

## Capital Planning Committee

March 19, 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 7:00PM. Those present included Mr. Barry, Peter Jurmain, Jim McCaffrey, John Corcoran, Town Administrator Mike Guzinski. Kerri Roche was unable to attend.

The first order of business was to approve the minutes from the February 21 meeting. All members voted in favor of approval with none against.

The Committee reviewed three recent meetings that occurred where the committee's recommendations for FY 2020 were shared with various groups 1) Mr. Barry presented at the Board of Selectmen on 2/25/2019 2) Mr. Barry presented at the Finance Committee on 2/27/2019 3) Mr. Jurmain presented at the Tri-Board meeting on 3/6/2019.

The committee recommendations and overall efforts over the past year were well received at each of the meetings, and each group was glad to see that the long term capital plan was coming together. All acknowledged that the process will evolve over time and should become more robust each year, but we have done a good job at compiling and prioritizing the various capital items that have been collected.

Mr. Guzinski shared that there will be three capital items on the upcoming town warrant 1) a number of "pay as you go" items that have been approved by the finance committee and BOS (informed in part by the capital committee recommendations) 2) a list of the items that had been requested for FY 2020, but not approved and 3) a DPW specific item related to preliminary work on the DPW building. Mr. Guzinski is working on drafting these articles and the committee will review these articles once they are available.

The committee then discussed the production of a formal report that would be provided to the town in conjunction with the upcoming May town meeting. A rough timeline of the upcoming budget approval process is that the BOS will approve capital requests by 4/8/2019 and the finance committee will be finalizing their report by about 4/21/2019. The Committee agreed that the report will largely follow the memos that were provided to the BOS and finance committee which outlined the process that has been followed and listed out the top capital priorities for FY 2020 while also noting those items that the committee is recommending be deferred to a subsequent year.

Mr. Jurmain moved to have Mr. Barry speak with the chair of the finance committee to determine the best way to try to incorporate this report into the finance committee report. Mr. McCaffrey seconded the motion and all voted in favor. Mr. Barry will also speak with the finance committee chair to determine the role of the capital planning committee at the town meeting with regards to discussion of the various capital planning warrant articles.

Post town meeting, the committee would work on a more comprehensive capital planning report that would be shared with the town that provides detail on the multi-year capital requests that have been compiled. The committee also discussed that we would likely want to have some meeting where the public was encouraged to attend to learn more about the long term capital plan.

Mr. McCaffrey moved to share the draft capital planning workbook with the finance committee, school committee and board of selectmen. Mr. Jurmain seconded the motion and all voted in favor. Mr. Barry will work with Mr. Guzinski and Carole Johnson over the next few weeks to clean up the spreadsheet so that it is ready to be sent to those committees.

The committee agreed to hold the next meeting on April 4.  
The meeting adjourned at 7:57 PM.

