

## 1. Meeting Materials

### Documents:

[2022.01.20 CAPITAL PLANNING MEETING PACKET \(PDF\).PDF](#)  
[2022.01.20 CAPITAL PLANNING COMMITTEE AGENDA \(PDF\).PDF](#)

**Town of Southborough, Massachusetts**

**Capital Planning Committee**

**Thursday January 20<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. Presentation of Town Space Needs Study Final Report from DRA (will include conceptual space needs drawing of potential options for future space needs)
- III. Public Comment
- IV. Approval of Meeting Minutes from December 6, 2021 and December 22, 2021
- V. Other business that may properly come before the Committee
- VI. Adjournment

Jason W. Malinowski, Chair

**Progress Update**  
for  
**Southborough Public Buildings  
Space Needs Study**  
January 20, 2022



DRA

# Southborough Space Needs collaborative project team

## Town of Southborough MA

Architect

Drumme Rosane Anderson, Inc. (DRA)

Kenneth C. Best, AIA, MCPPO Principal-in-Charge

Courtney Southwick LEED AP<sup>BD+C</sup> MCPPO Project Manager





# Southborough Space Needs



Building Location  
Assessment



DRA





# Where we are

## collecting b

Review Existing Documents  
Photographs  
Drawings/Measurement  
Summary of Investigation

## assessing

Useable Space by Building  
Calculate Space Needs  
Spreadsheet Summary  
Basic Code Reviews

# process

## collaboration

## collecting a

Questionnaire  
Interviews – Dept. Staff  
Utilization of Buildings  
*Things we should know*

## program analysis

Building Suitability  
Layout Options  
Building Use Options  
Spreadsheet Summary

Presentation of Findings  
Report – Determine most appropriate format  
Recommendations

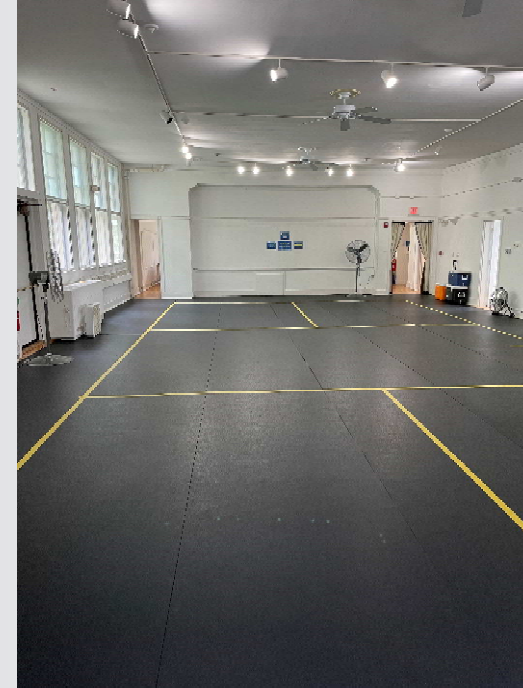
## reporting



# Key Points

## current findings

- Town needs have been reviewed and assessed by our team
- Overall space needs for Town Buildings are not met with current town-owned buildings  
*(without renovation/addition/new construction)*
- Some programs are in spaces that are not suited for the program type
- Options have been developed for assessment by the committee
- Report is near completion

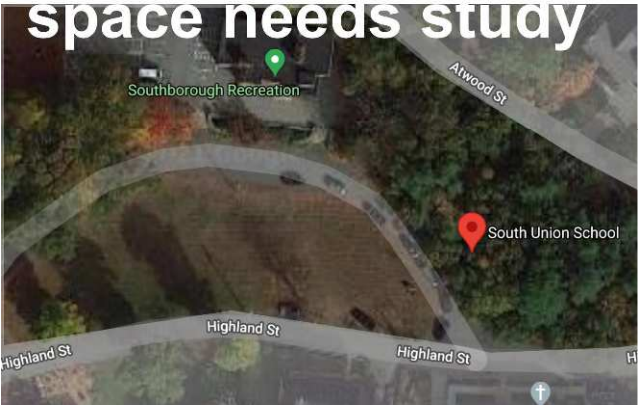


# Southborough – South Union Building

collecting

 SOUTH UNION BUILDING  
southborough.ma  
(2 departments)

- Review Existing Documents
- Photographs
- Drawings/Measurement
- Summary of Investigation
- Questionnaire
- Interviews – Dept. Staff
- Utilization of Buildings



SOUTH UNION BUILDING	Current Space (S.F.)	Floor	SF. by FLOOR
Pottery Studio	687		
Storage	161	Basement.	
Storage	106	Basement.	
Storage	102	Basement.	
Storage	34	Basement.	
Storage	117	Basement.	
Storage	375	Basement.	
			1582
General Office	603	1st Floor	
Darkroom	75	1st Floor	
Office	82	1st Floor	
Youth And Family Reception	278	1st Floor	
Storage	228	1st Floor	
Youth & Family Offices	448	1st Floor	
			1714
Gymnasium	1517	2nd Floor	
Breakroom	148		
Activity Area	643	2nd Floor	
			2308
<b>TOTAL Net Sq.Ft.</b>			5604



# assessing

**CURRENTLY BEING USED AS IN-DOOR COURT-PLAY AREA.**

**1,917 sq ft**

**843 sq ft**

**RECREATION: CURRENTLY BEING USED AS OPEN STUDIO/CLASSROOM**

**1 STORAGE - Youths & Family**

**2 OPEN STUDIO/PLAY AREA**

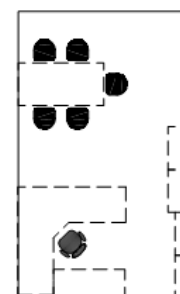
**1,000 sq ft**

**CURRENTLY BEING USED AS A STORAGE SPACE**

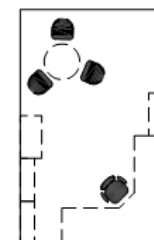
**SECOND FLOOR CREATIVE HUB**



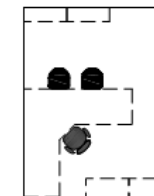
<b>Restoration</b>	<b>Quantity</b>	<b>CURRENT Approx Allocation (\$K)</b>	<b>PROPOSED \$0+ Totals</b>	<b>Totals</b>	<b>Comments</b>
Waiting Area Office (Currently Open Office Areas)	1 3	0 6823	7049	7049	Currently occupies hallway space: 2 Full floors, 1 part third floor could move in full time
Fellowship Studio	1	6593	7593	7593	Currently in basement, not Accessible
Mtn Area & Storage	1	3349	3349	3349	Currently in basement, not Accessible
Storage - Office	1	69	169	169	Not much left, placed along to corner of current area
Inkster Play - Gym	1	2507	2607	2607	Currently occupies upper floor, not Accessible
Studio - Activity Area	1	643	943	943	Approximately at classroom size
Storage - Basement	1	695	909	909	Some off road/drive storage areas in existing pre-proposed may be multiple zones as well
Event Area	1	149	149	149	
Greenhouse	1	229	229	229	Current area acceptable size
	<b>CUMULATIVE TOTAL</b>		<b>\$9074</b>	<b>POST PROPOSED TOTAL</b>	<b>\$A079</b>



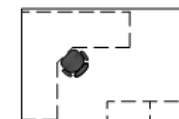
240 SF



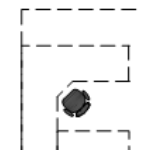
175 SF



145 SF



100 SF



90 SF



35 SF  
BREAK  
STATION

8 SF  
VERT  
FILE11 SF  
LAT  
FILE

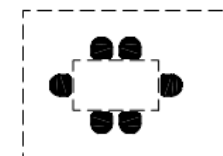
30 SF  
FLAT  
FILE



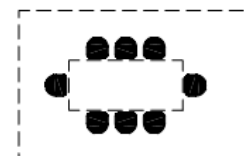
48 SF  
COUNTER



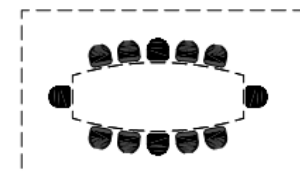
16 SF  
BOOKCASE



157 SF  
CONFERENCE ROOM



178 SF  
CONFERENCE ROOM



255 SF  
CONFERENCE ROOM



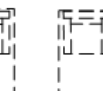
15 SF  
VOTING  
TABULATORS

15 SF  
VOTING  
TABULATORS

33 SF  
33 STACKED  
BOXES



36 SF  
LOVESEAT



23 SF  
LOUNGE  
SEAT



F  
NGE  
T

Quality Factor**	The Quality Factor considers the condition of the building and the extent to which repairs and renovations would be necessary to make the building suitable for re-use for at least twenty years

