



**TOWN OF NORTHBOROUGH  
63 MAIN STREET  
SELECTMEN'S MEETING ROOM  
NORTHBOROUGH, MA 01532**

**FINANCIAL PLANNING COMMITTEE**

**MEETING AGENDA**

**Thursday, February 16, 2023**

**7:00 p.m.**

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1. Approval of Meeting Minutes
  - February 9, 2023
2. Discussion regarding Revised FY2024 Capital Budget based on Select Board vote to release American Rescue Plan Act (ARPA) Funds
3. Review of Community Preservation Committee Project Requests and Financial Update
4. Discussion and Potential Vote regarding the Financial Planning Committee's FY2024 Capital Budget Recommendations and Town Meeting Report
5. Any other business to come before the Committee



## **FINANCIAL PLANNING COMMITTEE**

### **MEETING MINUTES**

63 Main Street

Selectmen's Meeting Room

February 9, 2023

7:00 PM

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**MEMBERS PRESENT:** David DeVries, Chair  
John Rapa  
Michael Hodge  
Thomas Spataro

**MEMBER ABSENT:** William Peterson, Jr.

At 7pm, Chairman DeVries opened the meeting of the Financial Planning Committee.

#### **APPROVAL OF MINUTES – FEBRUARY 2, 2023 REGULAR MEETING**

Mr. Rapa moved the Committee vote to approve the February 2, 2023 Meeting Minutes, Mr. Hodge seconded the motion. Vote 4-0-0.

#### **REVIEW OF DRAFT SIX-YEAR CAPITAL IMPROVEMENT PLAN FY2024-FY2029**

Mr. Coderre reviewed the summary of projects included in the Six-Year Capital Improvement Plan for FY2024 – FY2029. He commented that generally projects included in the Six-Year Capital Improvement Plan are reviewed for years before being included in a Capital Budget, so the projects before the Committee for funding in FY2024 have been discussed and reviewed in detail for the past 5-6 years. New projects are generally added in year 6 of the Plan and move up each year until fully defined and ready for funding.

#### **DISCUSSION REGARDING RECOMMENDATIONS FOR AMERICAN RESCUE PLAN ACT (ARPA) FY2024 SPENDING OPTIONS**

Mr. Coderre provided an update on the latest information regarding ARPA funds that have been received and committed to date. Mr. Coderre indicated that the three projects recommended for funding with ARPA are the Proctor School roof, Fire Engine replacement and DPW Tight Tank compliance project. He noted that these projects will require the issuance of debt if not funded with ARPA because there is not enough Free Cash for medium sized projects such as a \$1.7 million roof.

The Committee discussed the recommendations, noting that while there are numerous projects and initiatives that still require discussion, the Proctor School roof, Fire Engine replacement and the DPW Tight Tank compliance project are now time sensitive and require a decision in order for the Town to move forward with the FY2024 Capital and Operating Budgets, as well as the 2023 Annual Town Meeting Warrant. These three projects impact the most critical areas of our community: the health and well-being of our children, the safety of our residents, and the protection of our environment and water supply. They agreed that these three investments in our community need to be funded in the upcoming budgetary cycle so that that can be completed as soon as possible and to avoid the ever-increasing costs due to the economic environment. Mr.

Hodge added that he did not see the need to take on debt and increase taxes when the funds are available. An increase in taxes, no matter how small, has a significant negative impact on our town's most vulnerable residents. Taking on debt for these projects unnecessarily raises taxes.

Mr. Rapa moved the Committee vote to recommend that the Board of Selectmen approve ARPA funds for the Proctor School roof, Fire Engine replacement and DPW Tight Tank compliance project; Mr. Spataro seconded the motion; all members voted in favor.

The Committee agreed that Chairman DeVries will submit a letter to the Board of Selectmen expressing support of the ARPA fund spending for the Proctor School roof, Fire Engine replacement and DPW Tight Tank compliance project on behalf of the Committee.

### **K-8 SCHOOLS AND ARHS CAPITAL REQUESTS**

Superintendent of Schools Greg Martineau and School Committee member Lauren Bailey- Jones were present. Superintendent Martineau presented the following School Department Capital Projects.

#### Flat Roof Area Replacement – Proctor Elementary School - \$1,7,000,000

It was noted that on February 28, 2022 the Board of Selectmen authorized the School Superintendent to file a Statement of Interest (SOI) with the Massachusetts School Building Authority (MSBA) regarding replacement of the 40,000 square foot flat sections of the Proctor Elementary School roof. The peaked metal roof sections were previously replaced. MSBA's Accelerated Repair Program (ARP) was anticipated to cover approximately 45% of the \$1.7M total project cost. On October 26, 2022 MSBA declined the project and on November 2, 2022 suspended the ARP due to "unanticipated market volatility and supply chain issues" resulting from the pandemic. It is recommended that \$1.7 million in American Rescue Plan Act (ARPA) grant funds be released to fund the project which can no longer wait. If ARPA funds are not released, the project will require authorization for the issuance of \$1.7 million in debt at the April 2023 Annual Town Meeting. The Superintendent noted that an updated formal request has been sent to the Select Board requesting the full project amount be funded by ARPA monies.

#### Rear Entrance Repairs – Zeh Elementary School - \$40,000

Superintendent Martineau informed the Committee that the cement area leading to the rear entrance of the Zeh Elementary School has deteriorated. The area has been patched numerous times; however, the patches have not sustained during the severe temperature changes. It has been advised that the current footprint be excavated and prepared for properly pinned cement slabs with expansion joints to hold up to harsh winter conditions. The other benefit of this project would be to improve the transition to the parking lot, allowing for a smoother transition and easier access for all visitors. Mr. Hodge asked if the future paving of the parking lot would interfere with the entrance project. The Superintendent indicated it would not.

Following Superintendent Martineau's presentation, Mr. Coderre reminded the Committee that some of the larger future capital requests listed in the Six-Year Capital Improvement Plan for the School Department include:

#### FY2025: Roof Repairs – Zeh School - \$2,000,000

This project entails the replacement of the pitched asphalt shingled roof at the Zeh School. The existing roof is approximately 20 years old and has experienced multiple repairs over the past several years due to high wind events and the quality of current shingles. The shingles are also

beginning to display thermal cracking. This project is slated for FY2025 and represents the replacement of approximately 20,000 square feet of shingle pitched roof with a metal roofing system carrying a warranty of 30 years and a projected lifespan of 50 years. The Superintendent indicated that MSBA grant funds will be sought, assuming the Accelerated Repair Program is back by then.

#### Addition/Renovation Project – Peaslee Elementary School - \$28,700,000

This project entails the feasibility study, design and construction for a renovation/addition to the Peaslee Elementary School. The goal of the project is to modernize and expand Peaslee School to a condition that rectifies current deficiencies and satisfies projected future requirements for educational programs and student enrollment. A Statement of Interest (SOI) for this project will be submitted to the Massachusetts School Building Authority (MSBA) at the appropriate time. To qualify for funding, the district must follow MSBA statutes and regulations which require MSBA to invite the Town to collaborate on the potential project. Collaboration does not necessarily mean a grant will be approved.

#### Algonquin Athletic Complex

Mr. Spataro moved to the audience and recused himself from any discussion regarding the Algonquin Athletic Complex as he is a member of the Athletic Complex Project Committee and does not want the appearance of a conflict of interest.

