

**Capital Improvement and Planning Committee**  
**July 10, 2023**  
**Virtual Meeting held via Zoom**

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

Ex-officio members Present: Mark Purple, Brian P. Ballantine

**I. Call Meeting to Order**

At 7:34 p.m. Mr. Malinowski called the Capital Improvement and Planning meeting to order.

**II. Reorganization of Committee**

Mr. Schoener made a motion to keep the organization of the committee as it stands (Malinowski – Chair, Palmer – Vice Chair, Hark – Clerk) , seconded by Mr. Holland. The Committee voted 4-0-1 by roll call vote to approve the motion. [Schoener, aye; Hark, aye; Palmer, aye; Holland, aye; Malinowski, abstained].

**III. Approval of Meeting Minutes from April 24, 2023**

Typographical edits made by Mr. Hark on original draft. No other edits. Mr. Malinowski made a motion to approve the 4/24/23 meeting minutes as edited, seconded by Mr. Hark. The Committee voted 5-0 by roll call vote to approve the motion. [Schoener, aye; Hark, aye; Palmer, aye; Holland, aye; Malinowski, aye].

**IV. Chair/Member Updates**

a. Neary Building Committee Update:

Mr. Malinowski relayed that the School Administration is expected to award a contract for an owner project manager this week pending contract negotiations. MSBA will ratify the contract and will then move to hiring a designer. Mr. Malinowski noted there are (2) new resident openings on the committee as the school has given up one of their seats.

b. Community Center Exploration Committee Update:

The Committee is on hold waiting for consultant to begin scope of work. DRA is continuing their contract in reviewing Finn School. Update is required to be provided to the Select Board by the end of calendar year 2023.

**V. Fire Department Request for Grant Matching Funds:**

Next year's capital plan the fire department has a capital expense for SCBA's (self-contained breathing apparatus). Fire Chief has submitted a request to Capital and Advisory boards to authorize adding the grant match to the capital plan. Advisory has met on the topic and agrees with the request. Mr. Malinowski made a motion to approve the \$35,000.00 to the FY '24 Capital Plan for funding of any potential match for assistance to firefighters grant for self-contained breathing apparatus, seconded by Mr. Hark. The committee voted 5-0 by roll call vote to approve the motion. [Hark, aye; Schoener, aye; Palmer, aye; Holland, aye; Malinowski; aye].

## **VI. FY25 Capital Request Vetting Process**

Select board meeting 7/10/23 for final determination of a fall town meeting. Capital items will be brought up should the town decide to convene. Mr. Malinowski noted departments could refresh their capital plan shortly after Labor Day '23 should the select board post a warrant for a special town meeting.

## **VII. New and Existing Sidewalks – Review of proposal and vote on recommendation to Select Board**

BETA Group, Inc. previously provided engineering services evaluating the existing condition of the roads and pavement management. BETA provided a proposal to include additional engineering services for new sidewalks, and review of existing sidewalks to be updated to ADA compliance. The initial proposal was negotiated from \$60,000.00 to \$50,000.00 without any reduction in the overall scope of work. Estimates provided were up to 300 ADA ramps and up to 30 miles of new sidewalks. Mr. Malinowski made a motion to support BETA Group, Inc. proposal for \$50,000.00 with the intended funding source of the \$700,000.00 allotted sidewalk funding from ARPA, seconded by Mr. Hark. The committee voted 4-0-1 by roll call vote to approve the motion. [Hark, aye; Schoener, aye; Palmer, abstain; Holland, aye; Malinowski; aye].

## **VIII. Capital project status and procedures moving forward**

Mr. Malinowski requested documentation be submitted by department heads to carry over capital funds from year to year and take a formal position to ensure they are in-line with capital policy.

## **IX. Public Comment**

None.

## **X. Other Business that may properly come before the Committee**

None.

## **XI. Adjournment**

Mr. Malinowski made a motion to adjourn at 8:07pm. Seconded by Mr. Hark. The Committee voted 5-0 by roll call vote to approve the motion. [Hark, aye; Schoener, aye; Palmer, aye; Holland, aye; Malinowski, aye].

