

## 1. Meeting Materials

### Documents:

MIETH\_CORRESPONDENCE.PDF  
QUIRK\_CORRESPONDENCE.PDF  
SEIBLER\_2\_CORRESPONDENCE.PDF  
SEIBLER\_CORRESPONDENCE.PDF  
SHIFRIN\_CORRESPONDENCE.PDF  
TRAILS\_-\_ADDITIONAL\_CROSSWALK.PDF  
TRAILS\_-\_ADDITIONAL\_CROSSWALK\_DETAILS.PDF  
TRAILS\_-\_STONYBROOK\_CROSSWALK\_SUBMISSION.PDF  
TRAILS\_STONYBROOK\_CROSSWALK\_VHB\_QUOTES.PDF  
2022.08.10\_CAPITAL\_PLANNING\_AGENDA.PDF  
BUSINESS PERMITTING GUIDE.PDF  
BUTLER\_CORRESPONDENCE.PDF  
DIMICHAELIS\_CORRESPONDENCE.PDF  
DPW\_LIST\_OF\_FY23\_ROADS\_MAINTENANCE.PDF  
DRAFT\_MEETING\_MINUTES\_JULY\_18\_2022.PDF  
DRAFT\_MEETING\_MINUTES\_JUNE\_27\_2022.PDF  
GIANCONTIERI\_CORRESPONDENCE.PDF  
HARRINGTON\_CORRESPONDENCE.PDF  
LESCALLEET\_CORRESPONDENCE.PDF  
LESCALLEET\_PHOTOS.PDF  
LORENSON\_CORRESPONDENCE.PDF  
MACHADO\_CORRESPONDENCE.PDF

## Love Lane Repaving

Jamie Mieth <jamiemiethe@gmail.com>

Sat 7/30/2022 2:41 PM

To: Jason W. Malinowski <jmalinowski@southboroughma.com>

**[EXTERNAL]**

Please read into the record for upcoming meeting:

Capital Planning Committee,

I am a resident who lives at 11 Lovers Lane. We bought our home in 2006 and Lovers Lane has not been repaved in that time. The state of disrepair of the road is continuing and the pot holes this winter were plentiful and large. The town always does a band aid fix to correct them but Lovers Lane really needs to be made a priority to be paved.

Lovers Lane is a cut through between route 30 and Flagg and is not only used by residents of Lovers Lane. In fact, it is used by residents of many surrounding streets, residents dropping/picking up their kids at Trottier and Neary and is included in multiple bus routes.

I urge you to put Lovers Lane at the top of the list for repaving.

Best,

Jamie Mieth  
11 Lovers Lane

## For input to Road & Sidewalk meeting 8/10

Peter Quirk <peter\_quirk@hotmail.com>

Mon 8/8/2022 9:12 PM

To: Jason W. Malinowski <jmalinowski@southboroughma.com>

**[EXTERNAL]**

Dear Mr. Malinowski & committee members,

As a resident of Davis Rd. since 1998 I can attest to the need for improvements to Davis Rd. It has not been repaved in the time I have lived here. Moreover, certain areas of the road continue to be patched almost annually when they fail. It is well past the typical 20-year lifetime for the type of road surface used.

A couple of months ago the homeowners' association polled the residents about support for removal of the median strip. This had long been suggested by the DPW, and due to many of the trees and shrubs in the median showing signs of disease or salt damage, it seemed an appropriate time to determine whether we should invest in new plantings and a watering system, or ask the DPW to remove the median and realign the road. There was overwhelming support for the removal of the median.

Karen Galligan visited the site with John Butler and me to discuss options. She said that it would make sense to widen the sidewalk to the ADA regulation size, and reduce the overall road width to the standard size once the median was removed. Fire hydrants in the median would have to be relocated, and all mailboxes would have to be relocated when the curb was moved towards the new center of the road.

I would like to call particular attention to the drainage problems at the intersection of Davis Rd. and Breakneck Hill Rd. In the winter, water accumulates near the drainage grate, and over time the freezing and thawing damages the road surface. It behooves the town to get the grading right to minimize damage in the future.

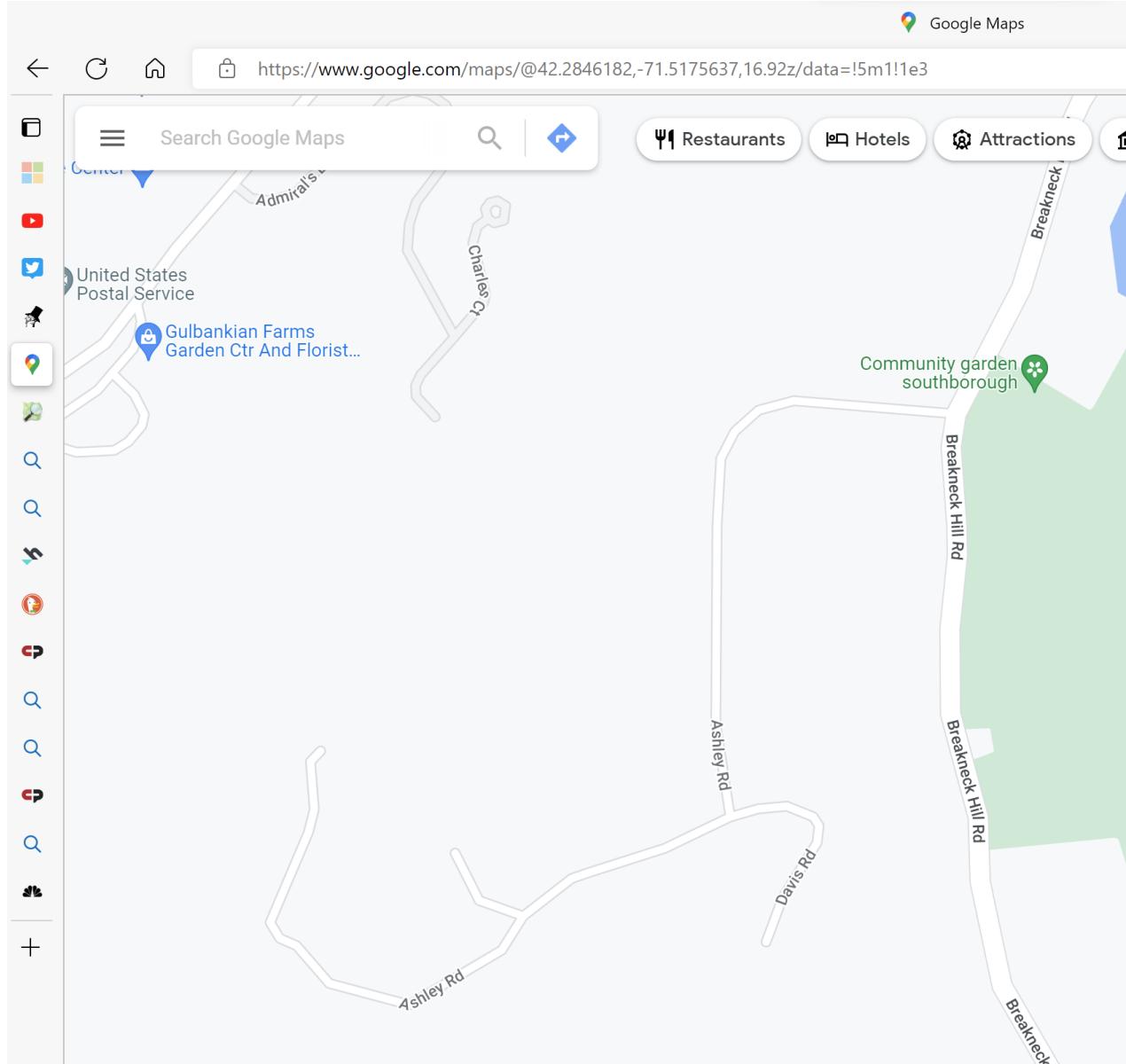
I would also like to call out a couple of problems on Breakneck Hill Rd. at the crest of the road opposite Harding Botanicals.

- There is a slight bend in the road at this point, and drivers approaching from either side who are unfamiliar with the bend often cross the unmarked center line. It is highly desirable that a center line be painted on the road and that some advisory sign be posted on either side of the crest to warn of the road deviation.
- Traffic generally travels over the crest well in excess of the 20mph speed posted on the road. Roadside radar signs showing "Your speed" could help to reduce the potential for a serious accident.

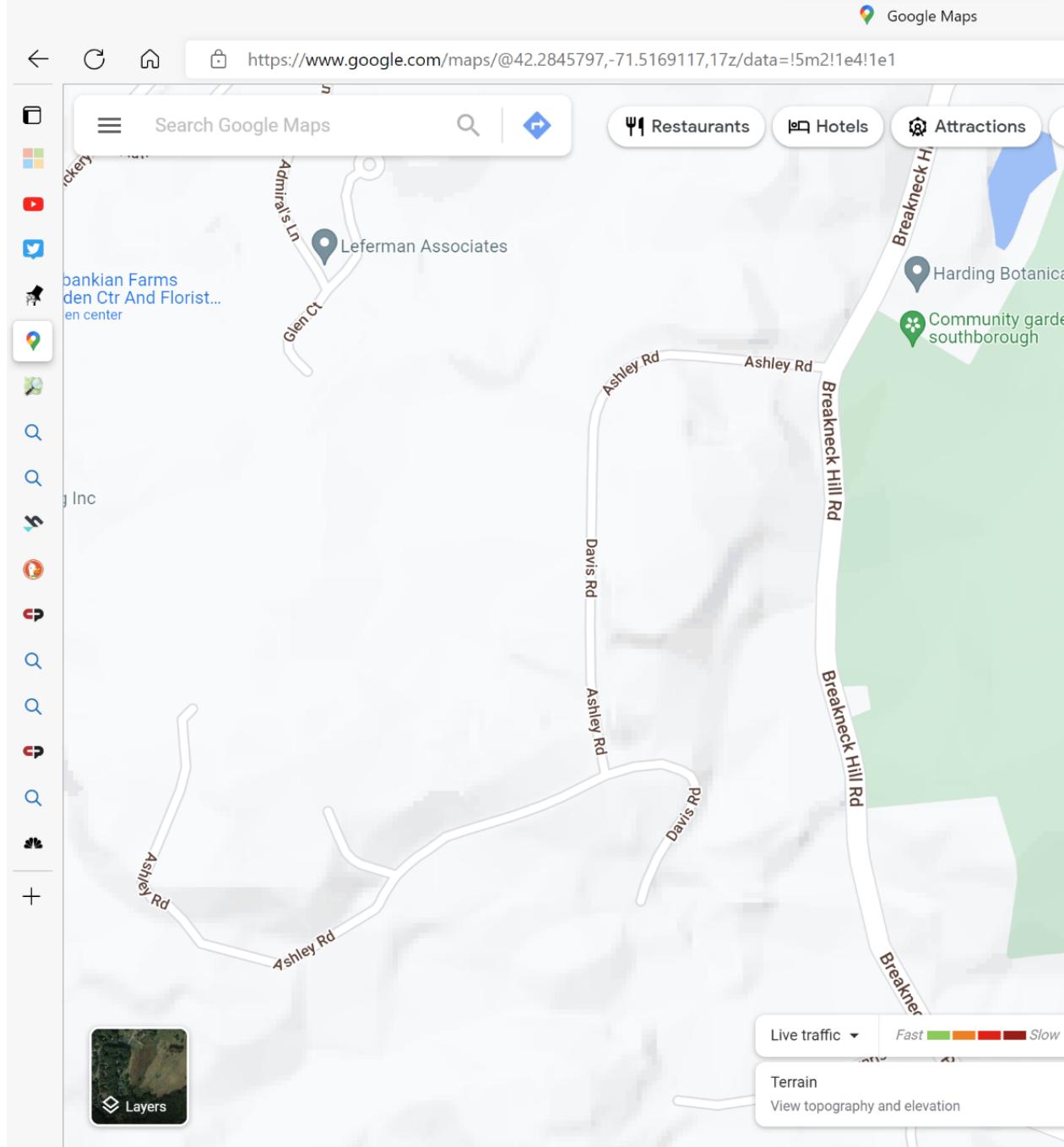
Breakneck Hill Rd desperately needs a sidewalk solution and signage warning of pedestrians and cyclists. There is no safe way to walk from Davis Rd. towards the Town Plaza without crossing Breakneck Hill Rd. multiple times to improve your own visibility to oncoming traffic. A convex mirror on the dangerous right angle bend could also help all parties negotiate the turn more safely.

Lastly, someone in town must take ownership for getting Google Maps corrected. Google maps shows Davis Rd. as Ashley Rd. at certain scales, and this error feeds into navigation systems used by many services. The map is laughably wrong, showing roads going down driveways. I have worked with Mass DOT and OpenStreetMap to get Davis and Ashley roads marked correctly on their base maps. Bing Maps, Apple Maps and Here Maps are all correct, but Google remains a problem, causing confusion for taxis, Uber & Lyft, and parcel delivery services. Incorrect maps could cause a critical delay in an emergency or result in mail-order prescriptions being delivered to the wrong address.

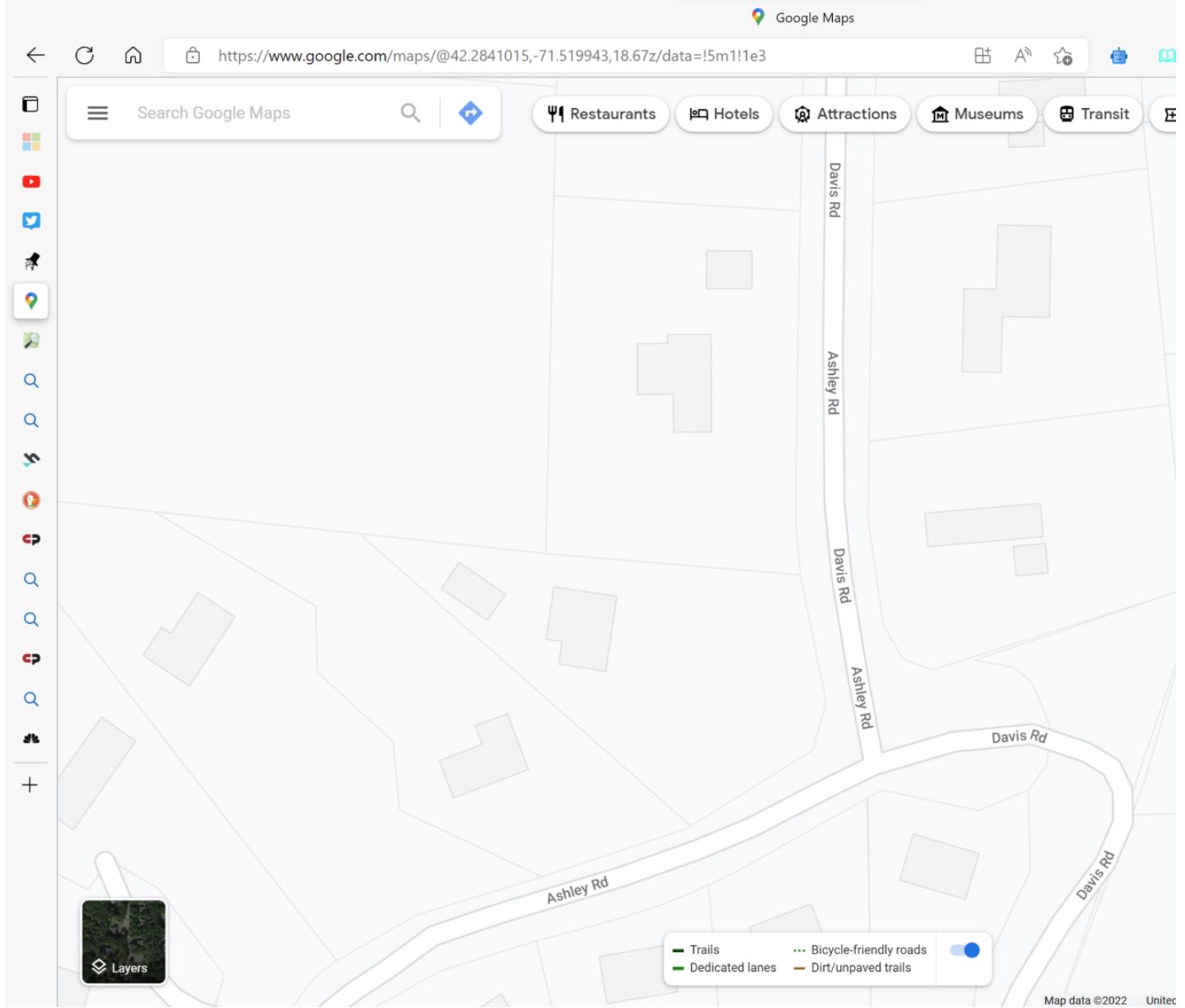
Zoomed out: Davis Rd. is shown as down the driveway of 2 Ashley Rd.



