



**TOWN OF NORTHBOROUGH
63 MAIN STREET
SELECTMEN'S MEETING ROOM
NORTHBOROUGH, MA 01532**

FINANCIAL PLANNING COMMITTEE

MEETING AGENDA

Wednesday, March 16, 2022

6:00 p.m.

1. Approval of Meeting Minutes
 - [March 9, 2022](#)
2. [DPW FY2023 Capital Requests](#)
3. [K-8 Schools and ARHS Capital requests](#)
4. Next meeting date – March 23, 2022
5. [Any other business to come before the Committee](#)



FINANCIAL PLANNING COMMITTEE

MEETING MINUTES

Wednesday, February 9, 2022

Selectmen's Meeting Room

6:00 PM

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

MEMBERS ABSENT: Mike Hodge

ALSO PRESENT: John Coderre, Town Administrator
William Lyver, Police Chief
David Parenti, Fire Chief

At 6:00 p.m., Chairman DeVries opened the meeting of the Financial Planning Committee.

APPROVAL OF MINUTES – MARCH 2, 2022 REGULAR MEETING

Mr. Spataro moved the Committee vote to approve the March 2, 2022 Meeting Minutes, Mr. Rapa seconded the motion; the vote was 4-0-0.

PRELIMINARY FY2023 CAPITAL BUDGET

Mr. Coderre reviewed the revised draft FY2023 Capital Budget. He stated that due to supply chain limitations and chip shortages, there is a long lead time and price escalation that has resulted in an increase of \$10,000 for the Police vehicles request, which we were able to offset by reducing \$10,000 out of the DPW Roadway Maintenance project. He also added columns on the right showing which projects are proposed to be funded using Free Cash and which are proposed as ARPA funds.

REVISED 3/9/22

REVENUES	FY23	FY24		
ARPA	\$2,258,092	\$2,258,092		
Free Cash	\$2,024,259	TBD		
	\$4,282,351	\$2,258,092		
EXPENDITURES			TM CIP Free Cash	BOS Vote ARPA
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 Loader (replaces 2006)	\$300,000		\$300,000	
20-Ton Truck w/ Spreader & Plow	\$290,000		\$290,000	
Highway Garage Tight Tank Project	\$340,000		\$340,000	
Backhoe (replaces 2005)	\$400,000			\$400,000
Proctor School Roof (\$1.55M w/MSBA grant for 45%)	\$195,000		\$195,000	
Proctor School Roof Drain repairs	\$0	\$880,000		
Peaslee Parking Lot Repave	\$38,000			\$38,000
MPIC-Downtown Master Plan Study	\$0		\$150,000	
MPIC-Sidewalk Master Plan Phase 1	\$150,000			\$400,000
Affordable Housing (NAHC)	\$400,000			\$100,000
FY23 Operating Budget Subsidy for OPEB	\$100,000			\$250,000
Assabet Fence	\$250,000			\$20,000
Pickleball Alternates	\$20,000			\$18,000
BeWellNorthborough Initiative	\$18,000			\$100,000
COVID Expense Reserve	\$100,000			\$132,092
	\$132,351			
TOTAL	\$4,282,351	\$880,000	\$2,024,000	\$2,258,092
NON-Free Cash/ARPA Capital Projects				
Fire Ambulance funded from EMS Revolving Fund	\$400,000			
Sewer I&I construction funded from bond/fees	\$360,000			

POLICE DEPARTMENT FY2023 CAPITAL REQUESTS

Police Chief William Lyver presented the following FY2023 Capital Request for the Police Department:

Police Cruiser Replacement - \$165,000

This request seeks to replace police vehicles on the following schedule: 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; 2 patrol vehicles in FY2027; and 3 vehicles in FY2028. 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. The Police Chief noted that he tried to purchase an electric hybrid from the FY2022 appropriation but lead time was in excess of a year. He also reminded the Committee that the purchase of one cruiser was postponed

during FY2021 due to the pandemic, which is why the revised replacement schedule shows 3 vehicles instead of 2.

Chief Lyver also reviewed future Capital Requests as follows:

FY2024: Police Station Painting- \$50,000

This project consists of painting (staining) and minor repairs and carpentry, as necessary, to the exterior of the Northborough Police Station, located at 211 Main Street. The last time the exterior was painted was approximately 10 years ago through the Worcester County Sheriff's Inmate Community Service Program (ICSP), which provides free labor to municipalities and nonprofit organizations by nonviolent, non-sex offender inmates. Unfortunately, due to the pandemic the ICSP has been suspended indefinitely. If the Town is unable to obtain services through the ICSP the project will need to be publicly bid out at prevailing wage rates. The estimated cost is based upon 2022 prevailing wage.

FY2025: Emergency Generator Replacement

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 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 a 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. The Chief noted that the generator is over its useful life at 32 years old with a lot of hours on it.

FY2025: Communications Center Upgrades - \$70,000

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 thirty years worth 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 is limited and needs to be redesigned to better handle the two dispatchers who share the space while on duty during emergencies and peak 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. The Chief indicated that he continues to seek grant funding for this project but has been unsuccessful to date.

FIRE DEPARTMENT FY2023 CAPITAL REQUESTS

Fire Chief David Parenti presented the following FY2023 Capital Requests for the Fire Department:

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. 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.

FY2023: Engine 1 Replacement - \$800,000

This request seeks to replace a 2005 Engine 1. At the time of replacement it will have exceeded its expected useful life, 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. Engine 1 was originally in the capital plan for replacement in FY2025; however, it is being proposed that this apparatus be replaced in FY2023 using funds from the American Rescue Plan Act (ARPA) due to ongoing maintenance and mechanical issues.

Chief Parenti skipped over the Fire Station Addition/Renovation Project for a more detailed update from Mr. Coderre. He continued with FY2025.

FY2025: 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 over 20 years old and beyond its expected useful life for front-line service.

FY2025: Portable Radio Replacement - \$350,000

Chief Parenti was pleased to report that this project request has been removed due to grant funding. He noted that it took 3 times applying for grants before he was successful.

Mr. Coderre provided a status update on the Fire Station Addition/Renovation Project and reviewed the FY2024 Capital Request relating to same as follows:

FY2024: 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. Following removal of the structures significant remediation was required which has delayed the project and final closing on the property. Subject to final test results, the Town is scheduled to close on the property in July 2022 with a building project anticipated for Town Meeting approval in April 2023, followed by a debt exclusion ballot vote in May 2023.

The Committee thanked the Chiefs for their presentations and expressed their support for the proposed projects, including use of ARPA funding to reduce capital expenses.

NEXT MEETING

The next meeting is scheduled for Wednesday, March 16th at 6 pm.

OTHER BUSINESS

None.

ADJOURNMENT

Mr. Rapa moved the Committee vote to adjourn; Mr. Peterson seconded the motion; the vote was 4-0-0.

Meeting adjourned at 7:30 p.m.

Respectfully submitted,

John W. Coderre
Town Administrator

Documents used during meeting:

1. March 9 , 2022 Meeting Agenda
2. March 2, 2022 Meeting Minutes
3. Preliminary FY2023 Capital Budget Summary
4. Police Department FY2023 Capital Requests
5. Fire Department FY2023 Capital Requests

[RETURN TO AGENDA](#)

**Town of Northborough
Capital Improvement Program Summary
Fiscal Years 2023-2028**

3/16/2022

PROJECTS BY DEPARTMENT	Page #	Source of Funds	Six-Year Total	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY2028
DPW: Highway/Parks/Cemetery Division									
Roadway Improvements/Maintenance		6	2,114,000	454,000	320,000	330,000	330,000	340,000	340,000
One-Ton Dump Truck w/Plow (replaces 2012s, 2016)		6	470,000	130,000		200,000		140,000	
Culvert and Drainage Replacement		2/6	800,000	300,000		250,000		250,000	
Loader (replaces 2006)		2/6	610,000	290,000					320,000
20-Ton Truck w/ Spreader & Plow (replaces 2002, 1999 w/CB, 2007, 2009)		2/6	1,300,000	340,000	335,000		300,000		325,000
Backhoe (replaces 2005)		2/6	195,000	195,000					
Highway Garage Tight Tank Project		2/6	400,000		400,000				
One Ton Pick Up Truck(s) w/Plow (replaces 2012s)		6	230,000		110,000			120,000	
Bucket Truck (replaces 2010)		2/6	395,000		395,000				
Street Sweeper (replaces 2011)		2/6	280,000			280,000			
Cemetery Niches		6	100,000			100,000			
Memorial Field Pedestrian and Parking Improvements (CPC)		6	TBD			TBD			
Trackless Sidewalk Plow (replaces 2012)		2/6	225,000			225,000			
One Ton Box Truck (additional vehicle)		6	140,000				140,000		
Stump Grinder (replaces 1996)		6	75,000				75,000		
Dog Park		6	TBD				TBD	TBD	
All-Purpose Tractor (replaces 2014)		6	100,000				100,000		
Brush Disposal Area		6	100,000					100,000	
Roadside Mower (replaced 2015)		6	125,000					125,000	
Mini-Excavator (replaced 2015)		6	125,000					125,000	
<i>Note: historic annual vehicle escalation ; large = 5.0%, small = 3.8% (assumes 4.4% for equipment)</i>									
Highway/Parks/Cemetery Subtotal			\$7,784,000	\$1,709,000	\$1,560,000	\$1,385,000	\$945,000	\$1,200,000	\$985,000

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**Town of Northborough
Capital Improvement Program Summary
Fiscal Years 2023-2028**

3/16/2022

PROJECTS BY DEPARTMENT	Page #	Source of Funds	Six-Year Total	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
DPW: Sewer Enterprise Fund									
Inflow & Infiltration (I/I) Mitigation		7	1,165,000	360,000		380,000		425,000	
One-Ton Pick Up Truck w/Plow (replaces 2016)		7/8	100,000				100,000		
Sewer Enterprise Fund Subtotal			\$1,265,000	\$360,000	\$0	\$380,000	\$100,000	\$425,000	\$0
DPW: Water Enterprise Fund									
15-Ton Dump Truck		7/8	175,000		175,000				
Reservoir Dam Compliance		6/8	800,000		800,000				
Utility Truck w/Plow (replaces 2014 & 2016)		7/8	250,000			120,000			130,000
Repair and Replace Water Mains		8	450,000				50,000	400,000	
Water Enterprise Fund Subtotal			\$1,675,000	\$0	\$975,000	\$120,000	\$50,000	\$400,000	\$130,000

PROJECT DETAIL SHEET

Project Title: ROADWAY MAINTENANCE/IMPROVEMENTS	
Department: DPW - HIGHWAY	Category: Infrastructure Improvement
<p><u>Description and Justification:</u></p> <p>The Town's initial pavement management plan inventory and assessment was first completed in 2013 which measured an average Town-wide Pavement Condition Index (PCI) of 71. In FY2015 the Legislature authorized a \$300 million Chapter 90 program; however, subsequent years' funding levels have been reduced to \$200 million. Annual spending of \$1.1 million is necessary to maintain or slightly improve our current pavement conditions. Under that standard, the Town's Annual Chapter 90 allocation of approximately \$500,000 plus a local appropriation of \$300,000 results in a \$300,000 funding gap, which would be filled if the statewide Chapter 90 funding were released at \$300 million. Our recent update to the pavement management assessment completed in 2020 found that, through implementation of our pavement management plan, the Town-wide PCI remained relatively level at 73.5. A new townwide condition survey is scheduled for late calendar 2022.</p>	

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	6	2,114,000	454,000	320,000	330,000	330,000	340,000	340,000
E. Furnishings/Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
TOTAL		\$2,114,000	\$454,000	\$320,000	\$330,000	\$330,000	\$340,000	\$340,000

Source of Funds Legend

- | | | | |
|------------------------|-----------------|-----------------------------|--------------------------------|
| (1) Operating Revenues | (3) State Aid | (5) EMS Revolving Fund Fees | (7) Sewer Enterprise Fund Fees |
| (2) Municipal GO Bonds | (4) Trust Funds | (6) Free Cash / Other | (8) Water Enterprise Fund Fees |

PROJECT DETAIL SHEET

Project Title: ONE TON DUMP TRUCK WITH PLOW	
Department: DPW - HIGHWAY	Category: Equipment Replacement
<u>Description and Justification:</u> This request seeks to replace a 2012 F350 in FY2023 and 2012 F550 in FY2025, and one 2016 F550 in FY2027 with F600 model trucks. As part of each capital item an existing vehicle will be repurposed to extend its useful life. The FY2023 item allocates approximately \$20,000 toward repurposing an existing vehicle. The one-ton dumps are one of the most versatile pieces of equipment in the DPW fleet. Public Works employees use these vehicles to perform their everyday tasks including moving materials and equipment that is carried and towed. These trucks are also paired with 20-ton trucks to perform snow removal operations in the winter months. The useful life of these vehicles is 10 to 12 years. At the time of replacement, the existing trucks will have reached the end of their useful lives. The Town currently has 7 one-ton dump body trucks in service and has a program to replace one every other year, resulting in a 14-year replacement cycle. The picture to the right represents a similar model pickup truck to be replaced.	

