



FINANCIAL PLANNING COMMITTEE

MEETING MINUTES

Tuesday, February 18, 2020

Conference Room B

7:00 p.m.

MEMBERS PRESENT: David DeVries
Michael Hodge
T. Scott Rogers
Thomas Spataro

ABSENT: William Peterson, Jr.

ALSO PRESENT: John Coderre, Town Administrator
Christopher Lindquist, Library Director

APPROVAL OF MINUTES – FEBRUARY 11, 2020 MEETING

Mr. Hodge moved the Committee vote to approve the meeting minutes of the February 11, 2020 meeting as submitted; Mr. Rogers seconded the motion; all members voted in favor.

REVIEW OF LIBRARY DEPARTMENT CPC BUILDING REPAIR PROJECT

Mr. Coderre reviewed the concerns regarding the Library's CPC project. Specifically, there does not appear to be sufficient funds to complete the full scope of the project as originally proposed.

Mr. Coderre informed the Committee that the Northborough Library submitted a FY2021 application to CPC to fund repair of interior damage to the historic section of the library that was caused by roof leaks. The work would supplement the FY2019 CPA funding for repair to the roof and chimney, which has yet to be completed. The bid for the FY2019 work far exceeded the allocated funds and therefore could not be awarded.

The scope of work in this year's application includes ornamental plaster and paint as well as architectural fees and contingency for a total amount of \$71,002.00. Public Works Director Scott Charpentier has reviewed the scope of work and funding request, and has met with the Library Director to view and discuss the project. Mr. Charpentier identified some points of concern regarding the level of funding. The project request includes quotes from two contractors, but does not include costs associated with the general contractor. The expected construction bid package, which will encompass both the FY2019 and FY2021 scopes of work, will include the work of several trades including masonry, roofing, plaster, and painting. This type of project would therefore require a general contractor whose costs are not included in the FY2021 application. Those include, but are not limited to, insurance and bonds, submittals, mobilization and demobilization, general conditions, overhead and profit. These can add up to a significant percentage on a project of this small size with such complexity. For example, work which includes interior demolition and lead containing material in an active public building space can require extensive shielding and protective measures. The costs for these would be included in a general contractor's general conditions work, which appears to not have been budgeted for in the application.

As previously discussed, the FY2019 project was met with a volatile bid environment. Evident from other recent project bids, the volatile market continues to this day for the building trades. Mr. Coderre recounted recent issues with getting responsive and responsible bids for work on the White Cliffs project with limited and overly inflated bids.

Mr. Coderre reviewed three options to move the project forward:

1. Revise the scope of the project to use both the FY2019 and the FY2021 request just for the roof repairs, in order to prevent further water infiltration and damage. This option would require communicating the proposed scope change to the CPC for their approval.
2. Seek additional funding from the CPC of approximately \$60,000 to complete the original project scope of exterior and interior work.
3. Withdraw the FY2021 application and prepare a more thorough application with further professional assistance for a FY2022 submission

Following some discussion between the Committee members and the Library Director it was determined that Mr. Lindquist will go back to the CPC to discuss the options.

Given the evolving project scope and requirement of CPC review and approval, the Committee agreed to hold their project recommendation until Town Meeting, assuming additional information is provided.

FY2021 OPERATING BUDGET UPDATE

Mr. Coderre provided an update on the FY2021 Operating Budget. The K-8 School Budget was approved on February 5th with a 3.15% increase. The Algonquin Regional High School (ARHS) budget is scheduled for approval on February 26th, for a 3.3% increase. The Committee discussed the previous financial projections from December and the issue of shifting enrollments from Southborough onto Northborough. Given the revised budgets presented by the School Superintendent and School Committee, the overall tax impact will be less than projected. The General Government side of the budget is scheduled to increase by 3.5% and includes health insurance, building liability and non-teacher pension costs for school department employees.

REVIEW AND APPROVAL OF COMMITTEE REPORT FOR TOWN MEETING

The Committee reviewed the draft report that was distributed via email prior to the meeting and agreed on making some minor edits.

Mr. Hodge moved the Committee vote to approve the report as drafted and to authorize the Chairman to make any final edits necessary before it is forwarded to the printer; Mr. Spataro seconded the motion; all members voted in favor.

NEXT MEETING DATES

3/23/2020	Joint Meeting with Board of Selectmen and Appropriations Committee – 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

ADJOURNMENT

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

Meeting adjourned at 8:20 p.m.

Respectfully submitted,

John W. Coderre
Town Administrator

Documents used during meeting:

1. February 18, 2020 Meeting Agenda
2. February 11, 2020 Meeting Minutes
3. Information packet – CPC Library Building Repair Project
4. Draft Committee Report