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By Karen Wilber, Town Clerk's Office at 2:45 pm, Apr 14, 2022

FINANCIAL PLANNING COMMITTEE

MEETING MINUTES

Wednesday, March 9, 2022

Selectmen's Meeting Room

6:00 PM

MEMBERS PRESENT: David DeVries, Chair
William Peterson, Jr.
John Rapa
Thomas Spataro

MEMBERS ABSENT: Mike Hodge

ALSO PRESENT: John Coderre, Town Administrator
William Lyver, Police Chief
David Parenti, Fire Chief

At 6:00 p.m., Chairman DeVries opened the meeting of the Financial Planning Committee.

APPROVAL OF MINUTES – MARCH 2, 2022 REGULAR MEETING

Mr. Spataro moved the Committee vote to approve the March 2, 2022 Meeting Minutes, Mr. Rapa seconded the motion; the vote was 4-0-0.

PRELIMINARY FY2023 CAPITAL BUDGET

Mr. Coderre reviewed the revised draft FY2023 Capital Budget. He stated that due to supply chain limitations and chip shortages, there is a long lead time and price escalation that has resulted in an increase of \$10,000 for the Police vehicles request, which we were able to offset by reducing \$10,000 out of the DPW Roadway Maintenance project. He also added columns on the right showing which projects are proposed to be funded using Free Cash and which are proposed as ARPA funds.

REVISED 3/9/22				
REVENUES	FY23	FY24		
ARPA	\$2,258,092	\$2,258,092		
Free Cash	\$2,024,259	TBD		
	\$4,282,351	\$2,258,092		
EXPENDITURES			TM CIP Free Cash	BOS Vote ARPA
Police Cruisers Replacements	\$165,000		\$165,000	
Fire Engine Replacement	\$800,000			\$800,000
Roadway Improvements/Maintenance	\$454,000		\$454,000	
One-Ton Dump Truck w/Plow (replaces 2012s, 2016)	\$130,000		\$130,000	
Culvert and Drainage Replacement Lincoln St Loader (replaces 2006)	\$300,000		\$300,000	
20-Ton Truck w/ Spreader & Plow	\$290,000		\$290,000	
Highway Garage Tight Tank Project	\$340,000		\$340,000	
Backhoe (replaces 2005)	\$400,000			\$400,000
Proctor School Roof (\$1.55M w/MSBA grant for 45%)	\$195,000		\$195,000	
Proctor School Roof Drain repairs	\$0	\$880,000		
Peaslee Parking Lot Repave	\$38,000			\$38,000
MPIC-Downtown Master Plan Study	\$0			\$0
MPIC-Sidewalk Master Plan Phase 1	\$150,000		\$150,000	
Affordable Housing (NAHC)	\$400,000			\$400,000
FY23 Operating Budget Subsidy for OPEB	\$100,000			\$100,000
Assabet Fence	\$250,000			\$250,000
Pickleball Alternates	\$20,000			\$20,000
BeWellNorthborough Initiative	\$18,000			\$18,000
COVID Expense Reserve	\$100,000			\$100,000
	\$132,351			\$132,092
TOTAL	\$4,282,351	\$880,000	\$2,024,000	\$2,258,092
<u>NON-Free Cash/ARPA Capital Projects</u>				
Fire Ambulance funded from EMS Revolving Fund	\$400,000			
Sewer I&I construction funded from bond/fees	\$360,000			

POLICE DEPARTMENT FY2023 CAPITAL REQUESTS

Police Chief William Lyver presented the following FY2023 Capital Request for the Police Department:

Police Cruiser Replacement - \$165,000

This request seeks to replace police vehicles on the following schedule: 2 patrol vehicles and 1 detective vehicle in FY2023; 2 patrol vehicles and 1 detective vehicle in FY2024; 2 patrol vehicles and 1 detective vehicle in FY2025; 3 patrol vehicles in FY2026; 2 patrol vehicles in FY2027; and 3 vehicles in FY2028. Patrol vehicles are typically used for four years/100,000 miles, while detective and administrative vehicles have about a six to eight year/ 100,000 expected useful life. Included in the funding request is the cost of outfitting the vehicles with equipment, including radar, emergency warning lights, prisoner transport cages and radio consoles. Whenever possible, emergency equipment is moved from the old vehicles to the new ones. The Police Chief noted that he tried to purchase an electric hybrid from the FY2022 appropriation but lead time was in excess of a year. He also reminded the Committee that the purchase of one cruiser was postponed

during FY2021 due to the pandemic, which is why the revised replacement schedule shows 3 vehicles instead of 2.

Chief Lyver also reviewed future Capital Requests as follows:

FY2024: Police Station Painting- \$50,000

This project consists of painting (staining) and minor repairs and carpentry, as necessary, to the exterior of the Northborough Police Station, located at 211 Main Street. The last time the exterior was painted was approximately 10 years ago through the Worcester County Sheriff's Inmate Community Service Program (ICSP), which provides free labor to municipalities and nonprofit organizations by nonviolent, non-sex offender inmates. Unfortunately, due to the pandemic the ICSP has been suspended indefinitely. If the Town is unable to obtain services through the ICSP the project will need to be publicly bid out at prevailing wage rates. The estimated cost is based upon 2022 prevailing wage.

FY2025: Emergency Generator Replacement

This request seeks funding for a replacement emergency back-up generator for the police station and the Town's emergency 911 communications center. The current generator is thirty-two years old. Recent repairs to its water pump and block heater were completed and it is anticipated that ongoing maintenance costs will soon outweigh its value as the generator reaches the end of its useful life. Mr. Coderre noted that the Town has a portable generator and the Police Department is prewired to plug into the facility in the event the main generator fails, adding that all key facilities were prewired as part of the Town's emergency plan. The Chief noted that the generator is over its useful life at 32 years old with a lot of hours on it.

