

**Southborough ARPA Committee**  
**February 3, 2022**  
**Virtual Meeting held via Zoom**

Voting Members Present: John Wood (Interim Chair), Andrea Hamilton (Elected Chair), Meme Latrell (Elected Vice Chair), Tim Martel, Joe Palmer, Anne Rubenstein, Tony Schoener

**Call to Order**

Mr. Wood called the meeting to order at 7:30, and took roll call attendance.

**I. Organization of the Committee (vote may be taken)**

Deferred til later in the meeting to expedite waiting invited guests.

**II. Discussion/Presentations from Chair/Dept head**

**A. Facilities**

John Parent (Director of Facilities) appeared before the Committee and presented 2 priority capital projects for facilities. The first was the proposal for an addition to the senior center at Cordaville Hall. The second project was the funding of some ADA improvements that have been identified by the ADA Committee. The Cordaville Hall project is currently estimated at 325k, the amount asked for ADA related projects in the next year on the capital plan is 50K (but could possibly use 200-250k in the short term if projects were pushed forward).

**B. Capital Planning Committee**

Mr. Malinowski presented options for ARPA funding based upon the town Capital Plan, and reviewed the Town's capital review policy for the Committee. He advised ADA needs can also be served by grants, and the 50k this year was in the budget because of a lack of grant funds. With regard to Cordaville Hall improvements, it has been the most deferred project in the plan, and there will likely be no movement on any space needs realignment with relation to surplus school space for Senior needs for 5-10 years, and it was currently being reassessed for cost and project options. The project could be completed quicker if the process went outside of Assabet used as the builder.

Fire Department needs include, 300k for breathing apparatuses, grants may be available; and an Ambulance which will be paid for out of the Ambulance fund. There is a pick-up truck currently being purchased. The Fire department has an ATV on its plan that has been pushed to next year, and is working with Trails to find possible grants. Mr. Malinowski advised public safety vehicles often attract PILOT funds (Payment in Lieu of Taxes) from non-profits in town.

The Police Dept. purchases cruisers regularly (60k, 1 cruiser in year '22, 2 in year '23, and cruisers in '24 & '25), has tasers under a 10 year program, and investigated but deferred body cameras which will involve collective bargaining, and there may be grants for those when it becomes timely.

Recreation has field projects coming that will need to be fully vetted, and could possibly have multiple funding sources.

DPW purchases equipment virtually every year. It is funded through multiple sources depending on the equipment or vehicle (General Fund, Water Fund, etc.). Roads and sidewalks is the bigger spending item. The current recommended item in the budget for roads is 400K, but could be more to take care of deferred maintenance. The DPW is currently sitting on a list of all \$5 million in road projects, 50% of which is the Cordaville Rd. project on the south side from the Transit station to the Transfer station. There is hope that some of that funding need can be found through grants. Sidewalks are a potential need for funding, economies of scale would make \$1M an advantageous amount. There is a current sidewalk fund (but not considerable).

The Capital School SubSubcommittee has identified there are about 5M worth of projects that are relevant to Neary, and the building is only valued at 8M, so work will trigger ADA compliance regulations. Funding for a new Neary through the MSBA will be known in March. A feasibility study for a new building will be 600k-2M, the town is currently holding 800k for a study. There are some smaller items that could be taken care of, Mr. Malinowski advised that packaging up smaller items will likely create more administrative compliance cost to submit, fewer larger items may be easier to deal with.

He also advised that the state will also have ARPA funds to administer to concerns including, public health, front line pay, IT, water infrastructure, etc. It is worth knowing and keeping tabs on that.

Southborough IT is expected to submit a WIFI project, but is still currently in development.

It was requested that Mr. Malinowski go back to the Capital Planning Committee, and take a consensus of the most important projects on the Capital Plan.

#### **D. DPW**

The Director was unavailable.

### **I. REINTRODUCED Organization of the Committee**

Mr. Martel made a motion for Ms. Hamilton to be elected Chair of the ARPA Committee. Seconded by Ms. Lutrell. The Committee voted 7-0 by roll call vote to approve the motion. [Hamilton, aye; Lutrell, aye; Martel, aye; Palmer, aye; Rubenstein, aye; Schoener, aye; Wood, aye].

Mr. Martel made a motion for Ms. Lutrell to be elected Vice Chair of the ARPA Committee. Seconded by Ms. Rubenstein. The Committee voted 7-0 by roll call vote to approve

the motion.[Hamilton, aye; Lutrell, aye; Martel, aye; Palmer, aye; Rubenstein, aye; Schoener, aye; Wood, aye].

The ARPA Committee chose a duly elected Chair and Vice Chair. Both votes were Unanimous.

Chair Ms. Hamilton  
Vice Chair Ms. Lutrell

Mr. Woods handed over moderation of the meeting to the new Chair Ms. Hamilton.

### **III. Next Steps**

#### **A. Outreach Discuss surveys and strategies (Vote may be taken)**

The new Chair will monitor emails from department heads to the Committee about meetings and possible submissions to the Committee for consideration. It was determined a full discussion of goals and overall strategy would be better pushed to the next meeting.

#### **B. Strategy of Evolution of requests**

The Committee did discuss briefly some personal insights by members about how they viewed the process and issues moving forward. The Chair offered to try to put together an outline of issues for the discussion at the next meeting. There was also an acknowledgement of how the deadlines presented at the outset might affect the decision process.

### **IV. Administrative business**

#### **Vote on Minutes of January 19, 2022**

Mr. Wood made a motion to accept the January 19, 2022 Minutes as written. Seconded by Mr. Schoener. The Committee voted 4-0-3 by roll call vote to approve the motion. [Hamilton, abstain; Lutrell, abstain; Martel, aye; Palmer, aye; Rubenstein, abstain; Schoener, aye; Wood, aye].

### **V. Unfinished Business**

None

### **VI. New Business**

#### **Public Comment**

None

### **Next meeting**

2/10/22 at 7:30.

### **VII. Adjournment**

Mr. Palmer made a motion to adjourn at 9:36pm. Seconded by Mr. Wood. The Committee voted 7-0 by roll call vote to approve the motion. [Hamilton, aye; Lutrell, aye; Martel, aye; Palmer, aye; Rubenstein, aye; Schoener, aye; Wood, aye].

Minutes submitted by Joseph Palmer Committee Member.

**Documents Referenced During Meeting:**

- 1) Individual items noted from the Southborough Capital Plan, items provided by the chair of the Capital Planning Committee, Mr. Malinowski, as requested by the ARPA committee, and listed in these minutes.