



## **FINANCIAL PLANNING COMMITTEE**

### **MEETING MINUTES**

Thursday, January 30, 2020

Selectmen's Meeting Room

7:00 p.m.

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**MEMBERS PRESENT:** David DeVries, Chair  
Michael Hodge, Vice Chair  
T. Scott Rogers  
Thomas Spataro

**MEMBERS ABSENT:** William Peterson, Jr.

**ALSO PRESENT:** John Coderre, Town Administrator  
Greg Martineau, School Superintendent  
Kathy Joubert, Town Planner  
William Lyver, Police Chief

### **APPROVAL OF MINUTES – JANUARY 16, 2019 MEETING**

Mr. Spataro moved the committee vote to approve the meeting minutes of the January 16, 2020 meeting as submitted; Mr. Hodge seconded the motion; all members voted in favor.

### **SCHOOL DEPARTMENT FY2021 CAPITAL REQUESTS**

Superintendent Martineau provided an update on the recently completed security upgrades that were approved at the 2019 Annual Town Meeting.

#### **Melican Middle School Parking Lot & Walkway Improvements**

The School Department is seeking funds to make improvements to the Melican Middle School parking lot and back walkway. The main parking lot will be crack-filled, seal coated and restriped with new ADA accessible curb cuts installed at the main front entrance and cafe entrance. In addition, new ADA accessible ramps will be added at the cafe entrance and exit, as well as off the back of the building where the main corridor exits out onto the athletic fields. Repairs will be made to the walkway in the back of the building, including complete replacement of the tree root damaged section near the pine grove. These improvements will extend the life of the paving, enhance safety and provide improved community access to the facility.

Committee members discussed the upcoming Peaslee Elementary School project and the need for MSBA to collaborate on any renovation/addition project. Given the Town's recent Lincoln Street Elementary School project, which received an MSBA grant of approximately \$10M, it will be a few years before Peaslee Elementary School might receive consideration by MSBA. Superintendent Martineau noted that MSBA has received additional funding so that more projects will be receiving grants moving forward.

**COMMUNITY PRESERVATION COMMITTEE FY2021 PROJECT UPDATES**

Ms. Joubert indicated that at the January 9, 2020 Community Preservation Committee public hearing, the CPC voted unanimously to recommend the following applications be placed on the 2020 Annual Town Meeting warrant:

Historic Preservation Category:

- \$214,151 for debt service associated with the acquisition of the property at 167 Main Street (“White Cliffs”).
- \$71,002 for interior repairs to the Northborough Free Library in the original portion of the Gale Library Building. These funds will be combined with last years’ CPA funds for roof and masonry repairs. The slate roof and two masonry chimneys on the Gale Library Building have been leaking since 2009 and have caused interior damage to the original plaster walls and moldings.
- \$8000 to assist the Historic District Commission with the process of preparing the documents to nominate the Howard Street Burial Ground and Cemetery for listing in the National Register of Historic Places.

Open Space and Recreation Category:

- \$452,225 for the DPW and Recreation Department for the renovation of the Assabet Park Playground which will include removal of existing playground equipment and basketball courts and installation of a poured rubber accessible play surface, new accessible play equipment, shade elements, sitting area, and an open free-play space. An additional \$100,000 will be appropriated from Free Cash under the Capital Budget for a total project budget of \$552,225.
- \$135,000 for the Conservation Commission for a multi-year program to perform weed control measures on Bartlett Pond. The work will improve the health of the pond by decreasing the growth of invasive and nuisance vegetation and will include monitoring, surveying, reporting, permitting, application of herbicide, and mechanical harvesting.
- \$26,071 for the Recreation Department for the creation of an 18-hole disc golf course at Edmunds Hill.

Housing Category:

- \$62,350 will be allocated for the Housing Reserve Account.

Administrative Funds:

- \$31,000

The FY2021 applications recommended for funding, including the \$31,000 for administration, total \$999,799. \$547,574 will be allocated from new revenues and \$452,225 will be allocated from the unreserved account.

Mr. Hodge expressed concern over the shrinking state match funding and the debt services for White Cliffs limiting future projects. He would like to see reserves maintained for significant future projects.

**POLICE DEPARTMENT FY2021 CAPITAL REQUESTS**

Police Chief Lyver was present to speak to the capital needs of the Police Department.

**Police Cruiser Replacements**

The Police Department is seeking funds to replace police vehicles on the following schedule: 2 patrol vehicles in FY2021; 2 patrol vehicles and 1 administrative vehicle in FY2022; 2 patrol vehicles in FY2023; 1 detective vehicle, 1 administrative vehicle and 1 patrol vehicle in FY2024; 2 patrol vehicles in FY2025; and 2 patrol vehicles and 1 detective vehicle in FY2026. 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.

Committee members commented that, similar to the DPW equipment, it is good to have a replacement schedule so that the Town is continuously replacing vehicles and does not wind up needing to buy all new vehicles at once. Chief Lyver responded that the vehicle replacement schedule was actually called out in the 2015 Operational Study as being a best practice.

**NEXT MEETING DATES**

The next committee meeting dates will be:

2/11/2020	Review of Town Offices building assessment and options. Final review of FY2021 Capital Budget and Discussion of Financial Planning Committee recommendations and draft report
2/18/2020	Review of final recommendations and report.
3/23/2020	Joint Meeting with Board of Selectmen – Budget Hearing (Charter 6-5) (FPC Optional)
4/27/2020	6:15 PM Pre-Town Meeting @ ARHS
4/27/2020	7:00 PM Annual Town Meeting @ ARHS

Committee members recognized the recent passing of Roger Leland.

**ADJOURNMENT**

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

Meeting adjourned at 8:55 p.m.

Respectfully submitted,

John W. Coderre  
Town Administrator

Documents used during meeting:

1. January 30, 2020 Meeting Agenda
2. January 16, 2020 Meeting Minutes
3. Information Packet – School Department FY2021 Capital Requests
4. Information Packet – CPC FY2021 Project Requests
5. Information Packet – Police Department FY2021 Capital Requests
6. Meeting Schedule & Town Meeting Schedule