

1. Meeting Materials

Documents:

FACILITIES DEPARTMENT - ELEVATOR SAFETY UPGRADES.PDF
FS90 ELEVATOR UPGRADE QUOTES.PDF
POLICE - RIFLES.PDF
2022.12.19 CAPITAL PLANNING AGENDA.PDF
CAPITAL PLANNING COMMITTEE MEETING MINUTES 11 28 22 DRAFT.PDF
CURRENT RIFLE QUOTES.PDF



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Submission information

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

Submitted by Anonymous (not verified)

December 15, 2022 - 7:34am

71.184.219.170

Department Name

Facilities Department

Department Head Name

John Parent

Department Head Title

Director of Facilities

Fiscal Year Requested

FY24

Project Description

Code Mandated FS90 Elevator Upgrades - Funding of this project would allow for code required upgrades to various components in three of the Town's four elevator units.

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

- Preservation of operations
- Legal requirement of Federal or State agencies

Why is the project being requested?

Funding for this project is being requested because three of the Town's four elevator units need code required upgrades. The need for these upgrades is a direct result of a recent change in code. The goal of these upgrades is to help ensure the safety of fire fighters by upgrading deficient elevator units to meet the recent code requirement related to Fire Fighter's Phase II Stop Switch units.

Estimated Useful Life (in years)

25

Amount Requested

23,000

Expected Funding Source

General Fund

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

None

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

This is not a revenue generating project.

Estimated Annual Maintenance Cost of Project

0

Provide details of any accessibility considerations for this project.

None

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

Barring shortages in materials, it is anticipated that this project will be completed within FY24.

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

[fs90_elevator_upgrade_quotes.pdf](#) [2]

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

December 15, 2022

Source URL: <https://www.southboroughtown.com/node/123501/submission/10656>

Links

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

[2] https://www.southboroughtown.com/system/files/webform/fs90_elevator_upgrade_quotes.pdf



Phone: 781-740-2440

www.unitedelevatortcorp.com

PROPOSAL # Q-27018

Date: 11/22/2022

Corporate Office

165 Enterprise Drive
Marshfield, Ma.,02050

Branch Office

832 Meadow St
Chicopee, Ma.,01013

CUSTOMER

JOB ADDRESS

Town of Southborough , Attention: Parent, John Phone: 508-485-8175 Email:	Library 25 Main St. Southborough, MA
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JOB DESCRIPTION:

State Inspection Violations FS 90

WORK TO BE PERFORMED:

An inspection of the above-mentioned equipment was completed on November 2, 2022. The following item(s) must be correct prior to issuance of a certificate.

Issue: Fire Inspection. A17.1 Rule 2.27.3.3 - Emergency stop switch located in car operating panel may interrupt door control on Phase 2 of firefighter's service.

United to bill for actual repair time required. Retest with state inspector when repairs complete. Upon completion of work United to certify with state DPS and obtain new certificate. Customer may be charged MA sales tax (6.25%) on repair parts if applicable/non-exempt.

ELEVATOR(s):

277-P-41, Library, 25 Main St., Southborough, MA

Description	Price each	Quantity	Total
Labor (2 men/16 hours)	\$390.00	16.00	\$6,240.00
Overlay Panel for FS 90	\$2,450.00	1.00	\$2,450.00
Permit	\$125.00	1.00	\$125.00
Total amount			\$8,815.00

This price is valid for 30 days.

Payment to be as follows: Invoices are payable upon presentation. Any outstanding balances unpaid on the date when due to United shall be subject to a finance charge of 1 ½ % per month (or the maximum allowed by law)

Additional Work Contingency: This proposal covers the work as described in the plans and specifications. Should addition work/ hours be required to finalize the plans, United will provide a separate proposal. Should site conditions change or additional work requirements become evident after the contract date, all such additional work will be the subject to change order and subsequent additional charges. All such changes or additional charges will be documented for agreement between the parties. No such work will proceed until authorized by the owner.

