

**Town Administrator's Fiscal Year 2022 Capital Budget Supplement Memorandum**  
**Delivered to the Select Board: Monday, October 18, 2021**  
**Connor Read, Town Administrator**

Attached is the capital prioritization list voted by the Capital Planning Committee. This listing is a five-year plan which contains the requests for fiscal year 2022 as well as anticipated requests for fiscal years 2023 – 2026. Items previously prioritized and funded at the spring Annual Town Meeting or from other available funds are highlighted in blue, and my current recommendations for the November 8, 2021 Special Town Meeting are highlighted in yellow.

I am proposing a total supplement of \$1,313,696 as presented below for the FY2022 capital budget supplement article, which shall be funded from a combination of available funds.

<b>Capital Request</b>	<b>Amount</b>
Police – Two Marked Vehicles	\$ 117,800
IT - Annual Computer Hardware/Software Replacement	33,456
IT - Server Upgrade	36,464
School Dept - Computers/Technology	284,612
Fire/Police/DPW Facility Feasibility Study	500,000
Online Permitting System Upgrade	122,000
DPW - Replace 2006 F450 with F550 Hooklift	128,000
DPW - Replace 2003 Bobcat Loader	85,000
Fire Grant Matching Funds - SCBA Fill Station	6,364
<b>Total</b>	<b>\$1,313,696</b>

This supplemental capital budget is bolstered by a variety of relatively advantageous factors, most significantly the estimated FY21 free cash balance of \$4.7M. This large free cash balance is driven by a combination of factors:

1. FY21 actual revenues, particularly in the areas of motor vehicle excise, building permit and license fees, outperformed cautious FY21 budget forecasts, leading to excess revenue;
2. FY21 departmental expenditure turnbacks, particularly Easton Public Schools and employee benefits and insurance, contributed to available free cash;
3. Availability of federal relief funds in the form of CARES, ESSER, and FEMA Public Assistance reduced pressure, and therefore spending, on variety of departmental operations during FY21 thereby increasing turnbacks.
4. Application of ARPA revenue replacement dollars for CY20 contributed \$684,000 in revenue to the FY21 budget, thereby increasing free cash by the same amount.

Accordingly, this capital supplement draws a greater share of its funding from free cash in lieu of borrowing, which is beneficial to our long term debt obligations as well.

***Police***

I recommend funding the department's requested \$117,800 for annual cruiser replacement.

### ***Fire***

I recommend funding the department's requested \$6,364 in matching funds related to a FEMA Assistance to Firefighters Grant that was recently awarded in the amount of \$63,636 for the purchase of a much needed Self Contained Breathing Apparatus (SCBA) fill station. This air compressor will replace a 23 year-old system that is well beyond its useful life.

### ***Easton Schools***

I recommend funding the department's requested \$284,612 for computers and technology needs. The pandemic required the provision of Chromebooks and other devices to all students to allow for distance learning while schools were closed. All devices on hand that had been used in the classroom were distributed to students, some of which were several years old and in need of replacement. The school department had been migrating toward a one to one technology initiative prior to the pandemic and now that in-person learning has resumed, the need for these devices remains. Funding this request will provide the school department with the necessary flexibility to replace broken and outdated models and adapt to a more cyclical replacement schedule.

### ***Information Technology***

I recommend funding the department's requested \$33,456 for cyclical annual computer hardware/software replacements as well as a server upgrade in the amount of \$36,464 for the Town's exchange server which is now 8 years old.

### ***Planning and Economic Development***

I recommend funding the requested \$122,000 for a comprehensive upgrade to the Town's e-permitting systems through PermitEyes. Once a leader in municipal online permitting, Easton's software is now dated and lacks basic quality of life and back end functionality components that current permitting software includes. Because the town gradually converted from paper to electronic permitting over the span of a decade, different departments and boards have different software modules that look somewhat similar but do not integrate and share data across the modules and departments. On the user side, the result is a patchwork system which requires them to create discrete accounts for each department or board they are seeking permits from. These features do not render the software unusable, but they interfere with real time data sharing between inspectional departments and fully integrated and comprehensive profiles for businesses, residents and town staff and boards.

The upgrade to this system will unify the user interface across departments, improve compatibility with the Town's other data systems (GIS and accounting software), allow for single-login access on both the user and administrative side, and streamline the permitting process for all involved to continue to prioritize effective, clear and predictable permitting processes for the community. The Town will be submitting a competitive grant application for this funding, and should we be awarded the grant, would utilize that funding source in lieu of the capital funding.