Minutes submitted by Stephen Holland Committee Member.

**Documents Referenced During Meeting:**

- 1) Capital Planning Committee Meeting Agenda dated 7-10-23.
- 2) Capital Improvement and Planning Committee Meeting Minutes dated 4-24-23.
- 3) FY24 AFG Match – Reserve Fund Transfer Request dated 5-8-23.
- 4) BETA Sidewalk Proposal dated 6-1-23.

**Capital Improvement and Planning Committee**  
**April 24, 2023**  
**Virtual Meeting held via Zoom**

Voting Members Present: Jason Malinowski (Chair), Jeffrey Hark, Stephen Holland, Joseph Palmer

Ex-officio members Present: None

Non-Committee Presenters : Aleena Garge, Caity O’Hearn, Wyatt Smith

**I. Call Meeting to Order**

At 7:32 p.m. Mr. Malinowski called the Capital Improvement and Planning meeting to order.

**II. Approval of Meeting Minutes from March 20, 2023**

Mr. Malinowski made a motion to approve the 3/20/23 meeting minutes as written, seconded by Mr. Hark.. The Committee voted 4-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Holland, aye; Malinowski, aye].

**III. Chair/Member Updates**

a. Neary Building Committee Update

Mr. Malinowski relayed that the School Committee expected the MSBA to approve the new school project proposal through to the next phase (feasibility). Money to continue the feasibility stage was approved at a prior town meeting.

b. Community Center Exploration Committee Update

The Committee will tour Finn in its ongoing process of evaluating future options.

c. Town Meeting Recap

All Capital articles of consequence passed town approval including the Algonquin athletic conference.

d. Pavement Management Update

A report from the pavement scanning contractor is expected by the Select Board soon.

**IV. Outline or process for vetting of new sidewalk infrastructure and repairs/upgrades to existing infrastructure per Select Board request**

The Select Board has engaged the Committee to recommend what projects would be well suited for ARPA funding, as recommended by the ARPA Committee. The CIPC discussed potential options, concerns and preferences for the Committee/public decision process framework, including public solicitation and involvement.

Students from the Trottier School gave a presentation on the results of their civics class project, which related to the need and desirability of new sidewalks in the community (96% of recipients were students, 4% parents/other), and which projects might be popular and practical. The CIPC discussed the results with the students, and thanked them for the work/service they performed for their community.

## **V. Discussion of the 21 Highland Street Report made to SHOPC**

The Committee deferred discussion to a future meeting.

## **VI. Capital project status and procedures moving forward**

It was considered, whether a list of projects which carry forward year over year should be compiled in preparation with a potential new operating procedure which would involve Capital members acting as liaisons to department heads.

## **VII. Potential vote on letters to Select Board/Advisory regarding old capital projects**

Mr. Malinowski offered to contact the CPC to lend the CIPC's help (if auspicious) in helping to resolve/close any and all projects still left financially open in its records from 2010 til the present, as such might free up financial capital in a future budget cycle.

## **VIII. Public Comment**

None.

## **X. Adjournment**

Mr. Malinowski made a motion to adjourn at 9:09pm. Seconded by Mr. Hark. The Committee voted 4-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Holland, aye; Malinowski, aye].

Minutes submitted by Joseph Palmer Committee Member.

## **Documents Referenced During Meeting:**

- 1) Capital Planning Committee Meeting Minutes Draft December 20, 2023

- 2) CIPC Memo\_ ARPA Sidewalks Funding
- 3) Selectman Sidewalk Report and Matrix Submittal
- 4) Trotter Civics Action Project for CIPC



**TOWN OF SOUTHBOROUGH  
FIRE DEPARTMENT**

32 CORDAVILLE ROAD  
SOUTHBOROUGH, MA 01772  
(508) 485-3235 (508) 485-3887 (FAX)



## MEMORANDUM

**DATE:** May 8, 2023

**TO:** Andrew Pfaff, Advisory Committee Chair  
Jason Malinowski, Capital Planning Committee Chair  
Kathy Cook, Selectboard Chair

**FROM:** Chief Steven Achilles

**RE:** Reserve Fund Transfer Request

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Please be advised that the department has a potential unanticipated FY24 Capital expenditure that we wish to make you aware of.

