

1. Meeting Materials

Documents:

[CAPITAL_PLANNING_COMMITTEE_MEETING_MINUTES_1_20_22_FINAL.PDF](#)
[CAPITAL_PLANNING_COMMITTEE_MEETING_MINUTES_JANUARY_24_2022-FINAL_TO_TC.PDF](#)
[SITE_ASSESSMENT_MEMO_-_CAPITAL_PLANNING_1.24.22.PDF](#)
[2._DRA_SPACE_NEEDS_PRESENTATION_1-20-2022.PDF](#)
[2022.02.07_CAPITAL_PLANNING_REVISED_AGENDA.PDF](#)

Capital Planning Committee
January 20, 2022
Virtual Meeting held via Zoom

Voting Members Present: Jason Malinowski (Chair), Lisa Braccio, Jeffrey Hark, Joseph Palmer, Tony Schoener, Karen Wheeler

Ex-officio members Present: Mark Purple, Brian Ballantine

Non member Presenters from DRA (Drummey Rosane Anderson Inc.): Ken Best (Principal), Courtney Southwick (Project Manager), James Barrett (Principal)

Committees in Attendance with Quorum:

The Southborough School Committee

Members Present: Roger Challen (Chair), Kamali O'Meally, Keturah Martin, Kimberly Tolander, Jennifer Primack

The Capital Planning Committee - School Research Subcommittee

Members Present: Jason Malinowski (Chair), Keturah Martin

The Youth and Family Services Committee

Members Present: (Chair) Lauren Richey, Beth Dambacher, David Joyner, Susan Beyer, Marguerite Landry

The Library Committee

Members Present: (Chair) Marguerite Landry, David Ekberg, Amy Yazdani, Jane Davis, Janet Maney (late arrival)

Others in attendance: Andrew Pfaff, Marci Jones Salow, Douglas Peck, William Harrington, Sandra Kiess, Carol Yozzo, (Mary Ann Anderson left the meeting at 7:44 p.m. to avoid quorum for the Council on Aging),

School Administration present: Gregory Martineau (Superintendent), Keith Lavoie, Rebecca Pellegrino

Youth and Family Services Administration present: Sarah Cassel (Director)

Library Administration present: Ryan Donovan (Director)

Recreation Administration present: Tim Davis (Director)

Senior Center Administration: Pam LeFrancois (Director)

Adjournments occurred during the question and answer period with DRA as Committees concluded their individual question period.

I. Call Meeting to Order

At 7:33 p.m. Mr. Malinowski called the Capital Planning meeting to order.

At 7:35 p.m. Mr. Malinowski called the Capital Planning Committee - School Research subcommittee meeting to order.

At 7:37 p.m. Mr. Challen called the The Southborough School Committee meeting to order.

At 7:38 p.m. Ms. Landry called the Library Committee meeting to order.

At 7:39 p.m. Ms. Richey called the Youth and Family Services Committee meeting to order

II. Presentation of Town Space Needs Study Final Report from DRA (will include conceptual space needs drawing of potential options for future space needs)

Mr. Malinowski expressed to the assembled attendees that the current space needs report should be viewed and accepted as phase zero of the process of discussion within the town concerning the issue of best use of town building space; and given the MSBA statement of interest pertaining to the Neary School, how could the town in the event of change or consolidation/repurpose use and adapt it's space inventory most effectively and efficiency. Therefore, DRA would present a variety of potential plans to suite different circumstances.

On February 9th, there would be a presentation by The Capital Planning Committee - School Research Subcommittee related to recommendations on their study of school infrastructure, and how that relates to the DRA report results.

Mr Best introduced himself, Courtney Southwick and James Barrett. Findings of the report were relayed by Mr. Best and Ms. Southwick.

Findings included:

- Many town departments did not have adequate space
- Many departments are not in spaces well suited for their use
- Forced use of un-ideal space has caused a variety of problems for personnel and departments
- The Town should ideally have more space and better alignment/location of Departments to function at greater efficiency internally and for populace routine
- 7 options were presented in the report to address/alleviate the issues identified
- Improvements were discussed in conjunction with a realignment of town departments and space usage, including the complete repurposing of The Woodward School.

Questioning was then entertained one Committee at a time, in the order: The Capital Committee, The Southborough School Committee, The Capital Planning Committee - School Research Subcommittee, The Youth and Family Services Committee, The Library Committee.

Information, detail, and concerns disclosed or addressed:

- Space estimations in the plans were considered forward focused with allowances for change
- There will be costs for repurposing space and buildings
- Parking needs will have to reassessed in repurpose models

- Physical distance of the school Administration from Northborough
- Virtual future may affect space needs outlined in the study, and can be revisited when parameters and changes are more apparent, but space needs for physical attendance and storage will remain.
- New school enrollment study should be considered in relation to future space needs
- Woodward availability is dependent upon path forward with Neary/MSBA considerations
- Senior space at Woodward would be greater than at Cordaville, and access to shared space as well
- Space needs did not take into account "Town Meeting" space, but if Southborough gyms prove insufficient, there has been conversation to use the Algonquin gym & theater.
- There are multiple concerns about splitting the library over multiple buildings

Information, detail, and concerns disclosed or addressed during questioning by individual attendees and the public:

- Outdoor spaces and uses were taken into consideration in the report.
- There could potentially be more parking developed in back of Woodward in a reuse situation (than was shown in examples in the report)
- Potential handicap and other egresses that would be used or developed in a reuse/redevelop of Woodward
- What will shared space and redeveloped space really look like, and will recreation have adequate storage in a realignment.
- There would likely be a building committee formed to facilitate development of future spaces if this process moves forward toward making significant changes

DRA personnel departed the meeting at 9:24.

III. Public Comment

Included in individual questioning.

IV. Approval of Meeting minutes from December 6, 2021 and December 22, 2021

Mr. Palmer asked for non substantiative edits to verbiage in the 12/6/21 Minutes.

Mr. Malinowski made a motion that the Capital Planning accept the minutes as edited. Seconded by Ms. Braccio. The Committee voted 6-0 by roll call vote to approve the motion. [Braccio, aye; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

Mr. Malinowski and Ms. Braccio asked for nominal content and spelling adjustments.

Mr. Malinowski made a motion that the Capital Planning accept the minutes as edited. Seconded by Ms. Braccio. The Committee voted 6-0 by roll call vote to approve the motion. [Braccio, aye; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

Mr. Malinowski gave the the Committee a brief but potential overview of topics to be covered the following Monday at the next meeting.

V. Other business that may properly come before the Committee

None

VI. Adjournments

The Southborough School Committee adjourned at 8:51 p.m.

The Capital Planning Committee - School Research Subcommittee adjourned at 8:51 p.m.

The Youth and Family Services Committee adjourned at 8:57 p.m.

The Library Committee adjourned at 9:08 p.m.

Mr. Malinowski made a motion to adjourn at 9:34pm. Seconded by Mr. Hark. The Committee voted 6-0 by roll call vote to approve the motion. [Braccio, aye; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

Minutes submitted by Joseph Palmer Committee Member.

Documents Referenced During Meeting:

- 1) Capital Planning Committee meeting minutes for 12/6/2021 & 12/22/2022
- 2) DRA Space needs study

Capital Planning Committee
January 24, 2022
Virtual Meeting held via Zoom

Voting Members Present: Jason Malinowski (Chair), Lisa Braccio, Jeffrey Hark, Joe Palmer, Tony Schoener (until 9:34pm), Karen Wheeler

Ex-officio members Present: Mark Purple, Brian Ballantine

I. Call Meeting to Order

At 7:30 p.m. Mr. Malinowski called the meeting to order.

II. Approval of Meeting Minutes from January 20, 2022 (if ready)

Minutes not yet available. Defer approval to next meeting.

III. Meeting with School Administration re:

In attendance: Gregory Martineau (Superintendent), Keith Lavoie (Asst. Superintendent of Operations), Rebecca Pellegrino (Director of Finance) and Paul Desmond (Chair: Northborough-Southborough Regional School District Committee)

- a. Regional Capital Stabilization warrant article – presented by Rebecca Pellegrino, Director of Finance
 - Capital projects have been put off for several years due to lack of funds.
 - Capital Stabilization fund provides mechanism to accrue excess/available approved funds at the end of a fiscal year.
 - Target total funding of \$1M.
 - Northborough passed the article in 2018.
 - Mr. Purple opined that the article was not fairly assessed by Southborough in 2018, and was tabled.
 - Mr. Malinowski made a motion to present the warrant article at the 2022 ATM. Seconded by Mr. Hark. The Committee voted 5-0-1 by roll call vote to approve the motion. [Braccio, abstain; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].
- b. Overall review of School and Regional Capital Plans
 - Keith Lavoie, Asst. Superintendent of Operations, presented the FY23-27 capital budget.
 - The Region, as its own entity, will be applying for MA Green Communities funding for the caulking and trim repair.
 - If the stabilization fund is approved, some of these items would be funded by those funds.
 - Mr. Malinowski encouraged bundling items of items related to safety

- Superintendent Greg Martineau indicated that the athletic complex would be brought for town vote in 2024. Design team will be presenting to the school committee at both spring ATMs to answer citizen questions. Both towns have community preservation funds that could be vetted for support of this project.
- c. Regional water heat proposal for 2022 ATM
 - Redundant Hot Water Boiler estimated to cost \$180,000.
 - Mr. Malinowski made a motion to move the purchase of the hot water system to warrant at the 2022 ATM. Seconded by Mr. Hark. The Committee voted 5-0-1 by roll call vote to approve the motion. [Braccio, abstain; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].
- d. Finn/Trottier Parking Lot – use of school revolving fund for capital expenditure
 - Priority would be completing the Finn parking lot, then Trottier parking lot.
 - Examining whether ARPA funding of \$100K could be used for Trottier air conditioning. Mr. Purple to evaluate potential competing interests.
 - Mr. Martineau and Mr. Lavoie indicate they are pursuing MSBA funding for Trottier roof replacement.
 - Mr. Malinowski made a motion to support use of the revolving account to improve Finn parking lot. Seconded by Mr. Palmer. The Committee voted 6-0-0 by roll call vote to approve the motion. [Braccio, aye; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

IV. Chair/Member's Updates

- a. School Research Subcommittee Update – Meeting tomorrow to review presentation without MSBA funding. Reviewing report sent to school committee on February 9. Sub-committee will make presentation to school committee. And then make presentation to the Capital Planning Committee.
- b. SHOPC – South Union Subcommittee Update – Finishing up research. Nothing for ATM.
- c. ARPA Committee Update – Not all committee members present. Vote to get started at next meeting on January 25.
- d. FY22 Vehicle Requests – Given the supply chain issues, Mr. Malinowski requested that vehicle cost quotes be refreshed.

V. Update and vote on remaining 2022 ATM capital requests and action on new requests

- a. Newton Street Water Main (existing request) – Karen Galligan participating
 - Engineering estimate of \$2.5M. Will have formal bid by end of March. Funded by water fund.

- Mr. Malinowski made a motion to support the water main project. Seconded by Mr. Palmer. The Committee voted 5-0-1 by roll call vote to approve the motion. [Braccio, abstain; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].
- b. Road maintenance (existing request) - Karen Galligan participating
 - \$400K in budget. Not currently allocated by street.
 - Combining school paving could lower budget cost.
 - Mr. Purple indicated that we receive \$430K per year from Chapter 90. Strategy is to accumulate Ch. 90 funds each year for larger bid project.
 - \$5.3M projects under consideration.
 - \$1.47M (excluding schools) bid total includes \$400K town plus \$430K state plus \$636K carryover funds.
 - Mr. Malinowski suggests that a warrant article be written for public presentation on how funds will be spent. Defer to Selectboard for process.
 - Mr. Malinowski made a motion that Capital Planning Committee recommends a \$400K road maintenance budget for FY23. Seconded by Mr. Hark. The Committee voted 5-0-1 by roll call vote to approve the motion. [Braccio, abstain; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].
- c. Taser/Body Camera Program (existing request)
 - Capital Planning Committee previously voted to support concept, but details unclear.
 - Chief Paulus recommends pulling from budget.
 - Taser program will continue with pilot funds. Revisit when better clarity on state funding and collective bargaining.
 - Mr. Malinowski made a motion to remove the taser/body camera program from the FY23 budget. Seconded by Mr. Palmer. The Committee voted 6-0-0 by roll call vote to approve the motion. [Braccio, aye; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].
- d. Action on ADA Study recommendation (new request)
 - Mr. Purple shared that the town had done an ADA title 2 study of accessibility at all town buildings and facilities.
 - \$750K estimate for repairs/remodeling, mostly field access.
 - Town applies for ADA funding each year. Not awarded for current year.
 - Public Accessibility Commission requests \$50K in budget for building accessibility. Expect to request this spending for multiple years.
 - Mr. Schoener volunteered to assist Mr. Purple with a comprehensive plan for the fields. Request that Mr. Schoener report back to the Capital Planning Committee on preliminary findings prior to ATM.
 - Mr. Malinowski made a motion to support the inclusion of \$50K for ADA building accessibility improvements in the FY23 budget. Seconded by Mr. Palmer. The Committee voted 5-0-1 by roll call vote to approve the motion. [Braccio, abstain; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

- e. Breakneck Hill remediation (new request)
 - The town has entered into an Administrative Consent Order with DEP that requires the clean-up of the “farm dump”.
 - Initial step in this process is a site assessment, costing \$60K. Clean up, removal and remediation is expected to be much more expensive.
 - The Capital Planning Committee requests review of cost estimate, and will put in a placeholder warrant to include the \$60K, pending final review by the Capital Planning Committee. Ms. Danza will be invited to the next meeting to discuss.
 - This was received shortly before the meeting and the Capital Planning Committee took no action as a result.

VI. MTC Town Wide Survey – Committee collaboration and member assignment

Deferred to next Capital Planning Committee meeting.

VII. Discussion of Space Needs Presentation from January 20, 2022 and any required next steps

- No committee feedback on presentation.
- Mr. Malinowski will email department heads that did not attend the January 20th meeting to solicit feedback. Would like to maintain control of how the process moves forward in terms of messaging, and make sure other groups are not developing their own plans.

VII. Ongoing Capital Project Updates - Deferred to the next Capital Planning Committee meeting.

a. Town House

b. Fire Department Tender

c. Library Interior Renovations

IX. Capital Planning standing committee bylaw – update on status and whether future edits are necessary

Deferred to next Capital Planning Committee meeting.

X. Public Comment

None.

XII. Other business that may properly come before the Committee

None.

XIII. Adjournment

Mr. Malinowski made a motion to adjourn at 9:55pm. Seconded by Ms. Braccio. The Committee voted 5-0 by roll call vote to adjourn. [Braccio, aye; Hark, aye; Palmer, aye; Wheeler, aye; Malinowski, aye].

Minutes submitted by Karen Wheeler Committee Member.

Documents Referenced During Meeting:

- 1) Presentation by School Department, including Algonquin Capital Budget FY2023-FY2027 – APPROVED – Proposed – November 2021 and Southborough Schools FY 23 Capital Plan – Approved
- 2) ADA _draft report for review_combined file
- 3) DPW – Main Street Project Downtown and Various Streets 2022
- 4) Breakneck Hill Site Assessment Memo

TOWN OF SOUTHBOROUGH



CONSERVATION COMMISSION

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(508) 281-8984 · FAX (508) 480-0161 · mdanza@southboroughma.com

January 24, 2022

To: Capital Planning Committee
From: Melissa Danza, Conservation Agent

Subject: Site Assessment Funds – Breakneck Hill Farm Dump

Since 2019, the Conservation Commission has reinvigorated assessing the current status of the ‘farm dump’ located at the Breakneck Hill Conservation Land. In 1980, the town purchased the property from Davco Farm/Ray Davis in which it had been historically used as an orchard and pastureland. The ‘farm dump’ has been found to be metal, old equipment, vehicles, tires, general trash, empty containers, etc.

The Commission has reports and information dating from 1987-1992 showing the town doing due diligence after being made aware of the presence of chemicals and typical trash, debris, and equipment that has been discarded on the property. This included discussions with Mr. Davis about his willingness to level off the area, in which the Commission agreed to hold off, conduct soil and water testing, and compile more information. Results of these tests showed that pesticide, herbicide, metals, oil & grease, and other potential contaminants were below maximum allowed levels and therefore were not causing a human or environmental health problem.

In 2005, the Commission hired a Licensed Site Professional (LSP) after Mr. Davis passed, to conduct a site visit to perform additional and updated testing. The findings from the LSP appear to give the site the all clear of hazardous waste and pollution and their recommendation was that it would remain with the local Board of Health jurisdiction as there was no hazardous waste found. A drinking water well on an abutting property was also tested to ensure that that this area was not impacting on human health of adjacent property owners. Following tests confirmed that the ‘farm dump’ remains a public *safety* concern but has not shown to be impacting public health. There appeared to be no further action at this time from the Commission or BOH, so this area of the property has been allowed to revegetate and become overgrown as it is not on an area maintained for the trails.

In 2019, the Commission hired the past LSP to conduct updated testing as the current Commission believes that the concern should be removed and the area restored. Additional

testing found that all contaminant levels were either not detected or well below the maximum allowed values. Previous Board of Health Director, Paul Pisinski, conducted a site visit and supplemental report in October 2020 that stated in his opinion it continues to not pose a public health threat and that the first step would be to have a survey completed in order to determine the limits of the dump.

The Commission has contracted with TRC Environmental and has so far created a certified survey/plot plan that outlines the property boundaries, dump location, wetland boundaries, etc. Based on recommendations from TRC after their findings and preliminary assessment of the site, we officially made DEP aware of the ‘farm dump’ and are in our final stages of having the Site Assessment Plan approved. The Site Assessment Plan will allow for test pits of the dump area for creation of a Clean-Up Plan (potential funding needed for FY24) as it is still unknown the actual limits and depths of the material. As also noted and found, a small portion of the dump resides on private property in which Town Counsel has been notified and is working on an access agreement that would be in place prior to work commencing. It appears that when Mr. Davis split up these lots, the ‘dump’ area was unintentionally placed within property boundaries that were no longer his as the dump appears to be older than the creation of those abutting properties.

