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FINANCIAL MANAGEMENT PLANNING COMMITTEE MEETING

Regular Session

Date: May 7, 2015
Present: Rick Bedard, Michelle Desorey, Rob McNeil and Katie Lavallee
Time: 4:30 p.m.
Location: Millbury Town Hall Large Conference Room

- Meeting was called to order by Rick Bedard at 4:35
- **Acceptance of Meeting Minutes** of March 19, 2015
 - Signed minutes
- **Discussion of Capital Budget and Staffing Requests sent to Department Heads**
 - Katie updated the committee about having received all but Police, Planning & DPW responses.
 - Requests were sent asking for responses by May 1st. Bob Spain told dept. heads in staff meeting this week to have them completed by the close of business Friday (May 8, 2015). So we should have them for our next meeting.
- **Discussion of the Board of Selectmen's Request to have a Department Head presentation at Selectmen Meetings for any Capital Project over \$100K**
 - Rick asked Katie about this which she deferred to Rob McNeil as he has already given a presentation under this plan to the Selectmen (fuel station). Laurie Connors has also presented under the Business Plan for the Town Hall HVAC project.
 - Business Plan which is essentially to help educate the Selectmen on items such as return on investment for projects that have already been chosen as critical by a department head and Town Manager.
 - As an example, Rob has about 8 million worth of capital projects on his list where about 500k were requested and less than half of that was actually presented for vote at Town Meeting.
 - This is a small percentage of projects that have already been prioritized that also must be now justified to Selectmen under this Business Plan.
 - Another way to look at it is a private sector way of justifying cost based on return on investment.
 - Michelle asked whether there was a closing process to the project after the bid results were in. Rob answered "no".
- **Any other business not reasonably anticipated**
 - Katie had been asked to mention to the committee about updating the Selectmen on May 12th about the committee.
 - Rob said he would like to re-visit the charge of the committee as we have a great responsibility and would like to know the end goal.
 - We don't have outside input.
 - Look at other Town's Master Plan.
 - Would like to know the Townspeople's expectations or wishes for the Town.

- As mentioned at a previous meeting; developing a survey or sending e-mails to reach out to the Townspeople, might be a good idea.
 - Data gathering to see what is important to people and what their expectations are.
 - Rick recalled that they had discussed the idea of having a public forum for people to speak after the survey has been completed.
 - Michelle mentioned that she could reach out to other communities about their Master Plan.
 - Maybe start with Laurie Connors given her connection to other Planners.
 - CMRPC
 - Rick suggested Shrewsbury was a good community to reach out to.
- **The next Financial Management Planning Committee Meeting has not been scheduled yet, committee members should bring calendars.**
 - Since several committee members were not present, we discussed the next meeting as remaining on a Thursday at 4:30, but Rick would e-mail the members as to which Thursday in June would work.
 - Rob suggested a meeting tool for this purpose.
- **Meeting adjourned at 4:59 p.m.**

Respectfully submitted,
 Katie Lavallee, Financial Management Planning Committee Clerk

Approved:










