

# FINANCIAL MANAGEMENT PLANNING COMMITTEE MEETING

## Regular Session

**Date:** July 15, 2015  
**Present:** Rick Bedard, Bernie Plante, Kevin Plante and Katie Lavallee  
**Time:** 8:30 a.m.(not recorded)  
**Location:** Superintendent's Conference Room, Superintendent's Office  
12 Martin Street, Millbury MA

TOWN OF MILLBURY  
15 AUG 14 PM 4:18  
MILLBURY, MASS

- 
- Meeting was called to order by Rick Bedard at 8:39 am
  - **Acceptance of Meeting Minutes** of June 18, 2015
    - Signed minutes
  - **Discussion of the current Town of Millbury Master Plan** (*Town Planner Laurie Connor joined us for this discussion*)
    - Laurie Connors, Town Planner began by discussing the Town's Master Plan
      - Mandated and recommended through Massachusetts General Laws (handout given highlighting Section 81-D)
      - These were commonplace in the 1960's, not updated again until the 1990's
      - Serves as a "blueprint" for action/vision of a community
        - Articulates where is today and where it wants to be in 10-20 years and how to get there.
      - Describes physical development such as
        - Housing
        - Economic development
        - Transportation
        - Open Space
        - Recreation
        - Municipal Facilities
        - Infrastructure
        - Schools
        - Capital Improvements
      - Develops strategy for balance of interests in the community.
        - For example environmentalists vs, pro-business
        - Peoples interests that may be quite different; need balancing
      - Addresses topics such as:
        - Most important areas to preserve
        - Best areas for housing
        - Best economic development
        - How to improve infrastructure to facilitate preservation
      - This may be the most important document that a community has
        - Planners rely on the Master Plan to help in their job. Look at it to guide in what to do such as long range planning and initiating or changing bylaws/regulations.
          - Laurie was surprised that the Casino did not pass based on the Master Plan we currently has in place (from 1998).
          - Also surprised at Town Meeting that downtown improvement bylaws were not accepted. Based on the Master Plan it seems they would be passed favorably.

- In the process of compiling a Master Plan, there are forums held and workshops in the visioning process.
- Currently have 10k (Article) to get the ball rolling for our new Master Plan.
  - Very small portion
  - Anticipate beginning this fall in the visioning process (can't be too far ahead of Town Meeting – funding).
- Laurie recently reached out for quotes and the range seems to be 90,000- 120,000 to have a decent product (though it could go as high as 200,000)
  - Phase in – ask for ½ in FY17 and ½ in FY18
  - Since Laurie has previously worked on Open Space documents, that section should save some money that we can use on areas such as Economic Development.
- Laurie mentioned holding a public hearing on zoning package and only had a few people show up who were in favor of the changes.
  - Difficult, stumble without input or slants to help bylaws or changes pass at Town Meeting.
  - Need input to make changes
  - This is why the public outreach may be the MOST IMPORTANT component of the development of a Master Plan.
    - They will bring in professionals who are skilled at getting information from people without incorporating their own viewpoint.
- May have the visioning in the fall performed by the same company that worked on the last Master Plan, then go out to bid once funding is secured. (Planners Collaborative that is now called The Collaborative out of Boston).
- CMRPC may be involved in helping with the mapping component of the Master Plan since they already set up our Town maps)
  - Should be less expensive if they don't have to re-create the wheel.
- Questioned about sharing information from departments - Finance information from CAFR?
  - Our committee would be involved in the Capital improvement section of the Master Plan,
  - DPW and Selectman would likely be involved in the transportation component.
  - Planning and Housing would likely be involved in the housing component.
- Times have definitely changed since our last Master Plan.
  - Millbury is a different Town, Millbury has become hot where it wasn't previously.
    - Laurie noted that when she started with the Town she was very busy, then there was a crash, now it is busy again.
  - Open Space is now gone that was there when Plan was written
  - Sewer Expansion has opened up possibilities
  - Office space is now less needed (many vacant office parks in surrounding community) More telecommuters than there were 20 years ago.
  - Shoppes were envisioned but not in existence yet.
  - GIS Mapping has improved by leaps and bounds
  - Technological advances
  - Route 146 and Bike Path completed
  - Schools have been renovated (other than Shaw)
  - Library has had an addition
  - Family structure is changing

- Opinion of current Master Plan
    - Middle of the road
    - Can create document in-house and it would not be very good
    - Current plan cost 60k which was cheap even back then
  - Rick asked Laurie whether not having an updated Master Plan negatively impacts the grant process.
    - It does to some degree
      - There is a point system within the grant process where points would be given for an updated Master Plan so we just don't receive those points.
      - She will use the Open Space document when she can and not even bring up the Master Plan.
  - Rick asked about working together in developing the new Master Plan (once funding is in place).
    - Laurie envisions beginning procurement next summer with further visioning that fall.
    - A consultant will contact us as a committee, we would be heavily involved in the Capital Improvement section
    - School committee would be heavily involved in the school portion.
    - The consultants would listen to everyone and come forward with balanced, impartial recommendations.
  - Planning Board is very interested in moving this project along.
    - Only reason it hasn't gone forward is financial (no funding).
    - Should be updated every 10 years.
- **Discussion of Capital Budget and Staffing Requests sent to Department Heads**
    - Will update cost of Master Plan. Currently have it as 25k for two years, should be changed to 50 k for two years
    - Need to find out how much money (on average) we have to work with for these projects.
      - Some are already in the budget as Capital Outlay
      - Some are funded by Free Cash
      - Some should be funded by borrowing
        - Should ask the Manager to come in to speak about this since he puts the budget together and also ask his opinion of priorities.
          - Katie will ask Manager to come to next meeting.
    - Rick mentioned the ADA ramp for the Asa Waters bandstand that the Town manager had added to his capital request.
      - This has been brought up by the Disability commission to the Friends of the Asa Waters at least a year ago, now it is in the Manager's radar.
      - Bernie mentioned how the Disability commission also wanted 2<sup>nd</sup> floor access to the Mansion which is not possible to add an elevator so they have made accommodations with video/pictures.
    - Rick asked if we want dept. heads to come in individually then have public hearing.
      - Bernie agreed with that approach.
      - Laurie has essentially presented her budget which was the Master Plan
      - Having the Manager in next will give his presentation
      - 2-3 dept heads per meeting for smaller budgets
      - Meet with DPW and School individually
    - Kevin asked about school items and if Gale Associates item (#16) passed whether we would need #11 (bleachers).
      - Rick said no, but his first priority are Elmwood's boilers (#3 on list)

- Similarly wouldn't need some items if a new Shaw is built, but security is a must (#2 on list) and security systems are getting less expensive.
  - Rick may be able to fund this this summer.
- **Discussion on possible FMPC Public Hearing in the fall.**
  - After dept heads present their budgets
- **Any other business not reasonably anticipated**
  - None
- **The next Financial Management Planning Committee Meeting**
  - Decided upon August 13<sup>th</sup> 8:30 am at the Superintendent's Conference Room
- **Meeting adjourned around 9:45 a.m.**

Respectfully submitted,  
Katie Lavalley, Financial Management Planning Committee Clerk

Approved:

Katherine M Lavalley

Robert D. Smith

Kevin Skene

D. Bedard

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_