

## MUNICIPAL CAPITAL REQUESTS FOR FISCAL 2020

DEPARTMENT	DEPT PRIORITY	DESCRIPTION	AMOUNT REQUESTED	CASH CAPITAL	DEBT CAPITAL	CASH RESERVES
Conservation	1	Pequitside Farm Parking Reconstruction	200,000	-	200,000	-
Council on Aging	1	Replace Fencing at Senior Center	48,000	48,000	-	-
Executive	1	Drainage & Sidewalk Improvements	116,000	115,000	-	-
Finance/MIS	1	Server Replacement	71,000	71,000	-	-
Finance/MIS	2	Software Upgrade	17,000	17,000	-	-
Finance/MIS	3	Police Video Recording System	19,000	19,000	-	-
Finance/MIS	4	Computers for Library Staff	10,000	10,000	-	-
Finance/MIS	5	Copier for Building Department	8,000	8,000	-	-
Fire	1	Engine 2 Refurbishment	162,000	-	162,000	-
Fire	2	Fire Records & Dispatch Software	30,000	30,000	-	-
Fire	3	Station Alerting System	18,000	18,000	-	-
Fire	4	Repair Floors at Fire Stations	25,000	25,000	-	-
Fire	5	Turnout Gear	20,000	20,000	-	-
Fire	6	Rescue Jet Ski Purchase	15,000	-	-	-
Library	1	HVAC Extraordinary Maintenance	27,000	27,000	-	-
Library	2	Wireless Printing Services	7,000	7,000	-	-
Library	3	Testing Air Chillers	7,000	-	-	-
Parks & Recreation	1	Replacement of Bolivar Pool & Bath House	4,600,000	-	-	-
Parks & Recreation	2	Lighting System at Duggan Baseball Field	11,000	11,000	-	-
Police	1	Replace Police Cruisers	145,000	145,000	-	-
Police	2	Bullet Resistant Vests	15,000	15,000	-	-
Property Maintenance	1	Replace Pick-up Truck with Transit Van	39,000	39,000	-	-
Property Maintenance	2	Interior Painting at Memorial Hall	50,000	50,000	-	-
Property Maintenance	3	Exterior Painting at Armando Center	32,000	26,000	-	-
Property Maintenance	4	Handicap Door Openers	20,000	20,000	-	-
Public Works	1	Washington/Randolph Streets Intersection Improvements	500,000	-	-	500,000
Public Works	2	Replace Pickup Truck with Freightliner Box Truck	189,000	-	189,000	-
Public Works	3	Purchase 10 Wheel Dump Truck	241,000	-	-	-
Public Works	4	Purchase Enclosed Cargo Trailer	9,000	9,000	-	-
Public Works	5	Purchase Stump Grinding Equipment	20,000	20,000	-	-
Public Works	6	Purchase Message Board	21,000	-	-	-
Public Works	7	Purchase Loader Mounted Snow Blower	140,000	-	-	-
		<b>Total General Fund Requests</b>	<b>6,832,000</b>	<b>750,000</b>	<b>551,000</b>	<b>500,000</b>
		Available Capital	1,053,000	750,000	303,000	-
		Requests over (under) available	5,779,000	-	248,000	-
Ambulance	1	Replace Ambulance 2	435,000	-	-	435,000
Water	1	Repurpose Control Valve	203,000	-	203,000	-
Water	2	Water System Design Costs	830,000	-	830,000	-
Water	3	Integrated Water Resources Management Program	200,000	-	-	200,000
Water	4	Demolish Storage Building at Pine Street	185,000	-	-	185,000
		<b>Total Water Enterprise Requests</b>	<b>1,418,000</b>	<b>-</b>	<b>1,033,000</b>	<b>385,000</b>
Sewer	1	Integrated Water Resources Management Program	200,000	-	-	200,000

