



FINANCIAL PLANNING COMMITTEE

MEETING MINUTES

Tuesday, March 5, 2019

Conference Room B

7:00 p.m. (time changed from 6pm in order to maintain a quorum)

MEMBERS PRESENT: David DeVries
William Peterson, Jr.
T. Scott Rogers
Thomas Spataro

ABSENT: Michael Hodge
Roger Leland

ALSO PRESENT: John Coderre, Town Administrator
Christine Johnson, School Superintendent
Greg Martineau, Assistant School Superintendent
Tom Maedler, School Facilities Manager
Scott Charpentier, DPW Director

At 7:00pm the meeting was called to order.

APPROVAL OF MINUTES – FEBRUARY 19, 2019 MEETING

Mr. Spataro moved the committee vote to approve the meeting minutes of the February 19, 2019 meeting as submitted; Mr. Rogers seconded the motion; all members voted in favor.

PRESENTATION ON CPC WARRANT ARTICLES

Mr. Coderre reviewed the six warrant articles, representing \$718,670 in CPA allocations for FY2020, which have been approved by the Community Preservation Committee for inclusion on this year's Town Meeting warrant. Three articles relate to the historic preservation category and include interpretive signs, historical markers and the second payment for the debt service relating to the purchase of 167 Main Street. One article is for the open space/recreation category for Phase II of the field lighting at the Melican Middle School. The housing category is covered in one article for the Northborough Affordable Housing Corporation pertaining to the creation of affordable housing and one article is for the annual administration of the Community Preservation Act.

Historic Preservation

- \$8,000 for the purchase and installation of two interpretive signs to identify significant historical sites. One sign will replace the existing Howard Street Burial Ground sign and the second is a new sign to be installed at the Brigham Street Burial Ground.
- \$5,800 for the purchase and installation of two historic markers. One marker will be placed at 37-39 Main Street, site of the former Cyrus Gale's General Store, and one marker will be placed near the old bridge site on Church Street where Cold Harbor Brook crosses under Church Street.

- \$239,100 for second debt service payment associated with the purchase of the White Cliffs at 167 Main Street.

Open Space/Recreation

- \$290,770 for Phase II for the construction and installation of electrical improvements; lighting package; and regrading and restoration of the field associated with the replacement of the field lighting at the Melican Middle School.

Housing

- \$150,000 for the Northborough Affordable Housing Corporation for the creation of affordable housing.

Administration

- \$25,000 for CPC administrative expenses associated with implementation of the Community Preservation Act.

DPW Director Scott Charpentier reviewed his handout and budget for Phase II for the construction and installation of electrical improvements; lighting package; and regrading and restoration of the field associated with the replacement of the field lighting at the Melican Middle School. This is the second of a two phase project for the design and installation of more effective and efficient field lighting at the Melican Middle School playing fields.

School Superintendent Christine Johnson thanked Mr. Charpentier for all his efforts on the Melican Middle School lighting project.

ECONOMIC DEVELOPMENT UPDATE

Mr. Coderre briefly referenced the Town Planner's February 28, 2019 memo on current projects that are either under construction or have recently been approved by the Zoning Board of Appeals or Planning Board. The information is being provided to all the Financial Boards and Committees to provide insight into recent new growth projections.

SCHOOL DEPARTMENT PROJECT UPDATE AND FY2020 CAPITAL REQUESTS

School Superintendent Christine Johnson provided an update on the School Department projects. The FY2019 Zeh School boiler replacement project is complete at approximately \$150,000 under budget. Approximately \$130,000 of the remaining boiler budget will be used to fund the FY2020 K-8 security project request.

Ms. Johnson then reviewed the School Department's capital request for FY2020:

K-8 School Communications and Security Enhancements

This article seeks funding for communications and security enhancements to Northborough's K-8 schools. The project will include installation of a new telecommunications system, including a public address system, security card access (keyless entry) to buildings, and interior and exterior camera installations. The telecommunications systems at the Melican Middle School and Proctor and Zeh Schools are unreliable and outdated analog systems that the District seeks to replace with a modern digital VoIP solution. Melican, Peaslee, Proctor and Zeh Schools do not currently have keyless entry systems in place. Replacing keys with a card-access system allows

SCHOOL DEPARTMENT CONT . . .

for a streamlined means of controlling faculty and staff access and provides greater building security. In addition, these facilities currently lack security cameras. Installation of cameras would allow the District to better monitor the campuses during and after school hours. The proposed equipment has already been installed at Algonquin Regional High School and the Southborough Public Schools.

WHITE CLIFFS UPDATE

Mr. Coderre provided an update on the efforts of the White Cliffs Committee, including the following highlights:

- In January 2019, the Town executed a contract with DBVW Architects for the provision of architectural and engineering services at the White Cliffs property.
- DBVW and its consultants have been on site at the White Cliffs conducting laser and visual surveys of the interior and exterior of the property. The building is in much better condition than anticipated.
- Work is being done to address the security of the White Cliffs property and building.
- DBVW believes that they have identified the architect of the building. The identity of an architect can be an important component in accessing historic designations and possible funding.
- The next meeting of the White Cliffs Committee will be held on April 2, 2019 at 10AM.
- The White Cliffs Committee link on the Town website is being updated to include as much information about White Cliffs as possible.

An information packet containing the architect's contract scope of services and a detailed summary update from the White Cliffs Committee Chair was provided.

NEXT MEETING DATES

March 12	Committee recommendations and draft report
March 19	If needed
March 25*	Joint Budget Hearing with Board of Selectmen and Appropriations Committee *Financial Planning Committee attendance is optional
April 4	Joint Meeting with Board of Selectmen, Appropriations Committee and Fire Station Building Committee – 7:00pm at the Library
April 22	Annual Town Meeting

ADJOURNMENT

Mr. Rogers moved the Committee vote to adjourn; Mr. Peterson seconded the motion; all members in favor.

Meeting adjourned at 8:35 p.m.

Respectfully submitted,

John W. Coderre
Town Administrator

Documents used during meeting:

1. March 5, 2019 Meeting Agenda
2. February 19, 2019 Meeting Minutes
3. Information packet – CPC Projects
4. Economic Development Update Memorandum
5. Information packet – School Department Projects and Capital Requests
6. Information packet – White Cliffs Update
7. Meeting Schedule