44 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor for the balances of the projects.

Ad Preview**HEARING 05/09/2022
LEGAL NOTICE**

The Randolph Town Council will conduct a public hearing on Monday, May 9, 2022 at 6:15 pm via ZOOM on Council Order 2022-18 to see if the Randolph Town Council will appropriate the sum of \$3,083,300 for the FY'23 Capital Improvement Plan. To meet this appropriation, \$700,000 will be transferred from Chapter 90 funds for Road Improvements projects, and the Treasurer, with the approval of the Town Manager, is authorized to borrow \$2,383,800 under and pursuant to Chapter 44 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor for the balances of the projects. Additional information on this Council Order may be found on the Town of Randolph website and is also available through the Randolph Town Clerk's Office. The link to connect to the meeting may be found on the Town of Randolph website calendar.

AD# 7205242
PL 04/25/2022



Capital Improvement Plan

FY 2023

April 11, 2022

Project Criteria

- Must protect health, safety and welfare of the community and town employees;
- Must enhance the Town's ability to improve the quality of life in Randolph;
- Must preserve existing assets and invest in resources to preserve and maintain assets to avoid larger future expenses; and
- Must have a usable life cycle of at least 5 years.
- Must have a cost of \$25,000 or greater.

Commitment to Town Services

- ✓ A commitment to address key infrastructure and quality of life issues for the Town.
- ✓ Continuation of a rolling five-year capital plan per Bond Rating Agency recommendation.
- ✓ A significant investment in DPW equipment for quality of life issues.
- ✓ Paving neighborhood streets remains a top priority for the Town.

Police Department

\$60,000

- **Purchase of Commercial Enforcement Vehicle and related equipment**

\$146,800

- **Purchase of three new Police Vehicles**



Fire Department

\$55,000

RFD Command Vehicle

(to replace 2009 Chevrolet Suburban)

\$65,000

**Replace garage doors
and openings in apparatus bay**

Please note: New Ambulance funded by ARPA Funds

Department of Public Works

Pavement Management Plan

\$2,000,000

- \$1,300,000 from the General Fund
- \$700,000 from Chapter 90
- Top priority remains neighborhood streets



Department of Public Works

Quality of Life Equipment

Section D, Item1.



\$606,000



\$94,000: Litter Collection Vehicle

\$100,000: Sand / Salt Truck and Plow

\$50,000: Half Ton Pickup Truck and Plow

\$258,000: Street Sweeper

\$100,000: One Ton Dump Truck and Plow

TOWN OF RANDOLPH IT DEPARTMENT

Section D, Item1.



\$60,000



- Replace and upgrade server to allow for required Munis usage
- Migrate vision assessing software to new server
- Replace desktops, laptops and printers



Community Programs

Zapustas Ice Arena

Facility Upgrades

Section D, Item1.



\$60,000

\$14,000: Replace two overhead doors

\$13,000: Replace rubber matting

\$35,000: Replace two dehumidifiers

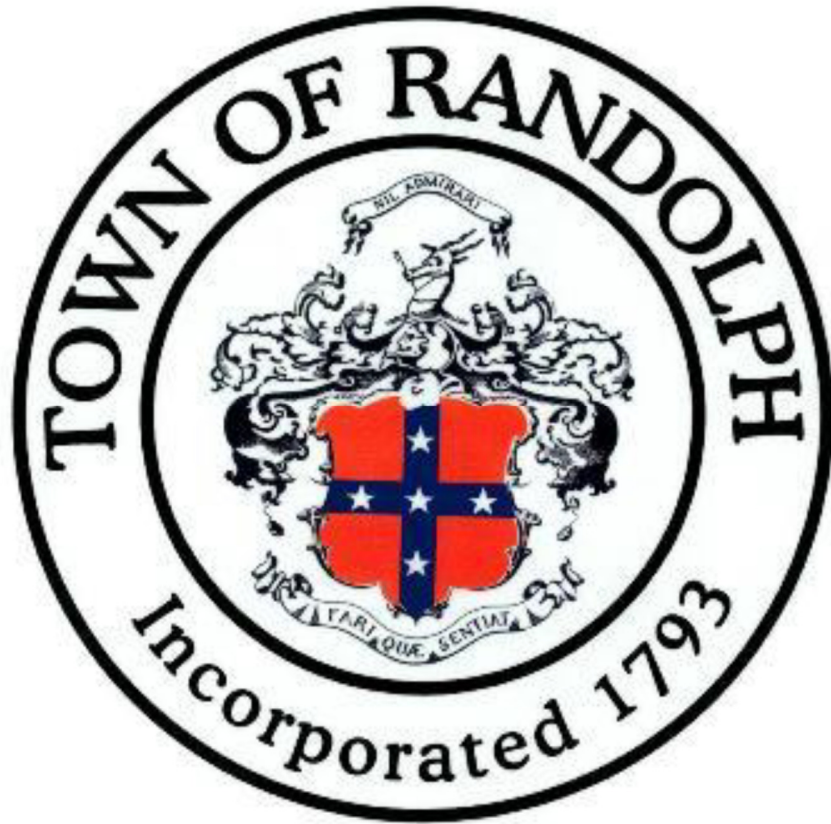
\$34,000: Repair frontier entrance, replace back wall, bleacher boards and insulation

