

Capital Planning Committee

November 14, 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 7:084PM. Those present included Mr. Barry, Peter Jurmain, Jim McCaffrey, John Corcoran, and Kerri Roche. Town Administrator Mike Guzinski was unable to attend.

The first order of business was to approve the minutes from the September 11 meeting. All members voted in favor of approval with none against.

Ms. Roche discussed with the Committee to discuss potential long-term capital needs for the School Department. She shared a spreadsheet with the Committee document and highlighted several items including:

- The current spreadsheet is still a work in progress, and the school committee is working to try to assign priorities to the various items on the list.
- The committee has tried to include everything they could think of on the list, even if there is a low likelihood of securing funding for a given project in the near term. It was felt that it is better to have more rather than less on the list to give a full picture of capital needs, and the Capital Planning Committee members agreed with this approach
- Several items on the list were approved in the November town warrant
- There are several significant mechanical projects on the list, including replacement of the roof at the middle/high school as well as an upgrade to the HVAC system in the middle school, where there are significant temperature issues that at some point could potentially lead to having to cancel school on very warm days.
- There is probably a need to update the engineering study that was done for the school several years ago, and the committee agreed that a broader engineering study of all town buildings was likely needed in the near term.
- There is an outstanding question of what to do with the modular building at the CFB school. It is still a viable space, but it would cost significant dollars to move and it may not be worth the cost.

Mr. McCaffrey noted that the Town Moderator has discussed the need to improve the audio/visual system in the school auditorium in order to better facilitate Town Meeting. Although these improvements would be to the school building, they would not necessarily come out of the school budget. A formal capital request has not yet occurred for this item.

Mr. Jurmain noted that Fincom is currently exploring the feasibility of leasing all vehicles in the town as opposed to purchase, as it could lead to more predictable vehicle costs over time.

Mr. Barry shared with the committee a preliminary draft of a capital planning workbook, which had compiled the various capital requests from the police, fire, DPW and COA departments. Mr. Barry indicated he would include the information provided by the school department and share the next version of the workbook at the next meeting. The committee still needs to compile capital needs for the library and town buildings to have a complete picture. It was discussed that ideally the workbook would be able to highlight those items that are funded through enterprise funds (e.g. water/sewer) and also highlight what portion (if any) of a capital item was covered through grant funding, or if any items were being covered by operating budgets.

The committee agreed to hold the next meeting on December 5.

The meeting adjourned at 8:17 PM.