

1. Meeting Materials

Documents:

[CAPITAL_PLANNING_COMMITTEE_MEETING_MINUTES_2722_DRAFT.PDF](#)
[RECREATION_-_PICKLEBALL_REQUEST_1.PDF](#)
[2022.04.04_CAPITAL_PLANNING_AGENDA.PDF](#)

<p style="text-align: center;">Capital Planning Committee February 28, 2022 Virtual Meeting held via Zoom</p>
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Voting Members Present: Jason Malinowski (Chair), Lisa Braccio (joined at 8:05 PM), Jeffrey Hark, Joseph Palmer, Karen Wheeler, Tony Schoener (taking minutes)

I. Call Meeting to Order

At 7:35 p.m. Mr. Malinowski called the Capital Planning Committee (CPC) meeting to order.

II. Approval of Meeting Minutes from Feb 7, 2022

Edit proposed to note that Karen Wheeler was not in attendance.

The Committee voted 4-0-1 by roll call vote to approve minutes, with Karen Wheeler abstaining. (Hark - aye, Palmer - aye, Schoener - aye, Malinowski - aye).

III. Chair/Member's Updates

a. School Research Subcommittee Update

Final Subcommittee recommendation is to form a Neary School Building Committee, to be appointed by Select Board. Subcommittee will be disbanded.

b. SHOPC – South Union Subcommittee Update

There is no update as the committee has not met since the last update.

c. ARPA Committee Update

Joseph Palmer and Tony Schoener provided an update. ARPA committee focused on gathering input from various Town organizations and community at large to create a list of potential projects to be funded. Committee goal is to have a recommendation for the Select Board in May. Jason Malinowski offered CPC assistance as ARPA assesses proposed projects.

IV. Town Clerk - Electronic Tabulation at Town Meeting discussion

Jim Hegarty provided an overview of a proposed technology - electronic clickers - that could be used during town meetings to potentially streamline voting, and potentially make votes quicker and more accurate. Decision of whether or not to adopt this technology is the responsibility of the Town Moderator. Discussion of renting vs buying this technology. Discussion of various issues associated with using such a solution to tabulate

votes. Town Moderator preference is to have a Warrant Article be included at the next Town Meeting to consider adopting this type of solution.

The Committee voted 6-0 by roll call vote to approve \$18k (FY22 Capital) to cover the cost of this technology (Hark - Aye, Palmer - Aye, Wheeler - Aye, Braccio - Aye, Malinowski - Aye, Schoener - Aye)

V. Neary School Building Committee - member recommendation

Discussion about who from CPC should be a recommended member of the newly forming Neary School Building Committee. Lisa Braccio recommended that Jason Malinowski take this role.

Approved (5-0-1) by roll call vote, with Malinowski abstaining (Hark - Aye, Palmer - Aye, Wheeler - Aye, Braccio - Aye, Schoener - Aye)

VI. Discussion of Neary School Feasibility Study Town Meeting article

A \$950k feasibility study has been proposed, with financial impact being seen in FY 2024. CPC may need to vote on this at next CPC meeting.

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

MTC is looking for a member of The Capital Committee to participate in the development of a new survey to the citizenry and stakeholders. Karen Wheeler and Jeff Hawk volunteered.

VIII. Accept Final DRA report on Initial Space Needs

Discussion of final report, and need to accept the final report.

The Committee voted 6-0 by roll call vote to accept report (Hark - Aye, Palmer - Aye, Wheeler - Aye, Braccio - Aye, Malinowski - Aye, Schoener - Aye)

IX. Ongoing Capital Project Updates

Town House - no update available.

Jason Malinowski then proposed a mechanism (spreadsheet) to streamline providing future periodic updates.

X. Capital Planning standing committee bylaw – update on status

There have been no further comments from other town boards, so bylaw changes will be adopted (editorial note - it was not clear from the meeting recording what steps, if any, need to be taken to have these bylaw changes become adopted)

XI. Public Comment

There were no public comments.

XII. Meeting Schedule

Discussion of various near term activities (ARPA, Neary feasibility study) that may require CPC to meet and vote.

Next meeting scheduled for April 4 2022.

XIII. Other business that may properly come before the Committee

None

XIV. Adjournments

Meeting adjourned at 8:42 pm, after unanimous vote to adjourn by roll call vote (Braccio - aye, Hark - aye, Palmer - aye, Schoener - aye, Malinowski - aye, Wheeler - aye).

Documents Referenced During Meeting:

- 1) Capital Planning Committee meeting minutes for 2/7/2022



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Submission information

Form: [Capital Request Form - Non-Vehicle Related](#) [1]

Submitted by Anonymous (not verified)

March 4, 2022 - 9:59am

71.184.219.170

Department Name

Southborough Recreation Department

Department Head Name

Tim Davis, CPRP

Department Head Title

Recreation Director

Fiscal Year Requested

FY23

Project Description

The goal of this project will be to repair and resurface the existing tennis courts located at the Finn Field/Mooney Field complex. In addition to repair, the installation of new lines for both tennis and pickleball will be laid. The first court has been in use for tennis for many years now, however the second court was used in the past years for the Southborough skate park. This park was dismantled due to safety concerns in 2020. What was left behind is significant damage to the playing surface, as well as the need for new tennis posts.