THANK YOU FOR CHOOSING *United Elevator Company, Inc.*

<p>Submitted for United Elevator Company, Inc. Targonski, Walter Phone: 413-351-1145 Email: walter@unitedelevatorcorp.com</p>	<p>Accepted by (Company): _____ Printed Name: _____ Title: _____</p>
<p>Accepted by United Elevator Company, Inc. Corporation By _____ Date _____</p>	<p>Accepted by Client: By: _____ Date _____</p>



Phone: 781-740-2440

www.unitedelevatorcorp.com

PROPOSAL # Q-24973

Date: 8/3/2022

Corporate Office

165 Enterprise Drive
Marshfield, Ma., 02050

Branch Office

833 Meadow St
Chicopee, Ma., 01013

CUSTOMER

JOB ADDRESS

Town of Southborough 9 Cordaville Road Southborough, MA 01702 Attention: Parent, John Phone: 508-485-8175 Email:	Fire Department 32 Cordaville Road Southborough, MA 01702
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JOB DESCRIPTION:

FS90 Controller Upgrade

WORK TO BE PERFORMED:

Per the States most recent notice (March 29, 2022) on Fire Service Phase II Elevator Code A17.1-2000, 2004, 2013, § 2.27.3.3.1(d) & A17.1 - 1987, 1989, 1996, § 211.3c(1)(c), this unit was found to be non-complaint with the current configuration under the applicable code.

The State has mandated that any unit found in violation of the abovementioned code, must be brought into compliance by the end of calendar year 2022.

This elevator controller is manufactured by Otis and requires a new overlay panel to be installed and a software upgrade to become code compliant. United Elevator will order the panel and software, install, program the software, and conduct a test to ensure compliance. A State Retest will then be scheduled.

If additional parts are required, a separate proposal will be submitted. United Elevator will only bill for actual repair time required. Customer may be charged MA sales tax (6.25%) on repair parts if applicable/non-exempt.

ELEVATOR(s):

277-P-19349, 277-P-19349, Fire Department, 32 Cordaville Road, Southborough, MA

Description	Price each	Quantity	Total
Parts: Overlay Panel w/ Software	\$2,000.00	1.00	\$2,000.00
Labor: Team	\$390.00	8.00	\$3,120.00
State Repair Permit	\$100.00	1.00	\$100.00
Total amount			\$5,220.00

This price is valid for 30 days.

Payment to be as follows: Invoices are payable upon presentation. Any outstanding balances unpaid on the date when due to United shall be subject to a finance charge of 1 ½ % per month (or the maximum allowed by law)

Additional Work Contingency: This proposal covers the work as described in the plans and specifications. Should addition work/ hours be required to finalize the plans, United will provide a separate proposal. Should site conditions change or additional work requirements become evident after the contract date, all such additional work will be the subject to change order and subsequent additional charges. All such changes or additional

charges will be documented for agreement between the parties. No such work will proceed until authorized by the owner.

THANK YOU FOR CHOOSING *United Elevator Company, Inc.*

<p>Submitted for United Elevator Company, Inc. Billing, Elevator Phone: Email:</p>	<p>Accepted by (Company): _____ Printed Name: _____ Title: _____</p>
<p>Accepted by United Elevator Company, Inc. Corporation By _____ Date _____</p>	<p>Accepted by Client: By: _____ Date _____</p>



Phone: 781-740-2440

www.unitedelevatorcorp.com

PROPOSAL # Q-25878

Date: 9/29/2022

Corporate Office

165 Enterprise Drive
Marshfield, Ma., 02050

Branch Office

833 Meadow St
Chicopee, Ma., 01013

CUSTOMER

JOB ADDRESS

Town of Southborough , Attention: Parent, John Phone: 508-485-8175 Email:	Town House 17 Common St. Southborough, MA
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JOB DESCRIPTION:

FS 90 upgrade

WORK TO BE PERFORMED:

During our routine maintenance of the above-mentioned equipment on completed on September 23, 2022, United Elevator performed the check for the FS 90

Per the States most recent notice (March 29, 2022) on Fire Service Phase II Elevator Code A17.1-2000, 2004, 2013, § 2.27.3.3.1(d) & A17.1 - 1987, 1989, 1996, § 211.3c(1)(c), this unit was found to be non-complaint with the current configuration under the applicable code.

The State has mandated that any unit found in violation of the abovementioned code, must be brought into compliance by the end of calendar year 2022.

This elevator controller is manufactured by Dover and requires a new overlay panel to be installed and a software upgrade to become code compliant. United Elevator will order the panel and software, install, program the software, and conduct a test to ensure compliance. A State Retest will then be scheduled.

