

Town of Windham

Office of the Town Manager
8 School Road
Windham, ME 04062

Anthony T. Plante, Town Manager
atplante@windhammaine.us

voice 207.892.1907

fax 207.892.1910

MEMORANDUM

To : Town Council
From : Anthony T. Plante, Town Manager
Date : January 16, 2015
Re : Special Meeting Discussion Item
Capital Planning

The special meeting planned for next Tuesday, January 20, 2015 will focus on capital planning, with the main focus on buildings and facilities. Another discussion on capital planning, this time centered on roads, is planned for the Council meeting of January 27, 2015.

In October the Council reviewed the options included in SMRT's "Municipal Facilities Space Needs Study and Master Plan." The spreadsheets that follow reflect the work done at that time, including the development of a new option (option "E") for the public safety building, a hard copy of which was provided at the meeting of January 13.

Facilities.

The project options and costs as defined and developed by SMRT and included in the attached spreadsheets are:

Public Works Option B (w/RSU 14 participation)	\$ 4,457,000
Public Safety Option E	1,260,000
South Windham Fire Station Option B (w/Town of Gorham)	1,355,000
North Windham Fire Station Option C	1,685,000
East Windham Fire Station Option A	57,000
Public Library Option A (circulation reconfiguration)	45,500
Public Library Option B (children's room addition)	97,000
Town Office Option E	663,000
Total	\$ 9,620,000

Since most/all of these projects will require further development before seeking voter approval, the draft plan includes preliminary design generally estimated at about 2% of project cost.

Projects have been sequenced as follows:

Public Library Option A	2015
Public Works Preliminary Design	2016
Public Safety Preliminary Design	2016
Community Center Preliminary Design	2016
South Windham Fire Station Preliminary Design	2016
North Windham Fire Station Preliminary Design	2016
Public Works Option B	2017
Public Safety Option E	2017
Town Offices/Community Center Option E	2017
North Windham Fire Station Option D	2017
South Windham Fire Station Option B	2017
East Windham Fire Station Option A	2018

The attached “capital plan summary” lists the building projects, preliminary design costs, construction costs (unless bonded), and, if bonded, an asterisk (*) showing the year the project is begun, with annual payments on the bonds in following years.

There is a lot of work identified on this plan for 2016 and 2017. Spreading some of that work over another year or two would make it more manageable, but it also means another year or two before the issues with any particular facility are addressed. One significant unknown at this point is the outcome of a community center needs analysis and alternatives project. For the time being, we have continued to use the SMRT figures as a placeholder.

Summary Components.

The summary shows actual capital equipment, road, buildings, facilities, and debt service funding for 2012, 2013, and 2014 in the blue shaded box. 2015 is shown in the green shaded box, and included not only what was funded, but what was estimated (planned) for 2015, how much was not funded, the percentage that was funded, and the tax rate impact if all capital accounts had been fully funded as defined by their respective plans.

For example, for 2015 \$1,730,125 was actually funded for capital. What was planned totaled \$3,126,875, representing a shortfall of \$1,396,750. 55% of the identified capital plan requirements were funded in 2015; for perspective, it would have required roughly an additional \$0.78 on the tax rate to fully fund those plans. As the draft shows, fully funding what is included in the plan would equate to approximately \$1.00 on the tax rate on an ongoing basis.

Town Council
Special Meeting Discussion Item: Capital Planning
January 16, 2015

Page **3** of **3**

For each of the years 2016 through 2025, planned funding (in the “PLANNED”) section show what is already included in plans or is being discussed. The amounts funded (“FUNDED”) have been kept constant at FY 2015 levels (except for payments on outstanding road bonds, which are a given) to more accurately portray the impact of additional capital funding relative to where we are today.

The capital plan summary is a starting point for Tuesday night’s discussion, a step forward in making concrete plans for meeting some of the town’s most pressing facilities needs.