Superintendent Martineau provided an overview of the events leading up to tonight's presentation on the Athletic Complex project. He reviewed the current conditions of the existing track, stadium field, tennis court and multipurpose fields, which are all beyond their useful life and are not ADA compliant. He also reviewed the expected project timeline, which will soon be moving forward to the permitting and bid preparation phase.

The Algonquin Athletic Complex project includes the following:

#### Replacement

Track

Stadium field – with turf

Multi-purpose field – with turf

Grandstand – with ADA compliant seating

Stadium lights – with LED

Tennis courts replacement and conversion to  
3 pickle ball courts

#### Renovation

Amenities Building – adding ADA compliant  
restrooms

#### Installation

Amphitheater

Lacrosse wall

Superintendent Martineau indicated that the total estimated project cost is \$7,539,899. The cost to Northborough based on the regional agreement is \$4,699,259, or 62.33% based upon enrollment. There is a placeholder on this year's Town Meeting Warrant for this project in terms of debt issuance in the form of bond anticipation notes. Superintendent Martineau noted that the Regional School Committee is the authorizing body to approve this project and to move forward with the debt issuance so the Town Meeting vote will be a simple majority. Lastly, if the project gets approved by both communities the anticipated project start date will be around May 15<sup>th</sup>.

Committee members thanked Superintendent Martineau for his presentation this evening.

**DPW FY2024 CAPITAL REQUESTS**

Mr. Coderre noted that the DPW Director attended a prior meeting with the Committee on January 26<sup>th</sup> where he reviewed in detail the ongoing DPW capital projects. Tonight's presentation is to review the FY2024 DPW capital requests, including:

**Roadway Improvements/Maintenance - \$300,000**

The Town's initial pavement management plan inventory and assessment was first completed in 2013 which measured an average Town-wide Pavement Condition Index (PCI) of 71. In FY2015 the Legislature authorized a \$300 million Chapter 90 program; however, subsequent years' funding levels have been reduced to \$200 million. Annual spending of \$1.1 million is necessary to maintain or slightly improve the Town's current pavement conditions. Under that standard, the Town's Annual Chapter 90 allocation of approximately \$500,000 plus a local appropriation of \$300,000 results in a \$300,000 funding gap, which would be filled if the statewide Chapter 90 funding were released at \$300 million. Instead, \$300,000 in FY2024 Free Cash is needed. A recent update to the pavement management assessment completed in 2022 found that, through implementation of the Town's pavement management plan, the Town-wide PCI increased to 76.

Mr. Coderre noted that a complete reassessment of all town sidewalks was conducted in 2022 which will culminate with a sidewalk management plan and accompanying capital improvement plan. Unfortunately, the assessment identified approximately \$2.1 million in existing sidewalk repair. In March of 2022 it was recommended that ARPA funds be used to address a portion of the immediate backlog of existing sidewalk repairs. Without an identified funding source, the cost will continue to rise. ARPA could also be used to fund sidewalk and accessibility improvements at various town owned locations. Northborough identified sidewalk and pedestrian improvements as a priority in the 2020 Master Plan, and as a result has become a MassDOT Complete Streets Community. At the December 19 meeting of the Board of Selectmen, Northborough's Complete Streets Prioritization list was approved, which includes 25 projects totaling between \$3.5 and \$4.4 million.

**20-Ton Dump Truck with Spreader & Plow - \$355,000**

This request will replace a 2005 truck in FY2024 with a 4-wheel drive, a 1999 in FY2026 that includes a catch basin attachment, and a 2007 in FY2028. All new trucks will come with plows and spreaders. As part of each capital item an existing vehicle will be repurposed to extend its useful life. These trucks have useful life expectancy of between 15 and 20 years. Due to the caustic nature of the salt and chemical additives used in snow removal operations, the metal bodies of these vehicles disintegrate much sooner than the total number of hours or miles would typically indicate, in spite of being washed after every salting event. Not only are these trucks used for snow removal operations but also for hauling materials during the construction season. The Town currently has ten 20-ton trucks in service and has a schedule to replace one every other year, resulting in a 20-year replacement cycle.

**Highway Garage Tight Tank Installation - \$475,000**

This request seeks to fund the installation of a tight tank system at the highway garage located at 190 Main Street. The existing garage was built in 1984 and no longer complies with State environmental regulations. The building is served by an onsite septic system which cannot accept discharge of truck wash water. In accordance with MassDEP requirements, an underground holding tank is required for this wastewater. This requires interior plumbing changes as well as locating the tank in such a manner that it does preclude future building expansion/reconfiguration.

It is recommended that the project be paid for using part of the Town's \$4.5 million American Rescue Plan Act (ARPA) grant. If not funded with ARPA, authorization to issue debt will be needed at the 2023 Annual Town Meeting. Mr. Charpentier noted that MassDEP is aware of the situation but has not issued a notice of noncompliance yet because the Town indicated the project was up for funding.

#### One-Ton Dump Truck with Plow - \$150,000

This request funds the purchase of a F600 in FY2024. The existing 2012 and 2016 trucks will be replaced in FY2027 and FY2029 with similar models. As part of each capital item an existing truck will be repurposed to further its useful life. These trucks are the most used equipment in the fleet. The Public Works employees use these vehicles to perform their everyday tasks including moving materials and equipment that is carried and towed by these vehicles. These trucks are also responsible for snow removal at the municipal buildings during the winter months. The useful life of these vehicles is 10 to 12 years.

The four projects total \$1,280,000 with recommended funding of \$475,000 from ARPA and \$805,000 from Free Cash.

Mr. Charpentier also reviewed the following future DPW capital requests below. Full descriptions of these “outyear” projects will be included in the full CIP document and made available on the Town’s website.

#### FY2025

Enclosed Public Health Trailer - \$90,000  
Town Building Assessment - \$60,000  
One-Ton Pickup Truck with Plow - \$190,000  
Culvert/Drainage Replacement Program - \$300,000  
Bucket Truck Replacement - \$380,000  
Cemetery Niches - \$100,000  
Sidewalk Plow Replacement - \$290,000  
Hook Lift Truck - \$140,000  
All Purpose Tractor - \$100,000

#### FY2026

Street Sweeper - \$280,000  
Dog Park Bidding and Construction - \$500,000  
Memorial Field Pedestrian and Parking Improvements – cost to be determined  
Sidewalk/Pedestrian Improvements - \$200,000  
Mini Excavator - \$150,000

#### FY2027

Stump Grinder - \$80,000  
Brush Disposal Area Design and Permitting - \$100,000  
Roadside Mower Replacement - \$125,000

#### FY2028

Loader - \$320,000  
Backhoe Replacement - \$240,000

FY2029

Ellsworth MacAfee Park Building - \$500,000

**FY2024 WATER & SEWER ENTERPRISE FUNDS CAPITAL REQUESTS**

Mr. Charpentier presented the FY2024 Water & Sewer Enterprise Funds capital requests as follows:

Sewer Enterprise Funds: SCADA System - \$125,000

Mr. Charpentier stated that Northborough received notification from Congressman Jim McGovern's office that the Town was approved for a \$491,000 earmark in the recently signed Federal budget. The earmark will fund the final phase of the water and sewer Supervisory Control and Data Acquisition (SCADA) system.