FY 2023 Capital Plan Recommendations

Purpose	Department	Amount	Fund
Commercial Enforcement Vehicle	Police	\$ 60,000.00	General Fund
Cruiser Replacement (3)	Police	\$ 146,800.00	General Fund
Command Vehicle Replacement	Fire	\$ 55,000.00	General Fund
Garage Door Replacement - HQ	Fire	\$ 65,000.00	General Fund
Server/Computer Hardware	Technology	\$ 60,000.00	General Fund
Facility Upgrades - Zapustas Arena	Community Programs	\$ 95,000.00	General Fund
Litter Collection Vehicle	DPW	\$ 94,000.00	General Fund
Salt Truck	DPW	\$ 100,000.00	General Fund
Half Ton Pickup Truck	DPW	\$ 50,000.00	General Fund
One Ton Dump Truck	DPW	\$ 100,000.00	General Fund
Road Improvements	DPW	\$ 1,300,000.00	General Fund
Road Improvements	DPW	\$ 700,000.00	Chapter 90
Street Sweeper	DPW	\$ 258,000.00	Water/Sewer Enterprise



THANK YOU!



5 Year Capital Improvement Plan

FY2023-FY2027



April 11, 2022

Town Council Members and Residents of Randolph,

It is my pleasure to submit an updated five-year Capital Improvement Plan (CIP) and FY23 Capital Budget for your review.

Projects submitted by departments needed to meet the following criteria in order to be considered:

- Project must protect the health, safety and welfare of the community and Town employees.
- Project must enhance the town's ability to provide basic municipal services and perform basic functions of municipal government in an effort to improve the quality of life in the Town of Randolph.
- Project must preserve existing capital assets and invest in existing capital resources to preserve and maintain capital assets so as to avoid larger expenses in the future.
- Capital asset must have a value of \$25,000 or more.
- Project must have a usable life cycle of a minimum of five years.

To fund the recommendations outlined in this plan, multiple funding methods are utilized. This year's capital budget request relies on general obligations bonds and Chapter 90 state grant, free cash and ARPA funds.

The Town of Randolph Financial Policy recommends the use of Free Cash to increase the Town's Stabilization Fund. Now that the Stabilization Fund has met its goal of 6% of net operating revenue, available Free Cash in excess of \$2 million will be used to fund small capital items under \$50,000 as much as possible to avoid the expense associated with debt financing and interest costs.

Our CIP Plan ensures that debt service will remain below 6% of net operating revenues as detailed in the Town's Financial Policy.

We believe that this plan, in addition to many of the financial decisions the Town has made the past 5 years, will help to maintain our bond rating, which will ultimately lead to lower interest rates on our recommended projects, saving valuable town funds. Randolph is in a much better financial position today and this plan will assist as a blue print for future capital projects.

Section D, Item1.

A five year Capital Improvement Plan is a fluid document as requests will be reviewed annually to determine both current need and available funding. I am confident that these recommendations will continue to allow the Town of Randolph to provide high quality service to its residents.

Respectfully,

Brian Howard
Town Manager



CAPITAL IMPROVEMENT PLAN

In an effort to provide “user friendly” documents to our citizens and decision makers, the Town has drafted a straight forward introductory section that answers the most commonly asked questions regarding capital planning. The following questions and answers define terms, describe processes, and details the needs and benefits of Randolph’s capital planning activities.

What is the Capital Improvement Plan (CIP)?

The Capital Improvement Plan (CIP) is a multi-year plan used to coordinate the financing and timing of major public improvement and equipment needs of the Town of Randolph. It contains a list of capital projects and needs proposed for the Town within the next four years and reflects the recommendations of the Town Manager. The CIP identifies each proposed project and presents a summary description, estimate of cost and a method of financing.

What are capital expenditures and what criteria must be met to be included on the CIP?

A capital expenditure is defined in terms of the useful life of the asset and cost. In order for a request to be considered for inclusion in the CIP, the project must meet the following:

- Must protect health, safety and welfare of the community and town employees
- Must enhance the Town’s ability to improve the quality of life in Randolph
- Must preserve existing assets and invest in resources to preserve and maintain assets to avoid larger future expenses
- Must have a useful life of at least five (5) years
- Must have a cost of \$25,000 or greater

What is the difference between the Capital Improvement Plan and the Capital Budget?

The first year of the CIP is the proposed Capital Budget. The Capital Budget consists of those projects which are presented by the Town Manager to the Town Council for consideration. The projects listed for subsequent years in the CIP are for planning purposes only and do not receive ultimate spending authority until they are incorporated into a capital budget and approved by the Town Council.

How is the Operating Budget related to the Capital Budget?

A capital budget is prepared separate from the operating budget, yet the two are closely linked. The annual operating budget provides for general municipal services, including personnel costs, supplies and other contractual services and equipment. Revenues for the operating budget are derived primarily from property taxes, local receipts and intergovernmental sources. Appropriations voted for the annual operating budget are for a single fiscal year.

