

## **Capital Planning Committee**

September 23, 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 6:30 PM. Those present included Mr. Barry, Peter Berube, Jim McCaffrey, Kerri Roche, Town Administrator Mike Guzinski and Finance director Carole Johnston.

The committee reviewed the prioritization scores of the various capital projects that had been reviewed in prior meetings. The committee created a spreadsheet that listed the capital items ranked by priority score, and categorized as “highest priority”, “medium priority”, “lower priority” and “must fund”. It is noted that the committee decided not to assign prioritization scores to the “must fund” items. There was discussion as to whether the must fund items should be considered capital items, or operating items, but no conclusion was reached on this issue.

The committee then reviewed the draft Powerpoint presentation created by Mr. Berube and agreed it was a good summary of the process and appropriate for the presentation to the tri-board. The committee then voted to approve the capital prioritization list to be presented to the tri-board, with all in favor and none opposed.

The committee then participated in the tri-board meeting. Mr. McCaffrey made opening remarks on the work done by the committee, and Mr. Barry gave some background on the committee and its objectives. Mr. Berube then went through the presentation with Mr. Barry giving more detail on the various capital items on the list.

There was good discussion between the various board on the capital prioritization list, and detail on those discussions can be found in each committee’s respective minutes for the meeting. Overall, the tri-board seemed pleased with the process and the prioritization rankings.

The capital planning meeting was adjourned at 8:45pm.