



## FINANCIAL PLANNING COMMITTEE

### MEETING MINUTES

Thursday, March 12, 2015

Room B

7:00 p.m.

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**MEMBERS PRESENT:** David DeVries, Chair  
Michael Hodge, Vice Chair  
Roger Leland  
Thomas Spataro  
Heidi Bourque-Gleason  
Richard Smith

**ALSO PRESENT:** John Coderre, Town Administrator  
David Durgin, Fire Chief  
Cheryl Levesque, Business Director, School Dept.  
Mark Leahy, Police Chief  
Kathy Joubert, Town Planner

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Meeting convened at 7:00 p.m.

#### **APPROVAL OF MEETING MINUTES**

Mr. Hodge moved the committee vote to approve the meeting minutes of the March 5, 2015 as submitted. Ms. Bourque-Gleason seconded the motion; minutes approved unanimously with one abstention. Mr. Smith was not present at meeting.

#### **REVIEW OF FIRE DEPARTMENT CAPITAL REQUESTS**

Chief Durgin presented the CIP for the Fire Department. The Engine 2 request replaces a 1996 fire vehicle which has exceeded its useful life by approximately 10 years. This vehicle will also transport the “jaws of life” and a portable water supply. The cost includes all equipment to outfit the vehicle. The ambulance replaces a 2008 ambulance which will serve as back up to the new ambulance. The SCBA request replaces thirty-five 45-minute carbon composite self-contained breathing apparatus (SCBA) bottles which are currently beyond the recommended lifespan for such equipment.

Engine 2 Replacement	688,000
Ambulance Replacement	280,000
SCBA Bottle Replacement	45,000

**Fire Subtotal \$1,013,000**

The Engine and SCBA replacement will be funded with Free Cash and the ambulance will be financed with ambulance services fees. No additional tax impact will result from approval of these capital projects. The Committee thanked Chief Durgin for his seventeen years of service and wished him well in retirement.

### REVIEW OF K-8 SCHOOL DEPARTMENT CAPITAL REQUESTS

Ms. Levesque explained that the roof repair and restoration includes 38,000 square feet of flat roof at the Proctor School. Included in this estimate is the application of a urethane water-proofing membrane designed to restore and increase the lifespan of the roof by a minimum of ten years. The peaked sections of the roof are scheduled to be replaced in FY19 at a cost of \$270,000 in phase II.

Proctor Elementary Roof Repairs	<u>200,000</u>
<b>Northborough K-8 Schools Subtotal</b>	<b>\$200,000</b>

The roof project will be funded using Free Cash with no additional tax impact.

### REVIEW OF POLICE DEPARTMENT CAPITAL REQUESTS

Chief Leahy distributed the fleet replacement matrix and a vehicle purchase history and discussed the replacement cycle and purchase to replace two cruisers. The cost of the vehicles also includes all the equipment to outfit the vehicles including the mobile data terminals. He also discussed the replacement of the communication console. The current analog communication system which was installed in 1989 is so outdated that replacements parts are no longer manufactured, requiring innovative attempts to keep essential components operational.

Police Cruiser Replacement	85,000
Communications Dispatch Console	<u>161,000</u>
<b>Police Subtotal</b>	<b>246,000</b>

The vehicle replacement and the communication dispatch console will be funded with Free Cash with no additional tax impact.

### PRESENTATION BY TOWN PLANNER

Ms. Joubert presented the rationale behind the request for an updated Master Plan. The last update to the plan was conducted in 1997. The update would include a Community vision statement, data analysis, review of existing conditions, trends, estimates, and future projections, goals, policies, actions and maps.

A Master Plan ultimately influences public and private investments in development, infrastructure, and community facilities and services. It forms the foundation for zoning and other regulations affecting where and how we build and what land is protected. All Master Plan components contribute to the quality of life; job growth; community health; parks and open space; protection of water resources; housing choice and affordability; investment in historical resources; and pedestrian, bicycle and vehicular transportation which in turn all factor into a sustainable future for the Town of Northborough. The plan will be funded at \$130,000 from Free Cash.

Ms. Joubert also presented the Community Preservation projects for the Annual Town Meeting Warrant. Ms. Joubert informed the Committee that nine articles, representing \$865,700 in CPA allocations, have been approved by the Community Preservation Committee for inclusion on the 2015 Annual Town Meeting Warrant. Three articles

relate to work being done by the Historical Commission; two articles are for the Northborough Affordable Housing Corporation pertaining to the creation of affordable housing; two articles fall in the open space/recreation category and are funding for the Peaslee Elementary School playground and Northborough Youth Basketball Association for court repairs at the Peaslee and Zeh Elementary Schools; and two articles pertain to the administration of the Community Preservation Act.

#### **NEXT MEETING DATE AND COMMITTEE SCHEDULE**

The next committee meeting will be held on March 19th at 7 p.m.

#### **ADJOURNMENT**

Mr. Leland motioned to adjourn; seconded by Ms. Bourque-Gleason; unanimously approved at 9:34 p.m.

Respectfully submitted,

Michael Hodge

#### Documents used during meeting:

1. March 5, 2015 – Meeting Minutes
2. FY16 Fire Department Capital Requests
3. FY16 K-8 School Department Capital Requests
4. FY16 Police Department Capital Requests
5. FY16 Planning Dept. Capital Requests
6. CPC Memo