



## **FINANCIAL PLANNING COMMITTEE**

### **MEETING MINUTES**

Thursday, February 22, 2018

Selectmen's Meeting Room

6:30 p.m.

---

**MEMBERS PRESENT:** David DeVries  
Thomas Spataro  
Roger Leland  
Michael Hodge  
Richard Smith

**ABSENT:** Heidi Bourque-Gleason

**ALSO PRESENT:** John Coderre, Town Administrator

---

#### **APPROVAL OF MINUTES – MARCH 9, 2017 MEETING**

Mr. Spataro moved the committee vote to approve the meeting minutes of the March 9, 2017 meeting as submitted; Mr. Leland seconded the motion; all members voted in favor.

#### **APPROVAL OF MINUTES – DECEMBER 14, 2017 JOINT MEETING**

Mr. Spataro moved the committee vote to approve the meeting minutes of the December 14, 2017 Joint meeting as submitted; Mr. Smith seconded the motion; all members voted in favor.

#### **REORGANIZATION – ELECTION OF OFFICERS**

Mr. Leland moved the committee vote to keep the same officers: David DeVries as Chair and Michael Hodge as Vice Chair; Mr. Smith seconded the motion; all members voted in favor.

#### **MIS/GIS AERIAL PHOTOGRAPHY**

MIS Director David Kane presented his department's FY2019 capital request of \$140,000 for GIS Aerial Photography.

Mr. Kane informed the Committee that the Town first obtained aerial photography in 1997 and then updated it 2008. In 2019 a new aerial photography project is planned to update the Town's GIS with all development activity occurring in the previous 10 years. This project will obtain new photogrammetry and update the Town's planimetric (buildings, pavement, utilities and other features visible from the air) and topographic data (elevation data in the form of 2' contours and spot elevations). Mr. Kane indicated that the Town is investigating a possible joint procurement with two abutting communities that are also looking at conducting a flyover for possible savings.

## **ZEH SCHOOL BOILER REPLACEMENT**

Director of Finance and Operations Matthew Wells and School Maintenance Supervisor Thomas Maedler presented the FY2019 capital request to replace the boiler at the Zeh School.

The Zeh School's current cast iron Burnham boiler was installed during renovations in 1999 and is almost 20 years old. Since the manufacturer changed its boiler design in 2004, replacement parts for older models are extremely difficult to obtain. As a result, efforts to address ongoing persistent leaks that have plagued the deteriorating boiler have only been possible through the use of salvaged parts. Presently, the boiler is run around the clock to attempt to reduce leakage and maintain the boiler's operability. The proposed boiler replacement project consists of installing two 2,500,000 BTU Lochinvar Crest Boilers. The new boilers are more fuel efficient with an estimated fuel savings of around 35 to 40 percent, or approximately \$22,000 per year for heating, exclusive of any potential electricity savings. Two variable speed drives will be installed to reduce electric energy consumption. The expected useful life of the new boiler is 20 years.

## **PUBLIC WORKS PROJECT UPDATE AND FY2019 CAPITAL REQUESTS**

DPW Director Scott Charpentier reviewed his February 12, 2018 memo which provided an update on all outstanding capital projects including: the pavement management plan, Crawford Street wall reconstruction, Fisher Street culvert replacement, Town Common, West Main Street sewer pump station improvements, Edmund Hill water tank rehabilitation, sanitary sewer inflow and infiltration program, Church Street culvert replacement, Community Preservation Committee funded cemetery projects and the water meter upgrade.

Mr. Smith moved the Committee vote to thank the DPW Director for last year's progress and planning efforts; Mr. Leland seconded the motion; all members voted in favor.

Mr. Charpentier then reviewed the following FY2019 Capital Requests:

### One-Ton Dump Truck with Plow

This request seeks \$140,000 to replace one-ton dump trucks with similar model trucks. These vehicles are the most heavily used equipment in the DPW fleet and have a useful life of 10 - 12 years. The FY2019 request seeks to replace a 2008 model year vehicle with a one-ton cab and chassis truck outfitted with an asphalt hot box. The asphalt hot box will allow for year-round use of hot patching material to more effectively and more permanently repair potholes, especially during the winter months. This truck will also have a plow to aid in snow removal operations. The Committee reviewed the benefits of using hot asphalt over cold patch during winter months.

