

PROJECT NUMBER: 2016G08

PROJECT: DPW LANDFILL MAINTENANCE BUILDING EXPANSION

DEPARTMENT: Public Works

PROJECT TITLE: DPW Landfill Maintenance Building Expansion

PURPOSE OF PROJECT REQUEST FORM: Continuation of an ongoing project. The original bids for this project were over the original budget and

DEPARTMENT PRIORITY: IMPROVE EFFICIENCY by upgrading facilities.

LOCATION: Solid Waste Facility

DESCRIPTION / JUSTIFICATION: The landfill garage and admin area was originally intended for use by the Solid Waste Group's eight employees. The Utilities Maintenance group moved to the landfill in 2007 when the Pool Storage Garage was torn down and there was not enough space at the Spencer Street Garage for the employees and their equipment. The landfill garage is large enough to store most of the equipment inside but the lunchroom, office area and bathrooms are crowded. There are times during the day when there is no place to sit and eat lunch and employees will eat at their desks or in their cars. The current accessible bathroom does not meet the clearance standards due to lockers on both sides of the room and some employees have their lockers out in the garage area. The current shower stall is also used to store clothing due to lack of space. The expansion of the building is to move the east wall out 16 feet and make three specific areas within the new space. The current window arrangement can be used on the new outer walls and the window openings used for the openings into the new space. The three areas include: 1) Preparing two-walled office spaces for the Solid Waste Manager and the Utilities Maintenance Superintendent on the north end of the admin area in the building; 2) The middle portion will be used as a file and plan storage area with a large table to be able to layout plans for review and have a place for meetings away from the employee areas; and 3) The third area will house 20 employee lockers, benches to sit on when changing, a utility sink, and clothes washer and dryer for employees to wash their uniforms at the facility instead of bringing contaminated clothing home. There is a shower in one of the current bathrooms.

The building expansion was approved in 2013 and the amount of the bids were higher than the budgeted amount. Funds had been prioritized from this account to the landfill gas flare account to supplement the flare installation. This request adds funds to the current budget to fund the expansion based on the amount of the original bids received two years ago.

2016 - 2021 CAPITAL IMPROVEMENTS PROGRAM

Lebanon, New Hampshire

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FINANCIAL PLAN AND PROJECT SCHEDULE:

	<u>Prior</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2016-2021</u>	<u>Total</u>
EXPENDITURES									
Design and Engineering	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
Construction/Implementation	\$135,000	\$170,000	\$0	\$0	\$0	\$0	\$0	\$170,000	\$305,000
Property/Equipment Acquisition	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
TOTAL	\$155,000	\$170,000	\$0	\$0	\$0	\$0	\$0	\$170,000	\$325,000
FUNDING									
Capital Reserve Fund									
Landfill Improvements	\$155,000	\$170,000	\$0	\$0	\$0	\$0	\$0	\$170,000	\$325,000
TOTAL	\$155,000	\$170,000	\$0	\$0	\$0	\$0	\$0	\$170,000	\$325,000
FUNDING SUMMARY									
Capital Reserve Fund	\$155,000	\$170,000	\$0	\$0	\$0	\$0	\$0	\$170,000	\$325,000
TOTAL	\$155,000	\$170,000	\$0	\$0	\$0	\$0	\$0	\$170,000	\$325,000
RESPONSIBLE FUND:									
Solid Waste Disposal Fund	\$155,000	\$170,000	\$0	\$0	\$0	\$0	\$0	\$170,000	\$325,000
TOTAL	\$155,000	\$170,000	\$0	\$0	\$0	\$0	\$0	\$170,000	\$325,000

FINANCIAL RECAPITULATION:

Year	Source of Funding								Expended (To Date)	Encumbered	Budget Balance	Funded Balance
	Budget	Debt	Operating Budget	Capital Reserve Fund	Grant	Existing Funds	Other	Total				
2013-2014	\$155,000	\$0	\$0	\$155,000	\$0	\$0	\$0	\$155,000	\$9,254	\$3,300	\$142,446	\$142,446
2015 (5/21)	(\$69,000)	\$0	\$0	(\$69,000)	\$0	\$0	\$0	(\$69,000)	\$9,254	\$3,300	\$73,446	\$73,446
	<u>\$86,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$86,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$86,000</u>				

CAPITAL RESERVE FUNDS:

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Landfill Improvements							
Beginning Balance	\$828,712	\$828,712	\$578,712	\$578,712	\$578,712	\$578,712	\$418,712
Additions:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Withdrawals:							
2016-2021 CIP: Landfill Maintenance Building Expansion	\$0	(\$170,000)	\$0	\$0	\$0	\$0	\$0
2016-2021 CIP: Recycling Facility Redesign	\$0	(\$80,000)	\$0	\$0	\$0	\$0	\$0
2016-2021 CIP: Phase III Preliminary Design	\$0	\$0	\$0	\$0	\$0	(\$160,000)	\$0
Estimated Ending Balance	\$828,712	\$578,712	\$578,712	\$578,712	\$578,712	\$418,712	\$418,712

NOTE1: Excludes current year portfolio changes. NOTE2: New Hampshire law allows municipalities to raise and appropriate money to establish a capital reserve fund, reserve fund or trust fund; to finance in whole or in part capital improvements, including the acquisition of buildings, land and equipment, general property assessment update, tax maps and municipal and regional transportation improvements; for the maintenance and operation of a specific public facility or type of facility, a specific item or type of equipment; to establish municipal transportation improvement reserves; to create trust funds for the maintenance and operation of the city and any other public purpose that is not foreign to the city's institution or incompatible with the objects of its organization.