



## FINANCIAL PLANNING COMMITTEE

### MEETING MINUTES

Wednesday, May 27, 2020

7:00 PM

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

At 7:00pm, Chairman DeVries stated that this Open Meeting of the Financial Planning Committee was being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the COVID-19 Virus.

Chairman DeVries added that in order to mitigate the transmission of the COVID-19 Virus, the Town has been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspended the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

Chairman DeVries noted that the Order allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting. He indicated the ways in which the public may view this meeting as listed on the posted agenda. He added that ensuring public access does not ensure public participation unless such participation is required by law. Chairman DeVries noted that this meeting will not feature Public Comment.

Chairman DeVries confirmed that the following members and persons anticipated on the agenda were remotely present and could be heard.

#### Financial Planning Committee

David DeVries, Chair  
Michael Hodge  
William Peterson, Jr.  
John Rapa  
T. Scott Rogers  
Thomas Spataro

#### Town Staff

John Coderre, Town Administrator  
David Parenti, Fire Chief  
Scott Charpentier, DPW Director  
Jason Little, Finance Director

**Meeting Business Ground Rules**

Chairman DeVries covered the ground rules for effective and clear conduct of the business.

Chairman DeVries asked members of the Committee to mute their phone or computer when not speaking and to speak clearly and in a way that helps generate accurate meeting minutes. Those responding were asked to wait until the floor was yielded to them. Members were asked if they wish to respond to the comments of others, to do so through the Chair, taking care to identify themselves.

Any votes taken this evening will be done by roll call to ensure that the records of the vote are clear and accurate to the members attending the meeting remotely.

**APPROVAL OF MINUTES – FEBURARY 18, 2020 REGULAR MEETING**

Mr. Hodge moved the Committee vote to approve the February 18, 2020 Meeting Minutes, Mr. Mr. Rogers seconded the motion; the roll call vote was taken as follows:

DeVries	“aye”	Rapa	“abstain”
Hodge	“aye”	Rogers	“aye”
Peterson, Jr.	“aye”	Spataro	“aye”

**REVIEW AND APPROVAL OF REVISED FY2021 CAPITAL PROJECTS  
TOWN MEETING WARRANT ARTICLES 12-24, 30, 33 AND 34**

Mr. Coderre briefly reviewed the highlights of his full presentation that was made on the revised FY2021 Budget at the May 18<sup>th</sup> meeting of the Board of Selectmen, of which the Financial Planning Committee members viewed in preparation of their meeting this evening.

Mr. Coderre indicated that the Financial Planning Committee approved \$3,648,000 in capital improvement projects and equipment at their meeting on February 11, 2020. See page 4 for full details.

Mr. Coderre explained the rationale behind the decisions to postpone some of the DPW equipment and projects which reduced the CIP budget being presented this evening to \$2,885,000. He reviewed the revised CIP budget as follows:

**Police Department – Article 12**

The original article requested funding of \$98,000 for the purchase of two new police vehicles. This article has been amended to reduce the number of new police vehicles to one, with a cost reduction of \$48,000.

**Town Offices – Article 13**

There are no amendments to this article, which requests funding of \$100,000 for a feasibility study that will evaluate the programmatic space needs of the Town Offices operation and assess the pros and cons of the various options, including renovation of the existing building, possible relocation or building a new facility. The study will take into consideration the possible sale or reuse of existing facilities.

**DPW Department – Wing Mower Replacement – Article 14**

There are no amendments to this article, which requests funding of \$75,000 to replace a 2013 wing mower that is nearing the end of its useful life expectancy.

DPW Department – Loader Replacement – Article 15

This article that requested funding of \$240,000 to replace a 2006 loader will be postponed.

DPW Department – Highway Garage Emergency Generator – Article 16

This article requests funding of \$35,000 for the replacement and upgrade of the emergency generator at the highway garage. The current generator is undersized such that it cannot provide power to critical components of the facility. The Town submitted a grant application to the Federal Government requesting the balance of the \$130,000 total project cost, resulting in an anticipated Town expense of approximately \$35,000.