FY2025: Communications Center Upgrades - \$70,000

The previously approved communication center radio upgrade was completed in 2016. This project seeks to replace the original 1980's vintage console and cabinets with streamlined, ergonomic modern consoles. This includes replacement of thirty years worth of add-on equipment and computers necessary for handling next generation 911 technologies and equipment. The current console is a patchwork of old and new technology. Dispatchers must manage and monitor six computer screens, the communications screen and 911 monitors, which are scattered over the length of the console. This project will reduce inefficiencies and enhance the ability of staff to effectively manage the multitasking required of today's modern dispatch center. Mr. Coderre noted that the space is limited and needs to be redesigned to better handle the two dispatchers who share the space while on duty during emergencies and peak times.

FY2026: Multi-Band Portable Radio Replacement - \$145,000

This project proposes to replace 23 existing single band radios with multi-band APX 8000 radio capabilities. Currently officers are restricted to portable radio communication with Northborough and Shrewsbury as both agencies are on the VHF High band. Area communities and the State Police operate on UHF and 800 MHz bands. The new portable radios will allow officers to communicate with surrounding communities, the State Police and will provide for statewide interoperability. It will also facilitate communications with area mutual aid departments that respond to Northborough to assist. This project greatly enhances the Town's communications capabilities, as well as officer safety as they are also capable of GPS location and officer down alarms. The Chief indicated that he continues to seek grant funding for this project but has been unsuccessful to date.

FIRE DEPARTMENT FY2023 CAPITAL REQUESTS

Fire Chief David Parenti presented the following FY2023 Capital Requests for the Fire Department:

FY2023: Ambulance Replacement - \$400,000

The Town operates an Advanced Life Support (ALS) ambulance service, which is physically housed in the Fire Station at 11 Pierce Street. There are three ambulances associated with this service, a frontline ambulance, a second due ambulance and a back-up ambulance. Current call volume necessitates having two ambulances available for response whenever possible. The newest ambulance operates as the front-line unit and the older ambulance serves as the second due. The oldest ambulance serves as a back-up for when one of the two primary units are out of service. This request seeks to replace the 2013 ambulance in FY2023, at which time the 2019 ambulance would become the second due and the 2016 would become the back-up. Purchase of new ambulances are funded entirely by EMS user fees. The planned, regularly scheduled replacement of emergency ambulances is critical to ensuring public safety.

FY2023: Engine 1 Replacement - \$800,000

This request seeks to replace a 2005 Engine 1. 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. The Insurance Services Office 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. Engine 1 is currently the back-up reserve pumper. The 2016 Engine 2 will become the reserve back-up pumper once the new replacement is purchased and takes over as the new front-line pumper. Engine 1 was originally in the capital plan for replacement in FY2025; however, it is being proposed that this apparatus be replaced in FY2023 using funds from the American Rescue Plan Act (ARPA) due to ongoing maintenance and mechanical issues.

Chief Parenti skipped over the Fire Station Addition/Renovation Project for a more detailed update from Mr. Coderre. He continued with FY2025.

FY2025: Rescue 1 Replacement - \$800,000

This request seeks to replace a 2004 Rescue Pumper. This is a multi-purpose vehicle, designed and equipped to respond to motor vehicle accidents, hazardous materials calls, building fires, water rescues, technical rescues and other service calls. At the time of replacement this vehicle will be over 20 years old and beyond its expected useful life for front-line service.

FY2025: Portable Radio Replacement - \$350,000

Chief Parenti was pleased to report that this project request has been removed due to grant funding. He noted that it took 3 times applying for grants before he was successful.

Mr. Coderre provided a status update on the Fire Station Addition/Renovation Project and reviewed the FY2024 Capital Request relating to same as follows:

FY2024: Fire Station Addition/Renovation Project – Phase II - \$16,000,000

This project provides for the relocation of the existing fire station located at 11 Pierce Street. Built in 1974, the station's main systems are all in need of replacement and updating, including HVAC, roof, electrical and plumbing. More importantly, the operational areas lack the appropriate space and accommodations needed for today's staff and equipment. The Town engaged an architect and

a feasibility study was completed to better define the proposed project location, design and cost estimates. In FY2020, \$3.5 million in funding was approved for land acquisition, Owner's Project Manager services and design development. The Town entered into a Purchase & Sale Agreement for property located at 61 & 65 West Main Street that required the seller to remove all structures and perform any requisite remediation work on the former gas station. Following removal of the structures significant remediation was required which has delayed the project and final closing on the property. Subject to final test results, the Town is scheduled to close on the property in July 2022 with a building project anticipated for Town Meeting approval in April 2023, followed by a debt exclusion ballot vote in May 2023.

The Committee thanked the Chiefs for their presentations and expressed their support for the proposed projects, including use of ARPA funding to reduce capital expenses.

NEXT MEETING

The next meeting is scheduled for Wednesday, March 16th at 6 pm.

OTHER BUSINESS

None.

ADJOURNMENT

Mr. Rapa moved the Committee vote to adjourn; Mr. Peterson seconded the motion; the vote was 4-0-0.

Meeting adjourned at 7:30 p.m.

Respectfully submitted,

John W. Coderre
Town Administrator

Documents used during meeting:

1. March 9 , 2022 Meeting Agenda
2. March 2, 2022 Meeting Minutes
3. Preliminary FY2023 Capital Budget Summary
4. Police Department FY2023 Capital Requests
5. Fire Department FY2023 Capital Requests