

**FINANCIAL PLANNING COMMITTEE****MEETING MINUTES**

Wednesday, March 23, 2022

Selectmen's Meeting Room

6:00 PM

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

ALSO PRESENT: John Coderre, Town Administrator
John Campbell, CPC Chair

At 6:00 p.m., Chairman DeVries opened the meeting.

REORGANIZATION – ELECTION OF OFFICERS

For the purposes of reorganization, Mr. DeVries turned the meeting over to Mr. Coderre. Mr. Coderre opened up nominations for Chair and Vice Chair.

Mr. Rapa moved the Committee vote to nominate David DeVries as Chair; Mr. Hodge seconded the motion; all members voted in favor.

Mr. DeVries moved the Committee vote to nominate Mr. Hodge as Vice Chair; Mr. Peterson seconded the motion; all members voted in favor.

Following the reorganization, Mr. DeVries took over as Chair and proceeded to take up the agenda items.

REVIEW OF CPC PROJECT REQUESTS

Community Preservation Committee (CPC) Chair John Campbell was present. The FY2023 applications recommended for funding total \$1,534,000. \$750,000 will be allocated from new revenues and \$784,000 will be allocated from the unreserved account. He reviewed the following CPC warrant articles:

ARTICLE 23: Community Preservation Fund – Construction of Eight Affordable Low-Income, Senior One-Bedroom Rental Units

The Northborough Housing Authority, the Northborough Affordable Housing Corporation, and the MA Department of Housing and Community Development are proposing to develop eight senior rental apartments located in one two-story building at 26 Village Drive. The Town is proposing contributing \$100,000 separately from American Rescue Plan Act (ARPA) funds to supplement the funds appropriated in this article, and transfer of funds will be contingent on grant funding from the State and funds supplemented from the Authority for a total anticipated project cost of \$2,440,000. Transfer of these funds will also be contingent upon successful execution of a contract with the Town.

To appropriate \$1,340,000 from the following sources:

Community Preservation Fund revenues	\$230,548
Community Preservation Affordable Housing Reserve	\$127,863
Community Preservation Unreserved Fund	\$486,274
2009 Annual Town Meeting Article 37	\$ 569
2012 Annual Town Meeting Article 42	\$ 24,746
2015 Annual Town Meeting Article 57	\$ 20,000
2016 Annual Town Meeting Article 38	\$100,000
2017 Annual Town Meeting Article 42	\$100,000
2018 Annual Town Meeting Article 28	\$100,000
2019 Annual Town Meeting Article 23	\$150,000

ARTICLE 24: Community Preservation Fund – Affordable Housing Reserve

\$75,000 from the Community Preservation Fund revenues to the Community Preservation Affordable Housing Reserve Fund to set aside funds for the future creation of affordable housing. This article will be passed over if Article 23 passes. If it does not, the Town is required to set aside at least 10% of new CPA funding for affordable housing.

ARTICLE 25: Community Preservation Fund – Brigham Street Burial Ground Beautification

\$131,679 from the Community Preservation Fund revenues and \$5,821 from Community Preservation Historic Reserve Fund for a total of \$137,500 to the Northborough Department of Public Works and the Northborough Historic District Commission for improvements to the Brigham Street Burial Ground, including removal of dead trees, installation of a signpost and fencing, and overall roadside improvements.

ARTICLE 26: Community Preservation Fund – (2) Signs to Identify the Kizer section of the Northborough Cemetery

\$5,124 from the Community Preservation Fund revenues to the Northborough Historic District Commission for the purchase and installation of two signs for the Kizer section of the Northborough Cemetery to assist with identification of the newer section of the cemetery.

ARTICLE 27: Community Preservation Fund – Shutter Restoration of Historical Society Building

\$55,000 from the Community Preservation Fund revenues to the Northborough Historical Society for replacement of missing building shutters and renovation of damaged building shutters for the building located at 52 Main Street. Thirty-three shutters will be replaced and/or renovated at the Northborough Historical Society building as part of multi-phase restoration and improvement project.