### ***Public Works***

I recommend funding a portion of the department's requested fleet replacements in the amount of \$213,000 to replace a 2006 F450 with an F550 Hooklift for \$128,000 and \$85,000 for the replacement of a 2003 Bobcat loader.

### ***Municipal Facilities Replacement – Feasibility Phase Funding***

The Town's municipal facility needs are great and have been well documented in recent years in a variety of reports publicly available on the Municipal Building Committee webpage<sup>1</sup>. Many of the Town's public works and public safety facilities were originally constructed between 1945 and 1969 and are with limited exception too small for our personnel and equipment, inadequate for the needs of the department and community, and in some cases not ADA accessible.

Dore and Whittier quantified \$81 million in repairs necessary with a replacement cost of \$339 million in 2014 for all town and school facilities, and DPW Director Field, working with the Municipal Building Committee, updated that needs assessment and quantified then-current repair / replacement needs for municipal buildings in 2019<sup>2</sup>. That report recommended that *"the Town explore the replacement of the DPW, Water Division, Police, and Fire Station #1 with a combined facility or project on the [municipal set aside at the] Gill Property and/or Center School site followed by a second project to create a new COA/Community Center along with a satellite Fire Station..."*

It is important to note that this 2019 recommendation is preliminary and warrants additional study via feasibility planning. Accordingly, a placeholder was included in the capital budget for a public safety and public works facilities replacement feasibility study. This item was deferred due to financial constraints at the time. Given the healthy free cash anticipated, as well as the multi-year process accompanying any building replacement endeavor – particularly one involving building consolidation and site assessment for numerous different potential parcels, it is important that this critical priority start to proceed should the Town wish to make headway in the next five years<sup>3</sup>.

Municipal facilities unfortunately do not have an MSBA-style state grant program to leverage, but we can draw lessons from the highly detailed planning that process entails. Accordingly, the first step I recommend we take is the feasibility phase, which would include \$500,000 in funds to select an Owners Project Manager and start preliminary (schematic) design, site, and project budget assessments. Depending on the number of site and location options the Town and community wish to consider, this funding may not cover all feasibility costs, however, the Select Board has executed an MOU with a comprehensive permit applicant currently before the ZBA which, if approved by the ZBA, would result in an additional \$250,000 in mitigation funding within 150 days of permit issuance towards continued feasibility and schematic costs and allow the process to continue to advance.

Following feasibility and schematic design, the next phase would be detailed design, followed by construction funding, which would necessitate a debt exclusion.

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<sup>1</sup> See [https://www.easton.ma.us/boards\\_and\\_committees/municipal\\_building\\_committee/index.php](https://www.easton.ma.us/boards_and_committees/municipal_building_committee/index.php)

<sup>2</sup> See 2019 Municipal Facilities Priorities Report by DPW Director Field <https://eastontownma.documents-on-demand.com/document/25d97e80-80eb-e911-a2d4-000c29a59557/2019%20Municipal%20Facilities%20Priorities%20Report%20by%20David%20Field,%20PE%20Director%20of%20Public%20Works.PDF&fromFrame=1>

<sup>3</sup> As a frame of reference, the feasibility study for the Blanche Ames Elementary School construction project was funded by Town Meeting in November 2017, with a debt exclusion for construction costs following in November 2019, and construction completed expected in winter 2022/23.

***Conclusion***

The capital budget supplement funds many of the prioritized capital improvements for town and school facilities and technology necessary for the safe and productive use of public spaces by the community. The steady fiscal stewardship exercised by Town and School leadership and supported by voters in recent years is a necessary predicate to this fall's advantageous free cash balance allowing for these critical capital investments, many of which have been previously deferred, to advance.

