**Capital Planning Committee**

August 19, 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 7:00PM. 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.

Chief Barrett provided the committee with an update on various capital items for the Fire Department. He noted that Engine 2 was out of service for a period of time due to a problem related to the air filters. The issue has been repaired, and the department is working to see if the engine manufacturer will pay for some or all of the repair cost. Engine 2 has an estimated life span of another 14 years (replace in 2033) and has a replacement cost of $850,000 on the capital plan.

Additional vehicle replacements are anticipated for Car 2 in 2022 and Engine 5 in 2025.

The chief also discussed the replacement of turnout gear, which is being staggered over 2 years. There was some debate on the committee as to whether turnout gear was a capital item or an operational cost, but for now the committee decided to leave it as a capital item. The chief also discussed airpacks that are needed by the department, which are being staggered over 3 years.

The committee discussed with the chief if there might be any need to procure a 3rd engine in the future, and the chief did not think that would be necessary in the near term, as the town can rely on surrounding communities in the event that additional engines are need to respond to an emergency.

Mr. McKay then addressed the committee on a number of capital projects that the DPW is proposing to get underway. The first is related to remediating water issues on Village street (between Forest & Birch) , where there has been significant flooding over the past several years. The plan is to build 4-6 catch basins and cultech systems. There are additional spots on Village street near Himmelfarb that also need to be addressed. The current estimate for the work is $1,000,000 although this is being refined as Kleinfelder does an assessment. The town may be able to access grants to pay for some of this work through the new state resiliency planning system, as the town recently qualified for this program. Mr. McKay will reach out to Bob Weiss, the town’s energy manager to see what might be possible.

Kleinfelder is also in the midst of implementing an asset management system, that is partially funded by a grant that will allow for better tracking of town assets. The committee agreed it would be worthwhile having Kleinfelder come in to discuss the system so we could better understand it and to see if it could be leveraged to help with the capital planning committee’s work.

Mr. McKay also discussed the general approach to road repairs through the town. The town currently receives approximately $290,000 per year in Chapter 90 funds to go towards road paving. Mr. McKay estimated that the town probably needs between $500-$600k per year to have a comprehensive road maintenance system.

Mr. McKay also discussed the need for repairs to two of the pumping stations. These are not currently on the capital plan and will need to be added. The DPW is exploring potentially buying a long term maintenance contract that would address pumps/wells as well as water tanks throughout the town.

The Walnut Street booster station has been identified as a very high priority, as the system is subject to failure when power goes out. Mr. McKay discussed a three phase plan to address the booster station and related infrastructure (some of which would tie in to the Regency at Glen Ellen). In total, the three phases totaled approximately $2.4M. The capital plan does not currently have this level of cost associated with the Walnut Street station, so that will need to be addressed.

Ms. Johnston shared a preliminary list of pr0oposed updates to the capital plan that had been provided by the school department. As these were not yet finalized, the committee agreed to have the school committee discuss these items at the next capital planning meeting. Ms. Johnston noted that the no changes were proposed to the capital plan by the Executive Office, Oak Grove Farm and the Town Clerk.

Ms. Johnston also shared a priority ranking worksheet that she developed, and the committee agreed to try to utilize this sheet over the next couple of months as we prioritize the various projects. She also shared a capital report from the Town of Brookline, which may serve as a good template for the broader capital report that we will eventually share with the town.

The committee discussed the logistics of getting recommendations finalized in advance of the November town meeting. The warrant closes by September 30, so all recommendations will need to be provided by then. The capital planning committee agreed to present draft recommendations to the Tri Board on September 23, and to meet on September 4 and September 12 to work on the prioritization process.

The meeting adjourned at 8:50 PM.