

1. Meeting Materials

Documents:

[2022.12.20 CAPITAL PLANNING AGENDA.PDF](#)
[2022.12.20 CAPITAL PLANNING COMMITTEE PRESENTATION.PDF](#)
[2022.12.20 ALGONQUIN REGIONAL HIGH SCHOOL ATHLETIC COMPLEX
PROJECT.PDF](#)

Town of Southborough, Massachusetts

Capital Planning Committee

Tuesday December 20th, 2022 7:00 PM

Hybrid Meeting

Public Safety Training Room Public Safety Building, 32 Cordaville Road, Southborough, MA

And

Virtual Zoom Meeting

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

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

- I. Call Meeting to Order
- II. Joint Meeting with Select Board and Advisory Committee re:
 - a. Hear presentation from Regional School Administration and Regional School Committee
re: Athletic Complex Upgrades at Algonquin Regional High School (FY24 Capital Request)
 - b. Presentation on recommended FY24 Capital Items for 2023 Annual Town Meeting
- III. Other business that may properly come before the Committee
- IV. Adjournment

Jason W. Malinowski, Chair

Capital Planning Committee

Select Board and Advisory Update –

FY23 Capital Recommendations for Spring Town
Meeting

December 20, 2022



Committee Members

- Jason Malinowski, Chair
- Lisa Braccio, Vice Chair
- Jeff Hark, Clerk
- Joseph Palmer
- Tony Schoener
- Karen Wheeler
- Mark Purple, ex-officio
- Brian Ballantine, ex-officio

Five Year Capital Spend Trend

	Projected	Actual	Actual	Actual	Actual	Actual
	2024	2023	2022	2021	2020	2019
G/F Appropriated Capital	1,308,423	903,500	903,081	739,507	1,140,345	1,172,015
G/F Debt Service (incl. Lease)	<u>2,298,508</u>	<u>2,900,746</u>	<u>3,102,985</u>	<u>3,332,008</u>	<u>3,409,370</u>	<u>3,451,076</u>
Total	3,606,931	3,804,246	4,006,066	4,071,515	4,549,715	4,623,091
OPERATING BUDGET	57,737,517	56,983,269	55,512,356	53,974,799	52,773,634	52,147,342
	6.24%	6.68%	7.22%	7.54%	8.62%	8.87%
W/F Appropriated Capital	30,000	20,000	65,000	-	-	35,000
W/F Debt Service (incl Lease)	<u>480,061</u>	<u>462,616</u>	<u>475,732</u>	<u>474,010</u>	<u>545,977</u>	<u>397,602</u>
Total	510,061	482,776	540,800	474,010	545,977	432,602
WATER BUDGET	<u>2,063,043</u>	2,179,345	2,074,456	1,697,355	1,661,267	1,680,929
	24.72%	22.15%	26.07%	27.93%	32.87%	25.74%

Debt/Lease Obligation (10 year outlook)

Total By Source:	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033
General Fund	3,102,985	3,003,836	2,298,508	1,843,469	1,811,031	1,725,919	1,648,431	1,578,914	1,554,926	1,525,039	1,383,576	1,371,963
CPC	154,643	150,713	324,883	315,338	305,838	296,338	286,838	267,588	258,838	251,038	244,338	233,238
Ambulance	184,173	181,086	97,111	317,227	304,011	237,221	227,621	0	0	0	0	0
Water	475,732	462,616	480,060	582,302	443,785	434,193	380,321	350,798	341,001	330,484	319,970	309,450
Septic Fund	30,078	30,097	30,116	31,464	27,547	27,565	27,584	12,603	12,622	12,641	12,660	12,679
	3,947,611	3,828,348	3,230,678	3,089,800	2,833,547	2,663,538	2,514,064	2,192,160	2,150,011	2,097,193	1,940,049	1,908,355
MSBA Reimbursement K-8	(920,943)	(920,943)	0	0	0	0	0	0	0	0	0	0
Net General Fund	2,297,065	2,082,893	2,015,829	1,843,469	1,811,031	1,725,919	1,648,431	1,578,914	1,554,926	1,525,039	1,383,576	1,371,963

