To: School Committee

From: Lemma Jn-baptiste, Director of Business & Finance

Date: November 7, 2019

RE: FY'21 Capital - initial discussion

The attached files contain a draft of FY'21 to FY'25 Capital Requests, prepared as an early indication of our needs. The methodology for assessing our capital need is described in the narrative.

SUMMARY CAPITAL OUTLAY SCHEDULE

DEPARTMENT/AUTHORITY	Schools	
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Project	Project or Acquisition (**)		Expen	ditures per Fisc	al Year		Total
Reference No.	Description	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Costs*
SCH - 1	Technology	\$520,000	\$360,000	\$280,000	\$580,000	\$280,000	\$2,020,000
SCH - 2	Roofing	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,000,000
SCH - 3	HVAC and Controls	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
SCH - 4	Repair & Maintenance	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,750,000
SCH - 5	Furniture, Fixtures, and Equipment	\$325,000	\$325,000	\$325,000	\$325,000	\$325,000	\$1,625,000
SCH - 6	Vehicles	\$50,000		\$40,000		\$40,000	\$130,000
SCH - 7	Copiers	\$95,000	\$95,000	\$95,000	\$95,000	\$95,000	\$475,000
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
TOTALS		\$1,840,000	\$1,630,000	\$1,590,000	\$1,850,000	\$1,590,000	\$8,500,000

^{*} For the five-year budget and program period only. Does not include interest cost unless indicated.

Prepared by: Lemma Jn-baptiste, Director of Finance, 9/3/2019

Name

^{**} Please only use one line item for recurring projects

1.	Department	Westwood Public Schools	4.	Project Cost	\$280-580K annually
2.	Prepared By	Lemma Jn-baptiste	5.	Project Reference No.	SCH-1
3.	Project Title	Technology - Districtwide	6.	FY21 Priority # 1 out of 7 Re	equests

7. Capital Request Description and Justification

Capital funds for technology in the Westwood Public Schools are used to sustain our 1-1 Chromebook program, teacher devices, infrastructure improvements, and to fund other special projects.

We are fully 1-1 in grades 3 - 12. For the most part, our Chromebooks are on a 3.5-year refresh cycle. Teacher laptops are on a 5-year refresh cycle. In FY2021 we will need to refresh Chromebooks for four grades at a cost of \$240,000. In addition, in FY2021, all elementary teachers will be due for a laptop refresh at a cost of \$120,000. In FY2022, the middle school teachers will be due for a laptop refresh.

A significant update to our wired and wireless infrastructure occurs approximately once every 6 years. The last one, in FY2017, cost approximately \$550,000 and the town funded \$377,000 through an additional capital article. We anticipate an upgrade in FY2024 at a cost of about \$630,000. The schools propose to set aside \$100,000 in capital annually to defray a portion of this expense.

Finally, annual special projects account for approximately \$60,000 in yearly expenses. Examples of special projects include the upgrade of computers in the high school project lab or the installation of A/V equipment in our schools.

8. Funding Source (i.e., grants, state programs, trade-in, etc.)

9. Impact on Annual Operating Budget

Our investment in technology, in combination with investment in online curriculum resources via the operating budget, reduces printing needs and allows for stronger instruction.

Category	FY2021	FY2022	FY2023	FY2024	FY2025	Total
Elementary Building Project						\$0
Technology	\$520,000	\$360,000	\$280,000	\$580,000	\$280,000	\$2,020,000
Roofing						\$0
HVAC & Controls						\$0
Repair & Maintenance						\$0
Furniture, Fixtures, & Equipment						\$0
Vehicles						\$0
Copiers						\$0
Totals	\$520,000	\$360,000	\$280,000	\$580,000	\$280,000	\$2,020,000

1.	Department	Westwood Public Schools	4.	Project Cost	\$400,000 annually
2.	Prepared By	Lemma Jn-baptiste	5.	Project Reference No.	SCH-2
3.	Project Title	Roofing	6.	FY21 Priority # 2 out of 7 Requ	uests

7. Capital Request Description and Justification

Funds for roof repair and/or replacement are based on School Department's prioritizing of the results of annually updated roof condition assessment. At Sheehan 5 out of the 9 roofs need to be replaced, representing 18,000 sq ft., at a cost of \$360,000. Both roofs at the Hanlon need to be replaced at a cost of \$890,000 (2018 pricing). The average life expectancy for a roof is 20 years. Since there are approximately 400,000 square feet of roofing for all seven school buildings, at a replacement cost of \$20 per sq ft, we would need to fund \$400,000 per year to keep up with roof replacements. While there were no roof replacements done in FY2019, we are reserving funds and monitoring closely due to the age of the roofs at several of our buildings.

