

Saturday, February 8th Outline



Capital Budget Review Schedule/Agenda for Fiscal Year 2020

Saturday, February 8, 2020

With Select Board and Finance Committee 8:30 a.m.

Sargent Memorial Library, Meeting Room

427 Massachusetts Avenue, Boxborough

<u>Department or Committee</u>	<u>Time</u>
Welcome	8:30 a.m.
Overview FY2021 Capital Budget & Operating Budget status update	8:35 a.m.
Capital Plan Overview	9:00 a.m.
Fire Department	9:10 a.m.
Police Department	9:30 a.m.
Public Works	9:50 a.m.
Library	10:10 a.m.
Community Preservation Act (CPA) Projects	10:20 a.m.
All Other Capital Items: Town Hall, Information Technology, etc.	10:50 a.m.
Review of Other Potential Warrant Articles	11:05 a.m.
Meeting Adjourns	11:30 p.m.

Operating Budget Updates



- **DPW:**
 - Staff Vacancies**
 - Hauling/Recycling Contract**
 - Street Sweeping**
 - Mechanic Hours Increase vs Outsource Costs**
 - Snow & Ice FY20 Status**
- **School Debt: Bonding Schedule & FY21 Impact**
- **Fire: SAFER Grant – Stay Tuned**

Budget Updates

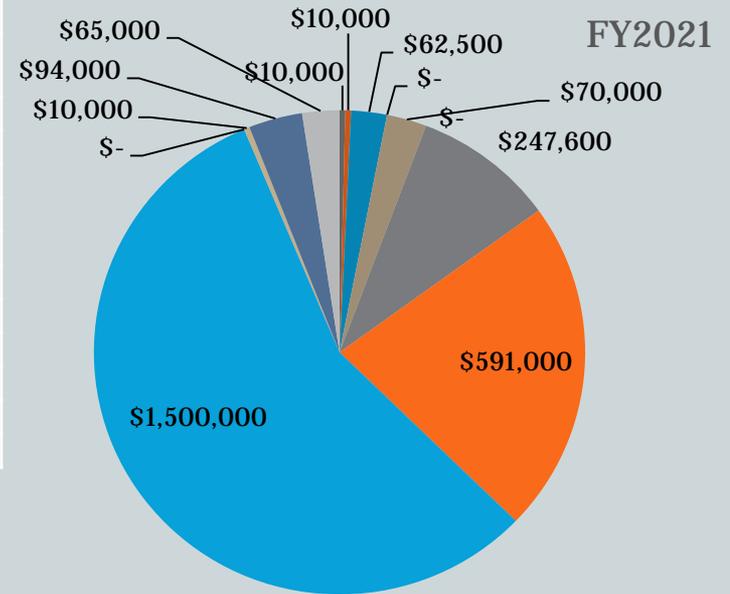


- **V2: Elected Stipends \$1,885**
Per Diem/Intermittent \$13,320
Classification & Compensation Study Increases \$79,000
ABRSD Adjustment -\$80,105
Other Expenses \$13,425 **Net Changes \$27,525**
- **V3: DPW Vehicle Maintenance -\$12,000**
Library Director Salary/Adj to 19% Materials \$2,480
Other Salary Updates (Education, Status Changes) \$9,660
Other Expenses \$910 **Net Changes \$1,050**
- **V4: ABRSD Budget Saturday update -\$23,495**
ABRSD Twin School Debt Assessment \$567,760 **Net Changes \$544,265**

FY2021 Capital Plan



	FY2021	FY2022	FY2023	FY2024	FY2025
Cemeteries	10,000	10,000	10,000	-	-
Conservation	10,000	10,000	10,000	10,000	10,000
Fire	62,500	825,000	155,000	40,000	-
Historical Museum	-	10,000	20,000	24,000	6,000
Library	70,000	40,000	202,000	-	140,000
Planning	-	10,000	15,000	-	-
Police	247,600	208,000	78,500	92,000	65,500
Public Works	591,000	597,000	868,000	437,500	427,000
Recreation	1,500,000	-	10,000	-	-
Steele Farm	-	320,000	45,000	-	-
Town Clerk	10,000	10,000	10,000	-	-
Town Hall	94,000	94,000	25,000	15,000	-
Town Wide	65,000	61,000	63,000	64,000	-
	2,660,100	2,195,000	1,511,500	682,500	648,500