Reflects current approved projects only

Process

- All department heads were asked to update 10-year capital plan for projects, cost, timing.
 - For items proposed in next two fiscal years, capital request forms and bids were required
- All department heads joined a public meeting to explain their requests and answer questions from Committee
- Unlike prior years, no articles have been pulled by Dept. Heads to date
- Per Capital Policy, all capital items were vetted, regardless of funding source
- Regularly changing cost estimates provided by vendors were a true hassle and very time consuming for the Committee and Dept. Heads
 - Consideration should be given to total capital budget versus individual line items

FY24 Recommended Capital Summary

Row Labels	Total Cost	Ambulance Fund	General Fund	Water Fund	Regional Assessment
DPW					
35,000 GVW Cab & Chassis (43) (2012) install SS body #1	\$200,000		\$200,000		
Road Maintenance - FY24	\$400,000		\$400,000		
Sidewalk Maintenance - FY24	\$200,000		\$200,000		
F-350 Operations Supervisor Vehicle	\$30,000			\$30,000	
	\$75,000		\$75,000		
FACILITIES					
LIBRARY - INSTALLATION OF SECURITY CAMERAS	\$15,000		\$15,000		
TOWN HOUSE - OFFICE FURNITURE REPLACEMENT	\$25,000		\$25,000		
Facilities Maintenance - FY24	\$100,000		\$100,000		
DPW Annex - New Furnace	\$15,500		\$15,500		
Elevator Safety Enhancements	\$23,000		\$23,000		
FIRE DEPARTMENT					
ALL TERRAIN UTILITY VEHICLE	\$40,000	\$40,000			
Defibrilators (PARAMEDIC)		\$100,000			
DURABLE MEDICAL EQUIPMENT-FY2024	\$20,000	\$20,000			
Fire PPE - FY24	\$40,000		\$40,000		
AMBULANCE POWER STRETCHER - Ambulance 1	\$55,000	\$55,000			
Fire Truck - T21 - Chassis and Body Repair	\$100,000	\$100,000			
POLICE DEPARTMENT					
WEAPONS (RIFLE REPLACEMENTS)	\$36,000		\$36,000		
Police Cruisers - FY24	\$140,000		\$140,000		
Taser/Body Camera Program	\$38,923		\$38,923		
Regional School					
Regional School Redundant Hot Water Heater	\$86,000				\$86,000
Algonquin Regional Athletic Complex-GF	\$2,260,497				\$25,000
Algonquin Sidewalks	\$25,281				\$25,281
Police/Fire					
Portable Radios	\$488,000	\$488,000			
Grand Total		\$803,000	\$1,308,423	\$30,000	\$136,281

Additional Items for Consideration Before Town Meeting

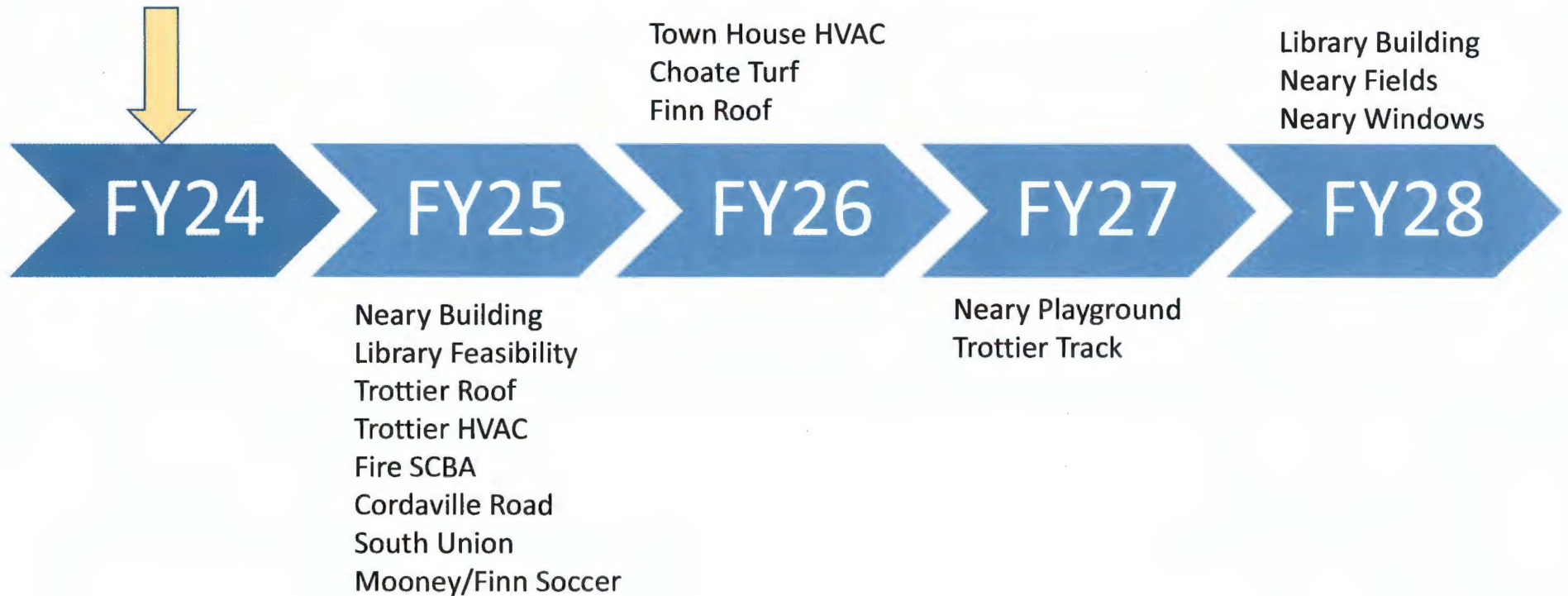
Athletic Complex – final decisions and recommendations coming out of tonight