If additional parts are required, a separate proposal will be submitted. United Elevator will only bill for actual repair time required. Retest with state inspector when repairs complete. Upon completion of work United to certify with state DPS and obtain new certificate. Customer may be charged MA sales tax (6.25%) on repair parts if applicable/non-exempt.

ELEVATOR(s):

277-P-47, Town House, 17 Common St., Southborough, MA

Description	Price each	Quantity	Total
Labor (2 men/16 hours)	\$390.00	16.00	\$6,240.00
Overlay Panel for FS 90	\$2,275.00	1.00	\$2,275.00
Permit	\$100.00	1.00	\$100.00
Total amount			\$8,615.00

This price is valid for 30 days.

Payment to be as follows: Invoices are payable upon presentation. Any outstanding balances unpaid on the date when due to United shall be subject to a finance charge of 1 ½ % per month (or the maximum allowed by law)

Additional Work Contingency: This proposal covers the work as described in the plans and specifications. Should addition work/ hours be required to finalize the plans, United will provide a separate proposal. Should site conditions change or additional work requirements become evident after the contract date, all such additional work will be the subject to change order and subsequent additional charges. All such changes or additional charges will be documented for agreement between the parties. No such work will proceed until authorized by the owner.

THANK YOU FOR CHOOSING United Elevator Company, Inc.

Submitted for United Elevator Company, Inc. Targonski, Walter Phone: 413-351-1145 Email: walter@unitedelevatorcorp.com	Accepted by (Company): _____ Printed Name: _____ Title: _____
Accepted by United Elevator Company, Inc. Corporation By _____ Date _____	Accepted by Client: By: _____ Date _____



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Submission information

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

Submitted by Anonymous (not verified)

December 15, 2022 - 3:52pm

71.184.219.170

Department Name

Southborough Police Department

Department Head Name

Ryan M. Newell

Department Head Title

Chief of Police

Fiscal Year Requested

FY24

Project Description

Rifle replacement for existing police department rifles. Current rifles are deteriorating through wear and tear (training and elements); pitting and rust are present on rifles. Looking to replace the six (6) front-line cruiser rifles; 2 SWAT rifles; and 1 Training rifle. Total number: 10 Rifles

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

- Imminent threat to the health and safety of citizens/property
- Preservation of operations
- Improvement in the efficiency and effectiveness of service delivery
- Scheduled replacement (i.e. motor vehicles, roofs, computers)

Why is the project being requested?

This replacement was slated for the FY 2027 budget. Current rifles are pitted and rusted in some spots, after exposure to elements during training and the heating and cooling from inside the police cruisers (creating condensation and then rust).

Estimated Useful Life (in years)

7

Amount Requested

36,000

Expected Funding Source

General Fund

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

None.

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

Standard protective weapon for Police Department. Not a source of revenue.

Estimated Annual Maintenance Cost of Project

1,000

Provide details of any accessibility considerations for this project.

N/A

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

This would be an immediate implementation to replace rifles currently in service.

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

[current_rifle_quotes.pdf](#) ^[2]

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

December 15, 2022

Source URL: <https://www.southboroughtown.com/node/123501/submission/10661>

Links

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

[2] https://www.southboroughtown.com/system/files/webform/current_rifle_quotes.pdf

Town of Southborough, Massachusetts**Capital Planning Committee****Monday December 19th, 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 November 28, 2022
- III. Review of two items for additional to capital plan for FY23:
 - a. Facilities – Elevator Repairs for Inspection
 - b. Police - Rifles
- IV. Update on Police body camera program and relevant funding sources
- V. Public Comment
- VI. Other business that may properly come before the Committee
- VII. Adjournment

Jason W. Malinowski, Chair

<p>Capital Planning Committee November 28, 2022 Virtual Meeting held via Zoom</p>
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Voting Members Present: Jason Malinowski (Chair), Jeffrey Hark, Joseph Palmer, Karen Wheeler

Voting members not present: Lisa Braccio, Tony Schoener

Ex-officio members Present: Mark Purple, Brian Ballantine

I. Call Meeting to Order

At 7:34 p.m. Mr. Malinowski called the Capital Planning meeting to order.

II. Approval of Meeting Minutes from November 14, 2022

Several Committee members had minor edits. Mr. Malinowski made a motion to approve the minutes as amended. Seconded by Mr. Palmer. The Committee voted 4-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Wheeler, aye; Malinowski, aye].