A fully encompassing SCADA system is used to monitor and efficiently manage the Town's water and sewer infrastructure. Remote features enable adequate alarm response which is critical to the health and well-being of the residents. The current Phase 1 SCADA project, funded through the FY2022 Capital Improvement Plan, connects the Assabet water tank, MWRA connection, and three of the sewer pump stations to two main points of contact/computers.

This Phase 2 project includes migration of the remaining facilities to current cybersecurity and technology standards for emergency alarms and communication infrastructure. The Town split the project roughly in half due to cost constraints and is currently completing Phase 1 of the upgrade which provides the backbone of the SCADA system. Phase 2 of the project will update controls for the six remaining sewer pumping stations ensuring the Town is meeting current cybersecurity operational needs.

The overall objective of this project is to provide staff with the ability to reliably monitor and collect data from the remote locations maintained by the Town of Northborough. Although 98% of the Town's sewer flow goes through the SCADA upgraded Hudson Street pump station, the remaining smaller sewer pump stations still use a variety of technologies with little commonality between them. The total Project was noticed on the MassDEP State Revolving Fund (SRF) CY21 Intended Use Plan as CWSRF No. 6897 and has now received 80% funding through a Federal earmark. The remaining 20%, or \$123,000, is the required local match which will be included in the FY2024 Capital Budget and presented for approval at the April 2023 Annual Town Meeting. The local match will be funded out of existing fund balances in the Water & Sewer Enterprise Funds with no additional tax or ratepayer impacts. The Committee expressed their gratitude for the grant work. Mr. Charpentier indicated that it took multiple attempts before being successful.

Water Enterprise Funds: 15-Ton Dump Truck - \$225,000

This request is to purchase a 30,000 pound GVW dump truck for use by the water and sewer divisions. The current fleet of vehicles are smaller daily task vehicles. This truck is large enough to tow the department excavator and will alleviate the need to use the highway department large dump truck when needed to move equipment and materials. Cost for this vehicle will be divided 60% Water and 40% Sewer.

Mr. Charpentier also reviewed the following future Water & Sewer Enterprise Funds capital requests below:

**Sewer Enterprise Funds**

FY2025: Inflow and Infiltration (I&I) Mitigation - \$380,000

FY2026: One Ton Pickup Truck with Plow - \$100,000

FY2028: Inflow and Infiltration (I&I) Mitigation - \$425,000

**Water Enterprise Funds**

FY2025: Reservoir Dam Compliance - \$800,000

FY2025: One Ton Utility Body Truck with Plow - \$120,000

FY2026: Water Main and Service Line Repair Replacement Program - \$50,000

FY2027: Water Main and Service Line Repair Replacement Program - \$400,000

FY2028: One Ton Utility Body Truck with Plow - \$130,000

Committee members thanked Mr. Charpentier for his capital budget presentation this evening.

Mr. Coderre informed the Committee that the recommended re-use proposal for the White Cliffs facility will be presented to the Board of Selectmen at their February 27<sup>th</sup> meeting.

**NEXT MEETING DATE**

Thursday 2/16/2023 7pm	Final Review of FY2023 Capital Budget; Discussion of Financial Planning Committee Recommendations and Draft Report; Review of CPC Project Requests
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**OTHER BUSINESS**

None.

**ADJOURNMENT**

Mr. Rapa moved the Committee vote to adjourn; Mr. Hodge seconded the motion; all members voted in favor. The meeting adjourned at 9:05 p.m.

Respectfully submitted,

Diane M. Wackell  
Executive Assistant

**Documents used during meeting:**

1. February 9, 2023 Meeting Agenda
2. February 2, 2023 Meeting Minutes
3. Draft Six-Year Capital Improvement Plan
4. FY2024 ARPA Spending Options
5. School Department Capital Requests
6. DPW Capital Requests
7. Water & Sewer Enterprise Funds Capital Requests



# REVISED FY2024 CAPITAL BUDGET 2/16/23

PROJECTS BY DEPARTMENT		EXPENDITURE	FUNDING SOURCES			
			Free Cash	Enterprise Fund Free Cash	General Fund Bonds	
Police	Police Cruiser Replacements (3)	190,000	190,000			
	Police Station Exterior Repairs & Painting	70,000	70,000			
	<b>Police Subtotal</b>	<b>\$260,000</b>				
Fire	Engine 1 Replacement	900,000			900,000	
	<b>Fire Subtotal</b>	<b>\$900,000</b>				
DPW: Highway Division	Roadway Improvements/Maintenance	300,000	300,000			
	20-Ton Dump Truck w/Spread&Plow Replacement	355,000	355,000			
	Highway Garage Tight Tank DEP Compliance	475,000			475,000	
	One-Ton Truck w/Plow Replacement	150,000	150,000			
	<b>Highway Subtotal</b>	<b>\$1,280,000</b>				
DPW: Water & Sewer Enterprise Funds	15-Ton Dump Truck (new addition)	225,000		225,000		
	SCADA Phase II (matching grant allocation)	125,000		125,000		
	<b>Sewer Enterprise Fund Subtotal</b>	<b>\$350,000</b>				
Schools K-8:	Zeh School Back Walkway Entrance Repairs	40,000	40,000			
	<b>Schools K-8 Subtotal</b>	<b>\$40,000</b>				
<b>TOTAL FY2024 CAPITAL BUDGET</b>		<b>\$2,830,000</b>	<b>\$1,105,000</b>	<b>\$350,000</b>	<b>\$1,375,000</b>	

## PROPOSED FY2024 FREE CASH PLAN

Free Cash Certification as of 7/1/2022	2,440,073	100%
FY2024 Appropriated Reserve	-175,000	7.2%
FY2024 Operating Budget	-500,000	20.5%
FY2024 Stabilization Fund	-200,000	8.2%
FY2024 Capital Projects	-1,105,073	45.3%
Available Free Cash after FY2024 Plan	460,000	18.9%



# TOWN OF NORTHBOROUGH Community Preservation Committee

Town Hall Offices • 63 Main Street • Northborough, MA 01532 • 508-393-5040 x7 • 508-393-6996 Fax

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February 14, 2023

To: Northborough Financial Planning Committee

Re: Summary of FY24 CPA Project Recommendations

For this year's Town Meeting, the Community Preservation Committee (CPC) is working from a budget of \$770,000 projected new revenue with State match + \$1,050,576 in the CPA reserve accounts. The CPC considered 10 applications based on our customary criteria of: 1) Applicability to CPA guidelines and the goals described in the Northborough CPA procedural sheet; 2) Community support; 3) Affordability; and 4) Urgency to fund this year. In our deliberations, we also considered the potential future needs for CPA funds to support the White Cliffs re-use proposal or other projects resulting from the Downtown Revitalization study. With all that in mind, we reached consensus on the following recommendations.

**White Cliffs Bond Payment (\$188,000):** This is the 6<sup>th</sup> payment required for the bond on the White Cliffs purchase, and this also covers the requirement that at least 10% of new revenue be allocated toward Historic Preservation. The CPC voted 7-0 to fund this from **new revenue**.