Zoomed in a little closer, Ashley and Davis alternate.



Zoomed in further: The concept of the turning circle at the end of Davis Rd. median is completely lost.



Sincerely,

Peter Quirk  
8 Davis Rd, Southborough

**Re: Road and sidewalk work**

rmsdws@gmail.com <rmsdws@gmail.com>

Tue 8/2/2022 11:01 AM

To: Jason W. Malinowski <jmalinowski@southboroughma.com>

**[EXTERNAL]**

Not a problem,

Mac Seibler  
15 Lyman Street southborough ma 01772

Sent from my iPhone

On Aug 1, 2022, at 8:09 PM, Jason W. Malinowski <jmalinowski@southboroughma.com> wrote:

Thanks for your note. Do you mind sending me your name and address so I can read this into the record.

Thanks,

Jason

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**From:** rmsdws@gmail.com <rmsdws@gmail.com>  
**Sent:** Friday, July 29, 2022 7:02 PM  
**To:** Jason W. Malinowski <jmalinowski@southboroughma.com>  
**Subject:** Road and sidewalk work

**[EXTERNAL]**

Hi,

I'd like to submit comments regarding this article:

<https://www.southboroughtown.com/home/news/capital-planning-committee-meeting-wednesday-august-10th>

For the sidewalk areas, I think the East Main Street sidewalk should be prioritized because of its proximity to the village zoning. Prioritizing walkability and bikeability in this area when looking at road construction is paramount in keeping the village feel. It allows more casual travel and keeps the people in the village feeling safe.

I'd also like to note that access to the reservoir trail is currently difficult at the Framingham road/east main street intersection because of the traffic. Adding a crosswalk or light at the Framingham road/east main street intersection makes the reservoir more accessible and adds to the walkability of the village.

I would also like to see the rest of East Main St worked on, it has a ton of potholes.

During these updates, I'd like to emphasize that I would like to see effort made to accommodate cyclists and access to nature paths.

Thank you!

## Capital Planning Committee Meeting 8/10

Kelly Seibler <kellyseibler@gmail.com>

Fri 7/29/2022 6:49 PM

To: Jason W. Malinowski <jmalinowski@southboroughma.com>

**[EXTERNAL]**

I saw this article and wanted to submit my comments:

<https://www.southboroughtown.com/home/news/capital-planning-committee-meeting-wednesday-august-10th>

For the sidewalk areas, I recommend East Main Street sidewalk since it is so close to the town village. Also voting to add a pedestrian crosswalk/light to cross Framingham Rd from East Main Street, because people drive very fast down Framingham Rd and it makes it nearly impossible to continue a walk from East Main Street and down the Sudbury reservoir trail, even though there is an access point right there across from East Main.

For the roads, I would also recommend East Main St, especially where it intersects with Boston St, the road has a ton of pot holes.

Thank you!

## Lovers Lane

Kristine Shifrin <kristineshifrin@gmail.com>

Sat 7/30/2022 3:10 PM

To: Jason W. Malinowski <jmalinowski@southboroughma.com>

**[EXTERNAL]**

Hi,

I moved with my kids to two Lovers Lane in September 2019 following my husband death for a fresh start. I love our house and the proximity that allows my children to walk to Trottier and St Mark's, however the road is a disaster of potholes and is badly in need of repaving! It is a well traveled extremely narrow road. It is nearly impossible to drive on when car are coming in the other direction or almost daily landscaping trucks are parks across it. The road so badly needs to be replaced and widened. Please consider this as I believe it is truly a safety hazard.

Fondly,  
Kristine Shifrin

Kristine Shifrin  
Andrew Abu Inc. REALTORS  
Realtor  
**6 Church St, Northboro and  
878 Main St, Chatham, MA 02633**

[508-836-3333](tel:508-836-3333) / [888-RING-ABU](tel:888-RING-ABU)

Mobile 508-328-5561

Kristine@andrewabu.com

[www.AndrewAbu.com](http://www.AndrewAbu.com)

[www.LuxuryPortfolio.com](http://www.LuxuryPortfolio.com)

<http://www.leadingre.com/ourcompanies/andrew-abu-inc-realtors/116058/>

LeadingRE\_BrownCMYK (002)

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[Home](#) > [Boards & Committees](#) > [Capital Planning Committee](#) > [Capital Request Form - Non-Vehicle Related](#) > [Webform results](#) > Capital Request Form - Non-Vehicle Related

#### Submission information

Form: [Capital Request Form - Non-Vehicle Related](#) [1]  
Submitted by Anonymous (not verified)  
August 9, 2022 - 9:32am  
173.76.153.120

#### Department Name

Southborough Trails Committee (STC) / Recreation Department

#### Department Head Name

Kathryn McKee / Tim Davis - Recreation

#### Department Head Title

K.McKee - STC Chair / T.Davis - Recreation Director

#### Fiscal Year Requested

FY25

#### Project Description

Crosswalk #2, Central St/Rt.30

The STC has been working to open a 1.9 section of trail (Peninsula Trail) near the Fayville Dam for many years. This trail section will help to close a critical gap of the Boroughs Loop Trail (33-mile loop) and the Aqueduct Trail.

The western terminus of the trail is located at the T-intersection of Rt.30 and Central Street. The trailhead is located .3 miles from Fayville Park which can be used for additional parking to access the trail.

The Rt.30/Central Street intersection is a dangerous crossing for pedestrians. Currently, there is not a crosswalk at this intersection and the existing Central Street sidewalk does not extend to the intersection.

STC is submitting this project for future funding consideration. This project is being submitted as a separate project from the Stonybrook/Rt.30 crosswalk because of the complexities and associated expenses.

Although safety concerns is not listed under the conditions for the town's Capital Plan – this is the main reason the STC is bringing the project forward for the town's consideration.

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

- Improvement to infrastructure
- Supports community plan (i.e. Master Plan, Open Space and Recreation Plan)

**Why is the project being requested?**

Safety concerns at Rt.30/Central Street location. Walkability in Southborough has been listed as a top priority for residents for many years (as noted in all the public forums and surveys used to collect feedback to develop the 2008 and 2021 Master Plan and the Open Space Recreation Plan).

**Estimated Useful Life (in years)**

25

**Amount Requested**

505,000

**Expected Funding Source**

Other (please include details in section below)

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

Funding source depends on a number of unknown variables at this time.

STC has secured funding to complete the Peninsula Trail. The crosswalks were included in Phase II. Due to the complexities and expense of this project, the ARPA funds we requested to cover the cost are insufficient. No additional funds have been pursued for this project at this time.

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

No revenue will be generated from this project and no operating costs will be reduced.

Please note – the estimated annual maintenance cost to maintain a controlled crosswalk is unknown. An estimate of \$1000 was used below.

**Estimated Annual Maintenance Cost of Project**

1,000

**Provide details of any accessibility considerations for this project.**

The Peninsula Trail will meet accessibility criteria for approximately .4 miles of the trail. The existing access road that the trail overlaps has slope issues on parts of the trail that cannot be modified to make the entire trail accessible at this time. The boardwalk and footbridge will be ADA compliant. The proposed crosswalk will also meet ADA requirements with wheelchair ramps.

The proposed crosswalk is located at the eastern terminus. The .4 miles accessible trail is located on this side of the trail. The project includes in-kind support from DPW to install two accessible parking spots at this location.

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

This is a complex project that will involve collaboration between DPW, MWRA, and DCR. The expected timeline for this project depends on the following:

- Project complexities given its location (adjacent to reservoir)
- Procurement process for Quotes – Bid process
- Coordination with all entities involved

- The town's public works priority list and interest in completing this project

Projected timeline: 5-20 years

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

stc\_vhb\_crosswalk\_2\_central\_st-rt.30\_08.09.22.pdf [2]

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

**Date Submitted**

August 9, 2022

**Source URL:** <https://www.southboroughtown.com/node/123501/submission/10421>

**Links**

- [1] <https://www.southboroughtown.com/capital-planning-committee/webforms/capital-request-form-non-vehicle-related>
- [2] [https://www.southboroughtown.com/system/files/webform/stc\\_vhb\\_crosswalk\\_2\\_central\\_st-rt.30\\_08.09.22.pdf](https://www.southboroughtown.com/system/files/webform/stc_vhb_crosswalk_2_central_st-rt.30_08.09.22.pdf)

# TOWN OF SOUTHBOROUGH



## TRAILS COMMITTEE

17 COMMON ST · SOUTHBOROUGH, MASSACHUSETTS 01772  
<http://www.southboroughtrails.org>



August 9, 2022

To: Capital Planning Committee  
From: Southborough Trails Committee  
RE: Crosswalk #2, Central St/Rt. 30 Supplemental Information

The cost for the crosswalk at Central St/Rt. 30 is complicated by a several factors:

- Location requires a controlled marked crosswalk that would be tied into existing signal
- The existing signal is old and may require an upgrade to accommodate a controlled crosswalk
- The lower cost quote (\$150,000) assumes a crosswalk can be tied into existing signal, minimal work to the curb and sidewalk (the central street sidewalk does not extend to Rt.30 at this time and quote does not include money for the sidewalk extension – a separate project).
- The higher cost quote (\$505,000) assumes the entire signal needs to be upgraded plus road work required to avoid touching the retaining wall.
- The additional construction complexities and considerations include the following:
  - The cost increases depending on what has to be done to install a ramp or sidewalk on the corner of central street
  - Preferred method would be to lower roadway because there is a retaining wall on the corner holding up the road. The guardrails are mounted to the top of the wall. To keep the guardrail, one would have to drop the road to put in the curb, so sidewalk meets top of retaining wall.
  - This increases cost.
- The higher cost quote (\$505,000), includes replacing the entire signal. Will have to bring signal up to current codes (does not meet current standards for a variety of reasons). \$300K for signal equipment.
- To do the project right, to fix the intersection properly, you have to take central street and shift it to the east, bend it so it intersects Boston Road at 90 degrees to avoid any impact to the reservoir side.
- Try to avoid touching retaining walls – the current guard rails don't meet standards, so as long as you don't touch it you don't have to upgrade the rails. You can lower the road to keep the guard rail where it is. Signal poles are now much bigger, foundations are bigger, this adds cost to the project.
- May need to reduce lanes (currently left turning and right turning); may be able to keep width to allow vehicles to turn right with one lane. All to be determined.
- Many entities involved: Southborough/MWRA/DCR

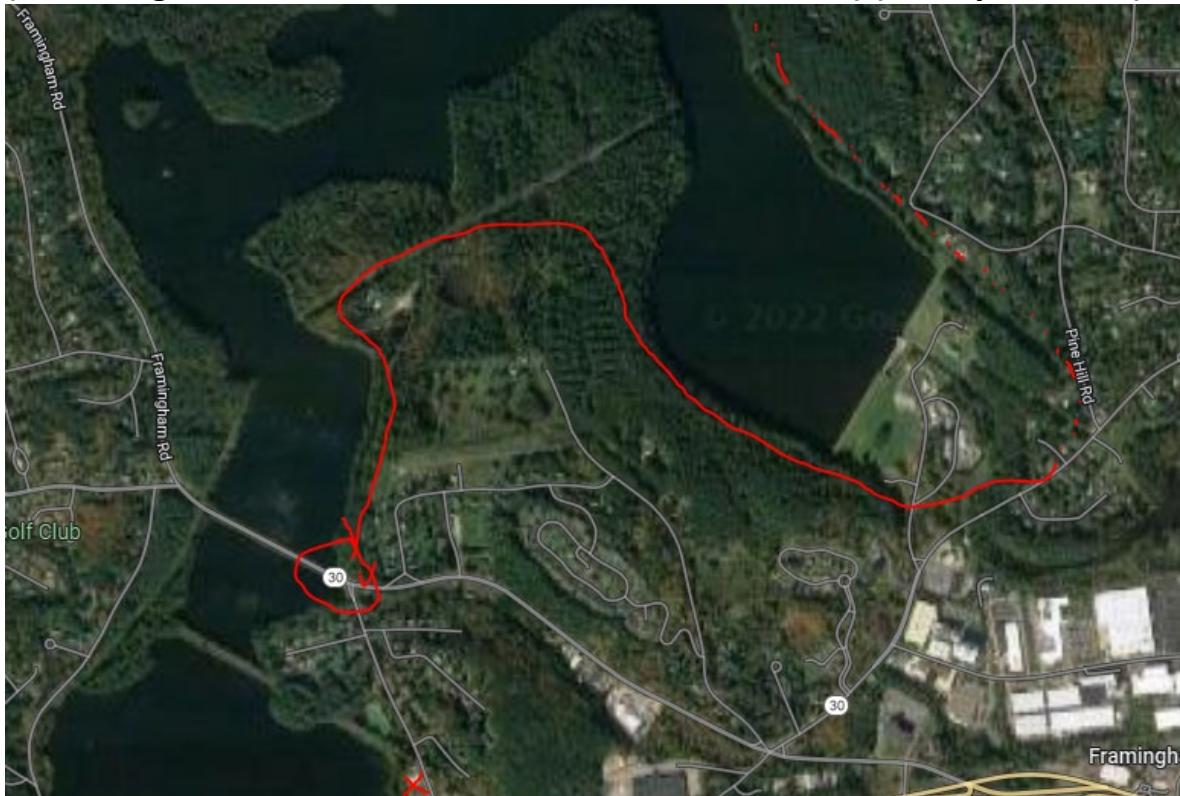
## Peninsula Trail Location



## Picture from 2019 Guide Walk



**Peninsula Trail Aerial Views with Crosswalk location  
(First Image: circle is T-intersection of Central St./Rt.30) (x = Fayville Park)**







# Order-of-Magnitude

## Construction Cost Estimate

### Option 1

Date:

6/22/2022

Project: Southborough Trail Crossings

Job Number:

15634.04

Location: Southborough, MA

% Complete:

