

Capital Planning Committee

September 5, 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, Kerri Roche, and Town Administrator Mike Guzinski. Jim McCaffrey was unable to attend. Also attending from the School Department/Committee were Nancy Gustafson, Terry Wiggin, and Marc Conroy.

The first order of business was to approve the minutes from the July 29 and August 19 meetings. Both minutes were approved by unanimous consent.

The main purpose of the meeting was to review capital priorities as identified by the school department, which were presented by Ms. Gustafson, Mr. Conroy and Mr. Wiggin.

The group noted that in the past 6 months two major items have come up related to the hot water heater system and the main boiler system. The school tried to do a stopgap repair to deal with the hot water heater, however that was not successful, and they were concerned that it had become a safety issue. Given the urgency, the department decided to fix the hot water heater using their existing maintenance budget.

The boiler has also had significant issues which need to be addressed, but the department felt that it could be held off briefly and put and included on the upcoming town meeting warrant. That said, the group felt that the boiler needed to be repaired in advance of the winter months.

Also discussed was the need for an engineering study on how best to address the roof and mechanical systems for the middle/high school. These items are reaching a critical point and will need to be replaced in the next few years, but careful consideration needs to be given to the extent and staging of the repairs. The current estimate for the study is \$100k.

The committee also reviewed "must fund" items including the bus lease (90k) and computer leases (70k). The committee debated whether or not these items truly represented "capital" items, or whether they were operating items. Historically, these items have been treated as capital items from a funding perspective, but an argument can be made that they should be included as part of operating budgets.

The school also noted the need to purchase new special education vans over time, as well as the desire to add an additional bus to the current fleet of 6 buses, as there are challenges in designing routes for students given the existing number of buses.

The school also noted five new items that have been added to the capital list for future years, including a skid steer, pickup truck, scissor lift, walk in freezer, walk in refrigerator.

Mr. Guzinski indicated that the town had received a \$35k earmark to do a study for the needs for a senior center and \$100k earmark for a study to review the municipal buildings.

The committee agreed to meet on Tuesday September 12 at 630 PM to begin the prioritization process on the various capital items that have been identified by various departments.

The meeting adjourned at 8:44 PM.