

Capital Planning Committee

January 30, 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 7:03 PM. Those present included Mr. Barry, Peter Berube, Jim McCaffrey, Kerri Roche, Town Administrator Mike Guzinski and Finance director Carole Johnston. John Corcoran was unable to attend.

The group reviewed and approved minutes from the January 9, 2020 meeting with all members voted in favor with none opposed.

Ms. Johnston reviewed with the committee a number of capital requests that have come through as part of the FY 2021 budget process. In particular, the following items were noted:

- A revised estimate for the filing system requested by the building inspector's office
- Updates to flooring requested by the Council on Aging
- Updates to the Town's Master Plan, some of which could potentially be covered by grants. It was agreed that it would be worthwhile having Mr. Weiss come in to a future committee meeting to discuss the process to update the Master Plan
- An updated fire department equipment list, which included minor changes to previously requested capital items.
- An updated estimate from the DPW for drainage repairs around Village street
- A request for road maintenance supplies for the DPW

Ms. Johnston noted that she had not yet received the updated budget request from the school department and would share that at the next meeting.

Mr. Berube then shared updates to the capital planning summary workbook. The committee agreed that the format that Mr. Berube had created was appropriate for the report and suggested some minor changes to the report that Mr. Berube indicated he would work on.

Mr. Barry then reviewed a draft cover memo for the capital planning report and the committee agreed the memo was appropriate and suggested some minor changes that Mr. Barry indicated he would update.

The committee agreed that they would strive to have a final report and cover memo available for the upcoming Town Report which goes to the publisher at the end of February. The committee also moved to present the draft report and cover memo at the Tri-Board meeting on February 6 with all in favor and none opposed. That meeting would also serve as the next official meeting of the Capital Planning committee as it was expected that a quorum of committee members would be in attendance.

The meeting was adjourned at 8:36pm.