

## **Capital Planning Committee Report – February 2020**

The Capital Planning Committee is pleased to present the Town with our first long-term capital planning report as of February 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, Finance Director, School Department, DPW, Police, Fire and other Town departments to compile the information provided in this report.

The committee's intent with this report is to summarize potential capital needs of the town and this report should not be construed as a recommendation from the capital planning committee for any particular capital item. The report summarizes the various capital items that the committee has compiled and grouped them under several high-level categories – Facilities, Equipment, Fields, Infrastructure, Vehicle, and Other. Capital items are then subcategorized by department.

You will see that the town faces a significant number of potential capital needs over the next 10 years, with a current cost estimate of \$47.1 million. The committee fully expects that that this report will evolve over time and it is likely that cost estimates and timing of items will change over time, new items will be added to the list, and existing items could be removed from the list depending on the Town's needs. For example, while this report has a number of items related to facilities, the town is currently engaged in a study for the needs for a Senior Center, uses for the Lansing Millis Memorial Building, and a review of the mechanical and electrical systems for the Middle/High School any of which could result in new capital needs.

It is also important to note that the Committee has not identified potential funding sources of these projects at this time. Funding could come from a number of sources including the town's general funds, enterprise funds (water/sewer/stormwater), state funding, grants or tax overrides. Any items that would require taxpayer funding would need to be approved through a Town meeting.

Since the Committee first compiled information on the Town's capital needs, we continue to refine the 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 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.

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.

The members of the Committee are available to answer any questions regarding this report and we look forward to working with all interested parties on this important initiative.