DRA

# Southborough

## assessing

### Useable Space by Building

### Calculate Space Needs

### Spreadsheet Summary

### Basic Code Reviews

*Public records space is accounted for in a separate spreadsheet and is currently stored in Town House Basement, Vault and Cordaville Hall*

*(could be reduced with conversion to electronic files in the future)*

*Note: Areas include individual space requirements for conference/break areas. Some of these may be shared uses in assessed options.*

Town of Southborough.MA Space Needs Study					
Progress Update 1/20/2021					
PROPOSED SPACE NEEDS	EXISTING NET SF	PROPOSED NET USEABLE SF	TOTAL PROPOSED NSF	GSF (NSF PLUS 20%)	GSF (NSF PLUS 30%)
<b>TOWN OFFICES:</b>					
Accessor	459	529			
Economic Development	133	145			
Information Technology	152	346			
Town Accountant	264	389			
Town Administrator	695	673			
Town Clerk	539	912			
Treasure/Collector	1,584	634			
Public Records (Basement Space)					
Common Rooms	463	2,981			
Sub-Total	4,289		6,609	7,931	8,592
<b>PERMITTING DEPARTMENTS</b>					
Conservation		186			
Planning		530			
Building & Zoning		1,215			
Board of Health		1,178			
Sub-Total	2,958		3,109	3,731	4,042
<b>SENIOR CENTER</b>	4,348		5,295	6,354	6,884
<b>RECREATION</b>	4,568		5,540	6,648	7,202
<b>FACILITIES</b>	1,398		1,640	1,968	2,132
<b>YOUTH &amp; FAMILY</b>	1,036		1,613	1,936	2,097
<b>SUPERINTENDENT</b>	5,499		5,995	7,194	7,794
<b>DEPT. PUBLIC WORKS</b>	14,594		16,334	19,601	21,234
<b>LIBRARY</b>	9,186		15,636	18,763	20,327
<b>TOTALS</b>	<b>47,876</b>		<b>61,771</b>	<b>74,125</b>	<b>80,302</b>
<b>Net Area Difference</b>	<b>13,895</b>				

# Southborough assessing

Useable Space by Building  
Calculate Space Needs  
Adjacencies

	Accessors	Conservation Commission	Economic Development Committee	Planning Board	Town Public Records	School Public Records (Off-site)	Technology Department	Town Accountant	Town Administrator	Town Clerk	Treasurer Collector	Senior Center	Board of Health	Building/Zoning	Facilities	Youth and Family Services	Recreation	School Department	Library	Public Works
Accessors																				
Conservation Commission																				
Economic Development Committee																				
Planning Board		●																		
Town Public Records**		●		●																
School Public Records (off site)																				
Technology Department**																				
Town Accountant					●															
Town Administrator							●													
Town Clerk					●															
Treasurer Collector								●	●											
Senior Center																				
Board of Health**				●	●							○								
Building/Zoning**		●		●	●								●							
Facilities**												●								
Youth and Family Services																				
Recreation																●				
School Department*						●			●											
Library																				
Public Works																				

\* Central location for North/ SouthBorough

\*\*Central location in town.

LEGEND	
●	PREFERRED ADJACENCY
○	HELPFUL DURING COVID



**Building Suitability  
Layout Options  
Building Use Options  
Spreadsheet Summary**

[illegible][illegible]



# Southborough program analysis

## Option 1



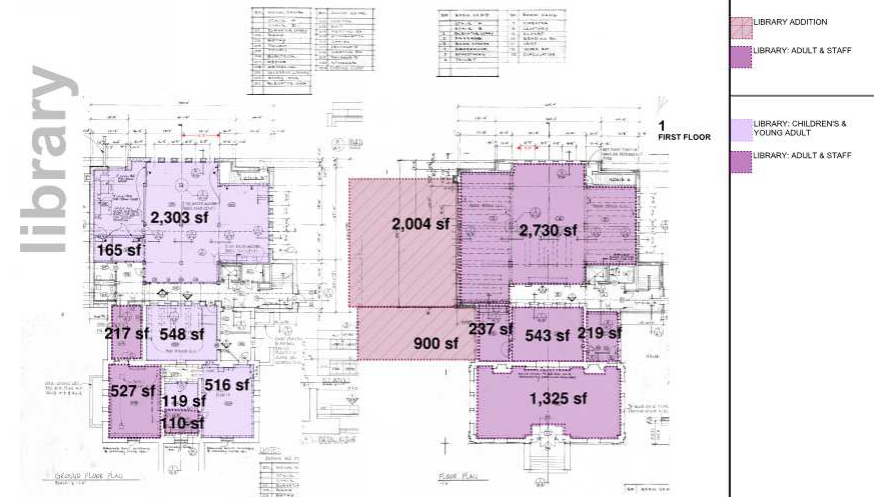
OPTION 1	DEPARTMENTS																		
	ASSESSORS	CONSERVATION COMMISSION	ECONOMIC DEVELOPMENT COMMITTEE	PLANNING	PUBLIC RECORDS - TOWN	TECHNOLOGY	TOWN ACCOUNTANT	TOWN ADMINISTRATOR	TOWN CLERK	TREASURER / COLLECTOR	SENIOR CENTER	BOARD OF HEALTH	BUILDING ZONING	FACILITIES	YOUTH & FAMILY SERVICES	RECREATION	LIBRARY	PUBLIC WORKS	NORTH-SOUTHBOROUGH SCHOOL DEPT.
BUILDINGS																			
TOWN HOUSE																			1
LIBRARY																	1		
SOUTH UNION BUILDING																			
DPW OFFICES																		1	
MARGARET NEARY ELEMENTARY SCHOOL																			
CORDAVILLE HALL											1			1	1				
NEW OR OTHER BUILDING	1	1	1	1	1	1	1	1	1	1		1	1			1			
LEGEND	OPTION 1 NOTES:																		
NEW USE	a New Construction would allow Town Offices to be centralized. Board of Health and Building/Zoning no longer satellite offices.																		
RENOVATION	b Superintendent's Office - Northborough-Southborough to relocate to Town House in this Option																		
RENOVATION/ADDITION	c Recreation - relocates to vacated Superintendent's Offices																		
EXISTING TO REMAIN	d Youth & Family Services can be relocated to Cordaville Hall once BOH & Building/Zoning relocate.																		
NEW OR OTHER BUILDING	e Senior center small addition for offices. Use front rooms for living room/library space.																		
MARKET ANALYSIS	f South Union Building can be sold. DPW has addition for needed bays; can happen independently of other moves.																		
	Market Analysis will explore the potential uses if the building is sold. For those buildings where the intention is not to sell, market analysis will explore potential functions that the building could best satisfy.																		

