

## 1. Meeting Materials

### Documents:

2023-01-30 CAPITAL IMPROVEMENT AND PLANNING COMMITTEE AGENDA (PDF).PDF

2023-01-30 CIPC PILOT COMMITTEE CHARGE (PDF).PDF

2023-01-30 CIPC PILOT COMMITTEE EMAIL (PDF).PDF

2023-01-30 CIPC REQUEST FOR MINUTES-RESPONSE (PDF).PDF

2023-01-30 CIPC SHIFT AT 16 FIN TEAM W 5 (PDF).PDF

2023-01-30 CIPC EDC REQUEST EMAIL (PDF).PDF

2023-01-30 CIPC GOLF COURSE MEMO (PDF).PDF

2023-01-30 CIPC MEMO TO TOWN ADMIN - SCHOOL PROJECTS (PDF).PDF

**Town of Southborough, Massachusetts**  
**Capital Improvement and Planning Committee**

**Monday January 30th, 2023 7:30 PM**

**Virtual Zoom Meeting**

May be watched or may participate in the meeting remotely with the meeting link at: <https://www.southboroughtown.com/remotemeetings>.

*Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in-person attendance by members of the public will be permitted.*

Agenda (all items may have one or more votes taken to the extent action is required):

- I. Call Meeting to Order
- II. Organization of the Committee
- III. Approval of Meeting Minutes from December 19, 2022 and December 20, 2022 (prior Capital Planning ad-hoc Committee)
- IV. Chair/Member Updates
  - a. Neary Building Committee Update
  - b. Capital Planning/SHOPC Sub-Committee Update
  - c. Community Center Exploration Committee Update
  - d. DPW Aerator
- V. Assign CIPC member to new PILOT Committee
- VI. Request from EDC re: support for Full Time Employee
- VII. Vote on use of revolving funds for projects on the Capital Plan:
  - a. Trottier School Parking Lot
  - b. Golf Course Parking Lot
- VIII. Items related to Capital for 2023 Town Meeting requiring action:
  - a. Algonquin Regional Athletic Complex position
  - b. Trottier School HVAC Unit position
  - c. Prioritization of capital items for general funds and ambulance fund, including potential vote on Town Finance Team recommendations for reductions or funding source changes
- IX. Public Comment
- X. Other business that may properly come before the Committee
- XI. Adjournment

Jason W. Malinowski

ARTICLE XII  
**PILOT Committee**  
**[Adopted 5-4-2022 ATM by Art. 34]**

**§ 9-50. Purpose.**

The Southborough PILOT Committee charge is:

- A. Research and examine how other towns in Massachusetts approach their local large nonprofit entities in regard to financial support from those nonprofit entities to pay for the taxpayer funded Town services they use, and examine any formal or informal agreements such towns may have;
- B. Compare the funding received from nonprofits throughout the State of Massachusetts to their local communities with the funding received from nonprofits within Southborough;
- C. Examine State Code regarding requirements for, and benefits of, nonprofit status within Massachusetts.

**§ 9-51. Appointment of members.**

No later than 45 days after the Attorney General's approval of this article, the Select Board will appoint members of this committee, consisting of seven voting members, as follows:

- A. Three members representing the taxpayers of Southborough, without any financial relationship with St. Mark's, Fay School or New England Center for Children;
- B. One member of the Historic Commission, selected by the Historic Commission;
- C. One member of the Capital Planning Committee, selected by the Capital Planning Committee;
- D. One member of the Select Board, selected by the Select Board;
- E. One member of the Council on Aging, selected by the Council on Aging;
- F. Specifically excluding any ex officio members.

## PILOT Committee Volunteers

Katie Barry <kbarry@southboroughma.com>

Thu 1/19/2023 2:43 PM

To: Kathy Cook <kcook@southboroughma.com>;Kevin Miller <kmiller@southboroughma.com>;Jason W. Malinowski <jmalinowski@southboroughma.com>;Douglas Peck <dpeck@southboroughma.com>

Cc: Mark Purple <mpurple@southboroughma.com>

Good afternoon,

I am reaching out to you to begin to assemble the new PILOT Committee that was approved by Town Meeting. As you can see in the attached charge, a member of your committee will make up part of the PILOT Committee. The breakdown is below:

- Three members representing the taxpayers of Southborough, without any financial relationship with St. Mark's, Fay School or New England Center for Children;
- One member of the Historic Commission, selected by the Historic Commission;
- One member of the Capital Planning Committee, selected by the Capital Planning Committee;
- One member of the Select Board, selected by the Select Board;
- One member of the Council on Aging, selected by the Council on Aging;
- Specifically excluding any ex officio members.

