



**FINANCIAL PLANNING COMMITTEE**  
**MEETING MINUTES**

Thursday, February 11, 2016  
Selectmen's Meeting Room  
7:00 p.m.

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**MEMBERS PRESENT:** David DeVries, Chair  
Michael Hodge, Vice Chair  
Thomas Spataro

**ABSENT:** Heidi Bourque-Gleason  
Richard Smith  
Roger Leland

**ALSO PRESENT:** John Coderre, Town Administrator  
Dan Nason, DPW Director

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Meeting convened at 7:00 p.m.

**APPROVAL OF MEETING MINUTES**

Mr. Hodges moved the committee vote to approve the meeting minutes of the January 28, 2016 meeting as submitted. Mr. Spataro seconded the motion; minutes approved unanimously.

**REVIEW OF PUBLIC WORKS CAPITAL REQUESTS**

Mr. Nason began by reviewing a memo dated January 6, 2016 which provided the committee with an update on all the outstanding DPW projects. Of note, is the completion of the Otis Street Culvert Replacement as well as the completion of both the Public Works facility fuel island and salt storage shed.

The existing underground tanks and dispensers were replaced with above ground tanks and modern dispensers which will supply unleaded and diesel fuel for Police, Fire and Public Works vehicles. The old tanks were intact upon removal and soil samples determined that there was no contamination.

Mr. Nason reviewed the project detail sheets for all the FY 2017 projects proposed to go forward at Town Meeting including:

**DPW: Highway Division**

Church Street Culvert Replacement	2,000,000
Six-Wheel Dump Truck w/Spreader & Plow	215,000
Sidewalk Machine Replacement	<u>180,000</u>

<b>Highway Subtotal</b>	<b>\$2,395,000</b>
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**DPW: Sewer Enterprise Fund**

Inflow & Infiltration Study	500,000
<b>Sewer Enterprise Fund Subtotal</b>	<b>\$500,000</b>

**DPW: Water Enterprise Fund**

Valve Maintenance Trailer	75,000
One-Ton Pick Up Truck w/Plow	95,000
<b>Water Enterprise Fund Subtotal</b>	<b>\$170,000</b>

Mr. Nason reviewed in detail plans for the Church Street Culvert replacement. The project was bid out and the results came back on January 28, 2016. The total project cost is estimated at \$2 million.

Following the presentation the Committee members expressed their appreciation for the excellent planning and project oversight.

**NEXT MEETING DATE AND COMMITTEE SCHEDULE**

The next committee meeting will be held on March 3 at 3:30 p.m. The full committee schedule was reviewed and it was noted that March 17<sup>th</sup> is "Northborough Unscheduled" so no meeting will be held that day.

**ADJOURNMENT**

Mr. Hodges motioned to adjourn; seconded by Mr. Spataro; unanimously approved at 8:40 p.m.

Respectfully submitted,

Michael Hodge

Documents used during meeting:

1. February 11, 2016 FPC Meeting Agenda
2. January 28, 2016 Meeting Minutes
3. FY16 Dept. of Public Works Capital Request Status Report
4. FY17 Capital Requests