

## Capital Planning Committee Report – June 2020

The Capital Planning Committee is pleased to present the Town with our capital planning report for June, 2020. 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 Committee has worked with the Select Board, Town Administrator, School, DPW, Police, Fire and other town departments to compile the information provided in this report.

As of the writing of this report, the global community faces the unprecedented health emergency and economic disruption of the COVID-19 pandemic, and Millis, like other towns in the state and across the nation faces significant uncertainty as the economy slowly reopens towards a “new normal”.

Despite the disruption of the pandemic, the Capital Planning Committee has been able to meet virtually to try to quantify and prioritize the various capital needs of the Town. Given the uncertainty around potential funding available for capital projects in the near term, the Committee took a slightly different approach than in prior reports. Specifically, the Committee decided to only prioritize those capital items that were related to public safety or other critical needs for the town at this time. A high-level breakdown of these items is shown in the table below:

	# of projects	Total estimated cost
Considered items	7	\$1,978,378
Deferred consideration	16	987,999
Total	23	\$2,966,377

For those items considered, the Committee went through a process to rank the priorities for the various projects, which accounted 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 four categories 1) highest priorities 2) medium priorities 3) lower priorities and 4) those for which we have deferred considerations.

A high-level breakdown of these items is shown in the table below:

	# of projects	Total estimated cost
Highest priorities	4	\$132,000
Medium priorities	2	1,791,374
Lower priorities	1	55,004
Deferred consideration	16	987,999
Total	23	\$2,966,377

High priorities include a state-mandated drinking water risk assessment, replacement gear for the fire department, and a new automated crosswalk safety system. Medium priorities include a long-term agreement to outsource maintenance of the Town’s water tanks and a new fire hose.

It is noted that there are many capital needs that appear on the attached schedule that need to be deferred into the future when funding is available to proceed on these items.

Also 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. 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, and as you will see, they are significant, totaling approximately \$54.6 million. The report breaks down the capital items into several categories, including Facilities, Public Safety, Public Works, Schools and other. The items are then subcategorized by department.

It should be noted that this long-term report does not represent a recommendation from the Committee to proceed with any particular capital item on the list, nor does it presume what source(s) of funding would be needed to proceed with these capital items. It should also be noted that this long-term report will be updated periodically as new capital needs are identified, or items are removed from the list. The report will also be updated to reflect updated cost estimates for items as they become closer to reality. In particular, it should be noted that the Town is currently assessing potential options for the long term needs of seniors in Millis, including potential alternatives for a Senior Center. As of the writing of this report, we do not have enough information to provide a cost estimate and will update the report as more information is available.

The Committee had intended to hold a public meeting in advance of the Town Meeting to review the report with interested parties, but the current logistics related to stay-at-home orders made that impractical. We will look to hold a meeting at some point in the future once it is feasible to have a public gathering.

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 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 two positions open for additional members 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

Peter Berube

John Corcoran

James McCaffrey

Kerri Roche

### Capital Planning Committee Priorities for June 2020 Town Warrant

<b>Highest priorities</b>			
Department	Description	Estimated Cost	Comment
Water enterprise	Drinking water risk & resilience assessment	40,000	Recommend for appropriation
Fire	Self-contained breathing apparatus bottle replacement	12,000	Recommend for appropriation
Police	Crosswalk signals	40,000	Recommend for appropriation
Fire	Turnout gear replacement	40,000	Recommend for appropriation
	Subtotal	\$132,000	
<b>Medium priorities</b>			
Fire	Large diameter hose replacement	\$15,000	Recommend for appropriation
Water enterprise	Farm Street & Walnut Street Water Tank 15-Year Asset Management Program	1,776,374	Estimated cost shown is for full 15 years. Recommend appropriation of \$199,921 for first year payment
	Subtotal	\$1,791,374	
<b>Lower priorities</b>			
DPW/Water/Sewer	2-way radio replacement	\$55,004	Recommend deferral to later date
	Subtotal	\$55,004	
<b>Deferred consideration</b>			
Stormwater enterprise	Village Street and Birch Street Drainage System Improvements	\$588,881	Recommend deferral to later date
School	New bus lease	35,000	Recommend deferral to later date
Council on Aging	Flooring VMB Room 21	8,000	Recommend deferral to later date
School	Computer Replacement Grade 6 Chromebooks	27,000	Recommend deferral to later date
School	Replace switches for VOIP and PA network	6,000	Recommend deferral to later date
School	Classroom Projectors (20)	9,000	Recommend deferral to later date
School	Skid Steer	45,000	Recommend deferral to later date
Town Buildings	Fire Panel & Fire Sensor Replacement at Veterans Memorial Building	60,640	Recommend deferral to later date
School	Lockers	30,000	Recommend deferral to later date
School	Furniture	22,000	Recommend deferral to later date
School	Curriculum and instructional materials	10,000	Recommend deferral to later date
School	Computer replacement laptops for TV production	6,975	Recommend deferral to later date

School	Smart Boards/Interactive Board technology	43,200	Recommend deferral to later date
School	Wireless network	40,000	Recommend deferral to later date
Building department	Filing system	7,373	Recommend deferral to later date
Police	Car 50	48,930	Recommend deferral to later date
Total		\$987,999	