DPW Department – Assabet Park Accessibility Improvements – Article 17

This article requests funding of \$102,775 to make the minimum legally required accessibility improvements at Assabet Park, which would entail the installation of a rubberized surface around the old play equipment. This is a companion to CPC Article 30, which provides an additional \$452,225 in funding for a complete rehabilitation of the park, including the installation of all new accessible play equipment, shade structures and open free play space for pre-school aged children. If CPC Article 30 does not pass, the Town is still required to make the minimal ADA compliance improvements funded under this Article.

DPW Department – Culvert & Drainage Replacements – Article 18

This article, which requested funding of \$250,000 to replace/rehabilitate culverts and failing drainage systems, including anticipated replacement of culverts on Ridge Road, Lyman Street and Davis Avenue, will be postponed.

DPW Department – One Ton Dump Truck w/Plow – Article 19

This article which requested funding of \$110,000 to replace a 2008 one-ton dump truck will be postponed.

DPW Department – One Ton Pickup Truckw/Plow – Article 20

This article, which requested funding of \$65,000 to replace a 2003 one-ton pickup truck will be postponed.

DPW Department – Roadway Improvements/Maintenance – Article 21

This article, requests funding of \$300,000, in addition to the State's Chapter 90 transportation funding in order to maintain current road conditions in accordance with the Pavement Management Plan.

DPW Department – Water & Sewer Garage Construction – Article 22

This article requests funding of \$900,000 for construction of a new Water and Sewer operations building. The existing garage was constructed in 1964 to house only the Water Division. The Town installed sewers in the 1970's, which required additional staff and equipment not contemplated when the original garage was built. The existing garage will be reconfigured for equipment storage as part of the project. It is anticipated that the cost of the project will be funded as follows: \$520,000 from the Water Enterprise Fund and \$380,000 from the Sewer Enterprise Fund.

**DPW Department – Assabet Hill Water Storage Tank Rehabilitation – Article 23**

This article requests funding of \$725,000 for the repair and coating of the Assabet Hill Water Storage Tank, installation of a non-mechanical mixing system to improve water quality, and updated controls and communication equipment. It is anticipated that the cost of the project will be funded from the Water Enterprise Fund.

**K-8 Public Schools – Melican Middle School Parking Lot & Walkway Improvements – Article 24**

This article requested funding of \$100,000 for paving improvements and accessibility upgrades for the Melican Middle School to extend the life of the paving, enhance safety and provide improved community access to the facility. This article has been amended. The project management work will be undertaken by the department of public works, with a cost savings of \$50,000.

**Summary of Original CIP Budget:****ORIGINAL 2/18/20**

PROJECTS BY DEPARTMENT		EXPENDITURE	FUNDING SOURCES				
			Free Cash	Community Preservation	Grants	Enterprise Funds	Enterprise Fund Bonds
Police	Police Cruiser Replacements (2)	98,000	98,000				
	Police Subtotal	\$98,000					
Town Offices							
	Feasibility Study	100,000	100,000				
	Town Offices Subtotal	\$100,000					
DPW: Highway Division							
	Wing Mower Replacement	75,000	75,000				
	Loader Replacement	240,000	240,000				
	Highway Garage Emergency Generator	130,000	35,000		95,000		
	Assabet Park	555,000	102,775	452,225			
	Culvert & Drainage Replacements	250,000	250,000				
	One-Ton Dump Truck w/Plow	110,000	110,000				
	One-Ton Pickup Truck w/Plow	65,000	65,000				
	Roadway Improvements/Maintenance	300,000	300,000				
	Highway Subtotal	\$1,725,000					
DPW: Sewer Enterprise Fund							
	Water/Sewer Garage Construction (split 60% w/Water)	380,000				60,000	320,000
	Sewer Enterprise Fund Subtotal	\$380,000					
DPW: Water Enterprise Fund							
	Water/Sewer Garage Construction (split 40% w/Sewer)	520,000				40,000	480,000
	Assabet Hill Water Storage Tank Rehabilitation	725,000					725,000
	Water Enterprise Fund Subtotal	\$1,245,000					
Northborough K-8 Public Schools							
	Melican Middle School Parking Lot & Walkway Improv	100,000	100,000				
	Northborough K-8 Schools Subtotal	\$100,000					
TOTAL FY2021 CAPITAL BUDGET		\$3,648,000	\$1,475,775	\$452,225	\$95,000	\$100,000	\$1,525,000