**CPA Administrative Expenses Account (\$38,500):** In accordance with the CPA legislation, the CPC may allocate up to 5% of new revenue to the administrative account for expenses such as legal fees, appraisals and consultant fees related to CPA projects. Unused amounts from a given year go back to the CPA Unreserved fund. The CPC voted 7-0 to allocate 5% of the projected \$770,000 **new revenue**.

**Affordable Housing Reserve Fund (\$77,000):** Since there is no other application this year for Affordable Housing, the CPC voted 7-0 to allocate the required minimum of 10% of **new revenue** toward the Affordable Housing Reserve Fund.

**Northborough Dog Park (\$347,500):** Phase 1 of this project for the design study received wide community support and was approved at last year's Town Meeting, and therefore the CPC believes this application for the construction phase is a top priority to bring to Town Meeting 2023. This project also covers the minimum 10% allocation required for open space and recreation. The CPC voted 7-0 to fund this from **new revenue**.

**Construction of ADA Accessible Trail at Senior Center (\$370,000):** Phase 1 of this project for the design study also received wide community support and was approved at last year's Town Meeting, and therefore the CPC believes this application for the construction phase is a top priority for TM 2023. The CPC voted 7-0 to fund this with \$119,000 from **new revenue** and \$251,000 from the **Unreserved fund**.

**First Parish Church Steeple Repairs (\$200,000):** While the CPC has been supportive of First Parish on prior applications, we felt that the scope of work and cost estimates for this project are not fully defined at this time, and that there is not the same urgency to fund the project this year compared to several other projects and obligations. The CPC voted 7-0 to deny funding for this application.

**Window Restoration and Preservation of Historical Society Building (\$71,300):** While the CPC has been supportive of the Historical Society building on prior applications, we felt that there is not the same urgency to fund the project this year compared to several other projects and obligations. The CPC voted 7-0 to deny funding for this application.

**Funding the Historic Reserves Account (\$350,000):** In support of our efforts to plan for future needs for CPA funding and allow flexibility across all categories of historic preservation, affordable housing, open space and recreation, the CPC feels it is wise to keep reserves in the Unreserved Fund at this time rather than allocating to just one fund. Therefore, the CPC voted 7-0 to deny this application. Both the Committee's representative from the Historic District Commission, and the Commission chair in attendance, agreed with this decision.

**Library Historic Marker (\$5,060):** The CPC has been supportive on prior projects for historic markers, as we feel they contribute to enhancing our community and support goals in the Master Plan and Historic Preservation Plan, all at relatively low cost. The CPC voted 5-2 to fund this from the **Unreserved Fund**.

**Aqueduct Multi Use Trail Feasibility Study (\$100,000):** Although this project has strong community support and has been a priority for the Open Space Committee for several years, a recent communication from the Mass. Water Resources Authority states that they will not allow pavement or stone dust surface improvements to the aqueduct at this time. Since the surface improvements are a major element of proposed trail design study, the applicants withdrew this application.

**ARHS Athletic Complex Project – Tennis Court Restorations (\$352,701):** While the CPC has been supportive of some school recreation facility improvements on prior applications, we felt that there is not the same level of urgency and community support to fund the project compared to several other projects and obligations, and compared to the CPC's goal of maintaining adequate reserves for the potential needs for White Cliffs and the Downtown Revitalization project. The CPC voted 7-0 to deny funding for this application.

**Conservation Fund (\$77,000):** In support of our efforts to plan for future needs for CPA funding and allow flexibility across all categories of historic preservation, affordable housing, open space and recreation, the CPC feels it is wise to keep reserves in the Unreserved Fund at this time rather than allocating to just one fund. In addition, the Conservation Fund currently has a balance of approx. \$664,000 from CPA funds approved at prior Town Meetings. Therefore, the CPC voted 7-0 to deny this application. The Committee's representatives from the Open Space Committee and the Conservation Commission both agreed with this decision.

**ENDING BALANCES:** Should all of our recommendations above be approved at Town Meeting, the amount unallocated from projected new revenue would be \$0 and the amount remaining in the Unreserved Fund would be \$591,653. The Affordable Housing Reserve Fund would increase to \$279,863.

Respectfully submitted,

John Campbell, Chair  
Northborough Community Preservation Committee

Cc: Town Clerk, Town Administrator, Finance Director, Financial Planning Committee, Housing Authority

# CPA Fund Allocations: FY06-FY23

## Historical Preservation

White Cliffs  
Gale Library Restoration  
Historic District Signage  
Town Records Preservation  
Historic Society Renovations  
Town Hall Capital Improvements  
Howard Cemetery Restoration  
First Parish Church Renovations  
Brigham Burial Ground

**\$4,538,131**

## Affordable Housing

Northborough Affordable  
Housing Corporation  
Senior Affordable Housing Apartments  
37-39 Main Street Affordable Apartments  
Housing Reserve

**\$1,875,863**

Uncommitted  
Reserves  
↓

**\$847,713**

## Open Space & Recreation

Town Common  
Green St. & Mt. Pisgah Land  
Conservation Fund  
Trails Development  
Melican & Memorial Fields  
Bartlett Pond  
Assabet Park  
Pickle Ball Courts  
Aqueduct Bridge  
ADA Trail at Senior Center  
Dog Park

**\$5,824,553**

- Unreserved CPA Funds
- Open Space & Recreation
- Affordable Housing
- Historical Preservation



## CPA Finance Update

**Community Preservation Committee**  
**October 6, 2022**



# [Agenda]

## ■ Revenue Budget

- Received 43.9% FY2021 reimbursement with supplemental payment in January
- Anticipate 35% FY2022 match in November
- Revenue Budget for FY2024

## ■ Status of Reserves & Available Funds

## ■ Annual Obligations

- Spending/Reservation Requirements
- Debt Service for White Cliffs



# Revenue Budget

<u>Fiscal Year</u>	<u>Net Tax Levy*</u>	<u>State Match</u>	<u>Date Received</u>	<u>Match %</u>	<u>Total</u>
FY2006	327,561				327,561
FY2007	353,136	327,561	10/13/2006	100.00%	680,697
FY2008	370,333	353,136	10/12/2007	100.00%	723,469
FY2009	386,417	250,573	10/16/2008	67.66%	636,990
FY2010	404,233	134,676	10/14/2009	34.85%	538,909
FY2011	413,349	109,959	10/14/2010	27.20%	523,308
FY2012	436,224	110,112	10/12/2011	26.64%	546,336
FY2013	453,755	117,056	10/15/2012	26.83%	570,811
FY2014	467,353	236,974	11/18/2013	52.23%	704,327
FY2015	489,617	147,053	11/14/2014	31.47%	636,670
FY2016	513,243	145,174	11/19/2015	29.65%	658,417
FY2017	542,359	105,609	12/1/2016	20.58%	647,968
FY2018	566,811	93,286	11/15/2017	17.20%	660,097
FY2019	594,339	107,778	11/16/2018	19.01%	702,117
FY2020	630,676	142,157	11/22/2019	23.92%	772,833
FY2021	648,956	180,541	11/13/2020	28.63%	829,497
FY2022	672,188	284,895	11/16/21 & 1/21/2022	43.90%	957,083
FY2023**	600,000	150,000	Nov-22	Est. 25% Match	750,000
<b>Subtotal</b>	<b>8,870,551</b>	<b>2,996,540</b>		<b>36.23%</b>	<b>11,867,091</b>
<b>FY2024***</b>	<b>615,000</b>	<b>155,000</b>	<b>Nov-23</b>	<b>Est. 25% Match</b>	<b>770,000</b>
*Net Tax Levy is surcharge assessed less all abatements issued during fiscal year (per State Form CP-1)					
**Per Tax Recap (A4) \$150,000 State Match was budgeted/\$750,000 Total revenue budgeted for FY2023					
***Anticipated 25% \$155,000 State Match/\$770,000 Total revenue budgeted for FY2024					



