

Capital Planning Advisory Committee

August 31, 2017 Meeting Minutes
Veterans Memorial Building Room 206
900 Main St., Millis, MA 02054

Call to Order: Selectmen Chair James McCaffrey called the meeting to order at 7:00 PM. Those present included Mr. McCaffrey, Jon Barry, Heidi Perkins, Peter Jurmain, Wayne Carlson, John Corcoran and Town Administrator Mike Guzinski.

The first order of business was Organization of the Committee. Following discussion regarding the desirability of electing officers who did not hold an official position on the BOS, FinCom or School Committee, Jon Barry was elected committee Chair unanimously. Heidi Perkins was elected Vice Chair unanimously. The Committee noted that these officers' terms will run through 6/30/18.

The Committee then reviewed and discussed the Committee Charter which had been adopted by the Board of Selectmen (see attached).

The Committee next discussed the broad outline of the capital plan and reviewed a series of items including:

- (1.) Developing a working definition of items included as "capital" for planning purposes. The subjects of dollar thresholds, multi-year borrowing to fund capital expenditures, accounting for capital costs and the nature of capital planning bylaws were discussed.
- (2.) There was discussion of the ultimate role and responsibility of a permanent capital committee, including its potential contribution to prioritizing among competing needs. There was also discussion of the potential interaction of a permanent capital committee with the Board of Selectmen, the School Committee, the Finance Committee and the Town Meeting.
- (3.) There was general discussion of building an inventory of capital items for creating a baseline of information for committee deliberation. There was discussion of engaging an outside firm to efficiently create the capital baseline data. Ms. Perkins offered to share a sample capital inventory at a future committee meeting.
- (4.) The Committee did agree that the Town Administrator would work to collect and circulate any existing capital plans for the Town, including:
 - (a.) DPW Plan
 - (b.) Police and Fire Department Plans
 - (c.) Capital plans for roads and highways
 - (d.) Plans from the water enterprise and the sewer enterprise
 - (e.) Storm water management capital plan
 - (f.) School department plans, including facilities studies
 - (g.) Building plans for all municipal facilities
 - (h.) The Millis Master Plan
- (5.) The Town Administrator circulated sample capital planning documents he had used in other towns. He also agreed to work with the Assessor to create map of all federal, state and municipal property. He further agreed to provide a report covering a 10-year history of capital expenditures in Town.
- (6.) There was also a request to incorporate revenue projections into the planning process.

(7.)The Committee members agreed to review the current capital planning bylaw for discussion at the next meeting.

(8.)The Committee agreed to hold its next meeting on September 21, 2017 and to consider a future meetings schedule at that time.

The meeting adjourned at 9:00 PM.

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