



CITY OF FRAMINGHAM

OFFICE OF THE CHIEF FINANCIAL OFFICER

Jennifer Pratt
Chief Financial Officer

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Memorial Building
150 Concord Street, Room 123
Framingham, MA 01702

To: Mayor Charles J. Sisitsky
Michael A. Tusino, III, Chief Operating Officer
City Council
From: Jennifer A. Pratt, Chief Financial Officer
Date: April 17, 2025
Re: Order #2024-072 CIP Update - Memorial Building Roof Construction FY26

Please be advised that we are requesting the addition of a project to the FY26 Capital Improvement Plan for the replacement of the Memorial Building roof, in the amount of \$1,450,000. Based on recent bid results, proceeding with this project at this time is financially advantageous to the City.



CITY OF FRAMINGHAM

CAPITAL PROJECTS & FACILITIES MANAGEMENT DEPARTMENT

James J. Paolini
Director

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10 Nicholas Road
Framingham, MA 01701

Memo

To: Jen Pratt
From: Capital Projects and Facilities Management
cc: Mike Tusino
Date: 4/17/2025
Subject: Memorial Roof replacement

Jen,

The roof system at Memorial Building was replaced in 1995. We currently have active leaks. All roof areas suffer from improper roof installation and conduit penetrations. In FY21, a reapplication of the protective roof coating over the auditorium was completed. The roof termination into the masonry parapet walls and flashing will need to be re-installed as the current condition continues to pose a risk of leakage and roof system deterioration. We have engaged an Architect and are currently preparing the construction documents to have the bidding this summer. The roof material prices have stabilized and labor costs have adjusted downwards. We have bid several roofs in last 3 months and the awarded bids have shown this adjustment. The roof square footage is 15,435. I have concerns that the industry cost will return to the higher price levels and being fiduciary prudent to advance this at this time.

Respectfully submitted,
James Paolini

City of Framingham 5 Year Capital Improvement Program FY2026-FY2030
Capital Project Request Form for FY2026 Projects

FY2026 Project requests must meet the definition of a Capital Project

A capital project is a major, nonrecurring expenditure that meets one or more of the following criteria:

_____ The capital improvement is a tangible asset or project estimated to cost over \$25,000 and to have or to extend five or more years of useful life.

_____ The community would legally be allowed to borrow for the expense under M.G.L. c. 44, § 7 and M.G.L. c. 44, § 8.

_____ The expenditure is for real property acquisitions, construction, and long-life capital equipment.

_____ The project is for improvements to physical infrastructure (e.g., streets, sidewalks, and stormwater drains) and renovations of existing capital items that extend their useful lifespans.

_____ The purchase or long-term capital lease is for vehicles or heavy equipment that have an expected useful life of 5 or more years.

_____ The expenditure is to pay for the planning, engineering, or design services required for a construction or renewal project that itself qualifies as a capital expenditure.

_____ The purchase is for bulk purchases of similar items, like software, furniture, or radios with an expected useful life of three or more years that, when aggregated, have total costs exceeding \$25,000.

Project Name _____

Project Status _____

Department _____

Project Lead Name _____

Email address _____ Phone _____

Project Fiscal Year _____ Department Priority # _____

Priority - Select the appropriate priority level based on the definitions below:

_____ Urgent - addresses an imminent risk to the safety of the public or municipal personnel, and/or prevents the imminent destruction or collapse of public infrastructure or loss of assets.

_____ High - necessary to ensure consistent, level service for the upcoming fiscal year. This priority type includes systems that are likely to fail, e.g., replacement of old or worn-out equipment, dramatically rehabilitate aging facilities, or facilitate a department's ability to meet increased service demands.

_____ Moderate - either replaces assets that have outlived their useful life, enhances a benefit to the community over and above the existing level of service, results in cost savings or other efficiencies, or directly supports the community's economic base by increasing property values.

_____ Low - provides additions or improvements to services or programs having social, cultural, historic, economic, or aesthetic value, but does not require immediate approval and implementation.

Physical location/address of project/equipment

Project Status - Select the appropriate priority level based on the definitions below:

New - first time submission

Recurring - a routine project that must be completed annually or periodically, such as upgrading a pumping station's infrastructure or rehabilitating athletic fields.