**MUNICIPAL CAPITAL REQUESTS FOR FISCAL 2020 THRU 2024 (000'S)**

DEPARTMENT	DESCRIPTION	FY 20	FY 21	FY 22	FY 23	FY 24	FY 20 - FY 24 Totals
Conservation	Pequitside Farm Parking Reconstruction	200	-	-	-	-	200
Fire	Fire Engine Refurbishment	162	-	-	-	240	402
Fire	Fire Engine Replacement	-	-	-	-	-	-
Fire	Portable/Mobile Radios	-	-	200	-	-	200
Fire	Thermal Imaging Cameras	-	-	-	96	-	96
Parks & Recreation	Replacement of Bolivar Pool & Bath House	-	-	-	-	-	-
Property Maintenance	Memorial Hall Exterior Brick Repairs	-	-	-	-	750	750
Public Works	Road Improvements	-	-	-	-	-	-
Public Works	Dam Repairs	-	-	-	-	-	-
Public Works	Heavy Duty Vehicle Replacements	189	241	170	-	-	600
Public Works	Loader Mounted Snow Blower	-	-	-	140	-	140
Public Works	Cemetery Garage	-	-	-	-	-	-
Public Works	Asset Management Software	-	-	-	-	-	-
Public Works	Townwide Traffic Study	-	-	-	-	-	-
Public Works	Downtown Streetscape	-	-	-	-	-	-
Public Works	Drainage Repairs/Culverts	-	-	-	-	-	-
Public Works	Stormwater BMP	-	-	-	-	-	-
	<b>Total Municipal Debt Capital Requests</b>	<b>551</b>	<b>241</b>	<b>370</b>	<b>236</b>	<b>990</b>	<b>2,388</b>
	Available Debt Capital	303	225	200	410	1,204	2,342
	Requests over (under) available	248	16	170	(174)	(214)	46

# SCHOOL CAPITAL REQUESTS FOR FISCAL 2020

Cash Capital - Summary of Requests AVAILABLE		\$750,000				
<b>CASH CAPITAL</b>	<b>Requestor</b>	<b>All Requests</b>	<b>Super. Request</b>			
<b>Building Repairs/Improvements</b>		<b>\$249,839</b>	<b>\$122,067</b>			
Rooftop Unit Replacement - GMS	B. Lynch	\$39,000	\$39,000			
AC Units	D. Bromfield/B. Lynch	\$5,000	\$0			
Replace 2nd Floor Corridor Tiles - Hansen	B. Lynch	\$10,000	\$0			
Replace Entryway Floor Mats - JFK	B. Lynch	\$5,477	\$5,477			
Replace Bathroom Petitions - Luce	B. Lynch	\$7,590	\$7,590			
Storage Module Phase 2-CHS lower Memorial Field	D. Folan/D. Erickson	\$24,000	\$0			
Guidance Office Carpeting and Main Hallway Tile replacement - CHS	B. Lynch	\$26,504	\$0			
Main Office Carpeting-CHS	B. Lynch	\$15,793	\$0			
Door Locking Hardware & Interior Door Window Coverings District-Wide (Phase 1)	B. Lynch	\$60,000	\$30,000			
Remove and Dispose of Existing Door and Operator - North Street Garage	B. Lynch	\$6,475	\$0			
HVAC Maintenance	B. Lynch	\$50,000	\$40,000			
<b>Grounds Improvement</b>		<b>\$33,200</b>	<b>\$33,200</b>			
Replace Granite Curbing at Bus Drop Off - CHS	B. Lynch	\$22,200	\$22,200			
Lawn Tractor and Snow Blower - JFK	B. Lynch	\$11,000	\$11,000			
<b>Informational Technology/Security</b>		<b>\$564,575</b>	<b>\$325,884</b>			
Firewall for High Availability-District Wide	M. Wentland	\$33,853	\$33,853			
Portable Teacher Learning Devices Phase 1-District Wide	M. Wentland	\$300,000	\$100,000			
Spare Printers-District Wide	M. Wentland	\$5,000	\$0			
Wi-Fi Access Points Phase 2-Rodman, Luce, JFK	M. Wentland	\$41,950	\$41,950			
Replacement Chromebooks-District Wide	M. Wentland	\$16,950	\$16,950			
Computer Lab Upgrades-CHS	M. Wentland	\$61,050	\$0			
Projectors Phase 2-CHS	M. Wentland	\$51,847	\$79,206			