In its current state, both courts show significant wear in the form of cracks through the court, as well as rust eruptions on the surface (small round divots). The front court, closest to the school, has a concrete break almost the length of the entire court. Years of weather have only made it worse. On the far court, the old skatepark, in addition to the significant cracks and rust divots, there are miscellaneous spots of cement filler. This was due to the removal of the tennis posts, and the installation of skateboard elements and features that required securing into the ground. Lastly, the areas where ramps and skate park features sat for years have caused discoloration of the court.

Over the years, as the skate park was locked up and eventually removed, the Recreation Department received numerous requests to bring the court back online. While bringing back the court for tennis would be a simple fix, Southborough has seen an explosive demand for pickleball courts. While bringing the second court online, we would also be painting pickleball lines to accommodate Southborough's growing number of players.

Select how your project fits into one or more of the following conditions from the town's Capital Plan

- Preservation of operations
- Improvement to infrastructure
- Improvement in the efficiency and effectiveness of service delivery
- Supports community plan (i.e. Master Plan, Open Space and Recreation Plan)

Why is the project being requested?

Currently, the old skatepark court is unusable and is sitting vacant. This project would bring it back online for the residents of Southborough to be able to request as the area is intended. The completion of the project will benefit not only the general public for their personal recreational needs - but Finn school with use by the PE program and After School Program as well.

Estimated Useful Life (in years)

7

Amount Requested

61,820

Expected Funding Source

Community Preservation Funds (requires separate approval process from CPC)

What alternate funding sources have you pursued to offset any portion of the amount requested?

The Recreation Revolving Account will be used to furnish the equipment needed for the updated courts. This includes posts and netting for both tennis and pickleball

Describe and quantify any revenue that this project may create for the town or alternatively operating costs that may be reduced (if applicable)

N/A - any revenue generated will be held in the Recreation Revolving account and reinvested in programming for the town.

Estimated Annual Maintenance Cost of Project

1,000

Provide details of the expected timeline for implementation of this project, upon funding

With Town Meeting approval, we would expect this work to be completed summer 2022

Please provide any supporting documentation that supports the amount requested including any available vendor quotes.

[cpa_application_finntenniscourts_2022.docx](#) [2]

Please provide any additional files that you believe may be helpful with our review of this request**Date Submitted**

March 4, 2022

Source URL: <https://www.southboroughtown.com/node/123501/submission/9971>

Links

[1] <https://www.southboroughtown.com/capital-planning-committee/webforms/capital-request-form-non-vehicle-related>

[2] https://www.southboroughtown.com/system/files/webform/cpa_application_finntenniscourts_2022.docx

CPA Application – Southborough Recreation, Finn Tennis Courts

Name of Proposal: Resurfacing and Repair of Recreation Tennis Courts at Finn School

Date of Submission: January 2022

Contact Person: Tim Davis, CPRP – Recreation Director

Sponsoring Organization: Southborough Recreation Department & Recreation Commission

Mailing Address: 21 Highland Street, Southborough, MA 01772

Daytime Phone: 508-229-4452

Email: TDavis@southboroughma.com

CPA Funding Requested: \$61,820.00

Total Cost of Project: \$61,820.00

CPA Category: Recreation & Open Space

GOALS: What are the goals of the proposed project? Who will benefit and why? How will success be measured?

The goal of this project will be to repair and resurface the existing tennis courts located at the Finn Field/Mooney Field complex. In addition to repair, the installation of new lines for both tennis and pickleball will be laid. The first court has been in use for tennis for many years now, however the second court was used in the past years for the Southborough skate park. This park was dismantled due to safety concerns in 2020. What was left behind is significant damage to the playing surface, as well as the need for new tennis posts.

In its current state, both courts show significant wear in the form of cracks through the court, as well as rust eruptions on the surface (small round divots). The front court, closest to the school, has a concrete break almost the length of the entire court. Years of weather have only made it worse. On the far court, the old skatepark, in addition to the significant cracks and rust divots, there are miscellaneous spots of cement filler. This was due to the removal of the tennis posts, and the installation of skateboard elements and features that required securing into the ground. Lastly, the areas where ramps and skate park features sat for years have caused discoloration of the court.

Over the years, as the skate park was locked up and eventually removed, the Recreation Department received numerous requests to bring the court back online. While bringing back the court for tennis would be a simple fix, Southborough has seen an explosive demand for pickleball courts. While bringing the second court online, we would also be painting pickleball lines to accommodate Southborough's growing number of players.

ELIGIBILITY: Define how the project meets CPA requirements and fits the criteria as outlined in the Southborough CPA Plan.

This project would be classified as Recreation and Open Space. This project falls under the “rehabilitation or restoration” of “land for recreational use”

COMMUNITY NEED: Why is this project needed? Does it address needs identified in existing Town plans?

