

## Capital Planning Advisory Committee

December 14, 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, Jim McCaffrey, John Corcoran, Wayne Carlson, Heidi Perkins and Town Administrator Mike Guzinski. Kerri Roche was unable to attend.

The first order of business was the review and approval of the minutes from the November 16 meeting, all voted in favor of approval with Jim McCaffrey abstaining.

The Committee then discussed the “citizens speak” item to the agenda. Per open meeting laws, a citizen has a right to speak at a scheduled committee meeting on any topic that is on the agenda. Ms. Perkins shared guidelines that are used by the Town of Wellesley to get a feel for how this process might work. The committee agreed that the CPAC would want to have guidelines for citizen interaction that were consistent with what other committees utilized. Mr. McCaffrey noted that town counsel was planning on holding a session in January to review open meeting laws and other items that would be potentially useful to town committees. It was suggested that the CPAC does not formalize any guidelines around the citizens speak agenda until after that session occurred, and all members agreed that was prudent. Mr. McCaffrey also suggested that the Committee send a note to the Board of Selectmen indicating that the Committee supports the citizens speak process and suggest that it be administered consistently across the various town committees.

The Committee reviewed capital planning documents used by the Town of Medway, including a capital request sheet and a spreadsheet that summarized the total capital plan. The request form was similar to the forms developed and shared by Mr. Guzinski at the last meeting, and the group agreed that the Mr. Guzinski should proceed with the form that he developed as he sits with department heads. The request form can be refined over time as necessary.

The spreadsheet was fairly straightforward, and the Committee agreed that a similar spreadsheet would likely meet our needs for the near term. Ideally, we would be able to get to a point where the request form and the summary sheet were integrated, but at present we will likely need to manually input the various requests into the summary document.

The Committee agreed that as part of the discussions with the department heads, it will be important to understand the procurement process, so we can be sure we are getting the best value for the dollars spent. In some cases it will be worth paying more now for an item that will last longer, as we will be able to see the impact on the Town’s long term capital needs.

The Committee spent some time discussing the current project going on around the operational budget, which has a goal of developing a comprehensive budget document. Mr. Barry asked if there was any opportunity to leverage some of the findings or tools being developed for that project for our need. At this point, Mr. Guzinski and Mr. McCaffrey did not think that there would be much that could be leveraged, but perhaps in the future. The group also agreed that it was important to be clear that the operational budget was outside the purview of the Committee. The operational budget is expected to be finalized in mid-January 2018, and as part of this Mr. Guzinski would be working with the department heads to compile capital needs for the coming year, which would be shared with the committee.

With the short term focus on getting the operational budget finalized, the committee agreed that it made sense to delay the request for longer term capital plan request until the spring (likely May). A tentative timeline of some key events is noted below

- Meet with department heads as a group to discuss the process and get feedback and input from them as we begin to move forward (late January/early February)
- Meet with the Board of Selectmen to give an update on progress made by the Committee and next steps as we begin to compile the capital plan (February/March)
- Finalize bylaw to be ready by May town meeting (March)
- Finalize request template and summary spreadsheet for compiling plan (January – March)
- Work with department heads on long term capital request (May)
- Compile responses and work with department heads to review requests (June)

Finally, Ms. Perkins noted that many towns have a mechanism in place that will allow for citizens to make donations to support various initiatives (e.g. one could donate \$10 towards the building of a new playground), and inquired if that is something that we might consider for Millis. Mr. Guzinski indicated that he would look into how something like that might work.

The Committee agreed to hold its next meeting on January 25, 2018 at the Police Station training room (pending availability).

The meeting adjourned at 8:45 PM.