

Capital Planning Committee

September 12, 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 6:33PM. Those present included Mr. Barry, Peter Berube, Kerri Roche, Town Administrator Mike Guzinski and Finance director Carole Johnston. Jim McCaffrey was unable to attend.

The main purpose of the meeting was to review capital requests that may be on the November 2019 town warrant and begin the prioritization process. As a first step, Mr. Barry shared a list he compiled of the various items that had been identified through the capital planning process. There were 46 items on the list although it likely that some of these items would be deferred to the spring or a subsequent fiscal year. The committee worked through the list identifying the latest status of these items and narrowed the list down to 23 items although there were some that needed to be confirmed with department heads.

The committee then began the process of scoring each project using the prioritization worksheet that Ms. Johnston had developed. The committee discussed the overall scoring system which had two main components 1) a priority factor based on project requirements, strategic alignment and value to citizens, with each item scored on a scale from 1-9 and 2) a ranking criteria based on a eleven parameters including public health and safety, the age or condition of existing capital, and synergy with other projects. It was decided that each of these items would have a scaling factor between 1 and 1.5 with that scaling system applied to all projects.

The committee developed preliminary scores for seven of these projects, which ranged in score from 33.25 to 210 points. The committee had some questions on the capital needs for the DPW, and asked Mr. Guzinski to clarify. The committee also had a question as to the timing for the next purchase of turnout gear for the fire department, thinking that that would not be on the November warrant, but instead would be on the spring warrant. Mr. Guzinski would confirm with Chief Barrett.

The committee agreed to meet again on September 17 to continue to priority ranking process and the meeting was adjourned at 8:50pm.