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment	6	470,000	130,000		200,000		140,000	
G. Contingency								
H. Other								
TOTAL		\$470,000	\$130,000		\$200,000		\$140,000	

Source of Funds Legend

(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees

PROJECT DETAIL SHEET

Project Title: CULVERT AND DRAINAGE REPLACEMENT	
Department: DPW - HIGHWAY	Category: Infrastructure Improvement
<p><u>Description and Justification:</u></p> <p>In 2019, the Town completed a culvert inventory and condition assessment of approximately 75 culverts town-wide. Several culverts have been found to be in need of replacement due to deteriorated pipes and end treatments. Drainage systems in town are aging and many have surpassed their functional life. The Town video inspects those systems where repeated repairs have been needed to identify and prioritize the replacement projects.</p> <p>The FY23 request will fund replacement of a failed Lincoln Street culvert located adjacent to the elementary school.</p> <p>This request seeks funds to systematically replace/rehabilitate culverts and failing drainage systems. The Town actively seeks appropriate grant funding through a variety of programs to assist with funding this critical infrastructure work. The picture to the right depicts the failed Lincoln Street</p>	

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	6	800,000	300,000		250,000		250,000	
E. Furnishings/Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
TOTAL		\$800,000	\$300,000		\$250,000		\$250,000	

Source of Funds Legend

- | | | | |
|------------------------|-----------------|-----------------------------|--------------------------------|
| (1) Operating Revenues | (3) State Aid | (5) EMS Revolving Fund Fees | (7) Sewer Enterprise Fund Fees |
| (2) Municipal GO Bonds | (4) Trust Funds | (6) Free Cash / Other | (8) Water Enterprise Fund Fees |

PROJECT DETAIL SHEET

Project Title: LOADER	
Department: DPW - HIGHWAY	Category: Equipment Replacement
<p><u>Description and Justification:</u></p> <p>The Town has two front end loaders, a 2006 model and a 2014 model. This request is to replace the 2006 John Deere loader in FY2023 and the 2014 in FY2028. At the Public Works Garage, the loader is regularly used to transfer materials, rotate the compost piles and load the spreaders with salt for snow removal operations. Off-site, it is used throughout town on various construction projects as well as during snow removal operations. The loader is exposed to many different environments including corrosive materials which cause disintegration of the equipment. As the equipment ages, it requires additional mechanical and body work to keep it operational. The project costs are net of the trade-in and include approximately \$14,000 to refurbish the 2014 model year loader to extend its useful life. The picture to the right represents an example of a new replacement loader.</p>	

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment	6	610,000	290,000					320,000
G. Contingency								
H. Other								
TOTAL		\$610,000	\$290,000					\$320,000

Source of Funds Legend

(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees

PROJECT DETAIL SHEET

Project Title: 20-TON TRUCK WITH SPREADER & PLOW	
Department: DPW - HIGHWAY	Category: Equipment Replacement
Description and Justification: <p>This request will replace a 2002 truck in FY2023 with a wing plow truck, a 1999 in FY2024 with one that includes a catch basin attachment, and a 2007 in FY2026. All new trucks will come with plows and spreaders. As part of each capital item an existing vehicle will be repurposed to extend its useful life. These trucks have useful life expectancy of between 15 and 20 years. Due to the caustic nature of the salt and chemical additives used in snow removal operations, the metal bodies of these vehicles disintegrate much sooner than the total number of hours or miles would typically indicate, in spite of being washed after every salting event. Not only are these trucks used for snow removal operations but also for hauling materials during the construction season. The picture to the right represents an example of a similar 6-wheel dump truck. The Town currently has ten 20-ton trucks in service and has a schedule to replace one every other year, resulting in a 20-year replacement cycle.</p>	

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment	2/6	1,300,000	340,000	335,000		300,000		325,000
G. Contingency								
H. Other								
TOTAL		\$1,300,000	\$340,000	\$335,000		\$300,000		\$325,000

Source of Funds Legend

- | | | | |
|------------------------|-----------------|-----------------------------|--------------------------------|
| (1) Operating Revenues | (3) State Aid | (5) EMS Revolving Fund Fees | (7) Sewer Enterprise Fund Fees |
| (2) Municipal GO Bonds | (4) Trust Funds | (6) Free Cash / Other | (8) Water Enterprise Fund Fees |

PROJECT DETAIL SHEET

Project Title: BACKHOE	
Department: DPW - HIGHWAY	Category: Equipment Replacement
<p><u>Description and Justification:</u></p> <p>This request is to replace a 2005 model backhoe that is used by the Highway Division. As part of this capital request the 2015 backhoe will have body repair and paint work completed to extend its useful life. This backhoe is used for drainage and roadway repairs, plowing of streets throughout Town and digging graves in the cemeteries. The long reach of a backhoe is necessary to properly excavate (repair, maintain and install) drain pipes and structures (catch basins, manholes, culverts, swales, etc.) throughout Town. The useful life of these vehicles is 10 to 12 years, the existing backhoe is a 2005 model year and will be at least 17 years old when it is replaced. The project costs are net of the trade-in and include approximately \$10,000 to refurbish the 2015 model year backhoe to extend its useful life. The picture to the right represents an example of new similar model backhoe.</p>	

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2023	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment	6	195,000	195,000					
G. Contingency								
H. Other								
TOTAL		\$195,000	\$195,000					

Source of Funds Legend

(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees

PROJECT DETAIL SHEET

Project Title: HIGHWAY GARAGE TIGHT TANK INSTALLATION	
Department: DPW - HIGHWAY	Category: Facility Improvement
<p><u>Description and Justification:</u></p> <p>This request seeks to fund installation of a tight tank system at the highway garage located at 190 Main Street. The existing garage was built in 1984 and no longer complies with State environmental regulations. The building is served by an onsite septic system which cannot accept discharge of truck wash water. In accordance with MassDEP requirements, an underground holding tank is required for this wastewater. This requires interior plumbing changes as well as locating the tank in such a manner that it does preclude future building expansion/reconfiguration.</p>	

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	2/6	400,000		400,000				
E. Furnishings/Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
TOTAL		\$400,000		\$400,000				

Source of Funds Legend

- | | | | |
|------------------------|-----------------|-----------------------------|--------------------------------|
| (1) Operating Revenues | (3) State Aid | (5) EMS Revolving Fund Fees | (7) Sewer Enterprise Fund Fees |
| (2) Municipal GO Bonds | (4) Trust Funds | (6) Free Cash / Other | (8) Water Enterprise Fund Fees |

PROJECT DETAIL SHEET

Project Title: ONE TON PICK UP TRUCK WITH PLOW	
Department: DPW - HIGHWAY	Category: Equipment Replacement
Description and Justification: This request adds a new F350 to the fleet in FY2024 to aid the work of a facilities operator and a 2016 F350 in FY2027 with similar models. As part of each capital item an existing pickup truck will be repurposed to further its useful life. Pickup trucks are the most used equipment in the fleet. The Public Works employees use these vehicles to perform their everyday tasks including moving materials and equipment that is carried and towed by these vehicles. These trucks are also responsible for snow removal at the municipal buildings during the winter months. The useful life of these vehicles is 10 to 12 years.	

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment	6	230,000		110,000			120,000	
G. Contingency								
H. Other								
TOTAL		\$230,000		\$110,000			\$120,000	

Source of Funds Legend

(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees

PROJECT DETAIL SHEET

Project Title: BUCKET TRUCK	
Department: DPW - HIGHWAY	Category: Equipment Replacement
<u>Description and Justification:</u> This request is to fund replacement of a 2010 model 30,000 pound GVW bucket truck that is used by the Highway Division. As part of this capital item the existing vehicle chassis will be repurposed to extend its useful life. This vehicle is used for trimming and removal of hazardous town trees, as well as a variety of other aerial tasks. The useful life of these vehicles is 10 to 12 years. The picture to the right is the existing vehicle when new.	

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment	2/6	395,000		395,000				
G. Contingency								
H. Other								
TOTAL		\$395,000		\$395,000				

Source of Funds Legend

- | | | | |
|------------------------|-----------------|-----------------------------|--------------------------------|
| (1) Operating Revenues | (3) State Aid | (5) EMS Revolving Fund Fees | (7) Sewer Enterprise Fund Fees |
| (2) Municipal GO Bonds | (4) Trust Funds | (6) Free Cash / Other | (8) Water Enterprise Fund Fees |

PROJECT DETAIL SHEET

Project Title: STREET SWEEPER	
Department: DPW - HIGHWAY	Category: Equipment Replacement
Description and Justification:	
<p>This request is to replace the existing 2011 Elgin Pelican street sweeper. The useful life of a sweeper is approximately 10-12 years. As it ages the repairs become more costly. Using the department's two sweepers, it takes staff approximately 10 weeks to sweep the entire Town between early March and late June. If one sweeper were to go down, it would take the remaining sweeper into Fall to do it alone. Renting sweepers has not been feasible because every town needs to sweep at the same time. Additionally, the new National Pollutant Discharge Elimination Systems (NPDES) permit requires two town-wide sweeping cycles per year.</p>	

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment	2/6	280,000			280,000			
G. Contingency								
H. Other								
TOTAL		\$280,000			\$280,000			

Source of Funds Legend

(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees

PROJECT DETAIL SHEET

Project Title: CEMETERY NICHE	
Department: DPW -CEMETERY	Category: Facility Improvement
<p><u>Description and Justification:</u></p> <p>A cemetery (cremation) niche is an above-ground burial space, in which a decedent's urn, containing their cremated remains, is placed and sealed. Similar to a mausoleum, there is structure with recessed compartments for placing cremation urns permanently.</p> <p>This request is to fund design and construction of the Town's first cemetery niche. Municipal cemetery space is a limited supply and the addition of cemetery niches is an affordable way to extend the supply of accommodations without additional land acquisition.</p>	

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design	6	20,000			20,000			
C. Land Acquisition								
D. Construction	6	80,000			80,000			
E. Furnishings/Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
TOTAL		\$100,000			\$100,000			

Source of Funds Legend

(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees

PROJECT DETAIL SHEET

Project Title: MEMORIAL FIELD PEDESTRIAN AND PARKING IMPROVEMENTS	
Department: DPW - PARKS	Category: Facility Improvement
Description and Justification: This request seeks to fund the design and construction of improvements to the parking and pedestrian circulation for both upper and lower Memorial Field. Work will include new parking configuration, spectator viewing areas, and pedestrian circulation to both fields as well as the recently renovated field building. This project is a good candidate for potential funding using Community Preservation Act Funds and will be submitted to the Committee for consideration once the project scope is better defined.	

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	TBD				TBD			
E. Furnishings/Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
TOTAL								

Source of Funds Legend

(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees

PROJECT DETAIL SHEET

Project Title: SIDEWALK MACHINE	
Department: DPW - HIGHWAY	Category: Equipment Replacement
Description and Justification: This request is to replace an existing 2012 sidewalk machine. As part of this capital item the 2016 sidewalk machine will have body repair and paint work completed. This vehicle will supplement the Town's other (2016) sidewalk machine. These vehicles are used to clear snow from various sidewalks throughout Town. This machine will be purchased with a flail mower attachment to assist with vegetation management. The sidewalk machine is exposed to many different environments including corrosive materials which cause disintegration of the Public Works equipment. As the equipment ages, it requires additional mechanical and body work to keep it operational. Sidewalk machines are expected to last approximately 10 years.	

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment	2/6	225,000			225,000			
G. Contingency								
H. Other								
TOTAL		\$225,000			\$225,000			

Source of Funds Legend

- | | | | |
|------------------------|-----------------|-----------------------------|--------------------------------|
| (1) Operating Revenues | (3) State Aid | (5) EMS Revolving Fund Fees | (7) Sewer Enterprise Fund Fees |
| (2) Municipal GO Bonds | (4) Trust Funds | (6) Free Cash / Other | (8) Water Enterprise Fund Fees |

PROJECT DETAIL SHEET

Project Title: ONE TON BOX TRUCK	
Department: DPW - HIGHWAY	Category: Equipment Replacement
<p><u>Description and Justification:</u> This request seeks to purchase a new fleet vehicle. The needs of the Department are shifting to include more general building maintenance at the parks, cemetery, and public buildings. This requires the use of a more extensive set of skills and tools including but not limited to carpentry, piping, roofing, HVAC, and general repairs. This vehicle will allow staff to have the ability to mobilize with the required tools, equipment, and materials which are protected from the environment, similar to that of a small general contract. The useful life of this vehicle is 12-14 years and the one proposed will be similar to the image shown here.</p>	

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment	6	140,000				140,000		
G. Contingency								
H. Other								
TOTAL		\$140,000				\$140,000		

Source of Funds Legend

- | | | | |
|------------------------|-----------------|-----------------------------|--------------------------------|
| (1) Operating Revenues | (3) State Aid | (5) EMS Revolving Fund Fees | (7) Sewer Enterprise Fund Fees |
| (2) Municipal GO Bonds | (4) Trust Funds | (6) Free Cash / Other | (8) Water Enterprise Fund Fees |

PROJECT DETAIL SHEET

Project Title: STUMP GRINDER	
Department: DPW - HIGHWAY	Category: Equipment Replacement
<u>Description and Justification:</u> This request is to replace the Department's 1996 Vermeer stump grinder. This piece of equipment is used to grind the stumps flush after tree removal. The picture to the right represents an example of a new replacement stump grinder. The estimated cost to contract for these services is approximately \$200 per stump which represents an annual cost of approximately \$12,000, an equipment payback period of less than 6-years.	