III. Review of current debt schedule and ambulance fund balance

The Committee discussed the mechanics of the schedules and noted the balances.

IV. Review and vote on all proposed capital articles for 2023 Town Meeting

The Committee reviewed the proposed capital items being funded by the General and Ambulance funds.

DPW: Mr. Malinowski moved that CIPC support the replacement of Truck 43, put placeholders for road maintenance and sidewalk maintenance subject to the pavement management program and placeholder for the operations supervisor's vehicle with the understanding that a more formal vehicle replacement program will be presented by both current and future DPW superintendent prior to annual town meeting. Seconded by Mr. Hark. The Committee voted 4-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Wheeler, aye; Malinowski, aye].

Facilities: Mr. Malinowski indicated that Facilities Director, John Parent, has reduced the requested library security cameras from \$25K to \$15K. Mr. Purple will be working on a policy for security cameras at town buildings. Mr. Malinowski acknowledged that Mr. Parent has indicated that elevator repairs may be needed, approximating \$25K. Mr. Malinowski moved that CIPC support the facilities capital improvements as presented. Seconded by Mr. Hark. The Committee voted 4-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Wheeler, aye; Malinowski, aye].

DRAFT

Fire: Mr. Malinowski recommends that we keep \$100K as placeholder for fire truck maintenance/repairs; funding source is the Ambulance fund. Mr. Malinowski moved that CIPC support the fire capital as presented with two updates, removal of the defibrillators for \$12K and moving to FY25, and increasing the defibrillator paramedic to \$100K. Seconded by Mr. Palmer. The Committee voted 4-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Wheeler, aye; Malinowski, aye].

For purposes of discussion, Mr. Malinowski reflected that further discussion and analysis needs to be performed on the tower before bringing that forward to town meeting, but it is prudent to carry forward with the Chief's placeholder given that it shouldn't impact the financial budget modeling exercise that we're looking into; and also realizing that Mr. Purple has a warrant to be posted in the not too distant future.

Police: Mr. Malinowski moved that the Committee support the two police cruisers as presented and the body camera program as presented. Seconded by Mr. Hark. The Committee voted 4-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Wheeler, aye; Malinowski, aye].

The Committee reserves the right to add the police radios with a source of the Ambulance fund, once the appropriate math is presented.

Recreation: The Committee noted that the Recreation capital budget items are open and to be determined.

V. Review and vote on presentation for Select Board and Advisory

Mr. Malinowski moved that the Committee authorize the Chair to finalize the draft presentation with the Treasurer and Town Administrator. Seconded by Mr. Palmer. The Committee voted 4-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Wheeler, aye; Malinowski, aye].

VI. Public Comment

None.

VII. Meeting Schedule

The next meeting is scheduled for December 20, 2022 at 6:30pm with the Select Board and Advisory Committee.

VIII. Other business that may properly come before the Committee

None

IX. Adjournment

DRAFT

Mr. Malinowski made a motion to adjourn at 8:49 pm. Seconded by Mr. Palmer. The Committee voted 4-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Wheeler, aye; Malinowski, aye]

Minutes submitted by Karen Wheeler, Committee Member.

Documents Referenced During Meeting:

- 1) Capital Planning Committee Meeting Minutes Draft November 14, 2022
- 2) Draft CIPC Presentation of FY23 Capital Recommendations for Select Board and Advisory meeting on December 20, 2022
- 3) Current Capital Plan – November 2022
- 4) Debt Outstanding Current w Lease – November 2022
- 5) Ambulance Fund Current Data



Quote



Date: 29 Nov 2022
Created By: Ethan Preston

ETD

Ref
SPOL495466-3

Customer Ref

Customer:
Southborough Police Department
Steve Neivert

Ship To:
Southborough Police Department
Steve Neivert
32 Cordaville RD
Southborough, MA 01772
USA