Road/Sidewalk Maintenance – After completion of pavement management program deliverables

Fire Department Tower Truck

Trottier Rooftop HVAC Unit

What's on the horizon?



Capital Project Oversight

- Working on formal quarterly update process to be connected with your regular updates
- Anticipate a regular annual process per the capital policy on turnbacks

Requests of Select Board

- Authorize ARPA funding for police body camera program
- State ARPA Funds – determine building to allocate funds towards and advance project
- ARPA – Consider whether additional items on capital can be accelerated related to tax relief or other pending items to also fight against potential inflationary costs
- South Union – determine final path
- Former Station 2 – determine current/future use
- Round out current committee to allow formation of CIPC
- Coordination with Capital as PILOT discussions occur to allow for clean warrant article to be presented to Town Meeting



Thank You!

Algonquin Regional High School Athletic Complex Project



**Northborough-Southborough
Regional School Committee**



Agenda

Introductions

Gregory Martineau, Superintendent of Schools
Keith Lavoie, Assistant Superintendent of Operations
Rebecca Pellegrino, Director of Finance
Co-Chairs - Paul Desmond and David Roman
Partnership with Gale Associates

Overview of the Algonquin Athletic Complex Project

Financial Breakdown

Questions



Overview of the Project

Current Conditions - End of Useful Life

- Courts installed in 2004
- Significant cracking
- Unable to patch effectively
- Already resurfaced
- Beyond life expectancy



- Field NOT renovated with school in 2004
- ONLY top dressed/over-seeded
- Grandstand and access to pressbox NOT ADA compliant (1994)
- CANNOT accommodate ALL teams and groups for use due to conditions/stress
- Lighting is insufficient and does not meet new safety standards (1994)

