

Capital Planning Committee

August 28, 2018 Meeting Minutes
Veterans Memorial Building Room 206
1003 Main St., Millis, MA 02054

Call to Order: Committee Chair Jonathan Barry called the meeting to order at 7:09 PM. Those present included Mr. Barry, Peter Jurmain, Jim McCaffrey, John Corcoran, and Town Administrator Mike Guzinski. Ms. Roche was unable to attend.

Mr. McCaffrey moved to appoint Mr. Barry as chair of the Committee. The motion was seconded and approved unanimously. The committee decided to defer the appointment of vice chair and clerk until additional members could be found for the committee.

Mr. Barry reminded Committee members to get sworn in at town hall for their committee appointment and also to complete the state ethics training if they had not already done so within the past two years. The link to the training is below:

<https://www.mass.gov/how-to/complete-the-online-training-program-for-municipal-employees>

Jim McKay, Director of the Department of Public Works met with the Committee to discuss potential long term capital needs for the department. Mr. McKay reviewed a number of documents and made the following points:

- The department is currently at full staff, although budgets have remained relatively flat over the past several years, despite several new developments in town that require road maintenance, plowing, etc.
- A significant budget item relates to plowing and road treatment. The town currently needs to use outside contractors to do much of this work, who cost more than town employees and costs related to rock salt have increased over the past several years
- Mr. McKay also discussed the significant resources needed to maintain the cemetery, and suggested that at some point the town may want to consider looking into the pros and cons of privatization.
- The transfer station was refurbished about 10 years ago, but is beginning to need some attention. This is another area where Mr. McKay suggested that the town may want to look into potential privatization.
- In general, equipment is in good shape, with the exception of two large dump trucks which are beyond their useful life expectancy. Mr. McKay shared a list of all equipment with estimated costs and replacement timing. The two dump trucks in question have an estimated replacement cost of approximately \$235,000.
- Given the equipment that the town currently has, the DPW could potentially do more projects, including road repair and snow removal, however they are constrained by the current level of staff.
- Pumps for water pumping stations are all currently in good condition, and in general a pump should last 10-20 years. Mr. Barry asked if Mr. McKay could provide dates as to when the pumps were last replaced so the committee could get a sense of when future replacement may be needed.
- Stormwater related capital items will need to be added to the plan. It was noted that stormwater fees will be set at a rate that will cover anticipated capital needs related to the stormwater program.
- The DPW is looking to do a feasibility study for the current DPW building. The roof is in need of replacement, but simply replacing the roof is likely insufficient to deal with a number of issues in the building. One alternative is to turn the building into a large garage bay and build a smaller office building. Mr. McKay will work to get a cost assessment for this project. A portion of the cost could be covered by water/sewer rates.

- Mr. McKay also indicated that the town needs a new salt shed as the current shed is not large enough to handle the amount of salt needed in a typical year. Building a larger shed could result in fewer deliveries, which could cut down on overall costs over time.
- The DPW is looking to develop a master plan for paving all the streets in town. An outside firm can do this, and the estimated fee is about \$25,000. This would need to be approved at a town meeting.
- Mr. McKay discussed potential repairs needed for the water tanks on Farm Street and Walnut Street. Both of these could be significant costs to the town. The DPW is currently working to assess the potential costs.
- Also, the Walnut Street booster station needs to be replaced, at an estimated cost of about \$300,000. In addition, the town would need to purchase land allowing for access to the station.
- Costs related to water and sewer capital needs will need to be considered when the BOS decides on rates for the upcoming fiscal year.

The Committee thanked Mr. McKay for his thorough presentation and also thanked him and the entire DPW department for the excellent work they have done throughout the year in keeping streets plowed and making recent repairs to a number of streets.

Mr. Jurmain briefly discussed a potential grant available for the Community Compact Contract that would provide for information technology improvements up to \$200,000. This grant would allow for the town to move to a cloud based system that would simplify the current IT structure and allow for easier updates to technology needs in the future. The submission for the grant is due in the next few weeks and Mr. Jurmain is working to get that submitted. In the event that the grant is not received, the cost to move to this new platform will need to be considered as a potential capital need.

Mr. Guzinski shared with the committee capital planning information he received from the Police, Fire and Council on Aging. He was still waiting on information from the Schools, Library and Municipal Buildings and would share that information as soon as available.

The committee agreed to meet on September 11 at 7pm at the Veterans Memorial Building, and invite the school department to review their capital needs, schedules permitting. The committee also scheduled a meeting for September 25 to review the police, fire, COA and any other department (e.g. Library) needs. The committee would be flexible if schedules did not accommodate those departments.

The Committee reviewed the meeting minutes for the July 16 meeting. Mr. Jurmain moved to accept the minutes as written. This was seconded and approved unanimously by the committee.

The meeting adjourned at 9:20 PM.