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment	6	75,000				75,000		
G. Contingency								
H. Other								
TOTAL		\$75,000				\$75,000		

Source of Funds Legend

- | | | | |
|------------------------|-----------------|-----------------------------|--------------------------------|
| (1) Operating Revenues | (3) State Aid | (5) EMS Revolving Fund Fees | (7) Sewer Enterprise Fund Fees |
| (2) Municipal GO Bonds | (4) Trust Funds | (6) Free Cash / Other | (8) Water Enterprise Fund Fees |

PROJECT DETAIL SHEET

Project Title: DOG PARK	
Department: DPW - PARKS	Category: Facility Improvement
Description and Justification:	
<p>The community has expressed interest through both the Master Plan and the Open Space Plan in development of a municipal dog park in Northborough. Planning and design for a facility such as a dog park is an extensive and thorough process. The Town has requested CPA funding for preliminary design and siting of the dog park. FY2027 will fund final design and construction including applicable grant applications. The Town will also be pursuing grant funding for this project, which could impact this timing either way. The graphic to the right is a sample dog park with parking.</p>	

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	6					TBD		
E. Furnishings/Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
TOTAL								

Source of Funds Legend

(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees

PROJECT DETAIL SHEET

Project Title: ALL-PURPOSE TRACTOR	
Department: DPW - HIGHWAY	Category: Equipment Replacement
<p><u>Description and Justification:</u></p> <p>This request is for a compact tractor to be used by the DPW at the cemetery for backfilling of graves and general clean-up that is inaccessible by the larger machines. It will also be used to mow the large areas in town that are only done 2-3 times a year (conservation areas, easements, etc.) The tractor will also be used by the Northborough K-8 schools. This tractor will replace the existing 2014 all purpose tractor that has exceeded its useful life. The picture to the right is an example of the new tractor to be purchased.</p>	

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment	6	100,000				100,000		
G. Contingency								
H. Other								
TOTAL		\$100,000				\$100,000		

Source of Funds Legend

- | | | | |
|------------------------|-----------------|-----------------------------|--------------------------------|
| (1) Operating Revenues | (3) State Aid | (5) EMS Revolving Fund Fees | (7) Sewer Enterprise Fund Fees |
| (2) Municipal GO Bonds | (4) Trust Funds | (6) Free Cash / Other | (8) Water Enterprise Fund Fees |

PROJECT DETAIL SHEET

Project Title: BRUSH DISPOSAL AREA	
Department: DPW - HIGHWAY	Category: Facility Improvement
Description and Justification:	
<p>The current brush and lawn debris area is located at the Highway Garage and is approximately 7,500 square feet in area. The small size requires the material to be trucked away no less than two times per year at an annual cost of between \$80,000 and \$100,000. The typical size for this type of facility in a similar size municipality is between 3 and 5 acres and allows for on-site processing.</p> <p>This request is to fund design, permitting, and preparation of a town brush and lawn debris disposal site adequately sized for on-site processing and available for use by the residents of Northborough.</p>	

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design	6	100,000					100,000	
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
TOTAL		\$100,000					\$100,000	

- Source of Funds Legend**
- | | | | |
|------------------------|-----------------|-----------------------------|--------------------------------|
| (1) Operating Revenues | (3) State Aid | (5) EMS Revolving Fund Fees | (7) Sewer Enterprise Fund Fees |
| (2) Municipal GO Bonds | (4) Trust Funds | (6) Free Cash / Other | (8) Water Enterprise Fund Fees |

PROJECT DETAIL SHEET

Project Title: ROADSIDE MOWER	
Department: DPW - HIGHWAY	Category: Equipment Replacement
<u>Description and Justification:</u> This request will replace the existing 2015 John Deere tractor with a side boom mower and articulating arm. This mower is used to cut back brush along the edges of the roadway. The useful life of this equipment is 10-15 years. As part of this capital item the existing tractor will be repurposed to extend its useful life. The picture to the right represents a simmlar new model.	

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment	6	125,000					125,000	
G. Contingency								
H. Other								
TOTAL		\$125,000					\$125,000	

Source of Funds Legend

- | | | | |
|------------------------|-----------------|-----------------------------|--------------------------------|
| (1) Operating Revenues | (3) State Aid | (5) EMS Revolving Fund Fees | (7) Sewer Enterprise Fund Fees |
| (2) Municipal GO Bonds | (4) Trust Funds | (6) Free Cash / Other | (8) Water Enterprise Fund Fees |

PROJECT DETAIL SHEET

Project Title: MINI-EXCAVATOR	
Department: DPW - HIGHWAY	Category: Equipment Replacement
<u>Description and Justification:</u> <p>This request is to replace the 2015 mini excavator which is used by the DPW crews at the cemetery and for various road projects (e.g. drainage projects) throughout Town. As more of the cemetery land is being used, it becomes difficult to maneuver the larger backhoe between the graves. The mini excavator is also useful to the highway division staff in dealing with maintaining and installing drains (catch basins, manholes, culverts, swales, etc.) that are inaccessible by the larger machines (backhoes). The picture to the right represents an example of a new mini-excavator.</p>	

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment	6	125,000					125,000	
G. Contingency								
H. Other								
TOTAL		\$125,000					\$125,000	

Source of Funds Legend

(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees

PROJECT DETAIL SHEET

Project Title: INFLOW AND INFILTRATION (I&I) MITIGATION	
Department: SEWER ENTERPRISE	Category: Infrastructure Improvement
Description and Justification: This request is to continue the implementation of our detailed Operations and Maintenance (O&M) Plan to mitigate inflow and infiltration into the Town's sanitary sewer system. This inflow is from flowing stormwater and runoff making its way into manhole covers and grates. Inflow is the seeping of groundwater into the system through pipe connections, cracks in the manholes or other small openings in the system. Mitigating I&I greatly reduces the volumes of 'clean' water sent to the waste water treatment plant for processing. As required by a State mandate (314 CMR 12.04) municipalities need to implement a detailed O&M Plan to address I&I.	

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	7	1,165,000	360,000		380,000		425,000	
E. Furnishings/Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
TOTAL		\$1,165,000	\$360,000		\$380,000		\$425,000	

Source of Funds Legend

- | | | | |
|------------------------|-----------------|-----------------------------|--------------------------------|
| (1) Operating Revenues | (3) State Aid | (5) EMS Revolving Fund Fees | (7) Sewer Enterprise Fund Fees |
| (2) Municipal GO Bonds | (4) Trust Funds | (6) Free Cash / Other | (8) Water Enterprise Fund Fees |

PROJECT DETAIL SHEET

Project Title: ONE-TON PICK UP TRUCK W/PLOW	
Department: WATER ENTERPRISE	Category: Equipment Replacement
<p><u>Description and Justification:</u></p> <p>This request is to replace a 2016 pick up truck. This vehicle is used daily to perform the regular inspections and general maintenance of the Town's water and sewer system. It is a general response vehicle to all calls throughout the water and sewer division. The new truck will also be used as a plow vehicle throughout Town. The useful life of these vehicles is 10-12 years. The picture to the right represents an example of a replacement truck. Cost for this vehicle will be divided 60% Water and 40% Sewer.</p>	

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment	7/8	100,000				100,000		
G. Contingency								
H. Other								
TOTAL		\$100,000				\$100,000		

Source of Funds Legend

(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees

PROJECT DETAIL SHEET

Project Title: **15-TON DUMP TRUCK**

Department: **WATER ENTERPRISE**

Category: **Equipment Replacement**

Description and Justification:

This request is to purchase a 30,000 pound GVW dump truck for use by the water and sewer divisions. The current fleet of vehicles are smaller daily task vehicles. This truck is large enough to tow the department excavator and will alleviate the need to use the highway department large dump truck when needed to move equipment and materials. Cost for this vehicle will be divided 60% Water and 40% Sewer.

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment	7/8	175,000		175,000				
G. Contingency								
H. Other								
TOTAL		\$175,000		\$175,000				

Source of Funds Legend

- (1) Operating Revenues
- (2) Municipal GO Bonds

- (3) State Aid
- (4) Trust Funds

- (5) EMS Revolving Fund Fees
- (6) Free Cash / Other

- (7) Sewer Enterprise Fund Fees
- (8) Water Enterprise Fund Fees

PROJECT DETAIL SHEET

Project Title: RESERVIOR DAM REMOVAL	
Department: WATER ENTERPRISE	Category: Infrastructure Improvement
<p><u>Description and Justification:</u></p> <p>Reservoir Dam is owned by Northborough and located between Shrewsbury and Boylston. This structure is a significant hazard, poor condition dam. The Office of Dam Safety has ordered Northborough to either bring the dam into compliance or permanently breach the dam. This request is for construction in FY2024 to permanently breach the dam. The Town received a grant to fund 75% (\$150,000) of the design and permitting, and will again seek grant funding to support the construction phase of the project.</p>	

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	8	800,000		800,000				
E. Furnishings/Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other/Grant								
TOTAL		\$800,000		\$800,000				

Source of Funds Legend

(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees

PROJECT DETAIL SHEET

Project Title: ONE TON UTILITY TRUCK W/PLOW	
Department: WATER ENTERPRISE	Category: Equipment Replacement
<u>Description and Justification:</u> This request replaces an existing 2014 model year in FY2025 and 2016 model year in FY2028. As part of the FY2025 capital item the existing utility truck will be repurposed to further its useful life. Pickup trucks are the most used equipment in the fleet. The Water and Sewer employees use these vehicles to perform their everyday tasks including moving materials and equipment that is carried and towed by these vehicles including the replacement utility trailer. These trucks are also responsible for snow removal at the municipal pump stations and assist with the municipal buildings during the winter months. The useful life of these vehicles is 10 to 12 years. The cost for these vehicles will be divided 60% Water and 40% Sewer.	

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment	7/8	250,000			120,000			130,000
G. Contingency								
H. Other								
TOTAL		\$250,000			\$120,000			\$130,000

Source of Funds Legend

- | | | | |
|------------------------|-----------------|-----------------------------|--------------------------------|
| (1) Operating Revenues | (3) State Aid | (5) EMS Revolving Fund Fees | (7) Sewer Enterprise Fund Fees |
| (2) Municipal GO Bonds | (4) Trust Funds | (6) Free Cash / Other | (8) Water Enterprise Fund Fees |

PROJECT DETAIL SHEET

Project Title: **WATER MAIN & SERVICE LINE REPAIR REPLACEMENT PROGRAM**

Department: **WATER ENTERPRISE** Category: **Infrastructure Improvement**

Description and Justification:
 This request is to fund a Water Main and Service Replacement Program as part of an ongoing commitment to provide quality water services to the residents of Northborough. This project focuses on replacing old undersized mains and services with reliable new materials which will significantly improve reliability, flow and fire protection while reducing the likelihood of breaks or leaks in the system. The 2025/2026 improvements are specifically to eliminate system restrictions and dead ends.

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design	8	50,000				50,000		
C. Land Acquisition								
D. Construction	8	400,000					400,000	
E. Furnishings/Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
TOTAL		\$450,000				\$50,000	\$400,000	

Source of Funds Legend
 (1) Operating Revenues (3) State Aid (5) EMS Revolving Fund Fees (7) Sewer Enterprise Fund Fees
 (2) Municipal GO Bonds (4) Trust Funds (6) Free Cash / Other (8) Water Enterprise Fund Fees

Northborough Capital Planning Update

March 2022



“Ten Schools, Three Districts, One Community of Learners”

The Public Schools of Northborough & Southborough

Projects to review



"Ten Schools, Three Districts, One Community of Learners"

- **Algonquin**
 - Athletic Complex Project
 - Redundant Hot Water Heater
- **Proctor**
 - Drainage and Roof Project

Algonquin Athletic Complex



"Ten Schools, Three Districts, One Community of Learners"

- The District contracted with Gale Associates to complete a Schematic Design for a new athletic complex.
- Gale will present Schematic Design at both Nboro and Sboro Town Meetings
- Kathy Hervol, Project Manager, *Gale Associates*

Algonquin Athletic Complex

History



"Ten Schools, Three Districts, One Community of Learners"

- The 2004 Renovation Project resulted in:
 - Refurbished stadium field, JV field, and tennis courts.
 - New McDonald's House
- The current track was installed in 1994.
 - The track has not been resurfaced.
 - The track has been patched and relined.

Algonquin Regional High School

**Capital Project - FY23
Redundant Hot Water System
Replacement-Expansion Project**



History of Request

- Redundancy exists with our major systems including: Boiler System, Heat Pump System, Cooling System - if a unit goes down there is a back up.
- First Priority of Algonquin's Capital Plan

Status of Current System

- In 2004, the current hot water system was part of the renovation project, but a redundancy boiler was not part of that project.
- Current system is expected to operate for 15-20 years. We are reaching life expectancy for the hot water boiler and the storage tank(s).
- Our plumbing contractors are working on developing a scope of work for the project.

Scope of Work

- Replace current hot water boiler/storage tank **and** adding an addition boiler for redundancy.
- Director of Facilities is working with plumbing contractors to obtain a detailed scope of work for the project.
- Once appropriated, the District would engage in a IFB (Invitation for Bid) process for the project.
- The procurement process is predicated by the latest anticipated value of the project.
- Our best estimates suggest the project will cost: \$180,000.
- There is space in the boiler room to accommodate the additional boiler.
- The contractor is investigating solar options to help power the boiler and storage tank.
- The project will be scheduled during vacation or summer to avoid conflict with normal operation.

Current System - boiler with storage tank



Assessment

Based on the most recent projections, the project will cost \$180,000

Enrollment as of 10/1/2021

Northborough - 772

Southborough - 492

Assessment Percent

Northborough - 61.08%

Southborough - 38.92%

Estimated Allocation

Northborough - \$109,944

Southborough - \$70,056



Proctor School

Roof Replacement and Drainage



"Ten Schools, Three Districts, One Community of Learners"

1

HUB Testing Report

2

Greenwood Roofing Analysis
Garland Roof Analysis

3

Furniture & Air Conditioning

4

Downspout & Drainage

Proctor School EPDM Roof

Pitched Roof replaced in 2015



"Ten Schools, Three Districts, One Community of Learners"

- MSBA for Accelerated Repair Program -
 - State non-entitlement grant program
 - Submit Statement of Interest to MSBA
- 2 Roof Evaluations recommend immediate replacement.

