

## Capital Planning Advisory Committee

October 12, 2017 Meeting Minutes  
Millis Police Department Training Room  
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, Jim McCaffrey, Peter Jurmain, Kerri Roche, John Corcoran and Town Administrator Mike Guzinski. Wayne Carlson was unable to attend.

The first order of business was the review and approval of the minutes from the September 21 meeting.

It was noted that subsequent to the September 21 meeting, that committee member Heidi Perkins tendered her resignation from the Committee. As a follow up action, Mr. McCaffrey and Mr. Guzinski were going to explore potential candidates to join the committee going forward, and suggested that other committee members consider suggestions for potential candidates.

Following was a review of the redlined version of the current bylaw regarding the responsibilities of the committee. In general, the committee was comfortable with proposed changes to the bylaw to this point, but there was further discussion around the potential dollar threshold that may be appropriate for determining if a capital expenditure would come under the Committee's purview. The current draft indicates a \$25,000 threshold, but that is still subject to further discussion.

The Committee decided to target March 31, 2018 as a date to finalize any changes to the bylaw so that it could potentially be incorporated as an article in the Spring, 2018 town meeting.

The Committee discussed the possibility of creating some type of capital fund, similar to the Stabilization Fund to allocate some resources towards future capital improvement projects. The Committee felt this idea had some merit in concept, however the group agreed that they were too early in the process of assessing the overall responsibilities of the Committee and potential future capital needs of the Town, so this discussion was deferred to a future meeting.

The Committee discussed where the CPAC might fit into the overall governance flow for the Town and sketched out a diagram as a strawman for consideration, which is described at a high level below (note that this flow presumes the existence of a detailed long-term capital plan (LTCP), which will be developed over the next several months).

- Each department head submits current year budget as well as potential changes to the long term capital needs for their department to the Town Administrator (TA)
- After review, the TA shares these department plans with the CPAC for their review
- The CPAC meets with each department head (as necessary) to review proposed changes to the LTCP
- Based on the outcomes of those discussions, the CPAC would update the LTCP and share with the Finance Committee (FC) and Board of Selectmen (BOS) with recommendations for any changes to the plan.
- The CPAC would hold an open meeting at least once a year, in conjunction with the FC and BOC to help residents and other interested parties understand the long term needs of the Town.

The Committee then reviewed a spreadsheet developed by Mr. Barry that summarized the various capital expenditures of the Town over the past 10 fiscal years. The Committee discussed which items likely should be classified as "capital improvements" for the purposes of future consideration.

The Committee discussed the best way to start collecting information from various departments to begin to construct the LTCP. It was agreed that Mr. Guzinski would create a draft information request for the department heads and share with the Committee at the next meeting. Ms. Roche agreed to summarize currently known capital needs for the schools and share with the Committee at the next meeting. Mr. McCaffrey agreed to summarize currently known future road improvements for the Town at the next meeting.

To the extent that any of that information was available ahead of the next meeting, Mr. Barry agreed to summarize in the spreadsheet.

The Committee also agreed that a potential next step in the process was to begin to schedule meetings with various department heads to discuss the process for collecting long term capital planning information and get their input and feedback.

The Committee agreed to hold its next meeting on November 9, 2017 and the subsequent meeting on November 30 at the Police Station training room.

The meeting adjourned at 9:00 PM.