



## **FINANCIAL PLANNING COMMITTEE**

### **MEETING MINUTES**

Wednesday, February 15, 2017

Selectmen's Meeting Room

5:30 p.m.

---

**MEMBERS PRESENT:** David DeVries, Chair  
Richard Smith  
Thomas Spataro  
Roger Leland

**ABSENT:** Michael Hodge, Vice Chair  
Heidi Bourque-Gleason

**ALSO PRESENT:** John Coderre, Town Administrator  
Cheryl Levesque, School Business Manager

#### **APPROVAL OF MINUTES – JANUARY 26, 2017 MEETING**

Mr. Spataro moved the committee vote to approve the meeting minutes of the January 26, 2017 meeting as submitted. Mr. Smith seconded the motion. Mr. Leland abstained as he was not present at the meeting. Minutes approved as submitted.

#### **SCHOOL DEPARTMENT FY2018 CAPITAL REQUESTS**

Ms. Levesque presented the K-8 School Districts' capital request for roof repairs to the Proctor School. During FY2016 the first phase of the Proctor School roof repair project included the repair and restoration of 38,000 square feet of flat roof. The work included the application of a urethane water-proofing membrane designed to restore and increase the lifespan of the roof for a minimum of ten years.

Ms. Levesque informed the Committee that this FY2018 capital request represents the second phase of the roof project and involves replacement of the 13,000 square feet of shingled pitched roof with a metal roofing system carrying a warranty of 30 years and a projected life span of 50 years. An updated roof study (included in the meeting packet materials) was conducted in 2016 which estimates the pitched roof replacement at \$300,000. The project would be funded using one-time revenues (free cash) with no debt or additional tax impact.

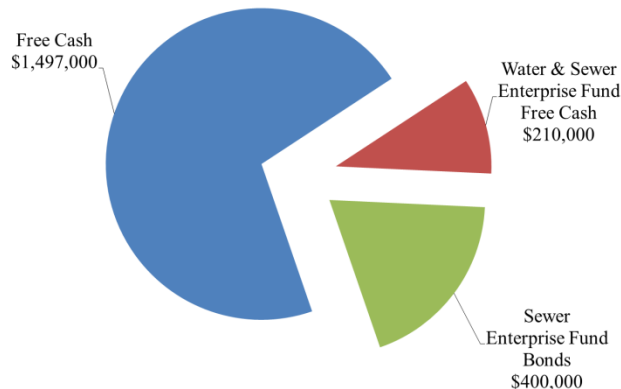
Ms. Levesque reviewed the projects in the CIP out-years indicating that the Peaslee School project which entails the replacement of classroom asbestos floor tiles will depend on whether or not the Mass School Building Authority will approve a cost-sharing grant for the comprehensive renovation/addition of the school in the coming years.

She also noted that several future paving projects are under review with assistance from the DPW Department.

**REVIEW OF DRAFT FY2018 CAPITAL BUDGET AND FY2018-FY2023 CIP**

Mr. Coderre reviewed the FY2018-FY2023 draft Capital Improvement Program (CIP). The proposed FY2018 Capital Budget totals \$2,107,000, of which \$1,497,000 is anticipated to be funded with Free Cash (one-time revenues), resulting in no additional tax impact. In addition, \$210,000 in funding will come from the Water & Sewer Enterprise Fund balance with no additional impact on rate payers. The only anticipated debt will be \$400,000 for the West Main Pump Station rehabilitation, which will be paid for out of user fees. The table below shows the proposed FY2018 projects by department.

PROJECTS BY DEPARTMENT		EXPENDITURE
<b>Police</b>		
	Police Cruiser Replacement	87,000
	<b>Police Subtotal</b>	<b>\$87,000</b>
<b>Fire</b>		
	Forestry Unit Replacement	65,000
	<b>Highway Subtotal</b>	<b>\$65,000</b>
<b>DPW: Highway Division</b>		
	Six-Wheel Dump Truck w/ Spreader & Plow	240,000
	One-Ton Dump Truck w/Plow	95,000
	One-Ton Truck w/Chip Body & Plow	95,000
	Crawford Street Retaining Wall	200,000
	Chipper	65,000
	Fisher Street Culvert Replacement Design	50,000
	Roadway Improvements/Maintenance	300,000
	<b>Highway Subtotal</b>	<b>\$1,045,000</b>
<b>DPW: Sewer Enterprise Fund</b>		
	Line Inspection Camera	110,000
	West Main St. Pump Station Improvements	400,000
	<b>Sewer Enterprise Fund Subtotal</b>	<b>\$510,000</b>
<b>DPW: Water Enterprise Fund</b>		
	One Ton Service Truck w/Plow	100,000
	<b>Water Enterprise Fund Subtotal</b>	<b>\$100,000</b>
<b>Northborough K-8 Public Schools</b>		
	Proctor Elementary Pitched Roof Replacement	300,000
	<b>Northborough K-8 Schools Subtotal</b>	<b>\$300,000</b>
	<b>TOTAL FY18 CAPITAL BUDGET</b>	<b>2,107,000</b>



**FY2018 COMMITTEE RECOMMENDATIONS AND REPORT**

The Committee discussed the draft FY2018 report process and decided to begin review at their next meeting following their voted recommendations. The Committee noted that there are no major building projects in the FY2018 Capital Budget and most of the proposed projects have been discussed and included in the Six-Year Capital Improvement Plan for years.

**NEXT MEETING DATE**

The next committee meeting will be held on February 23, 2017 at 5:30 p.m.

**ADJOURNMENT**

Mr. Leland moved the Committee vote to adjourn. The motion was seconded by Mr. Spataro. Meeting adjourned at 6:45 p.m.

Respectfully submitted,

John W. Coderre  
Town Administrator

**Documents used during meeting:**

1. February 15, 2017 Meeting Agenda.
2. January 26, 2017 Meeting Minutes.
3. School Department FY2018 Capital Requests.