In contrast, the capital budget is a multi-year budget. Capital projects typically require expenditures beyond a single fiscal year. These projects are often funded by borrowing, State and Federal grants or can be supported by one-time funding sources such as free cash. The debt service expenses related to capital projects is included in the operating budget.



CAPITAL IMPROVEMENT PLAN

Why does the Town need a CIP?

The CIP provides a means of coordinating and centralizing the capital project requests of various departments thus eliminating wasteful overlap, duplication and delay. It focuses attention on the Town's goals and financial capability by comprehensively considering not only what capital projects departments may need, but equally important, what the Town can afford. Additionally, the formalized process allows more time for the study of the projects, encourages public discussion of proposed undertakings, and allows citizens the opportunity to provide input, advice, and recommendations with respect to proposed projects and expenditures.

How does having a Capital Plan save the Town money?

Investors and bond rating agencies stress the value of a Capital Plan for a municipality seeking to borrow funds. The absence of a rational, long-term planning instrument would weigh against the bond rating assigned to the Town. This would result in higher interest rates on bond issues and more tax dollars going to pay for interest on the borrowed funds. Randolph currently holds a superior credit rating of AA by S&P Global Ratings.

Another financial benefit from the capital plan process is the avoidance of poorly timed projects. Good planning can ensure that capital improvement efforts are coordinated and costly duplication is avoided. In addition, significant savings can accrue to taxpayers when major capital financing is coordinated so that bond issues are sold infrequently, but at good times during the economic cycle to take advantage of low interest rates.

How is the CIP developed?

The process for preparing the FY23-FY2 Capital Improvement Plan and its associated FY23 Capital Budget is consistent from year to year. It involves active participation by Department Heads planning on their department needs, submitting those needs in detail to the Town Manager and Director of Municipal Finance. The Town Manager will then form his recommendation for the current year. The Capital Budget is prepared in the context of a four year determination of need by Departments, in conjunction with the Town's overall financial capacity to affordably accommodate the required needs.

Proposed projects are reviewed and prioritized based upon commonly used criteria such as health and safety factors, legal obligations and mandates, fiscal impact, environmental impact, community economic effects, and aesthetic as well as social effects on the quality of life experienced by Randolph residents. Projects are also examined in terms of their relationship and compatibility with Town wide goals and objectives.

The process and procedural steps are described below.



CAPITAL IMPROVEMENT PLAN

Early/Late Fall – a copy of the existing plan is distributed to departments for review, update and the addition of the next fifth year. While requests generally remain the same as in the initial request, there are occasionally changed circumstances which necessitate alterations to the requests.

Late Fall/Early Winter – The Town Manager and Director of Municipal Finance review project requests and prepare a draft of the current year capital plan including financing recommendations and estimated amounts.

Late Winter – the capital plan is finalized within the parameters of the established funding target. In making final decisions, the process includes a determination of actual needs and the prioritization of need based upon legal mandate, public safety and the effect of deferral. Any projects not approved for funding are typically deferred into the next plan.

Spring – Capital Budget is present to the Town Council for approval.

Why must the Capital Improvement Plan be continually updated?

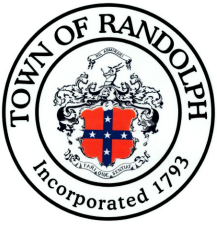
The CIP must be reviewed annually by Town departments to ensure its effectiveness as a flexible, mid-range strategic plan that links the annual budget with the multi-year financial forecasts. Each year, a current capital budget is approved and unfunded projects slated for later years are acknowledged on a planning basis only. In this respect, the CIP can be thought of as a “rolling” process because unfunded projects and those farther out in years typically move up after each year of review. It is important to note that each project in the plan must be recommended every subsequent year and as priorities and monetary constraints change, projects may be moved up, moved back or even eliminated.

Town of Randolph
Capital Plan Summary by Department

Department						Total
	FY23	FY24	FY25	FY26	FY27	
Police	206,800	149,700	152,694	155,750	155,750	820,694
Fire	120,000	475,000	1,075,000	65,000	450,000	2,185,000
DPW	2,344,000	2,620,000	2,770,000	2,670,000	2,000,000	12,404,000
Library	-	500,000	-	-	-	500,000
Community Programs	95,000	210,000	65,000	30,000	-	400,000
System Administration	60,000	50,000	50,000	50,000	50,000	260,000
Town Clerk	-	95,000	-	-	-	95,000
Total Municipal	2,825,800	4,099,700	4,112,694	2,970,750	2,655,750	16,664,694
Water/Sewer	258,000	890,000	800,000	850,000	700,000	3,498,000
Total Enterprise	258,000	890,000	800,000	850,000	700,000	3,498,000
Total Capital Requests	3,083,800	4,989,700	4,912,694	3,820,750	3,355,750	20,162,694