Drainage & Downspouts

Drainage from roof - cast iron bells



Exterior Downspouts

- Surrounded by plywood chase.
- 19 total downspouts



Downspouts



Cast Iron



PVC Replacement Prototype



Drainage and Downspout Financial Request

Company	Scope of Work	Cost	Status
TBD - RFQ	Downspout replacement (18)	\$31,000.00 estimated	Procurement
TBD - RFQ	Underground drainage repair	\$7,000.00 estimated	Procurement

Estimated Total - \$38,000.00

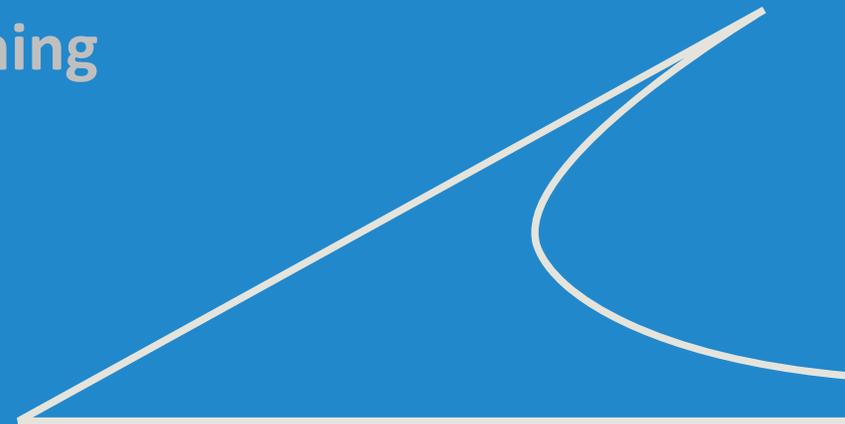


Algonquin Regional High School Athletic Campus Improvements Project Schematic Design

Town of Northborough Financial Planning
Board

March 15, 2022

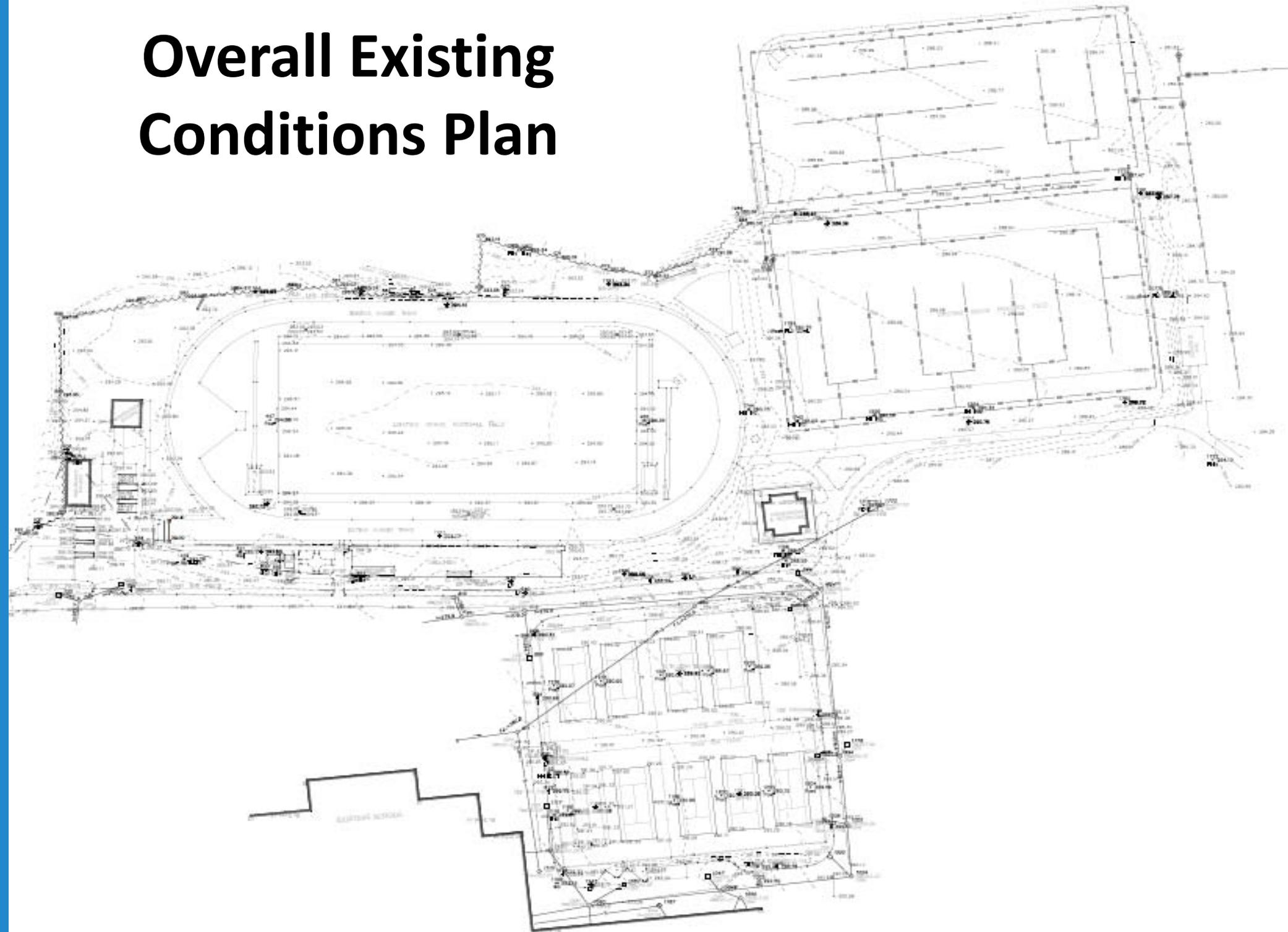
Kathy Hervol - Gale Associates Inc.



Completed Work to Date

- Athletic Field and Tennis Court Evaluations
- Existing Conditions Survey
- Subsurface Investigation and Geotechnical Report
- Schematic Design Plans

Overall Existing Conditions Plan



Existing Conditions – JV Field



Field refurbished
in 2004

McDonald's House
constructed in 2004

Existing Conditions – Tennis Courts

Tennis Courts installed in 2004





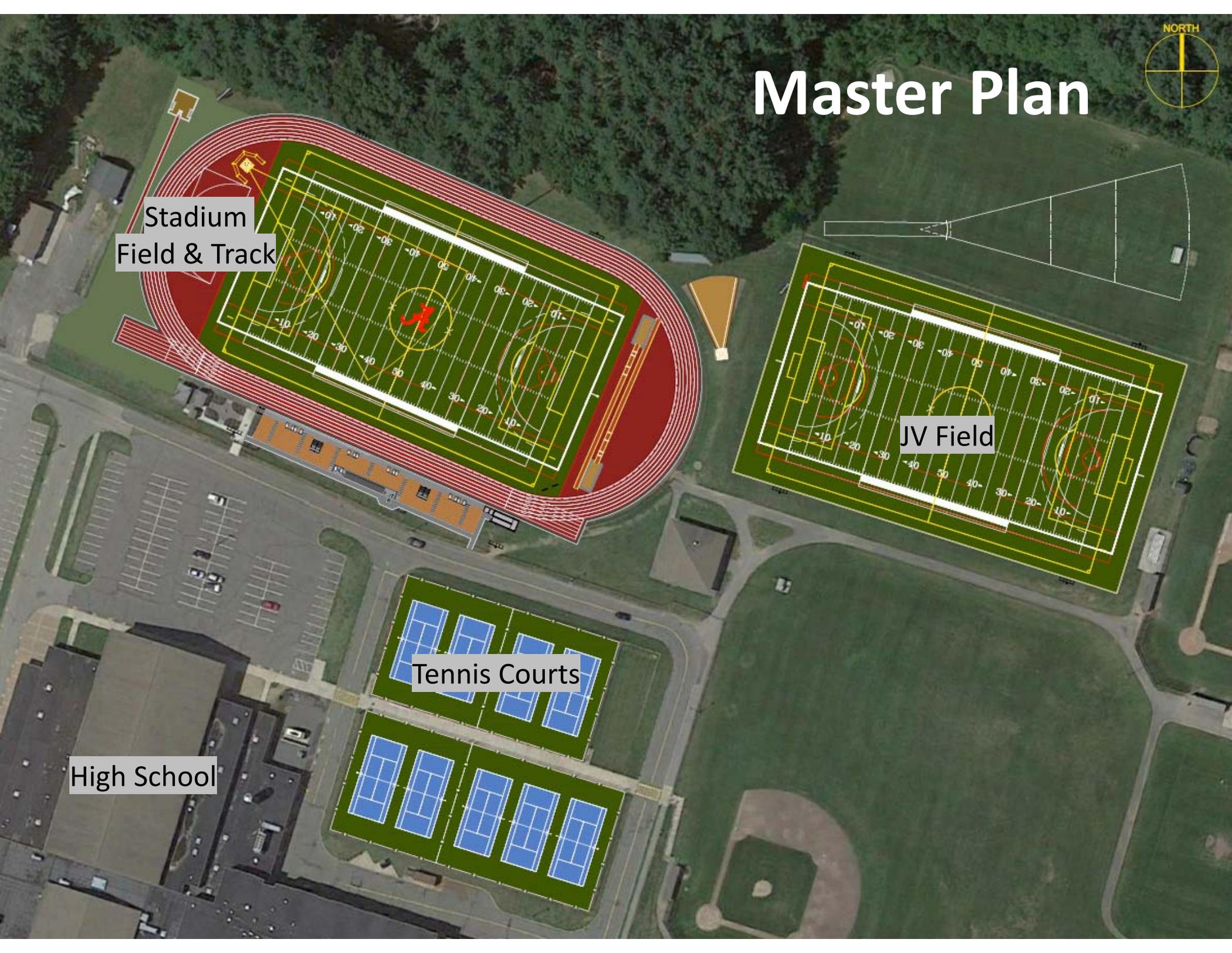
Master Plan

Stadium
Field & Track

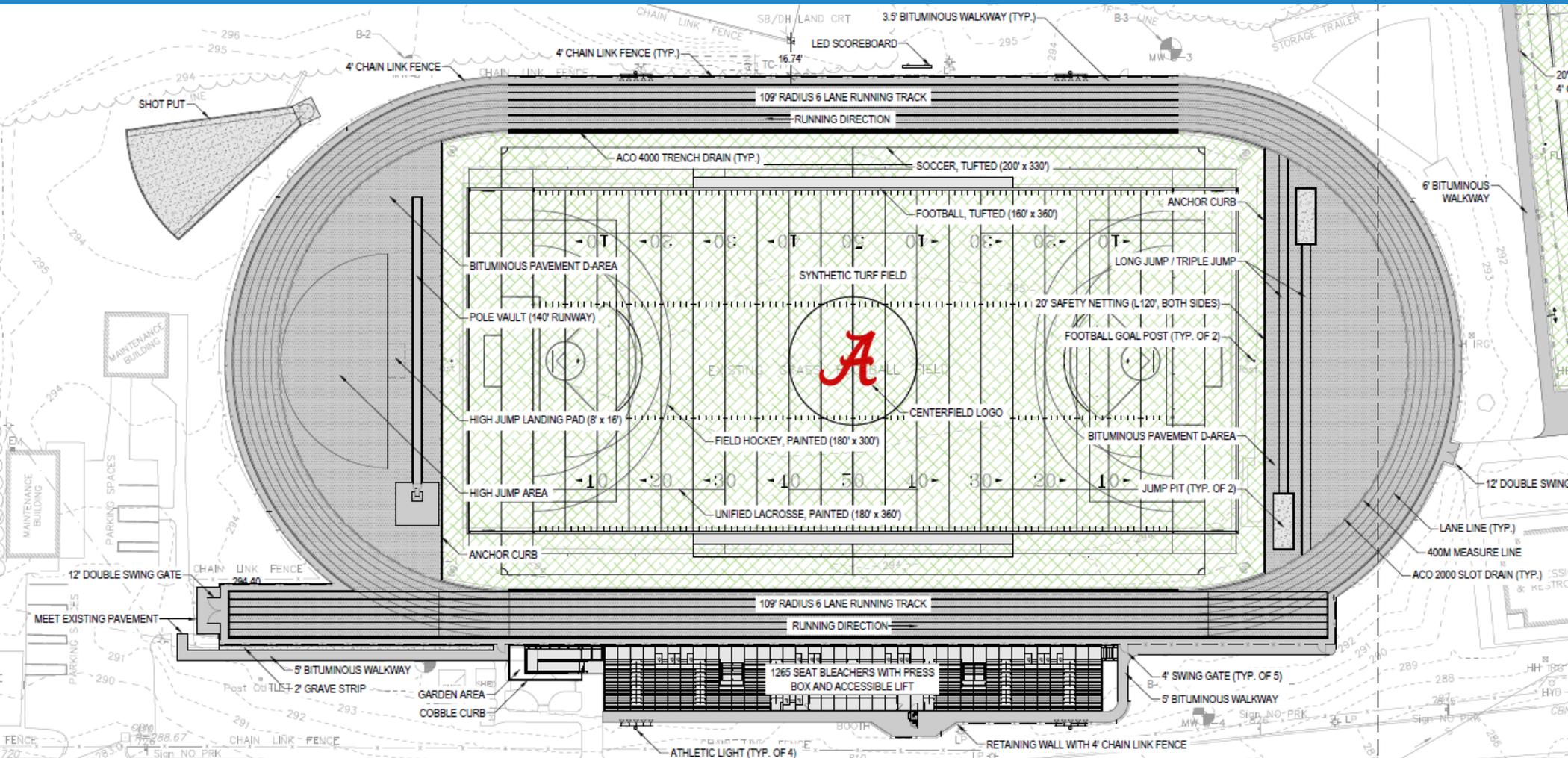
JV Field

Tennis Courts

High School



Schematic Design – Stadium Field & Track



SPORT	DIMENSIONS	IDEAL?
Football	160' x 360'	Yes
Soccer	200' x 330'	Yes
Field Hockey	180' x 300'	Yes
Men's Lacrosse	180' x 360'	Yes
Women's Lacrosse	180' x 360'	Yes

- MPR synthetic turf field
- 400 meter track and events
- Improved drainage system
- Improved site access
- ADA access
- Athletic light
- New grandstands
- Site fencing