Resubmission - a project was submitted in a previous year but not approved.

Revision/Upgrade to Previous Project - the scope of this project has changed or requires additional resources.

Project Financing

Estimated Project Cost –Enter the estimated cost of the project or asset. You are required to attach any quotes or other documentation to support the cost.

Amount Requested \$ _____

Life Expectancy - provide the number of years the asset is expected to last _____

Estimated timeframe to complete project or to receive asset - in months or years, estimate the duration of the project or the timeframe for delivery of equipment or asset. For example, if a new ambulance requires a build out and delivery time of 1 year, enter 1 year. _____

Estimated date for completion or delivery _____

Timeframe - Additional Explanation

Proposed Funding Sources - Provide (if applicable) any potential grants, donations, or other available funds to supplement the regular financing of capital projects and assets. Attach documentation of possible grant opportunities, along with the community's funding requirements for acceptance. Describe and provide documentation for available discounts or cost reductions, such as trade in value.

Bond General Fund

Bond Enterprise Fund

Free Cash/Retained Earnings

____ CPA

____ Grant

____ Other Type of Loan

____ Other

____ Matching Requirements

Additional explanation/information related to funding source(s)

Project Description

Provide a basic description of the proposed project or equipment purchase, including:

- Location (if a building)
 - Type of building
 - Intended use(s)
 - Whether land acquisition will be necessary (if a building)
 - Discussion of primary cost drivers
 - Stakeholders involved
 - Narrative description of qualification for specific funding source (e.g., grants, CPA)
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-

Project Justification

Provide justification for the project. Highlight the specific benefits that will directly result from completing the project. These details may depend on the chosen priority level and purpose. For instance, if the priority level is “Moderate” and purpose is “Service Enhancement,” describe any and all new benefits the project offers, including any cost savings or efficiencies. Additionally, state how the project will benefit community and administrative stakeholders and explain any negative impacts or potential consequences of not approving the project. This information is particularly important for projects classified as “Urgent/Compliance with Law” and “Ensure Public Safety”.

If project is phased over several years indicate how many phases are complete _____

Which phase of project is requested? _____

Purpose of Project - check all that apply and include detail on what is being replaced or requested as new

____ Replace existing infrastructure _____

____ Replace existing capital asset _____

____ Replace existing vehicle _____

____ Replace existing equipment _____

____ New infrastructure _____

____ New capital asset _____

____ New vehicle _____

____ New equipment _____

____ Strategic/Comprehensive/Master Plan

Project Type - check all that apply

____ Land acquisition _____

____ Planning/Feasibility Study _____

____ Design _____

____ Construction _____

____ Equipment _____

____ Vehicle _____

____ Contingency _____

____ Other _____

Asset Type

____ Land

____ Municipal Building

____ School Building

____ Water/Sewer Infrastructure

- ___ Roadway Infrastructure
- ___ Traffic/Streetlight Infrastructure/Equipment
- ___ Waterway/Beach
- ___ Recreation Trail
- ___ Bridge
- ___ Park/Playground/Athletic Field
- ___ Vehicle
- ___ Equipment
- ___ Software/Technology
- ___ Refuge/Recycling Center
- ___ Other _____

Project Community Impact

___ Health & Safety

___ Education

___ Aesthetics/Historic preservation

___ Environmental sustainability

___ Economic development

___ Cultural/Recreational opportunity

___ Service Improvement

___ Level Service Maintenance

Impact to Operating/Enterprise Budgets - explain the project's temporary and/or long-term impact on the operating budget. For example, capital construction projects can result in increased operating costs. Costs may increase during the project's duration (e.g., increased use of one building while another is demolished and reconstructed) or be longer lasting, such as new a building resulting in increased utility costs or the hiring of additional maintenance personnel.

Increase/Decrease to Personnel \$ _____

Explanation _____

Increase/Decrease to Operating \$ _____

Explanation _____

Additional Information

Checklist for completion

____ FY2026 Project Request PDF file includes form, updated vendor memos/quote/pricing, photos.

____ Save each FY2026 project request as separate PDF file (Department name/Project Name) to T Drive/Finance/CIP 26-30/Department Folder