Due to the age and possible contaminants once clean-up begins, the Town is required to enter an Administrative Consent Order (ACO) with DEP that now **requires** the clean-up of the ‘farm dump’ and associated tasks within given deadlines. This ACO is currently being drafted and hoped to be given to the Select Board for their February meetings to review. Funding of this Site Assessment portion of the project is crucial in ensuring that we remain on track to meet our deadlines given to us by the state and keeping a two-year/two-phase project on track. The Site Assessment portion of the clean-up is the only expense expected for FY23. DEP has been understanding of fiscal and monetary constraints due to COVID and Town Meeting schedules but the Site Assessment will need to commence in the FY23 period.

While final approval of the Site Assessment Plan is still pending, TRC has provided us with a total cost of this phase to be **~\$59,515.00**. This includes preparation and filing of a Notice of Intent for work in and near wetland resources, test pitting and sampling activities, completing asbestos survey and inspection, and preparing the final summary report. This cost is expected to be the high end cost as the amount of sampling and lab analysis is unknown until site assessment begins. Roughly \$10,000 is for the Notice of Intent submittal through the Commission as we want to ensure that we are following the same guidelines as we would a private site and another ~\$10,000 is for lab samples which may be used entirely or not at all depending on the findings and/or direction from the Certified Asbestos Inspector required by DEP. My understanding is that the final comments from DEP will not change the required activities so pending final internal review at TRC, this number should not change greatly. Remaining funds are for limited tree and vegetation clearing for access and test pits, qualified professionals to conduct test pits, soil screening, and for the final assessment report. Note that increased sampling, screening, and asbestos surveying is a requirement of DEP and has added a significant cost to this part of the project.

I have included for your review, the current draft of the Site Assessment Plan and other materials created by TRC that outline the ‘dump’ area. I respectfully request that the Capital Planning Committee look favorably towards funding this crucial ~\$60,000 site assessment at Breakneck Hill. Please do not hesitate to reach out if you have any questions.

Proposed Final Assessment Plan Breakneck Hill Farm Dumping Site

**Breakneck Hill Road
Southborough, Massachusetts**

January 2022

Prepared For:

Town of Southborough
Conservation Commission
17 Common Street
Southborough, Massachusetts 01772

Prepared By:

TRC Environmental Corporation
650 Suffolk Street
Lowell, Massachusetts 01854
(978) 970-5600



DISCLAIMER: This document has not undergone formal review and approval by the Massachusetts Department of Environmental Protection (MassDEP)

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FIGURES

Figure 1	Phase I Site Assessment Map
Figure 2	Existing Conditions Plan
Figure 3	Site Plan

APPENDICES

Appendix A – Photograph Log
Appendix B – Wetland Delineation & Aerial Photo Review – Lucas Environmental, LLC
Appendix C – Draft Site Assessment Report Email – Board of Health
Appendix D – Existing Conditions Plan – Land Planning, Inc.

1.0 Introduction

On behalf of the Town of Southborough (the “Town”), TRC Environmental Corporation (TRC) has prepared this *Proposed Final Assessment Plan* (the “Assessment Plan”) to outline proposed assessment activities for the Breakneck Hill Farm Dumping Site (the “Site”) located in Southborough, Massachusetts. The Assessment Plan will be provided to MassDEP’s Central Regional Office – Division of Solid Waste Management for review, comment, and approval. Following review by MassDEP, the Town will implement approved assessment activities to further evaluate the nature and extent of solid waste at the Site.

On November 1, 2021, the Town submitted the October 2021 *Draft Solid Waste Assessment Work Plan, Breakneck Hill Farm Dumping Site* (the “Work Plan”) prepared by TRC on behalf of the Town to MassDEP for review and comment. The Work Plan outlined proposed initial assessment activities for the Site. MassDEP provided feedback on the Work Plan via email on December 28, 2021. This Assessment Plan has been revised to incorporate the comments and edits provided by MassDEP.

2.0 Site Description & Background

The following sections describe conditions of the Site and general surrounding area. In addition, Site history and background information is summarized below.

2.1 Site Location & Description

The Site is located to the east/southeast of 48 Breakneck Hill Road in Southborough, Massachusetts. The Site is heavily vegetated and comprises approximately 1.0 acre. The Site is located on two separate tax parcels, Map 29, Lot 28A and Lot 36. The general location of the Site is depicted on **Figure 1**.

The Town acquired Map 29, Lot 28A from Raymond Davis on June 20, 1980, which reportedly comprises approximately 87.66 acres and currently consists of conservation land. The area of dumping is located on the western-central portion of Map 29, Lot 28A, and the balance of the Site extends onto 60 Breakneck Hill Road (Map 29, Lot 36), a western adjoining property that currently is utilized for residential purposes. Refuse within the dump area has been documented to include (but not limited to) old tires, machine parts, rusted 55-gallon drums, asphalt shingles, appliances, heavy equipment, broken ceramics, plastic objects, and general trash. Photographs documenting current conditions of the Site are included as **Appendix A**, and existing conditions of the Site are displayed on **Figure 2**.

2.2 Site History & Background

Prior to the Town’s acquisition, Davco Farm occupied Map 29, Lot 28A. Mr. Davis, President of Davis Tractor Company, operated the Davco Farm. The farm was home to an apple and peach orchard, apiary and bee supply business, and a Belted Galloway

cattle herd. Between approximately 1966 and 1980, the Site appears to have been used as dumping ground for the Davco Farm.

The Site is not identified in the Environmental Protection Agency (EPA) Inventory of Open Dumps or the MassDEP list of Inactive/Closed Landfills and Dumping Grounds. In addition, the Site is not listed in MassDEP's Waste Site and Reportable Releases database.

2.3 Adjoining Properties & General Surrounding Area

The Site is situated in a mixed-use area predominantly consisting of residential and commercial properties. The Site is bordered to the north by conservation land followed by a commercial complex and Route 9 (Turnpike Road); to the east by conservation land followed by residential properties and Woodland Road; to the south by conservation land followed by residential properties, Breakneck Hill Road, Woodland Road, and the Massachusetts Turnpike (Interstate 90); and to the west by residential properties (48 Breakneck Hill Road and 60 Breakneck Hill Road) and an unnamed pond followed by Breakneck Hill Road.

3.0 Previous Assessment Activities

The following sections summarize previous assessment activities performed at the Site.

3.1 Wetland Delineation & Aerial Photograph Review

In 2020, the Town of Southborough retained Lucas Environmental, LLC (LE) to perform a detailed wetland investigation in the vicinity of the Site. The detailed wetland investigation included reviewing aerial photographs to assess potential impacts to wetland areas from dumping. LE concluded that the dumping area is partially located on Town-owned conservation land and extends onto the abutting 60 Breakneck Hill Road property. The solid waste was documented to be located immediately adjacent to wetland resource areas. Due to the proximity of wetland resource areas to the solid waste, LE indicated that state, local, and/or federal wetland permits would be required to facilitate remedial actions. The memorandum prepared by LE that summarizes the wetland delineation and aerial photograph review is provided as **Appendix B**.

3.2 Draft Site Assessment Report

The October 20, 2020 *Draft Site Assessment Report* (email) was prepared by Mr. Paul Pisinski, part-time Public Health Director and Board of Health Agent for the Town. According to the email, Mr. Pisinski visited the Site on September 29, 2020. Following the Site visit, Mr. Pisinski estimated that the solid waste was distributed throughout an approximately 400 feet by 800 feet oval-shaped area located on Town-owned property and the western abutting 60 Breakneck Hill Road property; however, Mr. Pisinski indicated that a survey would need to be conducted to provide an accurate estimate and identify pertinent property lines. Mr. Pisinski stated that the Site was overgrown with

brambles, vines, trees, shrubs and weeds, and several void spaces were observed throughout the Site.

The email also references a Site visit performed by Mr. Pisinski and Mr. Philip Mauch, a former Board of Health Chairman, in 2005 or 2006. In the approximately 15-year period between Site visits, the Site reportedly became significantly more overgrown with vegetation. Solid waste at the Site was documented to consist of “old tires, abandoned cars, trucks, farm vehicles and farm equipment, broken metal and plastic pails, broken metal parts, metal and wooden cases, broken glass windows and broken glass bottles, ceramics, demolition debris, discarded furniture, bookcases, desks, and all manner of household trash”.

According to the email, the Conservation Commission hired consultants to document conditions at the Site. Mr. Pisinski indicated that an LSP previously collected surface “leachate” samples at the Site. According to Mr. Pisinski, the work performed by the hired consultants “did not detect any hazardous or toxic public health harm”. Although limited sampling activities performed by hired consultants did not reveal the presence of harm to the public, Mr. Pisinski acknowledged that the partially buried and exposed solid waste at the Site is a public safety concern.

To address the dumping ground, Mr. Pisinski recommended the following actions to the Town: hire a Massachusetts Registered Land Surveyor to perform a survey; hire a tree and brush removal company to clear vegetation from the Site; hire a company to remove the solid waste and restore the Site to the satisfaction of the Conservation Commission and MassDEP. The October 20, 2020 *Draft Site Assessment Report* (email) prepared by Mr. Paul Pisinski is provided as **Appendix B**.

3.3 Land Survey

In June 2021, land surveying activities were conducted to outline the extent of visually apparent surface waste/debris; document local topography and existing conditions; and overlay the extent of surficial waste/debris on an aerial photograph. Prior to the existing conditions survey, TRC performed a site reconnaissance to stake out the extent of the visually apparent surficial waste/debris, identify the general area of focus for the surveyors, and conduct a photographic survey. The photograph log documenting conditions encountered during the site reconnaissance is provided as **Appendix A**.

TRC retained Land Planning, Inc. (Land Planning) of Hanson, Massachusetts to survey the wetland flags (previously placed by others); the perimeter of surficial waste/debris; and the northern and northeastern bank of the pond. In addition, Land Planning collected ground surface elevations to prepare localized topography in 1-foot contours. Based on the Site reconnaissance and survey, the area of visually apparent waste/debris covers approximately 1.0 acre. The survey prepared by Land Planning is provided as **Appendix D**.

4.0 Proposed Assessment Activities

The following sections outline proposed solid waste assessment activities to be conducted on behalf of the Town to further evaluate the nature and extent of dumping at the Site. Proposed assessment activities include installing test pits, managing soil and debris management, screening and sampling activities, and protocols in the event that oil and/or hazardous materials (OHM) are encountered at the Site.

4.1 Test Pit Installation

To further evaluate the nature and extent of solid waste at the Site, TRC proposes installing up to 15 test pits throughout, and in the vicinity of, the dumping area. The test pits are anticipated to be installed up to five feet below ground surface (bgs); however, the final termination depths and dimensions of each test pit will be based on field observations. During the test pitting program, TRC will document the following: location, dimensions, and contents of each test pit; types of solid waste encountered; and soil and groundwater conditions (if encountered). The test pits are anticipated to be installed using a track-mounted excavator capable of accessing the Site. Limited land clearing activities will likely be required to provide access to the excavator. The proposed test pit locations are displayed on **Figure 3**.

It should be noted that certain applications and/or permits may be required including (but not limited to) a *Notice of Intent* to install test pits and/or clear vegetation at the Site. In addition, coordination with the adjoining property owner(s) will be required to facilitate access and implementation of the proposed assessment program.

4.2 Soil Screening & Sampling

TRC will collect soil samples from the sidewalls and base of each test pit for logging and screening purposes. Soil samples collected from the test pitting program will be screened with a photoionization detector (PID) on a parts per million by volume (ppmv) basis to evaluate for the presence of volatile organics. If elevated sustained PID headspace readings are encountered during soil screening activities (i.e., concentration greater than 10 ppmv), TRC will submit the suspect soil to a Massachusetts-certified laboratory within three days for analyses of volatile organic compounds (VOCs), extractable petroleum hydrocarbons (EPH), volatile petroleum hydrocarbons (VPH), priority pollutant metals, polychlorinated biphenyls (PCBs), pesticides and herbicides. Following receipt, the laboratory analytical results will be compared to the applicable Reportable Concentrations in accordance with 310 Code of Massachusetts Regulations (CMR) 40.0000, commonly referred to as the Massachusetts Contingency Plan (MCP). If reportable conditions are encountered during the assessment program, the Town will notify MassDEP in the appropriate time frame (i.e., 2-hours, 72-hours, and/or 120-days). The Town will also provide the laboratory analytical results (if any) to MassDEP within seven days of receipt.

4.3 Backfill

Soil and debris removed during the installation of test pits will be temporarily placed adjacent to the respective test pit. Material excavated during the test pitting program will be utilized as backfill and returned to a similar location and depth from where it originated, as feasible.

4.4 Drums and Containers

Assessment activities performed at the Site have the potential to encounter drums or other containers housing hazardous waste or materials. If drums or other containers are encountered during assessment activities that potentially house hazardous waste or materials, solid waste assessment activities will cease immediately, and the Town will notify Kevin Daoust (Section Chief, Emergency Response and Risk Reduction, Bureau of Waste Site Cleanup, MassDEP Central Regional Office) to determine whether notification is required pursuant to the MCP. In addition, the Town will notify James A. McQuade (Section Chief, Solid Waste Management, Bureau of Waste Site Cleanup, MassDEP Central Regional Office) within seven days of identifying drums or other containers potentially housing hazardous waste or materials.

4.5 Leachate, Sheens & OHM Seeps

Assessment activities performed at the Site have the potential to encounter leachate, sheens, and/or OHM seeps. If encountered, TRC will submit representative samples of the suspect media to a Massachusetts-certified laboratory within three days for analyses of VOCs, EPH, VPH, priority pollutant metals, PCBs, pesticides and herbicides. Following receipt, the laboratory analytical results will be compared to the applicable Reportable Concentrations in accordance with the MCP. If reportable conditions are encountered during the assessment program, the Town will notify MassDEP in the appropriate time frame (i.e., 2-hours, 72-hours, and/or 120-days). The Town will also provide the laboratory analytical results (if any) to MassDEP within seven days of receipt.

4.6 Asbestos Assessment

Prior to initiating cleanup activities at the Site, the Town will retain the services of a Massachusetts Department of Labor Standards (DLS) certified asbestos inspector to thoroughly inspect all debris located at the Site for the potential presence of asbestos containing materials (ACM). The certified asbestos inspector will collect representative samples of suspect ACM to determine asbestos content. Following completion of the asbestos assessment, the Town will provide MassDEP with a written copy of the certified asbestos inspector's report within seven days of receipt and no later than 30 days after the certified asbestos inspector has completed the Site inspection. The certified asbestos inspector will be present on Site during the test pitting program.

If ACM are identified at the Site, the Town will contact Gregory Levins (Section Chief, Asbestos Program, MassDEP Central Regional Office) to determine whether a Non-

Traditional Asbestos Abatement Work Plan is required or if traditional abatement procedures are feasible. Upon receipt of the Department's determination, the Town will retain the services of a DLS licensed asbestos contractor to conduct necessary asbestos abatement activities. The Town will notify James A. McQuade (Section Chief, Solid Waste Management, Bureau of Waste Site Cleanup, MassDEP Central Regional Office) within seven days of receiving the asbestos inspections results and any subsequent asbestos abatement actions. As necessary, the Town will provide Mr. Levins with copies of ACM shipment and disposal documentation within seven days of receipt.

5.0 Reporting

Findings associated with the solid waste assessment will be provided in a Final Assessment Summary Report. The report will summarize initial solid waste assessment activities completed at the Site and include tables and figures, as necessary. In addition, the report will provide findings, conclusions, and recommendations for further assessment and/or solid waste management, as warranted.

6.0 Schedule

Following MassDEP approval of the proposed work, a schedule will be developed for field assessment and reporting activities. The final schedule will be coordinated with the Town and MassDEP.

7.0 References

Solid Waste Management Facility Regulations (310 CMR 19.000) prepared by MassDEP dated February 14, 2014.

Wetland Delineation & Aerial Photo Review, Breakneck Hill Conservation Land, Southborough, Massachusetts prepared by Lucas Environmental, LLC dated June 29, 2020.

Draft Site Assessment Report prepared by Board of Health Agent dated October 20, 2020.

Existing Conditions Plan, Off Breakneck Hill Road, Southborough, Massachusetts prepared by Land Planning, Inc. dated June 23, 2021.

Phase I Site Assessment Map, Breakneck Hill Farm Dumping Site, Breakneck Hill Road, Southborough, Massachusetts provided by the MassDEP – Bureau of Waste Site Cleanup on October 25, 2021.

