

1. Meeting Materials

Documents:

[DRAFT_MEETING_MINUTES_FROM_9-12-2022.PDF](#)
[IT_WEBSITE_REQUEST_FORM.PDF](#)
[RECREATION_VAN_CAPITAL_SUBMISSION.PDF](#)
[RECREATION_VAN_SUBMISSION.PDF](#)
[RECREATION_VEHICLE_QUOTE.PDF](#)
[WEBSITE_EMAIL_FROM_MTC.PDF](#)
[2022.10.12_CPC_AGENDA.PDF](#)

Capital Planning Committee
September 12, 2022
Virtual Meeting held via Zoom

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

Ex-officio members Present: Mark Purple

Non-Member Speakers : none

I. Call Meeting to Order

At 7:31 p.m. Mr. Malinowski called the Capital Planning meeting to order.

II. Approval of Meeting Minutes from 8/10/22 and 8/15/22

Minor edits were made to the minutes.

Mr. Malinowski made a motion to approve both sets of minutes as edited. Seconded by Mr. Hark. The Committee voted 5-0 by roll call vote to approve the motion. [Braccio, aye; Hark, aye; Palmer, aye; Wheeler, aye; Malinowski, aye].

III. Chair/Member Reports

a. Neary Building Committee Update

The Superintendent relayed that the attorney for the MSBA has accepted some of the documentation due for the Southborough proposal within the 270 day submission window.

b. SHOPC - South Union Subcommittee Update

The Committee is working on the rough draft of their report for the Select Board.

c. Pavement Management Program Update

Bids have been submitted for the Pavement review program and are being investigated by Ms. Galligan before submitting a recommendation.

d. DPW Road Maintenance Bid and Process Update

The Select Board accepted the recommendation of the Capital Planning Committee, and are moving the process forward to get bids for all recommended roads.

IV. Fire Department - Review of 10 year capital plan, including FY23 requests

The committee started by discussing specific items. Although process and financing methods of items were briefly discussed concerning particular items, decisions were deferred till all paths could be considered, and actual costs attained. Items included for

discussion were a UTV, durable medical supplies, Power Stretcher, Defibrillators, restoration of the tower truck, and new radios.

The Chief expressed the Department could have used a UTV this year, and had to call other towns for assistance when needed, delaying rescue service to injured parties. The Select Board left it unlikely to fund it through ARPA funds. It could possibly be purchased by the Ambulance Fund. It currently is scheduled in FY24 on the Capital budget unless moved up.

The Power Stretcher and Defibrillators will replace ambulance equipment; the chief recommended delaying defibrillators until new models are released by the manufacturer, they are overdue to be released.

The Tower Truck needs chassis and restoration work to insure longevity till retirement. Further bids and replacement options will be explored before approval.

The Current radios are over 10 years old and due for replacement. Radio replacement options and methods of financing will be explored due to the potential cost, and interdepartmental discussions will be undertaken about synergy and potential collaboration.

The delayed delivery of a new ambulance was discussed, and how that issue might be mitigated in the future through improving the town decision and purchase processes.

V. Request for addition to Capital Plan - Golf Course tee reconfiguration

The Golf Course Committee endorsed 6k dollars from the Golf Revolving Fund to be spent upon a redesign of golf tees to address errant ball issues in the neighborhoods surrounding the course. The Committee was looking for the Capital Planning Committee to endorse 30k more dollars from the Golf Revolving Fund to complete the project.

Mr. Malinowski made a motion to support the expenditure of 30k dollars from the Golf Revolving Fund to complete the project. Seconded by Mr. Hark. The Committee voted 4-0-1 by roll call vote to approve the motion. [Braccio, aye; Hark, aye; Palmer, abstain; Wheeler, aye; Malinowski, aye].

VI. Review of Q4 Capital Progress Report

The Chair addressed that there will be funds for projects that will carry over into FY23, and the Committee should try to identify and review them.

VII. Review of compliance with capital policy and consideration of messaging related to historic CPC balances

The Chair asked if there was an interest in aiding the CPC to close out old projects and/or reclaiming unused funds still left outstanding on the town books. The committee agreed

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to let the Chair express those sentiments to the CPC Board and wait to see if the CPC Board would appreciate aid.

VIII. Public Comment

None.