Currently on the south end of town, the Finn courts provide only one playable surface. This surface is shared between the school department (physical education classes) and the general public. We have received multiple reports of wait times and confrontations with individuals waiting for a turn at the courts.

North of Route 9 located at Neary School, the facility boasts 3 courts with each lined for pickleball. These courts are used for both sports from the early morning to the evening when the sun sets. Bringing back Finn courts will attempt to equal the balance and spread-out usage across town.

COMMUNITY SUPPORT: What is the nature and level of support and/or opposition for this project?

Beyond the Recreation Commission, the School Department has offered their support as this project will open further school programming opportunity for in school hours and after school program hours. A letter of support is attached. Additionally, the Town’s core pickleball group has been searching for another site for play. When Neary is unavailable, they have been inside the South Union Building on a non-regulation size court staying active. When the weather calls for it, adding an additional set of pickleball courts will meet the growing demand.

BUDGET: What is the total budget for the project and how will CPA funds be spent?

Official Quotes Attached

Item	Cost	Funding Source
Court #1 repair, reseal, and paint	\$25,634.00	CPA Request
Court #2 repair, reseal, paint, and Tennis posts	\$30,566.00	CPA Request
Tennis Net Replacements (2)	\$620.00	Recreation Department
Pickleball Net Sets (2)	\$430.00	Recreation Department
Master Sponge Roller (2)	\$109.98	Recreation Department
Commercial Push Broom (2)	\$153.16	Recreation Department
10% Contingency on Contracted work	\$5,592.40	CPA Request
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Total CPA Request	\$61,820.00	
Total Recreation Department	\$1,313.14	
Project Total	\$63,133.14	

FUNDING: What funding sources are available, committed or under consideration? Include commitment letters, in kind donations and volunteer hours, and describe any other attempts to secure funding for this project.

Outside of CPA support – the recreation department is dedicated to purchasing additional equipment that is needed to bring the courts online in full. This includes pickleball nets, tennis nets, court brooms, and water rollers.

TIMELINE: What is the schedule for project implementation, including a timeline for all critical elements? This should include the timeline for expenditures, receipt of other funds and/or other revenues, if any.

If approved, the project will be included in the timeline for New England Seal Coating to be completed in the Summer of 2022. The products used have a strict window of time for proper curing and sealing making summer the ideal months. If the project's placement in line is pushed due to inclement weather, there is the potential of having to wait another year to ensure it is done properly.

IMPLEMENTATION: Who will be responsible for implementing the project? Who will the project manager be? What relevant experience does the proposed project manager have? Who else will be involved in project implementation and what arrangements have been made with them?

The Recreation Department will act as the project manager to the town headed by Recreation Director Tim Davis. Mr. Davis has 10 years' experience in the Parks and Recreation field and holds a Bachelors and Masters degree in Recreation Management and Leadership in addition to recognitions by the National Recreation and Parks Association. He has worked on similar projects in the past including renovations to a multi field sports complex, playground renovations and redesigns, and is currently responsible for projects in town that include the Trotter School track replacement, Depietri field improvements, Neary tennis court lights, and Mooney Field lights, Kallander field renovation, and Fayville basketball court.

MAINTENANCE: If ongoing maintenance is required, who will be responsible and how will it be funded? Please attach a detailed five-year budget.

Maintenance will be minimal once the courts are up and running. With the exception of trash pick-up through public works, the facility should lend itself to be self-sufficient. The courts will be monitored closely, as all facilities, by the Recreation Department. Any replacement parts for equipment will be handled internally.

SUMMARY: Brief description of the project to be included in the warrant article.

The Recreation Department is requesting CPA funding in the amount of \$61,820.00 to restore the recreational tennis and pickleball courts at the Mooney field complex.

Town of Southborough, Massachusetts

Capital Planning Committee

Monday April 4th, 2022 7:30 PM

Virtual Zoom Meeting

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.

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 February 28th, 2022
- III. Chair/Member's Updates
 - a. Neary Building Committee Update
 - b. SHOPC – South Union Subcommittee Update
 - c. Town Clerk revision to dollar amount of prior request
- IV. Police Department Taser Renewal
- V. Review of Recreation Pickleball request for Finn/Mooney for consideration at 2022 ATM as CPA article
- VI. 2022 ATM Warrant - Update on final warrant language including adjustments/removals related capital items
- VII. Update from Advisory Meeting on March 30, 2022 related to 2022 ATM, future capital plans, and Regional Capital Stabilization article
- VIII. APRA Committee – Member update, discussion on status, and impact to Capital Planning
- IX. Discussion and potential vote re: Neary School – Feasibility Study Town Meeting article
- X. MTC Town Wide and ARPA Survey Update
- XI. Ongoing Capital Project Update Tracker Update
- XII. Public Comment
- XIII. Meeting Schedule
- XIV. Other business that may properly come before the Committee
- XV. Adjournment

Jason W. Malinowski, Chair