TOWN OF SOUTHBOROUGH  
Space Needs Study  
OPTIONS 1 & 4 - Relocate NSBORO

town house



TOWN OF SOUTHBOROUGH  
Space Needs Study  
OPTIONS 1 & 3 - addition



DRA



# Southborough program analysis

## Option 2

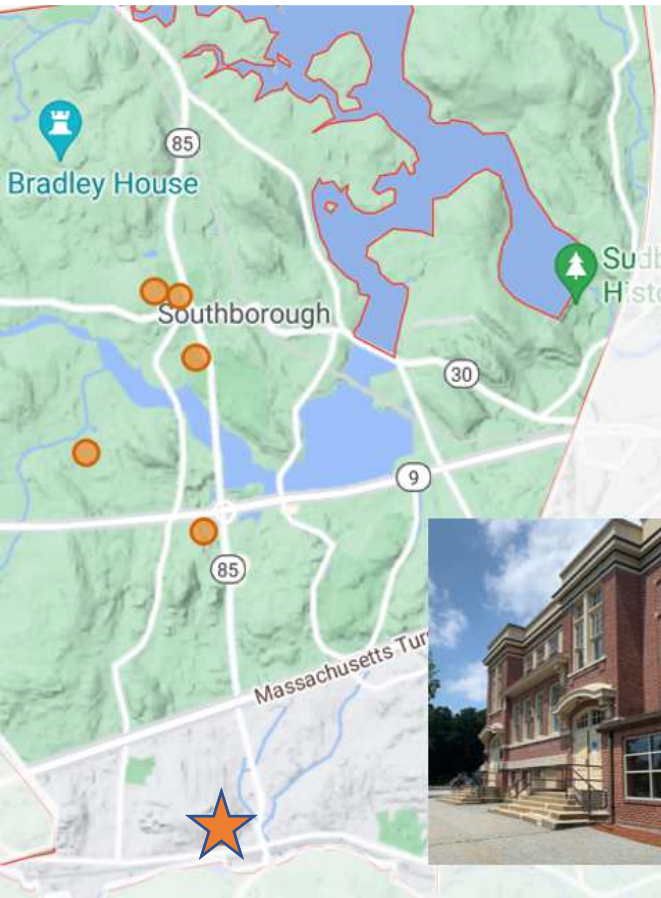


CHART OF OPTIONS FOR BUILDING USES

TOWN OF SOUTHBOROUGH, MA

fall 2021

OPTION 2	DEPARTMENTS																		
	ASSESSORS	CONSERVATION COMMISSION	ECONOMIC DEVELOPMENT COMMITTEE	PLANNING	PUBLIC RECORDS - TOWN	TECHNOLOGY	TOWN ACCOUNTANT	TOWN ADMINISTRATOR	TOWN CLERK	TREASURER / COLLECTOR	SENIOR CENTER	BOARD OF HEALTH	BUILDING ZONING	FACILITIES	YOUTH & FAMILY SERVICES	RECREATION	LIBRARY	PUBLIC WORKS	NORTH-SOUTHBOROUGH SCHOOL DEPT.
BUILDINGS																			
TOWN HOUSE	2		2		2	2	2	2	2	2									
LIBRARY																	2		
SOUTH UNION BUILDING		2		2								2	2		2				
DPW OFFICES																		2	
MARGARET NEARY ELEMENTARY SCHOOL																2			
CORDAVILLE HALL											2			2					
NEW OR OTHER BUILDING																			2
NOT VALID																			
LEGEND	OPTION 2 NOTES:																		
NEW USE	a Moving Planning & Conservation out of Town House provides much needed space .																		
RENOVATION	b Superintendent's Office - Northborough-Southborough to relocate to New or Other Building - Eliminates satellite offices-storage																		
RENOVATION/ADDITION	c Recreation - relocates to vacated Superintendent's Offices																		
EXISTING TO REMAIN	d Youth & Family Services to expand in South Union Building sharing the building with the permitting departments																		
NEW OR OTHER BUILDING	Not a central location for permitting departments																		
MARKET ANALYSIS	e DPW has addition for needed bays; can happen independently of other moves.																		
Market Analysis will explore the potential uses if the building is sold. For those buildings where the intention is not to sell, market analysis will explore potential functions that the building could best satisfy.																			

- Building Quality – several upgrades needed
- Location is not central





# Southborough program analysis

## Option 3

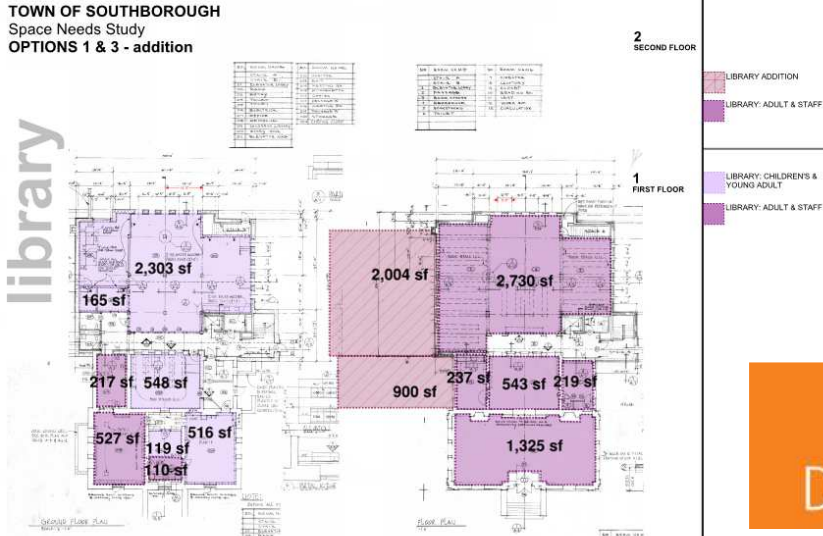
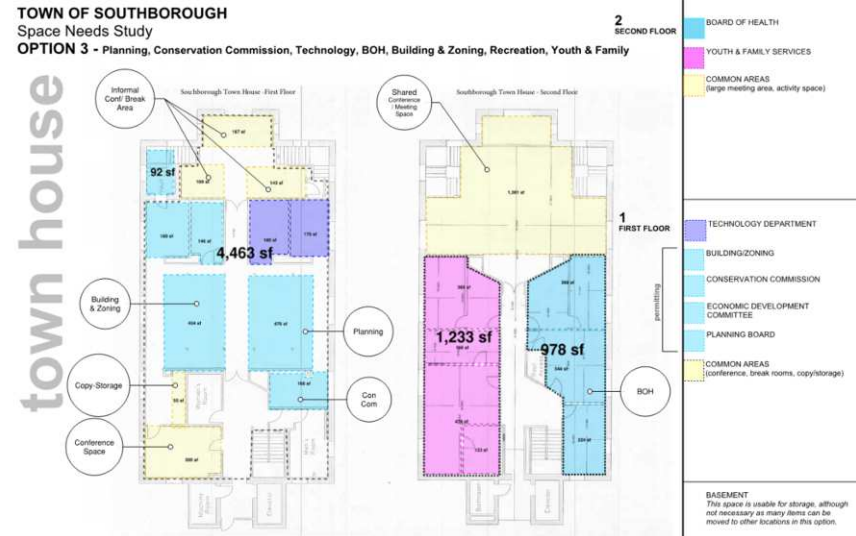
### CHART OF OPTIONS FOR BUILDING USES TOWN OF SOUTHBOROUGH, MA FALL 2021

OPTION 3	DEPARTMENTS																		
	ASSESSORS	CONSERVATION COMMISSION	ECONOMIC DEVELOPMENT COMMITTEE	PLANNING	PUBLIC RECORDS - TOWN	TECHNOLOGY	TOWN ACCOUNTANT	TOWN ADMINISTRATOR	TOWN CLERK	TREASURER / COLLECTOR	SENIOR CENTER	BOARD OF HEALTH	BUILDING ZONING	FACILITIES	YOUTH & FAMILY SERVICES	RECREATION	LIBRARY	PUBLIC WORKS	NORTH-SOUTHBOROUGH SCHOOL DEPT.
BUILDINGS																			
TOWN HOUSE		3		3		3						3	3		3				
LIBRARY																	3		
SOUTH UNION BUILDING																			
DPW OFFICES																		3	
MARGARET NEARY ELEMENTARY SCHOOL																			
CORDAVILLE HALL											3			3		3			
NEW OR OTHER BUILDING	3		3		3		3	3	3	3									3

LEGEND
NEW USE
RENOVATION
RENOVATION/ADDITION
EXISTING TO REMAIN
NEW OR OTHER BUILDING
MARKET ANALYSIS

- OPTION 3 NOTES:**
- a New or Other Building for Town Offices, with exception of permitting offices which stay in Town House
  - b Senior Center receives small addition; no change to Facilities and Youth & Family Services move to Cordaville Hall
  - c Superintendent's Offices move to a New or Other Building and vacate the space for the Recreation Department.
  - d DPW has addition for needed bays.

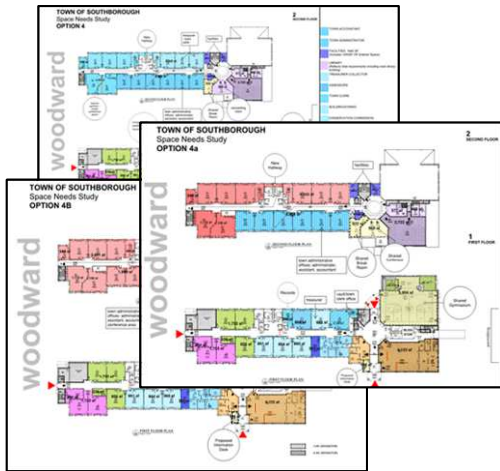
Market Analysis will explore the potential uses if the building is sold. For those buildings where the intention is not to sell, market analysis will explore potential functions that the building could best satisfy.





