

**Capital Planning Committee
January 24, 2022
Virtual Meeting held via Zoom**

Voting Members Present: Jason Malinowski (Chair), Lisa Braccio, Jeffrey Hark, Joe Palmer, Tony Schoener (until 9:34pm), Karen Wheeler

Ex-officio members Present: Mark Purple, Brian Ballantine

I. Call Meeting to Order

At 7:30 p.m. Mr. Malinowski called the meeting to order.

II. Approval of Meeting Minutes from January 20, 2022 (if ready)

Minutes not yet available. Defer approval to next meeting.

III. Meeting with School Administration re:

In attendance: Gregory Martineau (Superintendent), Keith Lavoie (Asst. Superintendent of Operations), Rebecca Pellegrino (Director of Finance) and Paul Desmond (Chair: Northborough-Southborough Regional School District Committee)

- a. Regional Capital Stabilization warrant article – presented by Rebecca Pellegrino, Director of Finance
 - Capital projects have been put off for several years due to lack of funds.
 - Capital Stabilization fund provides mechanism to accrue excess/available approved funds at the end of a fiscal year.
 - Target total funding of \$1M.
 - Northborough passed the article in 2018.
 - Mr. Purple opined that the article was not fairly assessed by Southborough in 2018, and was tabled.
 - Mr. Malinowski made a motion to present the warrant article at the 2022 ATM. Seconded by Mr. Hark. The Committee voted 5-0-1 by roll call vote to approve the motion. [Braccio, abstain; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

- b. Overall review of School and Regional Capital Plans
 - Keith Lavoie, Asst. Superintendent of Operations, presented the FY23-27 capital budget.
 - The Region, as its own entity, will be applying for MA Green Communities funding for the caulking and trim repair.
 - If the stabilization fund is approved, some of these items would be funded by those funds.
 - Mr. Malinowski encouraged bundling items of items related to safety

- Superintendent Greg Martineau indicated that the athletic complex would be brought for town vote in 2024. Design team will be presenting to the school committee at both spring ATMs to answer citizen questions. Both towns have community preservation funds that could be vetted for support of this project.
- c. Regional water heat proposal for 2022 ATM
- Redundant Hot Water Boiler estimated to cost \$180,000.
 - Mr. Malinowski made a motion to move the purchase of the hot water system to warrant at the 2022 ATM. Seconded by Mr. Hark. The Committee voted 5-0-1 by roll call vote to approve the motion. [Braccio, abstain; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].
- d. Finn/Trottier Parking Lot – use of school revolving fund for capital expenditure
- Priority would be completing the Finn parking lot, then Trottier parking lot.
 - Examining whether ARPA funding of \$100K could be used for Trottier air conditioning. Mr. Purple to evaluate potential competing interests.
 - Mr. Martineau and Mr. Lavoie indicate they are pursuing MSBA funding for Trottier roof replacement.
 - Mr. Malinowski made a motion to support use of the revolving account to improve Finn parking lot. Seconded by Mr. Palmer. The Committee voted 6-0-0 by roll call vote to approve the motion. [Braccio, aye; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

IV. Chair/Member's Updates

- a. School Research Subcommittee Update – Meeting tomorrow to review presentation without MSBA funding. Reviewing report sent to school committee on February 9. Sub-committee will make presentation to school committee. And then make presentation to the Capital Planning Committee.
- b. SHOPC – South Union Subcommittee Update – Finishing up research. Nothing for ATM.
- c. ARPA Committee Update – Not all committee members present. Vote to get started at next meeting on January 25.
- d. FY22 Vehicle Requests – Given the supply chain issues, Mr. Malinowski requested that vehicle cost quotes be refreshed.

V. Update and vote on remaining 2022 ATM capital requests and action on new requests

- a. Newton Street Water Main (existing request) – Karen Galligan participating
- Engineering estimate of \$2.5M. Will have formal bid by end of March. Funded by water fund.

