

Capital Planning Committee

September 11, 2018 Meeting Minutes
Veterans Memorial Building Room 206
1003 Main St., Millis, MA 02054

Call to Order: Committee Chair Jonathan Barry called the meeting to order at 7:08 PM. Those present included Mr. Barry, Peter Jurmain, Jim McCaffrey, John Corcoran, and Town Administrator Mike Guzinski. Ms. Roche was unable to attend. Also in attendance was Chief Rick Barrett from the Fire Department, Chief ChrisSoffayer from the Police Department and Patty Kayo from the Council on Aging (COA).

Chief Barrett discussed with the Committee to discuss potential long-term capital needs for the Fire Department. The Chief shared a capital planning document and made the following points:

- Turnout gear will need to be replaced by 2020. New gear is needed approximately every 8 years
- A new hose is needed by 2020 as well. Typically, hoses have about a 10-year lifespan, but the department works hard to try to extend the life of the hose without compromising safety.
- New gas meters will be needed by 2021. These generally need to be replaced every 10 years.
- Engine 1 will need to be replaced in the next 5 years, which is when Engine 2 will be 15 years old. It is anticipated there will be limited resale value for the Engine.
- Mr. Jurmain asked if any of these purchases could be spread out over multiple years to avoid a large one-time expenditure, and the Chief indicated that would generally be his preference, so he would be in favor of incorporating that kind of schedule into the capital plan.
- The other significant near-term capital need for the department will be the replacement of the A1 ambulance by 2022. It was noted that Toll Brothers donated funds that were used to pay off the debt related to the newer (A2) ambulance.

Ms. Kayo then reviewed potential capital needs for the COA. She noted that there were approximately 2000 seniors in town, and that number is expected to grow over the next several years. She would like the town to allocate rooms 5 and 6 of the VMB for exercise and other activities. In addition, Ms. Kayo laid out a replacement schedule for handicapped vans (one in 2023 and one in 2030), and another vehicle in 2025. There were also some lower cost items related to painting and renovating the current space.

Mr. McCaffrey asked if the COA had given any thought to exploring a dedicated senior center given the growing needs of the town. Ms. Kayo indicated they had not looked into that recently but would be interested in doing so. It was suggested that the COA look into the potential cost for a feasibility study to develop a dedicated senior center, and Ms. Kayo indicated she would do that.

Finally, Chief Soffayer reviewed the needs of the police department. He indicated that in general, they need 1 new police car every year, which includes necessary radio and computer gear as well. The total cost of a car is about 48,000. The Chief noted that he has been successful in the past in finding grants to cover the costs of many different capital items, and expects those grants will continue to be available for the foreseeable future. The committee asked that those items be included on the capital plan, even though the funding is secured, so that we had a full picture of all capital needs, regardless of funding source.

The committee discussed the need to put together a comprehensive building maintenance plan, as well as a thorough information technology capital plan. All agreed those should be explored further at a later meeting, and the potential need for a building renovation study.

Mr. Guzinski let the committee know that the library and the buildings department would be providing their capital plans over the next month or two. The committee agreed to invite Kim Tolson, library director to a future meeting to have her review library capital needs.

The committee briefly discussed the vacant positions on the committee and the possibility of posting those (and other open town committee) positions in the Medway/Millis paper, and Mr. Guzinski indicated he would look into that.

The committee asked Mr. Guzinski to find a time to meet with the School Committee with potential dates of September 20 or 27.

The meeting adjourned at 8:32 PM.