Capital Project Requests	Priority Rating	Funding Source	FY23 Request	FY24 Request	FY25 Request	FY26 Request	FY27 Request	Total
Police								
Commercial Enforcement Vehicle	1	LL	60,000					60,000
Cruisers (3) - Replacement	1	LL	146,800					146,800
Cruisers (3) - Replacement	1	LL		149,700				149,700
Cruisers (3) - Replacement	1	LL			152,694			152,694
Cruisers (3) - Replacement	1	LL				155,750		155,750
Cruisers (3) - Replacement	1	LL					155,750	155,750
Category Subtotal			206,800	149,700	152,694	155,750	155,750	820,694
Fire								
Command Vehicle (Chief) Replacement	1	LL	55,000					55,000
Headquarters Garage Doors Replacement	1	LL	65,000					65,000
Replacement and Purchase Radio Equipment	1	LL			225,000			225,000
Ambulance Replacement	1	LL		415,000				415,000
Structural Firefighting Gear Replacement	1	LL		60,000				60,000
Replacement Engine Pumper #3	1	LL			850,000			850,000
Structural Firefighting Gear Replacement	1	LL				65,000		65,000
Ambulance Replacement	1	LL					450,000	450,000
Category Subtotal			120,000	475,000	1,075,000	65,000	450,000	2,185,000
Public Works								
Street paving and improvements	1	CH90	700,000	700,000	700,000	700,000	700,000	3,500,000
Street paving and improvements	1	LL	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	6,500,000
International sander	1	LL	-	215,000	215,000	215,000		645,000
Litter Collection Vehicle	1	LL	94,000					94,000
Salt truck	1	LL	100,000					100,000
Half Ton Pickup Truck	1	LL	50,000					50,000
One ton dump truck	1	LL	100,000	65,000				165,000
Chipper box truck	1	LL		120,000				120,000
Track sidewalk machine	1	LL		160,000				160,000
52" Mower with trailer (2)	1	LL		60,000				60,000
Mason crane truck	1	LL			150,000			150,000
Tag compressor	1	LL			65,000			65,000
Skid steer with milling	1	LL			75,000			75,000
Salt shed	1	LL			200,000			200,000
Roller with trailer	1	LL			65,000			65,000
Six (6) wheel dump	1	LL				115,000		115,000
Mini excavator with trailer	1	LL				165,000		165,000
Tag trailer for large excavator	1	LL				25,000		25,000
Sidewalk paver	1	LL				150,000		150,000
Category Subtotal			2,344,000	2,620,000	2,770,000	2,670,000	2,000,000	12,404,000
Library								
Elevator Replacement	2	LL	-	500,000				500,000
Category Subtotal			-	500,000	-	-	-	500,000
Community Programs								
Facility Upgrades - Zapustas Arena	1	LL	95,000					95,000
Belcher Park/Powers Farm Safety & Security Upgrade	1	LL		210,000				210,000
Senior Transportation Van	1	LL			65,000			65,000
Senior Transportation Van	1	LL				30,000		30,000
Category Subtotal			95,000	210,000	65,000	30,000	-	400,000
System Administration								
Server/Computer Hardware	1	LL	60,000	50,000	50,000	50,000	50,000	260,000
Category Subtotal			60,000	50,000	50,000	50,000	50,000	260,000
Town Clerk								
Election equipment - Tabulators and Poll Pads	1	LL		95,000				95,000
Category Subtotal			-	95,000	-	-	-	95,000
Water/Sewer								
Sewer I&I program (MWRA)	1	ENT	-	700,000	700,000	700,000	700,000	2,800,000
Street Sweeper	1	LL	258,000					258,000
Bucket truck	1	ENT		190,000				190,000
Crane Truck (Sewer)	1	ENT			100,000			100,000
Watering truck	1	ENT				150,000		150,000
Category Subtotal			258,000	890,000	800,000	850,000	700,000	3,498,000
Total 5 Year Capital Requests - All Departments			3,083,800	4,989,700	4,912,694	3,820,750	3,355,750	20,162,694

Funding Source	FY23	FY24	FY25	FY26	FY27	Totals
Free Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Exclusion	\$ -	\$ -				\$ -
Excluded Debt - Proposed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Levy Limit Debt - New	\$ 2,125,800	\$ 3,399,700	\$ 3,412,694	\$ 2,270,750	\$ 1,955,750	\$ 13,164,694
Ambulance Receipt Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Chapter 90	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 3,500,000
Community Preservation Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Fund Retained Earnings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise - new debt	\$ 258,000	\$ 890,000	\$ 800,000	\$ 850,000	\$ 700,000	\$ 3,498,000
Enterprise - State Revolving Fund Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total of All Requests	\$ 3,083,800	\$ 4,989,700	\$ 4,912,694	\$ 3,820,750	\$ 3,355,750	\$ 20,162,694



CAPITAL IMPROVEMENT COMMITTEE

Section D, Item 1.