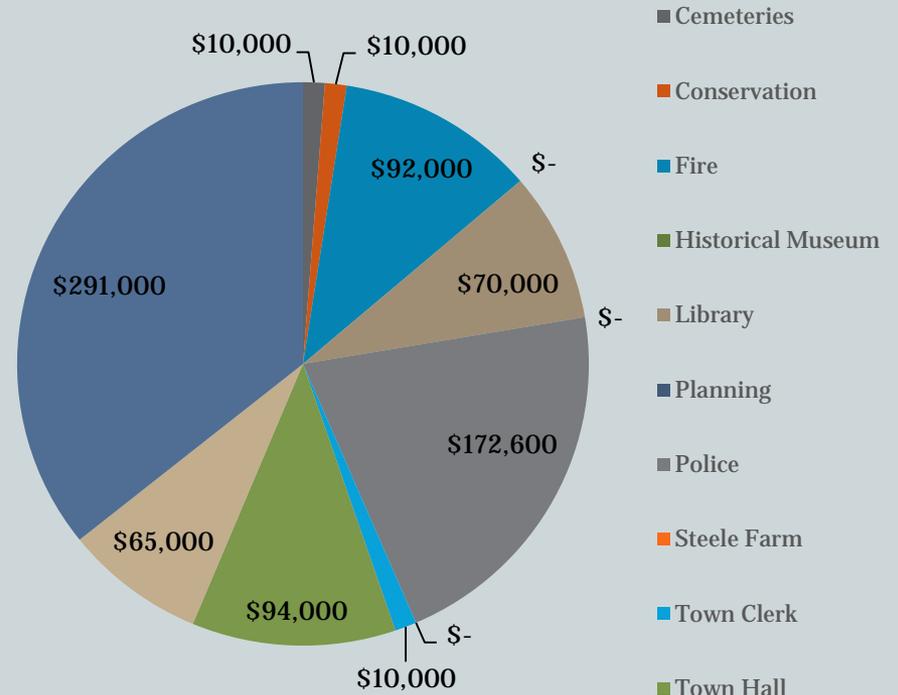
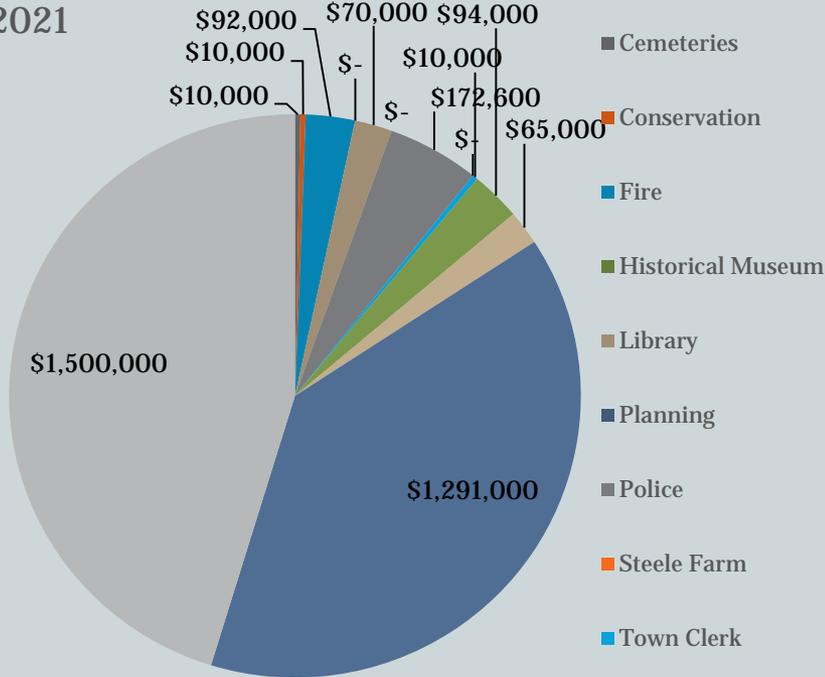


- Cemeteries
- Conservation
- Fire
- Historical Museum
- Library
- Planning
- Police
- Public Works
- Recreation
- Steele Farm
- Town Clerk
- Town Hall
- Town Wide

FY2021 Capital Plan



FY2021



FY2021 - remove 2.5 mil bonding

FY2021 Capital Plan



Department	Project Description	FY2020
Recreation	Liberty: Playing Fields	\$ 1,500,000
Public Works	Road Paving	\$ 300,000
Public Works	Dump Truck	\$ 230,000
Police	Records Management Upgrade	\$ 120,000
Fire	Personal Protective Equipment	\$ 40,000
Library	Backyard Patio	\$ 55,000
Police	Patrol Vehicle	\$ 55,000
Police	Patrol Vehicle	\$ 55,000
Town Hall	Landscaping & Signage	\$ 54,000
Town Hall	building inspector car/truck	\$ 40,000
Town Wide	Servers, UPS & Switches	\$ 40,000
Town Wide	IT desktops, laptops, printers (incl software)	\$ 25,000
Public Works	Toro Infield Groomer	\$ 21,000
Public Works	Fuel System Monitor	\$ 20,000
Public Works	generator	\$ 20,000
Police	Vehicle Radar Units	\$ 17,600
Fire	Gas Meters	\$ 22,500
Library	Patron PCs (15)	\$ 15,000
Conservation	Conservation Trust Fund	\$ 10,000
Town Clerk	Conservation of Historic Records	\$ 10,000
Cemeteries	Old Cemetery straighten headstones	\$ 10,000
	Totals:	\$ 2,660,100

Capital Plan Changes



- Previous FY21 Plan: \$2,008,316
- Current FY21 Plan: \$2,660,100
- Major increase Liberty Field from \$500,000 to \$1.5mil
- New Items added this year \$181,100
 - Fire PPE
 - Fire Gas Meters
 - Police Radar Units
 - DPW Infield Groomer
 - DPW Generator
 - DPW Fuel System Monitor
- Removed or moved 19 items totaling \$534,000



Capital Plan Items FY21

Boxborough Fire Department

Chief Fillebrown

Meters

- 4 – Gas Monitor
- Personal 1 Gas Monitor
- Rad -57 perfusion (CO) Monitor

QRAE III 4 Gas Monitor

- Wireless 4 gas monitor
- For Oxygen (O₂), Carbon Monoxide (CO), Combustible gases & Hydrogen Cyanide(HCN)
- Uses any odor investigation, Gas leak, CO detector activation & scene safety
- 3 to be purchased equip. engines
- 7 yr. life exp.
- Replacing out dated QRAE II
 - no longer supported



ToxiRAE 3

- Personal monitor
- Used for monitoring CO on first in Medical Bags
- 5yr life exp.
- 5 to be purchased. Cover all first in bags
- Easily recalibrated



Rad-57 Pulse CO-Oximeter

- Allows for on scene personal to get pulse rate, Oxygen saturation & perfusion
- Allows for detection of Carbon Monoxide (CO) poisoning on scene. For both citizens & firefighters
- 2 to be purchased for A1 & Engine 64
- 10yr life exp.



