

**RECEIVED**

By Karen Wilber/Assistant Town Clerk at 1:38 pm, Feb 21, 2023



**FINANCIAL PLANNING COMMITTEE**

**MEETING MINUTES**

63 Main Street  
Selectmen's Meeting Room  
February 2, 2023  
7:00 PM

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

**MEMBER ABSENT:** William Peterson, Jr.  
Thomas Spataro

At 7pm, Chairman DeVries opened the meeting of the Financial Planning Committee.

**APPROVAL OF MINUTES – JANUARY 26, 2023 REGULAR MEETING**

Mr. Rapa moved the Committee vote to approve the January 26, 2023 Meeting Minutes, Mr. Hodge seconded the motion. Vote 3-0-0.

**PRELIMINARY FY2024 CAPITAL BUDGET**

Mr. Coderre reviewed the draft FY2024 Capital Budget that includes capital requests for the Police, Fire, DPW, Water & Sewer Enterprise Funds and K-8 Schools. He noted that available Free Cash is only \$1,065,073 and that the Board of Selectmen has not yet voted on any additional ARPA spending. He briefly reviewed which projects are proposed to be funded using Free Cash and which are proposed using ARPA funds.

Mr. Coderre indicated that the three projects recommended for funding with ARPA are the Proctor School roof, Fire Engine Replacement and DPW Tight Tank compliance project. He noted that these projects will require the issuance of debt if not funded with ARPA because there is not enough Free Cash for medium sized projects such as a \$1.7 million roof.

**POLICE DEPARTMENT FY2024 CAPITAL REQUESTS**

Police Chief William Lyver presented the following FY2024 Capital Requests for the Police Department.

**Police Cruiser Replacements - \$190,500**

This request seeks to replace police vehicles on the following schedule: 2 patrol vehicles and 1 detective vehicle in FY2024; 2 patrol vehicles in FY2025; 2 patrol vehicles and 1 detective vehicle in FY2026; 2 patrol vehicles in FY2027; 3 vehicles in FY2028; and 2 vehicles in FY2029. 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.

Mr. Coderre noted that FY2024 includes 3 vehicles in an attempt to get back on the 3/2 schedule following postponement of a vehicle in FY2021 during the pandemic.

Police Station Painting - \$70,000

This project consists of painting (staining) and minor repairs and carpentry, as necessary, to the exterior of the Northborough Police Station. 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. The estimated cost is based upon state mandated prevailing wage rates, which typically adds 30% or more to small projects. The prevailing wage for a painter is \$75-\$80 per hour.

Chief Lyver also reviewed future Capital Requests as follows:

FY2025: Emergency Generator Replacement - \$90,000

This request seeks funding for a replacement emergency back-up generator for the police station and the Town's emergency 911 communications center. The current generator is twenty-nine 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 mobile generator that can power the Police Station in the event of an emergency and that the station is prewired to accept the mobile generator if ever needed.

FY2025: Communications Center Upgrades - \$90,000

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. Chief Lyver added that a significant part of the project cost is for a raised floor to accommodate all new wiring.

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

This project proposes to replace 23 existing single band radios with multi-band APX 8000 radio capabilities. Currently officers are restricted to portable radio communication with Northborough and Shrewsbury as both agencies are on the VHF High band. Area communities and the State Police operate on UHF and 800 MHz bands. The new portable radios will allow officers to communicate with surrounding communities, the State Police and will provide for statewide interoperability. It will also facilitate communications with area mutual aid departments that

respond to Northborough to assist. This project greatly enhances the Town's communications capabilities, as well as officer safety as they are also capable of GPS location and officer down alarms.

Chief Lyver indicated that he continues to seek grant funding for this project but has been unsuccessful to date.

FY2029: Police Station Feasibility Study - \$100,000

In FY2029 the Police Station will be 40 years old. The facility requires a comprehensive assessment of the systems and review of the physical space to determine if the structure still meets the programmatic needs of a modern police department.

Chief Lyver indicated that he will be retired before the project comes up for funding, but wanted to include it in the plan for discussion purposes.

**FIRE DEPARTMENT FY2024 CAPITAL REQUESTS**

Fire Chief David Parenti presented the following FY024 Capital Requests for the Fire Department.

FY2024: Engine 1 Replacement- \$900,000

This request seeks to replace a 2005 Fire Engine. 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. Due to ongoing maintenance and mechanical issues, it is proposed that this apparatus be replaced in FY2024 using available funds from the American Rescue Plan Act (ARPA).

Mr. Coderre commented that if ARPA funds are not released, the project will require authorization for the issuance of debt at the 2023 Annual Town Meeting. He added that due to supply chain disruptions it may take up to two years for delivery following placement of the order.

FY2025: Fire Station Addition/Renovation Project – Phase II - \$18,500,000

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. The operational areas lack the appropriate space and accommodations needed for today's staff and equipment. A Feasibility Study was completed and in FY2020 and \$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 final test results, the Town closed on the property in September 2022. The Town then acquired the abutting 10 Monroe Street parcel in November 2022. The project is moving into design development, with an updated schedule and cost estimate to follow.

**FY2025: Rescue I Replacement - \$970,000**

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 beyond its expected useful life for front-line service

**FY2026: Ambulance Replacement - \$450,000**

The Town operates an Advanced Life Support (ALS) ambulance service, which is physically housed at the Fire Station at 11 Pierce Street. There are three ambulances associated with this service, a front line 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 2016 ambulance in FY2026, at which time the 2022 ambulance would become the second due and the 2019 would become the back-up. Purchase of new ambulances are funded entirely by EMS user fees.

**FY2028: Squad 4 Replacement - \$300,000**

This request seeks to replace the 2015 Squad. In 2028 the vehicle will be 13 years old which is the useful life of this type of apparatus. The vehicle is the busiest in the department as it runs on almost every medical call, brush fire, service call, and various other incidents. The idea of this operational model is to reduce the wear and tear on the department's more expensive apparatus, thereby extending their service life.

**FY2029: Tower 1 Replacement - \$1,900,000**

This project seeks to replace the 2009 Tower Truck. In 2029 the vehicle will be 20 years old which is the expected useful life of this type of apparatus, which is typically about 20 years for front-line service. The Insurance Services Office (ISO) requires Northborough to maintain 1 aerial apparatus in order to sustain its current ISO rating, which residential and commercial fire insurance rates are based upon. The intent is to purchase a 100" Platform Truck similar to the current tower, but much less complicated and more practical. The existing Tower 1 will be traded-in to offset the price of the new Platform.

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

**NEXT MEETING DATE**

Thursday 2/9/2023 6pm	DPW Capital Requests, Water & Sewer Capital Requests; School Department Capital Requests
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**OTHER BUSINESS**

None.

**ADJOURNMENT**

Mr. Rapa moved the Committee vote to adjourn; Mr. Hodge seconded the motion. Vote 3-0-0.

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Diane M. Wackell  
Executive Assistant

Documents used during meeting:

1. February 2, 2023 Meeting Agenda
2. January 26, 2023 Meeting Minutes
3. Preliminary FY2024 Capital Budget
4. Police Department FY2024 Capital Requests
5. Fire Department FY2024 Capital Requests