CAPITAL PROJECT WORKSHEET

Department: Randolph Police
Prepared By: Chief Anthony T. Marag
Date: _____

1. Project Name:	<u>Commercial Enforcement Vehicle/Scale</u>	5. FY Request:	<u>2023</u>												
2. Project Location:	<u>Randolph</u>	6. Source of Funding:	<u>Capital</u>												
3. Priority Rating: (Scale of 1-5)	<u>1</u>	7. Est. Date of Completion:	<u>2023</u>												
4. Est. Cost:	<u>60,000</u>	8. Useful Life:	<u>5+</u> years												
9. Does this replace an existing item:	<table><tr><td>YES ☐</td><td>NO ☒</td><td>IF YES:</td></tr></table>	YES ☐	NO ☒	IF YES:	<table><tr><td>Age of current item</td><td>_____ years</td><td>Mileage</td></tr><tr><td>Condition of current item:</td><td colspan="2">_____</td></tr><tr><td>Make/Model:</td><td colspan="2">_____</td></tr></table>		Age of current item	_____ years	Mileage	Condition of current item:	_____		Make/Model:	_____	
YES ☐	NO ☒	IF YES:													
Age of current item	_____ years	Mileage													
Condition of current item:	_____														
Make/Model:	_____														

10. Project Description:

Commercial Vehicle Enforcement is necessary to properly address the issues of unsafe tractor trailers that travel our roadways daily. With two major routes, 28 and 139, as well as multiple industrial parks, it is imperative that these vehicles are in proper working order and adhere to state and federal regulations. The goal of the Commercial Enforcement Unit is:

- To reduce commercial motor vehicle accidents through the enforcement of Motor Vehicle Safety Regulations.
- To protect the roadways from unnecessary damage by securing compliance with state laws regulating the weight of commercial vehicles.
- To ensure the equitable payment of commercial vehicle registration fees by enforcement of registration laws.
- To protect the right, privileges, and safety of the public in the use of public roadways by securing compliance with traffic laws and regulations applicable to the operation of the motor vehicle.

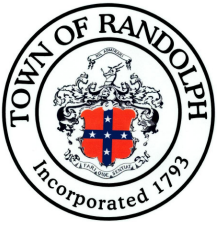
The above is only possible through a Commercial Enforcement Officer working with the proper equipment assigned to the Traffic Unit. Officer Staffier is currently trained and certified in this matter and has been performing the much-needed inspections. One of the major problems he has been facing is in regard to equipment needed to perform certain inspections. He is unable to perform weight inspections at this time. We have purchased scales through a grant but need but an additional scale and police truck/SUV to handle the equipment.

11. Describe Impact on Operating Budget:

The operating budget would not be able to absorb the costs to purchase the vehicle and corresponding scale.

12. Describe Department Priority:

The Commercial Vehicle Enforcement unit with the proper equipment (Truck/Scale) would benefit the town, the residents of the town, and the motoring public in numerous ways for years to come. With goals of reducing traffic accidents, to monitoring weights, and ensuring properly licensed and well rested drivers operating these safe commercial motor vehicles. Companies and drivers may receive education, warnings, and civil motor vehicle fines to gain compliance to the rules, laws, and federal regulations. Compliance will mean safer roadways. Also, roadways will receive less wear and tear due to compliance of commercial vehicles in better working condition and under maximum load limits. The benefits to the town will be far reaching and long lasting.



CAPITAL IMPROVEMENT COMMITTEE

Section D, Item1.

CAPITAL PROJECT WORKSHEET

Department: Randolph Police
Prepared By: Chief Anthony T. Marag
Date: 10/26/21

1. Project Name:	<u>Police Cruisers</u>	5. FY Request:	<u>2023</u>
2. Project Location:	<u>Randolph</u>	6. Source of Funding:	<u>Capital</u>
3. Priority Rating: (Scale of 1-5)	<u>1</u>	7. Est. Date of Completion:	<u>2023</u>
4. Est. Cost:	<u>146,800</u>	8. Useful Life:	<u>5+</u> years
9. Does this replace an existing item:	YES ☒	NO ☐	IF YES: Age of current item <u>5+</u> years Mileage Condition of current item: <u>Fair</u> Make/Model: <u>Ford</u>

10. Project Description:

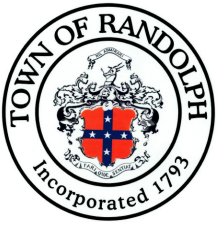
Purchase three (3) cruisers with necessary equipment

11. Describe Impact on Operating Budget:

Cannot be purchased from operating budget

12. Describe Department Priority:

Policing requires functional and safe vehicles to provide service to the community.



CAPITAL IMPROVEMENT COMMITTEE

Section D, Item1.