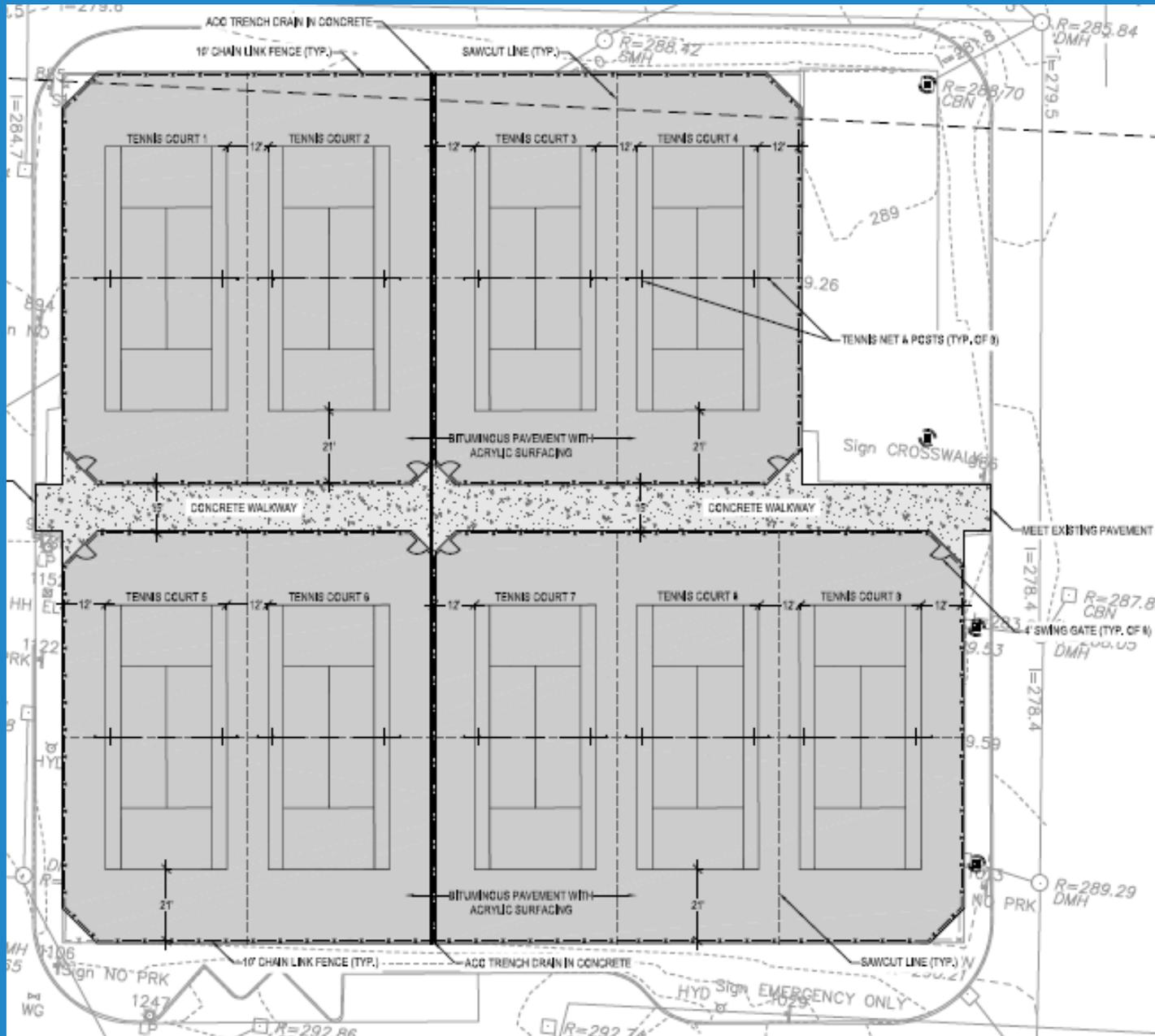
Schematic Design – JV Field



SPORT	DIMENSIONS	IDEAL?
Football	160' x 360'	Yes
Soccer	200' x 330'	Yes
Field Hockey	180' x 300'	Yes
Men's Lacrosse	180' x 360'	Yes
Women's Lacrosse	180' x 360'	Yes

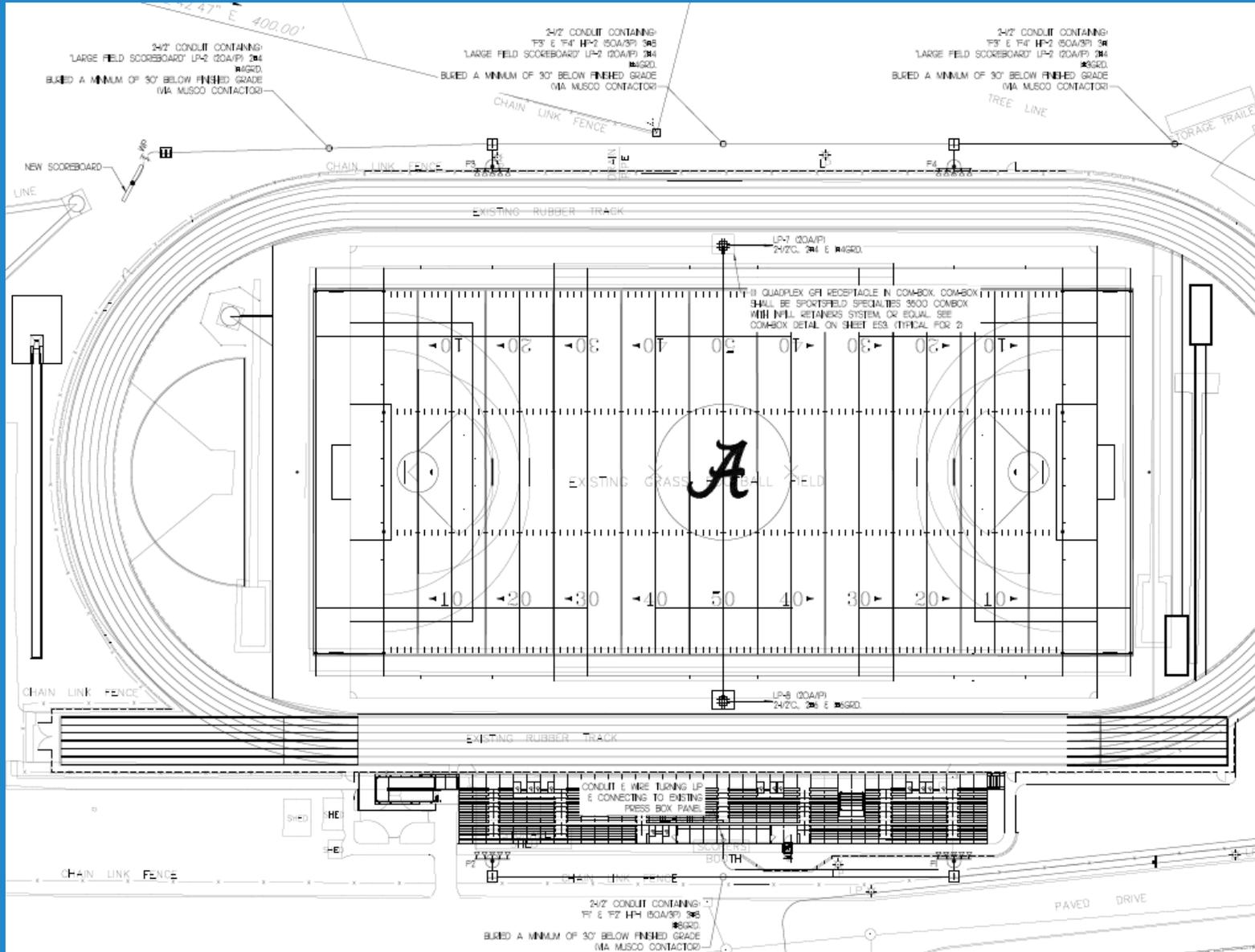
- MPR synthetic turf field
- Improved drainage system
- Improved site access
- ADA access
- Athletic lighting
- Portable bleachers
- Site fencing

Schematic Design - Tennis Courts



- New Courts Base and surfacing
- Improved drainage system
- Improved court access
- ADA access
- Site fencing

Schematic Design – Stadium Electrical Plans



- Electricity to stadium from concession building
- Four Lights for stadium field
- Press box, two comboxes (one for each sideline), and new scoreboard all supplied electricity.

Athletic Lighting

Wheeler High School



Musco Lighting

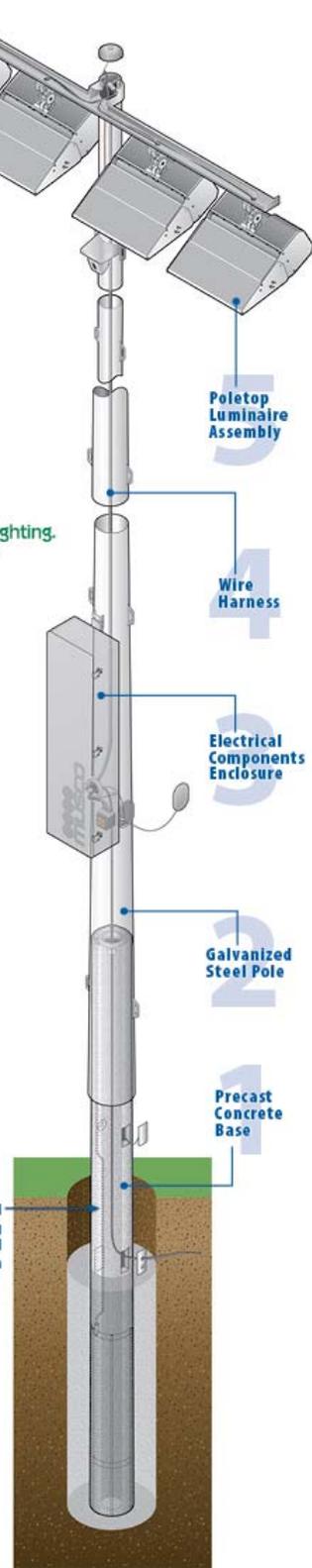
Two light source options



TLC for LED
Total Light Control



Green Generation Lighting
Metal Halide Light Source



Westborough High School

Amphitheater



30' x 26' Kokomo Style
Amphitheater

- Roof Customization (Type and Color)
- Frame Customization
 - Custom Column Styles, Finishes and Colors
 - Baseplate Covers
 - Electrical Cutouts



40' x 25' Kokomo Style
Amphitheater

- Size Customization
- Railings and Overhead Ornamentation



QUESTIONS

[RETURN TO AGENDA](#)

**American Rescue Plan Act
Coronavirus Local Fiscal Recovery Fund
(ARPA-CLFRF)**



**Board of Selectmen
March 14, 2022**

Agenda

- ARPA-CLFRF Overview
- Funding Categories and Eligible Uses January 6, 2022,
U.S. Department of the Treasury's issued Final Rule
- New Revenue Replacement Allowance and Implications
- Pandemic Budget Reductions
- FY2023 Proposed ARPA Projects & Initiatives

What is ARPA?

- \$1.9 Trillion American Rescue Plan Act of 2021 (ARPA) signed into law by President Biden on March 11, 2021
- The law provides resources through the Coronavirus Local Fiscal Recovery Fund (CLFRF) to local governments to respond to the public health emergency caused by COVID-19
- The fund is administered by the US Department of the Treasury

ARPA Funding Objectives

- Support urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control
- Replace lost revenue for eligible state & local governments to strengthen support for vital public services and help retain jobs
- Support immediate economic stabilization for households and businesses
- Address systemic public health and economic challenges that have contributed to the unequal impact of the pandemic

ARPA Funding

\$350 billion in relief for state and local governments across the country. The CLFRF provides \$19.5 billion to support non-entitlement units of local government (NEUs), which are local governments serving a population under 50,000.

Type	Amount
States & District of Columbia	\$195.3
Counties	\$65.1
Metropolitan Cities	\$45.6
Tribal Governments	\$20.0
Territories	\$4.5
Non-entitlement Units of Local Government	\$19.5

ARPA Funding

ARPA provides approximately \$8.7 billion to MA through the Coronavirus State and Local Fiscal Recovery Funds.

- The Commonwealth will receive \$5.3 billion
- Municipalities will receive \$2 billion
- Counties will receive \$1.34 billion
- Since Worcester County was abolished, its allotment will come directly to municipalities

ARPA Funding

Northborough's ARPA Funds:

• Municipal Allocation	\$1,581,437
• County Reallocation	<u>\$2,934,746</u>
• Total Funding	\$4,516,183

ARPA Funding

Funding Covers Multiple Years

- Local governments will receive the funds in two tranches, the first was already received and the second will arrive in May 2022
- Funding must be obligated by December 31, 2024
- Funding must be spent by December 31, 2026
- Appropriations will likely span FY2023 and FY2024

ARPA Funding Categories



Support Public Health Response

Fund COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff



Address Negative Economic Impacts

Respond to economic harms to workers, families, small businesses, impacted industries, and the public sector



Replace Public Sector Revenue Loss

Use funds to provide government services to the extent of the reduction in revenue experienced due to the pandemic



Premium Pay for Essential Workers

Offer additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors



Water and Sewer Infrastructure

Make necessary investments to improve access to clean drinking water and invest in wastewater and stormwater infrastructure



Broadband Infrastructure

Make necessary investments to provide unserved or underserved locations with new or expanded broadband access

ARPA Ineligible Uses

- Fund reductions in tax revenue (reduce tax impact)
- Deposit to a pension fund
- Pay debt service
- Fund legal settlements or judgements
- Deposit to reserves (stabilization/rainy day fund)
- Infrastructure projects not directly addressed in ARPA (primarily to water, sewer, stormwater and broadband projects) unless ARPA funds are taken in under the “revenue replacement” use category, in which case they may be used to fund “government services” defined as any service traditionally provided by the Town.