Please let me know the member of your choice to represent you on this committee on or before January 26<sup>th</sup>.

Thank you,

Katie

### **Katie Barry**

Administrative Assistant

Town of Southborough

17 Common Street

Southborough, M.A. 01772

508-485-0710 x 3001

[kbarry@southboroughma.com](mailto:kbarry@southboroughma.com)

**From:** [Jason W. Malinowski](#)  
**To:** [Kathleen Battles](#)  
**Subject:** Re: Capital Improvement and Planning Committee-Request for Minutes 1/30/23  
**Date:** Thursday, March 16, 2023 3:39:20 PM

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We have our first meeting since this one on Monday night. Let me know if you want the draft before then

Sent from my iPhone

On Mar 16, 2023, at 2:57 PM, Kathleen Battles  
<[kbattles@southboroughma.com](mailto:kbattles@southboroughma.com)> wrote:

Southborough Town Code § 9-25 requires that minutes of each public meeting and the documents used at the meeting be submitted to the Town Clerk within 45 days of the meeting and that the Town Clerk notify the board or committee chair when that reporting requirement is not met.

I'm writing to advise you that as of today, the Town Clerk's Office has not received the minutes and documents used at the **1/30/23** meeting of the **Capital Improvement and Planning Committee**.

The Attorney General has determined that a document is considered to be "**used at a meeting**" when the document is:

- Physically present, and
- Identified by name, and
- Its contents are discussed at the meeting.

As a reminder, please submit the documents as individual files and ensure the name of **each separate file** matches how it is identified in the **Documents Used at This Meeting** section of the minutes.

**Please reply to this email with your response which will be posted on the town website until the minutes and documents are received.**

Please advise if you are unable to provide minutes for one of the following reasons:

1. The meeting was cancelled.
2. No meeting was held due to the lack of a quorum.

The meeting involved executive session(s) and the minutes for the executive session portion(s) cannot be released at this time. Note that minutes for the open session portion of a meeting must be released. Also, the board or committee must review any withheld executive session minutes regularly to ensure there is still a valid reason to withhold minutes from the public. We suggest you consult with Town Counsel on any matters concerning the release of executive session minutes.

Thank you,

*Kate Battles*  
*Town Clerk's Office*  
*Administrative Assistant*  
[kbattles@southboroughma.com](mailto:kbattles@southboroughma.com)  
*508-485-0710 x3006*

FY2024 CAPITAL	Gross Amount	Appropriated Amount	Funding	Remove or Adj.	ARPA	Harvard
35,000 GVW CAB & CHASSIS (43) (2012) INSTALL SS BODY #1	0	0	General Fund		200,000	
ROAD MAINTENANCE - FY24	400,000	400,000	General Fund			
SIDEWALK MAINTENANCE - FY24	0	0	General Fund	200,000		
F-350 OPS SUPERVISOR VEHICLE (WTR SPLIT)	0	0	General Fund		75,000	
LIBRARY - INSTALLATION OF SECURITY CAMERAS	15,000	15,000	General Fund			
TOWN HOUSE - OFFICE FURNITURE REPLACEMENT	0	0	General Fund		25,000	
FACILITIES MAINTENANCE - FY24	100,000	100,000	General Fund			
DPW ANNEX - NEW FURNACE	0	0	General Fund		15,500	
FIRE PPE FY24 (40,000 - 20,000 St Marks YR 3 of 3)	20,000	20,000	General Fund	20,000		
POLICE CRUISERS - FY24 (2)	148,000	148,000	General Fund			
FACILITIES ELEVATOR REPAIRS	0	0	General Fund		23,000	
POLICE RIFLES	0	0	General Fund			32,000
SCHOOLS: HVAC	0	0	General Fund		150,000	
<b>TOTAL</b>	<b>683,000</b>	<b>683,000</b>		<b>220,000</b>	<b>488,500</b>	<b>32,000</b>

