

## Capital Planning Advisory Committee

November 16, 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, Peter Jurmain, Kerri Roche, John Corcoran, Wayne Carlson, Heidi Perkins and Town Administrator Mike Guzinski. Jim McCaffrey was unable to attend. It was noted Ms. Perkins had rescinded her prior resignation and continues to be a member of the committee

The first order of business was the review and approval of the minutes from the October 12 meeting, all voted in favor of approval with Heidi Perkins abstaining.

Mr. Barry spoke briefly about overall guidelines for discussions going forward, with the key takeaway being that all members should be assured that their opinions will be heard and debate and discussion will be done in a collaborative manner. As chair, Mr. Barry committed to ensuring that meetings follow these guidelines.

The next item on the agenda was a discussion on the potential inclusion of a “Citizen Speak” component to each committee meeting, which would allow members of the public an opportunity to address the committee with any issues or concerns that they may have with regards to committee business. There would be clear guidelines developed that outlined the format of the discussion (e.g. time allowed for citizen dialogue, limits on committee members engaging in a back-and-forth discussion, etc.) Ms. Perkins indicated that this format has been used successfully in communities that she has been involved in, and Mr. Guzinski concurred. As a next step, Ms. Perkins agreed to provide guidelines for the citizen speak component for the committee to review and adjust as appropriate. Ms. Perkins made a motion to include citizen speak on future agendas, and Mr. Carlson seconded the motion. All committee members voted in favor. The committee will formally add a citizens speak component to future meetings after review and approval of guidelines which is expected to occur at the December 14<sup>th</sup> committee meeting.

Following was a review of a summary of the 2014 engineering study which was provided by Ms. Roche. Ms. Roche is working with the school committee to review the items in the study against other known potential capital needs and will present to the committee in early 2018

Mr. Barry noted that some of the items on the summary might be able to be partially paid for through grants (e.g. clean energy funding that the renewable energy committee is currently working on). The committee then discussed grants in general and noted that all departments should be looking grants, and this needs to be a discussion point when the department heads submit their capital budgets. It was noted that public safety generally has more access to various grants.

The committee also discussed that it would be beneficial to understand the net cost of capital expenditure, which would include the cost of the expenditure, any offsets that might come from a trade in or sale of equipment and the ongoing cost of maintenance. The committee also agreed it would be good for departments to identify any expenditures that are due to new state or federal mandates.

The committee reviewed a number of documents that had been provided by the DPW related to potential capital needs, in particular repairs to the DPW building. Ms. Perkins noted that the current DPW building was thoroughly renovated in 2003, which raised some concerns around the relatively short lifespan of that renovation. Mr. Guzinski suggested that it may be worth the Committee taking a tour of the DPW building and other town facilities over the next few months to get a better feel for the state of the buildings. All committee members agreed this was a good idea and we will look to schedule these tours.

Ms. Perkins volunteered to solicit some other towns to get samples of their capital planning workbooks to see if there was a template that we might leverage for our needs. Mr. Carlson also volunteered to collect some sample capital planning workbooks as well.

The Committee reviewed a template developed by Mr. Guzinski which would potentially serve as the basis for collecting capital planning information from department heads, as well as a template that could be used to help rank various capital projects, based on a number of criteria, including project life, revenue impact, grant availability, etc. The committee members were comfortable that both documents would be useful as we start to collect information, and we can refine if necessary as we further refine our process. The Committee also agreed that it would make sense for Mr. Guzinski to meet with each department head to give an overview of what we are trying to accomplish through the capital planning process, before having the department head try to develop a capital plan, and potentially 1 or 2 other Committee members could participate in that discussion if it was appropriate.

The committee also discussed the annual budgeting process which at a high level would work as follows 1) Town Administrator/Department Head meet and summarize capital plans 2) They provide information to CPAC for review 3) Department head meets with CPAC to discuss request and refines request if appropriate 4) CPAC provides recommendations for capital budget priorities to Finance Committee and Board of Selectmen.

The Committee also had a discussion regarding potential improvements needed at the Tri Valley High School. These improvements will likely require funding from the town which would further hinder the ability to set aside funds for needed capital improvements. The committee agreed that while TVHS capital needs are beyond the purview of the Committee, it will be good to know of these types of issues as they come up so that they could be considered in the context of existing town capital needs.

The Committee agreed to hold its next meeting on December 14, 2017 at the Police Station training room.

The meeting adjourned at 9:00 PM.