The department has recently collaborated with the fire departments of Hopkinton and Ashland in preparing and submitting a regional federal Assistance to Firefighter Grant (AFG) for the purchase of self-contained breathing apparatus (SCBA) in the total amount of \$1.2 million. Southborough's award portion could be close to \$300,000.00. This grant requires a match. Southborough's match is estimated at no more than \$35,000.00. If awarded, the department would remove our FY25 capital request of \$300,000.00 for the same project. We hope to know the status of the grant award before October 2023.

As we did not budget for the anticipated match due to the timeline of submittal, we are requesting a reserve fund transfer into our FY24 capital budget of \$35,000.00.

Please advise. I am prepared to discuss this request further as required.



June 01, 2023

Mr. Abdul Alkhatib  
Interim Superintendent of Public Works  
Town of Southborough  
147 Cordaville Road  
Southborough, MA 01772

**Re: Sidewalk/Curb Ramp Inventory and ADA Compliance Services**

Dear Mr. Alkhatib,

BETA Group, Inc. (BETA) is pleased to submit this proposal to provide the Town of Southborough with Americans with Disabilities Act (ADA) Compliance and Asset Management services. It is our understanding that the Town would like to conduct an inventory and assessment of sidewalks and curb ramps that will ultimately be used as a mechanism for developing a schedule of improvements that meets the compliance requirements of Title II of the ADA. The final deliverable will be a GIS centric database consisting of a wide range of information related to condition, accessibility and ADA compliance for the Town's sidewalks and curb ramps. The data to be developed will be integrated with the Town's existing ManageMyRoads platform (ESRI, AGOL) generated as part of the pavement management program in 2022. Ultimately, the findings will serve as the foundation for the Town's ADA Self Evaluation and Transition Plan, as well as future Capital Improvement Planning initiatives.

We have developed a phased approach for the purposes of providing the Town with options and the opportunity to assess their needs and available resources as the project develops. The following scope of work has been structured in a manner to minimize redundant tasks, integrate data with the other asset management efforts and provide the Town with the most cost-effective approach while meeting their compliance needs.

***Please note:*** Sidewalk mileage and curb ramp counts are estimated based on limited information and may result in adjustments to the scope prior to advancing to Phase 2.

## **SCOPE OF WORK**

### **PHASE 1 – INVENTORY, PRELIMINARY ASSESSMENT, & PROJECT PRIORITIZATION**

This phase sets the stage for further condition and compliance assessment tasks by developing a geodatabase of the Town-wide pedestrian network. Based on approximately 70 miles of Town-accepted roadways, it is estimated that approximately **30 miles** of sidewalk and **300 curb ramps** exist within the public right of way. Taking these estimates into consideration, BETA will develop a geodatabase and related base mapping to serve as the basis to conduct a Town-wide inventory consisting of material, condition, and a limited list of ADA compliance criteria of existing sidewalks and curb ramps.

#### **TASK 1.1– PROJECT SET-UP AND DESKTOP INVENTORY**

Under this task, sidewalks and curb ramps will be spatially located and attributed to include roadway segment limits and material type using high-resolution aerial photography, publicly available street view and other desktop



tools. Curb ramps will be additionally assessed with the preliminary compliance criteria including material and presence of a detectable warning panel (DWP) located at the ramp opening. The combined curb ramp and sidewalk data will be used to complete a baseline inventory as well as qualify as a preliminary ADA assessment of existing curb ramp locations.

### **TASK 1.2 – PEDESTRIAN DEMAND ASSESSMENT/PROJECT PRIORITIZATION**

Based on input from the Town, high priority locations throughout the network will be identified. Typical pedestrian generators such as community centers, schools, public transit, etc. which are conducive to high pedestrian traffic will be categorized, and each of these locations will be assigned a Priority Tier Level. BETA will conduct a geospatial buffer analysis will be conducted to identify a geographic area for each priority location. The buffer analysis will allow the Town to be broken down into priority areas (Tiers A, B, C, and D). These priority areas will be utilized in developing an approach to a schedule of improvements for Town-wide sidewalks and curb ramps.

