



## TOWN OF NORTHBOROUGH

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### MEMORANDUM

TO: Select Board / Department Heads

FROM: Tim McInerney, Town Administrator 

SUBJECT: Requested Uses of ARPA Funds

DATE: March 8, 2024

#### REVISED May 8, 2024

Please note that this memo is advisory in nature. It includes a list of proposed projects to be considered alongside another list previously compiled. It is important to understand that this memo does not contain an exhaustive list of all potential projects, it represents many of the proposals that town staff have submitted.

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#### REQUESTED USES OF ARPA FUNDS

##### ADMINISTRATION

\$100,000

Funding to complete an Investment Grade Audit under MGL 25A where a community can use guaranteed energy savings to pay down debt to make system improvements across all municipal buildings Cost: \$100,000. This serves three needs: one to offset future energy costs, savings can be used to pay debt service and its environmentally responsive.

##### DPW / FACILITIES IMMEDIATE REPAIRS

\$56,500

- The replacement of air conditioning units at the Police Department.
- Brick repointing at the Fire Department.
- Roof repairs at the following buildings: Town Hall, Library, and 4 West Main St.
- Well piping at the Senior Center as well as backup equipment for the geothermal system.

ITEM	COST
PD Air Conditioning Units	\$8,800
FD Brick Repointing	\$8,800
Town Hall Roof Repair	\$7,200
Library Roof Repair	\$9,600
4 West Main Street Roof Repair	\$8,400
<b>Subtotal</b>	<b>\$42,800</b>
20% Contingency	\$8,600
S + CA (10%)	\$5,100
<b>TOTAL</b>	<b>\$56,500</b>

**DPW / PLANNING**

**\$850,000**

The Department of Public Works (DPW) is seeking to fund the Assabet Hill drainage system issue, a problem well-known to the Select Board. The funding strategy includes a mix of sources: the DPW is seeking \$850,000 from ARPA funds, complemented by \$350,000 pooled from the DPW's General Fund, Chapter 90 funds (state aid for roadwork and infrastructure), and Free Cash (unspent funds from the previous fiscal year). This combined approach aims to ensure adequate financing for the crucial drainage system project.

**DPW / RECREATION**

**\$850,000**

DPW and Recreation are seeking \$850,000 from APRA to build a permanent bathroom and concessions at Ellsworth McAfee Park. This park is a showpiece for the Town of Northborough. It is heavily used from sunup to sundown. There are 6 pickleball courts, 6 soccer fields, 2 basketball courts, a pavilion, a track for walking and running, a skate park as well as a large playground. The DPW, Parks and Recreation as well as the Recreation Commission have wanted to put permanent bathrooms in the park for many years. The departments spend almost \$12,000/year on Porta-Potties at the park, which are unattractive and not well-received by the public. The public as well as the Youth Soccer Association has been requesting permanent bathrooms for over a decade now. This is the perfect opportunity to improve the park as well as give the residents a sanitary, reliable, year-round option for bathrooms. This project would benefit the entire community from infants to seniors.

ITEM	COST
Building – 800sf @ \$580/sf	\$464,000
Foundation	\$80,000
Utilities	\$50,000
Site Work	\$20,000
<b>Subtotal</b>	<b>\$614,000</b>
20% Contingency	\$122,000
PS&E + CA (15.5%)	\$92,000
<b>TOTAL</b>	<b>\$850,000</b>

**CABLE / ADMINISTRATION**

**\$138,581**

Cable has been preparing a proposal for use of ARPA funds to install new AV infrastructure at ARHS and the NF Library for NCAT use. This would include robotic cameras, audio, and presentation/hybrid meeting equipment. This equipment would greatly improve our coverage of municipal and town events, and meetings. The reason for doing this is to make the staff's work easier and streamlined by having permanent camera setups. They would no longer have to bring and set up individual equipment,

then take it all apart and put it away, which is a nuisance and very time consuming. This would ensure constant reliability of the equipment and video stream. The more you put things together and take them apart the less reliable they become. Equipment failures and live streaming quality are constantly at risk. The overall video, audio and presentation quality will be significantly improved, and the issue of stream/broadcast reliability will no longer be a concern. This will also allow the staff to save time and work less on setting up, troubleshooting, and breaking down equipment. Efficiency improves, quality goes up and everyone is pleased with our coverage; therefore, benefiting the schools, library, and community overall. The following are the most effective places for these installs as they are where Cable does the bulk of its event coverage:

**ARHS Football Press Box**

- For coverage of games, outdoor graduation, and other field events.

**ARHS Auditorium**

- For coverage of annual town meetings, school events, workshops, lectures, stage shows, etc.

**ARHS Gym A**

- For coverage of school sports, events, and indoor graduation.

**ARHS Black Box Theater**

- For coverage of school events, stage shows, lectures, community events, etc.

**ARHS Library**

- School meetings and community events (includes same hybrid meeting tech in Town Hall meeting rooms can be relocated to other rooms if needed).