Analog Security Camera Upgrade-District Wide	M. Wentland	\$20,425	\$20,425			
Security Servers-JFK, Hansen, Luce	M. Wentland	\$33,500	\$33,500			
<b>Program Improvement</b>		<b>\$258,380</b>	<b>\$145,804</b>			
Laptops for Engineering & Robotics-GMS	S. Bauer/S. Shannon	\$9,000	\$9,000			
High Jump System-CHS Athletics	D. Erickson/D. Folan	\$7,370	\$7,370			
Laptops for Robotics-CHS	E. Fitzgerald/D. Folan	\$7,740	\$7,740			
TV Studio Computer Upgrades (Year 2)-CHS	P. Palmer	\$14,486	\$14,486			
Visual Arts Instructional Technology-GMS & Elementary	P. Palmer	\$12,961	\$12,961			
CHS Auditorium Updates (Year 2)-CHS	C. Eckersley	\$131,151	\$65,000			
Classroom Based Instruments-District Wide	C. Eckersley	\$32,431	\$20,000			
Music Technology Course Equipment-CHS	C. Eckersley	\$9,247	\$9,247			
Kindergarten Elementary World Language Program-District Wide	H. Olson	\$5,994	\$0			
VGO Robot-District Wide	D. Bromfield	\$28,000	\$0			
<b>Furniture &amp; Fixtures</b>		<b>\$228,233</b>	<b>\$123,045</b>			
2 Solaris Convection Electric Steamer-Luce	M. Lawless	\$7,225	\$0			
Teacher Desks - Luce	B. Lynch	\$7,500	\$7,500			
Cafeteria Serving Line-JFK	M. Lawless	\$38,792	\$0			
Classroom Furniture-JFK	B. Lynch	\$30,000	\$40,000			
Library Furniture-GMS	S. Shannon/B. Lynch	\$25,000	\$15,000			
Library Bookcases-CHS	J. Telizewski/B. Lynch	\$14,947	\$0			
Library Tall Tables and Chairs-CHS	J. Telizewski/B. Lynch	\$9,466	\$0			
Room Furnishings-Preschool	D. Kilday/B. Lynch	\$10,310	\$0			
Milk Coolers-District Wide	M. Lawless	\$11,125	\$11,125			
Stainless Steel Work Tables (Food Service)-District Wide	M. Lawless	\$6,268	\$0			
Furniture for PD Room-Rodman	P. Kinsella/B. Lynch	\$25,000	\$25,000			
Special Education Equipment (Seating & Redcats) - District Wide	A. Delaney/D. Bromfield	\$10,500	\$10,000			
Custodial Equipment	B. Lynch	\$32,100	\$14,420			
<b>Extraordinary Maintenance</b>		<b>\$100,000</b>	<b>\$0</b>			
Replace One of Three School Buses	B.Nectow	\$100,000	\$0			
<b>Grand Total</b>		<b>\$1,434,227</b>	<b>\$750,000</b>			
<b>5-YEAR DEBT CAPITAL PLAN (2020 thru 2024)</b>						
<b>CAPITAL CAPACITY PLANNED USE (in thousands)</b>						
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>TOTAL</b>
<b>DEBT CAPITAL ALLOCATION</b>	<b>\$350</b>	<b>\$200</b>	<b>\$315</b>	<b>\$100</b>	<b>\$1,250</b>	<b>\$2,215</b>
Original Allocation						
<b>SCHOOL COMMITTEE ALLOCATION</b>	<b>\$290</b>	<b>\$1,100</b>	<b>\$200</b>	<b>\$250</b>	<b>\$375</b>	<b>\$2,215</b>
GMS Interior Improvements		\$0				\$0
GMS Roof Repair and Replacement			\$0			\$0
HVAC Unit Ventilators		\$200		\$250		\$450
Brick Repointing - DW			\$200		\$375	\$575
Memorial Field Bleachers and Press Box		\$900				\$900
Memorial Field Visitor Side Bleachers	\$100					\$100
Luce Roof Replacement - Partial				\$0	\$0	\$0
Wifi Backbone - Elem, Rodman Admin, Preschool	\$68					\$68
CHS Roof Top Unit #17	\$122					\$122
	<b>\$290</b>	<b>\$1,100</b>	<b>\$200</b>	<b>\$250</b>	<b>\$375</b>	<b>\$2,215</b>

