

Capital Planning Committee

July 29, 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 7:01PM. Those present included Mr. Barry, Peter Berube, Jim McCaffrey, Kerri Roche, and Finance Director Carol Johnston. John Corcoran and Mike Guzinski were unable to attend.

The first order of business was to approve the minutes from the June 24 meeting. All members voted in favor of approval with none against.

Ms. Johnston shared a number of proposed updates to the capital plan that had been provided by the DPW, Fire, Police and Council on Aging. Updates had not yet been received by the School Department, Executive Office, Oak Grove Farm and the Town Clerk. The Library indicated they had no updates to the plan at this time.

Included in the updates were a new filing system for the building department, as their existing system is currently at maximum capacity. The DPW had a number of items, the most significant updates to the Walnut Street booster station (estimated to be \$700,000) and stormwater related work on Village and Birch streets (estimated to be \$1,000,000). While there are placeholders for capital spending in the plan each year for stormwater related work, this is the first specific project that has been requested, and the committee agreed to ask Mr. McKay to come to the next meeting to give more detail on this project, and how it fits into a broader series of projects that will likely occur over the next several years. Also, there was a question as to whether the Toll Brothers had committed any funds to the upgrade of the booster station that Mr. McKay or Mr. Guzinski may be able to answer.

The police have requested the replacement of two patrol cars, one coming sooner than previously anticipated. The committee asked Ms. Johnston to reach out to Chief Soffayer to get more detail on the situation with the car. The Council on Aging adjusted the anticipated timing of a few items, although none of them are expected to occur in FY 2020. The committee agreed that the senior center feasibility study that is slated to be undertaken will be critical in helping to determine the capital needs for the COA to help support seniors in the town.

The Fire department adjusted the cost and timing to replace Engine 2. The previous plan showed \$85,000 in 2026, and it is now listed as \$850,000 in 2033. Some of the replacement is dependent on emergency repairs that are needed on the newest Engine, which have put that vehicle temporarily out of service. The committee agreed to have Chief Barrett come to the next meeting to discuss the state of the vehicles.

The committee also discussed developing a coding system to better keep track of the capital items over time. Mr. Barry agreed to come up with a draft system for the committee to consider at a later meeting.

The next meeting was agreed to be held on August 19.

The meeting adjourned at 8:30 PM.