Figures

MassDEP - Bureau of Waste Site Cleanup

Phase 1 Site Assessment Map: 500 feet & 0.5 Mile Radii

Site Information:

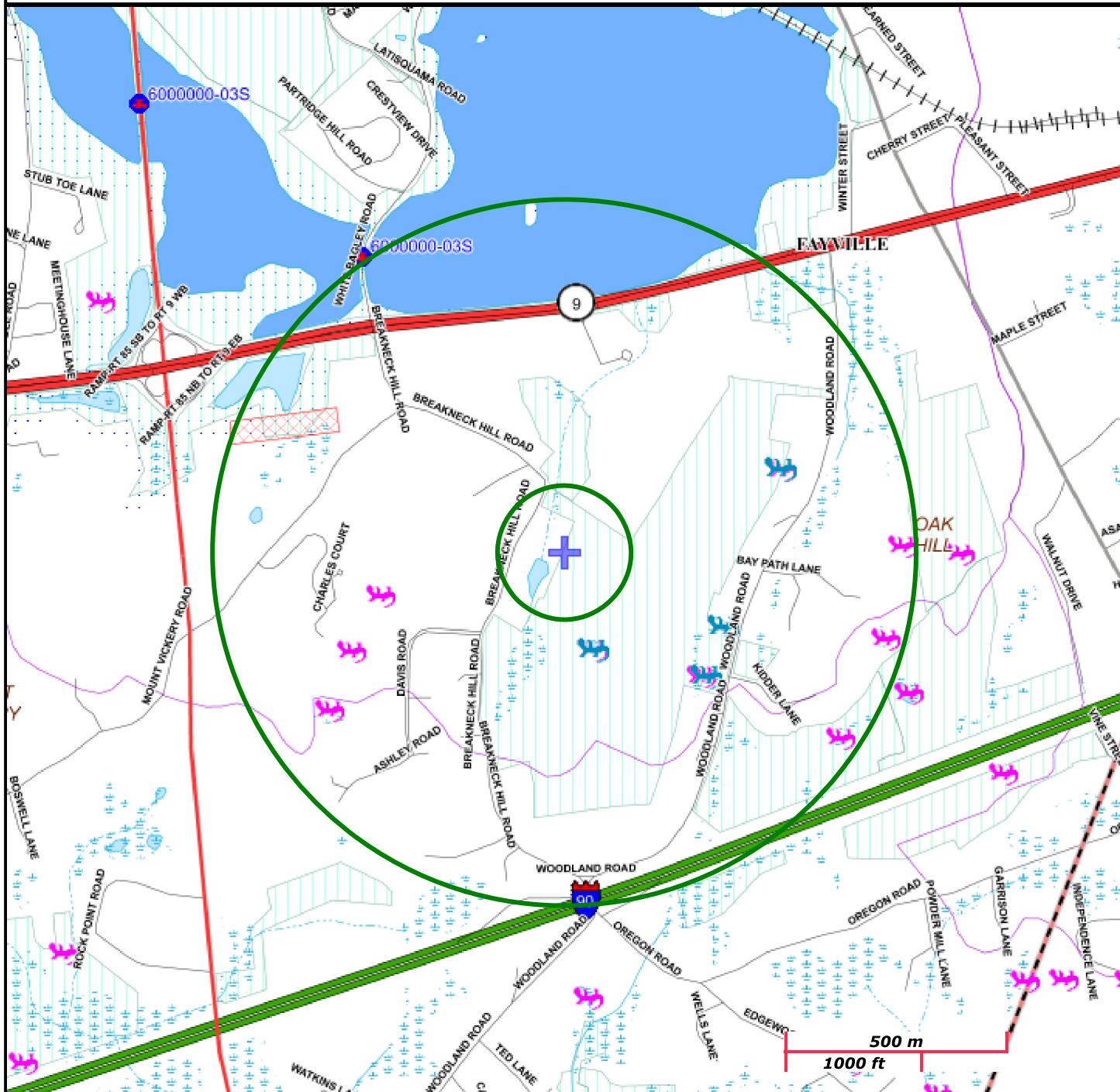
BREAKNECK HILL FARM DUMPING SITE BREAKNECK HILL ROAD SOUTHBOROUGH, MA

NAD83 UTM Meters:
4684796mN , 292602mE (Zone: 19)
October 25, 2021

The information shown is the best available at the date of printing. However, it may be incomplete. The responsible party and LSP are ultimately responsible for ascertaining the true conditions surrounding the site. Metadata for data layers shown on this map can be found at:
<https://www.mass.gov/orgs/massgis-bureau-of-geographic-information>.



Commonwealth of Massachusetts
Department of Environmental Protection



Roads: Limited Access, Divided, Other Hwy, Major Road, Minor Road, Track, Trail

PWS Protection Areas: Zone II, MWPA, Zone A   

Boundaries: Town, County, DEP Region; Train; Powerline; Pipeline; Aqueduct

Hydrography: Open Water, PWS Reservoir, Tidal Flat

Basins; Major PWS; Streams; Perennial, Intermittent, Man Made Shore, Dam

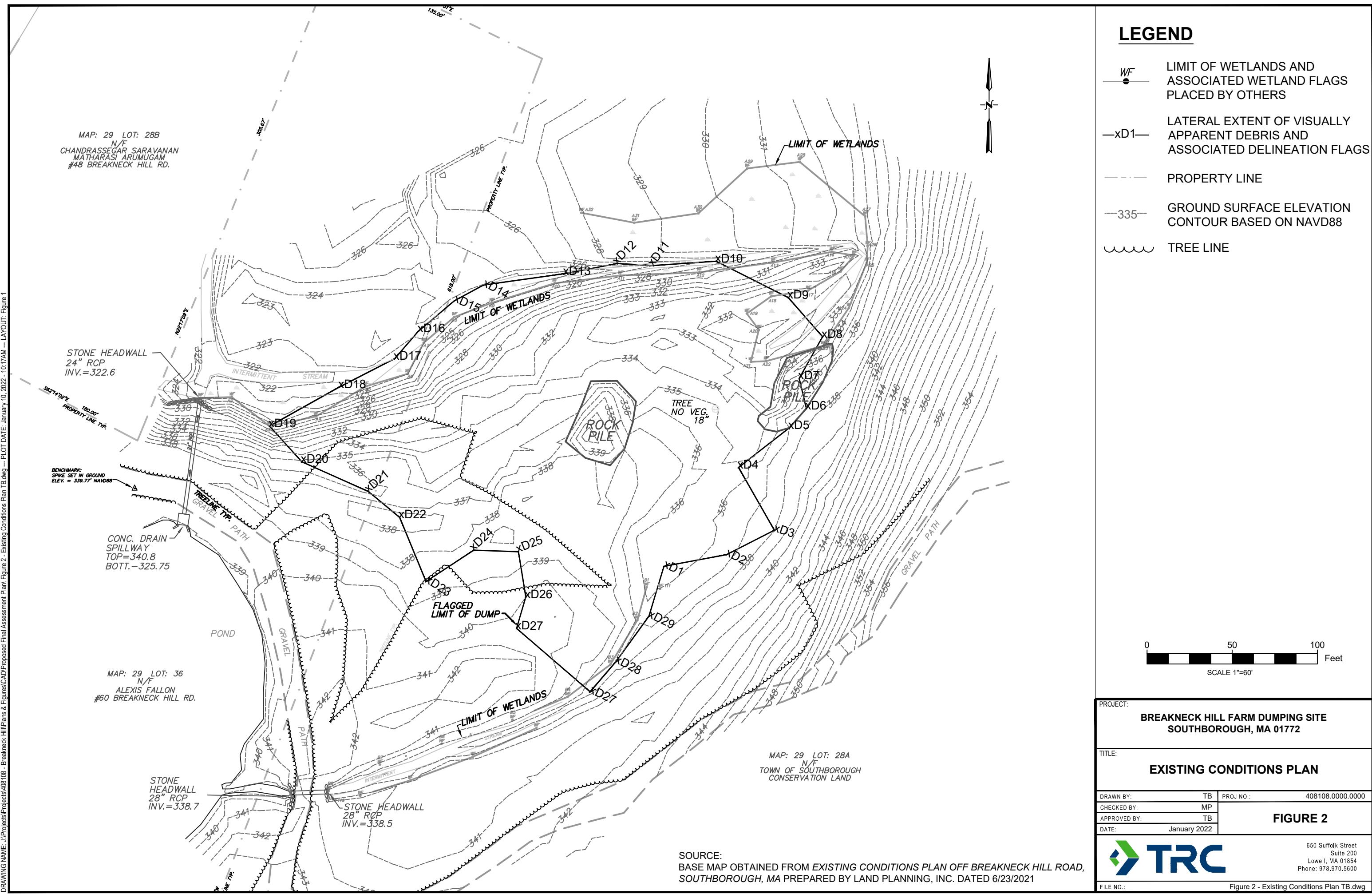
Wetlands: Freshwater, Saltwater, Cranberry, Bog

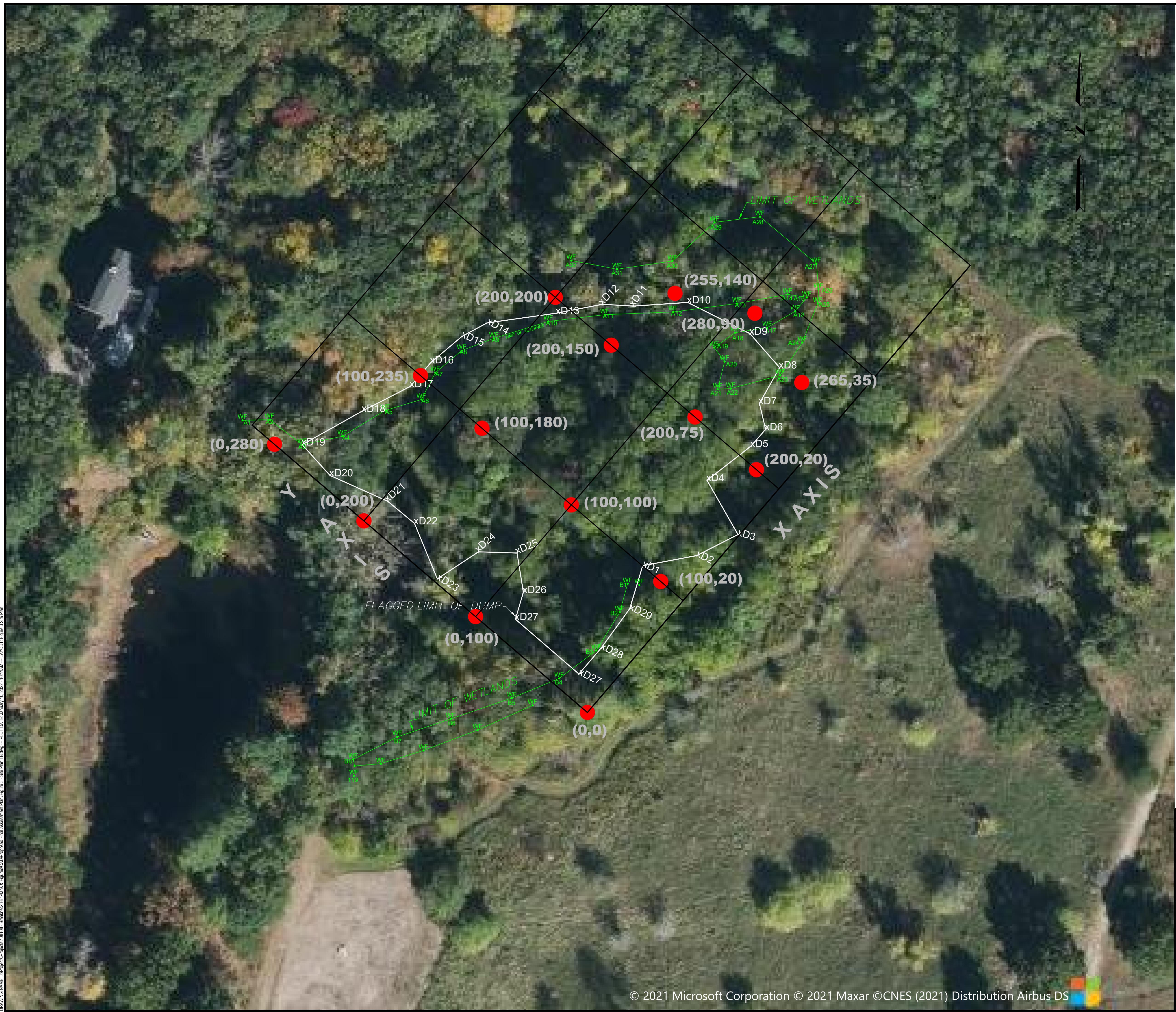
Aquifore: Medium Yield, High Yield, FRA Solo Source

Est. Rare Wetland Wildlife Hab: Vernal Pool: Cert. Potential

Non-Potential Drift Divergence (NPD) for Medium, High, and Low Source

Solid Waste Landfill: PWMS: Com CW SW Emerg Non-Com     





Appendix A

Photograph Log

Appendix A Photograph Log



Photo 1: Sparsely vegetated area and debris including brick, concrete, tires, plastic waste, and scrap metal observed at the eastern-central portion of the site; view to the west



Photo 2: Several wetland delineation flags observed at the northeastern portion of the site; view to the north



Photo 3: Rubber tire and refuse observed at the northern portion of the site; view to the south



Photo 4: Debris including scrap metal and a 55-gallon drum observed along the wetland area at the northwestern portion of the site; view to the southwest

Appendix A Photograph Log



Photo 5: Rusted 55-gallon drum, metal tank, brick, wood debris, and bottles observed along the wetland area at the northwestern portion of the site; view to the north



Photo 6: Treated wood observed at the western portion of the site; view to the northeast



Photo 7: Densely vegetated area housing debris and holes located at the northeastern portion of the site; view to the north



Photo 8: Abandoned car/tractor components and miscellaneous scrap metal observed at the northwestern portion of the site; view to the southwest

Appendix A Photograph Log



Photo 9: Very densely vegetated area housing miscellaneous trash and debris observed at the southern-central portion of the site; view to the southwest



Photo 10: Partially buried metal and debris observed in the densely vegetated area at the southern-central portion of the site; view to the west

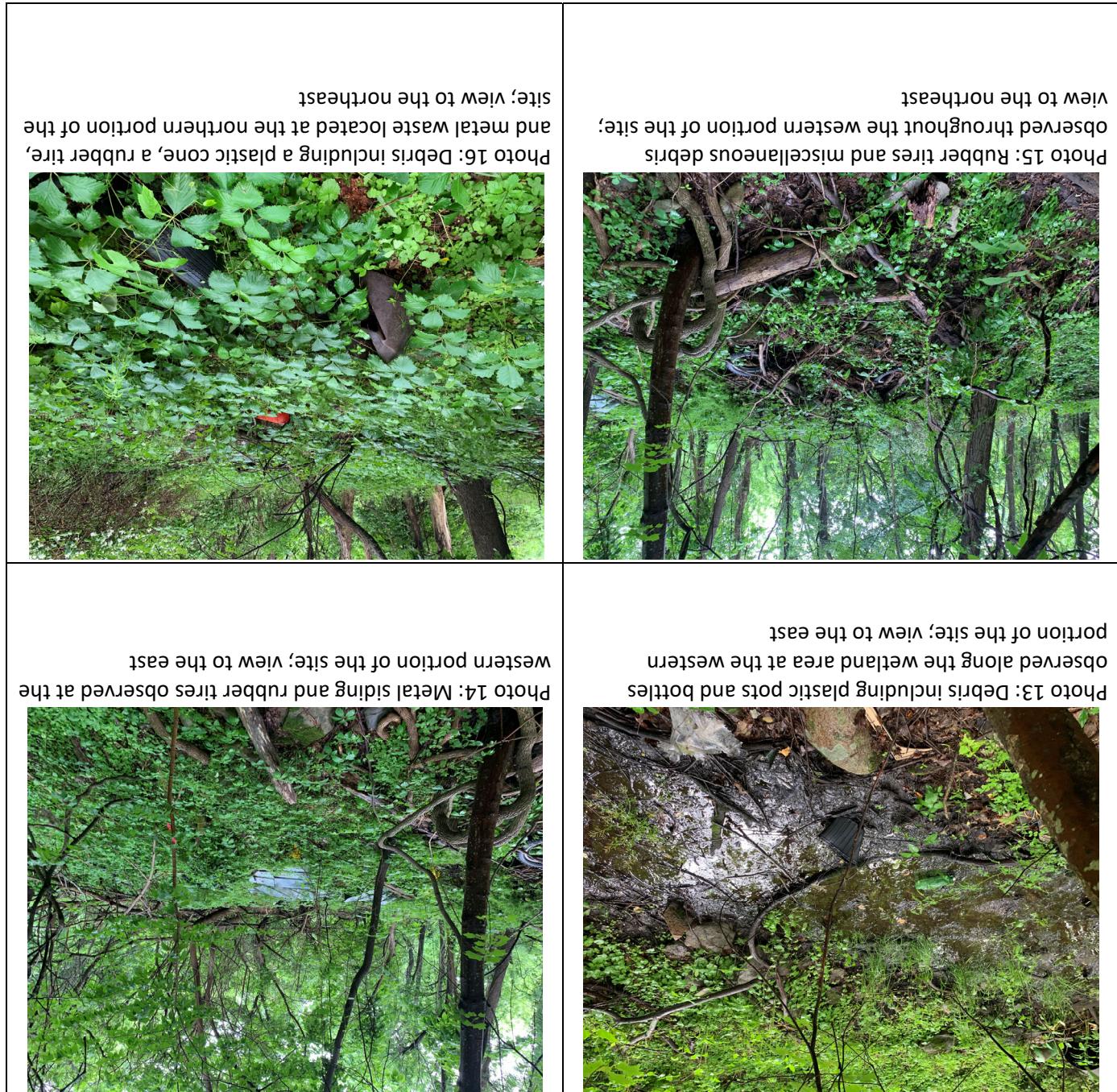


Photo 11: Partially buried cinder block and brick observed along the steep slope at the southwestern portion of the site; view to the west



Photo 12: Outfall observed at the southwestern portion of the site; view to the south

TRC Job No.	Photographs Taken By:	Page No.	Client:	Site Name & Address:	Town of Southborough	4 of 6	Bevenour (June 2021)	408108
TRC					Breakneck Hill Dumping Site			



Appendix A

Photograph Log

408108	T. Bevenour (June 2021)	5 of 6	Town of Southborough	Breakeck Hill Dumping Site
TRC Job No.	Photographs Taken By:	Page No.	Client:	Site Name & Address:



408108	T. Bevenour (June 2021)	6 of 6	Town of Southborough	Breakeake Hill Dumping Site
TRC Job No.	Photographs Taken By:	Page No.	Client:	Site Name & Address:



Appendix A

Photograph Log

Appendix B

Wetland Delineation & Aerial Photo Review Lucas Environmental, LLC

MEMORANDUM

TO: Town of Southborough
Conservation Commission
17 Common Street
Southborough, MA 01772

FROM: Matthew Varrell
Project Manager, PWS

DATE: June 29, 2020

PROJECT NUMBER: 10030.40

RE: Wetland Delineation &
Aerial Photo Review
Breakneck Hill Conservation Land
Southborough, MA

Lucas Environmental, LLC (LE) was retained by the Town of Southborough to conduct a detailed wetland investigation of the northwestern portion of the Breakneck Hill Conservation Land (the Study Area). The Study Area is generally defined as the area to the west of the existing man-made pond which has received dumping of various man-made debris historically. The wetland investigation consisted of an inspection and delineation of the wetland resource areas within the Study Area. In addition to the delineation, LE was tasked with reviewing available historic aerial photos to assess the estimated limits of wetland resources prior to the dumping activities. No survey services, hazardous materials or subsurface soil explorations were conducted as part of this investigation.

