

## Capital Planning Advisory Committee

February 15, 2018 Meeting Minutes  
Millis Police Department Training Room  
1003 Main St., Millis, MA 02054

Call to Order: Committee Chair Jonathan Barry called the meeting to order at 7:06 PM. Those present included Mr. Barry, Peter Jurmain, Jim McCaffrey, John Corcoran, Kerri Roche, Wayne Carlson Heidi Perkins and Town Administrator Mike Guzinski.

Also attending was Steve MacInnes, Chair of the Oak Grove Farm Commission.

The first order of business was the review and approval of the minutes from the January 25 meeting, all voted in favor of approval.

The next item on the agenda was a discussion with Mr. MacInnes regarding potential repairs needed to the Oak Grove Playground. Mr. MacInnes indicated that the playground has some damage from both wear and tear as well as vandalism, and the Commission is looking for funds to buy replacement parts.

The primary issue is around the large timbers that border the playground, which are beginning to rot and need to be replaced. In addition, it would be prudent to replace the material that is used for the “fall zone” of the playground. At this time, Mr. MacInnes did not have an estimate of the cost at this point, but as a rough guess, he estimated \$8000 to replace the fall zone material, and \$15000 to replace the timbers.

The Committee suggested that as Mr. MacInnes collected estimates, it would be good to get estimates of life expectancy, so we could begin to plan for the next time that significant improvements might be needed for the playground, or any other components of Oak Grove farm. Mr. Jurmain asked if it might be possible to get the Army Corps of Engineers to do some of the excavation work. Ms. Perkins wondered if fundraising would be possible, and if there might be some mechanism on the town website which would allow for people to make donations online.

There were also questions as to whether there was any opportunity to leverage work being done at the new school construction, but all agreed that would be complicated given the nature of the school project.

As to funding, there was a discussion as to whether the CPA could provide funding for some of this, as it may meet their guidelines for funding.

No firm decisions were made regarding the playground, and Mr. MacInnes was going to work on refining estimates of cost and determining if the project might be broken into multiple stages (e.g. replace the fall zone material this year and do the upgrade to the border next year).

Mr. Guzinski confirmed that a meeting had been set up for March 1 with the CPAC and the department heads to discuss the goals of the Committee and an overview of the long term capital planning process. The Committee reviewed a draft presentation that had been developed by Mr. Barry for that meeting and made several updates to the presentation. Mr. Barry indicated he would finalize the presentation and would share with the Committee for a final look in advance of the department head meeting.

As a final item, the Committee revisited the timing of finalizing suggested updates to the bylaw that relates the the Committee. Mr. Guzinski indicated that we should try to get the bylaw finalized and in front of the Board of Selectmen for their approval by the end of March. The Committee agreed to provide the current draft of the bylaw that had previously been reviewed by the Committee to Town Counsel to get his comments, and then the Committee could regroup after that to finalize the bylaw.

The Committee agreed to hold its next meeting on March 1, 2018 at Town Hall (pending availability).

The meeting adjourned at 9:06 PM.