



## **FINANCIAL PLANNING COMMITTEE**

### **MEETING MINUTES**

Thursday, February 16, 2021

7:00 PM

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**MEMBERS PRESENT:** David DeVries, Chair  
Michael Hodge  
John Rapa  
Thomas Spataro

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

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.

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 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  
John Rapa  
Thomas Spataro

Town Staff

John Coderre, Town Administrator  
Scott Charpentier, DPW Director

### **APPROVAL OF MINUTES – FEBRUARY 4, 2021 REGULAR MEETING**

Mr. Hodge moved the Committee vote to approve the February 4, 2021 Meeting Minutes, Mr. Rapa seconded the motion; the roll call vote was taken as follows:

DeVries	"aye"	Rapa	"aye"
Hodge	"aye"	Spataro	"aye"

**PRELIMINARY FY2022 CAPITAL BUDGET**

Mr. Coderre reviewed the draft FY2022 Capital Budget and the updated six-year plan. The following requests and projects are included in the FY2022 Capital Budget:

**PROJECTS BY DEPARTMENT**

Police: Cruiser Replacement (3)	\$ 150,000
Fire: Car 3 Pick-Up Truck Replacement	80,000
Fire: Car 1 SUV Replacement	76,000
Recreation: Pickleball Courts at Ellsworth/McAfee Park	292,250
DPW: Roadway Improvements/Maintenance	310,000
DPW: One Ton Dump Truck with Plow	115,000
DPW: One Ton Pickup Truck with Plow	74,000
Sewer Enterprise Fund: Supervisory Control & Data Acquisition System (split Water 50% / Sewer 50%)	500,000
Water Enterprise Fund: Reservoir Dam Compliance	200,000
Water Enterprise Fund: Utility Tractor (split water 60% / sewer 40%)	80,000
<b>TOTAL FY2022 CAPITAL BUDGET</b>	<b>\$1,877,250</b>

**FY2022 CAPITAL BUDGET FUNDING SOURCES**

Free Cash	\$ 805,000
Community Preservation Fund	292,250
Grants	150,000
Water & Sewer Fund Balance (Free Cash)	130,000
Water & Sewer Fund Bonds	500,000
<b>TOTAL</b>	<b>\$1,877,250</b>

**POLICE DEPARTMENT FY2022 CAPITAL REQUESTS**

Police Chief William Lyver presented the following FY2022 Capital Request for the Police Department:

Police Cruiser Replacement - \$150,000

This request seeks to replace police vehicles on the following schedule: 3 patrol vehicles in FY2022; 2 patrol vehicles and 1 detective vehicle in FY2023; 2 patrol vehicles and 1 detective vehicle in FY2024; 2 patrol vehicles and 1 detective vehicle in FY2025; 3 patrol vehicles in FY2026; and 2 patrol vehicles in FY2027. 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. FY2023 includes 3 vehicles for replacement instead of 2 due to the postponement of 1 cruiser replacement in FY2021.

Chief Lyver also reviewed future Capital Requests as follows:

FY2025: Emergency Generator Replacement - \$60,000

This request seeks funding for a replacement emergency back-up generator for the police station and the Town's emergency 911 communications center. The current generator is thirty-two years

FY2025: Emergency Generator Replacement Cont. . .

old. Recent repairs to its water pump and block heater were completed and it is anticipated that ongoing maintenance costs will soon outweigh its value as the generator reaches the end of its useful life. Mr. Coderre noted that the Town has portable generator and the Police Department is prewired to plug into the facility in the event the main generator fails, adding that all key facilities were prewired as part of the Town's emergency plan.

FY2025: Communications Center Upgrades - \$60,000

The previously approved communication center radio upgrade was completed in 2016. This project seeks to replace the original 1980's vintage console and cabinets with streamlined, ergonomic modern consoles. This includes replacement of add-on equipment and computers necessary for handling next generation 911 technologies and equipment. The current console is a patchwork of old and new technology. Dispatchers must manage and monitor six computer screens, the communications screen and 911 monitors, which are scattered over the length of the console. This project will reduce inefficiencies and enhance the ability of staff to effectively manage the multitasking required of today's modern dispatch center. Mr. Coderre noted that the space must also be redesigned to handle two dispatchers during emergencies and peak demand times.

