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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 16, 2022

Selectmen's Meeting Room

6:00 PM

MEMBERS PRESENT: David DeVries, Chair
William Peterson, Jr.
John Rapa
Mike Hodge

MEMBERS ABSENT: Thomas Spataro

ALSO PRESENT: John Coderre, Town Administrator
Scott Charpentier, DPW Director
Keith Lavoie, Assistant Superintendent of Operations

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

APPROVAL OF MINUTES – MARCH 9, 2022 REGULAR MEETING

Mr. Rapa moved the Committee vote to approve the March 9, 2022 Meeting Minutes, Mr. Peterson seconded the motion; Mr. Hodge abstained; the vote was 3-0-1.

DPW FY2023 CAPITAL REQUESTS

Mr. Coderre noted that the DPW Director attended a prior meeting with the Committee on March 2nd where he reviewed in detail the ongoing DPW capital projects. This presentation is to review the FY2023 DPW capital requests.

Roadway Improvements/Maintenance - \$454,000

Every two years the Town performs a pavement maintenance assessment of all roadways and paved surfaces which results in a Pavement Count Index (PCI) score. When the study was first performed in 2015, the PCI was 71. It is currently 73.5. Mr. Charpentier stated that based on 80 miles of roadway in Town, the goal is to touch 10% of our roadways per year, with a variety of treatments. The Town's budget is typically \$300,000. The requested amount of \$454,000 is due to the fact that over the last couple of years, the Town has had to divert some of the road maintenance funds for culvert repairs. Culverts that have been replaced using these funds in the past are: Fisher Street and Rice Ave. More recently culvert repairs on Davis Ave, Lyman St and Ridge Rd are currently under construction. The additional \$154,000 would help get the roadway improvements/maintenance schedule back on track but a permanent increase in State Chapter 90 funds is what it really needed. Increases to Chapter 90 is the Town's top legislative priority.

Culvert and Drainage Replacement - \$300,000

This request was originally scheduled for FY2021, but postponed due to financial constraints caused by the pandemic. The Town completed a culvert inventory and condition assessment in 2019 of approximately 75 culverts town wide. As a result, several culverts have been identified

to be in need of replacement due to deteriorated pipes and end treatments. Drainage systems in Town are aging and many have surpassed their useful life expectancy. The FY2023 request will fund the replacement of a failed Lincoln Street culvert located adjacent to the Elementary School, unless alternative funding sources can be identified. Regular investments in culvert repairs is needed moving forward.

One-Ton Dump Truck with Plow - \$130,000

This request seeks to replace a 2012 F350 model truck. The useful life of these vehicles is 10-12 years. The Town currently has seven of these vehicles in service and has a schedule to replace one every other year, resulting in a 14-year replacement cycle. These trucks are the primary workhorse in the department and used by DPW staff to perform their everyday tasks. Part of this request will be used to repurpose an older vehicle. The vehicle being replaced this year will be converted to a patch truck.

Loader - \$290,000

This request was postponed due to the pandemic. The Town has two front-end loaders, a 2006 model and a 2014 model. This request seeks to replace the 2006 model and refurbish the 2014 model. The loader is used on a regular basis for a variety of purposes, all year long. The useful life expectancy is 14-15 years.

20-Ton Truck with Spreader and Plow - \$340,000

This request was postponed due to the pandemic. The Town has eleven of these vehicles in service and has a schedule to replace one every other year, resulting in a 20-year replacement cycle. This year's purchase includes a wing plow, which is why the cost is slightly higher. This is the only wing plow in the fleet and is a major piece of equipment used during snow plowing operations.

Backhoe - \$195,000

This request seeks to fund replacement of a 2005 model backhoe that is used every day by the Highway Division. The Town has two backhoes, a 2005 model and a 2015 model. This request seeks to replace the 2005 model and refurbish the 2015 model to extend its useful life. The useful life expectancy is 15 years.

Sewer Enterprise Inflow & Infiltration (I&I) Mitigation- \$360,000

This request is to continue the implementation of our detailed Operations and Maintenance (O&M) Plan to mitigate inflow and infiltration into the Town's sanitary sewer system. This inflow is from flowing stormwater and runoff making its way into manhole covers and grates. Inflow is the seeping of groundwater into the system through pipe connections, cracks in the manholes or other small openings in the system. Mitigating I&I greatly reduces the volumes of 'clean' water sent to the wastewater treatment plant for processing. As required by a State mandate (314 CMR 12.04) municipalities need to implement a detailed O&M Plan to address I&I.

Mr. Rapa asked how much of vehicle maintenance is done inhouse vs. outsourced. Mr. Charpentier state about 25% of \$80,000 maintenance budget is outsourced.

Mr. Peters asked what the benchmark is for I&I. Scott stated that our system is in pretty good shape because it's not that old and we don't have a lot of fluctuating groundwater like some cities and towns do. The Town video inspects the system regularly and that information is part of our GIS data.

The DPW Director reviewed two additional capital projects being proposed outside of the projects going to Town Meeting in FY2023 using ARPA funding, which are the DPW Garage Tight Tank and the Sidewalk Maintenance Plan.

DPW Garage Tight Tank - \$400,000

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. The project requires interior plumbing changes as well as locating the tank in such a manner that it does preclude future building expansion/reconfiguration.