# Southborough program analysis

## Option 4



### CHART OF OPTIONS FOR BUILDING USES TOWN OF SOUTHBOROUGH, MA

fall 2021

#### OPTION 4 -a-b (woodward)

#### DEPARTMENTS

BUILDINGS	ASSESSORS	CONSERVATION COMMISSION	ECONOMIC DEVELOPMENT COMMITTEE	PLANNING	PUBLIC RECORDS TOWN	TECHNOLOGY	TOWN ACCOUNTANT	TOWN ADMINISTRATOR	TOWN CLERK	TREASURER / COLLECTOR	SENIOR CENTER	BOARD OF HEALTH	BUILDING ZONING	FACILITIES	YOUTH & FAMILY SERVICES	RECREATION	PUBLIC WORKS	NORTH-SOUTHBOROUGH SCHOOL DEPT.	LIBRARY
TOWN HOUSE																		4	
SOUTH UNION BUILDING																		OPTION 4A	
DPW OFFICES																	4		
MARGARET NEARY ELEMENTARY SCHOOL																			
CORDAVILLE HALL (1st flr & basement)																			
NEW OR OTHER BUILDING	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4		4A	
																			SUBTOTAL
LIBRARY																			4
<b>LEGEND</b>	<b>OPTION 4 NOTES:</b>																		
NEW USE	a Assumes selling South Union & Cordaville Hall																		
RENOVATION	b New, or other building, for Town Offices & Senior Center, with Facilities																		
RENOVATION/ADDITION	c Expansion of Library and DPW																		
EXISTING TO REMAIN	d Superintendent Offices move to Town House																		
NEW OR OTHER BUILDING	e Recreation & Youth & Family move to NEW/OTHER Building; some overlap with needed space is utilized by the existing GYM																		
MARKET ANALYSIS	f <b>OPTION 4A</b> shows the school department moving to NEW/OTHER Building as well to occupy space; <b>no use for Town House.</b>																		
	Market Analysis will explore the potential uses if the building is sold. For those buildings where the intention is not to sell, market analysis will explore potential functions that the building could best satisfy.																		
																			NET TOTAL



DRA



# Southborough program analysis

## Option 5



### CHART OF OPTIONS FOR BUILDING USES

TOWN OF SOUTHBOROUGH, MA

Fall 2021

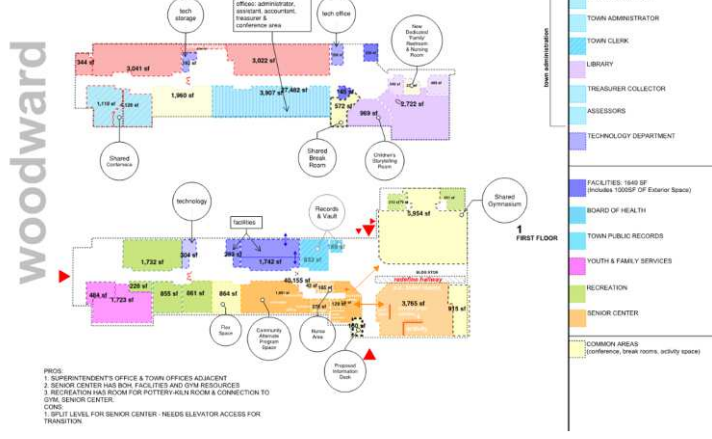
OPTION 5 (Woodward)	DEPARTMENTS																			
	ASSESSORS	CONSERVATION COMMISSION	ECONOMIC DEVELOPMENT COMMITTEE	PLANNING	PUBLIC RECORDS TOWN	TECHNOLOGY	TOWN ACCOUNTANT	TOWN ADMINISTRATOR	TOWN CLERK	TREASURER / COLLECTOR	SENIOR CENTER	BOARD OF HEALTH	BUILDING ZONING	FACILITIES	YOUTH & FAMILY SERVICES	RECREATION	PUBLIC WORKS	NORTH-SOUTHBOROUGH SCHOOL DEPT.	LIBRARY	
BUILDINGS																				
TOWN HOUSE		5	5	5								5	5							
SOUTH UNION BUILDING																				
DPW OFFICES																	5			
MARGARET NEARY ELEMENTARY SCHOOL																				
CORDAVILLE HALL (1st flr & basement)																				
NEW OR OTHER BUILDING	5				5	5	5	5	5	5	5			5	5	5		5	5	
LIBRARY																			5	
LEGEND	OPTION 4 NOTES:																			
NEW USE																				
RENOVATION																				
RENOVATION/ADDITION																				
EXISTING TO REMAIN																				
NEW OR OTHER BUILDING																				
MARKET ANALYSIS	Market Analysis will explore the potential uses to sell the buildings. For those buildings where the intention is not to sell, market analysis will explore potential private functions that the building could best satisfy.																			

#### TOWN OF SOUTHBOROUGH Space Needs Study

OPTION 5 - Planning, Conservation Commission, Technology, BOH, Building & Zoning



#### TOWN OF SOUTHBOROUGH Space Needs Study OPTION 5





# Southborough program analysis

## Option 6



### CHART OF OPTIONS FOR BUILDING USES TOWN OF SOUTHBOROUGH, MA

fall 2021

#### OPTION 6 (Woodward)

BUILDINGS	ASSESSORS	CONSERVATION COMMISSION	ECONOMIC DEVELOPMENT COMMITTEE	PLANNING	PUBLIC RECORDS - TOWN	TECHNOLOGY	TOWN ACCOUNTANT	TOWN ADMINISTRATOR	TOWN CLERK	TREASURER / COLLECTOR	SENIOR CENTER	BOARD OF HEALTH	BUILDING ZONING	FACILITIES	YOUTH & FAMILY SERVICES	RECREATION	PUBLIC WORKS	NORTH-SOUTHBOROUGH SCHOOL DEPT.	LIBRARY
TOWN HOUSE																		6	
SOUTH UNION BUILDING																			
DPW OFFICES																	6		
MARGARET NEARY ELEMENTARY SCHOOL																			
CORDAVILLE HALL (1st flr & basement)																			
NEW OR OTHER BUILDING	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6		6	6
LIBRARY																			6
LEGEND	OPTION 4 NOTES:																		
NEW USE	a Assumes selling South Union & Cordaville Hall																		
RENOVATION	b Superintendent's Office and most Town Offices in Woodward. Permitting departments in Town House.																		
RENOVATION/ADDITION	c Expansion of DPW																		
EXISTING TO REMAIN	d Margaret Neary returns to school district educational or other use																		
NEW OR OTHER BUILDING	e Senior Center and Recreation moves to Woodward ; some space is shared (e.g. Gym)																		
MARKET ANALYSIS	f Youth and Family in Woodward with their own separate entrance.																		
Market Analysis will explore the potential uses to sell the buildings. For those buildings where the intention is not to sell, market analysis will explore potential private functions that the building could best satisfy.																			
NET TOTAL																			