# Reserves & Available Funds

FY2019 Closing through estimated FY2023		Open Space	Affordable Housing	Historic Resources	Unreserved Fund Balance
<b>6/30/2019</b>	<b>FYE Reserve &amp; Fund Balances</b>	<b>813</b>	<b>313</b>	<b>64,013</b>	<b>421,272</b>
April 2019 ATM	Projects Voted from Revenue FY2020				(196,000)
	Actual FY2020 Revenues				879,666
	Net closed admin expenses				13,091
<b>6/30/2020</b>	<b>FYE Reserve &amp; Fund Balances</b>	<b>813</b>	<b>313</b>	<b>64,013</b>	<b>1,118,029</b>
July 2020 ATM	Projects Voted from Reserves FY2021			(38,192)	(420,000)
July 2020 ATM	Articles Voted from Revenue FY2021		62,350		(553,728)
	Actual FY2021 Revenues				881,836
	Net closed admin expenses				23,700
May 2021 ATM	Projects Voted from Reserve FY2022			(20,000)	(400,000)
<b>6/30/2021</b>	<b>FYE Reserve &amp; Fund Balances</b>	<b>813</b>	<b>62,663</b>	<b>5,821</b>	<b>649,837</b>
May 2021 ATM	Articles Voted from Revenue FY2022		65,200		(591,830)
	Actual FY2022 Revenues				857,865
	Net closed admin expenses				8,838
April 2022 ATM	Projects Voted from Reserve FY2023	(813)		(5,821)	(76,996)
<b>6/30/2022</b>	<b>FYE Reserve &amp; Fund Balances</b>	<b>-</b>	<b>127,863</b>	<b>-</b>	<b>847,713</b>
April 2022 ATM	Articles Voted from Revenue FY2023		75,000		(609,952)
	Budgeted FY2023 Revenues				750,000
	Net closed admin expenses				-
April 2023 ATM	Projects Voted from Reserve FY2024				-
<b>6/30/2023</b>	<b>Projected Reserve &amp; Fund Balances</b>	<b>-</b>	<b>202,863</b>	<b>-</b>	<b>987,761</b>

# Reserves & Available Funds

FY2019 Closing through estimated FY2023		Open Space	Affordable Housing	Historic Resources	Unreserved Fund Balance
6/30/2019	<b>FYE Reserve &amp; Fund Balances</b>	813	313	64,013	421,272
April 2019 ATM	Projects Voted from Revenue FY2020				(196,000)
	Actual FY2020 Revenues				879,666
	Net closed admin expenses				13,091
6/30/2020	<b>FYE Reserve &amp; Fund Balances</b>	813	313	64,013	1,118,029
July 2020 ATM	Projects Voted from Reserves FY2021			(38,192)	(420,000)
July 2020 ATM	Articles Voted from Revenue FY2021		62,350		(553,728)
	Actual FY2021 Revenues				881,836
	Net closed admin expenses				23,700
May 2021 ATM	Projects Voted from Reserve FY2022			(20,000)	(400,000)
6/30/2021	<b>FYE Reserve &amp; Fund Balances</b>	813	62,663	5,821	649,837
May 2021 ATM	Articles Voted from Revenue FY2022		65,200		(591,830)
	Actual FY2022 Revenues				857,865
	Net closed admin expenses				8,838
April 2022 ATM	Projects Voted from Reserve FY2023	(813)		(5,821)	(76,996)
6/30/2022	<b>FYE Reserve &amp; Fund Balances</b>	-	127,863	-	847,713
April 2022 ATM	Articles Voted from Revenue FY2023		75,000		(609,952)
	Budgeted FY2023 Revenues				750,000
	Net closed admin expenses				-
April 2023 ATM	Projects Voted from Reserve FY2024				-
6/30/2023	<b>Projected Reserve &amp; Fund Balances</b>	-	202,863	-	987,761

FUND BALANCES: \$ 1,050,576 + FY2024 ESTIMATED REVENUE \$770,000 = \$1,820,576 TOTAL AVAILABLE

# [Annual Obligations]

- **Spending/Reservation Requirements**

- **At Least 10% for Open Space, Historic Resources, and Affordable Housing (\$77,000)**
- **Not more than 5% for Administration (\$38,500)**

- **Debt Service for White Cliffs**

# Debt Service for White Cliffs

FY2024 ESTIMATES						
	<u>FISCAL YEAR</u>		<u>PRINCIPAL BALANCE</u>	<u>PAYDOWN / PRIN</u>	<u>*INTEREST</u>	<u>TOTAL</u>
BAN	FY2019	1	\$ 1,700,000.00	\$ 208,000.00	\$ 46,617.91	\$ 254,617.91
BAN	FY2020	2	\$ 1,492,000.00	\$ 198,000.00	\$ 33,383.82	\$ 231,383.82
BAN	FY2021	3	\$ 1,294,000.00	\$ 204,000.00	\$ 16,175.00	\$ 220,175.00
BAN	FY2022	4	\$ 1,090,000.00	\$ 195,000.00	\$ 16,350.00	\$ 211,350.00
BAN*	FY2023	5	\$ 895,000.00	\$ 160,000.00	\$ 31,325.00	\$ 191,325.00
TAXABLE BOND WITH 5% INTEREST	FY2024	6	\$ 735,000.00	\$ 147,000.00	\$ 40,425.00	\$ 188,000.00
TAXABLE BOND WITH 5% INTEREST	FY2025	7	\$ 588,000.00	\$ 147,000.00	\$ 32,340.00	\$ 179,340.00
TAXABLE BOND WITH 5% INTEREST	FY2026	8	\$ 441,000.00	\$ 147,000.00	\$ 24,255.00	\$ 171,255.00
TAXABLE BOND WITH 5% INTEREST	FY2027	9	\$ 294,000.00	\$ 147,000.00	\$ 16,170.00	\$ 163,170.00
TAXABLE BOND WITH 5% INTEREST	FY2028	10	\$ 147,000.00	\$ 147,000.00	\$ 8,085.00	\$ 155,085.00
				<b>\$ 1,700,000.00</b>	<b>\$ 265,126.73</b>	<b>\$ 1,965,701.73</b>
*FY2022 BAN W/ NIC 2.3442% & STATED RATE OF 3%, \$895,000 BAN = \$26,850 Interest + .5% Issuance Cost 5/23 Issue						
\$188,000 INCLUDES .5% ISSUANCE COSTS, COULD RECEIVE PREMIUM						

## Report of the Financial Planning Committee

The Financial Planning Committee consists of six members. Three members are appointed by the Town Moderator, and one each by the Northborough School Committee, the Appropriations Committee and the Planning Board. The role of the Financial Planning Committee is to serve in a research, study and advisory capacity to the Board of Selectmen, the Appropriations Committee and the Annual Town Meeting on short and long-range financial planning matters, and to assist in the development of a Capital Improvement Program. During Fiscal Year 2023 the Committee was composed of the following members:

