

Capital Planning Committee

January 9, 2020 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 7:00 PM. Those present included Mr. Barry, Peter Berube, Jim McCaffrey, John Corcoran, Town Administrator Mike Guzinski and Finance director Carole Johnston. Kerri Roche unable to attend.

The group reviewed and approved minutes from the December 5, 2019 meeting with all members voted in favor with none opposed.

The committee discussed the upcoming budget planning process and its applicability for capital planning. Mr. Guzinski indicated that budgets were due by January 17 and all department heads have been asked to provide updates (if needed) on the capital schedule that was compiled in 2019. Ms. Johnston said she would be able to provide a summary of any new requests at the next capital planning committee meeting. The committee agreed to finalize the 10-year capital plan document along with a cover memo and present that to the Tri-Board on February 6. Mr. Berube agreed to update the planning worksheet and Mr. Barry agreed to work on the memo in advance of the next meeting.

It was agreed the next meeting would be on January 30, 2020 at 7:00pm and the meeting was adjourned at 7:24pm.