IX. Meeting Schedule

Next meeting scheduled for Oct. 17, 2022.

X. Other Business that may properly come before the Committee

None

XI. Adjournment

Mr. Malinowski made a motion to adjourn at 9:32pm. Seconded by Mr. Hark. 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) Capital Planning Committee Meeting Minutes Draft 8/10/22
- 2) Capital Planning Committee Meeting Minutes Draft 8/15/22
- 3) Fire Department Capital Summary
- 4) Fire - Durable Medical Equipment FY 24
- 5) Fire - Durable Medical Equipment Quote
- 6) Fire - Lifepak Brochure
- 7) Fire - Lifepak FY24
- 8) Fire - Lifepak Quotes
- 9) Fire - Portable Stretcher FY24
- 10) Fire - Power Stretcher Brochure
- 11) Fire - Power Stretcher Quote
- 12) Fire - Tower Repairs FY24
- 13) Fire - Tower Repairs Quotes
- 14) Fire - Portable Radio Quotes
- 15) Fire - Portable Radio Request FY23

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- 16) Fire - UTV Quote
- 17) Fire - UTV Request for FY23
- 18) Fire - UTV_Project_overview_for_public_o

Form submission from: Capital Request Form - Non-Vehicle Related

southboroughma via southboroughma <cmsmailer@civicplus.com>

Mon 8/22/2022 2:49 PM

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

[EXTERNAL]

Submitted on Monday, August 22, 2022 - 2:49pm

Submitted by anonymous user: 71.184.219.170

Submitted values are:

Department Name: Information Technology

Department Head Name: Jason Montijo

Department Head Title: IT Manager

Fiscal Year Requested: FY24

Project Description: The IT department is proposing to upgrade our current town website from the old CivicPlus platform to CivicPlus Engage.

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

- Improvement to infrastructure

- Improvement in the efficiency and effectiveness of service delivery

Why is the project being requested? Our current website is outdated and is in desperate need of upgrades. CivicEngage will give the town enhanced tools to provide departments user friendly ability to create and maintain changes to the website when needed. The new CivicEngage platform will also have enhanced security measures in place including updated WCAG 2.0 updates for improved ADA guidelines.

Estimated Useful Life (in years): 5

Amount Requested: 39,238.99

Expected Funding Source: General Fund

What alternate funding sources have you pursued to offset any portion of the amount requested? The MTC currently has a request for ARPA funds for a website update.

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

Estimated Annual Maintenance Cost of Project: 7,045.55

Provide details of any accessibility considerations for this project. : The website will meet WCAG 2.0 A and AA levels. Training will provide staff members who access the site with best practices to keep content and design elements accessible and up-to-date with the latest ADA/WCAG standards.

Provide details of the expected timeline for implementation of this project, upon funding: This project will take approximately 6 months from start to finish with a provided project manager from CivicPlus.

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

https://www.southboroughtown.com/system/files/webform/southborough_ma_-_...

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

Date Submitted: August 22, 2022

The results of this submission may be viewed at:

<https://www.southboroughtown.com/node/123501/submission/10481>



Published on *southboroughma* (<https://www.southboroughtown.com>)

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— Submission information

Form: [Capital Request Form - Vehicles](#) [1]
Submitted by Anonymous (not verified)
October 11, 2022 - 2:08pm
71.184.219.170

Department Name

Recreation

Department Head Name

Tim Davis

Department Head Title

Recreation Director

Fiscal Year Requested

FY23 (use this field for in year requests and Fall 2022 Requests)

Item Description

Ford T350, Medium Roof, 15 Passenger Van

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

- Improvement in the efficiency and effectiveness of service delivery
- Alleviation of an overtaxing or burdened situation
- Scheduled replacement (i.e. motor vehicles, roofs, computers)

Picture of Vehicle Requested

[img-1-600x400.jpg](#) [2]

New Or Used

New

Estimated Useful Life (in years)

10

Amount Requested

50,000

Expected Funding Source

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

N/A - Fully funded out of Recreation Revolving Account as planned

Describe whether this vehicle meets or is exempt from the provisions of the Town's Green Community Status

This vehicle is exempt as the total weight exceeds the 8,500 lbs - Confirmed with John Parent

Describe and quantify any revenue that this vehicle creates for the town (if applicable)

The addition of a 15 passenger van to our fleet will allow us to double the registrations and capacity of offsite programming for after school and community offerings. These programs include RAP classes at various vendors outside of the school buildings, early release day trips, and specialty programs such as ski and snowboarding. The additional will also increase our service offering with transportation to and from current and future Rec sponsored sporting events such as cross country, track, and golf.

