

Town of Millbury

**FINANCIAL MANAGEMENT PLANNING COMMITTEE MEETING
MINUTES
Municipal Office Building, Selectboard's Conference Room
127 Elm Street**

**November 8, 2017
3:00PM**

**Present: Jon Adams, Kevin Plante, Rick Bedard
Attendance: Andrew Vanni**

- Reorganization: Nominations for Chairperson and Clerk

Mr. Bedard opened the meeting and introductions were made. Mr. Bedard asked for nominations for FMPC Chairperson. Mr. Plante made a motion for Mr. Bedard to continue as Chairperson, seconded by Mr. Adams. All in favor, 3-0. There was a discussion about the Clerk position but no action was taken. Mr. Bedard stated the Ms. Davolio said that Mr. Andrew Vanni, the new Finance Director, would become an official member of the committee after the November 14, 2017 Selectboard vote. She also thought Katie McKenna would be staying on as a member and that Michelle Desorcy would be resigning. Mr. Adams suggested that the new DPW Director become a member of this committee, just as Mr. McNeil was in the past. He said he would follow-up on that and make a recommendation at the November 14, 2017 Selectboard meeting.

- Review the 10-6-17 Revision to the Open Meeting Law regarding Timely Approval of Minutes

Mr. Bedard reviewed the new Open Meeting Law information that he received from the Town Clerk regarding the timeliness of processing meeting minutes.

- Discussion regarding purpose of the FMPC and re-starting the committee.

There was a discussion regarding the purpose of the FMPC and what were the goals for this year. Committee members decided they wanted to concentrate on the Capital Budget Requests. The FMPC would not be asking department heads for Staffing Requests. Mr. Plante inquired about prioritizing the capital requests. Members agreed to present the requests to the Town Manager, as requested. However, Mr. Adams recommended that capital items that absolutely need to be done during a specific year could have an asterick next to the amount.

- Capital Budget Request Forms: Form A Summary Sheet and Form B Detail Request

It was decided that department heads should include requests of \$10,000 or more. These will be requests for FY 2019, potentially voted at the May 2018 Annual Town Meeting.

- Possible FMPC Memo to MPS and Town Department Heads

The committee decided to issue the requests and give department heads thirty days (30) to submit to Andrew Vanni. The goal is to have the requests back by the December holiday break. Mr. Bedard offered to update the blank forms and cover memo. The blank forms and the memo would be sent to department heads along with the last summary from FY 2017. Mr. Adams volunteered to help distribute the requests through the Town Manager's Office.

- Any other business not reasonably anticipated.

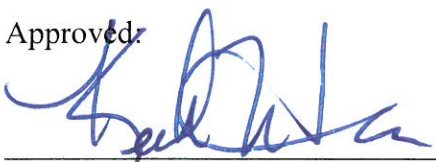
No other business.

- The next Financial Management Planning Committee Meeting has not been scheduled yet. Please bring your calendars.

The next FMPC Committee was scheduled for Wednesday, December 20, 2017 at 3PM at Town Hall.

Respectfully submitted,
Richard G. Bedard, Jr.
Financial Management Planning Committee Chair

Approved:









- Packet: DRAFT FMPC Memo
Form A: Last Version
Form B: Sample