

Capital Planning Committee

February 21, 2019 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 7:06PM. Those present included Mr. Barry, Peter Jurmain, Jim McCaffrey, Kerri Roche, Town Administrator Mike Guzinski. School business manager Terry Wiggins also was in attendance. John Corcoran was unable to attend.

The first order of business was to approve the minutes from the January 10 meeting. All members voted in favor of approval with none against.

The Committee reviewed the latest version of the capital planning workbook, which incorporates all items that have been provided by the various departments to date. This version includes ranking of projects by each of the department heads for their specific items. The capital items have been categorized a high/medium/low ranking and each project was then ordinally ranked within each of those priority categories.

For Fiscal 2020, the committee reviewed 37 capital items that are potentially needed by the Town in the coming fiscal year. 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	10	\$3,839,900
Second tier of priorities	8	2,386,120
Third tier of priorities	5	105,250
Deferred to subsequent year(s)	12	2,667,994
Total	35	\$8,999,264

The committee agreed that at this point, the items within each category should be considered to be of roughly equal importance (i.e. the first item in the "highest priorities" list is not necessarily more important than the second item on the list). Additionally, the Committee tried to be agnostic with regards to cost or funding source for the various capital needs. That said, we recognize that the ultimate decision around which capital items to fund will be driven by various fiscal constraints, and it is possible that items that are on the "highest priority" list may need to be deferred, while items on lower priority lists may instead be pursued.

The committee discussed that more detail would be needed on some of the water and stormwater projects that are currently in the capital plan, and Mr. Guzinski agreed to reach out to Mr. McKay to refine those projects.

Mr. Barry agreed to put together a first draft of memos and exhibits to be provided to the BOS and Finance committee respectively for upcoming meetings.

The committee agreed to hold the next meeting on February 26 to finalize recommendations to be presented to the finance committee when they meet on February 27.

The meeting adjourned at 8:50 PM.