Respectfully submitted,

Town of Millis Capital Planning Committee

Jonathan Barry – Chair

Peter Berube

John Corcoran

James McCaffrey

Kerri Roche

Draft CPC 10-year Data Summary

| Category / Owner      | # of Items | '20                | '21                | '22                | '23                | '24                | '25                | '26                | '27                | '28                | '29                | Category / Owner<br>10-year Subtotal |
|-----------------------|------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------------------------|
| <b>Facilities</b>     | <b>39</b>  | <b>\$120,250</b>   | <b>\$284,662</b>   | <b>\$1,554,120</b> | <b>\$2,189,701</b> | <b>\$767,936</b>   | <b>\$733,751</b>   | <b>\$50,000</b>    | <b>\$50,000</b>    | <b>\$50,000</b>    | <b>\$50,000</b>    | <b>\$5,850,419</b>                   |
| COA                   | 3          | \$0                | \$25,000           |                    |                    |                    |                    |                    |                    |                    |                    | \$25,000                             |
| DPW                   | 2          |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    | \$0                                  |
| General               | 1          | \$115,000          |                    |                    |                    |                    |                    |                    |                    |                    |                    | \$115,000                            |
| Library               | 1          |                    |                    |                    | \$15,000           |                    |                    |                    |                    |                    |                    | \$15,000                             |
| Oak Grove             | 2          |                    |                    | \$23,000           |                    |                    |                    |                    |                    |                    |                    | \$23,000                             |
| School                | 26         | \$5,250            | \$95,408           | \$1,481,120        | \$2,124,701        | \$717,936          | \$683,751          |                    |                    |                    |                    | \$5,108,165                          |
| VMB                   | 4          |                    | \$164,254          | \$50,000           | \$50,000           | \$50,000           | \$50,000           | \$50,000           | \$50,000           | \$50,000           | \$50,000           | \$564,254                            |
| <b>Equipment</b>      | <b>55</b>  | <b>\$181,400</b>   | <b>\$314,595</b>   | <b>\$525,060</b>   | <b>\$364,315</b>   | <b>\$257,058</b>   | <b>\$473,783</b>   | <b>\$511,834</b>   | <b>\$424,320</b>   | <b>\$330,370</b>   | <b>\$324,838</b>   | <b>\$3,707,573</b>                   |
| Building Department   | 1          | \$16,000           |                    |                    |                    |                    |                    |                    |                    |                    |                    | \$16,000                             |
| Clerk                 | 1          |                    | \$20,000           | \$20,000           |                    |                    |                    |                    |                    |                    |                    | \$40,000                             |
| DPW                   | 14         | \$63,000           |                    | \$160,000          |                    |                    | \$120,000          |                    |                    |                    |                    | \$343,000                            |
| Fire                  | 16         | \$0                | \$85,000           | \$65,000           | \$85,000           | \$0                | \$25,000           | \$220,000          | \$200,000          | \$125,000          | \$95,000           | \$900,000                            |
| Library               | 1          |                    |                    |                    |                    | \$0                | \$25,000           |                    |                    |                    |                    | \$25,000                             |
| Police                | 10         | \$500              | \$500              | \$500              | \$28,990           | \$500              | \$51,350           | \$500              | \$4,450            | \$500              | \$16,480           | \$104,270                            |
| School                | 11         | \$76,900           | \$184,095          | \$254,560          | \$225,325          | \$231,558          | \$227,433          | \$266,334          | \$194,870          | \$179,870          | \$188,358          | \$2,029,303                          |
| Town administration   | 1          | \$25,000           | \$25,000           | \$25,000           | \$25,000           | \$25,000           | \$25,000           | \$25,000           | \$25,000           | \$25,000           | \$25,000           | \$250,000                            |
| <b>Infrastructure</b> | <b>14</b>  | <b>\$4,457,000</b> | <b>\$3,530,334</b> | <b>\$2,730,333</b> | <b>\$2,730,333</b> | <b>\$2,397,000</b> | <b>\$2,397,000</b> | <b>\$2,397,000</b> | <b>\$2,397,000</b> | <b>\$2,397,000</b> | <b>\$2,397,000</b> | <b>\$27,830,000</b>                  |
| DPW                   | 14         | \$4,457,000        | \$3,530,334        | \$2,730,333        | \$2,730,333        | \$2,397,000        | \$2,397,000        | \$2,397,000        | \$2,397,000        | \$2,397,000        | \$2,397,000        | \$27,830,000                         |
| <b>Vehicle</b>        | <b>38</b>  | <b>\$120,000</b>   | <b>\$245,700</b>   | <b>\$532,440</b>   | <b>\$958,096</b>   | <b>\$175,378</b>   | <b>\$385,280</b>   | <b>\$412,238</b>   | <b>\$184,254</b>   | <b>\$392,338</b>   | <b>\$588,472</b>   | <b>\$3,994,194</b>                   |
| COA                   | 3          |                    | \$70,000           |                    | \$24,000           | \$0                |                    |                    |                    |                    | \$50,000           | \$144,000                            |
| DPW                   | 14         | \$120,000          | \$30,000           |                    | \$87,000           | \$52,000           | \$70,000           | \$125,000          | \$25,000           | \$90,000           |                    | \$599,000                            |
| Fire                  | 9          |                    |                    | \$385,000          | \$650,000          |                    | \$150,000          |                    |                    | \$65,000           | \$375,000          | \$1,625,000                          |
| Police                | 9          | \$0                | \$57,700           | \$57,700           | \$40,000           |                    | \$40,000           | \$160,000          |                    |                    |                    | \$355,400                            |
| School                | 3          |                    | \$88,000           | \$89,740           | \$157,096          | \$123,378          | \$125,280          | \$127,238          | \$159,254          | \$237,338          | \$163,472          | \$1,270,794                          |
| <b>Other</b>          | <b>5</b>   | <b>\$33,120</b>    | <b>\$30,000</b>    | <b>\$60,000</b>    | <b>\$70,609</b>    | <b>\$78,000</b>    | <b>\$60,000</b>    | <b>\$60,000</b>    | <b>\$60,000</b>    | <b>\$60,000</b>    | <b>\$60,000</b>    | <b>\$571,729</b>                     |
| Library               | 1          |                    |                    |                    |                    | \$18,000           |                    |                    |                    |                    |                    | \$18,000                             |
| School                | 2          | \$0                | \$30,000           | \$60,000           | \$70,609           | \$60,000           | \$60,000           | \$60,000           | \$60,000           | \$60,000           | \$60,000           | \$520,609                            |
| VMB                   | 2          | \$33,120           |                    |                    |                    |                    |                    |                    |                    |                    |                    | \$33,120                             |
| <b>Fields</b>         | <b>3</b>   |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    | <b>\$5,170,000</b>                   |
| School                | 1          |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    | \$3,000,000                          |
| Town                  | 2          |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    | \$2,170,000                          |
| <b>Grand Total</b>    | <b>154</b> | <b>\$4,911,770</b> | <b>\$4,405,290</b> | <b>\$5,401,953</b> | <b>\$6,313,054</b> | <b>\$3,675,372</b> | <b>\$4,049,813</b> | <b>\$3,431,072</b> | <b>\$3,115,574</b> | <b>\$3,229,708</b> | <b>\$3,420,310</b> | <b>\$47,123,915</b>                  |