FY2026: Multi-Band Portable Radio Replacement - \$145,000

This project proposes to replace 23 existing single band radios with multi-band APX 8000 radio capabilities. Currently officers are restricted to portable radio communication with Northborough and Shrewsbury as both agencies are on the VHF High band. Area communities and the State Police operate on UHF and 800 MHz bands. The new portable radios will allow officers to communicate with surrounding communities, the State Police and will provide for statewide interoperability. It will also facilitate communications with area mutual aid departments that respond to Northborough to assist. This project greatly enhances the Town's communications capabilities, as well as officer safety as they are also capable of GPS location and officer down alarms. Chief Lyver noted the Board of Selectmen signed onto the Statewide Mutual Aid Agreement as interoperability is critical when providing or receiving aid from other municipalities.

**FIRE DEPARTMENT FY2022 CAPITAL REQUESTS**

Fire Chief David Parenti presented the following FY2022 Capital Requests for the Fire Department:

Pick-Up Truck Replacement - \$80,000

This request will replace a 2012, one-ton, four-wheel-drive crew cab pick-up truck. This vehicle is used to carry personnel, equipment and bulk supplies and for emergency responses, inspections, investigations and fire alarm service. This vehicle also serves as the department's primary tow vehicle for its various trailered equipment. Funding for the annual operating/maintenance costs associated with this vehicle is included in the Department's vehicle maintenance budget. The current pick-up will be traded in. The designation for the new pick-up will be Car-3.

SUV Replacement - \$76,000

This request will replace the 2015 Chevy Tahoe command vehicle used by the Fire Chief, which is a critical component of the Incident Command System. The vehicle carries communications equipment, emergency plans for facilities, chemical, terrorism, and firefighting references, the

SUV Replacement Cont. . .

tactical command board and command vests. The current Car-1 will be repurposed to replace the existing Car-4, a 2008 Chevy SUV, which will be traded in. The new designation for this vehicle will be Car 2. Cost includes emergency warning devices, radios, command console, and related installation charges. The command/communications vehicle provides vital communications and reference resources necessary for effective incident command.

Mr. Coderre provided a status update on the Fire Station Addition/Renovation Project and reviewed the FY2023 Capital Request relating to same as follows:

FY2023: Fire Station Addition/Renovation Project – Phase II - \$16,000,000

This project provides for the relocation of the existing fire station located at 11 Pierce Street. Built in 1974, the station's main systems are all in need of replacement and updating, including HVAC, roof, electrical and plumbing. More importantly, the operational areas lack the appropriate space and accommodations needed for today's staff and equipment. The Town engaged an architect and a feasibility study was completed to better define the proposed project location, design and cost estimates. In FY2020, \$3.5 million in funding was approved for land acquisition, Owner's Project Manager services and design development. The Town entered into a Purchase & Sale Agreement for property located at 61 & 65 West Main Street that required the seller to remove all structures and perform any requisite remediation work on the former gas station. That work is ongoing and it is anticipated that the project will move forward during 2021 with a building project anticipated for Town Meeting approval in April 2022, followed by a debt exclusion ballot vote in May 2022.

Chief Parenti also reviewed future Capital Requests as follows:

FY2023: Ambulance Replacement - \$400,000

The Town operates an Advanced Life Support (ALS) ambulance service, which is physically housed in the Fire Station at 11 Pierce Street. There are three ambulances associated with this service, a frontline ambulance, a second due ambulance and a back-up ambulance. Current call volume necessitates having two ambulances available for response whenever possible. The newest ambulance operates as the front-line unit and the older ambulance serves as the second due. The oldest ambulance serves as a back-up for when one of the two primary units are out of service. This request seeks to replace the 2013 ambulance in FY2023, at which time the 2019 ambulance would become the second due and the 2016 would become the back-up. In 2026, the 2023 will be placed as second due, the 2019 becomes the backup and the 2016 will be replaced. Purchase of new ambulances are funded entirely by EMS user fees. The planned, regularly scheduled replacement of emergency ambulances is critical to ensuring public safety.

