

Capital Planning Committee

June 24, 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 7:02PM. Those present included Mr. Barry, Peter Berube, Jim McCaffrey, John Corcoran, Town Administrator Mike Guzinski and Finance Director Carol Johnston. Kerri Roche was unable to attend.

It is noted that Mr. Berube is the new representative to the committee from the Finance Committee, replacing Peter Jurmain, who has assumed the role of Town Selectman.

The first order of business was to approve the minutes from the April 4 meeting. All members voted in favor of approval with none against.

Mr. Guzinski noted that there were no new capital items that have been requested from any departments since the committee last convened.

Mr. McCaffrey shared a copy of the most recent auditor report for the town, and noted that this report has a definition of "capital" that is largely in line with the way the committee has been defining capital. Going forward, we on to make sure we continue to be consistent with how capital is defined, at least at a high level.

The committee discussed how to further refine the process to collect and review capital needs, and discussed trying to formally define the priorities of the town in terms of mandatory requirements, health/safety issues, quality of life issues, as well as the cost of not doing certain projects. The committee will continue to refine this process as it moves forward.

The committee discussed the process for collecting and prioritizing capital requests in advance of the fall Town Meeting. It was agreed that Ms. Johnston and Mr. Guzinski would work with various department heads to review and re-prioritize (if necessary) their existing capital requests that were collected in advance of the spring Town Meeting, and report back the results to the committee at the next meeting.

The committee also discussed potential improvements to town fields, which have been raised by Mike Banks, chair of the recreation committee. The committee agreed that improving and upgrading existing fields, is an important item for the town, and it currently is on the capital plan, although the timing and cost are still uncertain. Mr. Banks indicated that that he would be providing the committee with some more formal thoughts on how fields improvements might be phased over the next few years at a future meeting.

The committee also discussed compilation of a full capital plan report which lays out the 10+ years of capital needs that have been identified by the committee to date. The committee hopes to have this report completed in advance of the fall town meeting, and ideally would have some open house type sessions to share the report with townspeople and answer any questions they might have, although no dates have been set for such a meeting at this time..

The meeting adjourned at 8:30 PM.