New ARPA Standard Revenue Loss Allowance

- A new provision in the Final Rule allows municipalities to use a standard allowance of up to \$10 million for the revenue loss category, as an alternative to the previous revenue loss calculation formula.
- This will simplify the process and allow the town to claim the entirety of its grant award under revenue loss.
- Because the amount claimed under revenue loss can be used for “general government services,” this single provision change provides significant flexibility

GFOA Guidelines for ARPA Funds

- ARPA funds are non-recurring so their use should be applied primarily to non-recurring expenditures.
- Care should be taken to avoid creating new programs or add-ons to existing programs that require an ongoing financial commitment.
- Use of ARPA funds to cover operating deficits caused by COVID-19 should be considered temporary and additional budget restraint may be necessary to achieve/maintain structural balance in future budgets.
- Investment in critical infrastructure is particularly well-suited use of ARPA funds because it is a non-recurring expenditure that can be targeted to strategically important long- term assets that provide benefits over many years.

GFOA Guidelines for ARPA Funds

- ARPA funds will be issued in two tranches to local governments. Throughout the years of outlays, and until the end of calendar year 2024, consider how the funds may be used to address rescue efforts and lead to recovery.
- Use other dedicated grants and programs first whenever possible and save ARPA funds for priorities not eligible for other federal and state assistance programs.
- Whenever possible, expenditures related to the ARPA funding should be spread over the qualifying period (through December 31, 2024) to enhance budgetary and financial stability.
- Adequate time should be taken to carefully consider all alternatives for the prudent use of ARPA funding prior to committing the resources to ensure the best use of the temporary funding.

Pandemic Budget Reductions

- Cut Operating Budgets to 1% in FY2021 and constrained increases in FY2022
- Used \$378,000 in one-time Free Cash in the FY2021 Budget
- Cut \$200,000 in Stabilization Fund Contributions in both FY2021 & FY2022
- Postponed Capital Investments in FY2021 and had less Free Cash to fund pay-as-you-go projects in FY2022 (those postponed needs have not gone away!)
- Cut over \$1 million in contributions to Other Post Employment Benefits Trust Fund (OPEB)
- Northborough's fiscal policies and conservative planning enabled us to successfully navigate the pandemic response while maintaining core service levels
- Priority should be restoration of the temporary cuts and postponed capital projects

Fire Engine Replacement

This request seeks to replace a 2005 Engine 1. At the time of replacement it will have exceeded its expected useful life, including approximately 10 years of front-line service, 5 years back up service and 5 years reserve. The Insurance Services Office (ISO) 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. An Engine was originally in the capital plan for replacement in FY2024; however, it is being proposed that this apparatus be replaced in FY2023 using funding from the American Rescue Plan Act (ARPA) due to ongoing maintenance and mechanical issues.

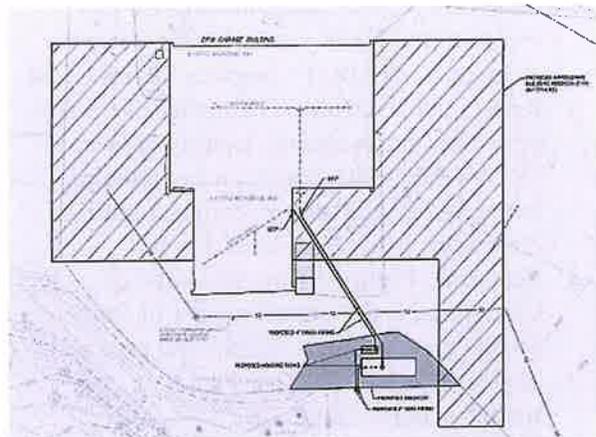
\$800,000



Highway Garage Tight Tank

This request seeks to fund installation of a tight tank system at the highway garage located at 190 Main Street. The existing garage was built in 1984 and no longer complies with State environmental regulations. The building is served by an onsite septic system which cannot accept discharge of truck wash water. In accordance with MassDEP requirements, an underground holding tank is required for this wastewater. The project requires interior plumbing changes as well as locating the tank in such a manner that it does preclude future building expansion/reconfiguration.

\$400,000



Proctor School Roof Repairs

On February 28th the Board of Selectmen authorized the School Superintendent to file a Statement of Interest (SOI) with the Massachusetts School Building Authority (MSBA) regarding replacement of the 40,000 square foot flat sections of the Proctor Elementary School roof. The Town previously replaced the peaked metal roof sections several years ago. The Town is seeking MSBA's assistance in paying for approximately 45% of the total project cost, which is estimated to be between \$1.5 and \$1.6 million. The school department is seeking funding to make immediate repairs to the downspouts and drains in order to resolve some of the ponding water issues on the roof. It is anticipated that approximately \$880,000 in FY2024 ARPA funding will be used to match MSBA's grant, if approved.

\$38,000



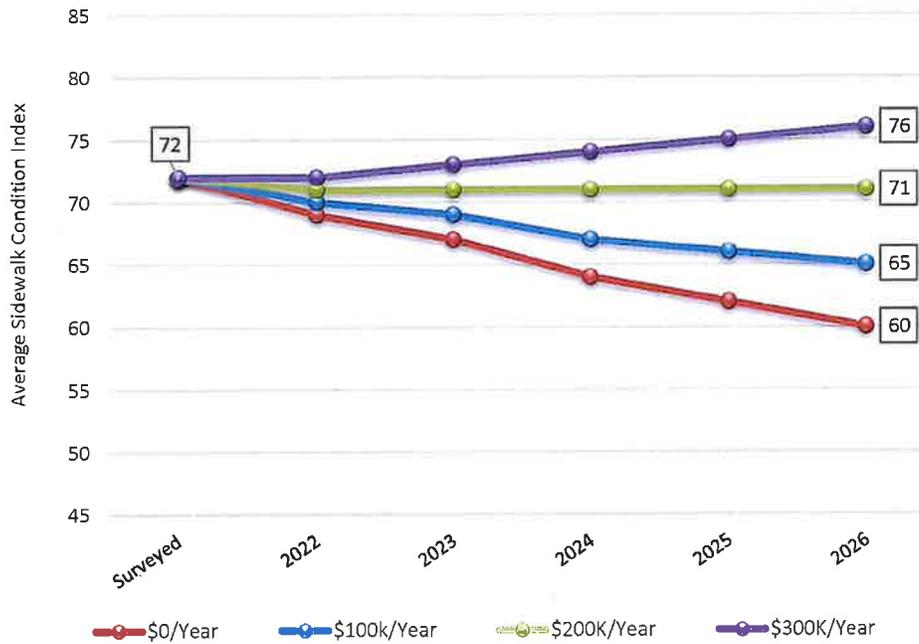
Sidewalk Repairs Phase I

In late 2020/early 2021, as part its on-going roadway asset management program, the Town had all sidewalks and pedestrian curb ramps along Town roads inventoried and assessed. In February of 2022, the Town received a MassDOT Complete Streets Grant for \$35,200 to create a comprehensive plan to prioritize improvements, identify gaps/needs for new sidewalks, determine compliance with requirements and guidelines from the Americans with Disabilities Act and Pedestrian Right Of Way Accessibility Guidelines, and for development of Complete Streets grant projects. Repair and expansion of sidewalks is the Master Plan Implementation Committee's #2 priority. This requests seeks the first phase of funding to begin repairing the current backlog of sidewalk improvements estimated to be \$1,532,000.

\$400,000



Sidewalk Budget Scenarios Results



NHA Affordable Housing

The Northborough Housing Authority (NHA), the Northborough Affordable Housing Corporation, and the MA Department of Housing and Community Development are proposing to develop eight senior rental apartments located in a single two-story building at 26 Village Drive. Four handicap accessible units will be located on the first floor. Pending approval from the Mass. Department of Housing and Community Development (DHCD), \$800,000 in state funding will be provided to the project. The Northborough Housing Authority will provide an additional \$200,000 in funding. This request proposes to use \$100,000 in ARPA funds to supplement \$1,340,000 of CPA funding at Town Meeting. In total, these funding sources meet the total project cost of \$2,440,000,

\$100,000



Other Post-Employment Benefits

Due to the economic impacts of the COVID-19 pandemic, the Town postponed \$1.1 million in contributions to the OPEB Trust Fund between FY2021 and FY2022. While the postponement was part of a short-term strategy to deal with the pandemic, it is imperative that contributions get back on schedule for FY2023. In order to phase the expense back into the tax base and limit the tax impact, it is proposed that \$250,000 in ARPA funds be used to supplement the \$300,000 in the FY2023 Budget to reach the target amount of \$550,000. In FY2024 the full \$550,000 is planned to be phased back into the operating budget.

\$250,000

Town of Northborough Financial Indicators		Indicator 10: Other Post-Employment Benefits											
Reporting Period in Millions	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
	Original	Revised											
Total OPEB Liabilities	\$90.44	\$34.25	\$29.07	\$32.64	\$29.38	\$38.57	\$39.14	\$47.33	\$27.75	\$40.00	\$45.94		
Actuarial Value of Assets					\$0.50	\$1.00	\$1.73	\$2.41	\$3.11	\$3.74	\$4.83		
Net OPEB Liability	\$90.44	\$34.25	\$29.07	\$32.64	\$28.88	\$37.57	\$37.41	\$44.92	\$24.64	\$41.89	\$41.11		
Discount Rate	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	5.25%	4.75%	4.25%		
Funding Ratio	0.00%	0.00%	0.00%	0.00%	1.43%	2.81%	4.42%	5.11%	8.25%	8.25%	10.12%		

- Formula: Other Post-Employment Assets divided by Liabilities
- Warning: Unfunded liability or increase in unfunded liability
- Trend: **Unfavorable / Improving**
- Comments: \$500K in planned annual contributions to the OPEB Trust Fund beginning in FY15 started to improve the Town's funding ratio. As of 10/31/2021 the Fund has \$5.1M. Positive investment income marginally improved the funding ratio despite pandemic impacts preventing financial contributions in FY2021 & FY2022. Reinstatement of annual contributions should be a priority in FY2023 and beyond.

Assabet Park/Pickleball

Due to the economic impacts of the COVID-19 pandemic, two projects experienced extraordinary price escalation. The Assabet Park project requires \$20,000 to replace fencing and the Pickleball Court Project at Ellsworth McAfee Park needs an additional \$18,000 for benches and gates. Neither of these requests meet the minimum cost threshold to qualify for inclusion in the Capital Improvement Plan and both budget shortfalls are directly related to supply chain material escalation. If approved, the CPC article for the fencing may be removed from the Annual Town Meeting Warrant.

\$20,000 & \$18,000



Status of Pandemic Response

- Support the Public Health Response
 - FEMA reimbursement for vaccination clinics and ongoing response measures through April 2022
 - Greater Boroughs Partnership for Health Grant Award \$300,000 for next three years (Northborough, Southborough, Westborough & Boylston)
 - Contract Tracing Grant Award \$160,000 for next two years
- Community outreach and support
 - Food Pantry
 - Community Meals
 - FYS Interface Referral Service for Counseling
 - Senior Center Outreach
 - COVID Task Force



“BeWellNorthborough”

“BeWellNorthborough” is a staff driven initiative aimed at combating the negative impacts of COVID-19. It is intended to aid residents in coping with the social, emotional, and physical effects of the COVID-19 pandemic by developing new programs and services that address specific community health and wellness needs. Residents will be connected through a community calendar and web page that centrally organizes new and existing programs, services, and outreach activities. BeWellNorthborough represents the coordinated effort of Town Departments to provide ongoing resources and reliable information about health and wellness topics beyond the pandemic.

\$100,000





“BeWellNorthborough”

Rather than seek individual ARPA requests by department, staff chose to pursue a coordinated effort to minimize overlap and maximize efficiencies.

Staff will work through existing Town Boards and Committees to assess needs and gather feedback and suggestions.

Anyone who would like to submit ideas, requests, or suggestions may do so at:

www.tinyurl.com/bewellinput

BeWellNorthborough Working Group

- Allison Lane, Recreation Dept & Commission
- Eileen Bogle, Senior Center & Council on Ageing
- Kristin Black, Health Dept & Board of Health
- Brian Griffin, Police Department
- Mary Ellen Duggan, Northborough Public Schools (Director of Wellness)
- June David-Fors, FYS & Youth Commission
- Becca Meekins, Assistant Town Administrator & Diversity and Inclusion Committee
- Jenn Bruneau, Library Dept & Board of Library Trustees



Conclusion

- The proposed ARPA projects and initiatives seek to:
 - Restores cuts from the prior fiscal years related to revenue losses due to the pandemic
 - Use other dedicated grants and programs first whenever possible and save ARPA funds for priorities not eligible for other federal and state assistance programs.
 - Follows GFOA best practices and Town Fiscal Policies regarding use of one-time revenues to avoid creating new programs or additions to existing programs that require an ongoing financial commitment.
 - Use the existing long-term strategic plans approved by the Town, including the Capital Improvement Plan and the Master Plan
 - Only obligate the first tranche of funding in FY2023



TOWN OF NORTHBOROUGH

63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
(508) 393-6996 Fax

March 16, 2022

Governor Charles D. Baker
Massachusetts State House
Office of the Governor
Room 280
Boston, MA 02133

Dear Governor Baker:

On behalf of the Town of Northborough, I respectfully request your support for the proposed legislative reforms outlined on the following pages. These are the priorities of the Town's Public Officials, as well as the Massachusetts Municipal Managers' Association and the Massachusetts Municipal Association. We believe that your administration's support of these items is in line with your demonstrated commitment to strengthening partnerships with local officials and building stronger communities across the Commonwealth.

The reforms that are highlighted herein would benefit municipal leaders' efforts to mitigate heightened pressures on local resources. Many of the rules, regulations and state laws that are in place today hinder their ability to apply creative and innovative means to effectively manage their organizations, and many may in fact create inefficiencies, redundancies, and waste in the use of the limited financial and human resources that are at a municipal manager's disposal.

We would be pleased to provide additional information or meet with you or your staff if you think this would be helpful. Again, thank you for your consideration.

