

Capital Planning Committee

April 4, 2019 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 7:03PM. Those present included Mr. Barry, Peter Jurmain, Jim McCaffrey, Kerri Roche, Town Administrator Mike Guzinski. John Corcoran was unable to attend. Police chief Chris Soffayer attended the meeting as a guest.

Chief Soffayer addressed the committee to discuss potential future growth needs of the police force and asked for the committee to consider how to incorporate this growth into the long-term capital plan. The chief indicated that the town is dealing with more significant issues than in the past and the police force will need to evolve to address these issues. The force is currently at 16 officers and he feels we will need to grow to 20 officers in the near term. The chief also noted that Millis officers generally have a higher level of training than other towns, and Millis officers often get called to other towns on mutual aid calls. He also noted a number of grants the force has been able to secure to pay for 911 equipment as well as maintenance of communication equipment.

The committee agreed that incorporating future growth needs into the capital plan will be important and asked the chief to provide us with a summary of potential additional equipment/capital items that would be needed if the headcount were to grow in the next few years.

The next order of business was to approve the minutes from the March 19 meeting. All members voted in favor of approval with none against.

Mr. Guzinski reviewed the draft articles that included capital items that would be included in the Town warrant. The most significant item was related to new construction and refurbishing of the existing DPW building. The committee agreed with the articles related to the DPW renovation as written and voted to support Article 14 as written with all in favor and none opposed.

The committee also discussed the need for a new salt shed, and it was moved and seconded to defer that item to 2024 on the capital plan. All members voted in favor of approval with none against.

The committee discussed Article 13, which contained a number of capital items. One item on the list related to traffic signs, which was an item that the committee had not previously been aware of, and as such, the committee discussed and made a motion to remove that item from the Article. All members voted in favor of approval with none against. It was noted by Mr. Jurmain that particular expenditure could potentially be considered by the finance committee to be paid for through the reserve fund and the committee deferred to the judgement of the finance committee on that issue.

The committee reviewed the existing capital requests that had previously been prioritized and based on funds available for capital items, the committee decided to add senior center building improvements, VMB window shades and MHS lockers to Article 13 for a total of \$329,050 for all items on the Article.. All voted in favor of the revised Article 13 with none opposed.

Mr. Jurmain discussed three items that he wanted us to consider adding potential cost for a new senior center as well as costs to renovate the Middle/High school in the next 8-10 years. At this point any items would be very rough estimates, but all agreed this was worthwhile and decided to discuss in more depth at a future meeting.

Mr. Barry indicated that he would update the capital planning committee report that had previously been shared to reflect the various updates that had been discussed this evening, and share with the committee in the next few days. Once a final draft was ready, it would be shared with the chair of the finance committee for review by that committee and inclusion in the finance committee report which would be provided in conjunction with the upcoming town meeting.

Post town meeting, the committee would work on a more comprehensive capital planning report that would be shared with the town that provides detail on the multi-year capital requests that have been compiled. The committee also discussed that we would likely want to have some meeting where the public was encouraged to attend to learn more about the long term capital plan.

The meeting adjourned at 9:00 PM.