Member	Appointed By	Term Expires
David DeVries, Chair	Town Moderator	April 2023
Michael Hodge, Vice-Chair	Town Moderator	April 2025
John Rapa	Town Moderator	April 2023
William Peterson, Jr.	Northborough K-8 School Committee	April 2024
Thomas Spataro	Planning Board	April 2025

### Committee Activities

Meeting Date	Meeting Topics
12/15/2022	Joint Meeting with Board of Selectmen, Financial Planning Committee, Appropriations Committee and K-8 School Committee; Financial Trend Monitoring System Presentation and Five-Year Financial Projections
01/26/2023	Election of Officers; Preliminary Free Cash Plan; DPW Project Updates; Discussion of ARPA Funds; Review of Meeting Schedule
02/02/2023	Review of FY2024 Preliminary Capital Budget; Police Department Capital Requests; Fire Department Capital Requests
02/09/2023	Review of FY2024 DPW, Water & Sewer Capital Requests; K-8 Schools and ARHS Capital Requests.
02/16/2023	Final Review of FY2024 Capital Budget; Discussion of Financial Planning Committee Recommendations and Draft Report; Review of Community Preservation Committee Project Requests; Discussion of Recommendations and Draft Report
2/23/2023	Review and Approval of Committee Report to Town Meeting
03/27/2023	Board of Selectmen – Budget Hearing (Charter 6-5) (FPC Optional)
4/24/2023	6 pm at ARHS Auditorium prior to Town Meeting

## Committee General Comments

The major role of the Financial Planning Committee is to review all submitted projects included in the Capital Improvement Program, comment upon their viability and make its final recommendations, which includes consideration of the guidelines set forth under the Debt Policy adopted by the Board of Selectmen in September 2000. These guidelines were developed to assist the Town in determining how much debt can safely be incurred, and are consistent with those recommended by the Massachusetts Department of Revenue, namely:

- Determine debt that can be incurred without jeopardizing the Town's credit standing and causing financial hardship;
- Incorporate affordability guidelines for expenditures;
- Include review of the Capital Improvement Program; and
- Indicate appropriate uses for and acceptable amounts of debt.

The Committee has reviewed the projects included in the six-year Capital Improvement Program at meetings held with the various departments proposing these projects. At these meetings, department heads presented information and data to justify the need, cost, and implementation timeframe for the projects. It is the strong opinion of the Committee that in order for the Capital Improvement Program to be an effective tool for managing the Town's capital investment, department heads must have confidence that their submitted projects will be implemented within the timeframe planned in the Program. The Committee recognizes that the municipal and school administrations have worked hard to anticipate capital needs, submit projects into the Plan, and distribute those projects over the six-year planning period so as to comply with the constraints of the Town's Debt Policy.

### Free Cash Policy

The FY2024 budget year marks the thirteenth implementation of the Town's Free Cash Policy. Under this policy, one defined use of available Free Cash is to pay for capital projects. Examples of suitable projects include DPW and Public Safety vehicles and equipment; building infrastructure components (heating, cooling, electrical, plumbing, etc.); office and technology equipment; and capital project design fees, feasibility studies, and needs analyses. In the past, the Town funded projects of this scale with debt, a practice discouraged by bond rating agencies. Under the Free Cash Policy, such capital items are now primarily funded from Free Cash and other available one-time revenues. Debt capacity is reserved for larger projects such as building construction and renovation, major roadway construction and repair, water/sewer infrastructure, and land acquisition for municipal use or to preserve open space. In FY2023, there was a significant increase in the amount of Free Cash available to fund the Capital Plan. Due to state and federal financial support provided directly to the Town through the CARES Act and FEMA reimbursements, as well as other

PROPOSED FY2024 FREE CASH PLAN			
Free Cash Certification as of 7/1/2022		2,440,073	100%
FY2024	Appropriated Reserve	-175,000	7.2%
FY2024	Operating Budget	-500,000	20.5%
FY2024	Stabilization Fund	-200,000	8.2%
FY2024	Capital Projects	-1,105,000	45.3%
Available Free Cash after FY2024 Plan		460,073	18.9%

one-time economic effects of the pandemic, the Town realized a significant Free Cash certification which allowed it to fund some of the previously delayed projects in FY2023. In FY2024, the Town has approximately \$1 million less in Free Cash available to fund capital projects. As a result, fewer projects are proposed to be funded, making the allocation of ARPA funds for those projects that would otherwise require debt issuance even more critical in the upcoming year.

From the \$2,440,073 certified free cash balance, \$1,105,000 is allocated under the Capital Budget to finance the FY2024 pay-as-you-go capital investments with no additional tax impact.

### **FY2024 American Rescue Plan Act Funding Considerations**

Preparation for the FY2024 budget was impacted by delays at the State level. Prior to the outbreak of the COVID-19 virus, typically the State would have presented preliminary information about the status of the State's revenue collections at the Revenue Consensus Hearing in early December. This information forecasts upcoming state aid figures and overall economic health of the State, which impacts the budget preparation for the upcoming year. Since the pandemic, this process has been consistently delayed one to two months, leaving the town with less time to prepare a budget for consideration at Town Meeting. Town Meeting is the Legislative Body of the Town of Northborough and the final decision of approval or disapproval of each warrant article is ultimately up to you, the voters. The change in administration in the Governor's Office further delays this process moving into FY2024, as there is additional time granted to an incoming Governor to submit their budget for the upcoming year. That deadline is March 1, and as of this writing, we still do not have an FY2024 budget from the State.

In addition to delays at the State level, Northborough has been placed in a unique position with the award of \$4.5 million from the American Rescue Plan Act (ARPA) funds. These funds are treated as a grant from the Federal Government, and the Board of Selectmen has exclusive control over the expenditure of the funds. Prior to the start of the FY2024 budgeting process, the Board of Selectmen allocated \$191,000 in ARPA funds, leaving \$4,325,184 still to be committed. In preparing the FY2024 Capital Improvement Budget, this committee strongly recommended to the Board of Selectmen that they allocate ARPA funds for three major capital projects requiring funding in the upcoming year: the Proctor School Flat Roof Area Replacement for \$1.7 million, the replacement of the Fire Department's Engine 1 for \$900,000 and the Highway Garage Tight Tank replacement for \$475,000. The Board of Selectmen voted to allocate the funding needed for the Proctor School Roof Replacement but chose not to allocate ARPA funding for the Fire Engine replacement or the Highway Garage Tight Tank. A narrative of the two projects follow:

- **Fire Engine 1 Replacement \$900,000:**

This request seeks to replace a 2005 Fire Engine. At the time of replacement, the apparatus will have exceeded its expected useful life, including approximately 10 years of front-line service, 5 years back up service and 5 years reserve. The Insurance Services Office (ISO) requires Northborough to maintain 3 pumping apparatus in order to sustain its current ISO rating, which residential and commercial fire insurance rates are based upon. Due to ongoing maintenance and mechanical issues, this apparatus must be replaced in FY2024. Recent escalation has increased the cost of the new apparatus to \$900,000 and due to supply chain disruptions, it may take up to two years for delivery following placement of the order. If ARPA funds are not released, the project will require authorization for the issuance of \$900,000 in debt at the April 2023 Annual Town Meeting.