Sincerely,

Connor Read  
Town Administrator

**TOWN OF EASTON  
CAPITAL PLANNING COMMITTEE  
5 YEAR CAPITAL PLAN**

Department	Committee Ranking	Brief Description of Item	Initial Fiscal Year of Request	FY22	FY23	FY24	FY25	FY26	Total
Fire/EMS	1	Replace Engine 14	11/26/2018	\$750,000					\$750,000
Police	2	(2) Two Marked Police Vehicles	Annual	\$117,800	\$173,000	\$173,000	\$173,000	\$173,000	\$809,800
Police	3	(1) One Marked Animal Control Vehicle	2022	\$47,000					\$47,000
Fire/EMS	4	Utility Vehicle with Radios	FY2021	\$50,000					\$50,000
School	5	Fitness Center Leak Repair	12/20/2020	\$295,000	\$0	\$0	\$0	\$0	\$295,000
Fire/EMS	6	Fire Station #3 floor finishing	21/1/2020	\$49,000					\$49,000
School	7	Entrance Security Improvements	12/15/2020	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Fire/EMS	8	SCBA/Helmet/Boot Cleaner	12/1/2020	\$30,000					\$30,000
DPW	9	Facility Parking Lot Resurfacing	FY2021	\$200,000	\$0	\$0	\$0	\$0	\$200,000
DPW	10	Highway - Replace 1988 F350 w F550 Hooklift	FY2014	\$128,000					\$128,000
DPW	11	Highway - Replace 2005 Holder w Sidewalk Tractor	FY2014	\$185,000					\$185,000
DPW	12	Highway - 2021 Loader	FY2014	\$180,000					\$180,000
School	13	Install New Compressor in Old Gymnasium	1/5/2021	\$25,000	\$0	\$0	\$0	\$0	\$25,000
School	14	Continue replacing compressors/RTU's	12/26/2019	\$25,000	\$50,000	\$0	\$0	\$0	\$75,000
Inspectional Services	15	2022 Chevrolet Colorado 4x4 pickup	FY2020	\$31,911					\$31,911
DPW	16	Replace Forklift (1970)	FY2022	\$30,000					\$30,000
DPW	17	Municipal Facilities Capital Improvements - <i>Partial Funding of \$100,000 recommended for FY22</i>	FY2015	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
DPW	18	ADA Transition Plan	FY2020	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Information Technology	19	Annual Computer Hardware/Software Replacement	Annual	\$33,456	\$33,456	\$33,456	\$33,456	\$33,456	\$167,280
Information Technology	20	Server Upgrade	FY2021	\$36,464					\$36,464
School	21	Computers	FY2021	\$259,192	\$260,862	\$259,992	\$259,892	\$259,892	\$1,299,830
School	22	Projectors	FY2021	\$25,420	\$25,420	\$26,040	\$25,420	\$25,420	\$127,720
School	23	Remove and install VCT tiles on the first floor (RO side) and install a moisture barrier to reduce the number of tiles popping up.	2/28/2014	\$20,210	\$20,210	\$0	\$0	\$0	\$40,420
School	24	Replacement of 11 classroom carpets	2/28/2014	\$46,101	\$0	\$0	\$0	\$0	\$46,101
DPW	25	Fire/Police/DPW Facility Feasibility Study	FY2021	\$500,000	\$0	\$0	\$0	\$0	\$500,000
DPW	26	GIS Planimetric Update	FY2022	\$50,000					\$50,000
P&ED	27	PermitEyes online permitting system upgrade	2020	\$122,000					\$122,000
School	28	Furniture Replacement	1/17/2020	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
DPW	29	Turnpike at Purchase Falshing Beacon	FY2022	\$25,000	\$0	\$0	\$0	\$0	\$25,000
DPW	30	Highway - Replace 2006 F450 w F550 Hooklift	FY2014	\$128,000					\$128,000

