

## Capital Planning Advisory Committee

January 25, 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 7:00 PM. Those present included Mr. Barry, Peter Jurmain, Jim McCaffrey, John Corcoran, Keri Roche, Wayne Carlson and Town Administrator Mike Guzinski. Heidi Perkins was unable to attend.

The first order of business was the review and approval of the minutes from the December 14, 2017 meeting, all voted in favor of approval with Ms. Roche abstaining.

The Committee then discussed the Open Meeting Law presentation provided earlier in the week by Town Counsel at the January 22 Board of Selectmen meeting, which Mr. Barry, Mr. McCaffrey and Mr. Guzinski were able to attend. The presentation provided by Town Counsel suggested that having a formal “citizens speak” type item on each agenda, is not necessarily a best practice. That being said, the Committee all agreed that there will be a mechanism for the public to address and/or comment on items that may come up on the agenda and will ensure that agendas are posted appropriately, and minutes are properly documented so citizens are aware of the activities of the committee and can attend a meeting if there is an item that is of interest or concern to them.

The Committee also discussed Town Counsel’s comments on the use of e-mail or other electronic media to conduct Committee business. As a reminder to the Committee, e-mail should only be used to share factual information (e.g. meeting agendas, budget documents, etc.) and there should be no “deliberation” on topics via e-mail. All deliberation should occur at scheduled committee meetings.

Related to this Mr. Jurmain agreed to work on setting up town email accounts for those committee members who do not currently have one, for Committee related communications.

Mr. Guzinski then gave an update on the budgeting process, which is currently underway. A few capital items have come up as part of the process, including the need for a new fire car, air packs for the fire department, and the replacement of gas pumps for the DPW (which is a outstanding capital request from earlier budgets). Mr. Guzinski expected to have a more complete summary of capital needs in the next 2-3 weeks as he completes the budgeting process and will share with the Committee.

Other potential capital items discussed were roof repair at the DPW building, and pending repairs on the Dover Road bridge. Mr. Guzinski noted that the state is willing to partner with Millis and Medfield on those repairs, but the details are still being worked out on how much they would contribute to the repairs, as well as the level of repairs needed.

Ms. Roche noted that the School Committee was nearly done with their budget process and were working on a 5-10 year capital plan as part of that process. Some of the higher priority items identified at this point include a new school bus, upgrades to the ball fields, repairs to the auditorium, roof and bathrooms.

Another item that was discussed was the potential need to rebuild the playground at Oak Grove. The Committee intends to have a presentation from Steve MacInness on this at a forthcoming meeting.

Mr. Guzinski also shared with the Committee a summary of the Town’s debt schedule. It was noted that there were no items of significance that would be “rolling off” in the next few years, which will be an important factor as the Town considers future capital needs.

The Committee also discussed an upcoming assessment from the Tri Valley School for building repairs. That assessment is not in the current budget. The Committee agreed that there was not really any input that the Committee could provide on this, but it is an important for the Committee to be aware of this, as it is another pull on available town resources when we are considering capital needs.

The Committee discussed upcoming meetings with various constituencies in Town, and agreed that we would try to meet with department heads on March 1 to give them an overview of the CPAC's objectives and process, and get their feedback. The Committee also will try to meet with the Board of Selectmen on March 12 to provide them with a progress update and collect their feedback as well.

In advance of these meetings, the Committee agreed to develop a presentation that could be used for those discussions, and Mr. Barry agreed to take a first draft, with Ms. Roche reviewing once that was available. The Committee agreed to next meet on February 15, 2018 to review and flesh out the draft presentation so that it would be ready in advance of the March 1 meeting with department heads.

The February 15 meeting will be at Police Station training room (pending availability).

The meeting adjourned at 8:08 PM.