**Capital Planning Committee Members**

<b>Name</b>		<b>Expiration Date</b>
Bob Panico	Member	2020
Stephanie Koke	Member	2019
Dave Emhardt	Chair	2021
Andrew Staiti	Member	2019
Walter Spiegel	Member	2019
David Clough	Member	2020
Vacancy		

**7 members, 3-year terms**



Town of Canton, Massachusetts  
DEPARTMENT OF FINANCE

JAMES R. MURGIA  
FINANCE DIRECTOR  
jmurgia@town.canton.ma.us  
(781) 575-6612

MEMORIAL HALL  
801 WASHINGTON STREET  
CANTON, MA 02021  
PHONE: 781-575-6610  
FAX: 781-575-6608  
town.canton.ma.us

KATHLEEN D. BUTTERS  
TOWN ACCOUNTANT  
kbutters@town.canton.ma.us  
(781) 575-6605

SUSAN E. DESJARDINS  
ASST. TREASURER/COLLECTOR  
sdesjardins@town.canton.ma.us  
(781) 821-5006

LOUIS M. JUTRAS  
INFORMATION  
SYSTEMS MANAGER  
ljutras@town.canton.ma.us  
(781) 821-5069

MEMORANDUM

- TO: Departments, Boards & Committees  
 Animal Control Officer, Stacy Nee  
 Director of Assessing, Karen Zukauskas  
 Building Commissioner, Ed Walsh  
 Council on Aging, Diane Tynan  
 Facilities Supervisor, Steve Choiniere  
 Fire Chief, Charles Doody  
 Health Board Director, John Ciccotelli  
 Library Director, Andrea Rounds  
 Police Chief, Ken Berkowitz  
 Parks & Recreation Director, Liz Francis  
 Superintendent Public Works, Mike Trotta  
 Town Clerk, Tracy Kenney  
 Town Planner, Laura Smead  
 Veteran's Services Director, Tony Andreotti  
 Town Accountant, Kathy Butters
- Information Systems Manager, Louis Jutras  
 Town Administrator, Charlie Aspinwall  
 School Superintendent, Jennifer Fischer-Mueller  
 School Business Administrator, Barry Nectow  
 Beautification Committee  
 Building Renovations Committee  
 Capital Planning Committee  
 Commission on Disabilities  
 Community Preservation Committee  
 Conservation Commission  
 Finance Committee  
 Local Emergency Planning Committee  
 Historical Commission  
 Planning Board  
 Youth Commission  
 Zoning Board of Appeals

FROM: James R. Murgia, Finance Director

DATE: September 13, 2018

SUBJECT: Capital Budget Requests

Enclosed are forms needed to complete the town's Five-Year Capital Plan. Town by-law stipulates that this capital plan be submitted to the Capital Planning Committee (CPC) by December 31<sup>st</sup>. To allow enough time to review the capital requests, **please submit your department's requests to the Finance Department by Monday, November 12, 2018.** The Finance Department will perform a quality assurance review of all the provided information before it is submitted to the Board of Selectmen for the municipal departments, and CPC for all town agencies.

Capital requests will be separated into two groups – cash capital and debt capital. Cash capital applies to smaller capital requests (at least \$5,000) such as vehicles, technology or departmental equipment with a useful life of at least three years. Debt capital pertains to large capital items (at least \$50,000) with a useful life of at least five years.

1. **Form A** shows each department's capital requests for fiscal 2020 through 2023 which have been balanced to the amount available for each year. Fiscal 2024 includes any deferred requests that did not make last year's balanced 5-Year Plan.

Please review your department's Form A to confirm that the capital requests should still be included, are appearing in the appropriate fiscal year, and that the estimated costs continue to be realistic. Please return an updated Form A to my office by November 12, 2018.

2. **Form B** should be completed to describe your department's fiscal 2020 capital requests. Completion of this form requires you to provide sufficient supporting detail for elected officials, Capital Planning Committee and Finance Committee to evaluate the merits of your capital requests. **New this year is that all Form B's must be submitted electronically in Excel format to the Finance Department.** This is to help the Capital Planning Committee facilitate the discussions of capital requests for the Annual Town Meeting warrant.

Please make sure that all fiscal 2020 capital requests (rounded to nearest thousand) are accompanied by updated cost estimates and that each request is "ranked" if your department has more than one capital request for fiscal 2020. Form A and Form B are available on the S drive under the Excel workbook named "FORM – FISCAL 2020 CPC.XLSX".

3. Attached is a form developed by the Community Preservation Committee for projects that may qualify for CPA funds. This pre-application form is due by October 5, 2018. Please note on Form B if your capital request has also been submitted for CPA funding.

For departments under the jurisdiction of the Board of Selectmen, the Board will review those departments' capital requests. Once prioritized, the Board will present these capital budget requests to CPC. The School Committee and Administration will undertake their process to arrive at their approved plan, which will be forwarded to the Finance Department who will submit it to the CPC.

The attached CAPITAL CAPACITY PLANNED USE sheet outlines the Town's projected capital capacity for fiscal years 2020 through 2024 assuming we fully fund our capital plan. Once cash reserves are certified by the DOR, we may utilize some of those funds to supplement our fiscal 2020 capital plans.

Please let me know if you have any questions concerning these matters.