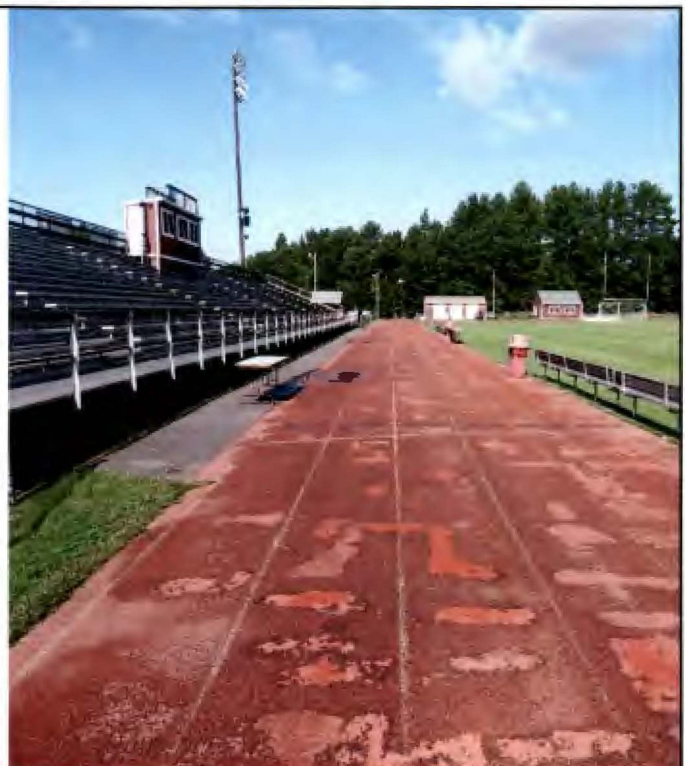


- Track installed in 1994.
- Top surface recoated in 2004.
- Heavy patching and puddling
- Does not meet MIAA standards for hosting track meets
- Beyond life expectancy



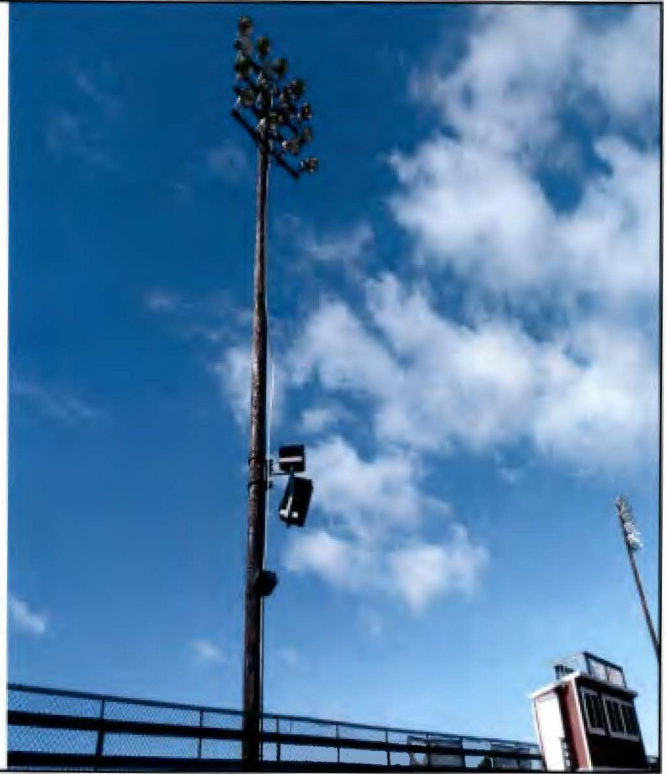
Track Conditions

- Track was installed in 1994
- Track was not part of the 2004 renovation/expansion project.
- Top coat resurfaced once in 20 years.
- Significant patching and puddling create unsafe conditions.
- Maintenance will not improve conditions
- Does not meet MIAA safety standards



Lighting Conditions

- Stadium lighting installed in 1994.
- Technology advances for safety and efficiency make the current lighting ineffective and in cases unsafe.
- Uneven lighting with dark and bright spots create unsafe conditions.
- Some sports unable to play evening competition.



Grandstand Conditions

- Grandstand press box installed in 1994.
- With any project, grandstand must be updated to Americans with Disabilities Act (ADA) compliance standards.
- This includes:
 - Enhanced access - ramping
 - Elevator to pressbox
 - Modified seat configuration
- Ramping will be worked into entire facility to provide ease of accessibility.