CAPITAL PROJECT WORKSHEET

Department: Randolph Fire Department

Prepared By: Chief Ron Cassford

Date: 04/08/2022

1. Project Name:	<u>Replacement of Department Command Vehicle</u>			5. FY Request:	<u>2023</u>
2. Project Location:	<u>N/A</u>			6. Source of Funding:	<u>Capital Borrowing</u>
3. Priority Rating: (Scale of 1-5)	<u>1</u>			7. Est. Date of Completion:	<u>2023</u>
4. Est. Cost:	<u>55,000</u>			8. Useful Life:	<u>10</u> years
9. Does this replace an existing item:	YES ☒	NO ☐	IF YES:	Age of current item: <u>13</u> years Mileage: <u>112500</u> Condition of current item: <u>fair</u> Make/Model: <u>2009 Chevrolet Suburban</u>	

10. Project Description:

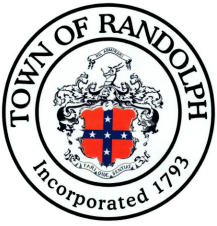
To purchase a 4 door, 4-wheel drive SUV from the Massachusetts state vehicle bid list and supply it with necessary emergency lights and radio equipment. This will allow the replacement of our current Fire Prevention Car 4 which is used as the backup to the Deputy Chief Shift Command vehicle. The vehicle is a 2009 Chevrolet Suburban, which is over the 10 year life span recommended for this type of vehicle. As is past practice, the new vehicle will become the Chief's car and the current Chief's car will be passed down to Chief of Operations and that vehicle will be passed to the Fire Prevention vehicle.

11. Describe Impact on Operating Budget:

This vehicle has been serving the Town for more than 13 years now and is starting to show the effects of an aging emergency response vehicle with increase repair costs.

12. Describe Department Priority:

The vehicle is a Priority 1 as the Suburban will be over 13 years old, past the life span of a frontline command vehicle with increasing repair costs.



CAPITAL IMPROVEMENT COMMITTEE

Section D, Item1.

CAPITAL PROJECT WORKSHEET

Department: Randolph Fire Department
Prepared By: Chief Cassford
Date: 4/5/22

1. Project Name:	<u>Replacement of Garage doors and openers in Apparatus bays</u>			5. FY Request:	<u>2023</u>
2. Project Location:	<u>N/A</u>			6. Source of Funding:	<u>Capital Borrowing</u>
3. Priority Rating: (Scale of 1-5)	<u>1</u>			7. Est. Date of Completion:	<u>2023</u>
4. Est. Cost:	<u>65,000</u>			8. Useful Life:	<u>20</u> years
9. Does this replace an existing item:	YES ☒	NO ☐	IF YES:	Age of current item <u>20+</u> years Mileage Condition of current item: <u>fair</u> Make/Model: <u>Unknown brand door and Liftmaster openers</u>	

10. Project Description:

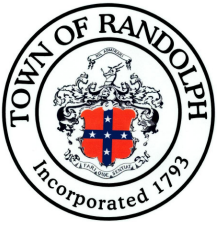
The replacement of the garage doors and the operating motor equipment to open the doors. The new doors would have a much higher insulation value, saving money on the heat side of the expense budget.

11. Describe Impact on Operating Budget:

This represents replacement of doors that are 20 or more years old and have 0 to minimum insulation value. The motors that control the door are also 20 years old and starting to fail and are also in need of replacement. The proper operation of the garage doors are a vital component of day to day operations of this department. The cost would be more than the expense budget could provide for this important purchase.

12. Describe Department Priority:

The door replacement is a priority in such that it is vital the doors are operational for vehicles to respond to incidents. It is paramount to the safety of the community that we are able to respond without delay.



CAPITAL IMPROVEMENT COMMITTEE

Section D, Item 1.

CAPITAL PROJECT WORKSHEET

Department: DPW
Prepared By: Chris Pellitteri
Date: 4/5/2022

1. Project Name:	<u>Madvac LR150 (Litter Collector)</u>	5. FY Request:	<u>FY23</u>
2. Project Location:	<u>DPW</u>	6. Source of Funding:	<u></u>
3. Priority Rating: (Scale of 1-5)	<u>1</u>	7. Est. Date of Completion:	<u></u>
4. Est. Cost:	<u>\$94,000.00</u>	8. Useful Life:	<u>10+</u> years
9. Does this replace an existing item:	YES ☐	NO ☒	IF YES: Age of current item <u> </u> years Mileage Condition of current item: <u> </u> Make/Model: <u> </u>

10. Project Description:

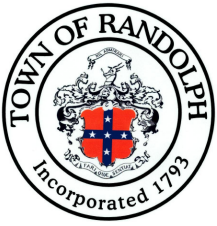
This project is a new idea to be more efficient with litter collection. The DPW sends out a two-person crew with a truck to collect litter on a daily basis. This equipment is a self-contained vacuum system designed to be driven on multiple surfaces and collect litter. The machine is a one-person all weather operating platform that will replace the traditional trash picker on foot. This is a golf cart sized machine equipped with a vacuum hose that operates remotely from inside a cab.

11. Describe Impact on Operating Budget:

As stated above, this machine will be operated by one person. It will enable the DPW to free up a truck that would otherwise be tied up while two workers walk the streets and sidewalks collecting litter by hand. The project will enable DPW to lower labor costs on litter collection and redirect it onto other necessary tasks.

12. Describe Department Priority:

The appearance of the town is a high priority of the DPW. The ability to be efficient in this task is also a high priority. This machine takes all that into account. Having an all weather machine for this job also improves safety for the DPW employees by making this a virtual hands free operation.



CAPITAL IMPROVEMENT COMMITTEE

Section D, Item1.