Total Expected Meter Cost

Item	Qty.	Price	Total
• QRAE III 4 gas monitor	3	\$2,094	\$6,284
• ToxiRAE III CO single Gas Monitor	5	\$225	\$1,125
• Calibration kit	1	\$2,834	\$2,834
• Rad-57 Pulse CO-Oximeter	2	\$5,670	\$11,340
• Installation, training & contingency		\$917	\$917
		Total Cost	\$22,500

Firefighter PPE

- Structural Gear
- Wildland Gear
- Tactical vests



Structural Gear

- NFPA 1971 structural gear requirements
- NFPA 1851 remove any gear after 10 years from manufacturing date
- 2016 Town purchased new gear for all members.
 - All current members are outfitted with NFPA 1971 compliant gear
 - Compliant spares remaining: 4 coats, 5 pants , 5 boots
 - No spare helmets
- Looking to add funding to allow the purchase of gear
 - Will provide size options for new hires
 - Allow for the flexibility of purchasing gear as needed
 - Will allow for the staggering of expense over time.

Wildland PPE

- Used for Brush fires.
- Currently have none, members currently wear station uniform or structural PPE
- Trying to acquire through grants would like to use town funding if needed to purchase



Zoom

Tactical Vests

- Used to provide Firefighter /EMT with protection (Stabbing/bullet)
- Need to evaluate needs with Police Department.
- Looking for possible FY22 purchase



Total Expected PPE Cost

- 1 Full set of structural gear approx. \$4,000
- 1 set of wildland gear approx. \$1,000
- Looking for a capital approval for \$25,000

Boxborough Police Department

FY21 Capital Budget

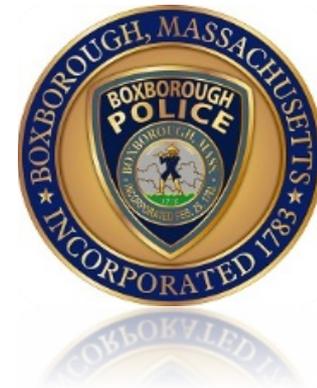




Police Department

Update - FY20 ATM Article 16

- Police Station Fire Suppression System Engineering
 - \$15,000 appropriation
 - No responses from engineering firms
 - Engineering now estimated at \$85,000
 - System now estimated - \$800k to \$1M range
 - Currently on HOLD



Police Article

Cruiser Replacement \$55,000

- One in Budget
 - 2011 Chev. Tahoe 165,000 miles (~180,000+ next fall)
- One in Capital Plan
 - 2013 Ford Explorer 115,000 miles

Police Article



Equipment

- Radar Units - \$21,100
- Replace five radar units (\$3,500 ea)
- Replace two hand held units (\$1,800 ea)

Public Safety Article

Records Management System Upgrade



- Software platform is 21 years old
- Estimated cost to replace \$225,000 to \$250,000
- Strategic Assessment
- Add-On hardware and software better option
- Enhance effectiveness & safety of First Responders

Public Safety Article

Records Management System Upgrade

\$104,000

- Fire: Web based Database
 - Live Roster of on-duty staff
 - I-M Responding for call & fulltime staff
- Police: Evidence and Property Tracking Management
 - Bar Coding Tracking System
 - Advanced Digital Photography in Booking
 - Vehicle mounted cameras in Patrol Cars
- Dispatch
 - Live integrated communications and monitoring with first responders in the field



Public Safety Article



Fire Department Enhancements

- Web based Fire Database
 - Live Roster of on-duty staff
 - I-M Responding for call & Fulltime Staff
 - Fire Reporting NFIRS
 - Fire Permitting
 - White Board
 - Pre-Planning & Site Information
 - Tracking Call Data & Trends



DPW FY21 Capital Plan

Ed Kukkula, Director
Capital Budget
Saturday, February 8, 2020



Capital Items for FY21

1. 6-Wheel Dump Truck
2. Stand-By Generator
3. Fuel Monitoring System
4. Infield Groomer
5. Paving



6-Wheel Dump Truck

- \$215,000
- Replacement
- 15-Year expectancy
- DOT Issues
- General Uses
 - Front-Line Plow
 - Road Treatment (snow storms)
 - Hauling Materials





Stand-By Generator

Harvard Generator

- \$20,000 install
- Already own or
- 20 years old
- 200 engine hours
- No warranty

Generac Generator

- \$60,000 total
- New purchase
- Brand new
- No engine hours
- 2-year warranty



Fuel Monitoring System

- \$25,000
- Replacement
- 15-Year expectancy
- Meets DEP & EPA Requirements
- Main uses
 - Leak detection
 - Tank level monitoring (currently performed manually)
 - High level monitoring alarm & wireless communication (updated feature)
 - Real-time data retrieval (new feature)



Infield Groomer

- \$21,000
- New purchase
- 15-Year expectancy
- Main uses
 - Baseball infield maintenance
 - Scarifies, drags and grooms





Paving

Past Practice

- \$300,000
- Approx. 1 miles
- Supplement with Chapter 90 funds
- Future plan:
\$300k-\$400k per year

or

Borrowing Advantage

- \$1,000,000 (1.8%)
- Approx. 4 miles
- Conserve Chapter 90 funds
- Future plan:
skip 2 years, re-evaluate
borrowing terms