Using the inventory data collected in Task 1 with the priority location data collected in Task 2, BETA will use GIS-centric mapping and reporting tools to help the Town better understand its pedestrian network and develop an approach to conducting further condition and compliance assessments.

#### **PHASE 1 - DELIVERABLES:**

- Data to be integrated into the Town's existing ManageMyRoads Platform through ArcGIS Online
- Technical Memo summarizing findings of inventory, preliminary assessment and pedestrian demand
- Large format GIS maps (36"x 48") identifying Sidewalk and Curb ramp locations, material, preliminary compliance status, and pedestrian demand

### **PHASE 2 – ASSESSMENT OF GENERAL CONDITION AND ADA COMPLIANCE**

Experienced BETA field staff will utilize tablets and hand tools to confirm and assess condition for existing sidewalk segments and a selection of existing curb ramp locations based on the results of Phase 1 and as described below.

#### **TASK 2.1 SIDEWALK INVENTORY ASSESSMENT**

Under this task, BETA will conduct a condition assessment of up to **50 miles** of sidewalks Town-wide. This data will include the following attributes:

- Spatial Location of Sidewalk with Roadway Segment Limits (Linear Feature)
- Material Type (Asphalt, Concrete, Brick, Other)
- General Condition (Good, Fair, Poor)
- Average Width
- Segment Length
- Presence of Grass Strip/Width
- Location of obstructions to a continuous 36" wide pedestrian access route including vertical obstructions such as utility poles and mailboxes; as well as surface changes-in-level

BETA will work with the Town to identify where there may be gaps (<500') in the existing pedestrian network that could be filled to maximize connectivity and accessibility.

## **TASK 2.2 CURB RAMP INVENTORY ASSESSMENT**

It is estimated, based on typical findings in similar municipalities, that approximately 60% of the Town's curb ramp inventory will not pass the preliminary ADA compliance assessment. The balance, approximately 40% of existing curb ramps will be recommended for further ADA compliance assessment. Under this task, up to **250 curb ramps** will be assessed for ADA compliance attributes as outlined below.

BETA will confirm existing curb ramps using handheld GIS tools and measuring devices. Attribute information to be collected as part of this task will include:

- Spatial Location of Ramp (Point Feature)
- Material Type (Concrete, Asphalt, Other)
- General condition (Good, Fair, Poor)
- Crosswalk (Yes/No)
- Debris/Overgrowth/Other Maintenance Obstruction (Yes/No)
- Fixed Obstruction (Yes/no)
- Detectable warning panel complies with minimum ADA standard (Yes/No/NA)
- Photograph of each ramp

Existing curb ramps will be further evaluated for the dimensional requirements of ADA compliance including the following ramp elements:

- Ramp Slope
- Level landing
- Transitions (where applicable)

At the request of the Town, additional ramps can be assessed at a rate of **\$30.00 per**.

*Please note, measurements will be taken with a tape measure (in inches) and 2'-foot smart level per ADA guidelines. Additionally, BETA will work with the Town to identify potential locations for curb ramps to be newly constructed (including at existing marked pedestrian crossings).*

## **PHASE 2 - DELIVERABLES:**

- Data to be integrated into the Town's existing ManageMyRoads Platform through ArcGIS Online
- Large format GIS maps (36"x 48") identifying sidewalk and curb ramp condition, material, and compliance status
- Large format GIS maps (36"x 48") identifying sidewalk gap analysis and potential missing curb ramp locations
- Technical memo/PowerPoint presentation summarizing findings of inventory

## **PHASE 3 – ADA SELF EVALUATION & TRANSITION PLAN DOCUMENTATION**

This Phase applies the findings of Phase 1 and Phase 2 into a report format that fulfills the Self Evaluation and Transition Plan requirement of Title II of the ADA. The report is organized in a way that allows the Town to prioritize repairs based on location relative to anticipated high pedestrian use.