CAPITAL PROJECT WORKSHEET

Department: DPW
Prepared By: Chris Pellitteri
Date: 4/5/2022

1. Project Name:	<u>Highway Salt Truck and Plow</u>	5. FY Request:	<u>FY23</u>
2. Project Location:	<u>DPW</u>	6. Source of Funding:	<u></u>
3. Priority Rating: (Scale of 1-5)	<u>1</u>	7. Est. Date of Completion:	<u></u>
4. Est. Cost:	<u>\$100,000.00</u>	8. Useful Life:	<u>5+</u> years
9. Does this replace an existing item:	YES ☐	NO ☒	IF YES: Age of current item <u>18</u> years Mileage <u>328,545</u> Condition of current item: <u>Poor</u> Make/Model: <u>2000 International Salt Truck</u>

10. Project Description:

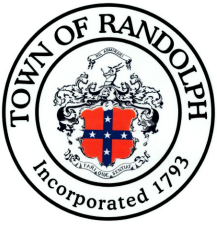
This project is to replace existing salt truck with a used cab and chassis and salt body to be put together as a new salt truck using the DPW shop mechanic. The current vehicle is rotted from years of snow and ice operations.

11. Describe Impact on Operating Budget:

Repair costs to get this vehicle continue to rise year over year while replacement parts are harder to find. A newer vehicle will not require as much work to be prepared for the winter snow and ice operations. The proposed approach will have a savings of over \$100,00.00. A new truck setup with this equipment is well over \$215,00.00.

12. Describe Department Priority:

This project is a top priority for the department to replace this necessary piece of snow equipment. The DPW has an aging fleet of these vehicles and they are a vital part of public safety during the winter months.



CAPITAL IMPROVEMENT COMMITTEE

Section D, Item1.

CAPITAL PROJECT WORKSHEET

Department: DPW
Prepared By: Chris Pellitteri
Date: 4/5/2022

1. Project Name:	<u>Half Ton Pickup Truck</u>	5. FY Request:	<u>FY23</u>
2. Project Location:	<u>DPW</u>	6. Source of Funding:	<u></u>
3. Priority Rating: (Scale of 1-5)	<u>1</u>	7. Est. Date of Completion:	<u></u>
4. Est. Cost:	<u>\$50,000.00</u>	8. Useful Life:	<u>5+</u> years
9. Does this replace an existing item:	YES ☐	NO ☒	IF YES: Age of current item <u>18</u> years Mileage <u>123,307</u> Condition of current item: <u>Poor</u> Make/Model: <u>2003 Chevy Blazer</u>

10. Project Description:

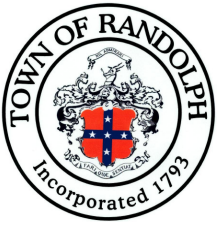
The purpose of this project is to do two things. First, take the 2018 Ford Explorer and put it into the fleet to replace the Chevy Blazer used by the Water Department. The current vehicle is used for sample collection and water meter reading. Second, add a pickup truck to be the Superintendent's vehicle that will eventually get rotated into the Highway Department fleet and replace another aging vehicle in a future capital project.

11. Describe Impact on Operating Budget:

The current vehicle is not operable and the repair costs exceed the vehicle's value.

12. Describe Department Priority:

This project is a top priority for the Water Department. The everyday operation requires every vehicle to be used. Not having all vehicles available creates issues with the ability to be on multiple calls and respond to emergencies.



CAPITAL IMPROVEMENT COMMITTEE

Section D, Item1.

CAPITAL PROJECT WORKSHEET

Department: DPW
Prepared By: Chris Pellitteri
Date: 4/5/2022

1. Project Name: Highway One Ton Dump Truck 5. FY Request: FY23
2. Project Location: DPW 6. Source of Funding: _____
3. Priority Rating: (Scale of 1-5) 1 7. Est. Date of Completion: _____
4. Est. Cost: \$100,000.00 8. Useful Life: 10+ years

9. Does this replace an existing item:

YES
☐

NO
☒

IF
YES:

Age of current item 18 years Mileage 101,958

Condition of current item: Poor

Make/Model: 2003 Chevy 3500HD Dump Truck

10. Project Description:

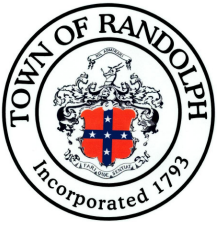
Replace existing dump truck with new vehicle with snow plow. The existing vehicle is the oldest in the fleet of this size. The current fleet of One Ton Dump Trucks is diesel powered. The emission standards on these engines cause problems with reliability.

11. Describe Impact on Operating Budget:

Replacing this vehicle will reduce the amount of time spent in the shop. Upgrading from a diesel engine to a gasoline engine will help the DPW avoid dealing with the issue of emissions. Our current fleet is constantly fighting problems with breakdowns due to these standards.

12. Describe Department Priority:

This vehicle will upgrade the fleet with a reliable safe vehicle. As stated above, the DPW is routinely shuffling vehicles while we wait for repairs to be completed with our diesel fleet.



CAPITAL IMPROVEMENT COMMITTEE

Section D, Item1.

