

Capital Planning Committee

January 10, 2019 Meeting Minutes
Veterans Memorial Building Room 206
1003 Main St., Millis, MA 02054

Call to Order: Committee Chair Jonathan Barry called the meeting to order at 7:00PM. Those present included Mr. Barry, Peter Jurmain, Jim McCaffrey, John Corcoran, Town Administrator Mike Guzinski, and Finance Director Carole Johnston. School business manager Terry Wiggin also was in attendance. Kerri Roach was unable to attend.

The first order of business was to approve the minutes from the December 5 meeting. All members voted in favor of approval with none against.

The Committee briefly discussed feedback from the Tri Board meeting that was held on January 9 which was attended by Mr. McCaffrey and Mr. Jurmain, and Mr. Barry provided the group with an overview of where we are with the capital planning process. Mr. McCaffrey noted that there is a lot of interest in the committees work and careful thought will need to be given to how the plan is communicated to the Town to ensure that it is well understood and put into context.

Mr. Barry shared with the committee a discussion that was had at the Energy Committee earlier in the week, where the draft capital plan was helpful in identifying potential items that may be included in an upcoming submission for a Green Community grant. This is an early example of the potential benefits of having the plan in place, which could help us to be more strategic in how we go about applying for grants or other aid.

Mr. McCaffrey noted that the town has received a grant that will partially fund the first phase in the water management plan. The first step in this project is to inventory all of the towns water assets and prioritize a framework for maintenance and improvements. This is expected to take 12-18 months and the findings will be incorporated into the capital plan as appropriate. At present, the committee has placeholders for these projects, which will be refined once better estimates are available.

The Committee then reviewed and made some adjustments to the latest version of the capital planning workbook, which incorporates all items that have been provided by the various departments to date. The committee created a new column for large projects that have an unknown time period.

Ms. Johnston will send all department heads a version of the capital plan with their department specific items. The department heads should review the full multi-year capital plan to make sure it is consistent with the information they previously provided.

For any capital items that are slated for the upcoming fiscal year, the department heads should prioritize and rank the items consistent with what they will be presenting to the Board of Selectmen on February 9. This information should be completed by January 25 (January 30 for the School department).

The committee agreed to hold the next meeting on February 12. The committee further agreed to meet on February 26 to finalize the capital plan for FY 2020 and present to the finance committee when they meet on February 27.

The meeting adjourned at 9:00 PM.