

**Capital Planning Committee
January 20, 2022
Virtual Meeting held via Zoom**

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

Ex-officio members Present: Mark Purple, Brian Ballantine

Non member Presenters from DRA (Drummey Rosane Anderson Inc.): Ken Best (Principal), Courtney Southwick (Project Manager), James Barrett (Principal)

Committees in Attendance with Quorum:

The Southborough School Committee

Members Present: Roger Challen (Chair), Kamali O'Meally, Keturah Martin, Kimberly Tolander, Jennifer Primack

The Capital Planning Committee - School Research Subcommittee

Members Present: Jason Malinowski (Chair), Keturah Martin

The Youth and Family Services Committee

Members Present: (Chair) Lauren Richey, Beth Dambacher, David Joyner, Susan Beyer, Marguerite Landry

The Library Committee

Members Present: (Chair) Marguerite Landry, David Ekberg, Amy Yazdani, Jane Davis, Janet Maney (late arrival)

Others in attendance: Andrew Pfaff, Marci Jones Salow, Douglas Peck, William Harrington, Sandra Kiess, Carol Yozzo, (Mary Ann Anderson left the meeting at 7:44 p.m. to avoid quorum for the Council on Aging),

School Administration present: Gregory Martineau (Superintendent), Keith Lavoie, Rebecca Pellegrino

Youth and Family Services Administration present: Sarah Cassel (Director)

Library Administration present: Ryan Donovan (Director)

Recreation Administration present: Tim Davis (Director)

Senior Center Administration: Pam LeFrancois (Director)

Adjournments occurred during the question and answer period with DRA as Committees concluded their individual question period.

I. Call Meeting to Order

At 7:33 p.m. Mr. Malinowski called the Capital Planning meeting to order.

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

At 7:37 p.m. Mr. Challen called the The Southborough School Committee meeting to order.

At 7:38 p.m. Ms. Landry called the Library Committee meeting to order.

At 7:39 p.m. Ms. Richey called the Youth and Family Services Committee 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)

Mr. Malinowski expressed to the assembled attendees that the current space needs report should be viewed and accepted as phase zero of the process of discussion within the town concerning the issue of best use of town building space; and given the MSBA statement of interest pertaining to the Neary School, how could the town in the event of change or consolidation/repurpose use and adapt it's space inventory most effectively and efficiency. Therefore, DRA would present a variety of potential plans to suite different circumstances.

On February 9th, there would be a presentation by The Capital Planning Committee - School Research Subcommittee related to recommendations on their study of school infrastructure, and how that relates to the DRA report results.

Mr Best introduced himself, Courtney Southwick and James Barrett. Findings of the report were relayed by Mr. Best and Ms. Southwick.

Findings included:

- Many town departments did not have adequate space
- Many departments are not in spaces well suited for their use
- Forced use of un-ideal space has caused a variety of problems for personnel and departments
- The Town should ideally have more space and better alignment/location of Departments to function at greater efficiency internally and for populace routine
- 7 options were presented in the report to address/alleviate the issues identified
- Improvements were discussed in conjunction with a realignment of town departments and space usage, including the complete repurposing of The Woodward School.

Questioning was then entertained one Committee at a time, in the order: The Capital Committee, The Southborough School Committee, The Capital Planning Committee - School Research Subcommittee, The Youth and Family Services Committee, The Library Committee.

Information, detail, and concerns disclosed or addressed:

- Space estimations in the plans were considered forward focused with allowances for change
- There will be costs for repurposing space and buildings
- Parking needs will have to reassessed in repurpose models

- Physical distance of the school Administration from Northborough
- Virtual future may affect space needs outlined in the study, and can be revisited when parameters and changes are more apparent, but space needs for physical attendance and storage will remain.
- New school enrollment study should be considered in relation to future space needs
- Woodward availability is dependent upon path forward with Neary/MSBA considerations
- Senior space at Woodward would be greater than at Cordaville, and access to shared space as well
- Space needs did not take into account "Town Meeting" space, but if Southborough gyms prove insufficient, there has been conversation to use the Algonquin gym & theater.
- There are multiple concerns about splitting the library over multiple buildings

Information, detail, and concerns disclosed or addressed during questioning by individual attendees and the public:

- Outdoor spaces and uses were taken into consideration in the report.
- There could potentially be more parking developed in back of Woodward in a reuse situation (than was shown in examples in the report)
- Potential handicap and other egresses that would be used or developed in a reuse/redevelop of Woodward
- What will shared space and redeveloped space really look like, and will recreation have adequate storage in a realignment.
- There would likely be a building committee formed to facilitate development of future spaces if this process moves forward toward making significant changes

DRA personnel departed the meeting at 9:24.

III. Public Comment

Included in individual questioning.

IV. Approval of Meeting minutes from December 6, 2021 and December 22, 2021

Mr. Palmer asked for non substantiative edits to verbiage in the 12/6/21 Minutes.

Mr. Malinowski made a motion that the Capital Planning accept the minutes as edited. Seconded by Ms. Braccio. 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 and Ms. Braccio asked for nominal content and spelling adjustments.

Mr. Malinowski made a motion that the Capital Planning accept the minutes as edited. Seconded by Ms. Braccio. 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 gave the the Committee a brief but potential overview of topics to be covered the following Monday at the next meeting.

V. Other business that may properly come before the Committee

None

VI. Adjournments

The Southborough School Committee adjourned at 8:51 p.m.

The Capital Planning Committee - School Research Subcommittee adjourned at 8:51 p.m.

The Youth and Family Services Committee adjourned at 8:57 p.m.

The Library Committee adjourned at 9:08 p.m.

Mr. Malinowski made a motion to adjourn at 9:34pm. Seconded by Mr. Hark. 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].

Minutes submitted by Joseph Palmer Committee Member.

Documents Referenced During Meeting:

- 1) Capital Planning Committee meeting minutes for 12/6/2021 & 12/22/2022
- 2) DRA Space needs study