CAPITAL PROJECT WORKSHEET

Department: Hockey Rink (Zapustas Arena)
Prepared By: David McNeil
Date: 11/8/2021

1. Project Name: Facility Upgrades 5. FY Request: FY23
2. Project Location: 240 North St 6. Source of Funding: Capital
3. Priority Rating: (Scale of 1-5) 1 7. Est. Date of Completion: 2023
4. Est. Cost: \$95,000 8. Useful Life: 10+ years

9. Does this replace an existing item:	YES	NO	IF YES:	Age of current item ____ years	Mileage
	☐	☒		Condition of current item: _____	
				Make/Model: _____	

10. Project Description:

Safety Upgrades:

Replacement of 2 Overhead Doors - \$9,420. Outside door recently jammed and would not close. Emergency service (after normal business hours) was necessary in order to close and secure building at a cost of \$1,200. It was determined both doors have broken pipes and spring assemblies. Deemed unsafe to operate. Given the age and potential for more repairs (possibly requiring emergency service), both should be replaced immediately. Current condition puts employees at risk of death if door were to crash down while passing underneath. If crashed on Zamboni, it could put us out of business. Total \$14,000

Rubber Matting: Current matting was recently removed for mold treatment. Interlocking tiles were not labeled and when put back together, resulted in many gaps and protrusions. This is a tripping hazard. Tiles should be replaced with rolls and adhesive to result in a more seamless surface. Area to be covered is approximately 5,000 Square feet, with an estimated cost of \$2/sf totaling \$13,000.

Dehumidifiers:

Arena currently has two dehumidifiers which keep the building fog free. A year ago, these units were not working properly, resulting in fog and moisture throughout the building. In addition to not being able to see through the glass, the bleachers were coated with moisture, posing a slipping hazard. The high level of humidity also

contributed to the accumulation of mold throughout the building, which be treated (at a cost of \$80,000). My understanding is that the current dehumidifiers are near the end of their life expectancy. Cost for two is \$35,000.

Roof Above Front Door Entrance:

During heavy rain, water pours down the side of the building and is not deflected away from the entrance by the overhead roofing. People entering the building are pummeled by this “waterfall.” Consequently, there is major puddling, which seeps into the building. With cold weather, the puddles outside freeze creating a slipping hazard. The lobby floor, with the water that comes under the doors, is also a slipping hazard. Estimating \$2,000 to repair.

Extend Wall and replace bleacher boards and insulation:

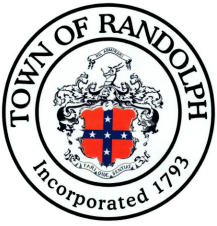
During mold removal a portion of the back wall was removed and not replaced. This allows rodents to enter and cold air to escape. Several areas of the bleachers need to be replaced for safety. Approximate cost to replace (including lift and paint) is \$32,000.

11. Describe Impact on Operating Budget:

The Ice Rink provides a positive revenue source for the town. Some of the proposed upgrades (such as more efficient dehumidifiers) will help reduce energy expenses, leading ultimately to more profit. Improvements to the building will further increase revenue by providing a safer, and more enjoyable experience for our customers.

12. Describe Department Priority:

The Ice Arena has served the community and surrounding towns for 50 years. Unfortunately, a 50-year-old building needs repairs and upgrades. The listed items are necessary for the safety of our employees and customers. In addition, as a business that generates income for the town, these upgrades should be a top priority so that we can continue to provide a quality service to the community while generating revenue.



CAPITAL IMPROVEMENT COMMITTEE

Section D, Item1.

CAPITAL PROJECT WORKSHEET

Department: DPW
Prepared By: Chris Pellitteri
Date: 4/5/2022

1. Project Name: Elgin Pelican Sweeper 5. FY Request: FY23
2. Project Location: DPW 6. Source of Funding: _____
3. Priority Rating: (Scale of 1-5) 1 7. Est. Date of Completion: _____
4. Est. Cost: \$258,000.00 8. Useful Life: 10+ years

9. Does this
replace an
existing item:

YES
☒

NO
☐

IF
YES:

Age of current item 18 years Mileage 48,829

Condition of current item: Unserviceable

Make/Model: 2004 Freightliner Air Sweeper

10. Project Description:

Replace existing Air Sweeper with Elgin Pelican Street Sweeper. This new sweeper will replace a sweeper that has been inoperable since last year. This new sweeper will be the same model as the machine in use now. Randolph has over 120 miles of roads that need constant cleaning. This is important because we are required to keep the storm water as clean as possible. This maintenance is mandated by the EPA and we report the sweeping production annually. We are operating with only one sweeper now and it is difficult to keep up with the demand. Especially after the winter months.

11. Describe Impact on
Operating Budget:

The repair costs to the current machine are in excess of \$60,000.00. The benefits of having two of the same model sweepers is parts and service come from the same local vendor. This is helpful when ordering and sourcing parts.

12. Describe Department
Priority:

This is a top priority for DPW because of the obligation to the storm water regulations. The ability to service more parts of town with two street sweepers has direct impact on residents that care about the appearance of the town and their property.