

FINANCIAL MANAGEMENT PLANNING COMMITTEE MEETING
Regular Session

Date: March 19, 2015
Present: Rick Bedard, Michelle Desorcy, Kenny Howell, Bernie Plante, Kevin Plante and Katie Lavallee
Time: 4:30 p.m.
Location: Millbury Town Hall Large Conference Room

• **Reorganization:**

- It was necessary to re-organize due to Brian Turbitt's departure from the Town's employment.
 - Nominate/Vote for Chairperson – Rick Bedard was voted in as Chair.
 - Nominate/Vote for Vice Chairperson – Michelle Desorcy was voted in as Vice chair
 - Nominate/Vote for Clerk – Katie Lavallee was voted in as Clerk

• **Acceptance of Meeting Minutes:**

- January 30, 2014, it has been awhile since the last meeting.
 - Michelle motioned to approve the minutes and Bernie seconded
 - All were in favor

• **Status of the Financial Management Planning Committee and Committee's Directive**

- Katie read the charge based on the Town bylaws.
- Kevin mentioned and there was discussion about the school building project that essentially has been pushed aside to wait for the outcome of the Public Safety Building Committee. The School needs to go before the MSBA for support with funding of the school before beginning the process which is all on hold.
 - Chief Howell gave a brief update about this.
 - Will be going in front of the Selectmen on March 24th with a \$1.5 million design to get onto the ballot, then to Town Meeting.
 - Next year would seek approval for an \$18 million building project with two buildings on Howe and Canal Streets.
- Discussed the reporting to the Town Manager that essentially should be done prior to each budget season, but hasn't yet been completed to accomplish this goal.

• **Review of Capital Budget Requests from Department Heads**

- Form A's Summary of Capital Budget Requests
 - It was suggested to send these back out to the departments to be able to see what has been done, what has changed and to re-prioritize (if necessary)
 - Rick will send these out to the departments.
 - It was suggested that Bob Spain should get involved to make sure the turnaround was quick.

- Form B's Capital Budget Request Backup Documentation
 - It was discussed that if a department was keeping a project on the timeline that they already submitted a Form B for, that it would not be necessary to have them re-submit another, but submit for new projects not previously submitted.
- Reviewed the departments staffing requirements and what has been done that we know of and what has not been accomplished yet.
 - This will also go out to department heads for updating.
- **Review of Staffing Requests from Department Heads**
 - Reviewed the form previously set up by department discussing what we knew to have been accomplished and what hasn't been accomplished.
 - This will also go out to department heads for updating.
 - Essentially we will be starting with FY16 since we are in FY15
- **Discussion of Town/School Operating Budget Projections**
 - Some discussion about school resource officer to be shared with the Police Department. This is currently still in the FY16 budget as approved.
 - There is a template started without any information populated.
 - Rick has shared his own school budget projection to help with this process.
 - This will be revisited after the department requests are updated.
- **Any other business not reasonably anticipated**
- **The next Financial Management Planning Committee Meeting**
 - Discussion as to the frequency of meetings.
 - Decided on monthly for now.
 - Next meeting is Tuesday April 28th at 4:30 at the Town Hall.
 - Meeting adjourned prior to 5:30 p.m.

Respectfully submitted,
Katie Lavallee, Financial Management Planning Committee Clerk

Approved:

Kathleen Lavallee _____

Paul O. ... _____

Nichelle ... _____

D. Bedard _____