Image	Item	Options	Qty	Unit Price	Discount	(USD) Sub Total
1	Daniel Defense DDM4 V7 S 5.56 NATO SBR - 11.5"	caliber: 5.56	10	1699.99		\$16,999.90
2	SCALARWORKS LEAP/Micro Mount - Lower 1/3 Co-Witness (1.57")	finish: 1.57"	10	141.90		\$1,419.00
3	Aimpoint Micro T2 2MOA		10	797.14		\$7,971.40
4	Surefire M600 Dual Fuel LED Scout Light		10	281.90		\$2,819.00
5	Magpul MBUS Pro Back Up Rear Sight		10	99.48		\$994.80
6	Magpul MBUS Pro Back Up Front Sight		10	81.38		\$813.80
7	Blue Force Gear Vickers Combat Applications Sling Nylon Adjuster and Hardware - Black	finish: Black	10	52.33		\$523.30
8	Rainier Arms Quick Detachable Sling Swivel - HD QD	finish: Stainless Steel	20	8.95		\$179.00
LE/MIL PRICE DISCOUNT APPLIED						

Product Cost: \$31,720.20

Delivery Cost: \$110.00

Sub Total: \$31,830.20

TAX: \$3,214.85


Troy Turner – Managing Director of Government Sales & Compliance
Law Enforcement & Military
Rainier Arms / Rainier Defense
CAGE Code: 833X6 (Rainier Defense)
CAGE Code: 41DK3 (Rainier Arms)

Tax Invoice Total: (USD) \$35,045.05

RAINIER GROUP

www.rainierarms.com (Rainier Arms)

www.rainierdefense.com (Rainier Defense)

www.rainierarmsfa.com (Rainier Arms Firearms Academy)

www.rainier-industries.com (Rainier Industries)

2504 Auburn Way North

Auburn, WA 98002 USA

PST (-8 UTC)

(Mobile) +1 206.818.0127

Troy@RainierDefense.com



Quote#	QUO60900
Date	11/30/2022
Exp. Date	12/30/2022

Bill To:

Southborough Police Dept.
32 Cordaville Rd
Southborough, MA 01772-1656
United States

Ship To:

Det. Steve Neivert
Southborough Police Dept.
32 Cordaville Rd
Southborough, MA 01772-1656
United States

Rifles with accessories

ID	Name	Terms	Sales Rep
5081	Southborough Police Dept.	Net 30	Donna Brazell

#	Item Name	Description	Quantity	Unit Price	Amount
1	YHM-2125-28	YHM SUPPRESSR 5.56 TURBO;W/FLASH HIDER - NFA Yankee Hill, Model 2125-28, Suppressor, 5.56mm	1	380.00	380.00 ✓
2	AIM-200170	Aimpoint Micro T-2 Red Dot Sight w/ Standard Mount * * for model 200198 w/ LRP mount, add \$97/ea	1	782.00 97.00 \$ 879	782.00 879 ✓
3	SF-M640U-BK-PRO	SUREFIRE SCOUT LIGHT PRO, SWIVEL, 6V, 1000 LUMENS, 1913 PICATINNY MOUNT INSTALLED, MLOK MOUNT INCLUDED, BLACK, Z68 CLICK ON/OFF TAILCAP	1	299.00	299.00 ✓
4	MAG-247BLK	Magpul Gen2 MBUS Front Back Up Sight, Black	1	31.00	31.00
5	MAG-248-BLK	Magpul MBUS Gen 2 REAR Back Up Iron Sight Black	1	45.00	45.00
6	VCAS-125-OA-BK	Blue Force Vickers Combat Applications Sling Black, Two-Point Quick Adjust, Original Style, Molded Acetal Adjuster and Hardware	1	47.00	47.00
7	P-PB-125	Blue Force Push Button QD, Phoshate Finish 1.25" Loop	1	17.00	17.00
8	MISC	DDM4V7 S, MFR 10.0 M-LOK rail, Daniel Defense Buttstock and Pistol Grip, 11.5" barrel **NFA Product**	1	1,795.00	1,795.00
9	SF-DS-SR07	Surefire DUAL SW/TAIL CAP ASSY FOR SCOUTLIGHT SERIES, INCLUDES SR07 RAIL TAPE SWITCH	1	155.00	155.00

Quote#	QUO60900
Date	11/30/2022
Exp. Date	12/30/2022

ACCEPTANCE OF QUOTATION

The above prices, specifications, and conditions are satisfactory and are hereby accepted.

Freight charges are estimated at the time of quote. Applicable freight costs will apply at time of shipment.

Quotation is valid until Dec 30, 2022

Signature: _____ Date: _____

Subtotal: 3,551.00
+ 97.00
\$ 3,648.00

\$3,648.00 per rifle

\$36,480.00 Total
for 10 rifles