8. Funding Source (i.e., grants, state programs, trade-in, etc.)

9. Impact on Annual Operating Budget

Failure to maintain roofs impacts monies available for annual maintenance. In addition, poorly maintained roofs waste energy. In the past year, roof leaks were addressed promptly to prevent interior structural damage, furniture loss, mold, and indoor air quality issues. However, even when repairs are executed promptly, there are ripple effects on operating funds set aside for building maintenance and cleaning.

Category		FY2021	FY2022	FY2023	FY2024	FY2025	Total
Elementary Building Projec	t						\$0
Technology							\$0
Roofing		\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,000,000
HVAC & Controls							\$0
Repair & Maintenance							\$0
Furniture, Fixtures, & Equip	oment						\$0
Vehicles							\$0
Copiers							\$0
-	Totals	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,000,000

1.	Department	Westwood Public Schools	4.	Project Cost	\$100,000 annually
2.	Prepared By	Lemma Jn-baptiste	5.	Project Reference No.	SCH-3
3.	Project Title	HVAC and Controls	6.	FY21 Priority # 3 out of 7 Req	uests

7. Capital Request Description and Justification

Funds for the School Department Capital Plan under the category of HVAC equipment upgrades and/or replacements and controls. The School Department was fortunate to have strong town support for the Middle School HVAC project in FY2020.

There are multiple projects that need to be completed throughout the elementary schools. The older buildings, Deerfield, Hanlon and the Sheehan need the most attention. Univents that need to be replaced and heating pipes that periodically leak and have to be replaced all impact the building environment. Experience with recent upgrades has shown that the cost of a single Univent replacement, impacting one classroom, is nearly \$10,000.

Equipment failures cause us to rely on emergency repairs from our maintenance budget which therefore negatively impacts ordinary maintenance and our preventative maintenance programs.

8. Funding Source (i.e., grants, state programs, trade-in, etc.)

9. Impact on Annual Operating Budget

Annual maintenance costs rise significantly when trying to maintain the older equipment. Even with preventative maintenance, units fail and have to be replaced out of the maintenance budget which impacts the funding for preventative maintenance on other equipment.

Category	FY2021	FY2022	FY2023	FY2024	FY2025	Total
Elementary Building Project						\$0
Technology						\$0
Roofing						\$0
HVAC & Controls	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Repair & Maintenance						\$0
Furniture, Fixtures, & Equipment						\$0
Vehicles						\$0
Copiers						\$0
Totals	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000

1.	Department	Westwood Public Schools	4.	Project Cost	\$350,000 annually
2.	Prepared By	Lemma Jn-baptiste	5.	Project Reference No.	SCH-4
3.	Project Title	Repair and Maintenance	6.	FY21 Priority # 4 out of 7 Req	uests

7. Capital Request Description and Justification

Interior and exterior painting and masonry, floor covering replacement, electrical and plumbing upgrades, door and hardware replacements, toilet partitions and fixture replacement, paving, minor building interior modifications, energy efficiency upgrades, windows, fencing, and security.

This line item allows the School Department to address problems that arise in the buildings and to ensure the safety of our students by addressing key maintenance and repair needs.

8.	Funding	Source (i.e.,	grants,	state	programs,	trade-in,	etc.)	į
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9. Impact on Annual Operating Budget

Category	FY2021	FY2022	FY2023	FY2024	FY2025	Total
Elementary Building Project						\$0
Technology						\$0
Roofing						\$0
HVAC & Controls						\$0
Repair & Maintenance	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,750,000
Furniture, Fixtures, & Equipment						\$0
Vehicles						\$0
Copiers						\$0
Totals	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,750,000

1.	Department	Westwood Public Schools	4.	Project Cost	\$325,000 annually
2.	Prepared By	Lemma Jn-baptiste	5.	Project Reference No.	SCH-5
3.	Project Title	Furniture, Fixtures, and Equipment	6.	FY21 Priority # 5 out of 7 Req	uests

7. Capital Request Description and Justification

Funds are required for the replacement of furnishings or for additional furnishings and equipment which result from enrollment changes by grade level, additional classroom set-ups, damage, or obsolescence. The value of these non-fixed assets is estimated at \$6.5 million. Given a twenty-year life cycle, this would require \$325,000 per year for replacement.