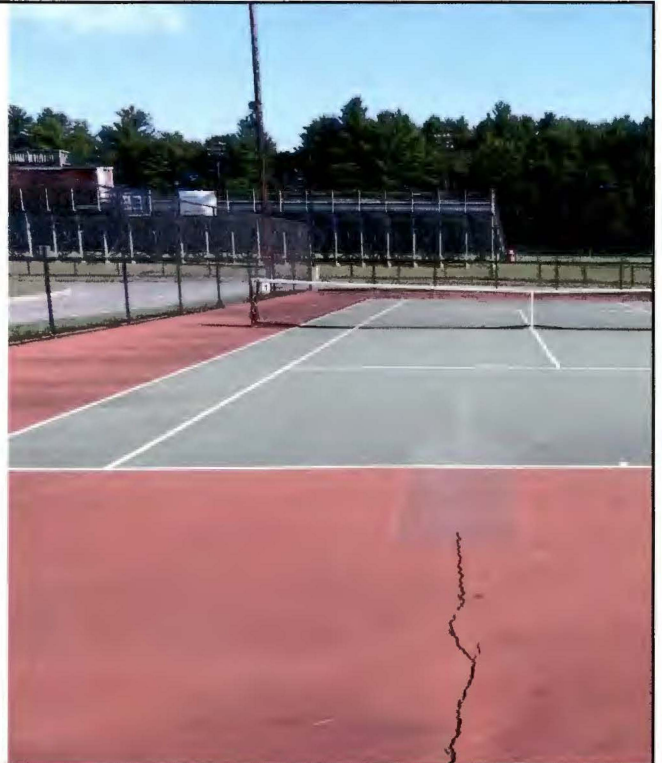
Field Conditions

- Field was top dressed and overseeded in 2004.
- The field is maintained and irrigated properly.
- Over the years, the surface has become compacted and uneven.
- Surface has drainage issues because it is surrounded by the track.
- Can not accommodate all requests for use - needs time to rest



Tennis Courts

- Tennis courts were installed in 2004.
- Significant cracking has created uneven and unsafe conditions.
- Asphalt courts have a life expectancy of 15-20 years. Courts have reached end of life.
- Courts can be reclaimed using current footprint and installed with techniques that will extend life.



Goals for the Project

- Create a safe environment for students and staff to learn and compete.
- Create additional recreation opportunities for students and residents:
 - Track - running & walking
 - Tennis/pickleball
- Create a space for the performing arts with the amphitheater.
- Engage Nboro and Sboro Recreation to utilize space with greater frequency.
- Increase field access for youth sports in both communities.



Master Plan

- Replace track
- Replace stadium field with turf surface
- Replace grandstand with ADA compliant seating
- Replace with LED stadium lighting to improve safety
- Install multiple purpose field with turf surface - expand functionality
- Replace tennis courts
- Install amphitheater and lacrosse wall





Progress on Project

Spring 2022

- Full schematic Design completed by Gale Associates
- Developed FAQ - updated regularly

October 2022

- Provided Citizen Information at Applefest and Heritage Day
- Consulted with Financial Advisor
- Convened Financial Subcommittee
 - Created Financial Models
- Met with Chairs of Athletic Complex Committee, Town Administrators, and Town Finance Directors
- Met with Northborough Permitting Boards (Conservation, Town Planner, Town Engineer)

November/December 2022

- Presented project to Northborough CPC & Southborough CPC
- Reviewed project detail with Northborough-Southborough Regional Capital Subcommittee
- Gale Associates preparing permits for Town of Northborough
- Gale Associates submitted 90% Cost Estimate to the District
- Met with engineering firm about options for Amenities Building
- Set timeline for permitting and bid preparation