1.0 WETLAND DELINEATION

A Professional Wetland Scientist (PWS) from Lucas Environmental, LLC (LE) conducted site investigations of the Study Area in Southborough, Massachusetts on May 6, 2020 for the purposes of delineating regulated wetland resource areas. The current delineation supplements a previous delineation conducted by LE in 2016.

The wetland investigation was performed in accordance with the Massachusetts Wetlands Protection Act (M.G.L. Ch. 131, § 40) and regulations (310 CMR 10.00 *et seq.*); Section 404 of the Clean Water Act (33 U.S.C. 1344); Massachusetts Department of Environmental Protection (MassDEP) publication “Delineating Bordering Vegetated Wetlands” under the Massachusetts Wetlands Protection Act (1995); and the U.S. Army Corp of Engineers (USACE) Wetland Delineation Manual (1987); the Northcentral and Northeast Regional Supplement (2012); and the Town of Southborough Wetland By-law (Chapter 170) and its implementing regulations.

The following data sources were examined prior to the site investigation:

- Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps
- United States Geological Survey Topographic Quadrangle;
- MassGIS MassDEP Wetland and Hydrography Datalayers;
- MassGIS Natural Heritage Atlas Datalayers; and
- United States Department of Agriculture, Natural Resources Conservation Service (USDA-NRCS) Soil Survey.

1.1 Existing Conditions

The Study Area consists of the portion of the Breakneck Hill Conservation Land located to the west and northwest of an existing off-site man-made pond. The pond itself is located on the abutting 60 Breakneck Hill Road property, which is privately owned. The Study Area is historically altered by its use as a working farm. The pond is believed to have been constructed in 1957 and was likely formed by impounding an existing stream channel through the construction of an earthen dam. The majority of the Study Area consists of forested uplands and wetlands, interspersed with trails and scattered man-made debris within an area best described as a dump. The uplands vary from maintained grassland to forested areas. The dump area is significantly overgrown with invasive species, including Oriental bittersweet (*Celastrus orbiculata*), tatarian honeysuckle (*Lonicera tatarica*), and garlic mustard (*Alliaria petiolata*).

According to the July 16, 2014 FEMA Flood Insurance Rate Maps (FIRM) for Worcester County, Map Number 25027C0667F, the Study Area is located within a Zone X (Other Areas), which is classified as an area determined to be outside the 0.2% annual chance floodplain (500-year flood). Therefore, Bordering Land Subject to Flooding (BLSF) does not occur within the Study Area.

A review of the current MassGIS data layer for the Massachusetts Natural Heritage Atlas (effective August 1, 2017) under the Natural Heritage and Endangered Species Program (NHESP) indicates that the Study Area is not located within Priority Habitat of Rare Species or within Estimated Habitat of Rare Wildlife. No Certified Vernal Pools under the jurisdiction of the Wetlands Protection Act Regulations (310 CMR 10.00 et seq.) or the Massachusetts Endangered Species Act (321 CMR 10.00 et seq.) occur within the Study Area.

The Study Area is located within an area designated as an Outstanding Resource Water (ORW) as it is tributary to the Sudbury Reservoir. The Study Area is not designated as an Area of Critical Environmental Concern (ACEC), Watershed Protection Area, or designated Cold Water Fisheries Resource. The Study Area does not lie within any MassDEP Wellhead Protection Areas.

1.2 Environmental Resource Areas

Wetland resource areas identified within the Study Area include Bordering Vegetated Wetlands (BVW), Inland Bank, and Land Under Water Bodies and Waterways (LUWW). Under the Massachusetts Wetlands Protection Act (WPA), the wetlands observed are regulated as follows:

Inland Bank – 310 CMR 10.54

Section 310 CMR 10.54 of the WPA defines a Bank *as the portion of the land surface which normally abuts and confines a water body. It occurs between a water body and a vegetated bordering wetland and adjacent flood plain, or, in the absence of these, it occurs between a water body and an upland. The upper boundary of a Bank is the first observable break in the slope or the mean annual flood level, whichever is lower. The lower boundary of a Bank is the mean annual low flow level.* The delineated Banks are described below.

Bordering Vegetated Wetlands – 310 CMR 10.55

Section 310 CMR 10.55 of the Wetlands Protection Act (WPA) defines Bordering Vegetated Wetlands as *freshwater wetlands which border on creeks, rivers, streams, ponds and lakes. The types of freshwater wetlands are wet meadows, marshes, swamps and bogs. Bordering Vegetated Wetlands are areas where the soils are saturated and/or inundated such that they support a predominance of wetland indicator plants. The boundary of Bordering Vegetated Wetlands is the line within which 50% or more of the vegetational community consists of wetland indicator plants and saturated or inundated conditions exist. Wetland indicator plants are also those classified in the indicator categories of Facultative, Facultative+, Facultative Wetland-, Facultative Wetland, Facultative Wetland+, or Obligate Wetland in the National List of Plant Species That Occur in Wetlands: Massachusetts (Fish & Wildlife Service, U.S. Department of the Interior, 1988) or plants exhibiting physiological or morphological adaptations to life in saturated or inundated conditions.* The delineated BVW is described below.

Land Under Water Bodies and Waterways – 310 CMR 10.56

Land Under Water Bodies and Waterways is located within perennial streams, as well as ponds, and is defined as *the mean annual low water level* under section 310 CMR 10.56 (2)(c) of the WPA. As this resource area is located below the edge of Bank or the Mean Annual High Water (MAHW) mark of perennial streams and ponds, it is not field delineated, although would be located within the existing off-site pond which is part of the wetland system.

1.3 Resource Area Description**Wetland A & B**

The entirety of the wetland resource areas within the Study Area are part of a single contiguous system, identified as Wetland A & B. Wetland A consists of an intermittent stream that drains from the eastern side of the man-made pond and the vegetated wetlands that border the channel. The system is described as a Palustrine Forested wetland and occurs on both the Town-owned Conservation Land and the abutting 60 Breakneck Hill Road property. The site delineation was generally restricted to the Town-owned land as could be determined in the field. The wetland is delineated with pink survey tape numbered sequentially with flag series WFA-1 to WFA-32 and WFB-1 to WFB-8.

The A-Series flagging identifies the limits of both BVW and Bank. Flags WFA-3 through WFA-15 identifies the limit of Bank which is formed by the extent of dumped material. Based upon the nature of the channel, it is likely man-made and may have been constructed to convey surface waters emerging from a hillside seep.

The B-Series flagging identifies the northern Bank of an intermittent stream originating from the man-made pond. This channel also appears to be man-made and flows contained within it appear to discharge to the ground at flag location WFB-1. LE could not identify a contiguous channel or BVW connection between the downgradient end of the B-Series channel and the upper portion of the A-Series wetland. LE theorizes this is due to historic alteration of the area.

Plant species observed include red maple (*Acer rubrum*), yellow birch (*Betula alleghaniensis*), multiflora rose (*Rosa multiflora*), northern spicebush (*Lindera benzoin*), tartarian honeysuckle, steeplebush (*Spiraea tomentosa*), Oriental bittersweet, grape (*Vitis* sp.), skunk cabbage (*Symplocarpus foetidus*), sensitive fern (*Onoclea sensibilis*), tussock sedge (*Carex stricta*), lady fern (*Athyrium filix-femina*), and horsetail (*Equisetum arvense*).

The wetland/upland boundary is generally located along a well-defined topographic break. In numerous areas, the topographic break consists of the limits of dumped debris. Soils exhibit hydric characteristics and indicators of wetland hydrology include shallow soil saturation, evidence of seasonal inundation, and drainage patterns. Local, state, and federal boundaries are coincident. Photographs of the Study Area are provided as Appendix A.

2.0 AERIAL PHOTO REVIEW

As part of the contract, LE was tasked with reviewing available historic aerial photos to assess the estimated limits of wetland resources prior to the dumping activities and report any other pertinent information gleaned from the review of the photos. LE inspected aerial images of the Study Area dated June 30, 1959 (high resolution), March 9, 1966 (stereoscopic pair), 1977 (low resolution), and a series of images taken since 1995 that are publicly available through Google Earth.

The 1959 image shows the Study Area within two years of the construction of the pond and provides good detail (see Figure 1). This image appears to show that the dam was still somewhat under construction at this time and the area contained significant open soil areas. The 1959 photo also appears to show in progress clearing of trees within the Study Area and possibly the placement (or exposure) of the boulders that are currently observable where soil has eroded. The eastern intermittent channel is not obvious in the 1959 photo, although it appears the culvert beneath the cart path may have existed at that time. LE theorizes that the channel would have been constructed between 1959 and 1966, as the channel appears to be visible in the 1966 photos.

The stereoscopic images obtained from 1966 provide a three-dimensional stereoscopic view of the Study Area at that time. These images depict a clearly defined limit of the top of the constructed dam. Having been built in only nine years previous, it is reasonable to expect that the top of the dam was being well maintained at this time and no significant mature vegetation had become established. Unfortunately, the remaining photos were not of sufficient resolution to determine when exactly the man-made debris (forming the dump) began to be deposited. A review of additional photographs may provide greater detail on the timeline, although the end result of the current condition would not be changed.

Figure 1. 1959 Image of Study Area



3.0 ESTIMATED TIMELINE

Based upon the delineation and associated observations made of the Study Area, information from the aerial photos, and best professional judgement, LE has the following hypothesis of the events that have occurred over the years leading to the current conditions:

- Based upon the date on the concrete outlet structure, it appears the earthen dam was constructed in 1957, forming the pond and a secondary, man-made channel. The pond was likely constructed within an existing stream channel that may have had a border of vegetated wetlands with a naturally occurring topographic valley at the base of the hill. This naturally occurring wetland was likely supported hydrologically by one or more natural hillside seeps or springs that seasonally discharged groundwater to the surface. Such a seep currently exists in the vicinity of LE flag number WFA-23.
- The pond is primarily drained through the main drop inlet at its northern end which discharges to the channel at the base of the dam on its northern face. The secondary channel exists on the eastern side of the pond (flagged with the B-series delineation). Any discharge from the pond to this channel must flow through a culvert beneath a cart path that runs along the eastern side of the pond. LE presumes this channel may have been constructed as an emergency spillway in the event that the main outlet became clogged.
- After construction of the pond and dam, the secondary channel provided hydrology to support wetland conditions to the northeast of the pond (the “Northeastern Area”). The hillside seeps would have likely also continued to support wetlands in this area. Based upon the aerial photos, it appears the Northeastern Area was lower in elevation than the dam itself, although perhaps not significantly. However, LE theorizes that that the top of the dam would have been an artificially elevated landform behind which may have been an attractive location to deposit unwanted materials over time.
- At some point in time (~1959), it appears large stones and boulders were deposited within the Northeastern Area, presumably to eliminate the wetland areas that may have not been desirable for the agricultural use of the property at the time. The boulders were likely then covered with a layer of soil to create usable land for the farming operations. However, the secondary channel from the pond was not eliminated, resulting in occasional continued flow of surface water to the area. Currently, the Northeastern Area that was not delineated as wetland (but exists within the 100-Foot Buffer Zone) exhibits numerous voids in the substrate, revealing the underlying stones and boulders. LE theorizes that the continued surface flows from the channel eroded the placed topsoil over time, resulting in the current condition. Evidence from the 1959 photo supports this theory.
- LE could not definitively determine exactly when the dumping of man-made debris commenced. However, based on the some of the materials observable on the surface, it appears the area continued to receive material until fairly recently. LE is unable to definitively ascertain if the dumping of man-made debris occurred within wetland resources or if it occurred on top of the stone and boulder material that appears to have been placed. However, it is not unreasonable to assume that materials were dumped in both areas.

- LE believes the historic alterations of the wetland resources within the Study Area are limited to the area defined by the two delineated stream channels. LE recommends the recent flagging be field surveyed and added to the existing site plan of the area entitled "*Wetland Resource Area Limits Breakneck Hill Conservation Land at Breakneck Hill Road in Southborough, Massachusetts*," dated May 10, 2018.

4.0 CONCLUSION

LE has completed a delineation of the currently regulated wetland resource areas within the Study Area. The dumping within the Study Area is partially on the Town-owned Breakneck Hill Conservation Land and partially on the abutting privately-owned 60 Breakneck Hill Road property. In general, observed dumped materials are immediately adjacent to, but not necessarily within the limits of the wetland resource areas. The entirety of the Study Area is significantly altered by historic uses, although some of the dumped materials do not appear to be terribly old.

In the event that the Town wishes to remediate the area, it may be possible to either remove materials or install a cap to permanently cover the materials with fairly minor direct alterations to regulated wetland resource areas, based on guidance from a Licensed Site Professional (LSP). However, any such remediation would be entirely within the 100-Foot Buffer Zone and would require permitting under the WPA and the local By-law. Depending on the need for any direct wetland alteration, federal wetland permitting may also be necessary. If so desired by the Town, there may be an opportunity to provide a more significant wetland restoration within the Study Area by removing all deposited materials (including boulders, etc.) and restoring the natural topography of the area. Any such work would appear to require close cooperation with the abutting property owner.



APPENDIX A

PHOTOGRAPHIC DOCUMENTATION

PHOTOGRAPHIC DOCUMENTATION

DATE: May 6, 2020



Photograph 1: Bank of A-Series wetland delineation.



Photograph 2: Bank of A-Series wetland delineation.

PHOTOGRAPHIC DOCUMENTATION

DATE: May 6, 2020



Photograph 3: Bank of A-Series wetland delineation.



Photograph 4: BVW of A-Series wetland delineation.

PHOTOGRAPHIC DOCUMENTATION

DATE: May 6, 2020



Photograph 5: Bank of B-Series wetland delineation.



Photograph 6: Bank of B-Series wetland delineation.

PHOTOGRAPHIC DOCUMENTATION

DATE: May 6, 2020



Photograph 7: Debris within wetland resource area Buffer Zone.



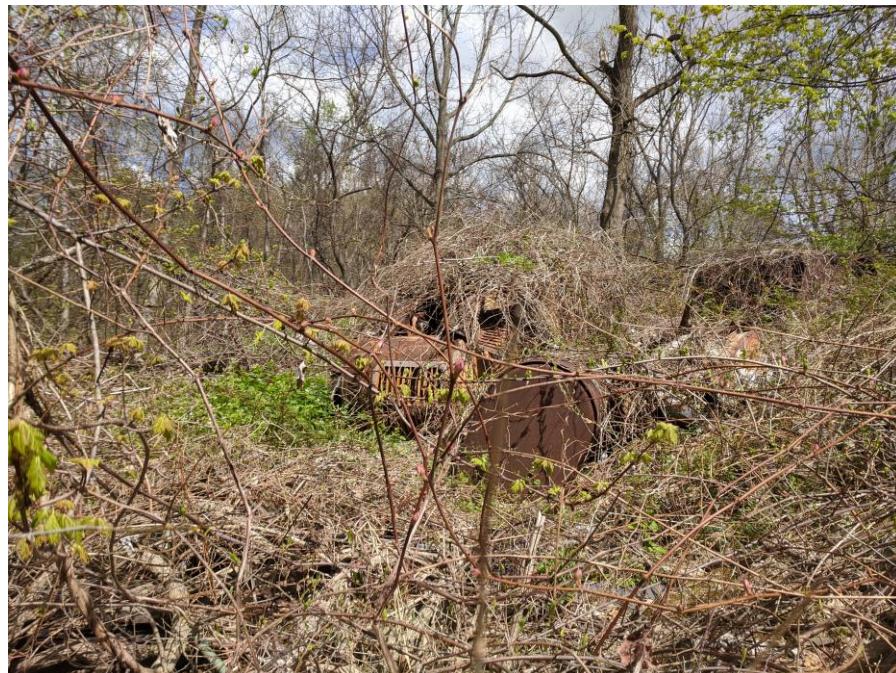
Photograph 8: Debris within wetland resource area Buffer Zone.

PHOTOGRAPHIC DOCUMENTATION

DATE: May 6, 2020



Photograph 9: Debris within wetland resource area (Bank).



Photograph 10: Debris within wetland resource area Buffer Zone.

Appendix C

Draft Site Assessment Report Email Board of Health

Paul Pisinski

From: Paul Pisinski
Sent: Tuesday, October 20, 2020 1:14 PM
To: Barbara Spiri; mary lou Woodford; Nancy Sacco; Dan O'Rourke
Subject: DRAFT Site Assessment Report —Davis Farm Dump off Breakneck Hill Road, 10/19/20

What follows is a draft report of my finding at the Solid Waste Breakneck Hill Road Farm "Dump" site in the Northwest corner of property once belonging to a Mr. Davis and sold to the Town of Southborough. Melissa Danza and I walked the site on September 29, 2020. Solid waste covers an irregularly, oval shaped area approximately 400 feet by 800 feet . It appears that at the time of our walk- thru the site and based on the previous investigations by other professionals, THERE IS NO TOXIC OR HAZARDOUS CHEMICALS OR SUBSTANCES ON THE SURFACE OF THIS SITE , which in my opinion would pose a current Public Health Risk. Please refer to maps and drawings of this area attached to this report as well as documents submitted to the Southborough Conservation Commission. It would appear that the area with solid waste constitutes about 5 to 6 acres, although the exact size would need to be surveyed to better ascertain this estimate. Also, Mr. Davis must not have been aware of exact bounds and property lines of his property. Town assessor maps show solid waste which has "spilled " onto adjoining properties, particularly the property belonging to Number 60 Breakneck Hill Road and will need to be removed. A comprehensive site survey by a Massachusetts Registered Land Surveyor will need to be completed with appropriate boundary markers before any rectification of solid waste can be started. The site is overgrown with brambles, vines, trees, shrubs and weeds. The ground was "squishy in numerous places on the site, with unseen below ground voids, indicating decomposing wooden or metal waste and could constitute a dangerous condition if a person were to fall through. There were numerous surface voids and openings where waste had rusted or decayed to such an extent that the site was pock-marked with these small craters.