ARTICLE 28: Community Preservation Fund – Design and Project Management for Dog Park

\$35,500 from the Community Preservation Unreserved Fund to the Northborough Recreation Department and Department of Public Works for the initial assessment and site survey for up to five locations for a dog park. This will be the first phase of a three-phase project to determine a location for a community dog park. Mr. Campbell indicated that construction of a dog park was one of the top requests that came out of the Master Planning process. This article will fund the initial site selection and design work.

ARTICLE 29: Community Preservation Fund – Design of ADA Accessible Trail located at the Senior Center

\$28,500 from the Community Preservation Fund revenues to the Northborough Trails Committee and the Department of Public Works for the design of an ADA accessible trail located at the Northborough Senior Center. The existing trail located at the Senior Center will be upgraded to ADA standards and expanded to be the first completely accessible trail in Northborough.

ARTICLE 30: Community Preservation Fund – Preliminary Design of Pedestrian Access Over the Assabet River Aqueduct Bridge

\$55,849 from the Community Preservation Fund revenues, \$813 from the Community Preservation Open Space Reserve fund and \$76,996 from the Community Preservation Unreserved Fund for a total of \$133,658 to the Northborough Trails Committee and the Department of Public Works for the preliminary design of pedestrian access over the Assabet River Aqueduct Bridge. Preliminary design work with cost estimates will include replacement of decking and security rails, structural inspection, relocation of utilities, and submission of a plan to the Massachusetts Water Resources Authority.

ARTICLE 31: Community Preservation Fund – White Cliffs Debt Service

\$185,800 from the Community Preservation Fund revenues to the Northborough Community Preservation Committee for Fiscal Year 2023 for the fifth debt service payment and expenses associated with the acquisition of the White Cliff's property at 167 Main Street.

ARTICLE 32: Community Preservation Fund – CPA Administration

\$37,500 from the Community Preservation Fund revenues to the Northborough Community Preservation Committee for the administration of the Community Preservation Act (CPA), which includes clerical assistance, office supplies, property surveys, appraisals, attorney's fees, recording fees, and printing.

During his presentation, Mr. Campbell responded to several questions and comments from members of the Committee.

FINAL REVIEW OF FY2023 CAPITAL BUDGET

Mr. Coderre briefly reviewed the FY2023 Capital Improvement Plan (CIP) for equipment and/or projects for the Fire, Police and DPW Departments, which were reviewed in full detail at the Committee's previous meetings.

Mr. Coderre discussed in more detail the Downtown Master Plan Study, which will focus on both residential and small businesses in the downtown area and how that process could help inform how to advance future projects using the second half of the American Rescue Plan Act (ARPA) funds.

Mr. Coderre reviewed the FY2023 Capital Budget below that if approved will have no additional tax impact:

Project	Cost	Funding Source
Police: Cruiser Replacement (3)	\$165,000	Free Cash
Fire: Ambulance Replacement	\$400,000	EMS Revolving Funds
Admin: Downtown Master Plan Study	\$150,000	Free Cash
DPW: Roadway Improvements/Maintenance	\$454,000	Free Cash

DPW: One Ton Dump Truck with Plow	\$130,000	Free Cash
DPW: Backhoe Replacement	\$195,000	Free Cash
DPW: Loader	\$290,000	Free Cash
DPW: 20-Ton Dump Truck with Spreader & Plow	\$340,000	Free Cash
DPW: Culvert Replacement Program	\$300,000	Free Cash
DPW Sewer: Inflow & Outflow Mitigation Repairs	\$360,000	Sewer Enterprise Funds

Mr. Coderre reviewed the Capital Budget funding sources, which include:

Free Cash	\$2,024,000
Sewer Fund Balance (Free Cash)	360,000
EMS Revolving Funds (Ambulance Fees)	<u>400,000</u>
TOTAL	\$2,784,000

COMMITTEE RECOMMENDATIONS

FY2023 Capital Budget

Mr. Hodge moved the Committee vote to approve the FY2023 Capital Budget as presented this evening; Mr. Rapa seconded the motion; all members voted in favor.