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DPW	31	Highway - Replace 2003 Bobcat w Skid Steer	FY2014	\$85,000					\$85,000
DPW	Defer	Pavement Management Road Funding	FY2014	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000
DPW	Defer	Bldg/Grds - Replace 2008 Ford F250 w F550 Hooklift	FY2014	\$128,000					\$128,000
DPW	Defer	Turnpike at Purchase Signal Design	FY2022	\$350,000					\$350,000
Sewer	O	WWTP Membrane Replcement	FY2022	\$44,000					\$44,000
WATER	O	Red Mill Rd WTP & Option PFAS Treatment	FY2021	\$15,400,000					\$15,400,000
WATER	O	PFAS Treatment	FY2022	\$9,170,000					\$9,170,000
WATER	O	Water Main Replacement	FY2022	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$7,500,000
WATER	O	Vehicle 121- 2012 F250	FY2022	\$54,000					\$54,000
WATER	O	Vehicle 134 - New 2500/F250	FY2022	\$54,000					\$54,000
DPW		DPW Enviornmental, Health, and Safety Program	FY2019	\$0	\$50,000	\$0	\$50,000	\$0	\$100,000
DPW		Motor Equipment	FY2014		\$856,000	\$1,049,000	\$1,135,000	\$900,000	\$3,940,000
Fire/EMS		Ambulance , Replace A12- 2012 plus stretcher and load system	10/16/2016			\$370,000			\$370,000
Fire/EMS		Ladder 11 refurbishment/or new (\$600K/\$1.3 million)	12/22/2015			\$1,300,000			\$1,300,000
Fire/EMS		Service Truck FF2	12/22/2015				\$150,000		\$150,000
Fire/EMS		Station 1 Rehab/refurbishment bunk room, locker room, showers, epoxy bay floors	10/26/2017		\$1,000,000				\$1,000,000
Fire/EMS		Replace Car 3 2016 Ford inteceptor	11/26/2018				\$47,000		\$47,000
Fire/EMS		Ambulance , Replace A11- 2015 plus stretcher	11/26/2018					\$380,000	\$380,000
Fire/EMS		Utility Vehcile replace Car 2, 2014 Explorer	11/26/2020		\$45,000				\$45,000
Fire/EMS		SCBA Air Compressor Replcement	11/16/2019				\$72,000		\$72,000
Information Technology		2 new Dell EqualLogic storage arrays to replace the PS4100's that were purchased in 2014.	FY2021		\$38,514				\$38,514
Information Technology		Virtual Server Upgrade	FY2021			\$60,000			\$60,000
Information Technology		2 new Dell EqualLogic storage arrays to replace the PS4100's that were purchased in 2016.	FY2021				\$38,514		\$38,514
School		Reconstruction of 3 Basketball Courts in Post Tensioned Concrete	12/17/2019	\$0	\$0	\$0	\$475,000	\$0	\$475,000
School		Reconstruction of 5 Tennis Courts in Post Tensioned Concrete	12/17/2019	\$0	\$0	\$595,000	\$0	\$0	\$595,000

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School		Replace Sprinkler heads throughout building and make repairs to some that are too short or long (@ 2000 sprinkler heads)	11/19/2019	\$0	\$125,000	\$0	\$0	\$0	\$125,000
School		Upgrade security system	2/28/2014	\$0	\$0	\$0	\$54,740	\$0	\$54,740
School		Remove and replace fire alarm system in its entirety	2/28/2014	\$0	\$0	\$0	\$531,200	\$0	\$531,200
School		Remove siding or masonry around head of window opening and confirm through- wall flashing was installed properly	2/28/2014	\$0	\$0	\$161,000	\$0	\$0	\$161,000
School		Verify and install proper thru-wall flashing at head of all exterior doors in masonry openings located in the original building. This involves removal of brick at around door head, provide thru-wall flashing sealed tight to back-up wall, install insulation sealed against adjacent insulation, re-install brick with cell vents.	2/28/2014	\$0	\$0	\$61,180	\$0	\$0	\$61,180
School		Replace the security keypads, provide weather protection for the new keypads	2/28/2014	\$0	\$0	\$40,250	\$0	\$0	\$40,250
School		Patch and repair foundation cracks and spackling as needed along the east side and 1957 wing and in isolated areas of the 2007 addition	2/28/2014	\$0	\$0	\$0	\$32,200	\$0	\$32,200
School		Patch and repair damaged bricks and cracks	2/28/2014	\$0	\$0	\$0	\$48,300	\$0	\$48,300
School		Re-point 15% of 1957 building's exterior brick walls.	2/28/2014	\$0	\$0	\$0	\$232,420	\$0	\$232,420
School		Repair / replace damaged lintels	2/28/2014	\$0	\$0	\$0	\$80,500	\$0	\$80,500
School		Replace missing sprinkler escutcheon	2/28/2014	\$0	\$233,450	\$0	\$0	\$0	\$233,450
WATER		Hydraulic Model			\$30,000				\$30,000
WATER		Bay Road Water Storage Tank Restoration			\$1,410,000				\$1,410,000
WATER		Vehicle 120- 2015 Explorer			\$55,000				\$55,000
WATER		Vehicle 125- 2014 F250			\$55,000				\$55,000
WATER		Vehicle 129- 2012 F 450				\$133,000			\$133,000
WATER		Vehicle 122- 2012 Freightliner					\$244,000		\$244,000
WATER		Vehicle 123- 2019 F 550						\$167,000	\$167,000
WATER		Vehicle 127- 2017 F250						\$58,000	\$58,000
		<b>Total</b>		<b>\$31,049,554</b>	<b>\$6,785,912</b>	<b>\$6,586,918</b>	<b>\$6,007,642</b>	<b>\$4,321,768</b>	<b>\$54,751,794</b>