The property was assigned to the care, protection and management of the Southborough Conservation Commission. The trash, solid waste and discarded debris at the site was on the property when the Town took possession of and Title to the property and to my knowledge no further material has been deposited or disposed at this site or in the last several years after the Town took possession.

I visited the site with the Board of Health Chairman (Mr. Phillip Mauch) in or around 2005 or 2006. The site has had considerably more vegetation and growth of trees, vines, shrubs and weeds in that 15 year period of time. The visible surface trash consists of old tires, abandoned cars, trucks, farm vehicles and farm equipment, broken metal and plastic pails, broken metal parts, metal and wooden cases, broken glass windows and broken glass bottles , ceramics, demolition debris, discarded furniture, bookcases, desks, and all manner of household trash (broken containers, cans and plastic parts).

The Conservation Commission hired several consultants to document conditions at this site in the past. I am making their reports and findings as attachments to this brief site assessment. The essence of their reports, especially those of the Licensed Site Professional (LSP) fully document the Surface leachate and laboratory analysis of samples taken at the time of their visit. The leachate analysis did not detect any hazardous or toxic PUBLIC HEALTH harm at the time the samples were taken and analyzed.

At this time, I have no reason to believe, nor do I have access to undertake or hire expertise to repeat any further testing to determine if the site poses a PUBLIC HEALTH THREAT to the neighborhood or the public who might visit this site. However, the trash dump site with partially buried and exposed SOLID WASTE IS A DEFINITE PUBLIC SAFETY DANGER TO THE GENERAL PUBLIC and the town must take action to remedy this situation.

The dump site most likely predates the Massachusetts DEP regulation requiring the formal process of establishing a Site Assignment —310 CMR 16.00 which was enacted long after Mr. Davis started disposing of solid waste on his own land. This regulation is very specific and requires the Board of Health to hold a public hearing prior to allow anyone to dispose of solid waste on ANY site. Now that the trash is there and poses a PUBLIC SAFETY HAZARD THE TOWN and several town boards, commissions and departments will need to work cooperatively to rectify the situation at this site. I do not believe a Public hearing as required by 310 CMR 16.00 is necessary since the "dump" is there and the Conservation Commission, as owners/caretakers of the property are NOT seeking a new landfill.

RECOMMENDATIONS

I would like the Board to consider embarking on the following steps. Everything concerning these recommendations is entirely contingent upon many other Town Boards, Committees, Commissions and Departments working in concert similar to the manner that was established for going thru the process of closing the Parkerville Road landfill but without having to go through a capping, methane gas collection/elimination system , and quarterly monitor well analysis and reporting.

1. As was already mentioned, the property needs to be surveyed with clearly staked bounds, and plot plan duly stamped and certified by a Massachusetts Registered Land Surveyor
2. A tree and brush removal company will need to be hired with a wood chipper. Tree logs will need to be either chipped or removed off site.
3. The Town will need to prepare bid specifications to retain the services of a company that is qualified to remove the old partially decomposed trash, debris, stumps, glass, and other material that might pose a safety hazard to the general public and restore the site to the visual and environmental satisfaction of the Conservation Commission and the Massachusetts DEP, Central District Office, Section Chief, Solid Waste Management Program.

I have discussed the current situation and condition of this site with the Worcester District Office of DEP and the individual in charge. He was very helpful with suggestions. I think we should keep in contact with the DEP Section Chief as this project moves forward to whatever timeline and funding mechanisms the Town elected and appointed officials establish is doable and the Legislative Body decides it can afford.

Respectfully Submitted:

Paul Pisinski,
Part-Time Public Health Director/Board of Health Agent

The site:

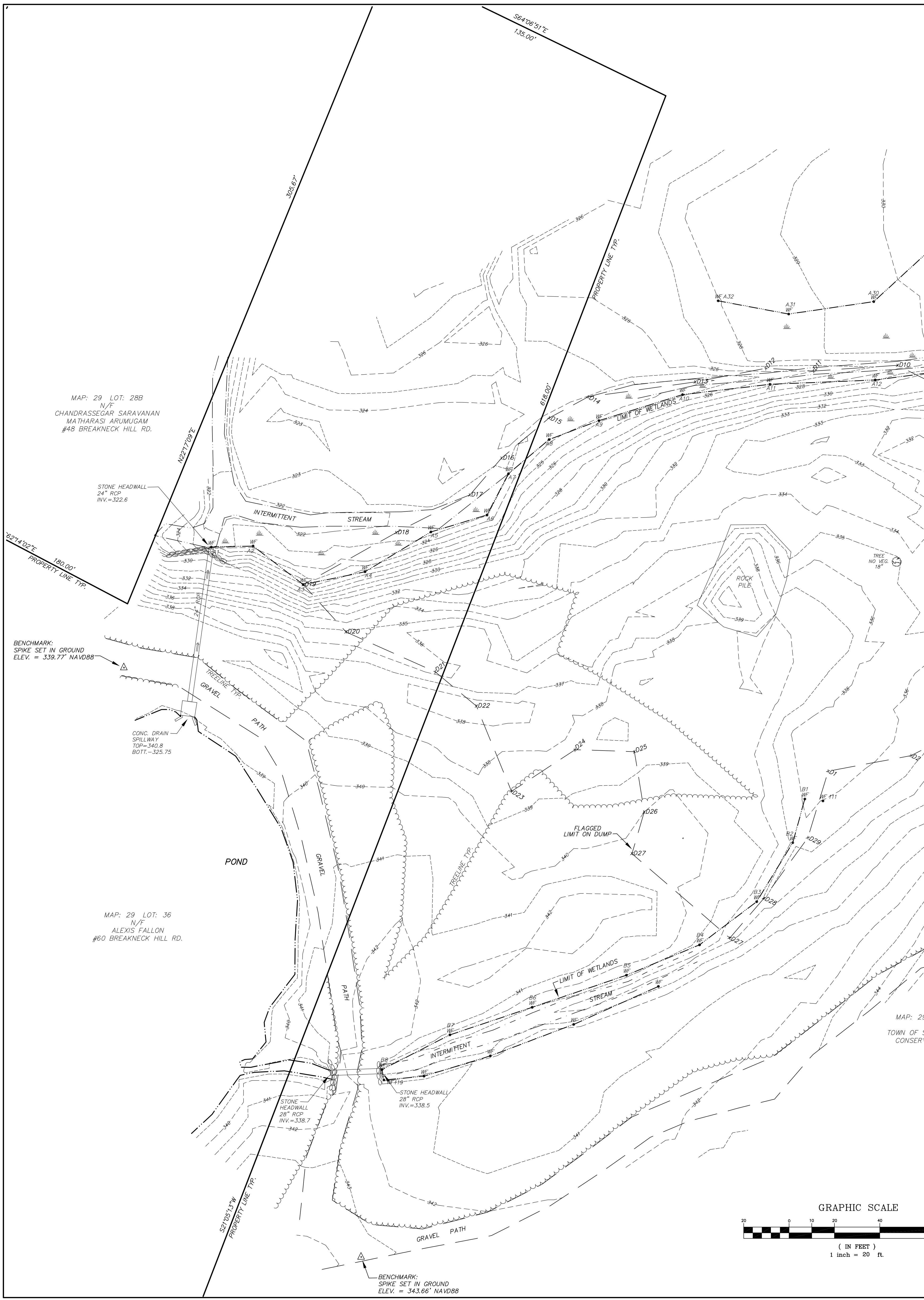
The site was walked by me and Melissa Danza

Get [Outlook for iOS](#)

Appendix D

Existing Conditions Plan

Land Planning, Inc.



Progress Update
for
**Southborough Public Buildings
Space Needs Study**

January 20, 2022



DRA

Southborough Space Needs collaborative project team

Town of Southborough
MA

Architect

Drummey Rosane Anderson, Inc. (DRA)

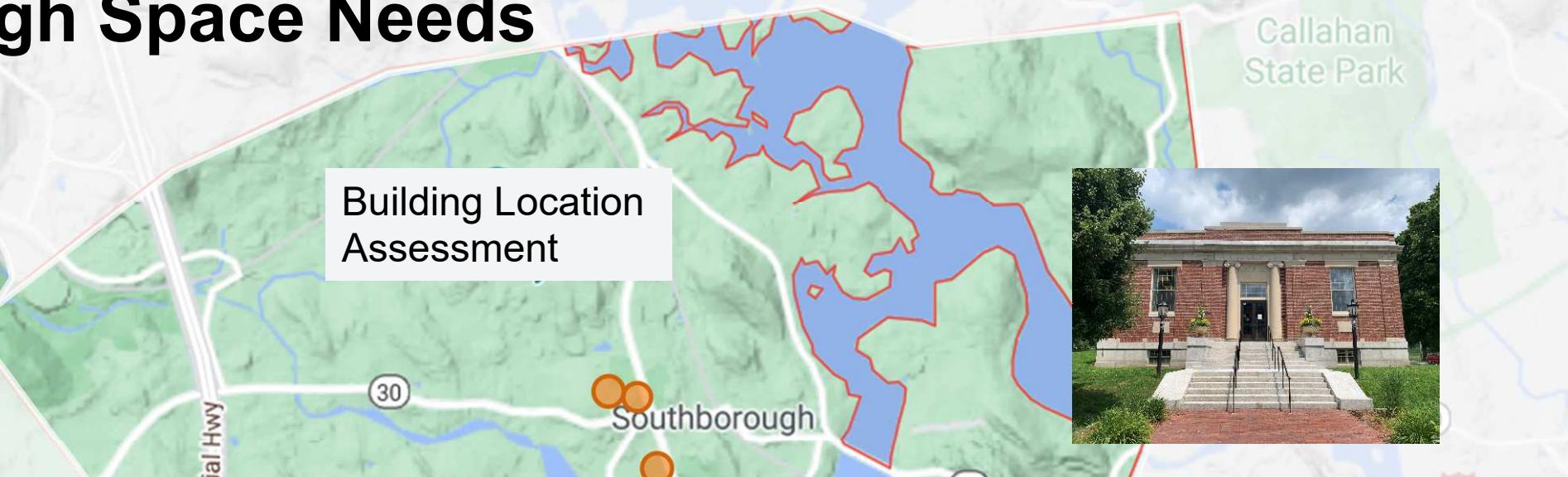
Kenneth C. Best, AIA, MCPPO Principal-in-Charge

Courtney Southwick LEED AP BD+C MCPPO Project Manager



DRA

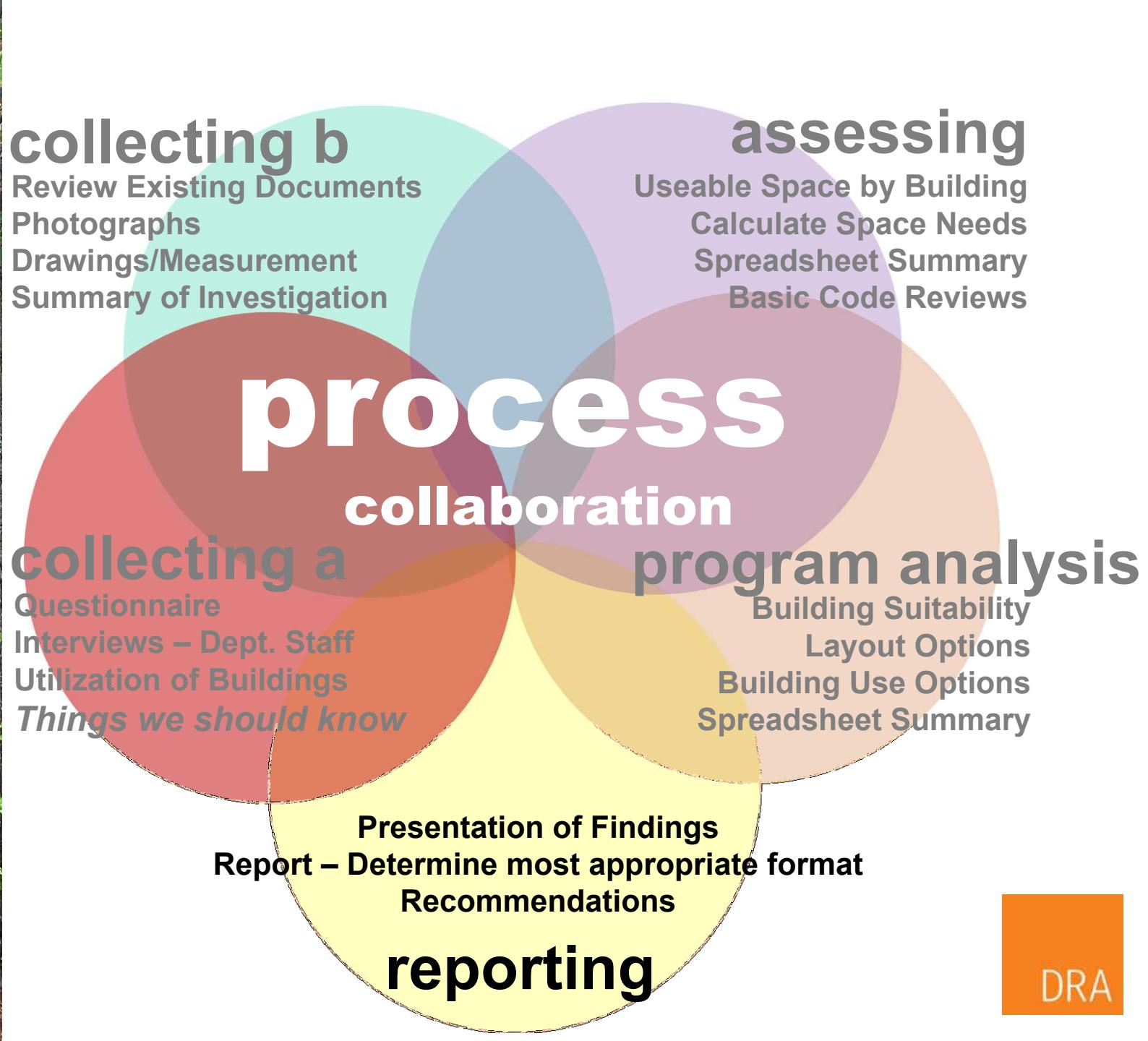
Southborough Space Needs



DRA



Where we are



collecting b

Review Existing Documents
Photographs
Drawings/Measurement
Summary of Investigation

assessing

Useable Space by Building
Calculate Space Needs
Spreadsheet Summary
Basic Code Reviews

process

collaboration

collecting a

Questionnaire
Interviews – Dept. Staff
Utilization of Buildings
Things we should know

program analysis

Building Suitability
Layout Options
Building Use Options
Spreadsheet Summary

Presentation of Findings

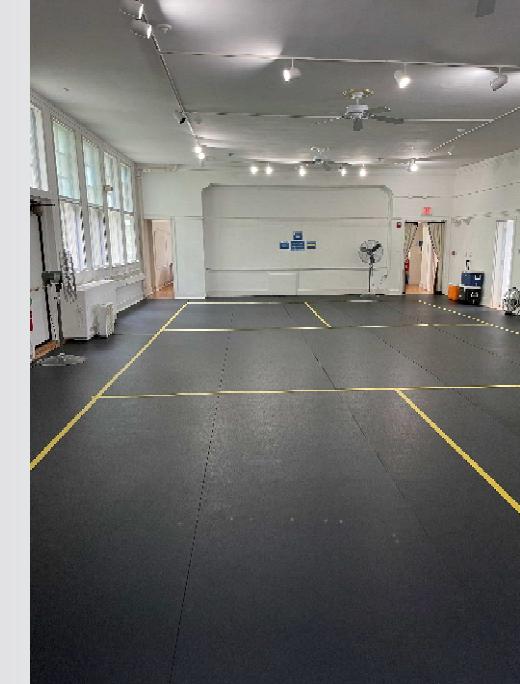
Report – Determine most appropriate format
Recommendations

reporting

Key Points

current findings

- Town needs have been reviewed and assessed by our team
- Overall space needs for Town Buildings are not met with current town-owned buildings
(without renovation/addition/new construction)
- Some programs are in spaces that are not suited for the program type
- Options have been developed for assessment by the committee
- Report is near completion



Southborough – South Union Building



Review Existing Documents
Photographs
Drawings/Measurement
Summary of Investigation
Questionnaire
Interviews – Dept. Staff
Utilization of Buildings

space needs study

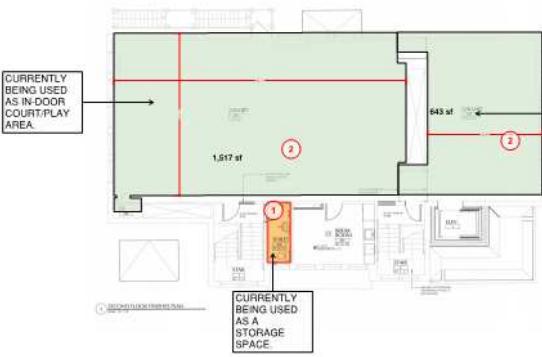


SOUTH UNION BUILDING	Current Space (S.F.)	Floor	SF. by FLOOR
Pottery Studio	687		
Storage	161	Basement.	
Storage	106	Basement.	
Storage	102	Basement.	
Storage	34	Basement.	
Storage	117	Basement.	
Storage	375	Basement.	
			1582
General Office	603	1st Floor	
Darkroom	75	1st Floor	
Office	82	1st Floor	
Youth And Family Reception	278	1st Floor	
Storage	228	1st Floor	
Youth & Family Offices	448	1st Floor	
			1714
Gymnasium	1517	2nd Floor	
Breakroom	148		
Activity Area	643	2nd Floor	
			2308
TOTAL Net Sq.Ft.			5604