Past Practice Plan

	Town Funds	Ch 90 Funds
FY20 Funds Available	224,815.00	374,330.12
FY21	300,000.00	215,000.00
FY22	300,000.00	215,000.00
FY23	400,000.00	215,000.00
	<u>1,224,815.00</u>	<u>1,019,330.12</u>

Roads to Pave:

FY21

Sargent Rd		276,475.56
Littlefield Rd	287,675.56	

FY22

Davidson Rd	188,084.00	
Colonial Ridge Dr	122,422.33	
Osceola Dr	51,146.22	
W Whitcomb Rd	38,196.80	
Old Orchard Ln	112,937.07	
Guggins Ln		81,835.50
Box Mill Rd	58,215.74	

FY23

Old Harvard Rd	359,437.78	
Burroughs Rd		282,752.80

Available end of FY23	<u>6,699.50</u>	<u>378,266.26</u>
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FY24 re-evaluate borrowing/annual funds allocation

Cons: Tracking paperwork to split costs
Multiple borrowings, uncertain interest
Tied to late summer/fall paving only

Borrowing Advantage Plan

	Town Funds	Ch 90 Funds
FY20 Funds Available	224,815.00	374,330.12
FY21	1,000,000.00	215,000.00
FY22		215,000.00
FY23		215,000.00
	<u>1,224,815.00</u>	<u>1,019,330.12</u>

Roads to Pave:

FY21-22

Sargent Rd	276,475.56	
Littlefield Rd	287,675.56	
Davidson Rd	188,084.00	
Colonial Ridge Dr	122,422.33	
Osceola Dr	51,146.22	
W Whitcomb Rd	38,196.80	
Old Orchard Ln	112,937.07	
Guggins Ln	81,835.50	
Box Mill Rd	58,215.74	

FY23

Old Harvard Rd		359,437.78
Burroughs Rd		282,752.80

Available end of FY23	<u>7,826.22</u>	<u>377,139.54</u>
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FY24 re-evaluate borrowing/annual funds allocation

Pros: Low Interest Rate on single borrowing
Flexibility with timing of bidding, contractors

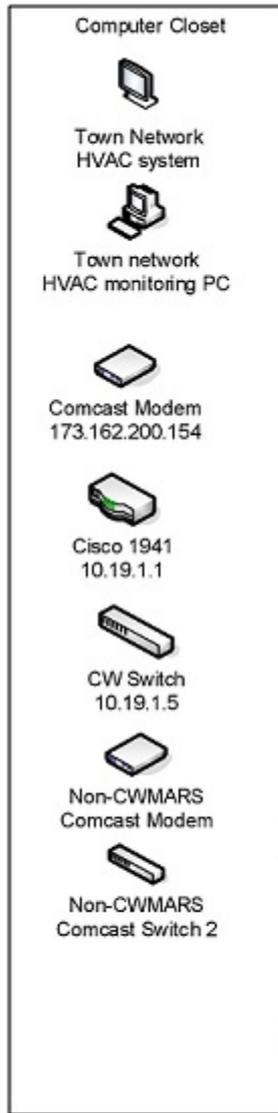
Sargent Memorial Library Capital Plan FY21 – PC Replacement



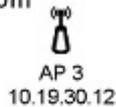
Patron use PC replacement - \$7,500.

	Number of PCs	Status
Circulation Desk	2	Due for replacement.
Catalog Kiosks	4	Due for replacement.
Public Use PCs	8	Due for Replacement.
In-Library use laptop	1	Due for Replacement
Staff PCs	4	Under Town IT management.
Director's laptop	1	Under Town IT management.
Total	20	14 PCs and 1 laptop due for replacement

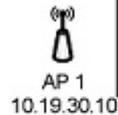
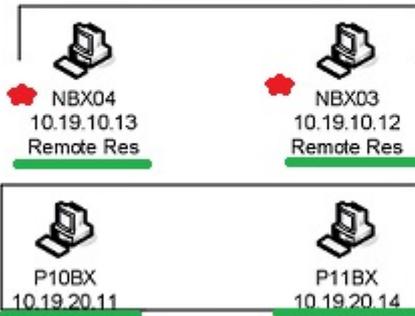
	Number of PCs	Quote from Dell		Quote from CDW	
		Unit Cost	Total Cost	Unit Cost	Total Cost
Circulation Desk	2	\$ 1,000	\$ 2,000	\$ 1,638	\$ 3,276
Catalog Kiosks	4	\$ 815	\$ 3,260	\$ 865	\$ 3,460
Public Use PCs	8	\$ 815	\$ 6,520	\$ 985	\$ 7,880
In-Library use laptop	1	\$ 700	\$ 700	\$ 1,995	\$ 1,995
TOTAL			\$ 13,250		\$ 16,611



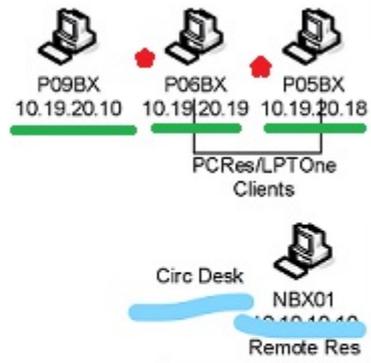
Meeting Room



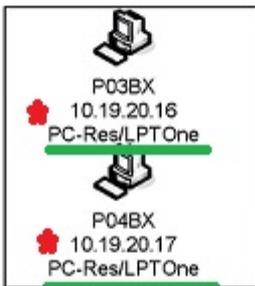
Circulation Desk



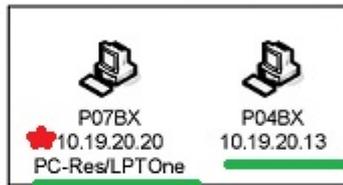
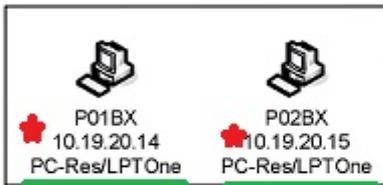
Children's Area



