

**Capital Planning Committee**  
**June 27, 2022**  
**Virtual Meeting held via Zoom**

Voting Members Present: Jason Malinowski (Chair), Lisa Braccio, Jeffrey Hark, Joseph Palmer, Karen Wheeler, Tony Schoener

**I. Call Meeting to Order**

At 7:35 p.m. Mr. Malinowski called the Capital Planning Committee meeting to order.

**II. Approval of May 24 2022 Meeting Minutes**

Mr Malinowski moved to accept the minutes; Mr Hark seconded. The Committee voted 5-0-1 by roll call vote to approve minutes (Braccio - abstain, Hark - aye, Palmer - aye, Schoener - aye, Malinowski - aye, Wheeler - aye).

**III. Requests for addition to Capital Plan - Originating from ARPA Process**

**a. Historic District Signage**

Kevin Miller (Chair, Historical Commission) joined and provided an update on historic signage plans and requests. Mr Miller recommended that 6 signs be funded; the Committee discussed funding a 7th sign.

A question was asked by a member of the public, asking if this project fit into the ARPA fund requirements. A discussion ensued outlining how this project meets the ARPA requirements.

Mr Malinowski moved to approve a 7 sign plan be added to the capital plan; Mr Hark seconded, The Committee voted unanimously by roll call vote to approve the 7 sign plan (Braccio - aye, Hark - aye, Palmer - aye, Schoener - aye, Malinowski - aye, Wheeler - aye).

**b. Peninsula Trail Project**

Kathryn McKee (Chair, Trails Committee) joined and provided an update on the Peninsula Trail Project and related capital requests. Forecasted total cost of \$359k, with various funding sources being pursued.

Discussion ensued about this potentially being 2 projects; trail work on the Peninsular Trail itself, and related crosswalk work on nearby roads that would be a DPW project.

Discussion ensued about the potential need for a Project Manager.

A question was asked by a member of the public, asking if this project fit into the ARPA fund requirements. A discussion ensued outlining how this project meets the ARPA requirements.

Mr Malinowski moved that this Peninsula Trail work be added to the capital plan, that this project be funded by either grant funding or ARPA funding, and that the crosswalk project be reconsidered at a later time; Mr Hark seconded. The Committee voted unanimously by roll call vote to approve this motion (Braccio - aye, Hark - aye, Palmer - aye, Schoener - aye, Malinowski - aye, Wheeler - aye).

#### **IV. Chair/Member's Updates**

##### **a. Neary Building Committee Update**

Mr Malinowski provided an update on the early administrative steps being taken by this committee; legal paperwork is being created for MSBA Eligibility.

##### **b. SHOPC – South Union Subcommittee Update**

Mr Palmer noted that there has been no progress since the last Capital Planning Committee meeting.

##### **c. Committee open position**

A brief discussion was held on the importance of finding 1 more committee member.

#### **V. Discussion of FY23 Capital Planning Process, including setting of deadlines for submissions for Fall TM and ATM**

Agreed to follow process similar to that followed during FY22 capital process (request of each town department to provide a 10 year capital forecast, and a 2 year more-detailed forecast). Mr Malinowski will draft a memo for distribution to departments outlining this plan.

#### **VI. Discussion of prioritization criteria for capital items**

Discussion ensued about the value of reviewing how other towns prioritize their capital spending. Mr Schoener agreed to take this Action Item; specifically, to review how 3 other towns do this, and then report back to this committee.

#### **VII. Next steps re: Space Needs Study including discussion of requesting Community Center Exploration Committee Charge**

Discussion of value of forming a committee to explore creation of a Community Center Exploration Committee. Mr Malinowski agreed to create a draft charge for such a committee.

## **VIII. Updates related to next steps on DPW Capital, including discussion of joint meeting with the Southborough Public Works Planning Board (PWPB)**

### **a. Hopkinton Water Connection**

Discussion of how best to review the Town of Hopkinton's request to connect their water system to the Southborough water system. Agreed that a joint meeting with PWPB should be scheduled to review this proposal.

### **b. Cordaville Road Project**

A planned FY23 project. Agreed that these plans should be reviewed in a future public meeting.

### **c. Road and Sidewalk projects for FY23**

Discussion of DPW plans for FY23. Agreed that these plans should be reviewed in a future public meeting.

## **IX. Public Comment**

There were no public comments.

## **X. Meeting Schedule**

Next meeting scheduled for July 18, with PWPB.

## **XI. Other business that may properly come before the Committee**

None

## **XIV. Adjournments**

Mr Malinowski moved that the meeting be adjourned; Mr Palmer seconded. Meeting adjourned at 9:25pm, after unanimous roll call vote (Braccio - aye, Hark - aye, Palmer - aye, Schoener - aye, Malinowski - aye, Wheeler - aye).

## **Documents Referenced During Meeting:**

1. Draft Meeting Minutes for 5/24/2022
2. Historical Commission signs submission
3. Historical Commission adjusted ARPA

4. International Bronze Sign quote
5. Peninsular Trail Project vendor quotes
6. Trails Peninsula submission