

Capital Planning Committee

July 16, 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 6:02 PM. Those present included Mr. Barry, Peter Jurmain, Jim McCaffrey, John Corcoran, and Town Administrator Mike Guzinski.

Since the last meeting Heidi Perkins and Wayne Carlson both resigned from the Committee. The Committee discussed the need to find two new “at large” members to join the committee to ensure we were meeting the requirements of the bylaw. Each Committee member agreed to come up with one or two potential candidates

As we have entered a new fiscal year, the Committee has been appointed by the Board of Selectmen for a two year term. Each Committee member needs to get sworn in at Town Hall over the next few weeks. In addition, any member who has not completed the state ethics training within the past two years should do and bring the completed certificate to town hall for their records. The link to the training is below:

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

It was also noted that as a formality the committee should elect officers at the next meeting.

The Committee reviewed the meeting minutes for the February 15, March 5 and March 28 meetings. Mr. Jurmain moved to accept the minutes as written. This was seconded and approved unanimously by the committee.

The Committee discussed a timeline for developing the first capital planning document. A rough outline is as follows:

- CPC works with department heads and Town Administrator to gather long term capital needs and compile them into a workable format. The focus for this first report will be on the largest departments, but input will be gathered from other departments if possible. This will be done in August and early September.
- Town administrator (with CPC support) reviews long term capital plan with BOS in mid-September.
- BOS passes recommendation to Finance Committee for their review in late September/early October

A motion was made to direct the Town Administrator to collect information on departments with large capital needs, in particular, the DPW, School, Fire, and Police, as well as the Council on Aging. In addition, the Town Administrator should collect information on the current town debt schedule to provide to the committee. All information should be provided to the CPC in advance of their next meeting. The motion was seconded and approved unanimously.

It was agreed that information would be collected by August 17, and provided to the committee prior to the meeting. The committee agreed to meet on August 28 at 7pm at the Veterans Memorial Building, and Jim McKay would be invited to that meeting to discuss capital needs for the DPW.

The meeting adjourned at 8:00 PM.