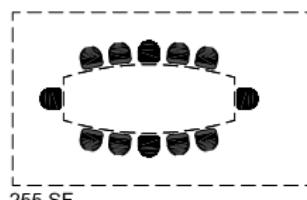
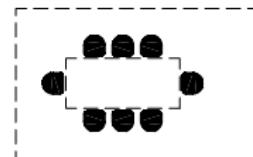
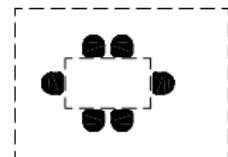
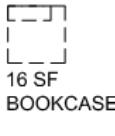
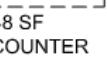
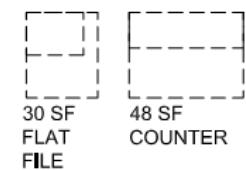
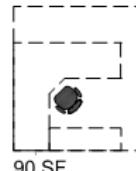
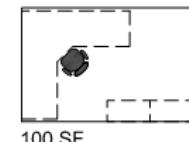
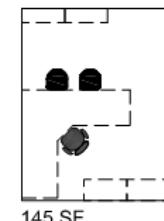
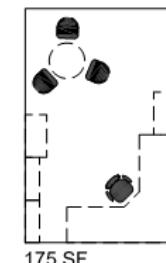
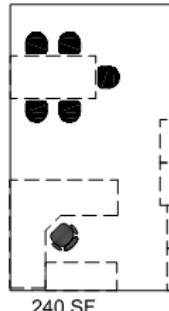
Southborough – South Union Building

assessing

Useable Space by Building
 Calculate Space Needs
 Spreadsheet Summary
 Basic Code Reviews



Reservation	Quantity	CURRENT Space Allocation (sf)	PROPOSED Space Allocation (sf)	Total	Total	Comments
Waiting Area	1	0	200	200	200	Currently occupies lobby space
Offices (Currently Open Office Areas)	3	413	143	455	455	2 Full Time, 1 part time that could move to full time
Faculty Studio	1	656	750	750	750	Currently in basement, not accessible
Storage & Storage	1	320	320	320	320	Currently in basement, not accessible
Storage - Office	1	59	130	130	130	Not much additional filing in excess of current use
Indoor Play - Gym	1	1507	2000	2000	2000	Currently occupies upper floor, not accessible
Studio - Activity Area	1	643	909	909	909	Approximately a dozen room size
Storage - Equipment	1	825	900	900	900	Some of multiple storage areas in existing; proposed may be multiple areas as well
Boat Area	1	300	100	100	100	
GYMnasium	1	223	223	223	223	Current area acceptable size
CURRENT TOTAL		5074	5450	5450	5450	



Southborough

assessing

CURRENT UTILIZATION

TOWN OF SOUTHBOROUGH, MA

fall 2021

BUILDINGS	Quality Factor** for Building (1 Lowest to 5 Highest)	DEPARTMENTS																	
		ASSESSORS	CONSERVATION COMMISSION	ECONOMIC DEVELOPMENT COMMITTEE	PLANNING	PUBLIC RECORDS - TOWN	TECHNOLOGY	TOWN ACCOUNTANT	TOWN ADMINISTRATOR	TOWN CLERK	TREASURER / COLLECTOR	SENIOR CENTER	BOARD OF HEALTH	BUILDING ZONING	FACILITIES	YOUTH & FAMILY SERVICES	RECREATION	PUBLIC WORKS	NORTH-SOUTHBOROUGH SCHOOL DEPT.
TOWN HOUSE	4																		
SOUTH UNION BUILDING	1																		
DPW OFFICES	3																		
MARGARET NEARY ELEMENTARY SCHOOL	2																		
CORDAVILLE HALL (1st flr & basement)	3																		
SOUTHBOROUGH LIBRARY	4																		

Quality Factor**

The Quality Factor considers the condition of the building and the extent to which repairs and renovations would be necessary to make the building suitable for re-use for at least twenty years

Southborough assessing

Useable Space by Building

Calculate Space Needs

Spreadsheet Summary

Basic Code Reviews

Public records space is accounted for in a separate spreadsheet and is currently stored in Town House Basement, Vault and Cordaville Hall

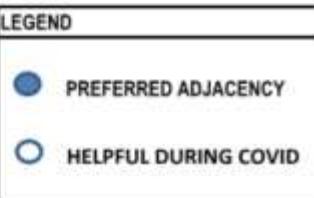
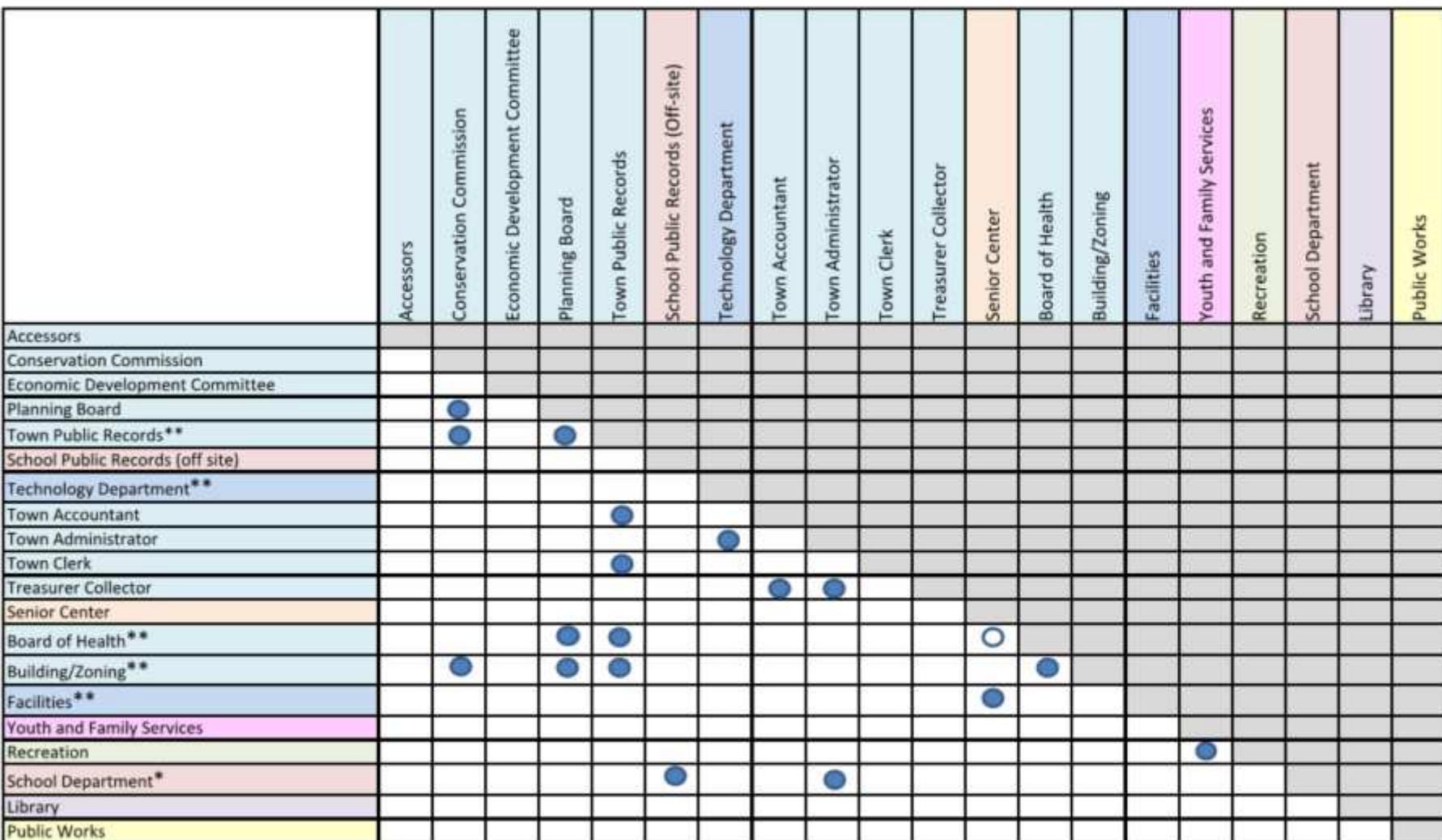
(could be reduced with conversion to electronic files in the future)

Note: Areas include individual space requirements for conference/break areas. Some of these may be shared uses in assessed options.

Town of Southborough, MA Space Needs Study			Progress Update 1/20/2021		
PROPOSED SPACE NEEDS	EXISTING NET SF	PROPOSED NET USEABLE SF	TOTAL PROPOSED NSF	GSF (NSF PLUS 20%)	GSF (NSF PLUS 30%)
TOWN OFFICES:					
Assessor	459	529			
Economic Development	133	145			
Information Technology	152	346			
Town Accountant	264	389			
Town Administrator	695	673			
Town Clerk	539	912			
Treasure/Collector	1,584	634			
Public Records (Basement Space)					
Common Rooms	463	2,981			
Sub-Total	4,289		6,609	7,931	8,592
PERMITTING DEPARTMENTS					
Conservation		186			
Planning		530			
Building & Zoning		1,215			
Board of Health		1,178			
Sub-Total	2,958		3,109	3,731	4,042
SENIOR CENTER					
	4,348		5,295	6,354	6,884
RECREATION					
	4,568		5,540	6,648	7,202
FACILITIES					
	1,398		1,640	1,968	2,132
YOUTH & FAMILY					
	1,036		1,613	1,936	2,097
SUPERINTENDENT					
	5,499		5,995	7,194	7,794
DEPT. PUBLIC WORKS					
	14,594		16,334	19,601	21,234
LIBRARY					
	9,186		15,636	18,763	20,327
TOTALS	47,876		61,771	74,125	80,302
Net Area Difference	13,895				

Southborough assessing

Useable Space by Building
Calculate Space Needs
Adjacencies



* Central location for North/ SouthBorough

** Central location in town.

Southborough program analysis

Building Suitability Layout Options Building Use Options Spreadsheet Summary



CHART OF OPTIONS FOR BUILDING USES		TOWN OF SOUTH BOROUGH, MA		fall 2021	
OPTION 3		DEPARTMENTS			
BUILDINGS	ASSESSORS	CIRCUIT CLERK	EDUCATION	ECONOMIC	COMMISSION
TOWN HOUSE	3	3	3	3	3
LIBRARY					
SOUTH UNION BUILDING					
DFW OFFICES					
MARGARET NEARY ELEMENTARY SCHOOL					
CORDAVILLE HALL					
NEW OR OTHER BUILDING	3	3	3	3	3
DEPARTMENT					
NEW USE					
BENOVATION					
RENOVATION/ADDITION					
CLOSING TO REMAIN					
NEW OR OTHER (ER) BUILDING					
MARKET ANALYSIS					

Southborough program analysis

Option 1

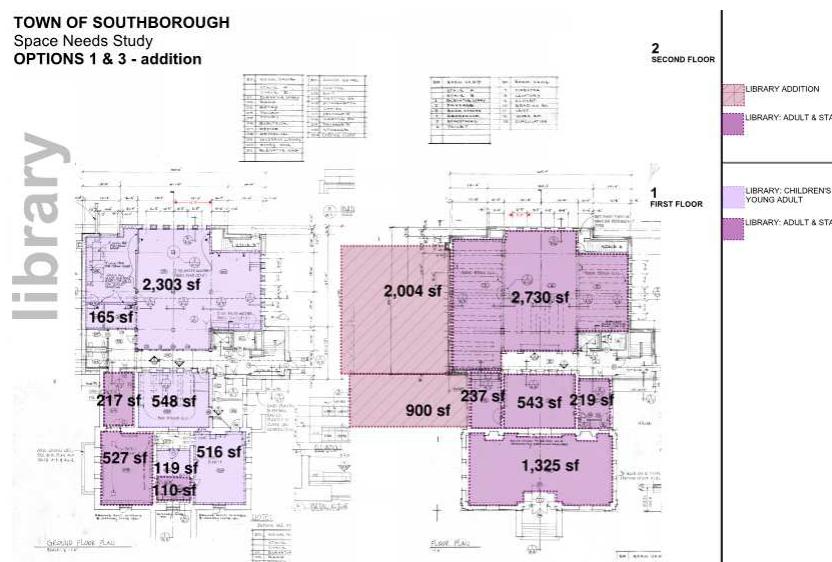


town house

TOWN OF SOUTHBOROUGH
Space Needs Study
OPTIONS 1 & 4 - Relocate NSBoro



TOWN OF SOUTHBOROUGH
Space Needs Study
OPTIONS 1 & 3 - addition



DRA

CHART OF OPTIONS FOR BUILDING USES TOWN OF SOUTHBOROUGH, MA

fall 2021

OPTION 1	DEPARTMENTS												OPTION 2	OPTION 3	OPTION 4	OPTION 5
BUILDINGS	ASSESSORS	CONSERVATION COMMISSION	ECONOMIC DEVELOPMENT COMMITTEE	PLANNING	PUBLIC RECORDS - TOWN	TECHNOLOGY	TOWN ACCOUNTANT	TOWN ADMINISTRATOR	TOWN CLERK	TREASURER / COLLECTOR	SENIOR CENTER	BOARD OF HEALTH	BUILDING ZONING	FACILITIES	YOUTH & FAMILY SERVICES	RECREATION
TOWN HOUSE																
LIBRARY																
SOUTH UNION BUILDING																
DPW OFFICES																
MARGARET NEARY ELEMENTARY SCHOOL																
CORDAVILLE HALL																
NEW OR OTHER BUILDING	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
LEGEND	OPTION 1 NOTES:															
NEW USE	a New Construction would allow Town Offices to be centralized. Board of Health and Building/Zoning no longer satellite offices.															
RENOVATION	b Superintendent's Office - Northborough-Southborough to relocate to Town House in this Option															
RENOVATION/ADDITION	c Recreation - relocates to vacated Superintendent's Offices															
EXISTING TO REMAIN	d Youth & Family Services can be relocated to Cordaville Hall once BOH & Building/Zoning relocate.															
NEW OR OTHER BUILDING	e Senior center small addition for offices. Use front rooms for living room/library space.															
MARKET ANALYSIS	f South Union Building can be sold. DPW has addition for needed bays; can happen independently of other moves.															
Market Analysis will explore the potential uses if the building is sold. For those buildings where the intention is not to sell, market analysis will explore potential functions that the building could best satisfy.																

NORTH-SOUTHBOROUGH SCHOOL DEPT. 1

Southborough program analysis

Option 2

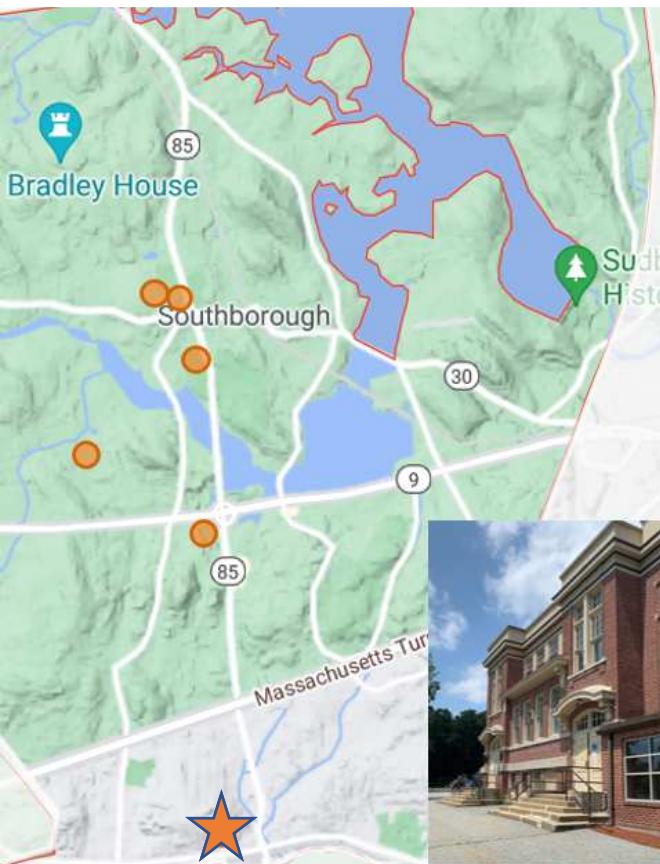


CHART OF OPTIONS FOR BUILDING USES TOWN OF SOUTHBOROUGH, MA fall 2021

OPTION 2	DEPARTMENTS																		
	ASSESSORS	CONSERVATION COMMISSION	ECONOMIC DEVELOPMENT COMMITTEE	PLANNING	PUBLIC RECORDS-TOWN	TECHNOLOGY	TOWN ACCOUNTANT	TOWN ADMINISTRATOR	TOWN CLERK	TREASURER / COLLECTOR	SENIOR CENTER	BOARD OF HEALTH	BUILDING ZONING	FACILITIES	YOUTH & FAMILY SERVICES	RECREATION	LIBRARY	PUBLIC WORKS	NORTH-SOUTHBOROUGH SCHOOL DEPT.
BUILDINGS																			
TOWN HOUSE	2		2		2	2	2	2	2	2									
LIBRARY																	2		
SOUTH UNION BUILDING		2	2												2	2	2		
DPW OFFICES																		2	
MARGARET NEARY ELEMENTARY SCHOOL																	2		
CORDAVILLE HALL															2		2		
NEW OR OTHER BUILDING																			2
LEGEND	OPTION 2 NOTES:																		
NEW USE	a Moving Planning & Conservation out of Town House provides much needed space .																		
RENOVATION	b Superintendent's Office - Northborough-Southborough to relocate to New or Other Building - Eliminates satellite offices-storage																		
RENOVATION/ADDITION	c Recreation - relocates to vacated Superintendent's Offices																		
EXISTING TO REMAIN	d Youth & Family Services to expand in South Union Building sharing the building with the permitting departments																		
NEW OR OTHER BUILDING	e Not a central location for permitting departments																		
MARKET ANALYSIS	Market Analysis will explore the potential uses if the building is sold. For those buildings where the intention is not to sell, market analysis will explore potential functions that the building could best satisfy.																		