## Summary of Revised CIP Budget:

REVISED 5/27/20

PROJECTS BY DEPARTMENT		EXPENDITURE	FUNDING SOURCES			
			Free Cash	Community Preservation	Grants	Enterprise Funds
Police						Enterprise Fund Bonds
	Police Cruiser Replacements (1)	50,000	50,000			
	<b>Police Subtotal</b>	<b>\$50,000</b>				
<b>Town Offices</b>						
	Feasibility Study	100,000	100,000			
	<b>Town Offices Subtotal</b>	<b>\$100,000</b>				
<b>DPW: Highway Division</b>						
	Wing Mower Replacement	75,000	75,000			
	Loader Replacement	0	0			
	Highway Garage Emergency Generator	130,000	35,000		95,000	
	Assabet Park	555,000	102,775	452,225		
	Culvert & Drainage Replacements	0	0			
	One-Ton Dump Truck w/Plow	0	0			
	One-Ton Pickup Truck w/Plow	0	0			
	Roadway Improvements/Maintenance	300,000	300,000			
	<b>Highway Subtotal</b>	<b>\$1,060,000</b>				
<b>DPW: Sewer Enterprise Fund</b>						
	Water/Sewer Garage Construction (split 60% w/Water)	380,000				60,000
	<b>Sewer Enterprise Fund Subtotal</b>	<b>\$380,000</b>				320,000
<b>DPW: Water Enterprise Fund</b>						
	Water/Sewer Garage Construction (split 40% w/Sewer)	520,000				40,000
	Assabet Hill Water Storage Tank Rehabilitation	725,000				480,000
	<b>Water Enterprise Fund Subtotal</b>	<b>\$1,245,000</b>				725,000
<b>Northborough K-8 Public Schools</b>						
	Melican Middle School Parking Lot & Walkway Improv	50,000	50,000			
	<b>Northborough K-8 Schools Subtotal</b>	<b>\$50,000</b>				
<b>TOTAL FY2021 CAPITAL BUDGET</b>		<b>\$2,885,000</b>	<b>\$712,775</b>	<b>\$452,225</b>	<b>\$95,000</b>	<b>\$100,000</b>
						<b>\$1,525,000</b>

Mr. Coderre reviewed the revised plan for Free Cash as follows:

**Original FY2021 Free Cash Plan**

Free Cash Certification as of 7/1/2019	\$2,854,397	100%
FY2021 Appropriated Reserve	-175,000	6%
FY2021 Operating Budget	-500,000	18%
FY2021 Stabilization Fund	-200,000	7%
FY2021 Capital Projects	-1,479,397	52%
Available Free Cash after FY2021 Plan	\$ 500,000	18%

**Revised FY2021 Free Cash Plan**

Free Cash Certification as of 7/1/2019	\$2,854,397	100%
FY2021 Appropriated Reserve	-375,000	13%
FY2021 Operating Budget	-878,000	31%
FY2021 Stabilization Fund	0	0%
FY2021 Capital Projects	-712,715	25%
Available Free Cash after FY2021 Plan	\$ 888,662	31%

**CPA Articles****DPW Assabet Park Accessibility Improvements – Article 30**

This article requests funding of \$452,225 and is the companion appropriation to the CIP appropriation under Article 17, which provides for the minimal ADA compliance improvements. This CPC Article includes removal of existing playground equipment and basketball courts; installation of a poured rubber accessible play surface; new accessible play equipment; shade elements; sitting area; and an open free-play space. Assabet Park is not a fully accessible play area and the equipment is in excess of twenty years old. This renovation will make the entire playground accessible.