25%

Item Number	Quantity Stonybrook	Quantity Central St	Unit	Description	Unit Price	Amount Stonybrook	Amount Central Street
120.1	30	175	CY	UNCLASSIFIED EXCAVATION	\$35.00	\$1,050.00	\$6,125.00
151.	25	140	CY	GRAVEL BORROW	\$40.00	\$1,000.00	\$5,600.00
170.	30	400	SY	FINE GRADING AND COMPACTING CALCIUM CHLORIDE FOR ROADWAY DUST	\$6.00	\$180.00	\$2,400.00
440.	0	1,200	LB	CONTROL	\$0.50	\$0.00	\$600.00
443.	0	1	MGL	WATER FOR ROADWAY DUST CONTROL	\$75.00	\$0.00	\$75.00
452.	0	100	GAL	ASPHALT EMULSION FOR TACK COAT	\$8.00	\$0.00	\$800.00
453.	0	400	FT	HMA JOINT SEALANT	\$1.00	\$0.00	\$400.00
460.231	0	45	TON	SUPERPAVE SURFACE COURSE - 12.5 - POLYMER (SSC - 12.5 - P)	\$100.00	\$0.00	\$4,500.00
460.32	0	45	TON	SUPERPAVE INTERMEDIATE COURSE - 19.0 (SIC - 19.0)	\$100.00	\$0.00	\$4,500.00
460.42	0	90	TON	SUPERPAVE BASE COURSE - 37.5 (SBC - 37.5)	\$100.00	\$0.00	\$9,000.00
470.	0	20	TON	HOT MIX ASPHALT BERM, TYPE A HOT MIX ASPHALT FOR MISCELLANEOUS	\$200.00	\$0.00	\$4,000.00
472.	0	10	TON	WORK GRANITE TRANSITION CURB FOR	\$200.00	\$0.00	\$2,000.00
509.	0	35	FT	WHEELCHAIR RAMPS - STRAIGHT CEMENT CONCRETE PEDESTRIAN CURB	\$55.00	\$0.00	\$1,925.00
701.2	30	30	SY	RAMP TRAFFIC SIGNAL RECONSTRUCTION	\$100.00	\$3,000.00	\$3,000.00
816.01	0	1	LS	LOCATION NO. 1 WARNING-REGULATORY AND ROUTE	\$50,000.00	\$0.00	\$50,000.00
832.	40	0	SF	MARKER - ALUM. PANEL (TYPE A) SIGN SUP (N/GUIDE)+RTE MKR W/1	\$14.00	\$560.00	\$0.00
847.1	4	0	EA	BRKWAY POST ASSEMBLY - STEEL PAVEMENT ARROWS AND LEGENDS REFL.	\$140.00	\$560.00	\$0.00
864.04	0	60	SF	WHITE (THERMOPLASTIC) 4 INCH REFLECTORIZED WHITE LINE	\$10.00	\$0.00	\$600.00
* 866.04	0	200	FT	(THERMOPLASTIC) 12 INCH REFLECTORIZED WHITE LINE	\$1.00	\$0.00	\$200.00
866.12	220	220	FT	(THERMOPLASTIC) 4 INCH REFLECTORIZED YELLOW LINE	\$2.00	\$440.00	\$440.00
* 867.04	0	400	FT	(THERMOPLASTIC)	\$1.00	\$0.00	\$400.00

Estimated By:

Checked By: CAC

Page 1 of 2

Project: Southborough Trail Crossings  
Location: Southborough, MA

Job Number: 15634.04  
% Complete: 25%

Item Number	Quantity Stonybrook	Quantity Central St	Unit	Description	Unit Price	Amount Stonybrook	Amount Central Street
MISCELLANEOUS SIGNS REMOVED AND							
* 874.5	0	1	LS	STACKED	\$600.00	\$0.00	\$600.00
* 999.	1	1	LS	CONSTRUCTION STAKING		\$5,000.00	\$15,000.00
					Subtotal:	\$11,790.00	\$112,165.00
					Police Detail - Construction Traffic Management (10%):	\$1,179.00	\$11,216.50
					Contingencies (15%):	\$1,768.50	\$16,824.75
					Total:	\$14,737.50	\$140,206.25
					SAY:	<b>\$15,000.00</b>	<b>\$150,000.00</b>



# Order-of-Magnitude

## Construction Cost Estimate

### Option 2

Date:

6/22/2022

Project: Southborough Trail Crossings

Job Number:

15634.04

Location: Southborough, MA

% Complete:

25%

Item Number	Quantity Stonybrook	Quantity Central St	Unit	Description	Unit Price	Amount Stonybrook	Amount Central St
120.1	30	175	CY	UNCLASSIFIED EXCAVATION	\$35.00	\$1,050.00	\$6,125.00
151.	25	140	CY	GRAVEL BORROW	\$40.00	\$1,000.00	\$5,600.00
170.	30	400	SY	FINE GRADING AND COMPACTING CALCIUM CHLORIDE FOR ROADWAY DUST	\$6.00	\$180.00	\$2,400.00
440.	0	1,200	LB	CONTROL	\$0.50	\$0.00	\$600.00
443.	0	1	MGL	WATER FOR ROADWAY DUST CONTROL	\$75.00	\$0.00	\$75.00
452.	0	100	GAL	ASPHALT EMULSION FOR TACK COAT	\$8.00	\$0.00	\$800.00
453.	0	400	FT	HMA JOINT SEALANT	\$1.00	\$0.00	\$400.00
460.231	0	45	TON	SUPERPAVE SURFACE COURSE - 12.5 - POLYMER (SSC - 12.5 - P)	\$100.00	\$0.00	\$4,500.00
460.32	0	45	TON	SUPERPAVE INTERMEDIATE COURSE - 19.0 (SIC - 19.0)	\$100.00	\$0.00	\$4,500.00
460.42	0	90	TON	SUPERPAVE BASE COURSE - 37.5 (SBC - 37.5)	\$100.00	\$0.00	\$9,000.00
470.	0	20	TON	HOT MIX ASPHALT BERM, TYPE A HOT MIX ASPHALT FOR MISCELLANEOUS	\$200.00	\$0.00	\$4,000.00
472.	0	10	TON	WORK GRANITE TRANSITION CURB FOR	\$200.00	\$0.00	\$2,000.00
509.	35	35	FT	WHEELCHAIR RAMPS - STRAIGHT CEMENT CONCRETE PEDESTRIAN CURB	\$55.00	\$1,925.00	\$1,925.00
701.2	30	30	SY	RAMP	\$100.00	\$3,000.00	\$3,000.00
813.81	0	1	LS	SERVICE CONNECTION (UNDERGROUND) TRAFFIC SIGNAL RECONSTRUCTION	\$10,000.00	\$0.00	\$10,000.00
816.01	0	1	LS	LOCATION NO. 1 RECTANGULAR RAPID FLASHING BEACON -	\$300,000.00	\$0.00	\$300,000.00
* 824.211	1	0	EA	LOCATION NO. 1 WARNING-REGULATORY AND ROUTE	\$30,000.00	\$30,000.00	\$0.00
832.	40	0	SF	MARKER - ALUM. PANEL (TYPE A)	\$14.00	\$560.00	\$0.00
				SIGN SUP (N/GUIDE)+RTE MKR W/1			
847.1	4	0	EA	BRKWAY POST ASSEMBLY - STEEL PAVEMENT ARROWS AND LEGENDS REFL.	\$140.00	\$560.00	\$0.00
864.04	0	60	SF	WHITE (THERMOPLASTIC) 4 INCH REFLECTORIZED WHITE LINE	\$10.00	\$0.00	\$600.00
* 866.04	0	200	FT	(THERMOPLASTIC)	\$1.00	\$0.00	\$200.00

Estimated By:

Checked By: CAC

Page 1 of 2

Project: Southborough Trail Crossings  
Location: Southborough, MA

Job Number: 15634.04  
% Complete: 25%

Item Number	Quantity Stonybrook	Quantity Central St	Unit	Description	Unit Price	Amount Stonybrook	Amount Central St.
866.12	220	220	FT	12 INCH REFLECTORIZED WHITE LINE (THERMOPLASTIC)	\$2.00	\$440.00	\$440.00
* 867.04	0	400	FT	4 INCH REFLECTORIZED YELLOW LINE (THERMOPLASTIC)	\$1.00	\$0.00	\$400.00
* 874.2	0	0	EA	TRAFFIC SIGN REMOVED AND RESET MISCELLANEOUS SIGNS REMOVED AND	\$120.00	\$0.00	\$0.00
* 874.5	0	1	LS	STACKED	\$600.00	\$0.00	\$600.00
* 999.	1	1	LS	CONSTRUCTION STAKING		\$5,000.00	\$15,000.00
					Subtotal:	\$43,715.00	\$372,165.00
				Police Detail - Construction Traffic Management (10%):	\$4,371.50	\$37,216.50	
				Contingencies (25%):	\$10,928.75	\$93,041.25	
					Total:	\$59,015.25	\$502,422.75
					SAY:	\$60,000.00	\$505,000.00



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#### Submission information

Form: [Capital Request Form - Non-Vehicle Related](#) [1]  
Submitted by Anonymous (not verified)  
August 9, 2022 - 8:36am  
173.76.153.120

#### Department Name

Southborough Trails Committee / Recreation

#### Department Head Name

Kathryn McKee/Chair / Tim Davis, Recreation

#### Department Head Title

K.McKee - Chair / Tim Davis - Recreation Chair

#### Fiscal Year Requested

FY23 (use for in year requests or items for Fall 2022 Town Meeting)

#### Project Description

Crosswalk #1, Stonybrook Rd/Rt.30

The STC has been working to open a 1.9 section of trail (Peninsula Trail) near the Fayville Dam for many years. This trail section will help to close a critical gap of the Boroughs Loop Trail (33-mile loop) and the Aqueduct Trail. To secure more parking for the trail, we asked Sanofi, a local business with an office directly across from the eastern trailhead, if they would share some of their parking spaces with trail users. They have agreed to share 8-10 parking spaces if we will install a crosswalk on Rt.30/Boston Road.

We are interested in installing an uncontrolled marked crosswalk on Rt.30/Boston Road next to the Sanofi Parking lot (for google maps/GPS use 251 Boston Road Southborough. The parking lot is located between 251 Boston Road and the parking garage).

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

- Improvement to infrastructure
- Supports community plan (i.e. Master Plan, Open Space and Recreation Plan)

#### Why is the project being requested?

Trails in Southborough have limited parking and the opportunity to add 8-10 parking spots at this location will be a great benefit to trail users. This is a key location for parking to access the

Peninsula trail and the Bay Circuit Trail (a 230-mile trail that extends from Plum Island to Duxbury).

**Estimated Useful Life (in years)**

20

**Amount Requested**

15,000

**Expected Funding Source**

ARPA

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

STC has secured \$263,556 for this Peninsula Trail project from CPA funds (\$47,011), DPW in-kind support (\$22,000), MassTrails Grant (\$50,000), and ARPA Funds (\$144,545). As part of our ARPA project request, we included a request for funds to pay for two crosswalk(s). After receiving preliminary quotes from VHB for the two locations (Central Street/Rt.30 and Stonybrook/Rt.30), the more affordable crosswalk at Stonybrook is the only one that would fit within the STC ARPA funding request. No additional funds have been pursued to pay for this crosswalk.

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

No revenue will be generated from this project and no operating costs will be reduced. However, by leveraging existing paved parking spots, the town is not being asked to spend money to install parking which would be very costly but will still receive the benefit of additional trail parking.

**Estimated Annual Maintenance Cost of Project**

0

**Provide details of any accessibility considerations for this project.**

The Peninsula Trail will meet accessibility criteria for approximately .4 miles of the trail. The existing access road that the trail overlaps has slope issues on parts of the trail that cannot be modified to make the entire trail accessible at this time. The boardwalk and footbridge that will be directly across from the parking lot and crosswalk will be ADA compliant. The proposed crosswalk will also meet ADA requirements with wheelchair ramps.

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

The expected timeline for this project depends on the following:

- Procurement process for Quotes – 3 vendors
- Coordination with MWRA (crosswalk placement and Stonybrook Rd)
- MA DOT approval of crosswalk installation
- DPW's schedule and availability to coordinate
- Legal Counsel's/Southborough's need for a use agreement

Projected timeline: End of year 2023 or early 2024

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

[stc\\_vhb\\_crosswalk\\_1\\_stonybrook\\_quotes\\_june\\_2022.pdf](#) [2]

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

August 9, 2022

**Source URL:** <https://www.southboroughtown.com/node/123501/submission/10411>

**Links**

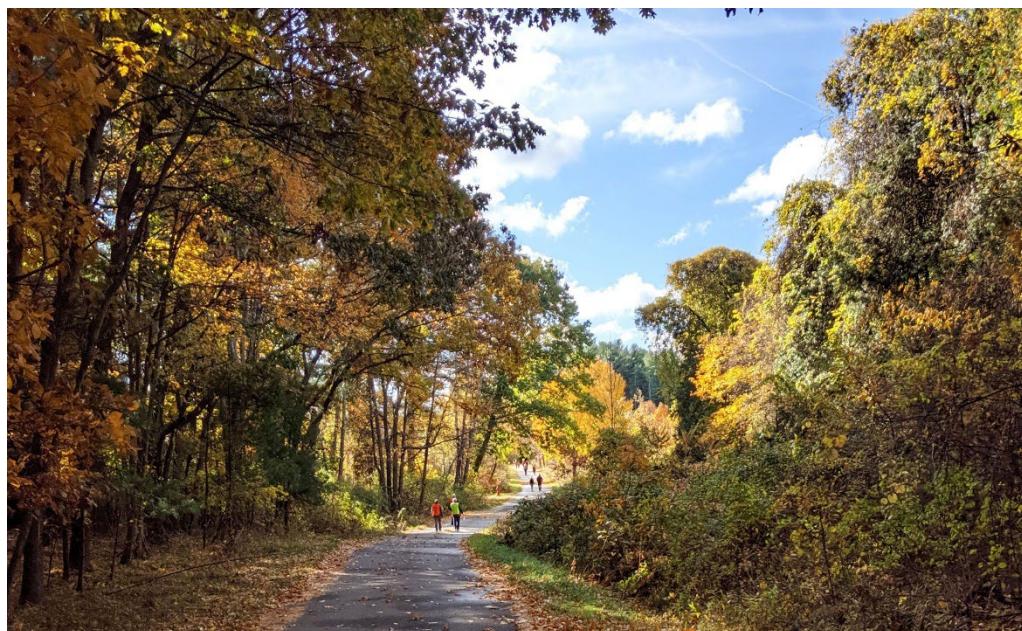
- [1] <https://www.southboroughtown.com/capital-planning-committee/webforms/capital-request-form-non-vehicle-related>
- [2] [https://www.southboroughtown.com/system/files/webform/stc\\_vhb\\_crosswalk\\_1\\_stonybrook\\_quotes\\_june\\_2022.pdf](https://www.southboroughtown.com/system/files/webform/stc_vhb_crosswalk_1_stonybrook_quotes_june_2022.pdf)