- Building Quality – several upgrades needed
- Location is not central



DRA

Southborough program analysis

Option 3

CHART OF OPTIONS FOR BUILDING USES TOWN OF SOUTHBOROUGH, MA

fall 2021

OPTION 3	DEPARTMENTS																				
	BUILDINGS	ASSESSORS	CONSERVATION COMMISSION	ECONOMIC DEVELOPMENT COMMITTEE	PLANNING	PUBLIC RECORDS - TOWN	TECHNOLOGY	TOWN ACCOUNTANT	TOWN ADMINISTRATOR	TOWN CLERK	TREASURER / COLLECTOR	SENIOR CENTER	BOARD OF HEALTH	BUILDING ZONING	FACILITIES	YOUTH & FAMILY SERVICES	RECREATION	LIBRARY	PUBLIC WORKS	NORTH- SOUTHBOROUGH SCHOOL DEPT.	
TOWN HOUSE		3		3		3							3	3		3					
LIBRARY																	3				
SOUTH UNION BUILDING																					
DPW OFFICES																					3
MARGARET NEARY ELEMENTARY SCHOOL																					
CORDAVILLE HALL																					
NEW OR OTHER BUILDING	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3

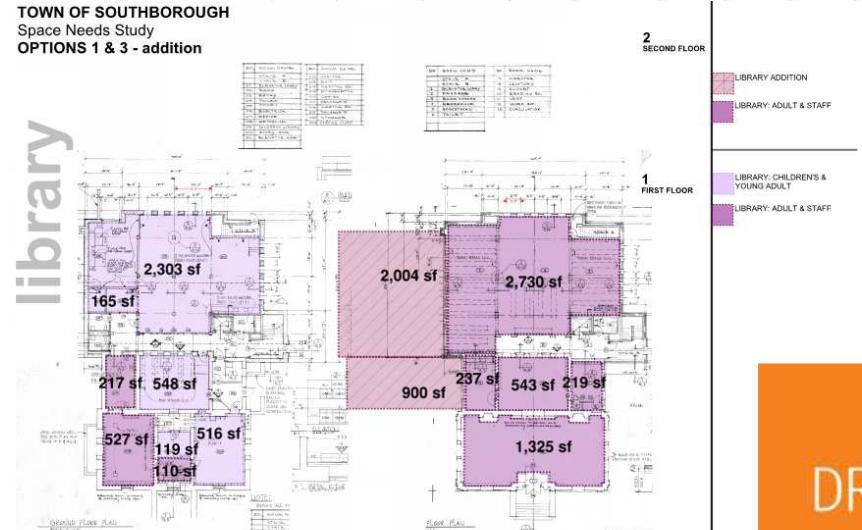
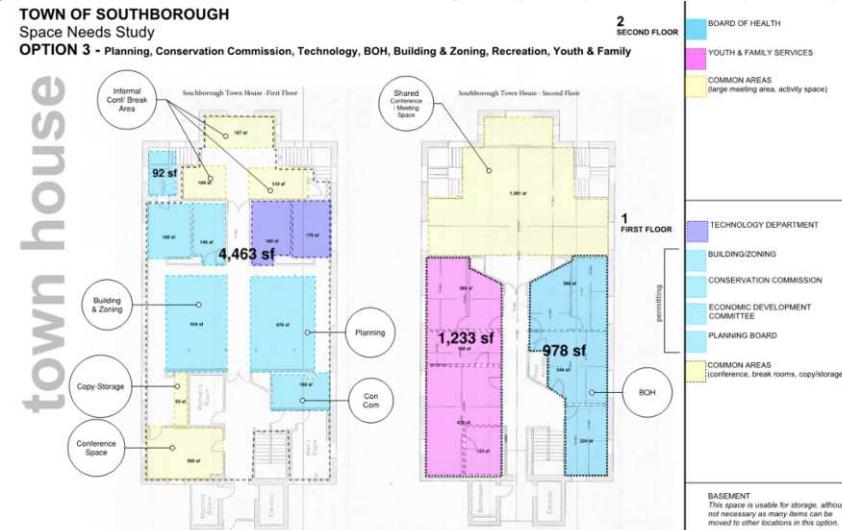
LEGEND

NEW USE
RENOVATION
RENOVATION/ADDITION
EXISTING TO REMAIN
NEW OR OTHER BUILDING
MARKET ANALYSIS

OPTION 3 NOTES:

- a New or Other Building for Town Offices, with exception of permitting offices which stay in Town House
- b Senior Center receives small addition; no change to Facilities and Youth & Family Services move to Cordaville Hall
- c Superintendent's Offices move to a New or Other Building and vacate the space for the Recreation Department.
- d DPW has addition for needed bays.

Market Analysis will explore the potential uses if the building is sold. For those buildings where the intention is not to sell, market analysis will explore potential functions that the building could best satisfy.



Southborough program analysis

Option 4

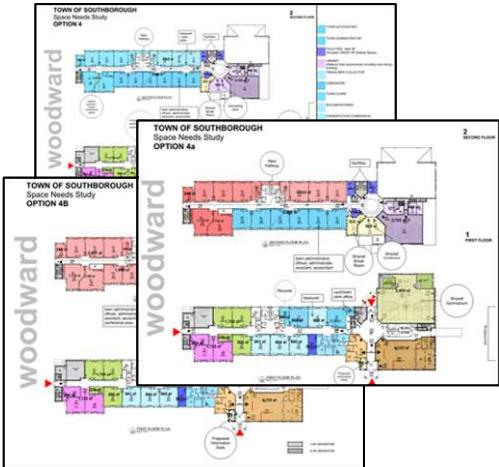


CHART OF OPTIONS FOR BUILDING USES TOWN OF SOUTHBOROUGH, MA													fall 2021							
OPTION 4 -a-b (woodward)		DEPARTMENTS																		
BUILDINGS		ASSESSORS	CONSERVATION COMMISSION	ECONOMIC DEVELOPMENT COMMITTEE	PLANNING	PUBLIC RECORDS - TOWN	TECHNOLOGY	TOWN ACCOUNTANT	TOWN ADMINISTRATOR	TOWN CLERK	TREASURER / COLLECTOR	SENIOR CENTER	BOARD OF HEALTH	BUILDING ZONING	FACILITIES	YOUTH & FAMILY SERVICES	RECREATION	PUBLIC WORKS	NORTH-SOUTHBOROUGH SCHOOL DEPT.	LIBRARY
TOWN HOUSE																				
SOUTH UNION BUILDING																				
DPW OFFICES																				
MARGARET NEARY ELEMENTARY SCHOOL																				
CORDAVILLE HALL (1st flr & basement)																				
NEW OR OTHER BUILDING	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
LIBRARY																				
LEGEND	OPTION 4 NOTES:													<ul style="list-style-type: none"> a Assumes selling South Union & Cordaville Hall b New, or other building, for Town Offices & Senior Center, with Facilities c Expansion of Library and DPW d Superintendent Offices move to Town House e Recreation & Youth & Family move to NEW/OTHER Building; some overlap with needed space is utilized by the existing GYM f OPTION 4A shows the school department moving to NEW/OTHER Building as well to occupy space; no use for Town House. 						
NEW USE																				NET TOTAL
RENOVATION																				
RENOVATION/ADDITION																				
EXISTING TO REMAIN																				
NEW OR OTHER BUILDING																				
MARKET ANALYSIS																				

Market Analysis will explore the potential uses if the building is sold. For those buildings where the intention is not to sell, market analysis will explore potential functions that the building could best satisfy.



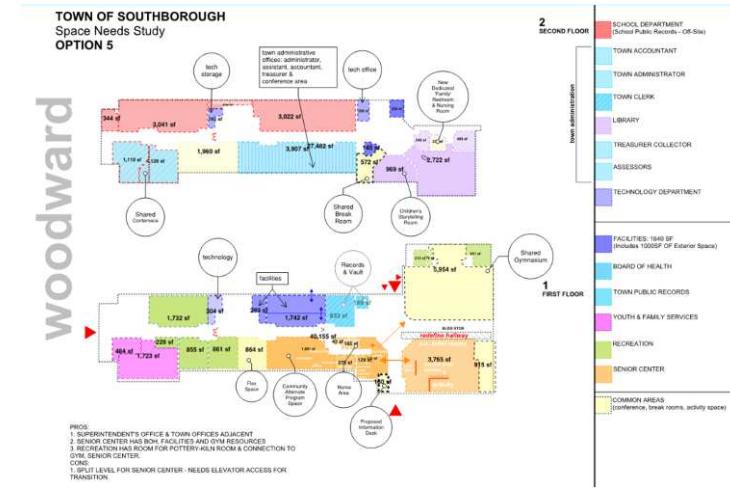
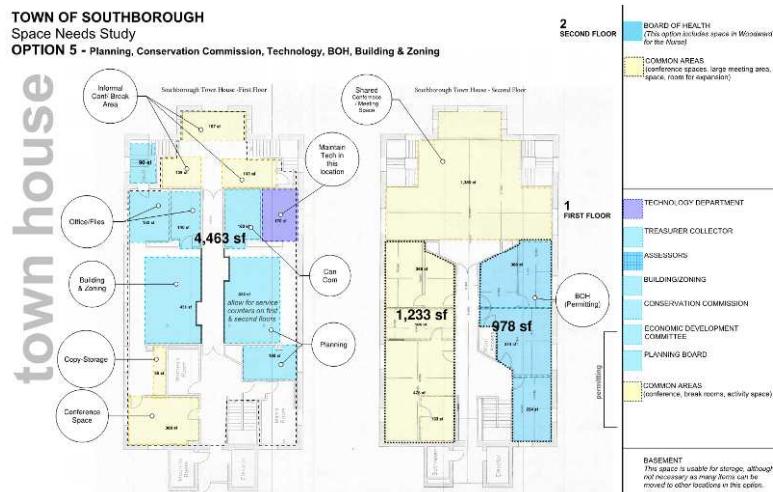
DRA

Southborough program analysis

Option 5



town house



DRA

Southborough program analysis

Option 6



CHART OF OPTIONS FOR BUILDING USES TOWN OF SOUTHBOROUGH, MA **fall 2021**

OPTION 6 (Woodward)		DEPARTMENTS																			
BUILDINGS		ASSESSORS	CONSERVATION COMMISSION	ECONOMIC DEVELOPMENT COMMITTEE	PLANNING	PUBLIC RECORDS - TOWN	TECHNOLOGY	TOWN ACCOUNTANT	TOWN ADMINISTRATOR	TOWN CLERK	TREASURER / COLLECTOR	SENIOR CENTER	BOARD OF HEALTH	BUILDING ZONING	FACILITIES	YOUTH & FAMILY SERVICES	RECREATION	PUBLIC WORKS	NORTH-SOUTHBOROUGH SCHOOL DEPT.	LIBRARY	
TOWN HOUSE																					
SOUTH UNION BUILDING																					
DPW OFFICES																			6		
MARGARET NEARY ELEMENTARY SCHOOL																					
CORDAVILLE HALL (1st flr & basement)																					
NEW OR OTHER BUILDING	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	
LIBRARY																				6	
LEGEND	OPTION 4 NOTES:													<p>a Assumes selling South Union & Cordaville Hall b Superintendent's Office and most Town Offices in Woodward. Permitting departments in Town House. NET TOTAL</p>							
NEW USE																					
RENOVATION																					
RENOVATION/ADDITION																					
EXISTING TO REMAIN																					
NEW OR OTHER BUILDING																					
MARKET ANALYSIS																					
<p>Market Analysis will explore the potential uses to sell the buildings. For those buildings where the intention is not to sell, market analysis will explore potential private functions that the building could best satisfy.</p>																					

DRA

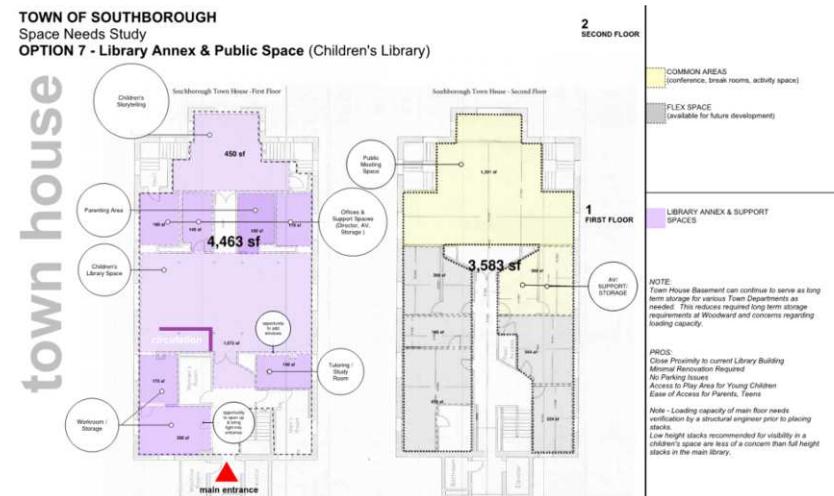
Southborough program analysis

Option 7

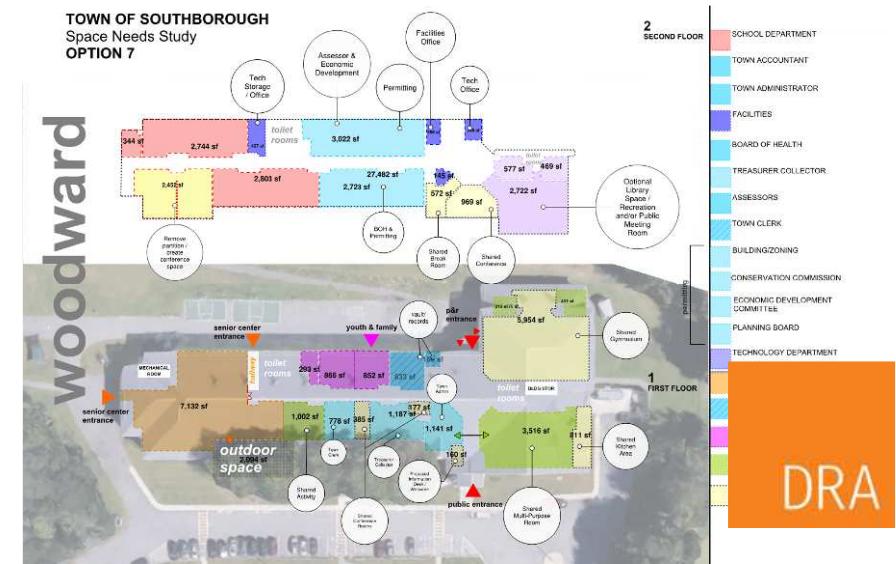
CHART OF OPTIONS FOR BUILDING USES TOWN OF SOUTHBOROUGH, MA

fall 2021

OPTION 7A/B (Woodward)	DEPARTMENTS													RECREATION	PUBLIC WORKS	NORTH-SOUTHBOROUGH SCHOOL DEPT.	LIBRARY																	
	ASSESSORS	CONSERVATION COMMISSION	ECONOMIC DEVELOPMENT COMMITTEE	PLANNING	PUBLIC RECORDS - TOWN	TECHNOLOGY	TOWN ACCOUNTANT	TOWN ADMINISTRATOR	TOWN CLERK	TREASURER / COLLECTOR	SENIOR CENTER	BOARD OF HEALTH	BUILDING ZONING	FACILITIES	YOUTH & FAMILY SERVICES																			
BUILDINGS																																		
TOWN HOUSE																	7																	
SOUTH UNION BUILDING																																		
DPW OFFICES																	7																	
MARGARET NEARY ELEMENTARY SCHOOL																																		
CORDAVILLE HALL (1st flr & basement)																																		
NEW OR OTHER BUILDING	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7																	
LIBRARY																	7																	
LEGEND	OPTION 7 NOTES:																																	
NEW USE	a Assumes selling South Union & Cordaville Hall																																	
RENOVATION	b Facilities, Superintendent's Office, Senior Center, Recreation & ALL Town Offices in Woodward.																																	
RENOVATION/ADDITION	c Expansion of DPW																																	
EXISTING TO REMAIN	d Margaret Neary returns to school district educational or other use																																	
NEW OR OTHER BUILDING	e Children's Library moves to Town House																																	
MARKET ANALYSIS	f Youth and Family in Woodward with easy access to east entrance (first floor).																																	
Market Analysis will explore the potential uses to sell the buildings. For those buildings where the intention is not to sell, market analysis will explore potential private functions that the building could best satisfy.																																		
NET TOTAL																																		