DRA

# Southborough program analysis

## Option 7

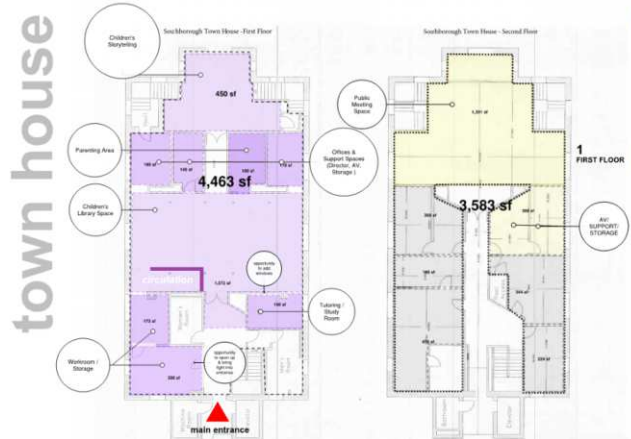
### CHART OF OPTIONS FOR BUILDING USES TOWN OF SOUTHBOROUGH, MA

fall 2021

OPTION 7A/B (Woodward)	DEPARTMENTS																		
	ASSESSORS	CONSERVATION COMMISSION	ECONOMIC DEVELOPMENT COMMITTEE	PLANNING	PUBLIC RECORDS TOWN	TECHNOLOGY	TOWN ACCOUNTANT	TOWN ADMINISTRATOR	TOWN CLERK	TREASURER / COLLECTOR	SENIOR CENTER	BOARD OF HEALTH	BUILDING ZONING	FACILITIES	YOUTH & FAMILY SERVICES	RECREATION	PUBLIC WORKS	NORTH-SOUTHBOROUGH SCHOOL DEPT.	LIBRARY
<b>BUILDINGS</b>																			
TOWN HOUSE																			7
SOUTH UNION BUILDING																			
DPW OFFICES																	7		
MARGARET NEARY ELEMENTARY SCHOOL																			
CORDAVILLE HALL (1st flr & basement)																			
NEW OR OTHER BUILDING	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7		7	
<b>LIBRARY</b>																			7
<b>LEGEND</b>																			
NEW USE																			
RENOVATION																			
RENOVATION/ADDITION																			
EXISTING TO REMAIN																			
NEW OR OTHER BUILDING																			
MARKET ANALYSIS																			
		<b>OPTION 7 NOTES:</b>																	
		a Assumes selling South Union & Cordaville Hall																	
		b Facilities, Superintendent's Office, Senior Center, Recreation & ALL Town Offices in Woodward.																	
		c Expansion of DPW																	
		d Margaret Neary returns to school district educational or other use																	
		e Children's Library moves to Town House																	
		f Youth and Family in Woodward with easy access to east entrance (first floor).																	
		Market Analysis will explore the potential uses to sell the buildings. For those buildings where the intention is not to sell, market analysis will explore potential private functions that the building could best satisfy.																	
		NET TOTAL																	