FY2024: Rescue 1 Replacement - \$800,000

This request seeks to replace a 2004 Rescue Pumper. This is a multi-purpose vehicle, designed and equipped to respond to motor vehicle accidents, hazardous materials calls, building fires, water rescues, technical rescues and other service calls. At the time of replacement this vehicle will be 20 years old and beyond its expected useful life for front-line service. Chief Parenti explained the difference between a Rescue, an Engine and a Pumper, including how they relate to the Town's fire insurance rating for homeowners and businesses.

**FY2025: Portable Radio Replacement - \$350,000**

This request will replace approximately 43 of the department's aging and outdated portable radios. The new portable radios are capable of communicating on multiple bands and will allow for clear and concise communications with all mutual aid partners as well as other town and school radio systems. The project includes the radios, microphones, chargers, carrying cases and straps. The town will continue to pursue other avenues for funding this project, including all applicable available grants. Chief Parenti noted that national standards require that each seat in the vehicles have a dedicated radio, which is why they require more radios to staff.

**FY2025: Engine 1 Replacement - \$800,000**

This request seeks to replace a 2005 Engine 1. In 2025 the vehicle will be 20 years old which is the expected useful life of this type of apparatus, including approximately 10 years of front-line service, 5 years back up service and 5 years reserve. The Insurance Services Office requires Northborough to maintain 3 pumping apparatus in order to sustain its current ISO rating, which residential and commercial fire insurance rates are based upon. Engine 1 is currently the back-up reserve pumper. The 2016 Engine 2 will become the reserve back-up pumper once the new replacement is purchased and takes over as the new front-line pumper.

**FY2026: Ambulance Replacement - \$415,000**

The Town operates an Advanced Life Support (ALS) ambulance service, which is physically housed in the Fire Station at 11 Pierce Street. There are three ambulances associated with this service, a frontline ambulance, a second due ambulance and a back-up ambulance. Current call volume necessitates having two ambulances available for response whenever possible. The newest ambulance operates as the front-line unit and the older ambulance serves as the second due. The oldest ambulance serves as a back-up for when one of the two primary units are out of service. This request seeks to replace the 2013 ambulance in FY2023, at which time the 2019 ambulance would become the second due and the 2016 would become the back-up. In 2026 the 2023 will be placed as second due, the 2019 becomes the backup and the 2016 will be replaced. Purchase of new ambulances are funded entirely by EMS user fees. The planned, regularly scheduled replacement of emergency ambulances is critical to ensuring public safety. Chief Parenti discussed the next regularly scheduled ambulance replacement after the one scheduled in FY2023 will be in FY2026. The cost has been escalated to reflect anticipated pricing at that time.

**NEXT MEETING**

The Committee members agreed to set the meeting schedule as follows:

Wednesday 2/24/2021	DPW Capital Requests, Water & Sewer Capital Requests; School Department Capital Requests
Tuesday 3/2/2021	Review CPC Project Requests; Final Review of FY2022 Capital Budget; Discussion of Financial Planning Committee Recommendations and Draft Report
3/22/2021	Joint Meeting with Board of Selectmen – Budget Hearing (Charter 6-5) (FPC Optional)

4/26/2021	6:00 PM Annual Town Meeting - Tentatively could be changed to Saturday, May 1 <sup>st</sup> with a rain date of May 8 <sup>th</sup>
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Mr. Coderre noted that at this time, the School Department does not have any FY2022 Capital Requests that qualify, but the Committee may want to review the department's approach to small equipment replacement and minor facility improvements at their February 24<sup>th</sup> meeting.

Mr. Coderre noted that the Master Plan Implementation Committee will begin to meet soon and may have future capital requests for projects and or studies that the Committee may wish to include placeholders for.

### **OTHER BUSINESS**

None.

### **ADJOURNMENT**

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

DeVries	"aye"	Rapa	"aye"
Hodge	"aye"	Spataro	"aye"

Meeting adjourned at 8:35 p.m.

Respectfully submitted,

John W. Coderre  
Town Administrator

### **Documents used during meeting:**

1. February 16, 2021 Meeting Agenda
2. February 4, 2021 Meeting Minutes
3. Preliminary FY2022 Capital Budget Summary
4. Police Department FY2022 Capital Requests
5. Fire Department FY2022 Capital Requests
6. Meeting Schedule