## Peninsula Trail Location

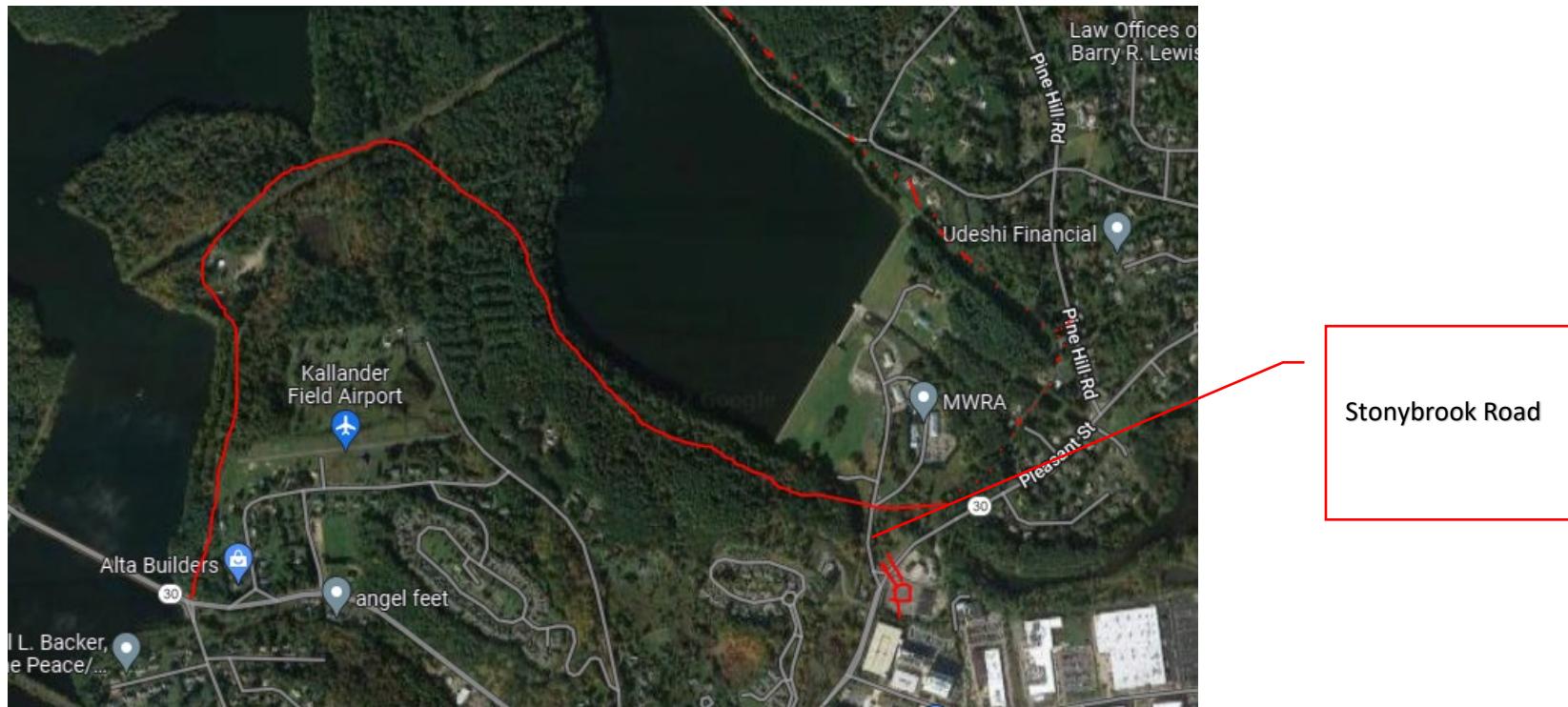
## Crosswalk #1, Stonybrook/Rt.30



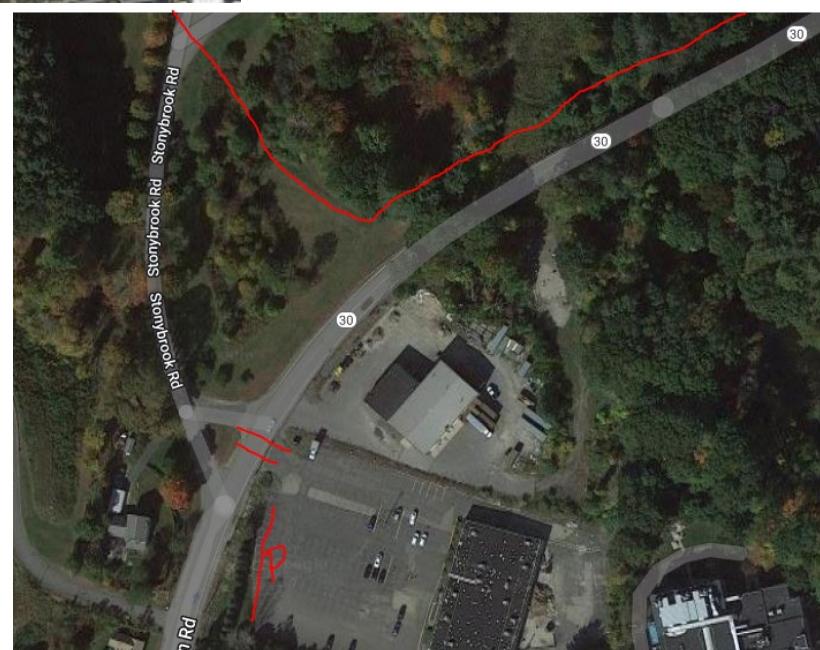
Picture from 2019 Guide Walk



## Peninsula Trail Aerial View with Parking & Crosswalk location (P = parking) (|| = crosswalk)



**Parking Lot Close Up with Proposed Crosswalk (exact location of crosswalk to be confirmed by VHB/DPW/MWRA) →**





## Preferred Option

# Order-of-Magnitude Construction Cost Estimate

## Option 1

Date:

6/22/2022

Project: Southborough Trail Crossings

Job Number:

15634.04

Location: Southborough, MA

% Complete:

25%

Item Number	Quantity Stonybrook	Quantity Central St	Unit	Description	Unit Price	Amount Stonybrook	Amount Central Street
120.1	30	175	CY	UNCLASSIFIED EXCAVATION	\$35.00	\$1,050.00	\$6,125.00
151.	25	140	CY	GRAVEL BORROW	\$40.00	\$1,000.00	\$5,600.00
170.	30	400	SY	FINE GRADING AND COMPACTING CALCIUM CHLORIDE FOR ROADWAY DUST	\$6.00	\$180.00	\$2,400.00
440.	0	1,200	LB	CONTROL	\$0.50	\$0.00	\$600.00
443.	0	1	MGL	WATER FOR ROADWAY DUST CONTROL	\$75.00	\$0.00	\$75.00
452.	0	100	GAL	ASPHALT EMULSION FOR TACK COAT	\$8.00	\$0.00	\$800.00
453.	0	400	FT	HMA JOINT SEALANT	\$1.00	\$0.00	\$400.00
460.231	0	45	TON	SUPERPAVE SURFACE COURSE - 12.5 - POLYMER (SSC - 12.5 - P)	\$100.00	\$0.00	\$4,500.00
460.32	0	45	TON	SUPERPAVE INTERMEDIATE COURSE - 19.0 (SIC - 19.0)	\$100.00	\$0.00	\$4,500.00
460.42	0	90	TON	SUPERPAVE BASE COURSE - 37.5 (SBC - 37.5)	\$100.00	\$0.00	\$9,000.00
470.	0	20	TON	HOT MIX ASPHALT BERM, TYPE A HOT MIX ASPHALT FOR MISCELLANEOUS	\$200.00	\$0.00	\$4,000.00
472.	0	10	TON	WORK GRANITE TRANSITION CURB FOR	\$200.00	\$0.00	\$2,000.00
509.	0	35	FT	WHEELCHAIR RAMPS - STRAIGHT CEMENT CONCRETE PEDESTRIAN CURB	\$55.00	\$0.00	\$1,925.00
701.2	30	30	SY	RAMP TRAFFIC SIGNAL RECONSTRUCTION	\$100.00	\$3,000.00	\$3,000.00
816.01	0	1	LS	LOCATION NO. 1 WARNING-REGULATORY AND ROUTE	\$50,000.00	\$0.00	\$50,000.00
832.	40	0	SF	MARKER - ALUM. PANEL (TYPE A) SIGN SUP (N/GUIDE)+RTE MKR W/1	\$14.00	\$560.00	\$0.00
847.1	4	0	EA	BRKWAY POST ASSEMBLY - STEEL PAVEMENT ARROWS AND LEGENDS REFL.	\$140.00	\$560.00	\$0.00
864.04	0	60	SF	WHITE (THERMOPLASTIC) 4 INCH REFLECTORIZED WHITE LINE	\$10.00	\$0.00	\$600.00
* 866.04	0	200	FT	(THERMOPLASTIC) 12 INCH REFLECTORIZED WHITE LINE	\$1.00	\$0.00	\$200.00
866.12	220	220	FT	(THERMOPLASTIC) 4 INCH REFLECTORIZED YELLOW LINE	\$2.00	\$440.00	\$440.00
* 867.04	0	400	FT	(THERMOPLASTIC)	\$1.00	\$0.00	\$400.00

Estimated By:

Checked By: CAC

Page 1 of 2

Project: Southborough Trail Crossings  
Location: Southborough, MA

Job Number: 15634.04  
% Complete: 25%

Item Number	Quantity Stonybrook	Quantity Central St	Unit	Description	Unit Price	Amount Stonybrook	Amount Central Street
MISCELLANEOUS SIGNS REMOVED AND							
* 874.5	0	1	LS	STACKED	\$600.00	\$0.00	\$600.00
* 999.	1	1	LS	CONSTRUCTION STAKING		\$5,000.00	\$15,000.00
					Subtotal:	\$11,790.00	\$112,165.00
					Police Detail - Construction Traffic Management (10%):	\$1,179.00	\$11,216.50
					Contingencies (15%):	\$1,768.50	\$16,824.75
					Total:	\$14,737.50	\$140,206.25
					SAY:	\$15,000.00	\$150,000.00



# Order-of-Magnitude

## Construction Cost Estimate

### Option 2

Date:

6/22/2022

Project: Southborough Trail Crossings

Job Number:

15634.04

Location: Southborough, MA

% Complete:

25%

Item Number	Quantity Stonybrook	Quantity Central St	Unit	Description	Unit Price	Amount StonyBrook	Amount Central Street
120.1	30	175	CY	UNCLASSIFIED EXCAVATION	\$35.00	\$1,050.00	\$6,125.00
151.	25	140	CY	GRAVEL BORROW	\$40.00	\$1,000.00	\$5,600.00
170.	30	400	SY	FINE GRADING AND COMPACTING CALCIUM CHLORIDE FOR ROADWAY DUST	\$6.00	\$180.00	\$2,400.00
440.	0	1,200	LB	CONTROL	\$0.50	\$0.00	\$600.00
443.	0	1	MGL	WATER FOR ROADWAY DUST CONTROL	\$75.00	\$0.00	\$75.00
452.	0	100	GAL	ASPHALT EMULSION FOR TACK COAT	\$8.00	\$0.00	\$800.00
453.	0	400	FT	HMA JOINT SEALANT	\$1.00	\$0.00	\$400.00
460.231	0	45	TON	SUPERPAVE SURFACE COURSE - 12.5 - POLYMER (SSC - 12.5 - P)	\$100.00	\$0.00	\$4,500.00
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470.	0	20	TON	HOT MIX ASPHALT BERM, TYPE A HOT MIX ASPHALT FOR MISCELLANEOUS	\$200.00	\$0.00	\$4,000.00
472.	0	10	TON	WORK GRANITE TRANSITION CURB FOR	\$200.00	\$0.00	\$2,000.00
509.	35	35	FT	WHEELCHAIR RAMPS - STRAIGHT CEMENT CONCRETE PEDESTRIAN CURB	\$55.00	\$1,925.00	\$1,925.00
701.2	30	30	SY	RAMP	\$100.00	\$3,000.00	\$3,000.00
813.81	0	1	LS	SERVICE CONNECTION (UNDERGROUND) TRAFFIC SIGNAL RECONSTRUCTION	\$10,000.00	\$0.00	\$10,000.00
816.01	0	1	LS	LOCATION NO. 1 RECTANGULAR RAPID FLASHING BEACON -	\$300,000.00	\$0.00	\$300,000.00
* 824.211	1	0	EA	LOCATION NO. 1 WARNING-REGULATORY AND ROUTE	\$30,000.00	\$30,000.00	\$0.00
832.	40	0	SF	MARKER - ALUM. PANEL (TYPE A)	\$14.00	\$560.00	\$0.00
				SIGN SUP (N/GUIDE)+RTE MKR W/1			
847.1	4	0	EA	BRKWAY POST ASSEMBLY - STEEL PAVEMENT ARROWS AND LEGENDS REFL.	\$140.00	\$560.00	\$0.00
864.04	0	60	SF	WHITE (THERMOPLASTIC) 4 INCH REFLECTORIZED WHITE LINE	\$10.00	\$0.00	\$600.00
* 866.04	0	200	FT	(THERMOPLASTIC)	\$1.00	\$0.00	\$200.00

Estimated By:

Checked By: CAC

Page 1 of 2

Project: Southborough Trail Crossings  
 Location: Southborough, MA

Job Number: 15634.04  
 % Complete: 25%

Item Number	Quantity Stonybrook	Quantity Central St	Unit	Description	Unit Price	Amount StonyBrook	Amount Central Street
866.12	220	220	FT	12 INCH REFLECTORIZED WHITE LINE (THERMOPLASTIC)	\$2.00	\$440.00	\$440.00
* 867.04	0	400	FT	4 INCH REFLECTORIZED YELLOW LINE (THERMOPLASTIC)	\$1.00	\$0.00	\$400.00
* 874.2	0	0	EA	TRAFFIC SIGN REMOVED AND RESET MISCELLANEOUS SIGNS REMOVED AND	\$120.00	\$0.00	\$0.00
* 874.5	0	1	LS	STACKED	\$600.00	\$0.00	\$600.00
* 999.	1	1	LS	CONSTRUCTION STAKING		\$5,000.00	\$15,000.00
					Subtotal:	\$43,715.00	\$372,165.00
					Police Detail - Construction Traffic Management (10%):	\$4,371.50	\$37,216.50
					Contingencies (25%):	\$10,928.75	\$93,041.25
					Total:	\$59,015.25	\$502,422.75
					SAY:	\$60,000.00	\$505,000.00

**Town of Southborough, Massachusetts****Capital Planning Committee****Wednesday August 10<sup>th</sup>, 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 June 27, 2022 and July 18, 2022
- III. Chair/Member's Reports
  - a. Neary Building Committee Update
  - b. SHOPC – South Union Subcommittee Update
  - c. Pavement Management Program update
  - d. Update on items received for FY23 Capital
  - e. Capital and Finance Software
- IV. Review of DPW Road and Sidewalk Maintenance Allocation by street for upcoming RFP
- V. Request for addition to Capital Plan - Fire/Police Shelter Relocation for radios
- VI. Request for addition to Capital Plan - Trails crosswalk (potential ARPA expense)
- VII. Public Comment
- VIII. Meeting Schedule
- IX. Other business that may properly come before the Committee
- X. Adjournment

Jason W. Malinowski, Chair



# Southborough

## Permitting Guide

**Establishing and Growing Your Business**

# Welcome to Southborough!

*We are delighted that you are opening, expanding or relocating your business or nonprofit to Southborough. You are an asset to our community and we want to make the process as smooth as possible to advance our local economy. This Guide may also help residents navigate the permitting process if they are remodeling or making additions to their homes.*

The Board of Selectmen established the Southborough Economic Development Committee (EDC) in 2013. The mission of the EDC is to support the partnership among the Town's business community, the Town, the nonprofits, and the residents of Southborough. The EDC works with the Town's leadership to retain and attract businesses.

Our goal is to expand and strengthen our business tax base while preserving the character and charm of Southborough. If you need help – from advice about next steps to introductions with members of our community – please give us a call.

Department heads and Town staff provided the information you will find within this document. This information will guide you through the different steps you need to take to open your business or expand your existing facilities to accommodate the growth in your business.

Southborough has a lot to offer! We look forward to working with you.