- Mr. Malinowski made a motion to support the water main project. Seconded by Mr. Palmer. The Committee voted 5-0-1 by roll call vote to approve the motion. [Braccio, abstain; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].
- b. Road maintenance (existing request) - Karen Galligan participating
- \$400K in budget. Not currently allocated by street.
 - Combining school paving could lower budget cost.
 - Mr. Purple indicated that we receive \$430K per year from Chapter 90. Strategy is to accumulate Ch. 90 funds each year for larger bid project.
 - \$5.3M projects under consideration.
 - \$1.47M (excluding schools) bid total includes \$400K town plus \$430K state plus \$636K carryover funds.
 - Mr. Malinowski suggests that a warrant article be written for public presentation on how funds will be spent. Defer to Selectboard for process.
 - Mr. Malinowski made a motion that Capital Planning Committee recommends a \$400K road maintenance budget for FY23. Seconded by Mr. Hark. The Committee voted 5-0-1 by roll call vote to approve the motion. [Braccio, abstain; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].
- c. Taser/Body Camera Program (existing request)
- Capital Planning Committee previously voted to support concept, but details unclear.
 - Chief Paulus recommends pulling from budget.
 - Taser program will continue with pilot funds. Revisit when better clarity on state funding and collective bargaining.
 - Mr. Malinowski made a motion to remove the taser/body camera program from the FY23 budget. Seconded by Mr. Palmer. The Committee voted 6-0-0 by roll call vote to approve the motion. [Braccio, aye; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].
- d. Action on ADA Study recommendation (new request)
- Mr. Purple shared that the town had done an ADA title 2 study of accessibility at all town buildings and facilities.
 - \$750K estimate for repairs/remodeling, mostly field access.
 - Town applies for ADA funding each year. Not awarded for current year.
 - Public Accessibility Commission requests \$50K in budget for building accessibility. Expect to request this spending for multiple years.
 - Mr. Schoener volunteered to assist Mr. Purple with a comprehensive plan for the fields. Request that Mr. Schoener report back to the Capital Planning Committee on preliminary findings prior to ATM.
 - Mr. Malinowski made a motion to support the inclusion of \$50K for ADA building accessibility improvements in the FY23 budget. Seconded by Mr. Palmer. The Committee voted 5-0-1 by roll call vote to approve the motion. [Braccio, abstain; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

- e. Breakneck Hill remediation (new request)
 - The town has entered into an Administrative Consent Order with DEP that requires the clean-up of the “farm dump”.
 - Initial step in this process is a site assessment, costing \$60K. Clean up, removal and remediation is expected to be much more expensive.
 - The Capital Planning Committee requests review of cost estimate, and will put in a placeholder warrant to include the \$60K, pending final review by the Capital Planning Committee. Ms. Danza will be invited to the next meeting to discuss.
 - This was received shortly before the meeting and the Capital Planning Committee took no action as a result.

VI. MTC Town Wide Survey – Committee collaboration and member assignment

Deferred to next Capital Planning Committee meeting.

VII. Discussion of Space Needs Presentation from January 20, 2022 and any required next steps

- No committee feedback on presentation.
- Mr. Malinowski will email department heads that did not attend the January 20th meeting to solicit feedback. Would like to maintain control of how the process moves forward in terms of messaging, and make sure other groups are not developing their own plans.

VII. Ongoing Capital Project Updates - Deferred to the next Capital Planning Committee meeting.

a. Town House

b. Fire Department Tender

c. Library Interior Renovations

IX. Capital Planning standing committee bylaw – update on status and whether future edits are necessary

Deferred to next Capital Planning Committee meeting.

X. Public Comment

None.

XII. Other business that may properly come before the Committee

None.

XIII. Adjournment

Mr. Malinowski made a motion to adjourn at 9:55pm. Seconded by Ms. Braccio. The Committee voted 5-0 by roll call vote to adjourn. [Braccio, aye; Hark, aye; Palmer, aye; Wheeler, aye; Malinowski, aye].

Minutes submitted by Karen Wheeler Committee Member.

Documents Referenced During Meeting:

- 1) Presentation by School Department, including Algonquin Capital Budget FY2023-FY2027 – APPROVED – Proposed – November 2021 and Southborough Schools FY 23 Capital Plan – Approved
- 2) ADA _draft report for review_combined file
- 3) DPW – Main Street Project Downtown and Various Streets 2022
- 4) Breakneck Hill Site Assessment Memo