

Capital Planning Committee Report – May 2024

The Capital Planning Committee (CPC) is pleased to present the Town with our capital planning report for May 2024. The committee was established by bylaw in May of 2017 with the mandate of creating a long-term capital plan for the Town of Millis which could help citizens attain a more complete understanding of expenditures that the Town may need to undertake in coming years. The CPC has worked with the Select Board, Town Administrator, Library, School, DPW, Police, Fire and other town departments to compile the information provided in this report.

For those items considered, the CPC went through a process to rank the priorities for the various projects, which accounted for such factors as public safety, integration with broader projects, and overall benefit to the Town. Based on this ranking, the committee then grouped the various capital items into three categories 1) highest priorities 2) medium priorities and 3) lower priorities. It should be noted that the CPC does not choose projects for consideration at Town Meeting based on availability of funding. The Select Board selects projects for inclusion in the Warrant and the Finance Committee makes its recommendation for action at Town Meeting.

The department requests for fiscal year 2025 that the CPC considered are shown in the table below:

	# of projects	Total estimated cost
Highest priorities	5	289,018
Medium priorities	1	35,000
Lower priorities	2	120,777
Total	8	444,795

Highest priorities include the replacement of a car for the fire department, servers and switches for the Middle High School, safety equipment for the DPW and portable radios for the fire department.

Medium priorities include exterior building repairs for the library. Lower priorities include an aerial boom lift for the town and a skid steer for the school department.

Included in this report is a schedule that summarizes the Town's known long-term capital needs for the next 10-years and beyond that have been identified by the various departments for them to service the needs of the community. The intent of the Committee is to provide the citizens of Millis with as much transparency as possible to the evolving future capital needs of the town, totaling approximately \$153.5 million broken down as follows:

Maintenance and repair of existing capital	\$19.2M
Enterprise system related capital needs	\$19.1M
Other potential capital needs	\$115.2M
Total	\$153.5M

Included in the maintenance and repair category are items such as the replacement of vehicles and equipment that are expected to reach the end of their useful life in the next 10 years and ongoing road maintenance. Enterprise system capital needs include sewer, water and stormwater projects such as potential stormwater remediation projects.

Other capital items include potential costs related to renovations to the Middle/High School, the potential need for upgrades to the Senior Center, possible renovations to the Lansing Millis Building, and use of open space, including athletic fields.

For the potential Middle/High School renovation project, several optional conceptual plans were approved by the School Building Committee and then presented to the Massachusetts School Building Authority for preliminary consideration on April 4, 2024. A final proposal will not be presented to the Town any earlier than 2025, but to keep the voters informed we have included an early cost estimate in our total potential capital project cost summary. The Capital Planning Committee has assumed a total project cost of \$140M, which is within the range of projects reviewed by the School Building Committee and assumed the MSBA is likely to reimburse 35% of the project cost, which is at the low end of potential reimbursement of 35% -45%. This results in a \$90M potential cost to the taxpayers of Millis that has been included in our capital planning summary. The actual amount to be paid by Millis taxpayers will depend on the option selected and the extent of the MSBA subsidy.

The Capital Planning Committee is working with various Town Departments and Committees to assess potential costs for these projects and has included preliminary estimates in our long-term capital plan.

Since the Committee first compiled information on the Town's capital needs, we have refined the prioritization process, however, we recognize that there are areas that will need to be further developed within the capital planning process, and as such, the Committee expects that the long term capital plan and the annual recommendation process will evolve over time to meet the needs of the Select Board, other relevant committees, department heads, and most importantly, the citizens of the Town of Millis.

The members of the Committee have regularly scheduled meetings where the public is welcome to attend and ask any questions regarding this report and we look forward to working with all interested parties on this important initiative. We also note that the Committee currently has one open position and would be happy to meet with any member of the community who might be interested in taking a seat on the Committee.

Respectfully submitted,

Town of Millis Capital Planning Committee

Jonathan Barry – Chair

Jonathan Loer (Finance Committee representative)

Peter Jurmain

Jim McCaffrey

Marc Conroy (School Committee representative)

Craig Schultze (Select Board representative)

Capital Planning Committee Priorities for May 2024 Town Warrant

Highest priorities			
Department	Description	Estimated Cost	Comment
Fire	Replacement Fire Car 2	85,000	
DPW	Safety Equipment	40,000	
Fire	Portable Radios	26,232	Amount reflects Town's cost after grant funding
School	Server replacement	67,786	
School	Replace switches	70,000	
Subtotal		289,018	
Medium priorities			
Library	Exterior Building Repairs	35,000	
Subtotal		35,000	
Lower priorities			
Town Buildings	Aerial Boom Lift	52,923	
School	Skid Steer	67,854	
Subtotal		120,777	
Total		\$444,795	