FY2023 CPC Projects

The Committee discussed the CPC Projects, noting that they historically only comment on projects that would qualify for inclusion in the Capital Improvement Plan (\$25,000 or more with a useful life of at least 5 years).

Mr. Hodge moved the Committee vote to support the following FY2023 CPC Projects:

- Construction of Eight Affordable Low-Income, Senior One-Bedroom Rental Units
- Design and Project Management for Dog Park
- Design of ADA Accessible Trail located at the Senior Center
- Preliminary Design of Pedestrian Access Over the Assabet River Aqueduct Bridge
- White Cliffs Debt Service

Mr. Rapa seconded the motion; all members voted in favor.

REVIEW OF DRAFT MEETING WARRANT

Mr. Coderre briefly reviewed the draft Town Meeting Warrant with the Committee. He noted that the Board of Selectmen will be voting on the date, time and location of Town Meeting at their meeting on March 28th. It will be either Monday, April 25th at 6pm in the High School auditorium or Saturday, April 30th at the High School football field.

DISCUSSION REGARDING ARPA PRESENTATION TO BOARD OF SELECTMEN

Mr. Coderre reviewed his presentation that was made at the March 14, 2022 Selectmen's Meeting regarding the proposed ARPA funded projects for FY2023 as follows:

REVENUES	FY2023		
ARPA	\$2,258,092		
Free Cash	\$2,024,259		
Total FY2023 Available Budget	\$4,282,351		
		TM CIP	BOS Vote
		Free Cash	ARPA
EXPENDITURES			
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	\$300,000	\$300,000	
Loader (replaces 2006)	\$290,000	\$290,000	
20-Ton Truck w/ Spreader & Plow	\$340,000	\$340,000	
Highway Garage Tight Tank Project	\$400,000		\$400,000
Backhoe (replaces 2005)	\$195,000	\$195,000	
Proctor School Roof Drain repairs	\$38,000		\$38,000
MPIC-Downtown Master Plan Study	\$150,000	\$150,000	
MPIC-Sidewalk Master Plan Phase 1	\$400,000		\$400,000
Affordable Housing (NAHC)	\$100,000		\$100,000
FY23 Operating Budget Subsidy for OPEB	\$250,000		\$250,000
Assabet Fence	\$20,000		\$20,000
Pickleball Alternates	\$18,000		\$18,000
BeWellNorthborough Initiative	\$100,000		\$100,000
COVID Expense Reserve	\$132,351		\$132,092
TOTAL	\$4,282,351	\$2,024,000	\$2,258,092

Mr. Coderre informed the Committee that following his presentation and a lengthy discussion, the Board of Selectmen decided to postpone some of the requests pending public input. The Board voted to approve and authorize ARPA spending on the following projects:

- Proctor School Roof Repairs - \$38,000
- NHA Affordable Housing - \$100,000
- Assabet Park Fence - \$20,000
- Pickleball Courts - \$18,000
- BeWellNorthborough Wellness Initiative - \$100,000

Mr. Coderre noted that given the discussion at the last Selectmen's meeting, a joint meeting similar to the annual Financial Trend Monitoring Meeting will be scheduled with the various Boards and Committees to review the latest information and to allow a dedicated ARPA public input session.

Mr. Coderre reminded the Committee that the Joint Public Hearing on the FY2023 Budget with the Board of Selectmen and Appropriations Committee will be held on March 28, 2022. All are invited to attend.

DISCUSSION OF FINANCIL PLANNING COMMITTEE RECOMMENDATIONS AND DRAFT REPORT

The Committee agreed to meet again on March 30th to review and finalize the draft of the Committee's report to Town Meeting, reflecting the recommendations and votes this evening. The

Committee also discussed potentially drafting a memorandum to the Board of Selectmen regarding the preferred use of ARPA funds in regard to capital expenditures.

OTHER BUSINESS

None.

ADJOURNMENT

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

Meeting adjourned at 7:55 p.m.

Respectfully submitted,

John W. Coderre
Town Administrator

Documents used during meeting:

1. March 23, 2022 Meeting Agenda
2. CPC Project Summary
3. FY2023 Capital Budget
4. Draft Meeting Warrant