Young Adult Room



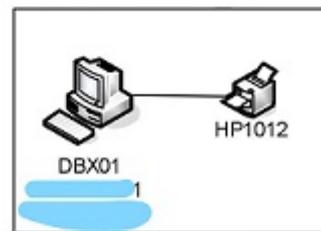
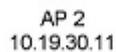
In library use laptop



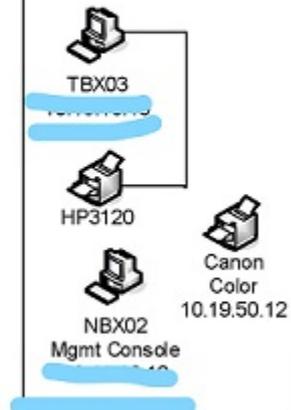
Ref. Desk



Director's Office



Staff Workroom



An architectural rendering of the Sargent Memorial Library building. The building is a two-story structure with a prominent gabled roof and a large entrance. The words "SARGENT MEMORIAL LIBRARY" are visible on the facade above the entrance. To the right of the entrance, there is a large, dark-colored structure, likely the back patio project mentioned in the text. The building has light-colored siding and several windows. The background shows a landscape with trees and a blue sky with light clouds. The overall style is a soft, painterly architectural rendering.

Sargent Memorial Library Back Patio Project

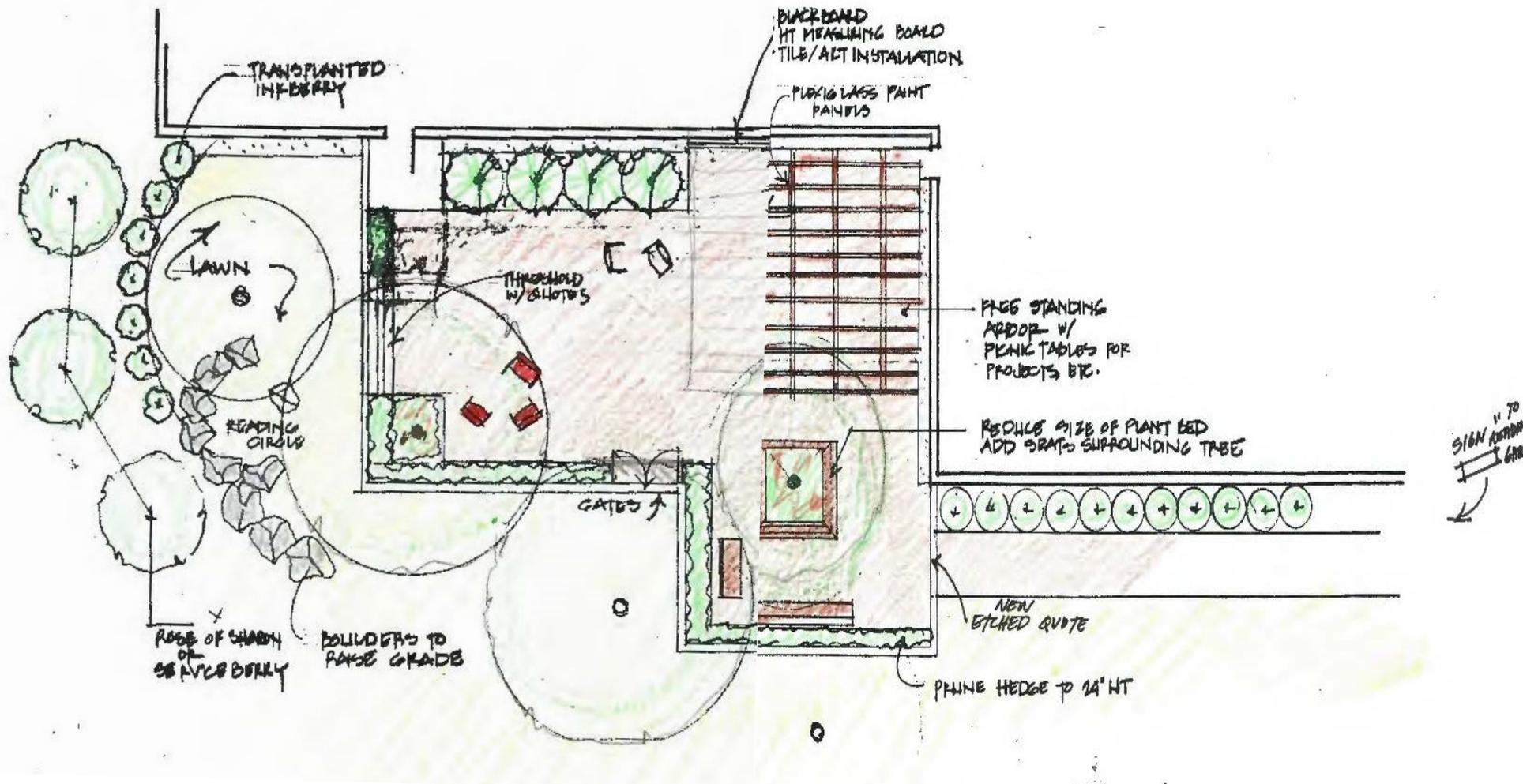
CPC Application
December 5, 2019



Needs Assessment

The project would:

- Enhance social, economic, cultural, historic, and natural resources.
- Make the area ADA compliant (sidewalk ramp and doorway width etc)
- Provide for present and future uses.
- Increase/expand recreational facilities.