JRM/ej  
Attachments

cc: Board of Selectmen

**TOWN OF CANTON  
FORM B - FISCAL 2020  
CAPITAL PROJECT / EQUIPMENT REQUEST**

**DEPARTMENT:**

**SUBMITTED BY:**

**PROJECT / EQUIPMENT TITLE:**

**TOTAL PROJECT / EQUIPMENT COST (must be at least \$5,000):**

**DESCRIPTION:**

**PURPOSE AND JUSTIFICATION:**

**NEED CLASSIFICATION:** *(Check all that apply)*

- Required for Safety
- Required by Law or Mandate
- Improve/Expand Service or Increase Efficiency
- Planned Project or Replacement
- Unplanned Project or Replacement
- New Project/Item (not on last year's 5-Yr. Plan)

**Departmental Priority Ranking:**

*Please rank this request out of your total requests for this year: (#1 as top priority)*  
 \_\_\_\_\_ (#) OF \_\_\_\_\_ (#)

**Expected Useful Life:** *(Check one)*

- 20 or More Yrs     5 to 9 Years
- 10 to 19 Years     3 to 4 Years

**Impact to Dept. Operating Budget:** *(Check one)*

- Will Reduce Cost by \$ \_\_\_\_\_
- No Impact
- Will Increase Cost by \$ \_\_\_\_\_

**Revenue Impact:** *(Check one)*

- Will Produce Addl Revenue by \$ \_\_\_\_\_
- Revenue Neutral (no impact)
- Will Decrease Revenue by \$ \_\_\_\_\_

**OTHER COMMENTS OR INFORMATION:** *(Attach supporting documentation)*

Town of Canton  
 Community Preservation Committee  
 FY 20 CPA Pre-Application Form  
 Due date: Rolling – No later than 5:00 pm on Friday, October 5, 2018

Project Sponsor or Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Project Location/Address: \_\_\_\_\_

Amount of Funding Requested: \$ \_\_\_\_\_ When required: \_\_\_\_\_

**Is the Project Allowable?** Please use the chart below to determine if your project is eligible for CPA funding in one or more of the CPA project categories. If you are unsure about whether or not your project is allowable, please contact CCPC Administrator at [ccpc@town.canton.ma.us](mailto:ccpc@town.canton.ma.us).

Determining Project Eligibility				
	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	No	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehabilitate and/or Restore	Yes – if acquired or created with CPA Funds	Yes	Yes	Yes – if acquired or created with CPA Funds

*For a more detailed chart with definitions, please visit: <http://www.communitypreservation.org>*



**Request category(ies):**

Open Space \_\_\_\_\_ Historical \_\_\_\_\_ Community Housing \_\_\_\_\_ Recreation \_\_\_\_\_

Number of acres in parcel: \_\_\_\_\_ Number of housing units proposed: \_\_\_\_\_

Brief Name of Project: \_\_\_\_\_

**Brief Description of Project:**

---

---

---

---

---

---

---

**Estimated Budget:**

<i>Requested Amount from CPA Fund</i>	
<i>Matching Funds (if applicable)</i>	
<i>Total Project Cost</i>	

**Estimated Timeline to complete work:**

---

---

---

Summarize how this request benefits the Town of Canton and meets the goals of the Community Preservation Act:

---

---

---

---

---

---

---

---

**Other Comments**

Provide any other information you think the CCPC should be aware of in evaluating your pre-application.

---

---

---

---

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Date received by the CCPC: \_\_\_\_\_

**5-YEAR PLAN (2020 thru 2024)  
CAPITAL CAPACITY PLANNED USE (in thousands) BUDGET MEMO**

RESPONSIBILITY	2020	2021	2022	2023	2024	TOTAL
<b>LEVY-RELATED CASH CAPITAL ALLOCATION</b>						
MUNICIPAL	750	750	800	850	1,000	4,150
SCHOOL COMMITTEE	750	750	800	850	1,000	4,150
<b>LEVY-RELATED CASH GRAND TOTAL</b>	<b>1,500</b>	<b>1,500</b>	<b>1,600</b>	<b>1,700</b>	<b>2,000</b>	<b>8,300</b>
<b>LEVY-RELATED DEBT ALLOCATION</b>						
MUNICIPAL	303	225	200	410	1,204	2,342
SCHOOL COMMITTEE	350	200	315	100	1,250	2,215
<b>LEVY-RELATED DEBT GRAND TOTAL</b>	<b>653</b>	<b>425</b>	<b>515</b>	<b>510</b>	<b>2,454</b>	<b>4,557</b>
<b>LEVY-RELATED TOTAL CAPITAL CAPACITY</b>						
TOTAL MUNICIPAL	1,053	975	1,000	1,260	2,204	6,492
TOTAL SCHOOL COMMITTEE	1,100	950	1,115	950	2,250	6,365
<b>LEVY-RELATED CAPITAL GRAND TOTAL</b>	<b>2,153</b>	<b>1,925</b>	<b>2,115</b>	<b>2,210</b>	<b>4,454</b>	<b>12,857</b>