Board of Selectmen + Economic Development Committee



## Where to Go

### **Southborough Town House**

17 Common Street  
Southborough, MA 01772

p: **(508) 485-0710**  
f: **(508) 480-0161**

[southboroughtown.com](http://southboroughtown.com)

 @17common

**Open**  
**M, W, Th** 8am-5pm  
**Tu** 8am-7pm  
**F** 8am-12pm



# Table of Contents

## Are you Opening a...

Restaurant? .....	2
Retail Store? .....	3
Professional Office? .....	4

## The Basics

Starting a Business: <i>Business Certificate</i> .....	5
Building or Remodeling	
<i>Building Permits</i> .....	6
<i>Checklist</i> .....	7
<i>Process</i> .....	8
Operating a Business	
<i>Licenses</i> .....	9
<i>Liquor and Food Establishment Licenses</i> .....	10
Site Plan Review	
<i>Summary</i> .....	11
<i>Topics to Consider</i> .....	12
<i>Related Permits</i> .....	13

## Other Permits

Wetlands and Stormwater Permits .....	14
Special Permits	
<i>Definitions</i> .....	15
<i>Special Permit Process</i> .....	16

Acknowledgments .....	17
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## Where to Go

**Office of the Economic Development Committee**

p: (508) 485-0710 ext. 3011

[southboroughedc.com](http://southboroughedc.com)

 @southboroughedc

**Open**

**Tu** 8am-7pm

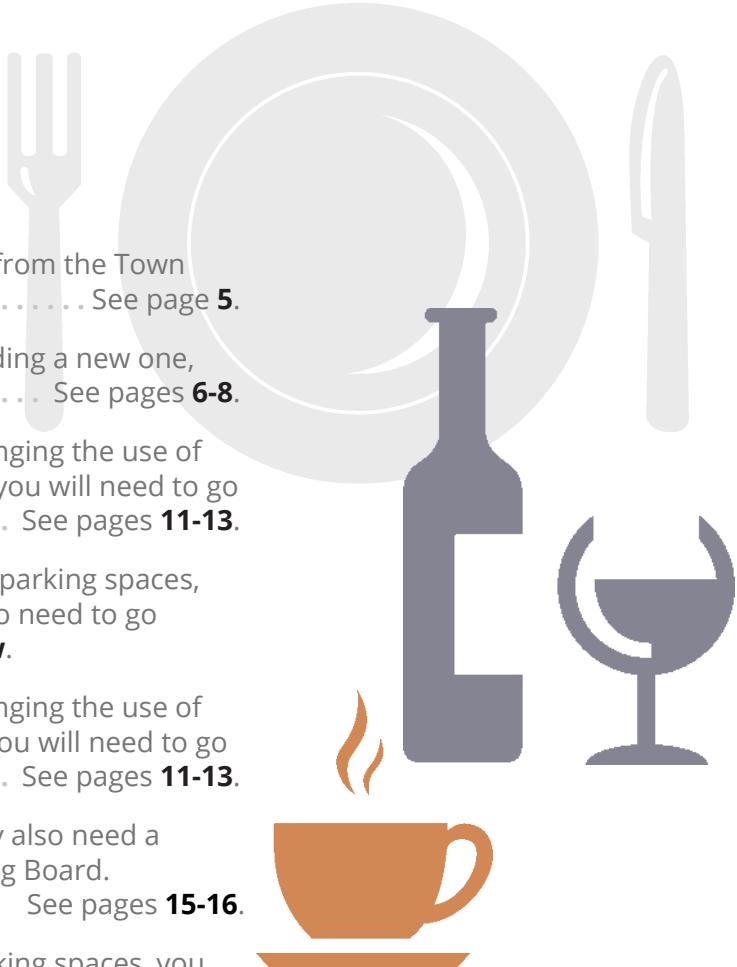
**Th** 8am-12:30pm

**F** 8am-12pm



# Are You Opening a Restaurant?

-  Do you need a **Business Certificate** from the Town Clerk's Office? ..... See page **5**.
-  If you are remodeling a space or building a new one, you will need a **Building Permit**. ..... See pages **6-8**.
-  If you are building an addition or changing the use of less than 2,000 square feet of space, you will need to go through **Minor Site Plan Review**. ... See pages **11-13**.  
If you are adding more than five parking spaces, but less than twenty, you will also need to go through **Minor Site Plan Review**.
-  If you are building an addition or changing the use of 2,000 square feet of space or more, you will need to go through **Major Site Plan Review**. ... See pages **11-13**.  
Depending on your use, you may also need a **Special Permit** from the Planning Board.  
See pages **15-16**.
-  If you are adding twenty or more parking spaces, you will also need to go through **Major Site Plan Review**.  
See pages **11-13**.  
If you are opening your business in a Business Village District, you will need a **Special Permit** from the Planning Board. .... See pages **15-16**.
-  You will need a **Common Victualler License** from the Board of Selectmen and a **Food Establishment License** from the Board of Health. .... See page **10**.
-  Serving alcohol? You will need a **Liquor License** from the Board of Selectmen. .... See page **10**.



# Are You Opening a Retail Store?



Do you need a **Business Certificate** from the Town Clerk's Office? ..... See page **5**.



If you are remodeling a space or building a new one, you will need a **Building Permit**. ..... See pages **6-8**.



If you are building an addition or changing the use of less than 2,000 square feet of space, you will need to go through **Minor Site Plan Review**. ... See pages **11-13**.

If you are adding more than five parking spaces, but less than twenty, you will also need to go through **Minor Site Plan Review**.



If you are building an addition or changing the use of 2,000 square feet of space or more, you will need to go through **Major Site Plan Review**. ... See pages **11-13**.

Depending on your use, you may also need a **Special Permit** from the Planning Board.  
See pages **15-16**.



If you are adding twenty or more parking spaces, you will also need to go through **Major Site Plan Review**.  
See pages **11-13**.

If you are opening your business in a Business Village District, you will need a **Special Permit** from the Planning Board. .... See pages **15-16**.



Selling food? You may need a **Common Victualler License** from the Board of Selectmen and a **Food Establishment License** from the Board of Health.  
See page **10**.



Selling alcohol? You will need a **Liquor License** from the Board of Selectmen. .... See page **10**.

# Are You Opening a Professional Office?



Do you need a **Business Certificate** from the Town Clerk's Office? ..... See page **5**.



If you are remodeling a space or building a new one, you will need a **Building Permit**. ..... See pages **6-8**.



If you are building an addition or changing the use of less than 2,000 square feet of space, you will need to go through **Minor Site Plan Review**. ... See pages **11-13**.

If you are adding more than five parking spaces, but less than twenty, you will also need to go through **Minor Site Plan Review**.



If you are building an addition or changing the use of 2,000 square feet of space or more, you will need to go through **Major Site Plan Review**. ... See pages **11-13**.

Depending on your use, you may also need a **Special Permit** from the Planning Board.  
See pages **15-16**.

If you are opening your business in a Business Village District, you will need a **Special Permit** from the Planning Board. ..... See pages **15-16**.

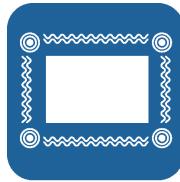


If you are adding twenty or more parking spaces, you will also need to go through **Major Site Plan Review**.  
..... See pages **11-13**.



Adding a **sign**? Check with the Building/Zoning Department first! ..... See page **12**.





## Starting a Business

# Business Certificate

If you meet certain conditions, you will need to file a Business Certificate with the Town Clerk. This action is required by Massachusetts General Laws, Chapter 110, Section 5.

The Town Clerk can help you with the application, which is on the office's web page. There is a registration fee and the Certificate is valid for four years. Your bank will require a certified copy of the Business Certificate to open a business account.

The following situations require an application for a Business Certificate:

- Any person or business doing business in Southborough under a name different than his or her own name must file a "dba" (doing business as) Certificate at the Southborough Town Clerk's office.
- If you are operating a business under your own full name (e.g. John Doe Construction), you are not required to register.
- If your business is incorporated but you are doing business under a different name, you must register.

You must register in person at the Town Clerk's Office or download the form from the Town Clerk's website and have a Notary Public witness your signature.

Other things you may need:

- Federal Tax or Employer Identification Number ([www.irs.gov](http://www.irs.gov))
- Massachusetts Sales Tax Vendor number ([www.dor.state.ma.us](http://www.dor.state.ma.us))

### Where to Go

#### Town Clerk

p: **(508) 485-0710 ext. 3005**

[southboroughtown.com/town-clerk](http://southboroughtown.com/town-clerk)

DBA Application is on the Town Clerk's web page.

#### Open

**M, W, Th** 8am-5pm

**Tu** 8am-7pm

**F** 8am-12pm

### What you should know

There is a fee.

Length of Certificate: 4 years



## Building or Remodeling Building Permits

If you are moving into a new space, remodeling your current space or adding additional space because your business is growing, then you will need a building permit.

Your first step is to discuss your needs with the Building/Zoning Department to determine the application process you need to use. Don't skip this step! A pre-application meeting with the Building/Zoning Department can save you time and money later in the process.

Process	This Applies if...
<b>Building Permit</b>	Your business is an as-of-right use in your zoning district. As-of-right means that you will only need a building permit and will not need a special permit or variance from either the Planning Board or the Zoning Board of Appeals.
<b>Special Permit (Planning Board)</b>	In your zoning district, your business requires a special permit from the Planning Board. Special permits require a different application form and a public hearing. <b>See pages 15-16.</b>
<b>Special Permit (Zoning Board of Appeals)</b>	In your zoning district, your business requires a special permit from the Zoning Board of Appeals. This requirement is limited to a few business types in Southborough. <b>See pages 15-16.</b>
<b>Variance (Zoning Board of Appeals)</b>	Your plans for your business do not meet the dimensional requirements for your zoning district and you meet the requirements to apply for a variance.

The map of the zoning districts and the zoning regulations are on the Building/Zoning Department's web page, but check that these are the most recent versions. Also check with the department to make sure your business is allowed in your planned location and that you can build or renovate the facilities you need for your operations. The Building/Zoning Department can help you review the energy code requirements for non-residential construction. Additional information can be found on the department's web page.

### Where to Go

#### **Building/Zoning Department**

Cordaville Hall, Lower Level  
9 Cordaville Road

p: **(508) 485-0717**

[southboroughtown.com/  
building-zoning-department](http://southboroughtown.com/building-zoning-department)

Applications, fee schedules and checklists are on the Building/Zoning Department's web page.

#### **Open**

**M, W, Th** 8am-5pm

**Tu** 8am-7pm

**F** 8am-12pm

### What you should know

Pre-Application meetings with the Building Commissioner/Zoning Officer save time...and money!



## Building or Remodeling

# Building Permit: Checklist

When you file your applications for a Building Permit you should include the following documents:

✓	Item	Required Information
✓	<b>Completed Permit Application</b> , including either a copy of the signed contract between the homeowner and the contractor or the homeowner's signature on the application	Accurate cost estimate of job completed by the contractor Check for Permit Fee. See <i>What you Should Know</i> , top right
✓	<b>Copy of signed workers' compensation affidavit</b>	Relevant insurance certificates for workers' compensation
✓	<b>Copy of CSL license and HIC registration or Signed exemption form for a homeowner pulling their own permit</b>	See <i>What you Should Know</i> , middle right
✓	<b>Two sets of plans</b>	Check with Building Commissioner on appropriate size
✓	<b>Plot plan certified by a civil engineer (if project includes a new structure or addition)</b>	Location of proposed structure
✓	<b>Construction control documents for new commercial buildings or tenant fit out (renovation of an existing space for a new tenant)</b>	Specified in 780 CMR 107.6.2.1: discuss with the Building/Zoning Department
✓	<b>Required signatures, as applicable</b>	See <i>What you Should Know</i> , bottom right

When you receive your Building Permit, remember you will need other permits and inspections before you receive the **Certificate of Occupancy** that allows you to schedule your grand opening! These permits may include **Plumbing, Gas**, and/or **Wiring Permits** from the Building/Zoning Department or **Septic System Construction** and/or **Soil Testing Permits** from the Board of Health.

### What you should know

The fee schedules for building permits are on the Building/Zoning Department's web page.

### What you should know

#### CSL

Construction Supervisor License

#### HIC

Home Improvement Contractor (allowed for 1-4 family jobs only)

### What you should know

Building permit applications will require signatures from one or more of the following boards or departments:

- **Fire Department**
- **Health Department**
- **Department of Public Works**
- **Conservation Commission**
- **Planning Department**



## Building or Remodeling

# Building Permit: Process

### Pre-application Consultation with the Building Department

This step is strongly recommended to ensure a smooth process.

### Application

The Applicant files a complete application with all required materials. (See page 7 for checklist.)

### Review

The Building Commissioner reviews the application.

### Decision

The Building Commissioner has 30 days in which to provide the decision.

### Approval

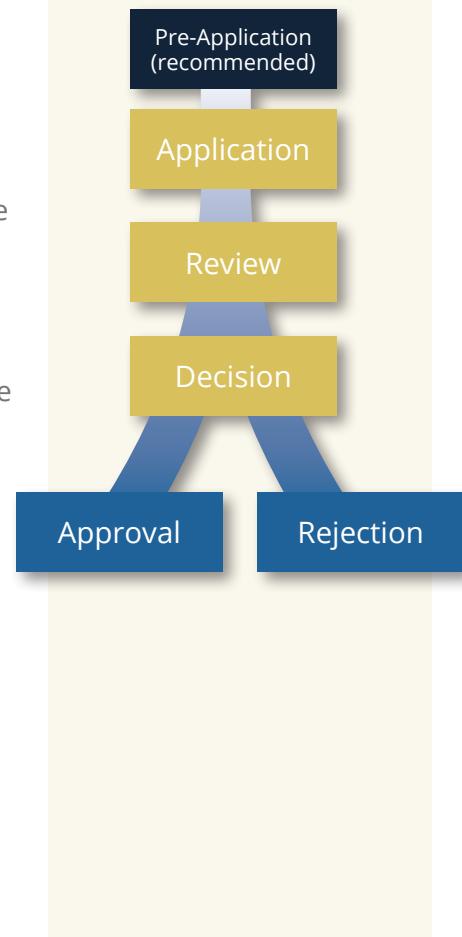
If approved, the applicant may move forward with the project. Inspections will occur throughout the construction process. The business may not open until the Building Commissioner has granted a Certificate of Occupancy.

### Rejection

If the application is rejected, the applicant may revise the application to address the outstanding issues. If necessary, the applicant may appeal the decision to the Zoning Board of Appeals.

### What you should know

The Building Commissioner usually takes less time to review the application for a building permit than the thirty days the statute requires.



# Operating a Business

## Licenses by Department

Depending on your business type, you may need additional licenses from the Town. You can apply for these at the same time you are working through the other approval processes. Licenses include the following:

License	Department
Food Establishment	Board of Health (available on the Board of Health's web page)
Tobacco Sales License	
Septic System Installer	
Septic System Hauler	
Gasoline and Fuel Storage	Town Clerk (available in the Town Clerk's office)
Raffle	
Bazaar	
Auctioneer	
Liquor License	
Common Victualler License	
Class I and Class II Car Dealers Licenses	Board of Selectmen (available in the Board of Selectmen's office)
Automatic Amusement Devices	
Keno License	
Taxi License	

### What you should know

The Town of Southborough does not have a municipal sewer system. All domestic sewage needs an on-site sewage disposal system.

### What you should know

Different thresholds exist for the storage of gasoline and fuel. You will need a permit if you have more than 10,000 cubic feet of flammable or combustible liquids; 3,000 cubic feet or more for inside storage of flammable gas; or 10,000 cubic feet or more for outside storage of flammable gas.



## Operating a Business

# Liquor and Food Establishment Licenses

If your business includes preparing or serving food, you will need a **Food Establishment License** from the Board of Health and a **Common Victualler License** from the Board of Selectmen.

The **Food Establishment License** is applicable to restaurants, caterers, those who prepare food for sale in a home kitchen, mobile food vendors and those who sell food as part of a retail operation. The fee for these licenses depends on the type and size of the business. You should file your application at least 30 days prior to opening.

The **Common Victualler License** may also apply to packaged goods, including bottled drinks.

Both the Board of Health and the Fire Department will conduct annual inspections of restaurants.

You will need a **Liquor License** from the Board of Selectmen if you plan to sell or serve alcohol. The license is good for one year and is renewed every calendar year. A new license requires a public hearing with the Board of Selectmen.

You should check with the Board of Selectmen's office and the Board of Health for the requirements of insurance related to these licenses.

### Where to Go

#### Board of Selectmen

p: **(508) 485-0710 ext. 3004**

[southboroughtown.com/  
board-selectmen](http://southboroughtown.com/board-selectmen)

Applications are at the Board of Selectmen's office.

#### Open

**M, W, Th** 8am-5pm

**Tu** 8am-7pm

**F** 8 am-12pm

#### Board of Health

Cordaville Hall, Lower Level  
9 Cordaville Road

p: **(508) 481-3013**

[southboroughtown.com/  
health](http://southboroughtown.com/health)

Application is on the Board of Health's web page.

#### Open

**M-Th** 8am-12:30pm

**F** 8am-12pm



# Site Plan Review Summary

If you are constructing a new building or addition, adding parking and/or changing the use of an existing building, your project will require Site Plan Review by the Planning Board.

Process	Applicability
<b>Minor Site Plan Review</b>	An addition or change of use of less than 2,000 square feet of floor area or that adds at least five, but fewer than twenty, parking spaces.
<b>Major Site Plan Review</b>	New development, expansion of use, or change of use of 2,000 square feet or more or which requires twenty or more parking spaces.