Sincerely,

Jason Perreault, Chair
Northborough Board of Selectmen

CC: Board of Selectmen
Town Administrator
Asst. Town Administrator
Finance Director
Superintendent of Schools
Appropriations Committee
Financial Planning Committee

Senator James Eldridge
Senator Harriette Chandler
Representative Danielle Gregoire
Representative Meghan Kilcoyne



TOWN OF NORTHBOROUGH
STATE LEGISLATIVE PRIORITIES

March 2022

1. Provide a Multi-Year \$300 Million Chapter 90 Authorization

Increased funding of the Chapter 90 program, through which the Commonwealth reimburses municipalities for eligible roadway improvement projects, is critically important as communities across the state seek to maintain safe local roadways and build strong local economies. The program's formula-based funding considers a community's population, road miles and employment. The Legislature authorized a \$300 million Chapter 90 program for Fiscal 2015, and ultimately, the full amount was released to cities and towns in January 2015. For several years now, the Town has called on state officials to permanently fund Chapter 90 at \$300 million a year, and to release the funds in a timely fashion. Funding in the last five years (Fiscal 2018-2022), has remained \$200 million. The Governor has again filed for \$200 million in Chapter 90 Local Transportation Funding in Fiscal Year 2023.

Level funding the Chapter 90 program for Fiscal 2023 provides inadequate support to communities seeking to maintain roads in a state of good repair. A biennial state-wide survey by the Massachusetts Municipal Association (MMA) found that municipalities would need to spend more than \$685 million annually to bring roads up to the industry standard for ensuring well-maintained roads in good condition. The proposed FY2023 Chapter 90 funding falls flat at \$200 million and supports less than one third of the reported need. The purchasing power of the Chapter 90 program has been substantially diminished since Fiscal 2012, due to several factors, primarily construction inflation. If Chapter 90 remains at \$200 million for fiscal 2023, the real (inflation-adjusted) level of state support for local road projects would drop by 42.6%, to an inflation-adjusted \$117 million in fiscal 2023. That is a loss of \$83.2 million purchasing power over 11 years. The increasing costs reflect the overall deterioration of our roadway infrastructure and underscore the detrimental effects of under investment in our aging infrastructure.

The timing of legislative action on Chapter 90 is also critically important with adherence to the April 1 notification date necessary to allow municipalities the needed time to plan, bid and award paving contracts and make maximum use of the funds during the full construction season. For most cities and towns, Chapter 90 is the primary source of funds for road construction and repairs, and delays or reductions in funding can result in paving projects being postponed until the following season. A multi-year bond bill would allow for better multi-year planning and more effective use of funding as well.

The Town strongly urges your support of House Bill 4358, which proposes to increase state-wide Chapter 90 funding to \$300 million. The Town also urges support of the Governor's FY2022 supplemental budget that proposed to add an additional one-time \$100 million in Chapter 90 funding, as well as \$100 million in pothole funding.

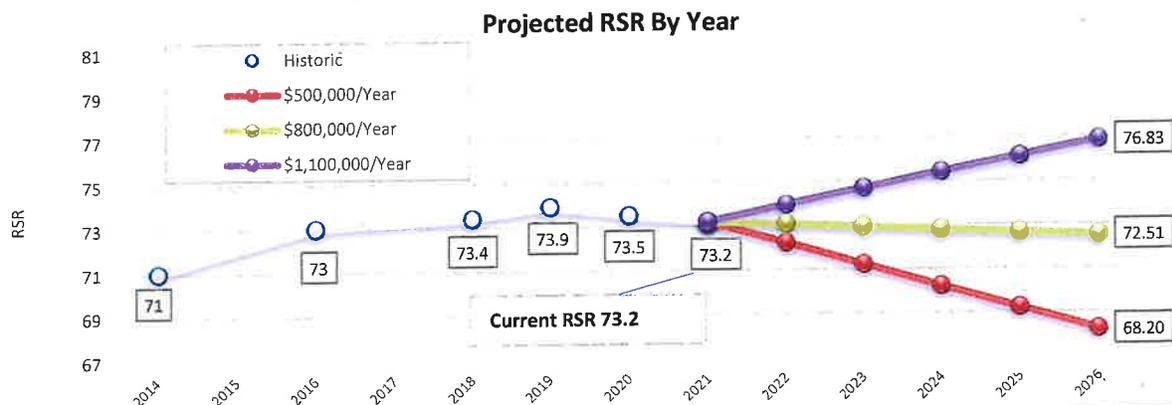
Why is Chapter 90 Funding a Legislative Priority for the Town of Northborough?

The Town of Northborough has approximately 93 miles of roadway. Prior to FY2016, the Town's annual spending on road construction projects was limited to its Chapter 90 allocation, which was insufficient to keep pace with needed maintenance and investments. In 2013, the Town completed a comprehensive pavement management study which assessed the condition of the Town's roadways. Notably, the study found only 4% of the Town's roadways to be in excellent condition and in need of no maintenance, and over one quarter (27%) of the roads were found to be in such poor condition that they require reclamation or reconstruction.

Ultimately, deferring investment in our roadways will negatively impact the Town's financial condition and bond rating by increasing costs and reducing the Town's ability to fund other services. Since completing the pavement management study, the Town has developed a pavement management plan to guide its investment in local roadway infrastructure. The Town's study found that if it were to invest only Chapter 90 funds for ten years, the backlog of roadway maintenance work would increase from an estimated \$17 million to almost \$44 million over that time. Annual spending of \$1.1 million would be necessary to maintain current pavement conditions.

When Chapter 90 funds were increased to approximately \$800,000 during FY2016 and paired with an increased local appropriation of \$300,000, the Town met the minimum requisite funding. When the Town subsequently updated its Pavement Management Study, a slight improvement in the overall Road Surface Rating was noted. Unfortunately, Chapter 90 funds were reduced back to approximately \$500,000 in FY2017 where they have remained. At this level, the Town's Chapter 90 allocation of approximately \$500,000 plus a local appropriation of \$300,000 results in a \$300,000 funding gap, which would be filled if the statewide Chapter 90 funding were increased to \$300 million. It is therefore critical that the Governor and Legislature act to ensure the swift passage and full funding of at least a \$300 million Chapter 90 program in Fiscal 2023 and beyond.

The chart below projects the average road surface rating in Northborough under the various funding scenarios, with the top option being the minimum funding needed at \$1.1 million to prevent further deterioration. It also assumes that none of the \$1.1 million is diverted to repair failing culverts, which has been an issue during the past couple of years. In 2021, the Town's average estimated RSR dropped again for the second year in a row by 0.3. The reduction in the Town's RSR reflects the reduction in buying power from a \$200 million Chapter 90 allocation from the State and increasing market costs for roadway infrastructure work.



2. Local Aid increases that keep pace with state revenues

- Student Opportunity Act and Minimum Aid—We are pleased that the Governor is proposing to fully fund the second year of the Student Opportunity Act in FY2023. Passage of the Student Opportunity Act has fixed long-known gaps in the Chapter 70 school aid formula by ensuring adequate weight for special education expenses and the cost of health benefits for school personnel, and the additional resources needed to educate English learners and economically challenged students. These are important changes that will benefit those communities and school districts that have high numbers of low-income students, which is where most of the new money will be targeted. However, 136 of 318 school districts, including Northborough, will remain “minimum-aid-only” at \$30 per student. The \$30 per-student minimum aid commitment in the law is far too low and will translate into below-inflation aid increases every year for a majority of school districts, impeding education achievement in these communities, which is why the Town supports the MMA’s call for a minimum aid increase of at least \$100 per student, so that no school system or student is left behind.
- Special Education Circuit Breaker— Another top priority for the Town of Northborough is increased funding of the state’s special education reimbursement program known as the “Circuit Breaker Program.” The circuit breaker fund has been in existence since 2004 and reimburses local school districts for a portion of their costs above a certain threshold for educating students with severe disabilities. The Special Education Circuit Breaker must be fully funded every year and we applaud the Legislature’s decision to expand the program to include transportation costs, and to commit to full funding of the account. Maintaining this will be an important priority to the benefit of all school districts.
- Regional Transportation Reimbursements—We support funding for transportation reimbursements to regional school districts. This account is vital to all regional districts and their member cities and towns. The Governor’s FY2023 budget proposes a reduction in funding for regional transportation reimbursements from \$82.1 million to \$77.8 million in FY2023, creating a significant hardship for all communities in regional districts, including Northborough. We respectfully ask that you support increasing this key account to reflect higher transportation costs for communities and to move the state closer to its full reimbursement commitment.
- Unrestricted General Government Aid—We strongly support an increase in the Unrestricted General Government Aid (UGGA) account consistent with the forecasted state tax collections for Fiscal Year 2023. In FY2023, state tax collections are forecasted to be \$2.5 billion higher (7.3%) than the tax base that was used to pass the FY2022 budget last July, and state tax collections have increased by \$6.2 billion (21.3%) since FY2020. However, the Governor’s House 2 proposal includes an increase of 2.7% for UGGA, or \$31.5 million to be distributed across 351 cities and towns. The Governor’s budget (H2) uses a recently upgraded revenue estimates for FY2022, rather than the one used in the state budget as enacted, which fails to share the higher-than-expected revenue growth experienced through the pandemic, with cities and towns. With local aid still trailing levels from more than a decade ago, capped property

taxes, and inflation running significantly higher than 2.7%, local reliance on the property tax remains stubbornly high. We request that the Legislature increase the UGGA account by 7.3%, consistent with the growth from the initial FY2022 state budget figure.

Why are increases in State Aid a Legislative Priority for the Town of Northborough?

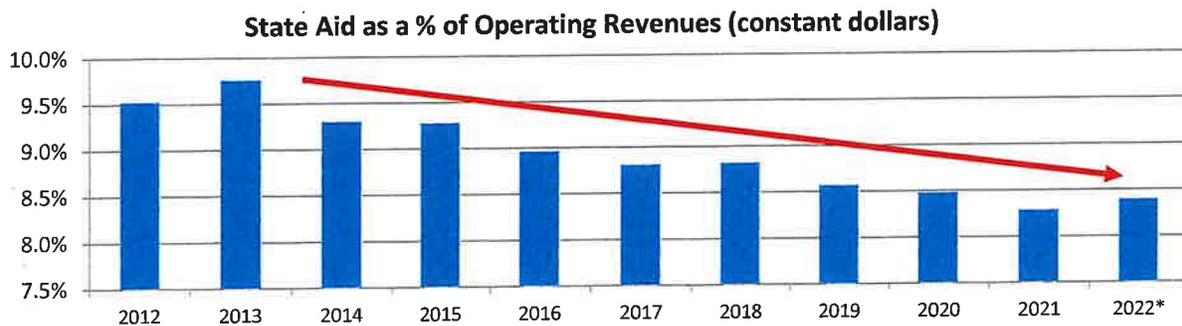
Although on the surface Northborough's State Aid appears to be growing modestly at 1-2% in recent years, it continues to lag the state's overall revenue growth. In addition, Northborough's State Aid continues to increase at a slower rate than the Town's overall general budget increases, which tend to be between 3-4% annually, so State Aid as a percentage of the operating revenues continues to shrink.

State Aid to Northborough historically represents approximately 10% of total municipal revenue. Northborough's State Aid peaked in FY2003, when it represented 13.1% of revenues. As a percentage of revenues, it has steadily declined from 10.6% in FY2009 to 8.4% in FY2022. The decrease represents an unfavorable trend with no end in sight.

The Town's Fiscal 2023 budget model assumes Northborough's State Aid will increase 1% over the \$5.6 million received in Fiscal 2022. The estimate is based upon the Governor's Fiscal 2023 Budget, which was released on January 26th. After the Governor's Budget announcement, detailed preliminary Cherry Sheets were released, which include a first look at initial State Assessments. Our State Aid under the Governor's budget would increase by just \$57,185 or 1.03%.

What is critical to note is that Chapter 70 represents approximately 73% of Northborough's State Aid under the Governor's Fiscal 2022 Budget (\$4,060,174 out of \$5,557,510), and the Student Opportunity Act is unlikely to provide any meaningful revenue increases moving forward unless the Legislature increases the \$30 per student minimum aid. Although Unrestricted General Government Aid (UGGA) is scheduled to increase by 2.7% under the Governor's Budget, UGGA represents only 22% of State Aid, which is why that account is less important than Chapter 70 in determining overall increases. Unless the Legislature increases the minimum aid under Chapter 70, Northborough will continue to see State Aid as a percentage of its revenue deteriorate, resulting in local property taxes shouldering a larger portion of the budget.

The Chart below shows the steady decline of State Aid as a percentage of Northborough's operating budget revenues, resulting in a shifting burden onto local taxes.



In addition to the top two legislative priorities, the Town is also including the following bulleted list of additional (secondary) issues and initiatives that we hope you will support.