Should Westwood not begin the process of properly funding this item annually, extraordinary funding will be required to insure we have the FF&E to appropriately support the educational process.

8.	Funding	Source	(i.e	grants.	state	programs,	trade-in.	etc.)
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9. Impact on Annual Operating Budget

Category	FY2021	FY2022	FY2023	FY2024	FY2025	Total
Elementary Building Project						\$0
Technology						\$0
Roofing						\$0
HVAC & Controls						\$0
Repair & Maintenance						\$0
Furniture, Fixtures, & Equipment	\$325,000	\$325,000	\$325,000	\$325,000	\$325,000	\$1,625,000
Vehicles						\$0
Copiers						\$0
Totals	\$325,000	\$325,000	\$325,000	\$325,000	\$325,000	\$1,625,000

1.	Department	Westwood Public Schools	4.	Project Cost	\$130,000 over 5 years
2.	Prepared By	Lemma Jn-baptiste	5.	Project Reference No.	SCH-6
3.	Project Title	Vehicles	6.	FY21 Priority # 6 out of 7 R	equests

7. Capital Request Description and Justification

Custodial and maintenance vehicles are required to efficiently support staff in their efforts to maintain and prolong the useful life of our educational facilities. One of our maintenance vehicles is nearly 14 years old. This vehicle will need to be replaced within the next 5 years in addition to our pickup truck and plow.

The priority vehicles for replacement, based on current condition, are: 2006 Ford E350 van used by Maintenance 2009 Chevy Silverado truck used by Grounds for supplemental plowing and salting

In addition to these vehicles, there are four other vehicles or tractors in the Westwood Public Schools fleet that are currently over 7-10 years old. While we prioritize school technology over vehicles in our rankings because of our core mission, it is important to start to replace old vehicles so that breakdowns do not become a frequent occurrence and the replacement expense does not hit us all at once.

8. Funding Source (i.e., grants, state programs, trade-in, etc.)

9. Impact on Annual Operating Budget

Newer vehicles get better gas mileage and have lower repair costs.

Category	FY2021	FY2022	FY2023	FY2024	FY2025	Total
Elementary Building Project						\$0
Technology						\$0
Roofing						\$0
HVAC & Controls						\$0
Repair & Maintenance						\$0
Furniture, Fixtures, & Equipment						\$0
Vehicles	\$50,000	\$0	\$40,000		\$40,000	\$130,000
Copiers						\$0
Totals	\$50,000	\$0	\$40,000	\$0	\$40,000	\$130,000

1.	Department	Westwood Public Schools	4.	Project Cost	\$95,000 annually
2.	Prepared By	Lemma Jn-baptiste	5.	Project Reference No.	SCH-7
3.	Project Title	Copiers	6.	FY21 Priority # 7 out of 7 Requ	uests

7. Capital Request Description and Justification

Replacement of copiers and/or leases for copier equipment. The Westwood Public Schools utilize copiers across all classes in lieu of workbooks and the like. We have also used multifunction copier / scanner / printers to reduce the number of devices we maintain. In our classrooms, this equipment insures not only customized materials but also timely materials. We determined our needs based on current inventory, age of equipment, breakdown data, and four-year useful life for copiers.

8. Funding Source (i.e., grants, state programs, trade-in, etc.)								
9.	Impact on Annual Operating Budget							

Category	FY2021	FY2022	FY2023	FY2024	FY2025	Total
Elementary Building Project						\$0
Technology						\$0
Roofing						\$0
HVAC & Controls						\$0
Repair & Maintenance						\$0
Furniture, Fixtures, & Equipment						\$0
Vehicles						\$0
Copiers	\$95,000	\$95,000	\$95,000	\$95,000	\$95,000	\$475,000
Totals	\$95,000	\$95,000	\$95,000	\$95,000	\$95,000	\$475,000

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SCH - 6	Vehicles	\$50,000		\$40,000		\$40,000	\$130,000
SCH - 7	Copiers	\$95,000	\$95,000	\$95,000	\$95,000	\$95,000	\$475,000
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	TOTALS		\$1,630,000	\$1,590,000	\$1,850,000	\$1,590,000	\$8,500,000

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