The Planning Board provides a *Development Guide* that explains the requirements for Special Permits and for Major and Minor Site Plan Review. This guide is available on the Planning Board's web page under *Applications, Rules and Regulations, Bylaws and Fees*.

**Minor Site Plan Review** is conducted by a Site Plan Review Committee with advisory input from the Conservation Commission. The Site Plan Review Committee consists of the Town Planner, a Selectman (or designee), the Building Inspector, the Highway Superintendent, the Board of Health Agent, the Superintendent of the Water Department, the Police Chief, and the Fire Chief (or designee). Minor Site Plan Review takes a maximum of 45 days for the decision. The Planning Board may extend that approval time.

**Major Site Plan Review** and a **Special Permit** require a public hearing in front of the Planning Board. A **Lower Impact Developed (LID) Special Permit** is also required by the Planning Board if a project is subject to Major Site Plan Review. The Planning Board may extend that approval time.

It is in your best interest to meet with Planning Staff prior to submitting an application for any of these approval processes. Planning Staff can discuss the process for a special permit, including the schedule and the requirements for a public hearing. You or your representative will need to attend the public hearing to explain your application.

The process for Site Plan Review may require additional permits. These are summarized on page 12; more information is provided on pages 13-14.

## Where to Go

### Planning Department

p: (508) 485-0710 ext. 3027

[southboroughtown.com/planning](http://southboroughtown.com/planning)

Applications and other materials are on the Planning Department's web page.

### Open

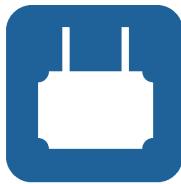
**M, W, Th** 8am-5pm

**Tu** 8am-7pm

**F** 8am-12pm

## What you should know

We strongly recommend a pre-application review with the Town Planner. The process does not start until your application is complete!



## Site Plan Review

# Topics to Consider

As part of the **Site Plan Review** process, the zoning regulations establish specific requirements for signs, lighting, landscaping, parking, and other requirements that will affect your plans. You will need to work with the Planning and Building/Zoning Departments to make sure you meet the Town's requirements.

**Sign regulations** have an impact on the size, location, illumination and, in some cases, materials of the sign. You will want to discuss the design of your sign with the Building/Zoning Department to make sure it is in line with the regulations.

You will also discuss **outdoor illumination** as part of Site Plan Review. Lighting is important for visibility and safety, but the Town has restrictions on the location and amount of illumination allowed.

The Planning Board will review proposals for **landscape design** to identify and encourage elements that help retain stormwater on site. This is commonly known as LID – lower impact design. A **LID Special Permit** from the Planning Board is required if your project will disturb more than an acre of land. The Conservation Commission has additional requirements for stormwater management and projects near wetlands.

Make sure you have the right amount of **parking** for your business! You'll discuss this with the Town as part of the **Site Plan Review** process.

### What you should know

Check with the Building/Zoning Department while your sign is still in the design stage. Both the Zoning Board of Appeals and the Planning Board have jurisdiction over signs.

The Zoning Board of Appeals may grant a special permit for a sign which does not meet certain limitations regarding height, number of signs, illumination, maximum area, and minimum setback.

The Planning Board has an advisory role during this special permit process.



## Site Plan Review

# Related Permits

Process	This Applies if..	What you should know
Sign Review	You need a sign to advertise your business. This will be part of the Site Plan Review process governed by the Planning Board.	<b>LOWER IMPACT DEVELOPMENT (LID):</b> An ecosystem-based approach to land development and stormwater management that ensures that each development site is designed to restore (if necessary) and protect the natural hydrology of the site.
LID Special Permit	You are subject to Major Site Plan Review or are disturbing an acre or more of land.	
Stormwater Management Permit	You are subject to Major Site Plan Review or are making significant changes to the site. The permit is granted by the Conservation Commission.	
Wetlands Permit	Your proposed project is within 100 feet of a wetland or 200 feet of a river or perennial stream. The permit is granted by the Conservation Commission.	

### What you should know

If your business is located in the Business Village District, your project will undergo Design Review as part of a Special Permit process with the Planning Board.



## Other Permits

# Wetlands and Stormwater Permits

You may require a **Wetlands Permit** if your business is located within 200 feet of a river or perennial stream, or 100 feet of a wetland. You will need to discuss the following projects with the Conservation Commission before you start work:

- Removing trees
- Clearing vegetation
- Grading or excavating the site
- Installing new landscaping
- Constructing new structures or additions

Any other activity that might alter the buffer or the wetlands themselves.

Normal maintenance of an existing lawn or landscaping is fine and the Conservation Commission is happy to recommend natural lawn care alternatives and resources to reduce the use of irrigation. But be careful! Prohibited activities include dumping (leaves, grass, manure, dirt, fill) and draining (wetlands, ponds or streams).

The Conservation Commission will require a **Stormwater Management Permit** for projects that meet certain thresholds. In general, your project may be subject to this permit if it is also subject to **Major Site Plan Review** or will disturb either one acre or more or 50% of the lot, whichever is less. There are exceptions, so talk to the Conservation Commission first!

### Where to Go

#### Conservation Commission

p: (508) 485-0710 ext. 3024

[southboroughtown.com/conservation-commission](http://southboroughtown.com/conservation-commission)

Applications and related checklists are on the Conservation Commission's web page.

**Open**  
**M-Th 8:30am-5pm**

### What you should know

Wetlands and Stormwater Management are also governed by the laws of the Commonwealth of Massachusetts. Check with the Conservation Commission before you do any work! We strongly recommend a pre-application review with the Conservation Agent.



## Other Permits

# Special Permits: Definitions

### Planning Board

Uses that require a **Special Permit** from the Planning Board are defined by district within the Zoning Chapter of the Town of Southborough. A consultation with the Planning Department will help you understand which zoning district your business will be in and what the implications are.

For example, many uses in the Business Village District are permitted as-of-right if the use is contained within 2,000 square feet of space. However, if those uses require more than 2,000 square feet of space, a Special Permit from the Planning Board is required.

### Zoning Board of Appeals (ZBA)

Special permits from the Zoning Board of Appeals apply to fewer uses, but some of these are businesses – for example, a children's camp or riding stable. Check with the Planning Department to make sure you know the correct Board for your application.

### Process

The approval process for a **Special Permit** is the same for both Boards, and is detailed on page 16.

### Where to Go

#### Planning Department

p: (508) 485-0710 ext. 3027

[southboroughtown.com/planning](http://southboroughtown.com/planning)

Applications and other materials are on the Planning Department's web page.

#### Open

**M, W, Th** 8am-5pm

**Tu** 8am-7pm

**F** 8am-12pm

### What you should know

If you are in one of the Business Village Districts, you need a Special Permit for your project. The process for a Special Permit will include design review by the Planning Board.



## Other Permits

# Special Permit Process

### Pre-Application Consultation

This step is strongly recommended to ensure a smooth process.

### Application

The Applicant files an application with all the required materials with the relevant Permit Granting Authority (Planning Board or Zoning Board of Appeals).

### Public Hearing

A public hearing must be scheduled within 65 days after the Applicant submits the application. Make sure you or your representative attends the hearing!

### Decision

The Permit Granting Authority must provide a decision within 90 days after the close of the Public Hearing; this period may be extended by mutual agreement between the Board and the Applicant.

### Record with Town Clerk

Recording must be complete within 14 days after the decision is made.

### Appeal Period

The appeal period ends 20 days after the date it was recorded by the Town Clerk. If the decision is favorable and there is no appeal, the Applicant must record the approval with the Registry of Deeds. If the decision is not favorable and the Applicant wishes to appeal, that appeal must be made during this period.

### Where to Go

#### Zoning Board of Appeals

Cordaville Hall, Lower Level  
9 Cordaville Road

p: **(508) 485-0717**

[southboroughtown.com/  
zoning-board-appeals](http://southboroughtown.com/zoning-board-appeals)

Applications and other materials are on the ZBA's web page.

### Open

**M, W, Th** 8am-5pm

**Tu** 8am-7pm

**F** 8am-12pm

### What you should know

In addition to granting Special Permits, the Zoning Board of Appeals hears all variances; in other words, if your project does not meet the dimensional standards of the Zoning By-Law, the Zoning Board of Appeals would hear your request for a variance, or waiver, of that By-Law.

A use variance is not required for septic issues.

---

## **Thank you to all our contributors:**

### **Board of Selectmen**

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Bonnie J. Phaneuf  
Daniel L. Kolenda  
John F. Rooney III  
Paul M. Cimino

### **Thank you to the following people who provided the information contained in this guide:**

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Pamela M. DiGiovanni, Economic Development Coordinator  
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Beth Rosenblum, Conservation Administrator  
Paul Pisinski, Public Health Director  
Karina G. Quinn, P.E., Town Planner  
Jyothi Grama, former Town Planner  
Hillary Young Carney, Administrative Assistant, Planning Board

### **The Economic Development Committee coordinated and oversaw the production of this guide.**

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### **Prepared for the Economic Development Committee by:**





# Southborough

## Permitting Guide

Establishing and  
Growing Your Business

## Redesign/reconstruction of Davis Road

John Butler <johnbutler.us@gmail.com>

Wed 8/3/2022 2:05 PM

To: Select Board <selectboard@southboroughma.com>; Jason W. Malinowski <jmalinowski@southboroughma.com>

Cc: Jeffrey Hark <jhark@southboroughma.com>; Joseph Palmer <jpalmer@southboroughma.com>; Tony Schoener <tschoener@southboroughma.com>; Karen Wheeler <kwheeler@southboroughma.com>; Lisa Braccio <lbraccio@southboroughma.com>; Kathy Cook <kcook@southboroughma.com>

### [EXTERNAL]

I am writing to familiarize you with an unusual situation regarding possible repaving/redesign of Davis Road and repaving of Ashley Road. I live on Davis Road.

Davis Road has a center median that is five feet wide. The median has been a problem from failing landscaping, from everyday blocked lanes by service and delivery trucks, and also a problem for the Town in snow removal. Ashley Road, which branches off Davis road, is normal width and has no median.

In August of 2021 my wife and I agreed to assume responsibility on behalf of the Community Association for liaison to the landscaping company that has handled the median. In September 2021, I called Superintendent Galligan to see if the CA could arrange to install a metered water irrigation system in the median, as lack of water is the main problem damaging the trees and shrubs there. Ms. Galligan told me that the road was scheduled for repaving in FY 2023 and that the DPW would prefer to eliminate the median, and redesign the road making its appearance conform to that of a normal width road. Ms. Galligan said that although DPW would prefer this, it would only do this reconstruction if the abutters supported the concept, otherwise DPW would just repave it as is. I told Ms. Galligan that I would volunteer to inform the residents of the DPW's preference and collect written statements from them regarding their views about the median. The DPW arranged with Town engineering consultants to prepare a sketch of the redesigned road.

After receiving the draft plan from the DPW, I prepared and distributed written communications to residents whose property abuts Davis Road. Courtesy copies were sent to Ashley Road residents. In total, I contacted twenty five residences via email and US Mail. These documents described the choice which the DPW was presenting, but did not advocate either approach, and solicited written opinions in reply. I received written replies from abutters representing nine of thirteen Davis road properties. All nine replies were in favor of median removal. In addition, all the Ashley Road residents who replied (8) also supported the DPW's median removal plan. I forwarded all the resident's signed written responses to the DPW on June 3, 2022. All the documents associated with this information process can be seen at <https://tinyurl.com/5e3me2u9>.

On average we should expect about two of thirteen abutting residences to change ownership per year and two are currently on the market. For an opinion solicitation of the type that I undertook to be valid it needs to occur within one to two years of the actions being considered. Otherwise a significant number of new owners can validly object that they had no role in deciding nor knowledge of the plans. While legally the decision is solely the Town's to make, having come this far in the process it would be disappointing to lose the currency of the information which we have carefully collected on behalf of the Town.

Very truly yours,

John Butler

## Capital Planning Committee - Road Maintenance

Wendy DeMichaelis <wendy.demichaelis@gmail.com>

Wed 8/3/2022 11:39 AM

To: Jason W. Malinowski <jmalinowski@southboroughma.com>

**[EXTERNAL]**

Capital Planning Committee,

I'm a resident of Bantry Road. While I appreciate this neighborhood's roads being considered for maintenance, I'm surprised to find them on the list. They are in good condition at the moment and the funds should be prioritized for roads in greater need of repair.

Thank you for the opportunity to comment,

Wendy DeMichaelis  
15 Bantry Rd, Southborough

--

Wendy Y. DeMichaelis, PMP  
Mobile: (508)341-5117

ROAD	Length	Width	Area (SY)		Total Street Cost
Constitution Drive	3300	27	9900	Mill and Pave	\$ 154,377.80
Liberty Drive	2300	26	6644	Mill and Pave	\$ 172,858.40
Wentworth Drive	775	26	2239	Mill and Pave	\$ 34,534.70
Adams Circle	250	26	722	Mill and Pave	\$ 12,962.00
Independence Drive	400	26	1156	Mill and Pave	\$ 17,804.20
atriotic development sidewal	6000	6	4000	Overlay	\$ 63,875.00
Carolyn Drive	1100	26	3178	Reclaim and Pave	\$ 88,314.36
Ted Lane	1700	26	4911	Reclaim and Pave	\$ 130,897.82
Brookside Terrace	400	23	1022	Reclaim and Pave	\$ 28,737.04
Davis Road	1450	30	4833	Remove Island, Fill w/ Gravel, Move Catch Basins and Hydrants, Mill and Pave	\$ 120,388.26
Ashley Drive	750	26	2167	Mill and Pave	\$ 59,789.00
Davis /Ashley sidewalk	2200	6	1467	Move and Pave	\$ 1,066.67
William Onthank	3800	24	10133	Reclaim and Pave, Replace Berm	\$ 352,430.27
William Onthank sidewalks	2500	6	1667	Overlay	\$ 37,161.67
testnut Hill Farm Road (2 wa	1000	20	2222	Reclaim and Pave	\$ 57,351.22
testnut Hill Farm Road (1 w	3250	16	5778	Reclaim and Pave	\$ 144,167.78
Ward	2500	20	5556	Mill and Pave	\$ 77,400.00
Bigelow	3000	20	6667	Mill and Pave	\$ 92,255.00
Country Lane	850	20	1889	Mill and Pave	\$ 28,091.00
Blackthorn	1750	22	4278	Mill and Pave	\$ 64,198.00
Bantry	1550	24	4133	Mill and Pave	\$ 60,950.60
Tara	1800	24	4800	Mill and Pave	\$ 70,588.60
East Main	2200	22	5378	Mill and Pave	\$ 85,359.20
East Main sidewalk	2200	6	1467	Overlay	\$ 17,166.67
Upland	500	20	1111	Mill and Pave	\$ 15,330.00
Winchester	1000	22	2444	Mill and Pave	\$ 36,406.00
Walker	600	20	1333	Mill and Pave	\$ 19,626.00
Old Cordaville	410	20	911	Mill and Pave (Affected if intercon happens)	\$ 13,855.82
Parker	600	20	1333	Mill and Pave	\$ 21,254.00
Hammond	400	20	889	Mill and Pave	\$ 15,098.11
Cottage	400	20	889	Mill and Pave	\$ 15,098.11
Pine Hill Road	8100	20	18000	Mill and Pave (Decent Bandaid - needs drainage - sidewalks have been requested)	\$ 254,296.00
Woodland (9 to 90)	5300	23	13544	Mill and Pave	\$ 193,926.20
White Bagley Causeway	1100	24	2933	Mill and Pave	\$ 15,594.67
Parkerville Road north side	5500	20	12222	Mill and Pave	\$ 173,511.00
Lovers Lane	4000	18	8000	Overlay (Bandaid - needs drainage and reclaim - water main replacement will facilitate project - could use sidewalk)	\$ 97,714.00
Harris	1200	26	3467	Reclaim and Pave	\$ 93,825.27
tockwell/Fitzgerald Sidewall	2200	6	1467	Overlay (Bandaid - plan a permanent fix when road needs to be done)	\$ 19,196.67
purse Lot and driveway - w/ grading			\$	175,000.00	