Sargent Memorial Library Boxborough, MA

Date: 4/25/2019

Option A

Scale: 1" = 10'-0"

By: Kim Ahern Landscape Architects/ 978.460.0127

Budget

Brick Patio Extended and Installed **\$37,656**

Existing brick would be reused and mixed with the new brick. Brick would be set with joints big enough to accept polymeric sand.

Aluminum Drip Edge and Peastone Installed **\$4,765**

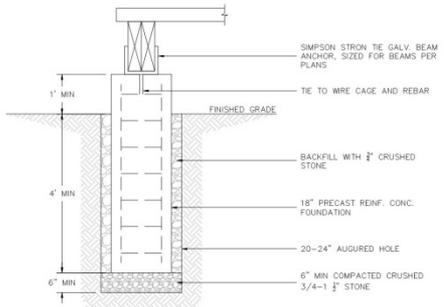
Transplanting, Soil Amendments and Mulch **\$6,795**

Project Total **\$54,216** (includes contingency)

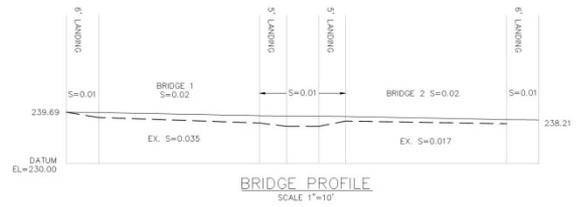
Funding by other sources including FOL and SML Foundation: \$20,000.

CPC Fund Requested: \$35,000

- NOTES:
1. PROPERTY LINE INFORMATION SHOWN IS FROM ASSESSORS DATA AND NOT THE RESULT OF SURVEY BY PLACES ASSOCIATES.
 2. WETLANDS SHOWN WERE FLAGGED AND SURVEY LOCATED BY PLACES ASSOCIATES IN JUNE 2019.
 3. BUILDINGS, TRAILS AND OTHER SURFACE FEATURES SHOWN WERE SURVEY LOCATED BY PLACES ASSOCIATES IN JUNE 2019.
 4. THIS PLAN IS CONCEPTUAL IN NATURE AND SHOULD NOT BE USED FOR PERMITTING OR CONSTRUCTION.



PRECAST CONCRETE FOUNDATION
3/4"=1'



**PRELIMINARY
BRIDGE CROSSING**

LOCATION: 493 MASSACHUSETTS AVENUE
TOWN: BOXBOROUGH, MASSACHUSETTS
PREPARED FOR: TOWN OF BOXBOROUGH

SCALE: AS NOTED DATE: SEPTEMBER 2019

PLACES Associates, Inc.

	Planning	256 Great Road, Suite 4
	Landscape	Littleton, MA 01460
	Architecture	(978) 488-0334
	Civil	www.placesassociates.com
Engineering	Surveying	

PROJECT No.: 5331 PLAN No.: 5331 FEASIBILITY

Request for CPA Funds- Capital Improvements at Liberty Field

Boxborough Recreation Commission

**CPC Public Hearing
December 5, 2019**

Details of Request

- **Rehabilitate and make capital improvements to the existing recreation space located at Liberty Field**
 - Create a more desirable spot for all residents in town, children and adults of all ages
 - Goal of it becoming a widely used meeting place in town
- **Asking for \$250,000 CPA Funds**
 - Estimated cost of project is \$1,482,000.
 - Includes 7.5% inflation and a 10% contingency
 - Will ask for remaining \$1,232,000 to be approved for funding under a general warrant article at the Annual Town Meeting in May 2020