- **Highway Garage Tight Tank Facility Improvements \$475,000:**

This request seeks to fund installation of a tight tank system at the highway garage located at 190 Main Street. The existing garage was built in 1984 and no longer complies with State environmental regulations. The building is served by an onsite septic system which cannot accept discharge of truck wash water. In accordance with MassDEP requirements, an underground holding tank is required for this wastewater. This requires interior plumbing changes as well as locating the tank in such a manner that it does not preclude future building expansion/reconfiguration. The updated construction cost estimate is now \$475,000. If ARPA funds are not used for this project, it will require authorization for the issuance of \$475,000 in debt at the April 2023 Annual Town Meeting.

Since the Board chose not to fund the Fire Engine or the DPW Tight Tank with ARPA, this will result in a Town Meeting request to fund each of these projects using debt. If approved, the debt for these projects is estimated to cost the average single-family home in Northborough \$27 per year, or \$270 in total over 10 years, and will begin to impact tax bills in FY2025. As a community, we are anticipating several major building projects over the next 5 years, including a Fire Station Building Project, Town Hall Building/Renovation Project, and the Peaslee Elementary School Building Project. All these projects are in addition to a major downtown revitalization initiative stemming from the work of the Master Plan Implementation Committee, and ongoing road and sidewalk repairs in conjunction with Northborough's recent Complete Streets designation. In a time of rising inflation, this Committee believes that the Town should endeavor to reduce the tax burden where possible, and fund major capital projects using one-time money where available.

The Committee continues to recommend the release of ARPA funding for the Fire Engine and the Tight Tank, which would result in no additional tax impact to residents. The Committee also recognizes that the ARPA funds were designed to be used quickly during the pandemic, which is why they may be released solely by vote of the Board of Selectmen and do not require Town Meeting approval. However, given that the state of emergency is over, it is concerning that the Board of Selectmen has chosen to ignore the unanimous votes of both the Financial Planning Committee and the Appropriations Committee with regard to how ARPA funds are used. The Committee is concerned that the Selectmen's actions are essentially forcing Town Meeting to authorize debt for public safety and environmental compliance projects for which there is no discretion, while at the same time holding \$2.62 million in available ARPA funds for some future discretionary projects that Town Meeting will not be required to vote on. If the Fire Engine and Tight Tank projects were funded with ARPA, it would still leave \$1.25 million in remaining ARPA funds for grant seed funding or other discretionary projects. The Committee believes the financially conservative approach would be to use ARPA funds for projects that are immediately needed and ask the voters to support future discretionary projects once they are known and appropriately defined.

The Committee extends its appreciation to Town Administrator John Coderre and his Financial Team -- Assistant Town Administrator Becca Meekins and Finance Director Jason Little -- for their input and assistance throughout the Committee's process. Special thanks to Diane Wackell and Lynda LePoer for their capable administrative support.



## Capital Projects for FY2024

The Committee has reviewed and prioritized the projects in the Capital Improvement Program for Fiscal Year 2024 as follows:

Priority	Description
1	Projects that involve correcting a current Safety or Health issue, and/or to meet a Federal or State legal requirement.
2	Projects that are necessary to maintain the Town's current buildings, equipment and infrastructure: <i>Buildings</i> - Projects necessary to maintain existing Town buildings, not including projects to expand or modernize facilities. <i>Equipment</i> - Projects necessary to replace old existing equipment, which is no longer cost effective to repair with similar equipment.
3	Projects that are required to increase capacity of existing facilities in order to accommodate the increase in growth of the Town.
4	Projects that are designed to modernize and upgrade existing Town facilities.

The Committee considers all the proposed capital projects, which have been in the Capital Improvement Plan for many years. From those proposals, the Committee recommends the capital projects below be included in this year's FY2024 Capital Budget warrant articles. The Committee votes are shown in parentheses. Numerical votes are shown in Yes-No-Abstain order relative to a motion to recommend approval. Fewer than six total votes reflect the absence of one or more members at the time of the vote. Planned sources of funding are noted in the comments for each project.

### Municipal Departments

Article 15	Sponsor	Cost	Priority	Recommend Approval?
Police Cruiser Replacement	Police	\$190,000	2	Unanimously YES
<ul style="list-style-type: none"> <li>Requested funding of \$190,000 for the purchase of three new police vehicles. This article supports the continued annual replacement of police cruisers on an established schedule of three vehicles one year, then two the next.</li> <li>Funded from Free Cash with no additional tax impact.</li> </ul>				

Article 16	Sponsor	Cost	Priority	Recommend Approval?
Police Station Exterior Painting	Police	\$70,000	2	Unanimously YES
<ul style="list-style-type: none"> <li>Funds needed to repair and paint the exterior of the Northborough Police Station. The last time the exterior was painted was approximately 10 years ago. The Town is required to pay prevailing wages under state procurement laws which significantly adds to project costs.</li> <li>Funded from Free Cash with no additional tax impact.</li> </ul>				

Article 17	Sponsor	Cost	Priority	Recommend Approval?
Engine Replacement	Fire	\$900,000	2	Unanimously YES
<ul style="list-style-type: none"> <li>Request to replace a 2005 Fire Engine. At the time of replacement, it will have exceeded its expected useful life, including approximately 10 years of front-line service, 5 years back-up service and 5 years reserve. Due to supply chain disruptions, it may take up to two years for delivery following placement of the order.</li> <li>Committee recommended use of available ARPA grant funds; if not funded with ARPA, will require debt issuance and will have an additional tax impact.</li> </ul>				

Article 18	Sponsor	Cost	Priority	Recommend Approval?
Road Improvements & Maintenance	Public Works - Highway	\$300,000	2	Unanimously YES
<ul style="list-style-type: none"> <li>Funds needed to supplement the Pavement Management Plan due to limited State Chapter 90 Transportation Funding. The Town's Pavement Management Plan requires a minimum spending level of \$1.1 million annually to maintain pavement conditions.</li> <li>Funded from Free Cash with no additional tax impact.</li> </ul>				

Article 19	Sponsor	Cost	Priority	Recommended Approval?
20-Ton Dump Truck with Plow	Public Works - Highway	\$355,000	2	Unanimously YES
<ul style="list-style-type: none"> <li>Request to replace a 2005 truck used for salting and sanding during snow events. These trucks have a useful life of between 15 and 20 years.</li> <li>Funded from Free Cash with no additional tax impact.</li> </ul>				

Article 20	Sponsor	Cost	Priority	Recommended Approval?
Highway Garage Tight Tank	Public Works – Highway	475,000	1	Unanimously YES
<ul style="list-style-type: none"> <li>Request to fund the installation of a tight tank at the highway garage located at 190 Main Street. The existing garage was built in 1984 and no longer complies with State environmental regulations. The building is served by an onsite septic system which cannot accept discharge of truck wash. In accordance with MassDEP requirements, an underground holding tank is required for this wastewater.</li> <li>Committee recommended use of available ARPA grant funds; if not funded with ARPA, will require debt issuance and will have an additional tax impact.</li> </ul>				