### **TASK 3.1—ADA SELF-EVALUATION REPORTING**

Utilizing the information compiled in Phases 1 and 2, BETA will develop the ADA Self-Evaluation and Transition Plan related to sidewalks and curb ramps to the standards outlined in Title II and Section 504. BETA will work with the Town to identify the existing programs, policies and accessibility services that may be in place relative

to the public pedestrian right of way and the requirements of the ADA. Our team will work with Town staff to research these items through public records and organize them in a manner to meet the requirements of the self-evaluation document.

Following the compilation of available information, BETA will conduct a project meeting with the Town to discuss facets of the Self-Evaluation. BETA will layout the information gathered and provide recommendations for enhancing the Town's ADA program. The results of this meeting may lead to the Town revising ordinances/bylaws and assign responsibilities to certain parties within the Town.

### **TASK 3.2 – SECTION 504 TRANSITION PLAN**

Included in the Transition Plan is a proposed schedule of improvements which will utilize the pre-defined priority tiers as well as geospatial analysis to determine a systematic approach for repairs that aligns with ADA guidelines. BETA will develop an order of magnitude cost estimate for recommended improvements that will utilize construction items and current weighted average unit pricing provided by MassDOT. This transition plan and schedule of improvements will be provided in a format for the Town to maintain and revise annually or as repairs are made.

### **PHASE 3 - DELIVERABLES**

The following will be delivered to the Town as part of this task:

- ADA Self Evaluation and Section 504 Transition Plan (Sidewalks and Curb Ramps) in format preferred by Town for annual updates.
- Proposed Schedule of Improvements to remediate the deficient sidewalk and curb ramp elements based on an annual budget provided by the Town

### **PHASE 4 – MASTER PLAN AND CIP DEVELOPMENT**

The ADA SETP developed in Phase 3 will serve as a requirement for ADA compliance under Title II and can also serve as a robust planning tool for improving existing sidewalks and curb ramps.

Phase 4 will build off of the SETP and include additional sidewalk master planning efforts expanding the existing pedestrian network to include proposed new sidewalk segments. Under this task, BETA review existing plans including the Complete Streets Prioritization Plan and others and will work with the Town to confirm new segments of sidewalk to be advanced into design and construction. BETA will perform GIS-centric assessment of the feasibility of new sidewalk segments based on available right of way, potential environmental impacts and estimated cost on a case-by-case basis.

BETA will submit a technical memo outlining recommended new sidewalk segments including a summary of estimated construction cost and potential impacts that may affect cost and project timeline. BETA will work with the Town to coordinate these proposed improvements with pavement improvements and other infrastructure construction projects in the Town's Capital Improvement Plan.

**PHASE 4 - DELIVERABLES**

The following will be delivered to the Town as part of this task:

- Data to be integrated into the Town’s existing ManageMyRoads Platform through ArcGIS Online
- Technical memo outlining recommended new sidewalk segments
- Large format GIS maps (36”x 48”) identifying proposed new sidewalk segments coded by initiative

**FEE PROPOSAL SUMMARY**

For the purposes of this proposal, we have structured the fee as a lump sum, and is broken down by phase:

PHASE 1 - INVENTORY, PRELIMINARY ASSESSMENT, & PROJECT PRIORITIZATION - **\$12,000**

PHASE 2 - ASSESSMENT OF GENERAL CONDITION AND ADA COMPLIANCE - **\$22,500**

PHASE 3 - ADA SELF EVALUATION & TRANSITION PLAN DOCUMENTATION - **\$15,000**

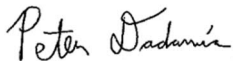
PHASE 4 - MASTER PLAN AND CIP DEVELOPMENT - **\$10,000**

**OVERALL Total - \$59,500**

On behalf of BETA Group, Inc., thank you for the opportunity to continue providing asset management services to the Town of Southborough. If you have any questions or require additional information on this proposal, please feel free to contact me at **(845) 943-9122**.

Sincerely,

**BETA GROUP, INC.**



Peter Dadarria  
**Senior Project Manager**  
**GIS & Asset Management Services**

**Cc: Anthony J. Garro**  
**Jack Madden PE**