

Capital Planning Committee Report – May 2019

The Capital Planning Committee is pleased to present the Town with our first annual capital planning report. As background, the Committee was established by the Board of Selectmen in August 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 Board of Selectmen, School Committee, Finance Committee, Town Administrator, department heads, and other key constituencies around town to compile and organize estimated capital needs for the Town over the next 10 years. Through this process, the Committee has identified approximately 150 capital items with total estimated costs of nearly \$50 million.

This report summarizes the Committee's recommendations for capital items for Fiscal Year 2020. For this fiscal year, the Committee reviewed 35 capital items identified by various departments as potentially needed in the coming fiscal year. The Committee asked each department head to categorize these items as either a high, medium or low priority, and to rank order the items within each of those categories. Based on this priority ranking, the committee then grouped the various capital items into 4 categories 1) highest priority 2) second tier of priorities 3) third tier of priorities and 4) deferred to subsequent year(s). A high-level breakdown of these requests is shown in the table below:

	# of projects	Total estimated cost
Highest priorities	9	\$4,616,950
Second tier of priorities	8	2,387,120
Third tier of priorities	6	145,250
Deferred to subsequent year(s)	12	2,642,994
Total	35	\$9,792,314

High priorities include a new DPW building, computers for the school, commissioning a feasibility study on the needs for the Town's senior center, a facilities audit for the Lansing Millis building and a new dump truck. Most of these highest priority items are on the Town Warrant under Articles 13, 14 and 19. Two of the highest priority items related to infiltration/inflow investigations & repairs and stormwater improvements and infrastructure have been deferred at this time, as the DPW works through a comprehensive plan on how to best approach these projects.

As there was some funding available to cover additional capital needs, the Committee worked with the Town Administrator to recommend an additional 4 capital items to be included in Article 13. These include improvements to the current Senior Center space, continuing ongoing work related to installing new lockers in the Middle/High School, new window shades for the Veterans Memorial Building, and improvements to the Town's information technology infrastructure, much of which will be funded by grants, with the Town only responsible for a fraction of the total cost.

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.

As this is the first year that the Committee has compiled this information, 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 Committee is also working on a report that outlines the full 10-year capital needs for the Town that will be shared later in the calendar year.

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

John Corcoran

Peter Jurmain

James McCaffrey

Kerri Roche

Capital Planning Committee Priorities for Fiscal Year 2020

Highest priorities			
Department	Description	Estimated cost	Comment
DPW	International Dump Truck	173,370	On Article 13
General	Facilities audit	115,000	\$30,000 of this item related to the Lansing Millis building is on Article 13.
COA	Senior center feasibility study	35,000	On Article 13
Fire	Turnout gear	23,680	On Article 13
School	Computer Replacement	20,725	On Article 19
School	Computer Replacement	49,175	On Article 19
DPW	DPW Facility	3,900,000	On Article 14
DPW	Infiltration/Inflow Investigations & Repairs	200,000	Project to be deferred until broader plan developed
DPW	Stormwater improvements and infrastructure	100,000	Project to be deferred until broader plan developed
	Subtotal	4,616,950	
Next tier of priorities			
COA	Flooring & Paint	3,000	On Article 13
VMB	New window shades	14,000	On Article 13
School	Engineering Study for Roof and for Mechanical system, including but not limited to boilers, control systems, air handlers, hot water, and HVAC at the Middle High School	100,000	Funds not currently available to proceed
DPW	Road Repairs***	500,000	Funds not currently available to proceed – ***Town currently utilizes \$200,000-\$300,000 per year in MGL-Ch. 90 Grant Funds
DPW	Dover Road Sewer Station	220,000	Funds not currently available to proceed
VMB	Keyless entry system	20,120	Funds not currently available to proceed
School	Curriculum & Instructional Materials	30,000	Funds not currently available to proceed

DPW	Dover Road Bridge repair	1,500,000	In discussions with State regarding cost and funding
	Subtotal	2,387,120	
Third tier of priorities			
School	Lockers	20,000	On Article 13.
Town administration	Annual IT upgrades	30,000	On Article 13. Project moving forward as significant additional funding was secured through a grant.
School	Furniture	30,000	Funds not currently available to proceed
School	Wireless Network	40,000	Funds not currently available to proceed
School	Scoreboard	20,000	Funds not currently available to proceed
School	Drinking fountains protection	5,250	Funds not currently available to proceed
	Subtotal	145,250	
Deferred items			
DPW	Volvo Dump Truck	120,000	
DPW	Ford 2600 Farm Tractor	52,000	
DPW	Compressor	11,000	
School	Vehicle Lease	89,999	
School	Vehicle Purchase	58,000	
School	Computer Replacement	6,795	
School	Smart boards	43,200	
School	Cooling Systems	50,000	
DPW	Walnut Hill Booster Station	300,000	
DPW	Stormwater Recharge Structures	40,000	

DPW	Walnut Street Water Tank	1,200,000	
DPW	Water System Master Plan	697,000	
General	Facilities audit	85,000	
	Subtotal	2,642,994	
Total capital items potentially needed for FY 2020		\$9,815,814	