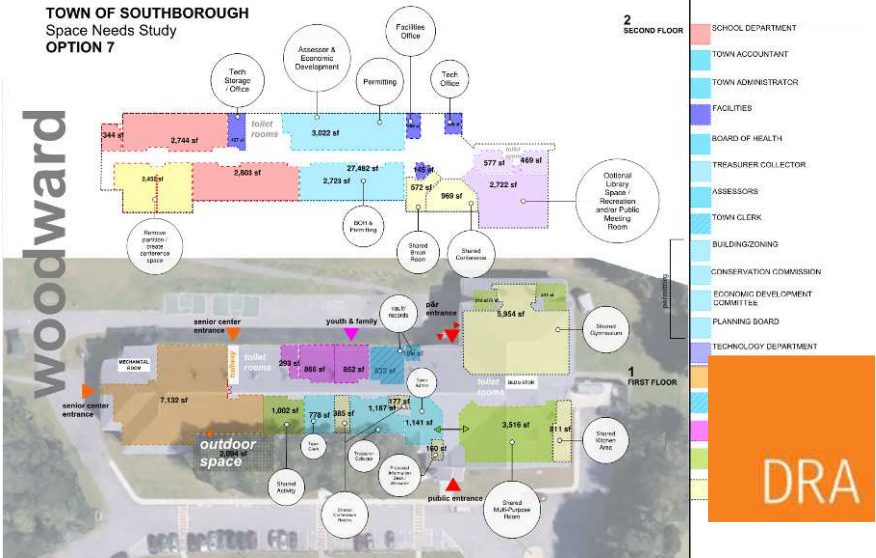


#### TOWN OF SOUTHBOROUGH Space Needs Study OPTION 7 - Library Annex & Public Space (Children's Library)



\*Multiple options for library use at Town House

#### TOWN OF SOUTHBOROUGH Space Needs Study OPTION 7



DRA

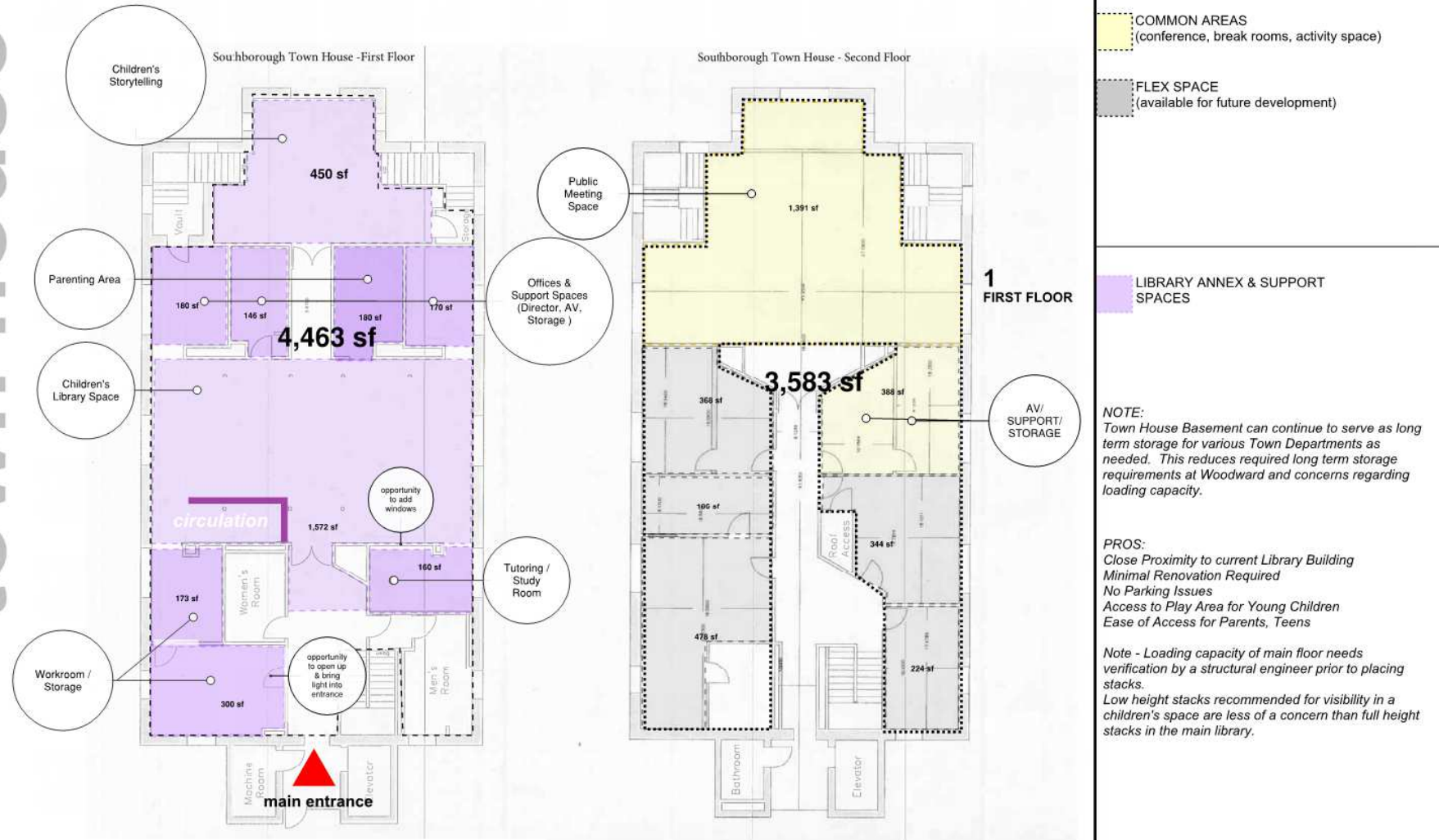


# Southborough program analysis

## Option 7



town house



\*Multiple options for library use at Town House

DRA



# Southborough Space Needs recommendations









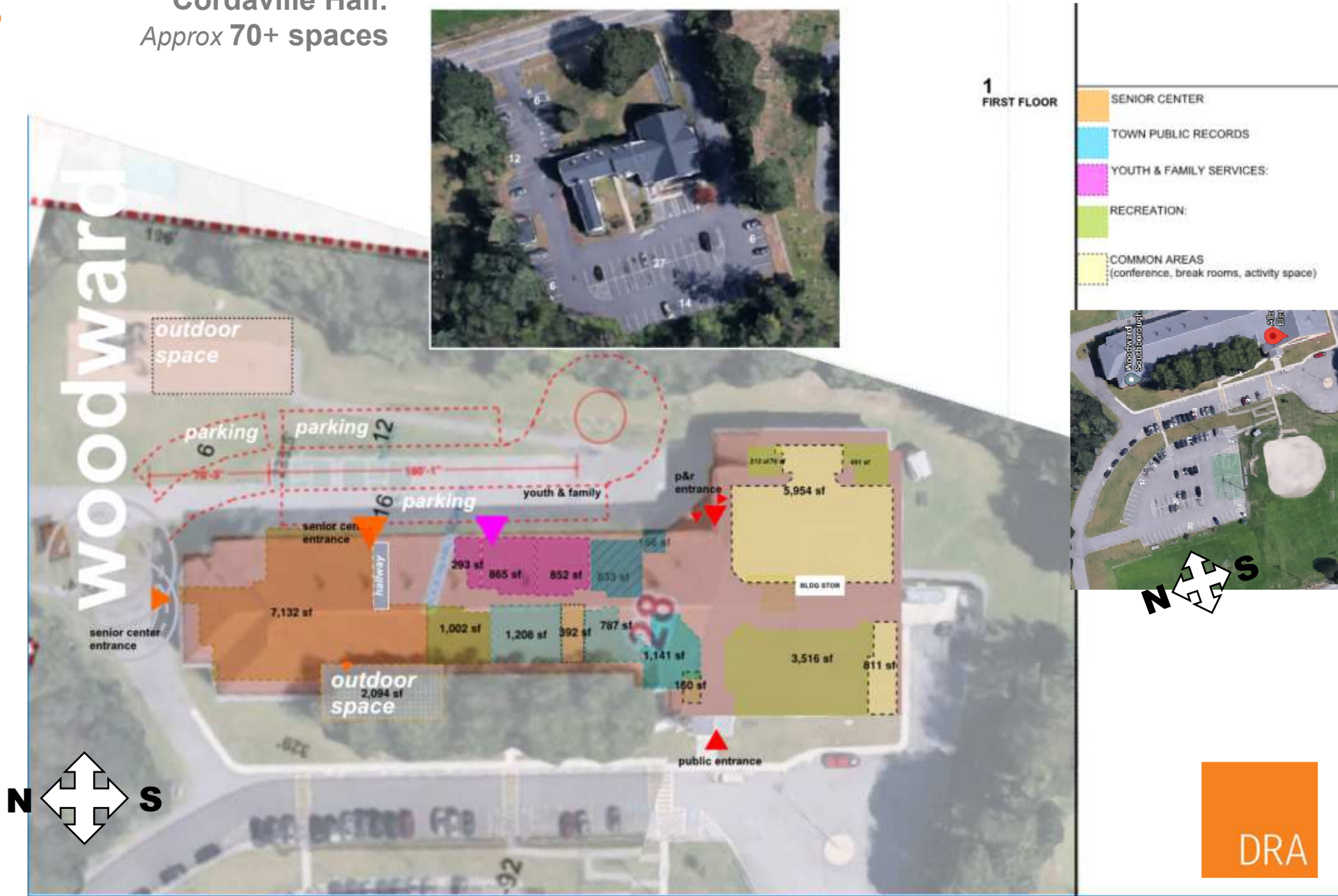
# Southborough program analysis

## Option 7

WOODWARD Current parking:  
**109 spaces**  
(not including circle)

Proposed Parking  
on East side of building:  
**34 spaces**  
(account for ADA parking & entrances)

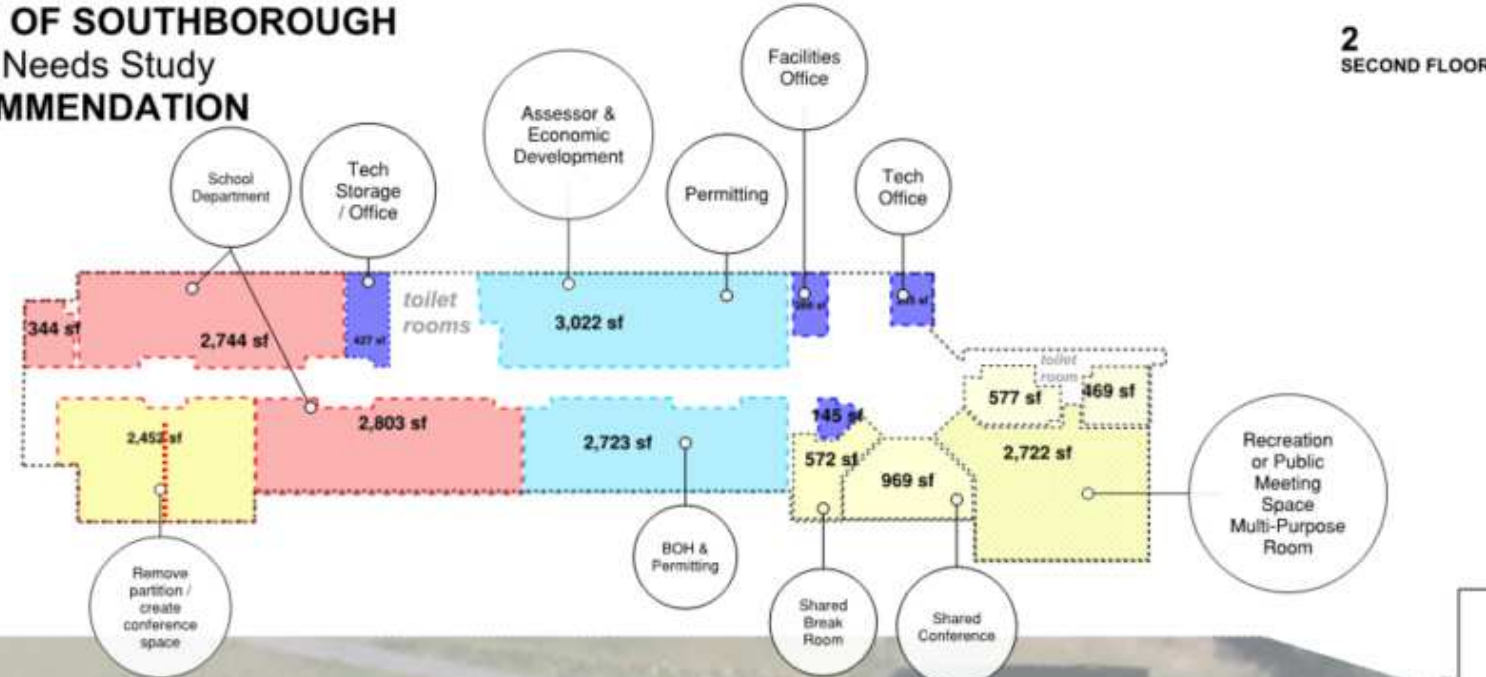
Cordaville Hall:  
Approx 70+ spaces





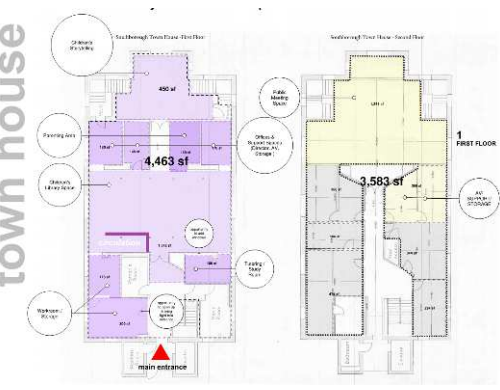
# TOWN OF SOUTHBOROUGH Space Needs Study RECOMMENDATION

woodward



- SCHOOL DEPARTMENT
- TOWN ACCOUNTANT
- TOWN ADMINISTRATOR
- FACILITIES
- BOARD OF HEALTH
- TREASURER COLLECTOR
- ASSESSORS
- TOWN CLERK
- BUILDING/ZONING
- CONSERVATION COMMISSION
- ECONOMIC DEVELOPMENT COMMITTEE
- PLANNING BOARD
- TECHNOLOGY DEPARTMENT
- SENIOR CENTER
- TOWN PUBLIC RECORDS
- YOUTH & FAMILY SERVICES
- RECREATION
- COMMON AREAS (conference, break rooms, activity space)

town house



\*Multiple options for library programs available at Town House

DRA

# Southborough look ahead

		1	2	3	4	5	6	7	8	9	10	11	12	12a	13	14	
COLLECT	1 Kick-Off Meeting																
	2 Distribute DRA's Survey Form																
	3 Develop Schedule for Dept. Head/Staff Meetings																
	4 Dept. Head/Staff Interviews (3-4 weeks)																
ASSESS	5 Assess existing Space Use																
	6 Develop Dept Proximity Chart																
PROJECT	7 Develop Space Needs Report for each Dept.																
	8 Develop Floor Area Chart with Existing Areas and Current & Future Space Needs																
	9 Review Useable Floor Areas for Existing Buildings																
	10 Develop Chart Showing Different Scenarios for Meeting the Town's Space Needs																
	11 Recommend Building Use and Disposition																
REPORT	12 First Draft Submission																
	12a Receive Comments and Adjust Report																
	13 Final Study Assessment Delivered																
	14 Three Meetings with Capital Planning Committee. Actual dates TBD.																
	Capital Planning Committee Meeting																