Article 21	Sponsor	Cost	Priority	Recommend Approval?
One-Ton Truck with Plow	Public Works – Highway	\$150,000	2	Unanimously YES
<ul style="list-style-type: none"> <li>Request to replace a 2012 F350 with an F600 model truck. The 2012 truck will be past its useful life at the time of replacement.</li> <li>Funded from Free Cash with no additional tax impact.</li> </ul>				

Article 22	Sponsor	Cost	Priority	Recommend Approval?
15-Ton Dump Truck	Water/Sewer Commission	\$225,000	3	Unanimously YES
<ul style="list-style-type: none"> <li>Request to purchase a new 30,000-pound GVW dump truck for use by the water and sewer divisions. The current fleet of vehicles are smaller daily task vehicles. This truck is large enough to move water and sewer department equipment and materials which will alleviate the need to use the highway dump truck for towing.</li> <li>Costs for this vehicle will be divided 60% from the Water Enterprise Fund and 40% from the Sewer Enterprise Fund Free Cash. No additional tax or rate impact.</li> </ul>				

Article 23	Sponsor	Cost	Priority	Recommend Approval?
SCADA Phase 2	Water/Sewer Commission	\$125,000	4	Unanimously YES
<ul style="list-style-type: none"> <li>Final phase of a 2-phase project to efficiently monitor and manage the Town's infrastructure. The overall objective of this project is to provide operators with the ability to remotely monitor and collect data from the town's critical water and sewer facilities.</li> <li>Northborough recently received an 80% Federal earmark (\$491,000) to fund this Phase. The request seeks to fund the required 20% grant match from the Sewer Enterprise Fund Free Cash. The project will add the remaining sewer pump stations to the SCADA system. No additional tax or rate impact.</li> </ul>				

Article 24	Sponsor	Cost	Priority	Recommend Approval?
Zeh School Rear Entrance Repairs	Northborough School Committee	\$40,000	2	Unanimously YES
<ul style="list-style-type: none"> <li>Funds needed to repair the cement rear entrance of the Zeh Elementary School which has deteriorated.</li> <li>Funded from Free Cash with no additional tax impact.</li> </ul>				

### Community Preservation Act Projects

Certain projects to be funded with Community Preservation Act monies may be presented at Town Meeting. Although often capital in nature, these projects are not necessarily incorporated into the Capital Improvement Plan. Nevertheless, the Financial Planning Committee, in its financial advisory capacity, strives to review projects approved by the CPC and offer its recommendations at Town Meeting. Because CPA projects do not compete for funding with Capital Improvement Plan projects, no Priority is assigned. The Committee has decided not to review or make recommendations on projects not meeting the \$25,000 minimum definition of a Capital Project for purposes of the Capital Improvement Plan, or projects that are not municipal facilities.

Article 30	Sponsor	Cost	Priority	Recommend Approval?
White Cliffs Bond Payment	Community Preservation	\$188,000	N/A	Unanimously YES
<ul style="list-style-type: none"> <li>Funds the sixth of ten payments required for the bond on the White Cliffs purchase.</li> </ul>				

Article 33	Sponsor	Cost	Priority	Recommend Approval?
Construction of Northborough Dog Park	Northborough Recreation Department	\$347,500	N/A	Unanimously YES
<ul style="list-style-type: none"> <li>Funds for the construction phase of this project, which also covers the minimum 10% allocation required for open space and recreation. It is anticipated that the Town will apply for a Stanton Foundation Grant for approximately \$200,000 to be added to the CPC funds.</li> </ul>				

Article 34	Sponsor	Cost	Priority	Recommend Approval?
Construction of ADA Accessible Trail at Senior Center	Northborough Trails Committee	\$370,000	N/A	Unanimously YES
<ul style="list-style-type: none"> <li>Funds for the construction phase of this project, which will add an ADA accessible trail around the Senior Center property.</li> </ul>				

### **Algonquin Regional High School Athletic Complex Project**

Algonquin Regional High School Athletic Complex is a project that the Northborough Regional School Committee is proposing. This request is being made because the current conditions of the fields, tracks, courts and lighting are beyond their useful life. There are health and safety issues which require ADA accessible upgrades for the existing stadium, grandstand and amenities. The District engaged Gale Associates and the project timeline is currently at the permitting and bid preparation stage. The estimated project cost is \$7,539,899 (estimate 90% complete). Based on the 90% estimate, Northborough's apportionment is 62.33% and estimated to cost \$4,699,259. Southborough's apportionment is 37.67% and estimated to cost \$2,840,640. It is the intention of the Regional School Committee to bond this project and if approved by both towns, Northborough will pay an annual debt assessment until the project is paid off.

Article 25	Sponsor	Cost	Priority	Recommend Approval?
Algonquin Regional High School Athletic Complex project	Regional School Committee	\$4,699,259.51		3 YES ; 1 Abstention
<ul style="list-style-type: none"> <li>Authorization for the Algonquin Regional High School Athletic Complex project</li> <li>Funded from ARHS issued debt that will be apportioned and assessed to Northborough each year per the Regional Agreement.</li> </ul>				

Respectfully submitted,

Northborough Financial Planning Committee  
February 22, 2023

Financial Planning Committee Recommendations for FY2024 Capital Project Warrant Articles  
Northborough Annual Town Meeting April 24, 2023

Article	Project	Amount	Funding Source	**Priority	*Vote	Recommend Approval?
15	Police: 3 Cruiser Replacements	\$190,000	Free Cash	2	4-0-0	YES
16	Police: Police Station Exterior Painting	\$70,000	Free Cash	2	4-0-0	YES
17	Fire: Engine 1 Replacement	\$900,000	Debt (ARPA recommended)	2	4-0-0	YES
18	DPW: Road Improvements & Maintenance	\$300,000	Free Cash	2	4-0-0	YES
19	DPW: 20-Ton Dump Truck with Plow & Spreader	\$355,000	Free Cash	2	4-0-0	YES
20	DPW: Highway Garage Tight Tank	\$475,000	Debt (ARPA recommended)	1	4-0-0	YES
21	DPW: One-Ton Truck with Plow	\$150,000	Free Cash	2	4-0-0	YES
22	Water/Sewer: 15-Ton Dump Truck	\$225,000	Water/Sewer Enterprise Fund Free Cash	3	4-0-0	YES
23	Sewer: SCADA Phase II	\$125,000	Sewer Enterprise Fund Free Cash	4	4-0-0	YES
24	School: Zeh School Rear Entrance Repairs	\$40,000	Free Cash	2	4-0-0	YES
30	CPC: White Cliffs Bond	\$188,000	CPA Fund	N/A	4-0-0	YES
33	CPC: Construction of Northborough Dog Park	\$347,500	CPA Fund	N/A	4-0-0	YES
34	CPC: Construction of ADA Trail at Senior Center	\$370,000	CPA Fund	N/A	4-0-0	YES
25	Algonquin Regional High School Athletic Complex project	\$4,699,259.51	Debt Assessment	N/A	3-0-1	YES

\* Numerical votes shown in Yes-No-Abstain order relative to a motion to recommend approval. Fewer than five total votes reflects absence of one or more members.

\*\* No capital project priority is assigned to CPA-funded projects.

**\*\* THIS PAGE IS INTENTIONALLY BLANK \*\***