Sidewalk Repairs Phase I - \$400,000

In late 2020/early 2021, as part of its ongoing roadway asset management program, the Town had all sidewalks and pedestrian curb ramps along Town roads inventoried and assessed. In February of 2022, the Town received a MassDOT Complete Streets Grant for \$35,200 to create a comprehensive plan to prioritize improvements, identify gaps/needs for new sidewalks, determine compliance with requirements and guidelines from the Americans with Disabilities Act and Pedestrian Right of Way Accessibility Guidelines, and for development of Complete Streets grant projects. Repair and expansion of sidewalks is the Master Plan Implementation Committee's #2 priority. This request seeks the first phase of funding to begin repairing the current backlog of existing sidewalks estimated to be \$1,532,000.

Both the tight tank and sidewalk repair proposals are before the Board of Selectmen for potential funding. If ARPA funds are not authorized the projects will have to be accommodated in the CIP for funding in future years. Mr. Charpentier concluded the presentation at 7:04 pm.

K-8 SCHOOLS AND ARHS CAPITAL REQUESTS

Assistant Superintendent of Operations Keith Lavoie reviewed 3 School Department Capital Projects.

Athletic Complex Project at ARHS

The district contracted with Gale Associates to complete a schematic design for a new athletic complex. Kathy Herval, the Project Manager, provided the presentation. She began by reviewing the work completed to date on the project, which included:

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- Athletic field and tennis court evaluations
- Existing conditions survey
- Subsurface investigation and geotechnical report
- Schematic design plans

Ms. Herval reviewed the scope of work, which includes completion of a new track and synthetic field, a new synthetic JV field and possibly upgrading the tennis courts. She noted that the track is original and in very poor condition and added that grass fields can no longer handle heavy use by various sports, including lacrosse, football, soccer, field hockey, etc. The existing field is small by current standards. A new grandstand and press box will be installed which will meet all ADA

requirements. Field lighting will also be reviewed. The tennis courts are also old and did not hold up well over the years. The courts will be upgraded with a standard base and coating, improved drainage, improved accessibility access and fencing.

Mr. Rapa asked about the bleachers. Ms. Herval stated that the proposed bleachers are technically portable, otherwise they would require additional restrooms by code.

Mr. Peterson asked if the tennis courts would be lighted. Ms. Herval stated it is under consideration. Electrical and conduit would be run regardless to allow for future expansion with minimum disruption if they decide to add lights later on.

Lastly, Ms. Herval noted that the school requested the possible addition of an amphitheater and they are currently reviewing potential locations. Mr. Hodge questioned if turf fields can be used for events. That would be a policy decision regarding the type of events compatible with a turf field.

Mr. DeVries asked about a timeline for the proposed project and how long construction would take. Ms. Herval stated that price escalation and supply chain issues have caused delays, so they could possibly start next year. Estimated construction is 8 months, where the two fields could be completed in the summer and the tennis courts in the fall. No costs estimates were provided at this time and the presentation was informational only, since nothing is being proposed in FY2023. If implemented, the athletic complex project would not be part of the Town's CIP, but instead, a separate approval at Town Meeting would be needed to authorize the Regional School to proceed to issue debt.

Ms. Herval completed the presentation at 7:40 pm.

Redundant Hot Water Heater at ARHS

Keith Lavoie reviewed this project request, which has been on the ARHS capital plan for a number of years but is now deemed a priority because the boiler is nearing its useful life expectancy. The project would include replacing the existing boiler and storage tank and adding an additional redundant heater. Cost estimates received at this point total \$180,000 which would be split between Northborough and Southborough. The school is also reviewing possible solar options. The anticipated cost for Northborough would be \$112,000 with the exact funding plan to be determined. This is an article on the draft warrant for the 2022 Annual Town Meeting, but is currently under review by the school administration and may not go forward this year.

Proctor School Drainage and Roof Project

Keith Lavoie reviewed this project request for the Proctor School Roof. On February 28th 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 Town previously replaced the peaked metal roof sections several years ago. The Town is seeking MSBA's assistance in paying for approximately 45% of the total project cost, which is estimated to be between \$1.5 and \$1.6 million. The school department is seeking ARPA funding to make immediate repairs to the downspouts and drains in order to resolve some of the ponding water issues on the roof. It is anticipated that approximately \$880,000 in additional FY2024 ARPA funding can be used to match MSBA's grant, if approved.

Mr. Lavoe concluded the presentation at 7:53 pm.

NEXT MEETING

The next meeting is scheduled for Wednesday, March 23rd at 6 pm.

Mr. Rapa asked about reorganization. Mr. Coderre replied that will be on the next meeting agenda.

OTHER BUSINESS

None.

ADJOURNMENT

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

Meeting adjourned at 8:10 p.m.

Respectfully submitted,

John W. Coderre
Town Administrator

Documents used during meeting:

1. March 16, 2022 Meeting Agenda
2. March 9, 2022 Meeting Minutes
3. DPW FY2023 Capital Requests
4. K-8 Schools and ARHS Capital Requests
5. ARPA presentation to BOS March 14, 2022
6. Legislative Priorities Letter & Earmark Requests