Estimated Annual Maintenance Cost of Vehicle Requested

100

Description of Item Being Replaced (if applicable)

N/A

Estimated Trade In Value of Item Being Replaced (if applicable)**Estimated Mileage of Item Being Replaced (if applicable)****Estimated Annual Maintenance Cost of Vehicle Being Replaced (if applicable)****Provide details of the timeline for purchase and delivery of the vehicle, upon funding**

Timeline for delivery is 3-5 months as stated by Colonial Municipal Motor Group. Vehicle was reserved via Purchase Order and will be paid fully out of the Recreation Revolving Fund. The Town has the ability to walk away from the purchase at any point without penalty.

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

southborough_t350_x2c_12_pass_stock_10.4.22_1.pdf [3]

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

town_of_southborough_ma_10.04.22.pdf [4]

Date Submitted

October 11, 2022

Source URL: <https://www.southboroughtown.com/node/123371/submission/10566>

Links

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

[2] <https://www.southboroughtown.com/system/files/webform/img-1-600x400.jpg>

[3] https://www.southboroughtown.com/system/files/webform/southborough_t350_x2c_12_pass_stock_10.4.22_1.pdf

[4] https://www.southboroughtown.com/system/files/webform/town_of_southborough_ma_10.04.22.pdf

Recreation Van Purchase

Tim Davis <tdavis@southboroughma.com>

Tue 10/4/2022 2:44 PM

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

Cc: Mark Purple <mpurple@southboroughma.com>

Jason:

I wanted to check in regarding the purchase of a new Recreation Department vehicle as we have discussed for some time now. We have secured a 15 passenger van via PO with Colonial Ford/Colonial Municipal Group. This is a state contracted dealer.

The sale amount is \$49,567.55 with a 3-5 month delivery window. Much less than we anticipated and had listed with Capital.

I wanted to check in to see if there were any additional approvals needed from your committee as we proceed? Again, I have secured the vehicle via PO as the deadline to do so is tomorrow. The dealership was very understanding and clear that if we needed to back out for any reason, we could do so with no penalty or obligation.

Let me know. I hope the school year is off to a great start with you and yours.

Tim

Tim Davis, CPRP

Recreation Director

MRPA Treasurer/Central Region Chair

Southborough, MA

508.229.4452



Office Hours

M-Th: 9:00AM-4:00PM

Friday: 9:00AM-12:00PM

TOWN OF SOUTHBOROUGH



RECREATION DEPARTMENT

SOUTHBOROUGH RECREATION · 21 HIGHLAND ST. · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 229-4452 · FAX (508) 229-7969
WWW.SOUTHBOROUGHREC.COM

October 4, 2022

Attn: Jay Matisko
Colonial Municipal Group

CC: Southborough Recreation Commission

RE: Van Purchase – Ford T350 Med Roof Passenger Van

I am submitting this letter with attached Purchase Order to secure the sales order of the corresponding vehicle. Funding has been secured through the Town of Southborough, MA Recreation Department

If you have any questions, or are interested in joining us, please contact me at 508.229.4452 or by email at TDavis@southboroughma.com

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Davis".

Tim Davis, CPRP
Recreation Director
Southborough, MA

TOWN OF SOUTHBOROUGH

17 COMMON ST.

SOUTHBOROUGH, MA 01772-1662

Telephone: 508-485-0170

Fax: 508-480-0161

Tax Exempt Id: 046-001-305

Purchase Order - Posted

Purchase Order: 4209

PO Date: 10/04/2022

Requisition: 4648

Due Date: 10/04/2022 Expiry Date: 10/04/2023

List Attached: Sole Source: Free Freight:

Created by: tdavis

On: 10/04/2022

Last Edited by: tdavis

On: 10/04/2022

Comment:

