

Capital Planning Advisory Committee

March 5, 2018 Meeting Minutes
Veterans Memorial Building Room 229
1003 Main St., Millis, MA 02054

Call to Order: Committee Chair Jonathan Barry called the meeting to order at 6:40 PM. Those present included Mr. Barry, Peter Jurmain, Jim McCaffrey, John Corcoran, Kerri Roche, Wayne Carlson and Town Administrator Mike Guzinski. Heidi Perkins was unable to attend.

Also attending were Chris Soffayer (Police Chief), Rick Barrett (Fire Chief), Kim Olson (Library Director), Nancy Gustafson (School superintendent), Jim McKay (Director of Public Works), and Karen Bouret (Operations Support Manger).

The Committee met ahead of the session with the department heads to finalize the presentation to be made to the group.

At approximately 7:00 the department heads joined the meeting, and Mr. Barry gave a presentation to the group, which gave an overview of the CPAC, discussed goals and objectives for this year and in the future, and reviewed the process by which we would try to work with the department heads to gather long term capital needs, so they could be compiled into a comprehensive document.

Mr. McKay noted that most of the departments should also have a good idea of their long- term capital needs, and Mr. Barry indicated that would greatly facilitate the process, and the CPACs goal is to compile all of these items into one place, so the Town would be able to see the “big picture” when it comes to all of the various capital needs. A copy of the presentation is available on the Town website.

Ms. Gustafson asked if the CPAC could streamline the process somewhat for this year by attending upcoming finance committee meetings where the department heads would be presenting their capital needs for the upcoming needs, and Mr. Barry agreed that would be a good idea, and the committee would discuss.

After Mr. Barry’s presentation Mr. Jurmain and Mr. McCaffrey addressed the department heads to give more color on the goals of the Committee and stressed that the CPAC is intended to be a resource for the department heads to utilize and go to help with the long-term planning process and try to find ways to think more broadly about the needs of the Town.

The discussion with the department heads concluded at approximately 8:00.

The Committee agreed that it would be more efficient to sit in on the upcoming finance committee meetings as suggested by Ms. Gustafson, and would try to have as many members as possible at the upcoming meetings on March 14 and March 21. Mr. Guzinski indicated he would let the Committee know which department heads would be presenting at those meetings.

The Committee also agreed to have Mr. Guzinski reach out to Town Counsel review the draft bylaw, and the Committee tentatively agreed to meet on March 19 to finalize the bylaw, assuming Town Counsel had reviewed by that point.

The meeting adjourned at 8:35 PM.