*Multiple options for library use at Town House

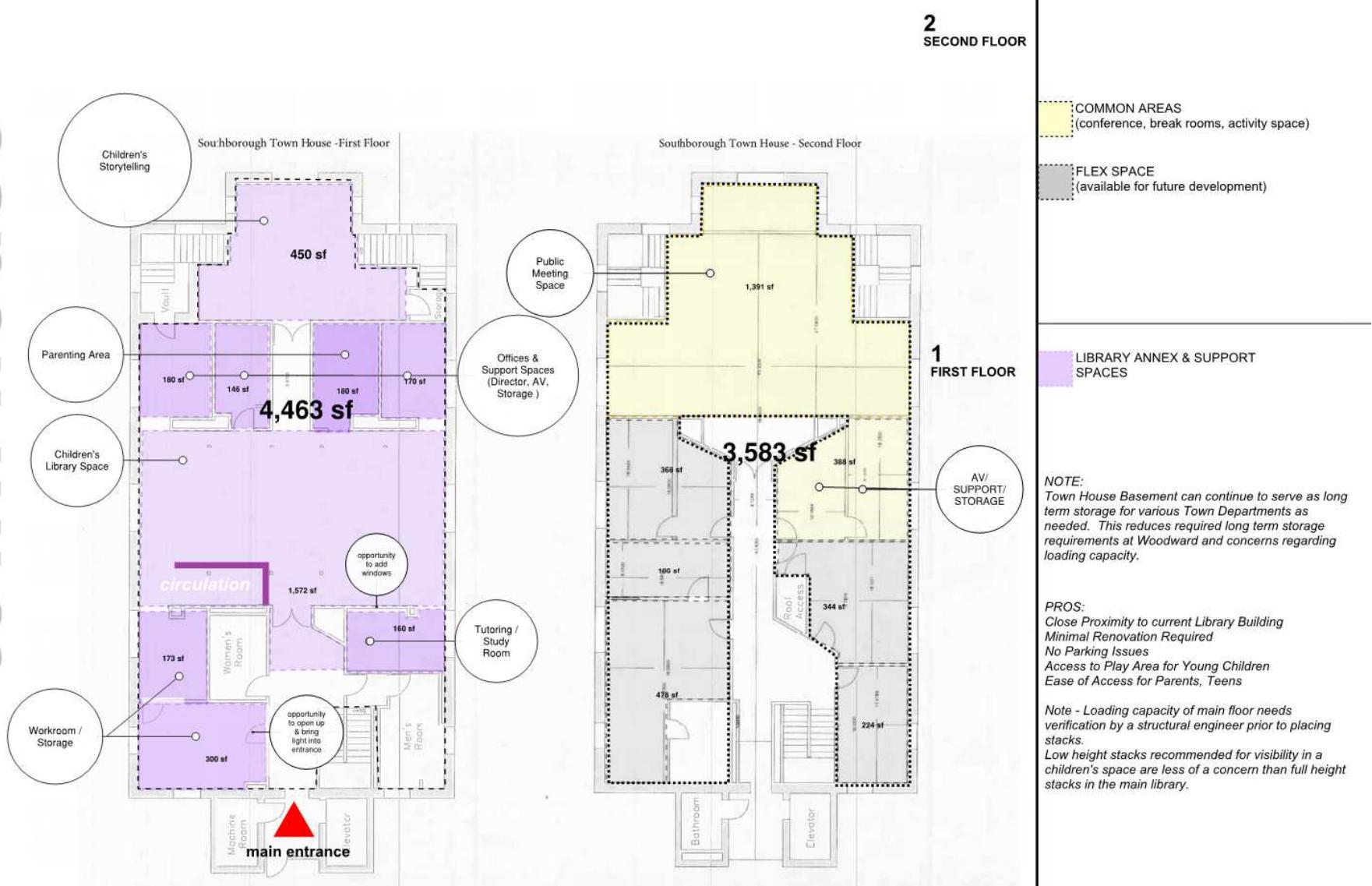


Southborough program analysis

Option 7



town house



*Multiple options for library use at Town House

DRA

Southborough Space Needs recommendations



Southborough program analysis

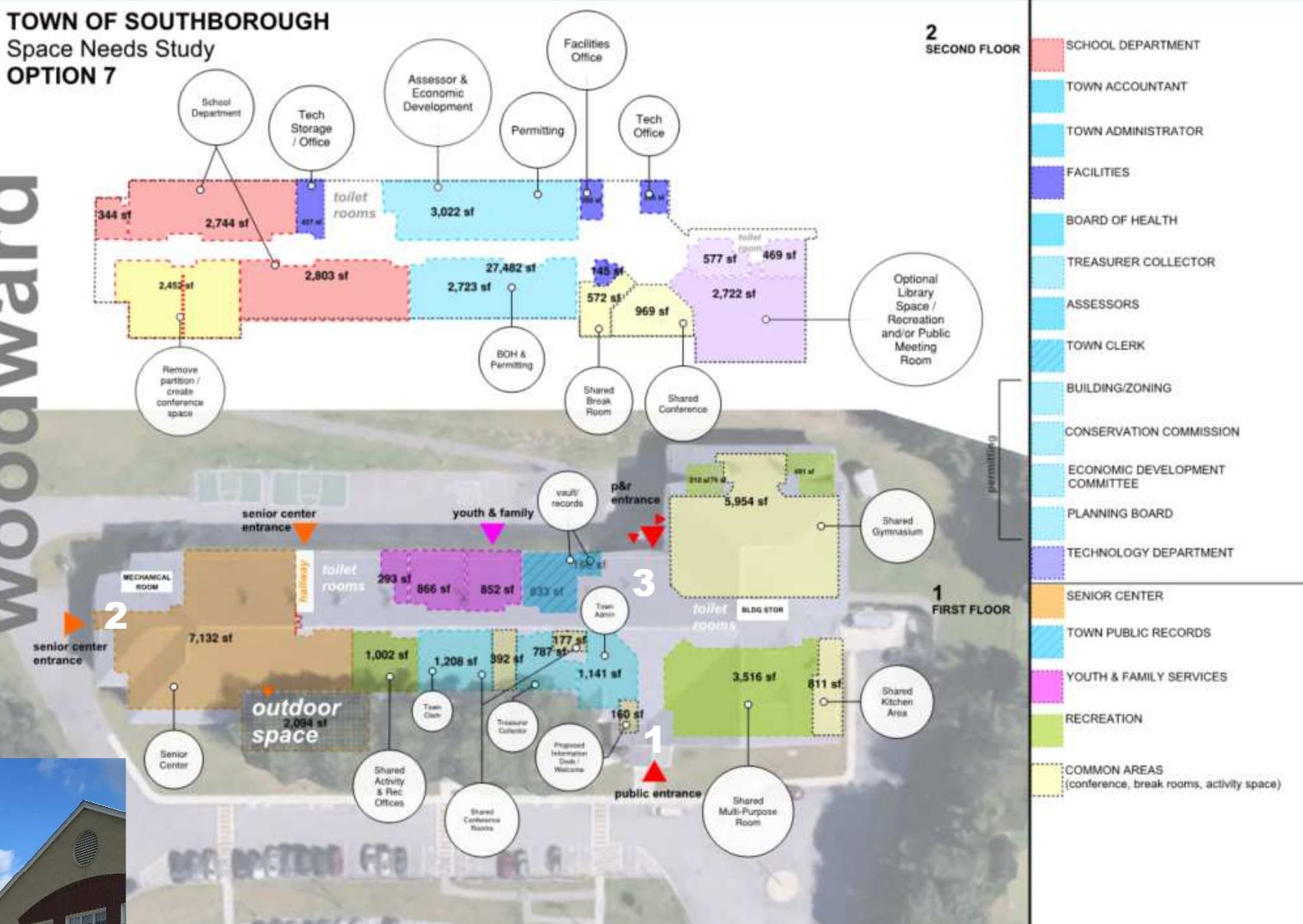
Option 7



2

woodward

TOWN OF SOUTHBOROUGH Space Needs Study OPTION 7



DRA

Southborough program analysis

Option 7

WOODWARD Current parking:
109 spaces
(not including circle)

**Proposed Parking
on East side of building:
34 spaces**
(account for ADA parking & entrances)

Cordaville Hall:
Approx 70+ spaces



1
FIRST FLOOR

SENIOR CENTER
TOWN PUBLIC RECORDS
YOUTH & FAMILY SERVICES:
RECREATION:
COMMON AREAS (conference, break rooms, activity space)



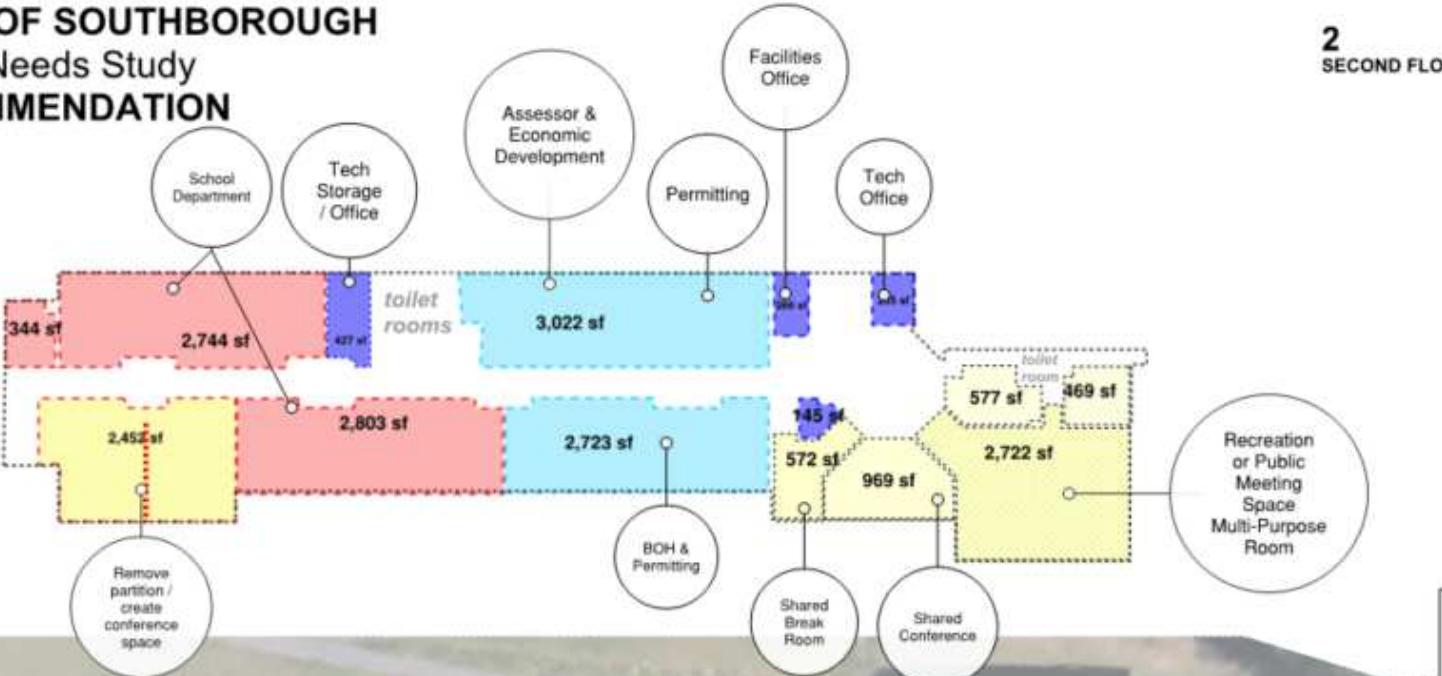
DRA

TOWN OF SOUTHBOROUGH

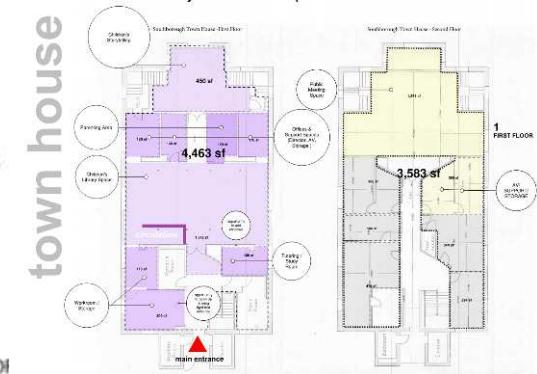
Space Needs Study

RECOMMENDATION

Woodward



2
SECOND FLOOR

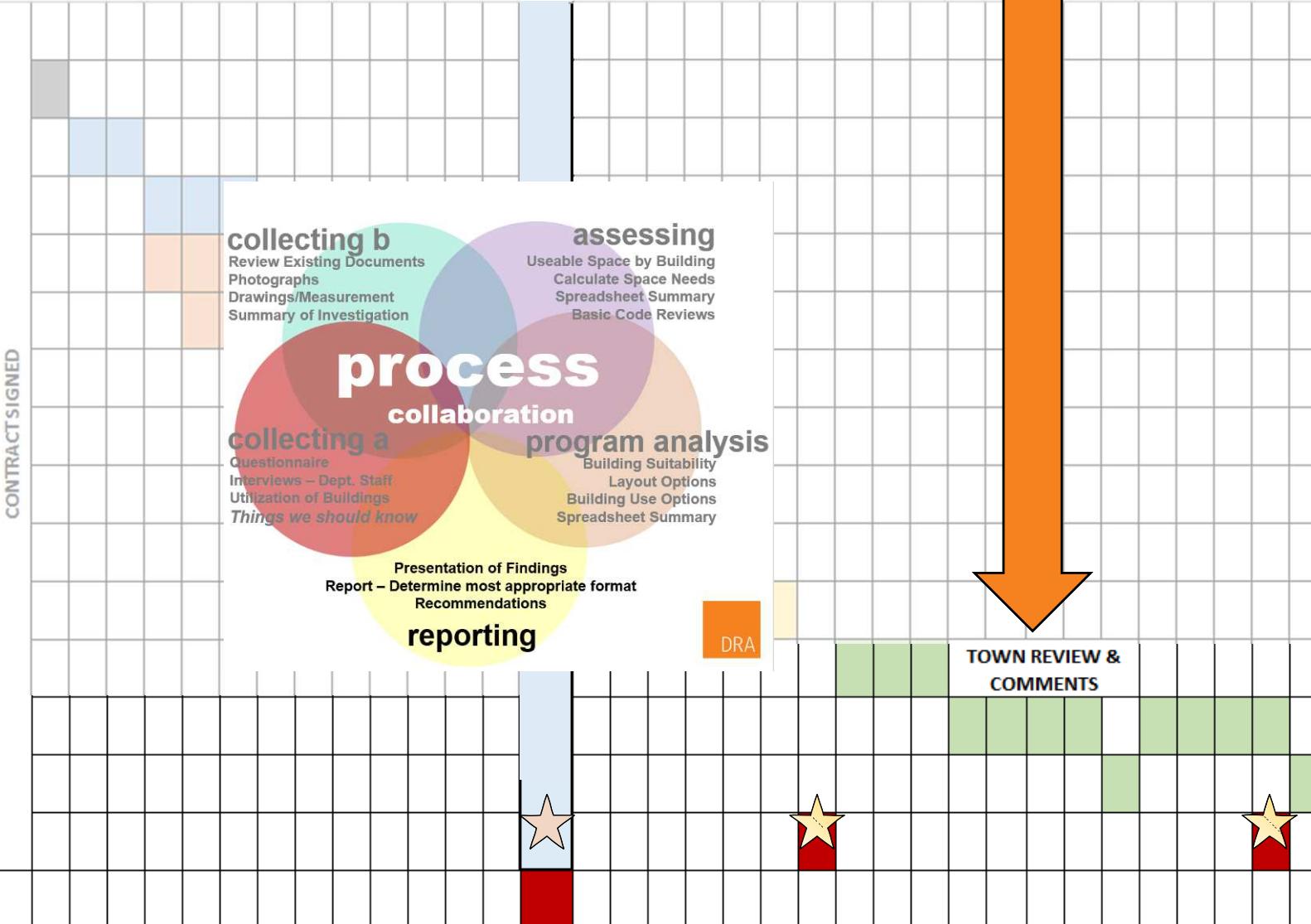


**Multiple options for library programs
available at Town House*

OR	SCHOOL DEPARTMENT
	TOWN ACCOUNTANT
	TOWN ADMINISTRATOR
	FACILITIES
	BOARD OF HEALTH
	TREASURER COLLECTOR
	ASSESSORS
	TOWN CLERK
	BUILDING/ZONING
	CONSERVATION COMMITTEE
	ECONOMIC DEVELOPMENT COMMITTEE
	PLANNING BOARD
	TECHNOLOGY DEPARTMENT
	SENIOR CENTER
	TOWN PUBLIC RECORDS
	YOUTH & FAMILY SERVICES
	RECREATION
	COMMON AREAS (conference, break rooms, etc.)

Southborough look ahead

COLLECT	1 Kick-Off Meeting												
ASSESS	2 Distribute DRA's Survey Form												
PROJECT	3 Develop Schedule for Dept. Head/Staff Meetings												
REPORT	4 Dept. Head/Staff Interviews (3-4 weeks)												
	5 Assess existing Space Use												
	6 Develop Dept Proximity Chart												
	7 Develop Space Needs Report for each Dept.												
	8 Develop Floor Area Chart with Existing Areas and Current & Future Space Needs												
	9 Review Useable Floor Areas for Existing Buildings												
	10 Develop Chart Showing Different Scenarios for Meeting the Town's Space Needs												
	11 Recommend Building Use and Disposition												
	12 First Draft Submission												
	12a Receive Comments and Adjust Report												
	13 Final Study Assessment Delivered												
	14 Three Meetings with Capital Planning Committee. Actual dates TBD.												
	Capital Planning Committee Meeting												





thank
you!

- the DRA team



DRA

Town of Southborough, Massachusetts**Capital Planning Committee****Monday February 7th, 2022 8:00 PM****Virtual Zoom Meeting****REVISED AGENDA**

May be watched or may participate in the meeting remotely with the meeting link at: <https://www.southboroughtown.com/remotemeetings>.

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

Revised Agenda (all items may have one or more votes taken to the extent action is required):

- I. Call Meeting to Order
- II. Approval of Meeting Minutes from January 20, 2022 and January 24, 2022
- III. Chair/Member's Updates
 - a. School Research Subcommittee Update
 - b. SHOPC – South Union Subcommittee Update
- IV. Debrief on discussion with ARPA Committee Update and next steps
 - a. Discussion may involve prioritization of requests and specific discussion around Cordaville Hall Sr. Center renovation currently on Capital Plan
- V. 2022 Town Meeting Warrant Article – Vote Breakneck Hill remediation
- VI. MTC Town Wide Survey – Committee collaboration and member assignment
- VII. EDC Requests – One Stop Grant
- VIII. Discussion of Space Needs Presentation from January 20, 2022 and any required next steps
- IX. Ongoing Capital Project Updates
 - a. Town House
 - b. Fire Department Tender
 - c. Library Interior Renovations
- X. Capital Planning standing committee bylaw –update on status and whether further edits are necessary
- XI. Public Comment
- XII. Meeting Schedule
- XIII. Other business that may properly come before the Committee
- XIV. Adjournment

Jason W. Malinowski, Chair