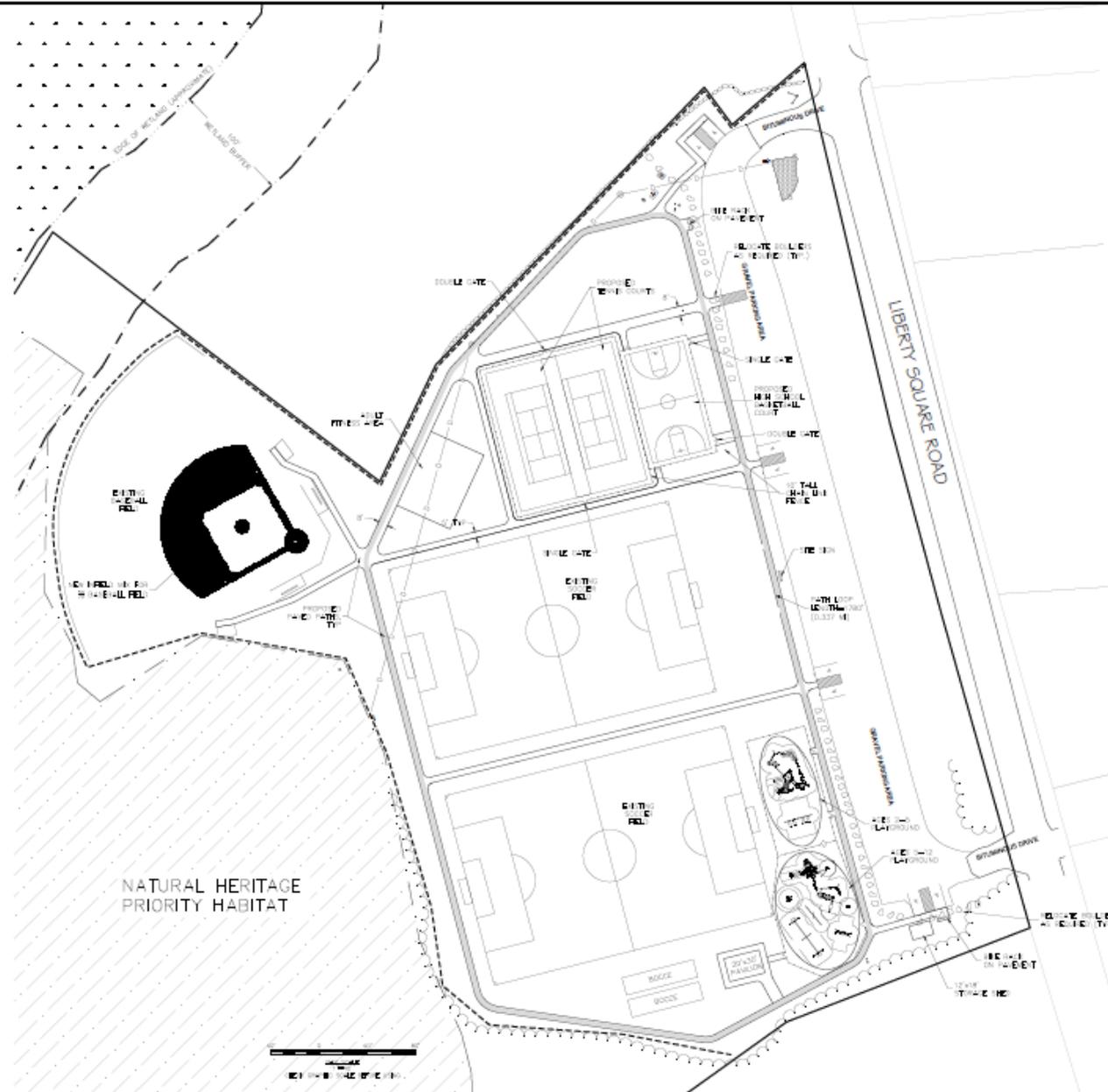
Details of Request

- Rehabilitating the existing baseball field, including a complete overhaul of the outfield and infield
- Adding two tennis courts
- Adding one basketball court
- Adding an adult fitness area
- Rehabilitating the existing bocce courts
- Creating a walking/running paved path around the perimeter (1/3 mi. lap)
- Improving drainage for the soccer fields
- Adding a covered pavilion with seating
- Adding a playground area for all ages

Timeline

- **May 2020:** Approval at ATM
- **May-July 2020:** Designing
- **Aug-Oct 2020:** Bidding
- **May 2021:** Start Construction
- **Fall 2021 or Spring 2022:** Construction ends

Site Plan



- FIELD NOTES:**
1. THE SITE PLAN IS BASED ON THE DATA PROVIDED BY THE CLIENT AND NOT THE RESULT OF A FIELD SURVEY.
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- NOTE:**
1. ALL UTILITIES AND EASEMENTS SHALL BE SHOWN ON ALL UTILITIES, CONCRETE AND OTHER SERVICES.
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING AND MAINTAINING ALL NECESSARY PERMITS AND EASEMENTS FOR THE WORK.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING AND MAINTAINING ALL NECESSARY PERMITS AND EASEMENTS FOR THE WORK.
 4. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN ALL NECESSARY PERMITS AND EASEMENTS FROM THE APPLICABLE AGENCIES AND TO MAINTAIN THE SAME THROUGHOUT THE PROJECT AND TO OBTAIN ALL NECESSARY PERMITS AND EASEMENTS FROM THE APPLICABLE AGENCIES AND TO MAINTAIN THE SAME THROUGHOUT THE PROJECT.
 5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING AND MAINTAINING ALL NECESSARY PERMITS AND EASEMENTS FROM THE APPLICABLE AGENCIES AND TO MAINTAIN THE SAME THROUGHOUT THE PROJECT.
 6. ALL UTILITIES AND EASEMENTS SHALL BE SHOWN ON ALL UTILITIES, CONCRETE AND OTHER SERVICES.
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 10. ALL UTILITIES AND EASEMENTS SHALL BE SHOWN ON ALL UTILITIES, CONCRETE AND OTHER SERVICES.

DECEMBER 4, 2019
 PROGRESS PRINT
 NOT FOR CONSTRUCTION

SITE AND UTILITY PLAN

LIBERTY SQUARE ROAD
 BOXBOROUGH, MASSACHUSETTS
 TOWN OF
 BOXBOROUGH

DATE: 12/04/19

PLACES Associates, Inc.

