

Capital Planning Committee

December 5, 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 7:01 PM. Those present included Mr. Barry, Peter Berube, Jim McCaffrey, Kerri Roche, and Finance director Carole Johnston. John Corcoran and Mike Guzinski were unable to attend.

The group reviewed several sets of minutes from prior meetings, including September 5, 2019, September 12, 2019, September 17, 2019, September 23, 2019 and October 17, 2019. Mr. McCaffrey moved to approve all minutes as written, and all members voted in favor with none opposed.

Ms. Johnston then presented to the committee a number of updates that had been made to the master capital planning workbook to reflect various items that had been changed through the capital planning process. After reviewing the changes and making some suggestions for improvements to the workbook, the committee voted to approve the updated workbook with all in favor in none opposed.

The committee then reviewed a draft report that Mr. Barry created that provided a summary of the next 10 years of capital items as collected by the committee. The report was broken down into categories for public works, schools, public safety, facilities and other items. The committee agreed the report should show 10 years worth of information, include placeholders for large cost items (even if accurate estimates for those items are not yet available), and include items regardless of whether a funding source has been identified at this point in time. In reviewing the information, Mr. McCaffrey noted that there were no costs for newer buildings (library, police station, fire station) over the next 10 years, and hopefully any capital items related to those buildings would be identified as part of a town-wide building review that will occur over the next year. Mr. Berube volunteered to update the report to reflect various edits suggested by the committee.

The committee discussed the asset management system that the DPW is looking to implement and decided to ask Mr. McKay to attend the next meeting to give an update on where things stand with that system. Mr. McKay is also slated to attend the next meeting to give an update on maintenance of water resources (tanks, pumps, etc.).

It was agreed the next meeting would be on January 9, 2020 at 7:00pm and the meeting was adjourned at 8:25pm.