

**Capital Planning Committee
May 24, 2022
Virtual Meeting held via Zoom**

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

Non-present: Lisa Braccio

Ex-officio members Present: Mark Purple, Brian Ballantine

I. Call Meeting to Order

At 8:01 p.m. Mr. Malinowski called the Capital Planning meeting to order.

II. Approval of Meeting Minutes from May 2, 2022

Mr. Malinowski motioned to approve the minutes as edited. Seconded by Mr. Palmer. The Committee voted 5-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

III. Chair/Member's Updates

a. Neary Building Committee Update

Neary School feasibility study article passed at town meeting. Committee has not met since then. Will be meeting soon to chart path forward.

b. SHOPC – South Union Subcommittee Update

Sub-committee will be producing a report in the next 2-3 meetings that will be presented to the Select Board. The findings are that it can be developed for affordable housing, and the report will include details about funding and what is possible under current zoning.

c. Committee reappointments and open positions

The CIPC committee article was approved at town meeting. However, the committee's charge is not official until AG approval which will likely take place in the fall. The Select Board will make appointments for July 1. Once official approval by the AG's office is received, committee members will be moved to the official committee. Member terms will be determined at that time.

Mr. Malinowski reminded the committee to respond to the reappointment request from Ms. Otsuka, and to let him know if a current member is not planning to sign up for the next term.

IV. Action on Resulting Decisions from Town Meeting

a. CIPC Bylaw

The CIPC Bylaw was passed at town meeting. AG approval is expected in late summer, early fall.

b. Road Maintenance Funds – Next Steps and anticipated process

A public meeting is required for Ms. Galligan to present proposed road maintenance to the CIPC in preparation for an RFP. This proposal is not yet ready. Outstanding items include the park in the center of town and the Northborough Road culvert.

The goal is to create better transparency in the determination of road maintenance prioritization. Mr. Malinowski recommends sending a letter to the Select Board requesting use of Chapter 90 funds to hire a consultant to grade/rate the roads and produce a pavement management plan. This process would inform decisions on which roads to prioritize and how much funding should be allocated. Mr. Malinowski made a motion that CIPC support a letter to the Select Board requesting that the Town Administrator be given authority to issue an RFP for a pavement management program; funding to be determined at a later date. Seconded by Mr. Palmer. The Committee voted 5-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

c. Northborough Road Culvert – Discussion of recommended next steps

The funding status is that we still have the state funding (available until June 2023), plus \$30K from the tax levy, and are short by \$80K. The Select Board has asked CIPC to weigh in on proposed next steps. The bids are going to expire, so we need to move forward quickly. Option 1: Authorize use of ARPA funds to cover bid shortfall. Option #2: Bid is too high; pull the plug on the project now; decide to rebid in the short term or wait until inflationary pressures comes down. Option #3: Use Ch. 90 and/or road maintenance funds to finish the project.

Mr. Malinowski made a motion to move that the CIPC support the sending of a letter to the Select Board around accepting the bid that came in just in advance of the annual town meeting, with the idea and premise that it be funded from ARPA, or existing Ch. 90 or existing road maintenance funds with the intent of no future town meeting authorization against the tax levy, with the understanding that the Northborough Road Culvert will not be at the expense of advancing the RFP for other roads that are in desperate need of repair in the town. Seconded by Mr. Hark. The Committee voted 5-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

Mr. Purple indicated that the Northborough Road Culvert would not be eligible for the state road repair program that recently allocated approximately \$200K+ to the town.

V. New Capital Requests

a. Golf Course – Parking Lot Paving

The Committee was provided capital request forms and supplemental information in advance of the meeting. There were no questions for Mr. Purple. Mr. Malinowski moved that the CIPC support the addition of the golf course parking lot paving and irrigation to the

FY24 capital plan, with the funding source to be determined subject to future discussion and prioritization relative to other town capital needs. Seconded by Mr. Palmer. The Committee voted 5-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

b. Golf Course - Irrigation

See motion above.

The irrigation could be partially funded by golf course revenues or CPA funds.

VI. ARPA Committee – Final presentation to Select Board and next steps for Capital

The CIPC reviewed the ARPA Committee report. Mr. Palmer noted that the technology infrastructure project will be revisited pending Mr. Montijo's proposal. And the CIPC will need to work with the DPW to prioritize sidewalk funding.

VII. Master Plan Committee Report – Review of feedback from Capital Planning during public comment period

Mr. Malinowski applauded the plan's actionable objectives, and that the committee did the work themselves (vs. hiring a consultant in past years). No formal CIPC feedback.

The CIPC recommends that a Community Center Committee be established to further study this topic with the goal of ultimately bringing a proposal to Town Meeting that is representative of the numerous potential user groups. Mr. Malinowski will send this recommendation to the Master Plan Committee

Mr. Schoener departed the meeting at 9:33 pm.

VIII. Capital Project Update Tracker – Review of Q3 Status Report and discussion on additional data for future reports

The report summarizes all active capital articles coming into the fiscal year and status. No questions on project status. Email Mr. Ballantine with questions.

IX. Public Comment

No members of public remaining.

X. Meeting Schedule

Mr. Malinowski will be back in touch regarding a June meeting date. Bring thoughts on prioritization of capital projects to next meeting.

XI. Other business that may properly come before the Committee

None

XII. Adjournment

Mr. Malinowski made a motion to adjourn at 9:41 pm. 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].

Minutes submitted by Karen Wheeler Committee Member.

Documents Referenced During Meeting:

- 1) Meeting Minutes from May 2, 2022
- 2) Capital Request – Golf Course Parking Lot Paving
 - a. Paving Quote
- 3) Capital Request – Golf Course Irrigation
- 4) ARPA Committee Final Report
- 5) Master Plan Committee Report
- 6) Capital Project Update Tracker – Q3