**collecting b**  
Review Existing Documents  
Photographs  
Drawings/Measurement  
Summary of Investigation

**assessing**  
Useable Space by Building  
Calculate Space Needs  
Spreadsheet Summary  
Basic Code Reviews

**process collaboration**

**collecting a**  
Questionnaire  
Interviews – Dept. Staff  
Utilization of Buildings  
*Things we should know*

**program analysis**  
Building Suitability  
Layout Options  
Building Use Options  
Spreadsheet Summary

**reporting**  
Presentation of Findings  
Report – Determine most appropriate format  
Recommendations

DRA

TOWN REVIEW & COMMENTS

DRA

# Southborough look ahead

		1	2	3	4	5	6	7	8	9	10	11	12	12a	13	14	
COLLECT	1 Kick-Off Meeting																
	2 Distribute DRA's Survey Form																
	3 Develop Schedule for Dept. Head/Staff Meetings																
	4 Dept. Head/Staff Interviews (3-4 weeks)																
ASSESS	5 Assess existing Space Use																
	6 Develop Dept Proximity Chart																
PROJECT	7 Develop Space Needs Report for each Dept.																
	8 Develop Floor Area Chart with Existing Areas and Current & Future Space Needs																
	9 Review Useable Floor Areas for Existing Buildings																
	10 Develop Chart Showing Different Scenarios for Meeting the Town's Space Needs																
	11 Recommend Building Use and Disposition																
REPORT	12 First Draft Submission																
	12a Receive Comments and Adjust Report																
	13 Final Study Assessment Delivered																
	14 Three Meetings with Capital Planning Committee. Actual dates TBD.																
	Capital Planning Committee Meeting																

**collecting b**  
Review Existing Documents  
Photographs  
Drawings/Measurement  
Summary of Investigation

**assessing**  
Useable Space by Building  
Calculate Space Needs  
Spreadsheet Summary  
Basic Code Reviews

**process collaboration**

**collecting a**  
Questionnaire  
Interviews – Dept. Staff  
Utilization of Buildings  
*Things we should know*

**program analysis**  
Building Suitability  
Layout Options  
Building Use Options  
Spreadsheet Summary

**reporting**  
Presentation of Findings  
Report – Determine most appropriate format  
Recommendations

DRA

TOWN REVIEW & COMMENTS

DRA







thank  
you!

- the DRA team



## **DRAFT**

<b>Capital Planning Committee December 6, 2021 Virtual Meeting held via Zoom</b>
--

Voting members present: Jason Malinowski (Chair), Lisa Braccio (left meeting at 7:40pm and rejoined at 7:48pm), Jeffrey Hark, Joseph Palmer, Karen Wheeler, Tony Schoener

Ex-officio members present: Mark Purple, Brian Ballantine

### **Call Meeting to Order**

At 7:32 pm, Mr. Malinowski called the meeting to order.

### **Approval of Meeting Minutes from November 15, 2021**

Mr. Hark noted one minor spelling error.

Mr. Malinowski motioned to approve the meeting minutes, with one minor edit; seconded by Mr. Hark. No further discussion.

The Committee voted 5-0-1 by roll call vote to approve the motion. [Braccio, aye; Hark, aye; Palmer, abstain; Schoener, aye; Wheeler, aye; Malinowski, aye].

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

#### ***School Research Subcommittee Update, including steps to completion of Subcommittee Charge***

Votes were made by the subcommittee and are to be presented at a January school committee meeting. The subcommittee proposed one path forward in terms of exploration a new Neary in combination with a repurpose of the Woodward school. This was voted on unanimously, but was a non-binding vote

MSBA came back to the Superintendent, after the subcommittee's meeting, that a formal recommendation would not be made to the MSBA board until March 2022.

Vertex to perform a probable cost estimate of with, and without, MSBA funding. The process is underway and should be completed in time for the school committee presentation in January.

### **Space Needs Study Status and Next Steps**

Mr. Malinowski advised that the Superintendent authorized continued work with DRA under the existing contract to see what could be done with Woodward for each of the constituent groups. DRA will come back and make a presentation on what this scenario would look like. Department heads to be potentially impacted by adjacency will have the ability to provide feedback imminently.

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

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

Mr. Palmer noted that Jesse Stein gave a presentation on zoning at the last meeting and that zoning would meet certain ideas proposed. At the next meeting on December 16<sup>th</sup>, the president of the Mass Home Builders Association will be present. The timing of the subcommittee's recommendation to the Select Board is still TBD, but Mr. Palmer does not expect it to be after February 2022. Mr. Palmer indicated that the subcommittee is merely looking for an endorsement from the Town. Mr. Purple described such approach as almost a "non-binding resolution". Ms. Braccio asked Mr. Purple to invite the subcommittee to its meeting on January 4, 2022. Mr. Purple recommended a placeholder to be discussed by the Select Board on January 4, 2022, or shortly thereafter.



## **DRAFT**

### **Joint Meeting with Council on Aging to discuss Senior Center Renovations**

Bill Harrington and Doug Peck (chair) joined the Committee's meeting.

Mr. Harrington noted that Assabet will not be available for at least another year to work on Cordaville Hall. Renovations would be done by September 2024. There is still a need for more space and it is a pressing issue. They need an activity area added to the senior center. Facilities no longer wants to do a large project on the exterior of the Cordaville Hall building, which takes pressure off of funding from an ADA compliance perspective per Mr. Harrington.

Mr. Peck expressed concerns about waiting for many more years for space, especially if the Town waits for the school decision to be made. The senior center services over 1,000 seniors per year.

Mr. Malinowski summarized the Council on Aging's needs as follows: (1) No action for the Spring 2022 Town Meeting; (2) Potential consideration for the Cordaville Hall project at a special Town Meeting in Fall 2022; (3) Cautioning waiting another 8-9 years.

Mr. Harrington noted that the Town is in queue for the next big project on Assabet's agenda. Volatility of construction materials is uncertain, but per Mr. Harrington they are still in the ballpark from a pricing perspective.

### **ARPA Committee - vote on two Capital Planning Members to recommend for appointment**

The Committee then proceeded to vote on two members for appointment to the ARPA Committee. Mr. Palmer expressed interest and volunteered. Mr. Schoener and Ms. Wheeler also expressed interest, although Ms. Wheeler expressed concern with the time commitment aspect. Mr. Malinowski also expressed his interest as a presenter at the ARPA Committee meetings, but wouldn't refuse an appointment. Ms. Braccio proceeded to clarify why two Committee members were allotted because ARPA funding is ripe and prime for one-time projects.

Mr. Malinowski motioned to recommend to the Select Board to appoint Mr. Palmer and Mr. Schoener as Capital Planning Committee representatives to the ARPA committee; Mr. Hark seconded. No further discussion.

The Committee voted 5-0-1 by roll call vote to approve the motion. [Braccio, abstain; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

### **Capital Planning standing committee bylaw – vote on recommended language for proposed bylaw for 2022 ATM**

Mr. Malinowski moved that the Committee support the proposed language for the CIPC bylaw to be presented to Select Board for inclusion in the annual 2022 Town warrant; Mr. Palmer seconded. No further discussion.

The Committee voted 6-0 by roll call vote to approve the motion. [Braccio, aye; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

### **2022 Town Meeting Warrant – Capital Items - Final review and vote on recommendation to Select Board and Advisory**

Mr. Malinowski provided an overview of changes that were made to capital items since the Committee last met with the department heads.