FY2024 BUDGET ARTICLES	Gross Amount	Appropriated Amount	Funding
APPROPRIATE TO OPEB TRUST	250,000	250,000	General Fund
SAP ADJUSTMENTS AND REGRADES	25,069	25,069	General Fund
INSURANCE DEDUCTIBLE ACCOUNT	10,000	10,000	General Fund
ENGINEERING FUND	25,000	25,000	General Fund
SICK AND VACATION TIME FUND	28,000	28,000	General Fund
CASUALTY INSURANCE	10,000	10,000	General Fund
<b>TOTALS</b>	<b>General Fund</b>	<b>348,069</b>	

FY2024 AMBULANCE FUND	Gross Amount	Appropriated Amount	Funding
ALL TERRAIN UTILITY VEHICLE	40,000	40,000	Ambulance Fund
DEFIBRILATORS (PARAMEDIC)	100,000	100,000	Ambulance Fund
DURABLE MEDICAL EQUIPMENT-FY2024	20,000	20,000	Ambulance Fund
AMBULANCE POWER STRETCHER - AMBULANCE 1	55,000	55,000	Ambulance Fund
FIRE TRUCK - T21 - CHASSIS AND BODY REPAIR	100,000	100,000	Ambulance Fund
LEASE: FIRE CH VEHICLE YEAR 3 OF 7	8,422	8,422	Ambulance Fund
LEASE: FIRE AMBULANCE YEAR 3 OF 5	57,191	57,191	Ambulance Fund
<b>TOTALS</b>		<b>380,613</b>	

FY2024 LEASE DEBT	Gross Amount	Appropriated Amount	Funding
LEASE: DPW DIESEL YEAR 3 OF 7	10,622	10,622	General Fund
LEASE: DPW HOOK TRUCK YEAR 3 OF 7	25,037	25,037	General Fund
TASER/BODY CAMERA PROGRAM	19,455	19,455	General Fund
<b>TOTALS</b>		<b>55,114</b>	

FY2024 WATER CAPITAL/LEASE	Gross Amount	Appropriated Amount	Funding
LEASE: DPW DIESEL YEAR 3 OF 7	10,622	10,622	Water Fund
LEASE: DPW HOOK TRUCK YEAR 3 OF 7	9,104	9,104	Water Fund
F-350 OPS SUPERVISOR VEHICLE (WTR SPLIT)	30,000	30,000	Water Fund
<b>TOTALS</b>		<b>49,726</b>	

FY2024 CPA FUNDED	Gross Amount	Appropriated Amount	Funding
CPA BOND EXPENSES PAYMENTS	144,013	144,013	CPA
<b>TOTAL</b>	<b>144,013</b>	<b>144,013</b>	

FY2024 REQUESTED BOND PROJECTS	Gross Amount	Appropriated Amount	Funding
FIRE: PORTABLE RADIOS	488,000	488,000	A-FUND DEBT
BREAKNECK HILL ROAD	750,000	750,000	General Fund
<b>TOTALS</b>		<b>1,238,000</b>	

FY2024 FREE CASH CAPITAL	Gross Amount	Appropriated Amount	Funding
POCKET PARK	250,000	250,000	Free Cash
PAVING OF PARKERVILLE ROAD - EVERSOURCE	99,008	99,008	Free Cash
<b>TOTALS</b>		<b>349,008</b>	

## seeking support for a full-time Community Development Director

Alan Belniak <ABelniak@southboroughma.com>

Thu 12/29/2022 1:13 PM

To: Jason W. Malinowski <jmalinowski@southboroughma.com>

Hello, Jason.

At our December 22, 2022 EDC meeting, we discussed reaching out to many Boards, Committees, and Departments across and within the Town that would benefit from past EDC success with securing many grants and grant-based funding. In fact, over the past two years, the EDC secured more than \$320,000 in grant-based funding.

The EDC is aware that Town Boards, Committees, and Departments are successful on their own in terms of securing grants. We *also* know that it's a big challenge to become aware and stay aware of the many grant opportunities available to us. Compound that with the actual research, writing, submission, and tracking of the grants, and the task is almost insurmountable.

It became clear that keeping the now-vacant part-time EDC Coordinator role 'as is' wouldn't attract the right kind of talent sorely needed. Through discussions, the EDC is strongly pushing to create a *new* role. This full-time Community and Economic Development Director role comprises the prior responsibilities of the EDC Coordinator role, *as well as* assisting not just the EDC but all Boards, Committees, and Departments in Town with grant research and administration - including Capital Planning.