**White Cliffs Debt Service – Article 33**

This article requests funding of \$225,300 for the third debt service payment associated with the purchase of the White Cliffs property at 167 Main Street.

**Library Repairs – Article 34**

This article requests funding of \$71,002 from the Community Preservation Fund revenues and \$38,192 from the Community Preservation Fund Historic reserves for a total of \$109,194 for repairs and restoration to the slate roof and chimney masonry and interior painting and molding repairs necessary due to damage caused by leaking roof.

Mr. Coderre reported that Town staff is recommending that the Financial Planning Committee approve the revised FY2021 Capital Improvement Budget as presented this evening, allowing the administration to bring forward to Town Meeting a worst-case scenario budget that is financially responsible and reasonable. If additional funding is received from the State or Federal Government, the budget can be revisited in the Fall.

At the request of Mr. Rogers, Mr. Coderre provided additional information on several of the revised capital improvement projects. Mr. Hodge stated that the work that has gone into this revised budget amid the COVID-19 pandemic, shows how well Town staff, Schools and the Financial Committees work together and can effectively revise a budget during this difficult time using best past practices.

Mr. Hodge moved the Committee vote to approve and recommend the revised FY2021 capital budget as presented; Mr. Peterson seconded the motion; the roll call vote was taken as follows:

DeVries	“aye”	Rapa	“abstain”
Hodge	“aye”	Rogers	“aye”
Peterson, Jr.	“aye”	Spataro	“aye”

Mr. Rapa abstained as this was his first meeting after his recent appointment to the Committee and he was not part of the budget process for FY2021.

**REVIEW AND APPROVAL OF COMMITTEE REPORT FOR TOWN MEETING**

Mr. Coderre reminded the Committee that their original report to Town Meeting was reviewed and approved at their meeting on February 18, 2020. He recommended that the Committee either meet again to review the revised report or to authorize the Chair to work with him in the event that minor edits are needed to the draft report as presented this evening.

Mr. Hodge moved the Committee vote to authorize the Chair to work with the Town Administrator to update the Committee's report based upon the vote to approve the revised capital budget; Mr. Rogers seconded the motion; the roll call was taken as follows:

DeVries	"aye"	Rapa	"aye"
Hodge	"aye"	Rogers	"aye"
Peterson, Jr.	"aye"	Spataro	"aye"

Following the actions of the Financial Planning Committee this evening, Mr. Coderre reviewed the process moving forward in order to finalize the proposed budget changes in preparation for Town Meeting action.

- May 28, 2020: the Appropriations Committee meets to review the revised K-8 School Budget, ARHS Budget and General Government Budget
- June 4, 2020: a Joint Meeting with the Board of Selectmen, Appropriations Committee, Financial Planning Committee and K-8 School Committee is held to review the total impacts of the proposed budget changes for Town Meeting
- June 8, 2020 Board of Selectmen hold a public hearing on the revised budget and vote their recommendations

#### **NEXT MEETING**

It was agreed that an additional meeting will be scheduled only if necessary.

#### **OTHER BUSINESS**

None.

#### **ADJOURNMENT**

Mr. Hodge moved the Committee vote to adjourn; Mr. Rogers seconded the motion; the roll call vote was taken as follows:

DeVries	"aye"	Rapa	"aye"
Hodge	"aye"	Rogers	"aye"
Peterson, Jr.	"aye"	Spataro	"aye"

Meeting adjourned at 8:30 p.m.

Respectfully submitted,

John W. Coderre  
Town Administrator

Documents used during meeting:

1. May 27, 2020 Meeting Agenda
2. February 18, 2020 Meeting Minutes
3. Information packet – Budget Update
4. Draft Committee Report