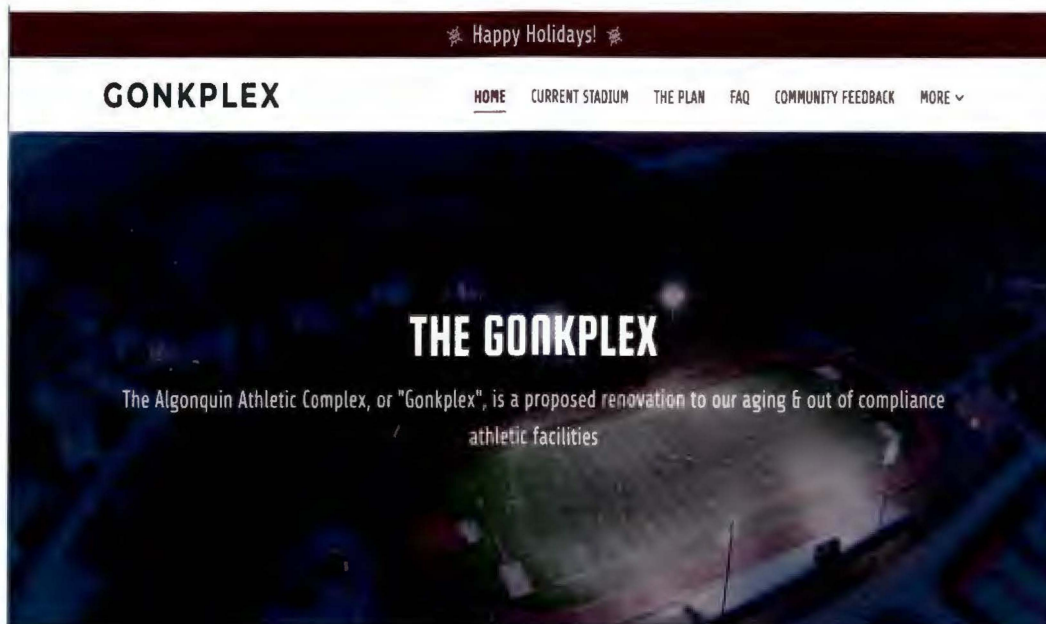
Next Steps

- Continue to partner with Gale Associates on 100% Design Cost Estimate
- Support permitting process and prepare bid materials
- Meet with Town Boards (E.g. Capital, Selectboards, Financial/Advisory Committees)
- Meet with Gale and Athletics to finalize programming and miscellaneous items.
 - Storage, equipment, lining plan.
- Finalize plan for renovate amenities building to comply with ADA requirements and programmatic needs.
- Meet with town boards and committees.
- Engage community to understand the scope and timeline of the project.



Danny Schanzer, Staff Photographer

Where to go for more information?



Overview of Financial Breakdown

Estimated Project Costs

General Conditions	\$429,240.56
Erosion Control/Site Preparation/Demolition	\$384,063.85
Track & Football Field	\$3,079,885.85
Tennis Courts	\$565,905.00
Multi Purpose Field	\$1,824,154.56
Subtotal:	\$6,283,249.82
Contingency 20%:	\$1,256,649.96
Total:	\$7,539,899.78

Overview of Financial Breakdown

Total Estimated Project Cost	\$7,539,899.78
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Northborough %	62.33%
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<i>Northborough Estimated Project Cost</i>	<i>\$4,699,259.51</i>
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Southborough %	37.67%
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<i>Southborough Estimated Project Cost</i>	<i>\$2,840,640.27</i>
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Bond Repayment Schedule

Bond Assumptions

- Bond Anticipation Note reissued for 3 years
- FY 2024 interest only payment
- Permanent financing issued after 3 year or once it becomes advantageous to lock in a fixed interest rate - whichever occurs first
- Town assessment percentage remains the same through the life of the bond
- Level debt service at a 4% rate
- Debt assessments for FY 2024 - FY 2027 would include Athletic Complex and ARHS Renovation

Projected Debt Service

Fiscal Year	P&I Total	Northborough Assessment	Southborough Assessment
2024	\$ 90,754.42	\$ 56,648.91	\$ 34,105.51
2025	\$ 803,393.00	\$ 501,477.91	\$ 301,915.09
2026	\$ 803,393.00	\$ 501,477.91	\$ 301,915.09
2027	\$ 803,393.00	\$ 501,477.91	\$ 301,915.09
2028	\$ 803,393.00	\$ 501,477.91	\$ 301,915.09
2029	\$ 803,393.00	\$ 501,477.91	\$ 301,915.09
2030	\$ 803,393.00	\$ 501,477.91	\$ 301,915.09
2031	\$ 803,393.00	\$ 501,477.91	\$ 301,915.09
2032	\$ 803,393.00	\$ 501,477.91	\$ 301,915.09
2033	\$ 803,393.00	\$ 501,477.91	\$ 301,915.09
2034	\$ 803,393.00	\$ 501,477.91	\$ 301,915.09
2035	\$ 803,393.00	\$ 501,477.91	\$ 301,915.09
2036	\$ 803,393.00	\$ 501,477.91	\$ 301,915.09
Total	\$9,731,470.42	\$6,074,383.84	\$3,657,086.58

Impact on Households

FY 2024 Interest Only Payment - \$34,106

FY 2023 Average Single Family Assessed Value (Current):	\$803,549
FY 2023 Average Single Family Tax Bill (Current):	\$11,860
FY 2023 Average Single Family Tax Bill \$ Impact (Estimated New):	\$8.04
FY 2023 Average Single Family Tax Bill % Impact (Estimated New):	.06779%