**Northborough Free Library Meeting Room**

- All three school committee meetings, school events and community events (includes same hybrid meeting tech in Town Hall meeting rooms can be relocated to other rooms if needed). These AV installations are a top priority for NCAT. Cable has been working with Jenn at the Library and Greg and Keith at the schools for their endorsements of this proposal. The goal is to bring the best quality coverage we can to the community, and this is the best way to do so. While still waiting on quotes for certain items the following would be a best guess for a grand total of around \$175,000.

LOCATION	COST
Auditorium	\$48,413
Black Box	\$16,040
Gym	\$36,932
ARHS Library	\$37,196
NFL Meeting Room	TBD
<b>TOTAL</b>	<b>\$138,581</b>

**DPW / Police Department** **\$580,000**

**Public Safety Communications**

- Upgrade to public safety communications (police, fire, DPW) infrastructure – transmitters, receivers, coax, antennas. David Kane did a cyber security review last year and he can attest to some of these needs.

**Communications Center upgrade – (CIP FY26) - \$160,000**

- This project seeks to replace the original 1980s vintage console and cabinets with streamlined, ergonomic modern consoles. This will replace the thirty years' worth of add-on equipment and

computers necessary for handling next generation 911 technologies and equipment. Our current consoles are a patchwork of old and new technology. Dispatchers must manage and monitor 8 computer monitor screens over the length of the console.

**Police Department security system and camera upgrade – (CIP FY27) - \$200,000**

- Paraphrasing from a letter sent to previous Town Administrator, John Coderre, from Chief Lyver in December of 2022, *“currently our security system and cameras are manufactured by Hikvision, a Chinese company. It has been learned that the Chinese government is the substantial investor in this and other Chinese security equipment companies. Chief Mark Leahy purchased our system prior to the discovery of the potential network compromises that the system has been shown to be capable of. In November 2022, Federal Communications Commission issued a new rule, subsequently signed into law by President Biden banning importation, sale, and use of Hikvision equipment in the United States. I believe that the continued use of this equipment/system subjects the town’s network to an avoidable potential compromise. We are also networked with State and Federal networks. The extent to which we pose a threat to these networks is beyond my IT knowledge. While researching this it became apparent that as far back as 2019, serious concerns were raised over the use of Hikvision systems and then President Trump, ordered the removal from all military installations. I believe that there is sufficient justification for moving forward with the emergency replacement of our system.”*

The cameras that are currently being used are not reliable, they often malfunction without notice. There are cameras in the booking room, cell blocks, and interview rooms that are critical for a variety of reasons. When a camera goes down in one of these areas it greatly impacts our operations.

**Police Department Radios – (CIP FY28) - \$220,000**

- This project proposes to replace existing single band radios with multi-band radio capabilities. Area communities and the state police operate on UHF and 800 MHz bands. These portable radios will allow officers to communicate with surrounding communities, the state police, MEMA. They will provide statewide interoperability wherever our officers go. It will also facilitate communications with area mutual aid departments that respond to Northborough to assist. The Fire Department fully supports Chief Griffin’s request for funds to upgrade all public safety communications.

**CLERK / ADMINISTRATION \$67,513**

**Records Archive Project – Phase 2 (\$50,000)**

In 2023 we completed Phase 1 of an archive project which helped address some of the long-standing issues with records storage at Town Hall. The project included installation of 14 sections of proper archival shelving, new OSHA compliant storage boxes, an index and inventory of records, and creation of an archives database. During the project, a large volume of materials was identified that could be destroyed, based on the state’s records retention schedule. This initial phase addressed issues in the large basement storage room, small storage room off Recreation, part of the Town Hall vault, boiler room storage area, and materials within the Accounting and Treasurer Collectors’ office.

Funding for Phase 2 will allow us to continue work on additional items identified during Phase 1 and address additional needs in the building. Several departments have significant needs that have yet to be dealt with, including Building, Planning, Town Clerk, and Town Administrator. Phase 2 will include a full assessment of the remaining needs in the building. In addition, funding will provide for additional shelving, storage boxes, updated index, and inventory. Most importantly, phase 2 will help us identify additional materials that can be destroyed in accordance with the state’s records retention schedule.

**Recodification of Town Code (\$17,513)**

Northborough's Code was adopted in 1970 and was last recodified in 1997. The Code consists of bylaws and regulations to govern local matters, to provide administrative procedures, and to prohibit certain activities. Periodic recodification is necessary in order to identify conflicts, redundancies, and inconsistencies. The recodification process includes a detailed editorial and legal analysis, revised organizational structure, conversion to gender-neutral language along with adoption and publication of any changes.

<b>FIRE DEPARTMENT</b>	<b>\$100,000</b>
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Fire & Police health & wellness equipment

During the one-on-one meetings, the Deputy Chief and I had with individual Select Board members in the fall, there was discussion about the Board allocating a certain amount of ARPA funds to upgrade/replace the gym equipment for both the Police and Fire Departments. This was based on investing in the physical and mental health and wellness of firefighters and police officers that serve the community, especially after working through the COVID-19 pandemic. An allocation of ARPA funds of around \$100,000 would fund equipment to outfit the gym at the new fire station and also replace all old/outdated equipment at the police station.

<b>TOTAL</b>	<b>\$2,742,594</b>
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