SOUTHBOROUGH RECREATION PROGRAM VAN PURCHASE

Vendor Number: 15707

Sub: 1

Vendor Name: COLONIAL FORD INC

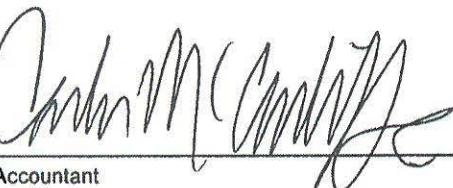
Name 2: COLONIAL MUNICIPAL GROUP

Address: 61 CAMELOT DRIVE

City State Zip: PLYMOUTH MA 02360

Country:

Line	Quantity	Item	Description	Unit Price	Extended
1	1.0000	PASSANGER VAN	PROGRAM SUPPLIES	49,567.5500	49,567.55



Approved:

Approved:

Town Accountant

Total for Purchase Order 4209: 49,567.55

Contact: tdavis
 Bill To: TOWN OF SOUTHBOROUGH-RECREATION
 Address: 211 HIGHLAND STREET

Email:
 Ship: TOWN OF SOUTHBOROUGH-RECREATION
 211 HIGHLAND STREET

City State Zip: SUTHBOROUGH MA 01772

SUTHBOROUGH MA 01772

Telephone: Fax:

Fax:

10/4/2022 2:44:15 PM

Printed by: hlindsey

Page 1



Sales Order

Date: 10/4/2022

Customer ID:

TO: Tim Davis
 Town of Southborough
 508-229-4452
tdavis@southboroughma.com

Salesperson: **Jay Matisko**
 774-556-2548
jmatisko@buycmg.com

Budget

Qty	Item #	Description	Unit Price	Line Total
1.00	X2C	Ford T350 Med Roof Pass Van 148" WB RWD 12 pass		\$47,225.00
1.00		Engine: 3.5 V6		included
1.00		Color: Oxford White		included
1.00		Cloth front Bucket seats		included
1.00	64H	Steel wheel cover		\$33.95
1.00	545	Short arm manual folding power heated mirrors		\$155.20
1.00	68H	Running Boards		\$300.70
1.00	942	Daytime running lights		\$43.65
1.00	86F	2 Additional keys		\$72.75
1.00	43R	Reverse sensing		\$286.15
1.00	96P	15 passenger seating		\$1,450.15

Customer Acceptance:  Date: 10/4/22 \$ 49,567.55

Subtotal

Total For 2: \$ 49,567.55

Dealer Authorization: _____ Date: _____

Next Steps for ARPA request

Angela Varner <angela.varner@gmail.com>

Wed 9/21/2022 10:26 AM

To: Sam Stivers <sstivers@southboroughma.com>; Jason W. Malinowski <jmalinowski@southboroughma.com>

Cc: Jason Montijo <jmontijo@southboroughma.com>; MATTHEW PROBST <mprobst@southboroughma.com>

[EXTERNAL]

Hi, Sam. The MTC had made a number of recommendations to the ARPA committee for projects. One was the upgrade of the town website. I believe this was recommended by ARPA to the Select Board.

The MTC has been working with Jay on moving this work from high level estimate to detailed estimate. We have now obtained that.

We expect the work to cost:

Total Investment - Year 1 USD 39,238.99

Additional Data Migration- \$5,000

Miscellaneous- \$2,000

Total Year 1: \$46,238.99 (about \$33K lower than our high level estimate)

Annual Recurring Services - Year 2 USD 7,046.55

What is the next step to be able to have the funding released, so we can sign the contract and begin the work?

Thank you,

Angela

--

*Angela Varner
617-513-1126*

Town of Southborough, Massachusetts

Capital Planning Committee

Wednesday October 12th, 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 September 12, 2022
- III. Chair/Member's Reports
 - a. Neary Building Committee Update
 - b. SHOPC – South Union Subcommittee Update
 - c. Pavement Management Program update
 - d. DPW Road Maintenance Bid and Process Update
- IV. MIS – Request to use ARPA funds for Town Website
- V. MIS – Review of 10 year capital plan and updates to prior year Capital Plan
- VI. Recreation - Request to use Recreation Revolving Account to fund van on Capital Plan
- VII. Review of FY24 Proposed Capital Received and Current Debt Schedule
- VIII. Review of Capital Project Status
- IX. Public Comment
- X. Meeting Schedule
- XI. Other business that may properly come before the Committee
- XII. Adjournment

Jason W. Malinowski, Chair