#### DPW:

- Northboro Road culvert was originally \$70k, but was updated by probable cost estimate to \$108k. This is highly subject to change because Ms. Galligan could put it out for bid

## **DRAFT**

- Cost of mini excavator was reduced
- Road maintenance and sidewalk maintenance were removed due to potential funding sources down the line
- Newton Street, with a price tag of \$2.5M, but there is about \$800k of bonds for Route 9 water main that could be repurposed to offset \$2.5m (but would take a series of Articles at Town Meeting). Mr. Purple further explained that there are limits to which you can reassign bond proceeds, where needs have to be for a similar term and type of project. Mr. Ballantine confirmed that the remainder of funding will be through a new bond that will be issued via the water fund.

Mr. Malinowski motioned that the Committee support the Northboro Road culvert for \$108k, utility dump for \$95k and the mini excavator for \$115k as presented by the DPW director for inclusion in the 2022 Annual Town Meeting warrant; seconded by Mr. Palmer. No further discussion

The Committee voted 6-0 by roll call vote to approve the motion. [Braccio, aye; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

Mr. Malinowski motioned that the Committee support the recommendation of \$2.5m for the Newton Street water main construction subject to additional conversations about the proper mechanism for reallocating prior bond proceeds and other financing matters; seconded by Ms. Braccio. No further discussion

The Committee voted 6-0 by roll call vote to approve the motion. [Braccio, aye; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

### Facilities:

- Mr. Parent removed the garage doors because he doesn't think there's an immediate safety or energy need
- Removed Town House office furniture (\$25k) at Mr. Purple's recommendation

Mr. Malinowski motioned that the Committee accept the Facilities' capital projects as presented by the Facilities director; seconded by Mr. Palmer. No further discussion.

The Committee voted 6-0 by roll call vote to approve the motion. [Braccio, aye; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

### Fire department

- The ATV vehicle was removed for this year. Mr. Malinowski has offered to help Chief Achilles approach the Trails Committee for grants
- Portable radios were reduced from 20k to 14k due to funding that came through from state budget.
- For the rescue tools, Chief Achilles is in process of resubmitting a grant

Ms. Braccio inquired if any expenses could be funded through the Harvard fund. Mr. Purple indicated that Chief Achilles has been using a large portion of Harvard funds for accreditation expenditures.

Mr. Malinowski motioned that the Committee support the recommendation of the Fire Chief for the 2022 Annual Town Meeting warrant related to capital items; Ms. Wheeler seconded. No further discussion.

The Committee voted 6-0 by roll call vote to approve the motion. [Braccio, aye; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

### Police department

- Chief Paulhus will be looking for a SUV next year.
- Tasers and body camera program are in the Chief's operating budget. The Chief carries Taser line item north of \$10k per year (in operating budget in the current year and in the next fiscal year). The change is the exploration of a body camera program. More due diligence needs to be done on proper way to implement program. Westborough recently implemented a program, which was



## **DRAFT**

offset by grant funding. Mr. Malinowski expressed that he is supportive of a placeholder with further refinement on pricing.

Mr. Malinowski motioned that the Committee support the Police Chief's recommendation of one cruiser at a cost of approximately \$60K, and the concept of a Taser/body camera program, subject to further discussion between the Town's finance team and the Chief, and an official recommendation back to the Committee, Advisory and the Select Board, with the understanding we are carrying \$62,695 as a conservative placeholder for this year's Annual Town Meeting warrant; seconded by Mr. Palmer. No further discussion.

The Committee voted 6-0 by roll call vote to approve the motion. [Braccio, aye; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

### **Recreation**

- \$20K for Choate Field design was spent through use of the revolving fund at a cost of \$8.5k out of revolving fund.
- Program van is not a general fund item. Recreation is planning to use the Recreation revolving fund.
- Recreation is intending to seek CPA funding for the Mooney tennis courts, but has not submitted an application

### **Southborough Schools:**

The potential design for a new school or renovations at Woodward is not included in the capital plan. No funding expected to come out of general fund.

### **Path forward:**

Advisory asked to push its meeting with the Committee back to December 22, 2021.

## **Ongoing Capital Project Updates**

### **Town House**

The design RFQ is out to bid. Mr. Parent to come back with next steps.

### **Fire Department Tender**

The Tender contract went to counsel for review and is now back with the vendor. The cost of the tender leaves no room for additional funding on the truck without Town Meeting approval.

### **Library Interior Renovations**

Mr. Palmer noted that this is on pace to finish toward the end of January.

## **Public Comment**

None noted.

## **Meeting Schedule**

Discussed above. The next meeting likely will include discussion on the space needs study.

## **Other business that may properly come before the Committee**

None noted.

## **Adjournment**

At 9:27 pm Mr. Malinowski motioned to adjourn; seconded by Mr. Hark.

The Committee voted 6-0 by roll call vote to adjourn: [Braccio, aye; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; and Malinowski, aye]

# **DRAFT**

Submitted by Jeffrey Hark, Committee Clerk

**Documents referenced during meeting:**

- 1) Draft Meeting Minutes – November 15, 2021
- 2) ARPA Committee Charge
- 3) CIPC Bylaw – Redline from PY
- 4) 2022 ATM Capital Recommendations
- 5) Opinion of Probable Construction Cost – Northboro Road Culvert



# DRAFT

<p style="text-align: center;"><b>Capital Planning Committee – Joint Meeting with Advisory</b> <b>December 22, 2021</b> <b>Virtual Meeting held via Zoom</b></p>
--

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

At 7:42pm, Chair Jason Malinowski (JM) called Capital Planning to order. A quorum was present.

He updated on the Capital Improvement Planning Committee (CIPC) bylaw that was indefinitely postponed at the May town meeting. The committee has provided a redlined version of the article that they will be asking the Selectmen to sponsor for the Spring 2022 town meeting. He would like to have comments from Advisory to include in the article's language before the warrant goes to print. The primary purpose of the article is to make Capital Planning a permanent committee (versus ad hoc).

JM presented the slides that were sent to the Advisory members on 12/17. Highlights of his presentation included:

- Capital's 5-year spending trend reflecting items that have been approved to date.
- An outlook of the debt/lease obligations that are known and additional funding if all the proposed capital items are approved.
- Review of major expenditures that have been authorized and effects of future items being approved (i.e., Public safety building and several recreation projects - that were approved 5 years ago.
- Capital does not bring projects forward. Departments request items. In early summer, they were asked to update their capital plans by providing 10 years of input to provide hard data. They were asked to provide why an item is needed, approximate cost and an actual bid. (The process is detailed in the Capital Planning slide presentation.)
- Identifying items that are necessary to fund and those which are still being discussed.
- Identifying items that may be funded by FEMA or CARES or grant money.
- PILOT payments that have been agreed upon for safety vehicles and equipment.
- Review of items that are in the capital budget that should be in the operating budget.
- The Recreation department looking to purchase a van that would require Capital approval – but funded through their revolving fund.
- Money for roads will require discussion as a funding number has been presented but no plan to support the expenditure. There are road projects that have been funded and are still waiting to be completed. There are grant funds and matching funds that need to be understood. The question of funding for normal road maintenance needs to be thoroughly vetted.
- A placeholder has been requested for a feasibility study at Neary School.
- A placeholder has been requested for a regional school capital stabilization fund – needs to be vetted.
- ADA work needs to be done at facilities and recreation.
- Other needs identified are those that will be brought by the Senior Center and library. This is also being addressed with the current space needs analysis that is taking place.
- There is 80k in CPC funding that was appropriated and never spent as some projects were completed underbudget. This money will be returned.

## Adjournment

At 8:53pm, Mr. Malinowski motioned to adjourn; seconded by Ms. Braccio.

The Committee voted 6-0 by roll call vote to adjourn: [Braccio, aye; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; and Malinowski, aye]

Submitted by Jeffrey Hark, Committee Clerk

# DRAFT

## **Documents referenced during meeting:**

- 1) CIPC Draft Bylaw – Redline from PY
- 2) Capital Planning Presentation for 12-22-2021 Meeting



**Town of Southborough, Massachusetts****Capital Planning Committee****Thursday January 20<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. Presentation of Town Space Needs Study Final Report from DRA (will include conceptual space needs drawing of potential options for future space needs)
- III. Public Comment
- IV. Approval of Meeting Minutes from December 6, 2021 and December 22, 2021
- V. Other business that may properly come before the Committee
- VI. Adjournment

Jason W. Malinowski, Chair