We'd all benefit from a role like this. As a Southborough resident, our collective quality of life improves, with more funding available to pursue the things that matter to us as a community. The funding sought and ultimately won rewards not just the individual Board, Committee, or Department, but the Town as a whole. By having grant administration roll up under one person within the Town governance structure, it'd yield a holistic view of what's available, who should be partnering with whom to make the best efforts, and more. Finally, as budgets are continuously scrutinized, it is more imperative than ever that we seek, leverage, and win as much available funding as possible to keep moving Southborough forward.

### **REQUEST:**

If you are on board with this approach, the EDC thanks you for your support. After discussing it with the Capital Planning Committee, a letter or an email message to the Select Board from Capital Planning would go a long way in providing the backing and support needed to approve the creation of this full-time role and to use Town Meeting to vote on it as well as fund it.

If you or your committee have doubts, questions, or concerns - PLEASE reply and reach out to me. I am happy to trade email messages, chat on the phone, or meet in person to answer as much as I can and provide as much information as I can.

Thank you for your consideration.




Alan Belniak  
EDC Vice Chair  
Southborough Taxpayer  
Southborough Resident

# TOWN OF SOUTHBOROUGH



## OFFICE OF THE TOWN ADMINISTRATOR

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662  
(508) 485-0710 · FAX (508) 480-0161 · [selectboard@southboroughma.com](mailto:selectboard@southboroughma.com)

**TO:** Jason Malinowski, Chair, CIPC  
**FROM:** Mark J. Purple, Town Administrator   
**CC:** Tony Schoener, Chair, Golf Committee  
**DATE:** January 30, 2023  
**SUBJECT:** Request for Support – John Wilson Drive & Golf Club Parking Lot

I am writing to inform you that the Southborough Select Board has voted to authorize the use of the Town's Golf Revolving Account Funds to grade and pave John Wilson Drive and the Southborough Golf Club parking lot. The anticipated cost of the project is \$63,520. This decision was made due to the need to improve the condition of the Golf Club's parking lot, which has become a concern for management and golfers alike due to the dust and rocks that are kicked up from the vehicular traffic. As a note, the Police cruisers are parked adjacent to John Wilson Drive, and the dust settles on the cruisers which requires additional cleaning.

The pavement of the road and parking lot is a critical project for the Golf Club, and is the most highly requested capital improvement requested by those who work and recreate at the course. We are requesting your support in this matter by supporting the funding path, which requires no general funds, to complete this project.

Thank you in advance for your consideration of this project. If you have any questions or concerns, please do not hesitate to contact me.

## MEMORANDUM

To: Mark J. Purple, Southborough Town Administrator; Jason Malinowski, Chair, Southborough Capital Planning Committee

Cc: Roger Challen, Chair, Southborough School Committee

From: Gregory L. Martineau, Superintendent of Schools

Date: January 20, 2023

RE: Capital Projects - Request for Support and Funding

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I am writing to inform you that the Southborough School Committee has verbally authorized the use of the District's Facilities Use Revolving Account Funds to mill pave sections of the P. Brent Trottier Middle School parking lot. The School Committee will take a formal vote at its February 8, 2023, meeting. The anticipated cost of the project is \$225,000. This decision was made due to the need to improve the condition of the school's parking lot, which has become a safety concern for students, staff, and visitors.

Additionally, Southborough School Committee is seeking \$250,000 to fund the repair of the P. Brent Trottier Middle School Rooftop HVAC Unit. The unit is responsible for heating and air conditioning the Trottier Auditorium, which is a vital part of the school's infrastructure and is used by students, staff, and the community for various events and activities. Unfortunately, the unit has reached the end of its useful life and needs to be replaced. Three of the four compressors are leaking and compromised.

The replacement of this unit is a critical project for the school and will ensure the comfort and safety of those who use the auditorium and will also help to prevent costly breakdowns and repairs in the future. We believe that this project will not only improve the condition of the school's infrastructure but it will also enhance the overall safety and well-being of the school community. We are requesting your support in this matter by providing the necessary funding to complete this project.

We understand that the Capital Planning Committee is managing the Town's capital projects, and we would like to request your support in these projects. We believe these projects will not only improve the condition of the school's infrastructure but will also enhance the overall safety and well-being of the school community.

Thank you for your attention to these matters. If you have any questions or concerns, please do not hesitate to contact me.

