

**Capital Planning Committee**  
**November 14, 2022**  
**Virtual Meeting held via Zoom**

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

Voting Members not present: Lisa Braccio

Ex-officio members Present: None

Non-Member Speakers : Police Chief Newell, DPW Director Galligan

**I. Call Meeting to Order**

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

**II. Approval of Meeting Minutes from October 12, 2022 and October 24, 2022**

Edits were made to the minutes from 10/12/22.

Mr. Malinowski made a motion to approve the minutes as edited. Seconded by Mr. Hark. The Committee voted 5-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

Edits were made to the minutes from 10/24/22.

Mr. Malinowski made a motion to approve the minutes as edited. Seconded by Mr. Palmer. The Committee voted 5-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

**III. Chair/Member Reports**

**a. Neary Building Committee Update**

All submissions necessary have gone to the MSBA, and the town must wait for a decision upon the proposal. It could be up for 270 days from the August 1 submission date for an answer. The Chair complemented the School Administration for their successful efforts.

**b. SHOPC - South Union Subcommittee Update**

The Committee is scheduled to meet 11/16/22 to continue work on the rough draft of the report for the Select Board.

**IV. Police Department Capital Discussion - Review of 10-year capital plan submissions**

Chief Newell presented proposals and quotes for new police body cams, 2 new cruiser, and new radios; and addressed the 10 year police capital plan. Highlights : The updated police camera proposal encourages cutting cruiser cameras, including unlimited cloud storage, and a 5 year term; the quote would cover all costs for 5 years. A \$78,547 grant award figure is likely to offset much of the cost. The town is eligible for a purchase discount of 5% on radios if the police and fire department make a combined purchase; Chief Newell and the Committee will continue to evaluate the option. The Chief recommended the current Southborough PD rifles (8/9 yrs old) are in deteriorating condition and will need to be replaced and should be move from FY27 to FY23/24, and the replacement cycle for rifles should be shortened moving forward.

Mr Malinowski made a motion to support the body camera proposal by Chief Newell for the full amount of inclusion net of any grant proceeds for consideration FY 23 or 24 with future discussion around incremental funding sources to occur. Seconded by Mr. Hark. The Committee voted 5-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

## **V. DPW - Review of 10-year capital plan submissions**

DPW Director Galligan presented proposals and quotes for a truck 43 replacement (6 wheel truck) and a F350 operations supervisor vehicle; and addressed the 10 year DPW capital plan. The 6 wheel truck is scheduled to be a 70% General Fund/30% Water Fund purchase, and will include reusing the tender from the old truck. The operations supervisor vehicle would be eligible for take home use, could there be a cheaper option for take home provided by the town to save cost on more expensive vehicles? The Director assured she would provide the Committee with an updated vehicle capital plan before her departure in January, she currently switches vehicles to take home the oldest pick-up truck in the fleet.

Other highlights; The Culvert at Willow St. will need to be replaced as erosion is taking place. It will cost more, and potentially be more disruptive to traffic than Northborough Rd. The new road evaluation system could impact the annual road budget and prioritization of projects. The DPW sidewalk budget should be continued for sidewalk repair, as ARPA money was intended for new projects. The Cordaville Rd. Project may be delayed in the transition of DPW leadership and due to potential citizen discussion. There is potential for a TIP project (State and Federal funded) on Acre Brook Rd., where Chapter 90 money can be used for design purposes as well.

## **VI. Review of FY24 Proposed Capital Received and Current Debt Schedule**

The Committee reviewed the FY24 plan. Mr. Ballantine would be consulted for an updated debt schedule and consultation of potential future debt items.

## **VII. Discussion of next steps and recommendations for Annual Town Meeting, including discussion of budget calendar**

The Chair wished for the committee members to submit items (and related departments) for updated review with the goal of finalizing a plan/presentation for other Town bodies to evaluate.

### **VIII. Public Comment**

None.

### **IX. Meeting Schedule**

Next meeting scheduled for November 28, 2022

### **X. Other Business that may properly come before the Committee**

None

### **XI. Adjournment**

Mr. Malinowski made a motion to adjourn at 8:58pm. Seconded by Mr. Hark. The Committee voted 5-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

Minutes submitted by Joseph Palmer Committee Member.

### **Documents Referenced During Meeting:**

- 1) Capital Planning Committee Meeting Minutes Draft October 12, 2022
- 2) Capital Planning Committee Meeting Minutes Draft October 24, 2022
- 3) Southborough Capital Police Capital Schedule for 2024-2033 as of 11/14/22
- 4) Southborough Capital Police Body Worn Camera Breakdown Document
- 5) Southborough Capital Police Fleet INFO Document
- 6) Southborough Capital Police Hybrid Vehicle Quote Document
- 7) Southborough Capital Police Radio Discount Correspondence Document
- 8) Southborough DPW Truck 43 Replacement Estimate Document
- 9) Southborough DPW Capital Request Form for 6 Wheel Truck Cab and Chasis
- 10) Southborough DPW Capital Request Form for F350 Vehicle
- 11) Southborough DPW F350 Vehicle Quote Document
- 12) Southborough DPW Capital Schedule for 2024-2033 as of 11/14/22
- 13) Southborough Capital Schedule draft for 2024