



Watertown Public Schools

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MEMORANDUM

TO: Watertown School Committee
FROM: Mary C. DeLai, Interim Director of Business Services
CC: John Brackett, Interim Superintendent
DATE: February 10, 2017
RE: Reallocation of FY'17 Capital Project Funds

In Fiscal Year 2017, twenty three (23) capital projects were funded from the town's annual Capital Projects appropriation. At this time, most projects have either been completed or have started and are progressing forward with an expected June 30 completion date. Two of the projects were cancelled because the requested appropriation was insufficient to fund the contemplated scope. Further, several projects were or are anticipated to be completed below budgeted amounts. The total expected available balance is \$77,544.

Since the construction of the Pre-school classrooms at the Phillips School was not anticipated at the time the FY'17 Capital Plan was proposed and approved, the design and construction expenses had to be charged to the FY'17 School Department Operating Budget. As these expenses were not included in the budget proposal, this additional expense has placed a strain on our FY'17 school appropriation.

As a result, and at the recommendation of the Town Auditor, we are asking that a vote be taken to allow the school department to reclassify \$77,544 of the cost of the pre-school construction (approximately \$200,000 in total) to FY'17 capital project funds. This would free up that amount in the operations budget helping to ensure that funds intended for FY'17 educational spending are not adversely impacted by these unanticipated construction costs.

Therefore, we would ask that the School Committee vote to allow this reclassification of capital funds. Such approval, if granted, will be transmitted to the Budget and Fiscal Oversight Committee of the Town Council for approval in February. Please note that the Building and Grounds Subcommittee took favorable action on this recommendation at its January 23, 2017 meeting.

We will be prepared to discuss this matter and answer any questions at Monday's meeting.

CAPITAL PROJECTS FY17

Project	Description	2017 Revised	2017 Actual	2017 Encumb	2017 Available	Status	Final Projected Available
CAP-1701	CUN/REPLACE CLASSRM FURNITURE	10,000	9,428	226	347	Retain available balance for future order	
CAP-1702	CUN/REPLACE CARPET IN ROOM 155	5,000	2,834	-	2,166	Retain available balance for future work	
CAP-1703	CUN/REPL COVE & MID SECT DOORS	30,000	11,470	-	18,530	JOB COMPLETED AT \$11,470	18,530
CAP-1704	HOS/REPLACE CLASSRM FURNITURE	20,000	12,664	1,925	5,411	Retain available balance for future order	
CAP-1705	HOS/REPLACE EMERG ALARM PANEL	22,600	-	22,600	-	In Process; full amount to be expended	
CAP-1706	HOS/EFFERVESCENCE CLEANING	14,000	-	14,000	-	Project complete; waiting for final invoicing	
CAP-1707	HOS/REPLACE STUCCO SPANDRELS	20,000	-	-	20,000	CANCELLED	20,000
CAP-1708	WMS/REPLACE CLASSRM FURNITURE	17,500	15,599	-	1,901	Retain available balance for future order	
CAP-1709	WMS/EXTERIOR LIGHTING & TIMING	15,000	-	9,496	5,504	Retain available balance for future work	
CAP-1710	WMS/RENOVATE KITCHEN IN CLASS	15,000	-	-	15,000	CANCELLED	15,000
CAP-1711	LOW/REPLACE CLASSRM FURNITURE	15,000	7,115	3,354	4,531	Retain available balance for future order	
CAP-1712	LOW/AIR COND NURSE & MAIN OFC	18,000	6,167	1,833	10,000	JOB COMPLETED; AWAITING FINAL INVOICES	10,000
CAP-1713	LOW/REPAIR WINDOWS	40,000		27,000	13,000	Repairs in process (Suburban Glass)	10,000
CAP-1714	WHS/REPLACE CLASSRM FURNITURE	20,000	8,483	3,507	8,010	Retain available balance for future order	
CAP-1715	WHS/REPOINT BRICK TEACHRS CAFE	59,300	59,300	-	-	PROJECT COMPLETE AND INVOICE PAID	
CAP-1716	DIST/FURNITURE & FURNISHINGS	7,500	576	-	6,924	Retain available balance for future order	
CAP-1717	DIST/REPLACE MAINT VEHICLE	45,000	40,986	-	4,014	RECEIVED AND PAID IN FULL	4,014
CAP-1718	DIST/UPDATE FOOD SERVICE EQMT	19,200	-	19,200	-	EQUIPMENT ORDERED	
CAP-1719	DIST/ADDL CAMERAS & DIST AUDIT	11,000	-	11,000	-	ORDERS TO BE PLACED UPON COMPLETION OF AUDIT	
CAP-1720	DIST/CENTRALIZED ID SYSTEM	6,000	-	6,000	-	ESTIMATE EXCEEDS AVAILABLE; USED FUNDS TO PURCHASE RADIO EQUIP	
CAP-1721	DIST/MOBILE AID STATIONS	5,400	4,134	-	1,266	STATIONS DELIVERED	
CAP-1722	DIST/DESIGN FOR THE PRESCHOOL	10,000	10,000	-	-	PROJECT COMPLETE AND INVOICE PAID	
CAP-1723	DIST/INTERCOM & BELL SYSTEM	36,100	-	-	36,100	MEETING WITH SIGNET TO UPDATE SCOPE AND PROPOSALS	
TOTAL REQUESTED TO BE REALLOCATED TO PRE-SCHOOL CONSTRUCTION							77,544