Planning
 Architecture
 Engineering
 Surveying

224 Great Road, Suite 4
 Littleton, CO 80120
 (303) 484-0224
 www.placesinc.com

PLACES Associates, Inc. 12/04/19







Example of Adult Fitness Area



800 sq. ft. site

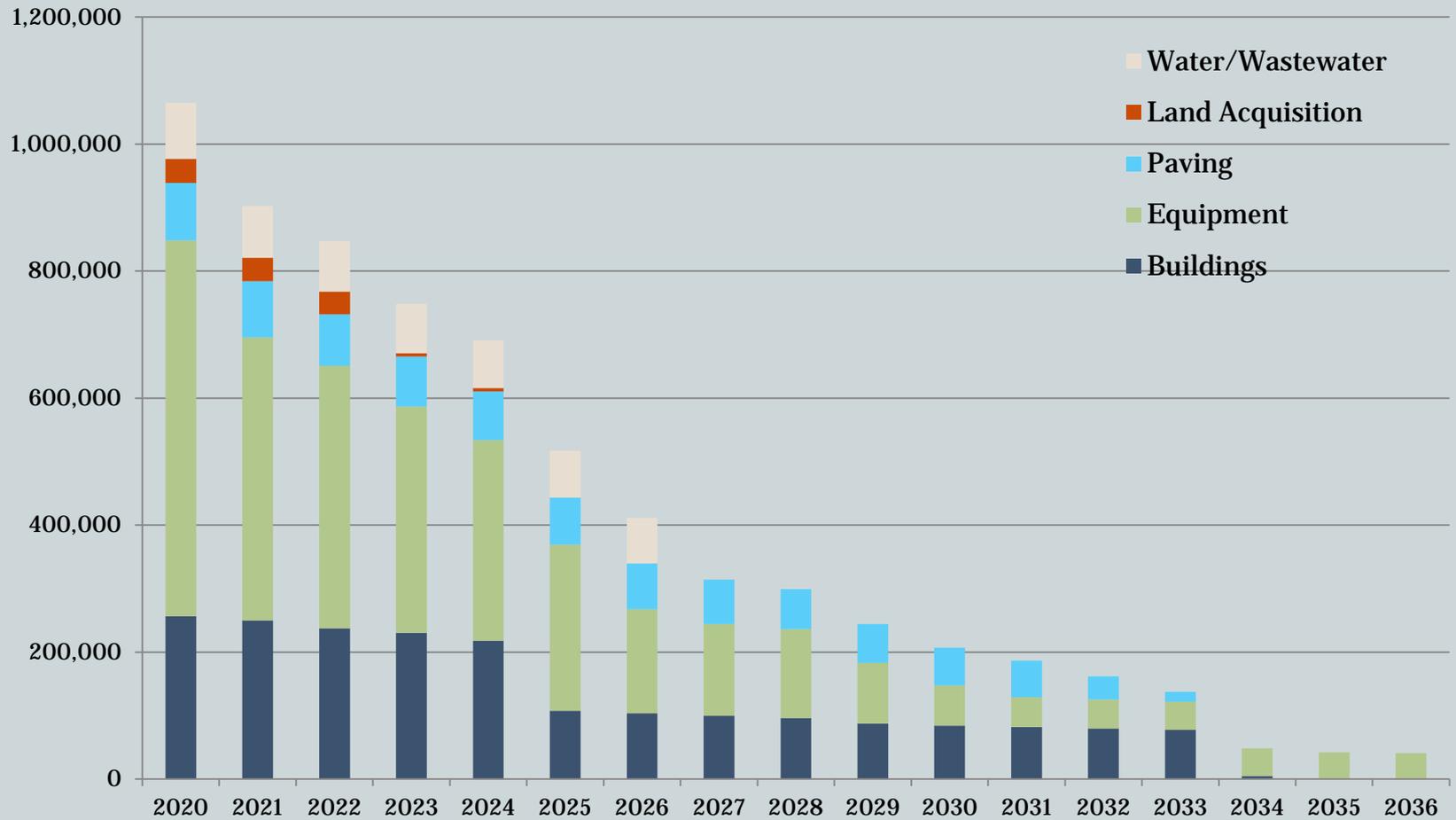


Debt



- Debt authorized and unissued of \$734,900 from ATM18; includes 2 Vehicles, Road Paving, DPW Equipment, DPW Facility Improvements, Grange
- Debt authorized and unissued of \$800,000 from ATM19; includes Roll-off Truck, Ambulance & Road Paving
- Need to consider timing of next bonding and total bonding amount

Debt



Capital: Town Hall, IT, Etc.



- **Inspectional Services Vehicle**
Change to repair & move to later year
- **Landscaping at Town Hall**
Re-evaluate plan for reduced materials cost
- **IT: PCs & Servers, recurring replacements**
1 Server replacement
10 Desktops
Printers, Network Equipment, UPS, etc.

Non-Capital Articles



Financial (Non Capital)		Article Amount	Current Balance
141-1	141Commercial Appraisal Consulting	\$ 25,000	
141-2	141Residential Valuation Consulting	\$ 30,000	
220-1	220New Positions (net amts) incl benefits SAFER Grant (9 months)	\$ 60,000	
529-1	529New Positions (net amts) incl benefits Community Services PT	TBD	
156-2	156Cable Infrastructure Appropriation	\$ 81,700	
ADM-5	950Transfer to Stabilization Fund	\$ 100,000	\$ 1,738,344
ADM-6	950Transfer to OPEB Trust Fund	\$ 100,000	\$ 828,248
ADM-7	MultiClose Completed Articles to General Fund/Capital Projects Fund		Approx \$30K
ADM-8	MultiDepartmental Revolving Funds Expense Limits		
ADM-9	422Chapter 90 Highway Reimbursement Program		

Non-Capital Articles



Non-Financial		Article Amount
541-1	541 Senior Tax Workoff Proxy worker	
199-1	199 Energy Efficiency Building Code	
PET-1	176 Zoning Bylaw: Definition Life Sciences; Footnote	
175-1	175 Zoning Bylaw: Zoning Map Appendix B	
175-2	175 Zoning Bylaw: Parking Schedule/Specialty Food Shop Definition	
175-3	175 Zoning Bylaw: Lighting/Regulations for illumination	
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