Total Miles 14.84

Total Cost	\$ 2,957,457.09
Available Funds (allowing for contingencies and escalation costs)	\$ 1,400,000.00

Road	Location on Road	Treatment	Year
Alexander Road		Reclaim, Remove & Reset Granite Edging/Curbng, Cape Cod Berm & Pave	2006
Angelica Lane	All	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2015
Atwood		Reclaim	2008
Bantry Road		Level & Overlay	2003
Beechwood Lane	All	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2018
Blackthorn Drive		Level & Overlay	2003
Boston Road	East Main to Central (less int)	Cold plain, 1.5" overlay, curb	2001-2002
Boston Road	Meadow Lane to White Bagley Road	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2015
Boston Road	White Bagley Road to East Main Street	Grind, Level (As Required) & Pave (1.5" Wearing)	2015
Breakneck Hill Rd	Route 9 to Davis Road	level then chip seal	2001-2002
Breakneck Hill Road	All	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2015
Brigham Road	Ward Road to Granouille	level then pave	2001-2002
Brook Lane	All	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2018
Bryden Road		Level, Fabric & Pave	2006
Burnett Road	All	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2018
Candlewood Lane	All	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2018
Central	Tracks to 9	Reclaim, Grade, R&R Curb, Level & Overlay Sidewalk (1.5" Wearing), Pave (2.5" Binder, 1.5" Wearing)	2013
Central Street	Route 30 to Reservoir Drive	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2015
Central Street	Reservoir Drive to Railroad Tracks	Grind, Level (As Required) & Pave (1.5" Wearing)	2015
Central Street Playground	Off of Winter Street	Bring Gravel, Grade, Pave (2" Binder, 1" Wearing)	2018
Cherry Street	All	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2015
Chestnut Hill Rd	Entire length of road	level then chip seal	2001-2002
Clemmons Street		1-1/2" Overlay	2005
Clifford Street		Reclaim, grade and pave (2.5" binder, 1.5" wearing)	2004
Clifford Street	From Around 18 Clifford to 24 Clifford	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2015
Cordaville Road	Route 9 to Comm Gas	Microseal	2001-2002
Crestview Drive	Partridge Hill to Partridge Hill	Crackfill then pave	2001-2002
Cross Street		Reclaim, grade and pave (2.5" binder, 1.5" wearing)	2005
Darlene Drive	All	Overlay (1.5" Wearing)	2015
Deerfoot Extension	All	Grind, Level (As Required) & Pave (1.5" Wearing)	2011
Deerfoot Road	Route 9 to Clifford	level then chip seal	2001-2002
Deerfoot Road	Route 9 to end (South)	Chip Seal	2001-2002
Deerfoot Road		Reclaim, grade and pave (2.5" binder, 1.5" wearing)	2004
Deerfoot Road	Clifford Road to Route 9	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2015
DPW		Base and overlay/tack	2001-2002
DPW Fuel Station	Around New Fuel Tanks	Remove 4" Gravel/Stone Dust, Grade, Pave (2.5" Binder, 1.5" Wearing)	2018
Eastbrook Farm Lane	All	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2015
Edgewood Road		Reclaim, grade and pave (2.5" binder, 1.5" wearing)	2005
Fairview Drive		crackseal, fabric & 1.5" overlay	2004
Fay Court	Bridge Street to end	2" overlay	2001-2002

Fisher Road	All	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2015
Flagg Road	Deerfoot to Lovers Lane	Pulverize & pave	2003
Flagg Road	Lovers to 9	Reclaim, grade and pave (2.5" binder, 1.5" wearing)	2004
Foley		Overlay	2008
Garrison Lane		1-1/2" Overlay	2005
Gilmore		Reclaim	2008
Glenwood		Level & Pave	2006
Granuaillie Road	All	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2018
Grove	All	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2013
Heather Lane	All	Overlay (1.5" Wearing)	2015
Hickory Road	All	Overlay (1.5" Wearing)	2015
High Street		Level, Fabric & Pave	2006
Highland Street	All	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2015
Highridge Road		crackseal, fabric & 1.5" overlay	2004
Hill Side Avenue	Lyman to end	level then pave	2001-2002
Hill Top	All	Overlay (1.5" Wearing)	2013
Howes Court	Newton Street to Lyman Street	level then pave	2001-2002
Johnson		Reclaim & Guardrail	2008
Latisquama	All	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2013
Learned	All	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2013
Ledge Hill Road	Route 85 to Whistler Lane	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2015
Ledge Hill Road	Whistler Lane to Sears Road	Overlay (1.5" Wearing)	2015
Leonard Drive		Reclaim, grade and pave (2.5" binder, 1.5" wearing)	2005
Lovers Lane		Chip Seal	2001-2002
Lyman Street	East Main to end	level then pave	2001-2002
Main Street	Sears to Park Street	TIP	2019-2020
Maple	to cul-de-sac	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2013
Marlboro		Plane, Level, Overlay	2008
Marlborough Road	Main Street to CSX Bridge	Microsurface	2001-2002
Meadow Lane		Reclaim & Pave	2006
Michael Circle	All	Overlay (1.5" Wearing)	2015
Middle		Reclaim	2008
Middle	All	Grind/Plane, Level (As Required) & Pave (1.5" Wearing)	2013
Moulton Road		Level, Fabric & Pave	2006
Mount Vickery	East & west sides	Patch & chip seal	2001-2002
Mt. Vickery E		Reclaim	2008
Mt. Vickery W.		Reclaim	2008
Nathan Stone Road	All	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2015
Newton	All	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2013
Nichols Street		1-1/2" Overlay	2005
Northboro	495 to Town Line	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2013
Northboro	495 to Jericho Hill	Overlay (1.5" Wearing)	2013
Northboro Road	Route 30 to corner	level then chip seal	2001-2002

Oak Hill	Town Line to Walgreens	Reclaim, Grade, R&R Curb, Reclaim Sidewalk, Pave Sidewalk (1.5" Binder, 1.5" Wearing), Pave (2.5" Binder, 1.5" Wearing)	2013
Orchard		Reclaim	2008
Oregon Road		Reclaim, grade and pave (2.5" binder, 1.5" wearing)	2005
Overlook Drive		Level & Overlay	2003
Parkerville (G-9)	9 to Wedgewood	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2011
Parkerville Road	Middle Road to Route 9	level then chip seal	2001-2002
Parkerville Road	Gilmore Road to Southville Road	Reclaim/curb/intersection	2001-2002
Parkerville Road North		Pulverize & pave	2003
Parkerville Road South		Overlay	2003
Parmenter Road	Framingham Line to Marlboro Line	Reclaim	2001-2002
Partridge Hill Road	White Bagley Road to end	Crackfill then pave	2001-2002
Peggy		Overlay	2008
Pine Hill Road	Graystone Way to Parmenter Road	Reclaim	2001-2002
Pine Hill Road	Framingham to Graystone	Pulverize & pave	2003
Pleasant Street	All	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2015
Powdernill Lane		1-1/2" Overlay	2005
Prentiss Street	Parkerville to end	Reclaim	2001-2002
Presidential		Level & Pave	2006
Red Gate Lane	All	Overlay (1.5" Wearing)	2015
Reservoir Drive	Central Street to Route 9	Crackfill then pave & berm	2001-2002
Richards Rd		Reclaim, Granite Curb, Sidewalk, Pave	2006
Richards Road	Woodland Road to Cordaville Road	Reclaim	2001-2002
Sadie Hutt		Level & Pave	2006
Sarsen Stone		Level, Fabric, Overlay	2008
School	All	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2013
Sears	All	Reclaim, Grade, Pave (3" Binder, 1.5" Wearing)	2011
Skylar		Level, Fabric, Overlay	2008
Southville	Town Line to Woodbury	Grind, Level (As Required), F&I Curb, Overlay Sidewalk (As Required), Pave (1.5" Wearing)	2011
Southwood Drive	All	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2018
Stowe Road	Sears to Sears	level then chip seal	2001-2002
Summit Road		crackseal, fabric & 1.5" overlay	2004
Sunrise Drive	All	Overlay (1.5" Wearing)	2015
Tara Road		Level & Overlay	2003
Town Hall Parking Lot	See Attached Plan (Gravel area at back of lot)	Remove 3" Gravel/Stone Dust, Grade, Pave (2" Binder, 1" Wearing)	2018
Town Hall Parking Lot	Paved Lot- See Attached Plan	Grind, Level (As Required) & Pave (1.5" Wearing)	2018
Town Hall Parking Lot	Western Draiveway - See Attached Plan	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2018
Transfer Station	Road to and all Recycling Area	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2015
Triangle Walkways			2015
Trottier/Neary Road	Tennis Court Lot to Trottier Lot	Grind, Level (As Required) & Pave (1.5" Wearing) - 2 speed Humps	2018
Vale Terrace	All	Overlay (1.5" Wearing)	2015
Valley Road	5 Corners to Meadow Lane	Grind, Level (As Required) & Pave (1.5" Wearing)	2018
Valley Road	Meadow Lane to End	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2018

Various Streets		Crackfill	2001-2002
Vickery Hill Lane		Reclaim, Remove & Reset Granite Edging/Curbng, Cape Cod Berm, Pave	2006
View Hill Road	Breakneck Hill to end	2" overlay	2001-2002
Walnut Drive		Reclaim, grade and pave (2.5" binder, 1.5" wearing)	2005
Ward Road	Main Street to 495	level then pave	2001-2002
Whistler Lane	All	Overlay (1.5" Wearing)	2015
White Bagley	Rte 30 to Causeway	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2013
Wildwood Drive	All	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2018
Willow Street		Reclaim, grade and pave (2.5" binder, 1.5" wearing)	2005
Winter Street	All	Reclaim, Grade, Pave (2.5" Binder, 1.5" Wearing)	2018
Wood Street	#6 to intersection	2" overlay	2001-2002
Wood Street	After corner to #6	Reclaim	2001-2002
Woodbury Road	Darlene Drive to Woodland Road	1.5" overlay	2001-2002
Woodbury Road	Southville Road to Darlene Drive	Reclaim	2001-2002
Woodland	Richards to Cordaville	Grind, Level (As Required) & Pave (1.5" Wearing)	2011
Woodland Road	Route 9 to Richards Road	2" overlay	2001-2002
Woodland Road	Richards Road to Cordaville Road	Microseal	2001-2002
Woodward Drive Sidewalk	See Attached Plan		2018
Woodward Drive Wall, sidewalk	See Attached Plan		2018
Woodward Driveway	Cordaville Road to Flagpole	Grind, Level (As Required) & Pave (1.5" Wearing)	2018
Woodward Lot	Lower Lot	Grind, Level (As Required) & Pave (1.5" Wearing)	2018
Wyeth Circle	All	Overlay (1.5" Wearing)	2015
Wyndemere Drive	Main Street to end	Crackfill then pave & berm	2001-2002

**Capital Planning Committee**  
**July 18, 2022**  
**Virtual Meeting held via Zoom**

Voting Members Present: Jason Malinowski (Chair), Lisa Braccio, Jeffrey Hark, Joseph Palmer, Karen Wheeler, Tony Schoener (present for part of the meeting)

Ex-officio members Present: Mark Purple

Non-Member Speakers : Karen Galligan, John Westerling (head of Hopkinton DPW, Timothy Thies (Par Corporation, Southborough Water Consultant)

**I. Call Meeting to Order**

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

At 7:35 p.m. Mr. Boland called the Public Works Planning Board meeting to Order.

Voting Members Present: William Boland (Chair), Mark S. Bertonazzi (Vice), Deborah Demuria, Sam Stivers

**II. Joint Meeting with Public Works Planning Board**

**a. & b. Review of Hopkinton request for Water Connection, Water Master Plan Review**

Chairs advocated for future collaboration and process regarding upcoming project consideration. Timothy Thies gave a presentation of Southborough's existing water system and the components of the Southborough Water System Master Plan as it currently exists. Then related the details and changes which would take place under the proposal from Hopkinton to connect to the Southborough MWRA supplied water system.

Within the current system, Mr. Thies related that to address emergency and fire concerns the current system is lacking 1 million of gallons of needed storage capacity (Increase storage in both upper and lower regions). The Fairview rd. neighborhood region is the most vulnerable to pressure and flow issues (partially due to altitude) under an emergency draw situation within the grid. An addition pump near the Deerfoot Rd. Neighborhood south of rte. 9 would resolve potential emergency flow issues when needed in Mt. Vickery rd. and Trottier areas. Other capital projects recommended: replace Newton St. water main (currently undertaken), install 12" main between Presidential Dr. And Fisher Rd., and replace 12" main on lovers Ln.

Details of the Hopkinton plan can be viewed in other documents or in the video presentation. Mr. Thies advocated that even if the town were not in support of letting Hopkinton attach to the Southborough MWRA water supplied system, he would still support the basic elemental changes in that plan to the Southborough system to attain the performance benefits; which would include the main elements of placing a larger raised tank on

the Oak hill site, and removing the four pressure valves in Southborough to join the low and high territories together as one single zone system (in addition to some changes already stated in the master plan).

The Committees asked questions about the proposed changes, potential costs to Southborough under both plans, and elements of the Hopkinton plan. It inquired about the future process of discussion and progress should this proposal move forward, and the next steps. Mr. Westerling said Hopkinton had already appropriated money for the next steps of the project should Southborough decide to move forward.

Non-committee questions and statements: Mr. Butler questioned increasing water use estimates given there was a noticeable decline in usage in recent years even though there was a population increase (Mr. Thies replied he expected the trend to reverse). Mr. Reed asked about future well usage of the Hopkinton Town wells (which remains uncertain), potential future costs of the proposed new system, and potential decommissioning of Southborough storage tanks.

**c. Cordaville Road Proposed Project for 2023 Town Meeting - Review process that will be undertaken to vet project with the public before seeking town meeting approval. Discussion may also include review of federal grant opportunities.**

There was a brief discussion of the details of the project and its formation history, about the proper elements for public forum and decision moving forward, and the avenues to accumulate more grant money for the project from Federal grant sources. The Project will begin at the corner of Cordaville and River Streets, and ends at the DPW, with minor pieces touched between there and the causeway. The details are available on the DPW site. It was relayed that current grant money under the Complete Streets Program was tied to another project being delayed by approval from railroad concerns (Newton St.), preventing the town from attaining another potential 400k from that source (for the Cordaville Project) until that project has been executed or shelved.

The Public Works Planning Board adjourned at 10:02pm following conclusion of the discussion.

**III. Discussion of Road Maintenance RFP Next Steps, including preliminary review of scope**

Karen Galligan related that the DPW will be looking to advertise the road projects on the list for bid by late August or early September, to see what the town can get done this year. Chapter 90 will be used at the approval of the SB, and Capital will need to vet the projects for use of money approved at town meeting.

**IV. Approval of Minutes from June 27, 2022**

Not presented

## **V. Committee Reorganization for the new Fiscal Year**

Ms. Braccio nominated Mr. Malinowski to continue as Chairman of the Capital Planning Committee. Seconded by Mr. Palmer. The Committee voted 4-0-1 by roll call vote to approve the motion. [Braccio, aye; Hark, aye; Palmer, aye; Wheeler, aye; Malinowski, abstain].

Mr. Malinowski nominated Ms. Braccio to continue as Vice Chairman of the Capital Planning Committee. Seconded by Mr. Hark. The Committee voted 4-0-1 by roll call vote to approve the motion. [Braccio, abstain; Hark, aye; Palmer, aye; Wheeler, aye; Malinowski, aye].

Mr. Malinowski nominated Mr. Hark to continue as Clerk of the Capital Planning Committee. Seconded by Ms. Braccio. The Committee voted 4-0-1 by roll call vote to approve the motion. [Braccio, aye; Hark, abstain; Palmer, aye; Wheeler, aye; Malinowski, aye].