### Roadway Improvements/Maintenance

During 2013 the Town completed a comprehensive Pavement Management study which assessed the condition of all the Town's roadways. According to the study, the Town's overall pavement condition index (PCI) score was 71 out of 100. The study concluded that the Town needs to invest at least \$1.1 million per year to prevent the overall PCI from declining. The Town's budget for roadway improvements consists of State Chapter 90 transportation funds combined with local funding. Chapter 90 funds were increased to approximately \$800,000 during FY2016, which paired with the DPW budget appropriation of \$300,000, met the minimum requisite funding. However, beginning in FY2017, Chapter 90 funds were reduced to the previous level of \$500,000. This request is for an additional \$300,000 in Free Cash annually to maintain the

plan while the Town continues to lobby the State for increased future Chapter 90 funding.

#### Roadway Improvements/Maintenance Cont. . .

The Committee discussed the potential need to increase funding in the out years to account for the impact of inflation. It was anticipated that State Chapter 90 funds would have increased by now, but given the lack of additional State funding, the Committee would like to investigate increases to roadway funds in future years, resources permitting.

#### Skid Steer

This request seeks \$105,000 to replace a 2006 John Deere skid steer. This piece of equipment is used regularly by the Highway Division on various roadway projects throughout Town. It is multi-purpose with numerous attachments including a broom, road cutting saw, forks, asphalt miller, etc. This is also used during seasonal maintenance at various parks and municipal buildings.

#### Street Sweeper

This request seeks \$231,000 to replace the existing 2007 Elgin Pelican street sweeper in FY2019 and the 2011 model in FY2023. The useful life of a sweeper is approximately 10 years. As it ages the repairs become more costly. Using the department's two sweepers, it takes staff approximately 10 weeks to sweep the entire Town between early March and late June. If one sweeper were to be unavailable, it would take the remaining sweeper into the Fall to complete it alone. Renting sweepers is not feasible because every town needs to sweep at the same time. Additionally, the new National Pollutant Discharge Elimination Systems (NPDES) permit requires consistent annual sweeping cycles to minimize contaminants entering the wetlands through the stormwater system.

#### Excavator

This request seeks \$160,000 to fund an excavator for use by the Water and Sewer Division. The excavator will supplement a 2005 backhoe that was transferred to the Water and Sewer Division from the Highway Division. This piece of equipment will be used for water and sewer construction and repair projects including water and sewer service line excavations, gate valve repairs and hydrant replacements throughout Town. The useful life of this type of equipment is 10 to 12 years. The excavator will be paid for with available funds from the Water and Sewer Enterprise Funds at a 60/40 split with Water paying \$96,000 and Sewer paying \$64,000.

#### Water Main & Service Line Repair Replacement Program

This request seeks \$350,000 to fund a Water Main and Service Replacement Program as part of an ongoing commitment to provide quality water services to the residents of Northborough. This project focuses on replacing old undersized mains and services with reliable new materials which will significantly improve reliability, flow and fire protection while reducing the likelihood of breaks or leaks in the system. Funding sought in FY2019 will be used for system improvements in the Park Street and Winn Street neighborhood.

#### **FIRE STATION FEASIBILITY STUDY UPDATE**

Mr. Coderre reported that the Fire Station Building Committee selected Johnson Roberts Associates as the architect. They will begin assessing the programmatic needs of the Department concurrent with an existing conditions review of the station.

**NEXT MEETING DATE AND COMMITTEE SCHEDULE**

The next committee meeting will be held on February 28, 2018 at 5:00 p.m. The Committee will make recommendations on the FY2019 capital budget and discuss the Committee report for Town Meeting.

**ADJOURNMENT**

Mr. Leland moved the Committee vote to adjourn; Mr. Hodge seconded the motion; all members voted in favor.

Meeting adjourned at 8:30 p.m.

Respectfully submitted,

John W. Coderre  
Town Administrator

**Documents used during meeting:**

1. February 22, 2018 Meeting Agenda.
2. March 9, 2017 Meeting Minutes.
3. April 24, 2017 Info only due to lack of quorum.
4. December 14, 2017 Joint Meeting Minutes.
5. February 8, 2018 Meeting Minutes.
6. MIS/GIS Capital Request Packet.
7. Police Department Capital Request Packet.
8. Health Insurance Info for update on FY2019 Operating Budget.
9. 2018 Town Meeting Calendar.