

FINANCIAL MANAGEMENT PLANNING COMMITTEE MEETING
Regular Session

Date: December 8, 2015
Present: Rick Bedard, Michelle Desorcy, Donald Desorcy, Kevin Plante, Bernie Plante, Rob McNeil and Katie McKenna.
Time: 3:30 p.m.
Location: Town Hall, Large Conference Room
127 Elm Street, Millbury MA

- Meeting was called to order by Rick Bedard at 3:38 p.m.
- **Acceptance of Meeting Minutes:**
 - November 10, 2015
 - All in favor and signed
- **Discussion about the Town's FY 2017 Capital Project Listing--DRAFT (Form A).**
 - Rick read the recently received additional Capital Project request from the Finance Department for Other Post-Employment Benefits (OPEB) which is required biannually. The cost is about \$8,000 and was last approved at the May 2014 Town Meeting. .
 - Rick also mentioned that he is waiting for another request from Planning and Development.
- **Debrief regarding Public Information Meeting that took place on November 16, 2015.**
 - Don found the lack of interest disappointing, as did others.
 - Rob brought up the downtown meeting coming up on 12/10/15 and that he's mentioned the lack of support we had which received no reaction.
 - Seems to be a lack of interest in public sessions
 - Due to busy schedules; it may make sense to have alternative suggestions for outreach
 - Basketball on Saturday mornings at Shaw and Elmwood Schools.
 - People there from 9-3
 - Could set up foam boards of the Capital Project listings along with the survey, maybe the shock value of the projects will encourage people to complete the survey.
 - Traveling boards could go to library, senior center, etc.
 - Bernie mentioned how he's received complaints from townspeople, but then townspeople don't respond to outreach which is disappointing; especially when a committee puts so much time and work into a project. We really need people to help develop the Town.
- **Discussion about Public Survey.**
 - Paramount to get the questions out there, but need to narrow them down.
 - Michelle mentioned that we need to be careful with which questions we use as not to lead the responder down a certain path.
 - 23 questions in total were submitted by committee members
 - Should keep survey short with only about 10 questions.

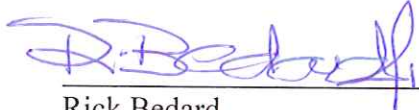
MILLBURY, MASS.
16 FEB 11 PM 4:18
TOWN CLERK

- Focused attention to question number 15 on the list of 23 potential survey questions.
 - This listed about 30 public and private services of which we would like to know how people rank them in importance.
 - People may not realize some of these services exist or may think some are municipal that are not.
 - People complain about expensive sewer bills but they pay for their smart phones, so this question is geared to show how people prioritize these items and more.
 - Will get a lot of information out of this one question without a lot of work.
 - Should rank each service on a scale of 1-4 (of importance)
 - Don suggested having 4 or 5 items for each dept to see how the results lean more to one group or another.
 - Adding traffic signals, voting equipment, lakes and ponds and community planning to the list.
- Avoid questions that are too direct.
- Questions 22 and 23 are important and we are keeping
 - May need to add to question 23 to distinguish between debt exclusion and Prop 2 ½. Where debt exclusion is temporary and Prop 2 ½ is permanent.
- Opening paragraph to survey would explain the goal of the committee and next paragraph would contain a link to the capital request list.
- Keeping questions 1-4 but changing to a “yes” or “no” response.
- Keeping number 5 regarding attendance of Annual Town Meeting
 - This is to see if we have the same audience as Town Meeting or if we reached a broader sample.
- Keeping number 8, using ranges of years lived in Town.
 - Could be interesting to see responses
- Adding a comment box to the survey may be helpful too.
- Michelle will narrow down the survey
- Kevin will have Kate Vokes (school) work with survey (getting it online)
- Rob will work on the opening paragraph.
- Discussion of distributing survey
 - Ideal to mail survey
 - Put in sewer bills (this targets specific group)
 - E-mail
 - Cable Access channel
- Discussion of timeline of survey
 - Holiday time is not likely to get much response
 - Release as soon as it’s ready and leave open for 30 days (well into January)
- **Discussion about next steps for report submittal to Town Manager.**
 - Report to Town Manager by December 31 each year
 - Survey is the last piece and won’t be ready by then.
 - End of January shooting for now.
 - Overlap potential in projects (such as carpeting or paving for multiple buildings) – may want to note that in our report.
 - Don asked whether we present what we are given or prioritize
 - Need to have survey results and projects as given
- **Any other business not reasonably anticipated.**

- None
- Next FMPC meeting is not scheduled .
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- Meeting adjourned 4:42 PM.


Respectfully submitted,
Katie McKenna, Financial Management Planning Committee Clerk

Approved:

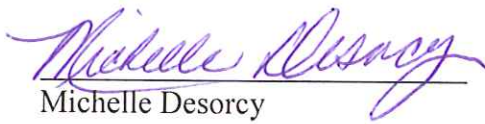


Rick Bedard

Rob McNeil



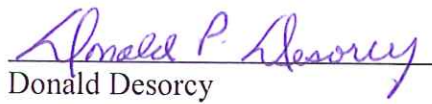
Kevin Plante



Michelle Desorcy



Bernie Plante



Donald Desorcy

Katie McKenna