## **VI. Committee Appointment to the Community Center Exploration Committee**

Mr. Malinowski volunteered to serve as the Capital Member at present.

Ms. Braccio nominated Mr. Malinowski to be appointed to the Community Center Exploration Committee. Seconded by Mr. Hark. The Committee voted for 4-0-1 by roll call vote to approve the motion. [Braccio, aye; Hark, aye; Palmer, aye; Wheeler, aye; Malinowski, abstain].

## **VII. Chair/Member Updates**

- a. Neary Building Committee Update**
- b. SHOPC - South Union Subcommittee Update**
- c. Actions taken on ARPA Projects (Historical and Trails) since last meeting**
- d. Pavement Management Program process update**

All pushed to a future meeting date due to time constraints.

## **VIII. Public Comment**

A suggestion was made by John Reed that a status of projects page on the town website would be of benefit to the citizenry.

## **IX. Meeting Schedule**

TBD.

## **X. Other Business that may properly come before the Committee**

None

## **XI. Adjournment**

Mr. Malinowski made a motion to adjourn at 10:20pm. Seconded by Ms. Wheeler. The Committee voted 5-0 by roll call vote to approve the motion. [Braccio, aye; Hark, aye; Palmer, aye; Wheeler, aye; Malinowski, aye].

Minutes submitted by Joseph Palmer Committee Member.

### **Documents Referenced During Meeting:**

- 1) Par Corporation Presentation of the Southborough Master Plan
- 2) Par Corporation Presentation of the Hopkinton Proposal to attach to the Southborough Water System
- 3) Town of Southborough Department of Public Works Summary document of Hopkinton Water Interconnection Proposal
- 4) Southborough Water System Master Plan Update April 2022
- 5) Cordaville Road Project Proposed for 2023 Annual Town Meeting Funding Document
- 6) Summary of Road Projects and Cost Estimates currently under review for FY 23
- 7) Formation of Ad-Hoc Community Center Exploratory Committee document (Approved by SB July 12 2022)

**Capital Planning Committee**  
**June 27, 2022**  
**Virtual Meeting held via Zoom**

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

**I. Call Meeting to Order**

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

**II. Approval of May 24 2022 Meeting Minutes**

Mr Malinowski moved to accept the minutes; Mr Hark seconded. The Committee voted 5-0-1 by roll call vote to approve minutes (Braccio - abstain, Hark - aye, Palmer - aye, Schoener - aye, Malinowski - aye, Wheeler - aye).

**III. Requests for addition to Capital Plan - Originating from ARPA Process**

**a. Historic District Signage**

Kevin Miller (Chair, Historical Commission) joined and provided an update on historic signage plans and requests. Mr Miller recommended that 6 signs be funded; the Committee discussed funding a 7th sign.

A question was asked by a member of the public, asking if this project fit into the ARPA fund requirements. A discussion ensued outlining how this project meets the ARPA requirements.

Mr Malinowski moved to approve a 7 sign plan be added to the capital plan; Mr Hark seconded, The Committee voted unanimously by roll call vote to approve the 7 sign plan (Braccio - aye, Hark - aye, Palmer - aye, Schoener - aye, Malinowski - aye, Wheeler - aye).

**b. Peninsula Trail Project**

Kathryn McKee (Chair, Trails Committee) joined and provided an update on the Peninsula Trail Project and related capital requests. Forecasted total cost of \$359k, with various funding sources being pursued.

Discussion ensued about this potentially being 2 projects; trail work on the Peninsula Trail itself, and related crosswalk work on nearby roads that would be a DPW project.

Discussion ensued about the potential need for a Project Manager.

A question was asked by a member of the public, asking if this project fit into the ARPA fund requirements. A discussion ensued outlining how this project meets the ARPA requirements.

Mr Malinowski moved that this Peninsula Trail work be added to the capital plan, that this project be funded by either grant funding or ARPA funding, and that the crosswalk project be reconsidered at a later time; Mr Hark seconded. The Committee voted unanimously by roll call vote to approve this motion (Braccio - aye, Hark - aye, Palmer - aye, Schoener - aye, Malinowski - aye, Wheeler - aye).

#### **IV. Chair/Member's Updates**

##### **a. Neary Building Committee Update**

Mr Malinowski provided an update on the early administrative steps being taken by this committee; legal paperwork is being created for MSBA Eligibility.

##### **b. SHOPC – South Union Subcommittee Update**

Mr Palmer noted that there has been no progress since the last Capital Planning Committee meeting.

##### **c. Committee open position**

A brief discussion was held on the importance of finding 1 more committee member.

#### **V. Discussion of FY23 Capital Planning Process, including setting of deadlines for submissions for Fall TM and ATM**

Agreed to follow process similar to that followed during FY22 capital process (request of each town department to provide a 10 year capital forecast, and a 2 year more-detailed forecast). Mr Malinowski will draft a memo for distribution to departments outlining this plan.

#### **VI. Discussion of prioritization criteria for capital items**

Discussion ensued about the value of reviewing how other towns prioritize their capital spending. Mr Schoener agreed to take this AI; specifically, to review how 3 other towns do this, and then report back to this committee.

#### **VII. Next steps re: Space Needs Study including discussion of requesting Community Center Exploration Committee Charge**

Discussion of value of forming a committee to explore creation of a Community Center Exploration Committee. Mr Malinowski agreed to create a draft charge for such a committee.

**VIII. Updates related to next steps on DPW Capital, including discussion of joint meeting with the Southborough Public Works Planning Board (PWPB)**

**a. Hopkinton Water Connection**

Discussion of how best to review the Town of Hopkinton's request to connect their water system to the Southborough water system. Agreed that a joint meeting with PWPB should be scheduled to review this proposal.

**b. Cordaville Road Project**

A planned FY23 project. Agreed that these plans should be reviewed in a future public meeting.

**c. Road and Sidewalk projects for FY23**

Discussion of DPW plans for FY23. Agreed that these plans should be reviewed in a future public meeting.

**IX. Public Comment**

There were no public comments.

**X. Meeting Schedule**

Next meeting scheduled for July 18, with PWPB.

**XI. Other business that may properly come before the Committee**

None

**XIV. Adjournments**

Mr Malinowski moved that the meeting be adjourned; Mr Palmer seconded. Meeting adjourned at 9:25pm, after unanimous roll call vote (Braccio - aye, Hark - aye, Palmer - aye, Schoener - aye, Malinowski - aye, Wheeler - aye).

**Documents Referenced During Meeting:**

1. Draft Meeting Minutes for 5/24/2022

**Fwd: Capital Planning Committee Meeting Wednesday August 10th**

Andrea Giancontieri <[andrea.giancontieri@gmail.com](mailto:andrea.giancontieri@gmail.com)>

Thu 7/28/2022 12:22 PM

To: Jason W. Malinowski <[jmalinowski@southboroughma.com](mailto:jmalinowski@southboroughma.com)>

**[EXTERNAL]**

Hello,

I would love to see sidewalks on Woodland go beyond 9-90. I'm at 129 and people (including school children) are taking their lives in their hands walking along Woodland Rd daily. This is a major cut through between rt 9 and 85 and I do not understand why the residents along this route are not protected.

Andrea Giancontieri  
617-640-8424  
Sent from my iPhone

On Jul 28, 2022, at 12:02 PM, southboroughma <[cmsmailer@civicplus.com](mailto:cmsmailer@civicplus.com)> wrote:

## **Capital Planning Committee Meeting Wednesday August 10th**

### **To review the roads and sidewalks to be designated for road maintenance contract**

The Capital Planning Committee will meet on Wednesday August 10th at 7:30 PM via Zoom to review the roads and sidewalks to be designated for the road maintenance contract that the Town will be issuing.

A listing of the roads under consideration are as follows (additional cost, scope and priority designations will be posted at least one week prior to the meeting):

List is NOT in any sort of priority order

Constitution Drive

Liberty Drive

Wentworth Drive

Adams Circle

Independence Drive

Patriotic development sidewalks

Carolyn Drive

Ted Lane

Brookside Terrace

Davis Road

Ashley Drive

Davis /Ashley sidewalk

William Onthank

William Onthank sidewalks

Chestnut Hill Farm Road (2 way)

Chestnut Hill Farm Road ( 1 way)

Ward

Bigelow

Country Lane

Blackthorn

Bantry

Tara

East Main

East Main sidewalk

Upland

Winchester

Walker

Old Cordaville

Parker

Hammond

Cottage

Pine Hill Road

Woodland (9 to 90)

White Bagley Causeway

Parkerville Road north side

Lovers Lane

Harris

Stockwell/Fitzgerald Sidewalks

For residents that want to weigh in on the recommendations but are unable to attend, an email can be sent to the Chair at [jmalinowski@southboroughma.com](mailto:jmalinowski@southboroughma.com). It'll be read into the record as part of public comment before any deliberations conclude or votes are taken.

[Read more](#)

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## Re: Sidewalk Construction

William Harrington <wharrington@southboroughma.com>

Wed 8/3/2022 1:14 PM

To: Jason W. Malinowski <jmalinowski@southboroughma.com>

Thanks for your response Jason that's what I wanted to know. Sounds like the Richards Rd sidewalk construction maybe discussed in fall. I understand that ARPA has Richards Rd on its Sidewalk grant list?

Thanks

Bill

On Aug 1, 2022, at 8:09 PM, Jason W. Malinowski <jmalinowski@southboroughma.com> wrote:

Hi Bill,

Hope you are doing well. This list is more of maintenance, not new. The new items will be an item that we discuss in the Fall. Let me know if that helps to clarify.

Thanks,

Jason

---

**From:** William Harrington <wharrington@southboroughma.com>

**Sent:** Friday, July 29, 2022 8:07 PM

**To:** Jason W. Malinowski <jmalinowski@southboroughma.com>

**Subject:** Sidewalk Construction

Hi Jason,

I just read in MySouthboro the list of sidewalks being considered in the DPW Contract.

Are these just sidewalks being repaired or are new sidewalks also being considered. I understood that

the "missing section" of sidewalk on Richards Road was being considered in the ARPA sidewalk grant.

Is that project still on the table and is this list additional projects. Back in 2018 fifty neighborhood residents submitted a petition to the DPW requesting this section of sidewalk be considered. It was also in the top ten priority sidewalks by the "recent" Sidewalk Committee. I would like to add the Richards Road sidewalk project to your list if appropriate.

Thanks,

Bill Harrington

## Capital Planning Committee - Road and Sidewalk Work - Banfill Lane

Tim Lescalleet <fajaleski@gmail.com>

Fri 8/5/2022 6:30 PM

To: Jason W. Malinowski <jmalinowski@southboroughma.com>

**[EXTERNAL]**

Chairman Malinowski,

It is my understanding that the Capital Planning Committee (CPC) will be considering certain repairs and replacements of roads and sidewalks at its next regularly scheduled meeting, on August 10th. I respectfully request that the CPC consider significant repairs or resurfacing of Banfill Lane. There are numerous areas of potholes, depressions, lost finish coat of pavement, sinking lateral drain pipes, protruding water and sewer heads, and severely damaged curbing, and the general condition of the pavement is rapidly deteriorating ("spiderweb-like" decay). I've attached a few photos of these conditions for your convenience.

Thank you in advance for your consideration.

Tim Lescalleet

8 Banfill Lane

860-463-6917













## RE: Sidewalk and Road Projects

Karen Galligan <kgalligan@southboroughma.com>

Mon 8/8/2022 9:43 AM

To: Rob & Kacey Lorenson <rjl\_kdr@yahoo.com>; Jason W. Malinowski <jmalinowski@southboroughma.com>

Cc: Karen Galligan <kgalligan@southboroughma.com>

Hi Kacey,

Thanks for your email. I'm glad you reached out again. The work being discussed by Capital is repaving existing roads, and in some cases sidewalks. Capital is not looking at project work; the work we have been discussing for Marlboro, Framingham and Acre Bridge Roads is project work, not maintenance.

The Marlborough Road, Framingham Road, Acre Bridge Road corridor is a roadway and sidewalk project that the Town is working to get on the list for State and Federal funding through the Transportation Improvement Project (TIP) program, which is how Main Street was funded. I know that we have been talking together about sidewalks and the Acre Bridge intersection for at least 2 ½ years, but it is a large project that requires design and public input at a much larger scale than our road maintenance work. We sent the concept to MassDOT in June and are responding to their preliminary comments. If MassDOT is willing to consider the project it will be discussed at multiple meetings of Capital and the Select Board, where it will be vetted and, hopefully, supported by the Public and multiple Boards. The Town is looking to fund this through the TIP process because it has minimal right-of-way issues and is a big project for the Town to fund and oversee alone.

The DPW, through me or the office, will keep you informed of any meetings that are going to discuss the project. It is good to have public comment and support on such a large project, we definitely will be seeking your input.

I apologize for the confusion about Capital's meeting on Thursday, thanks again for reaching out about it.

I hope to be in touch very soon with information about the Marlborough to Framingham corridor project.

Thanks,

Karen Galligan  
DPW Superintendent

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**From:** Rob & Kacey Lorenson <rjl\_kdr@yahoo.com>  
**Sent:** Friday, August 05, 2022 12:37 PM  
**To:** Jason W. Malinowski <jmalinowski@southboroughma.com>  
**Cc:** Karen Galligan <kgalligan@southboroughma.com>  
**Subject:** Sidewalk and Road Projects

**[EXTERNAL]**

Good Afternoon,

I noticed there is an upcoming agenda item on the August 10th meeting to discuss town sidewalks. In reviewing [this article](#) and the agenda, I do not see anything that references the town survey that was conducted in May of 2021. In this survey, we were asked to rank a series of sidewalk/intersection/road projects. When cross-referencing the survey results (screenshot attached) and the list of sidewalks on the agenda for 8/10 I do not see a strong connection.

Additionally, there was extensive road surveying done on some of the roads listed in the town resurvey results in 2021 (specifically: Marlboro Rd, Acre Bridge Rd, Framingham Rd). Do you have the results of that road surveying?

Is there still a plan to address the top roads and sidewalks listed in the 2021 town survey results (screenshot attached)?

I look forward to your response.

Thank you!

-Kacey Lorenson  
132 Marlboro Rd.

## Highest priority: sidewalks on Newton St, Cordaville Rd by Rt. 30, Deerfoot Rd, and Flagg Rd w/ current funding

**1**

Includes a sidewalk on Newton Street to the medical building, sidewalks on Cordaville from Rt. 30 south to the Cemetery's northern entrance, and the Deerfoot and Flagg Road intersection

**2**

Marlborough Road, through the Rt. 85 light to Framingham Road through the Boston Road light to Central Street (sidewalks, drainage, bike lanes, traffic light improvements, Acre Bridge Road intersection improvements)

**3**

St. Mark's Street and Marlboro road intersection improvements (paving, re-location, drainage, sidewalks, park/garden area)

**4**

Sidewalk north from St. Mark's School's west campus to the railroad bridge

**5**

Water main replacement

54% of responses state that no increase in property tax should be necessary to fund this and that the town should defund other areas and fund these priorities

## Prioritization of road maintenance -weighing in

Andrew Machado <amachado241@gmail.com>

Mon 8/8/2022 9:07 PM

To: Jason W. Malinowski <jmalinowski@southboroughma.com>

**[EXTERNAL]**

Hi Jason,

I am writing to you to weigh in on the prioritization of roads to be designated for road maintenance.

I would like to emphasize the need for Ted Lane, Carolyn Drive, and Brookside Terrace to be fully repaved (they are currently on the prioritization list). There have been many potholes and loose gravel which seem to occasionally get "band-aided" over but easily revert back to potholes and loose gravel again. I've talked with many of the neighbors that have lived here longer than me and they are disappointed in the condition of the roads, particularly compared to other neighborhoods in Southborough.

The neighborhood has many young kids now and I have already seen 2 kids wipe out on their bikes because of unstable gravel. My child is not yet at that age, but my hope is that the street will be much safer by that time.

Thank you for your consideration,

Andrew