- **Funding for environmental and climate-related infrastructure needs:** The Town requests your support of long-term state and federal funding and regulatory support that allows cities and towns to build, repair and maintain our legacy environmental infrastructure systems—drinking water, wastewater, and stormwater—and to address the threat of climate with state funding and support to make municipal infrastructure systems and assets resilient to the effects of global warming. Environmental infrastructure is a top priority especially considering emerging challenges such as climate mitigation and adaptation strategies and investments to protect and prepare our communities. Included in the Governor’s \$2.4 billion supplemental funding bill in FY2022 is an additional \$150 million in supplemental grants to fund climate resiliency initiatives, including the Municipal Vulnerability Preparedness Grant Program, which Northborough has taken advantage of in the past. We strongly support the state providing additional funding to existing programs using surplus revenue and COVID recovery dollars. Cities and towns are already familiar with these programs and have relied on funding to complete important climate-related projects. Additional funding for similar programs like MVP and Green Communities will allow cities and towns, including Northborough, to continue to address environmental and climate-related infrastructure needs.
- **Ongoing Flexibility in Addressing Covid-19:** We have heard strong support from residents for a continuation of the ability to utilize many of the technological techniques employed to mitigate the spread of the Covid-19 virus (use of Zoom and other online meeting platforms) indefinitely. While the Governor has signed a supplemental bill allowing for flexibility in holding virtual public meetings until July of 2022, we want to express support for those flexibilities indefinitely. While Covid-19 presented obvious challenges with respect to Open Meeting Law requirements, the temporary suspension of those requirements by the Governor opened many communities to a new world of possibilities that allows for better access and transparency for residents and businesses to stay involved in local government. We support continuation of the utilization of online meeting platforms to conduct business for local Board and Committees. Additionally, we support no-excuse voting by mail as a permanent change to allow all citizens to vote from their home. House Bill 4367 and Senate Bill 2554 will allow for all elections, including local, to have the option of voting by mail without restrictions. We do request that citizens who wish to request ballots use a central online portal or traditional written request, rather than any additional administrative burden at the local level. We also support the local option for early voting as set forth in House Bill 4367.
- **An Act Creating a Municipal and Public Safety Building Authority:** Bills S.2457 and H.3821 would establish a new independent state authority, as well as a separate municipal and public safety building fund, to assist municipalities with the construction of or improvements to public safety or municipal office buildings. With property tax and other local revenues strictly limited by state law, municipalities are constantly challenged with obtaining adequate funding to keep up with ongoing maintenance and needed modern updates to municipal buildings. This independent state authority would act much like the Massachusetts School Building Authority or the Massachusetts Board of Library Commissions, both of which has available state funding to assist municipalities and school districts with addressing infrastructure needs for schools and libraries. We support bills S.2457 and H.3821 which would assist in addressing public safety and general municipal building needs.

- **An Act Relative to A Streaming Entertainment Operator's Use of Public Rights of Way:** H.1440 and S.834 seek to level the playing field for companies who sell video and audio entertainment services in Massachusetts. For decades, cable companies who distributed products using public rights of way have had to pay up to 5% of their gross annual revenue for that use. These franchise fees make up the bulk of the annual budget for the Northborough Cable Access Television operation. Companies who stream video (like Hulu or Netflix) who use the same rights of way do not pay anything back. CATV has seen a reduction in funding due to cord cutting, as the revenue for CATV relies on the number of cable subscribers in town. To continue to provide valuable coverage for government, school and community events and meetings, the revenue lost from cord cutting should be replaced with streaming companies who utilize the same rights of way and currently do not provide funding for cable access. Support for H.1440 and S834 would ensure that important funding for cable access services is secured for years to come.
- **Promoting Equity and Diversity in Cities and Towns:** Providing funding to implement recommendations from the Black and Latino Advisory Commissions has been a key priority for the Administration, particularly in a year where the impacts of the pandemic have fallen disproportionately on people of color. However, there is ongoing pressure on cities and towns to address diversity, equity, and inclusion on a local level. This often is spurred by a specific incident, or simply in response to growing national tensions around racial inequality and Police brutality. For communities to respond in a way that can stimulate meaningful change, we ask that the Commonwealth include Promotion of Diversity and Inclusion as a new Community Compact best practice in the category of Human Resources. This would open funding for communities to conduct Diversity, Equity and Inclusion Plans and implement meaningful change so that we can ensure that our workforce accurately reflects the communities we serve. The Massachusetts Municipal Managers Association Diversity, Equity and Inclusion Committee is pursuing the inclusion of DEI Strategic Plans as a best practice through the Community Compact Program, and we strongly support their endeavours to do so.
- **Ensure Sustainable OPEB Costs for Cities and Towns:** Legislative action to reduce the looming Other Post-Employment Benefits (OPEB) funding crisis is critical to keeping cities and towns from gutting essential services and increasing local property taxes. OPEB refers to non-pension benefits provided to retirees, consisting primarily of health insurance. Currently, employees who retire at age 55 having worked for at least 20 hours per week for at least ten years typically qualify to receive health insurance benefits for life. Unlike pensions, these medical benefits are not adjusted to account for full or part-time work, years of service, or age of the recipient at the time of retirement and are funded on a pay-as-you go basis. This model, adopted during a different era, is no longer sustainable. Reform is necessary to protect not only the financial well-being of municipalities, but to also protect retiree benefits in both the short and long term and to protect municipal jobs. Although Northborough has created a dedicated trust fund and is appropriating \$550,000 annually to address this issue, meaningful OPEB reform at the state level is a key piece of the puzzle to solving this problem. We understand that OPEB reform is not currently on the docket for this legislative session; however, we urge the Legislature not to lose sight of OPEB reform for next year.
- **Oppose Unfunded Mandates:** We seek your support in working with the MMA and municipalities to comprehensively review and analyze unfunded mandates imposed by state law, regulation, or other action. In addition to seeking full funding for all current mandates, we

ask that you support the MMA's proposal that would require the Executive Office to specify the local impact of any signed legislation.

- **Modernize Procurement and Public Construction Laws:** The following suggestions would reduce the direct financial and administrative costs of dealing with overly restrictive and outdated purchasing and public construction regulations and laws. A major cost factor in public construction is a requirement that Towns pay "prevailing wages" that are often greater than the wages paid by local contractors. In addition, this requirement involves far more paperwork than local contractors are prepared or willing to take on for a one-time project. It is ironic that a law, which was initiated to encourage the award of contracts to local tradesmen, would have an opposite effect. There should be legislation that would exempt construction projects of \$100,000 or less from the prevailing wage law. We urge you to address the long overdue problem of excessively high public construction costs within the Commonwealth.

On behalf of the Town of Northborough, thank you in advance for your consideration of these important issues, projects, and initiatives.



TOWN OF NORTHBOROUGH

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TOWN OF NORTHBOROUGH EARMARK PROJECT REQUESTS March 2022

In addition to the legislative priorities set forth in the letter to Governor Baker dated March 16, 2022, below is a list of specific earmark requests for various infrastructure projects that Northborough anticipates pursuing in the upcoming year. In the last year, Northborough has witnessed an increase in the number of awarded earmarks in the region. Included in the recent ARPA legislation signed On December 13, 2021, Shrewsbury received earmark funding to make school HVAC upgrades, Marlborough received \$390,000 for I.T. infrastructure upgrades, and Southborough received \$70,000 to repair a collapsed culvert. Other surrounding communities including Hudson and Grafton also received sizeable earmarks to address failing infrastructure. Below is a list of high priority capital projects that we believe are strong candidates for State Earmarks. This list contains a multi-departmental overview of various projects with cost estimates that would otherwise be financially burdensome for the town to fund.

1. **Fire Station Building Project:** The Town has completed a Feasibility Study, as well as the conceptual design phase for the location of a new Fire Station in Northborough. The existing station, of which there is only one in Northborough, was built in 1975 and stands at 11,100 SF. The station was built as a volunteer station prior to the ALS services that the department currently provides. There are no facilities for female firefighters and inadequate space for full-time personnel. The total cost estimate for the project at the time of the conceptual design in 2019 was approximately \$19M. The town is aware of legislation that has been put forward to support a Municipal and Public Safety Building Authority, to be operated like the MSBA. The town is in full support of that legislation and strongly advocates for some portion of the \$19M station to be funded through the state.
2. **Water Meter Transmitter Replacement:** Cellular carriers announced early in 2021 that they would discontinue support of all 3G communication devices by December 31, 2022. This has put an enormous burden on the Town of Northborough Water Division. The Town has utilized cellular transmitters on water meters since 2015 as a means of promoting water conservation and to improve billing operations. Customers can remotely monitor their water use and receive leak or high flow alerts. The Water Division is now burdened with replacing approximately 4,200 3G transmitters with 5G devices at a total cost of \$240,600 for materials alone. This unexpected expense has had a negative impact on the stability of the Water Division, posing undue financial duress on water users.
3. **Lincoln Street Culvert Replacement:** In 2019, the Town completed a town-wide culvert inventory and condition assessment. Several culverts have been found in need of replacement. Drainage systems in town are aging and many have surpassed their functional life. The Lincoln Street culvert, a 6-foot diameter metal pipe, is located directly adjacent

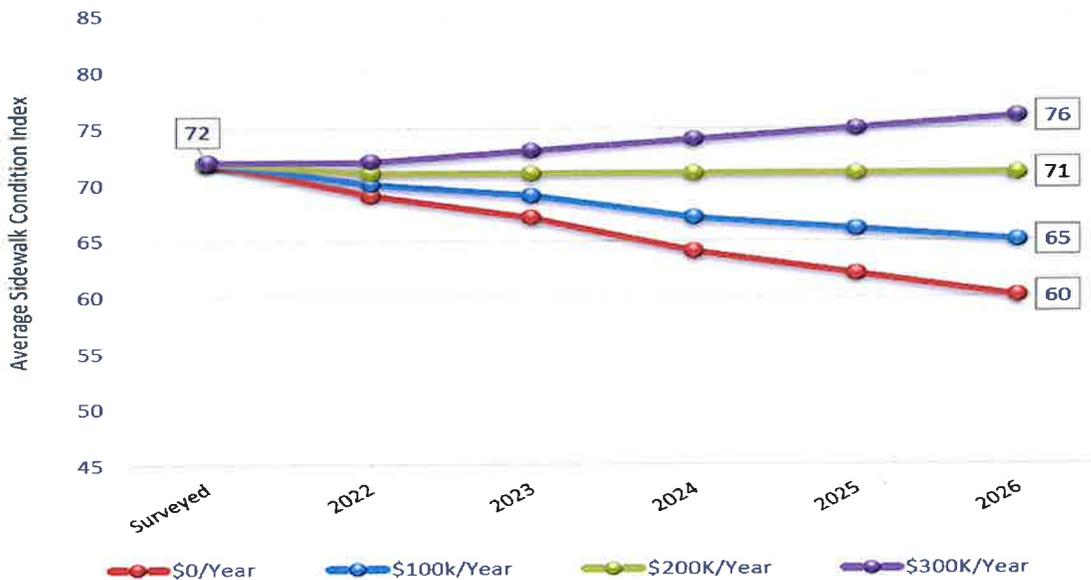
to the newly reconstructed Lincoln Street Elementary School and conveys Cold Harbor Brook, a major waterway in Town. The culvert failed and caused a major sink hole in the roadway and sidewalk on June 30, 2021. The hole is covered and being monitored. We have begun design and permitting services but are hereby requesting assistance with the \$300,000 replacement cost.

4. **Northborough Reservoir Dam Removal:** The Town of Northborough owns the Northborough Reservoir and associated dam and is located between Shrewsbury and Boylston. Rawson Brook was dammed in the 19th century to create the reservoir which served as the Town's water supply until 1953 when it was taken out of service. It no longer provides any benefit and has been deemed by the State Office of Dam Safety to be in poor condition, and due to it being a significant hazard dam, has been ordered to be repaired or removed. Removal is the most environmentally responsible and cost-effective disposition and is deemed as beneficial to both climate change adaptation and wetland resource viability. The Town is in the design and permitting process for this work and seeks funding assistance for the physical removal of the structure. The cost estimate for the removal is \$900,000, which supports the goals of the Commonwealth and the community.
5. **Supervisory Control and Data Acquisition (SCADA):** This project includes expansion of the Supervisory Control and Data Acquisition (SCADA) system for the Northborough sewer division. The Town is currently installing this emergency alarm, communication, and control infrastructure for only three of our locations, which is one third of the necessary sites. We strongly need additional funds to complete this critical safety and security project. Expansion of this program will allow safe and secure operations and controls for the following locations:
 - Church Street Sewer Pump Station, which is directly adjacent to Cold Harbor Brook, a critical environmental resource.
 - Lincoln Street Sewer Pump Station, which while also adjacent to this brook, also serves one of largest and newest elementary schools.
 - Forbes Road Sewer Pump Station, which serves one of the Town's largest technology and manufacturing districts.
 - Town Hall Sewer Pump Station, which serves essential local government operations as well as a large Senior Housing Authority property.
 - Lyman Street Sewer Pump Station, which is located directly adjacent to Hop Brook and serves a large extended hours department/grocery store.

These needed upgrades are a means to reduce the likelihood of environmental impacts and public health risks due to the failing of a pump station. The failing of a pump station can cause Sanitary Sewer Overflows which pose direct risks to the surrounding area and community by exposing raw, untreated wastewater. The ability to consistently monitor the remote sites using the SCADA system and the improved emergency alarm system will alert the operators to issues who can provide efficient responses. The cost for these critical improvements is \$345,000.

6. **Sidewalk Repair Project:** As part of its ongoing roadway asset management program, Northborough had all sidewalks and pedestrian curb ramps along Town roads inventoried

and assessed. Sidewalks are a critical part of a municipality’s infrastructure, providing safety and mobility to pedestrians, and enhancing access to public and private facilities, businesses, and generating community connectivity. Pedestrian Curb Ramps enable that access for pedestrians with mobility altering disabilities. The assessment revealed that Northborough has 32.69 miles of sidewalk and 212 pedestrian curb ramps. The average sidewalk condition is a 72 out of 100, with most sidewalks being in good or fair condition. Eighty out of the 212 existing pedestrian curb ramps are rated as fair or poor. The chart below projects the average sidewalk condition in Northborough under various funding scenarios, with the top option being the minimum funding needed at \$300,000 per year over five years to improve the overall condition of sidewalks in Northborough and to address the backlog of sidewalk infrastructure projects. A permanent increase to Chapter 90 funding in the amount of \$300M, coupled with the town’s recent Complete Streets program adoption will allow the town to maintain sidewalks moving forward and construct additional sidewalks to connect existing routes. Unfortunately, the current backlog of sidewalk improvement work will require significant one-time additional funding to address before new sidewalks are added. The overall backlog of sidewalk improvement work is estimated to cost approximately \$1.5M.



On behalf of the Town of Northborough, thank you in advance for your consideration of these important projects.

[RETURN TO AGENDA](#)