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MILLBURY, MASS.

Town of Millbury

**FINANCIAL MANAGEMENT PLANNING COMMITTEE MEETING
MINUTES**

**Municipal Office Building, Selectboard's Conference Room
127 Elm Street**

**December 20, 2017
3:00PM**

Present:

Jon Adams, Rick Bedard, Andrew Vanni, Chief Don Desorcy and Keith Nastasia

- Approval of the November 8, 2017 FMPC Meeting Minutes

Mr. Vanni made a motion to approve the minutes of November 8, 2017, seconded by Mr. Adams. All in favor, 4-0. Chief Desorcy abstained.

- Capital Budget Request Forms: Form A Summary Sheet and Form B Detail Request Submittals from Department Heads, possibly schedule meetings.

Mr. Vanni submitted to the FMPC Form A and Form B forms on behalf of the following municipal department heads that responded to the committee's request: Town Clerk, Assessors, Council on Aging, Police, Library and Planning. Mr. Vanni did not think there would be a request coming from the Fire Department. Mr. Nastasia said his DPW/Sewer requests would be submitted shortly. He was in the process of reviewing all the previous requests and the current needs. Mr. Bedard stated he would send to Mr. Nastasia what the DPW had requested in the past. Mr. Vanni also stated that he did not anticipate requests from Finance and IT Departments at this time. It was also mentioned that Mr. Vanni would check to see if there should be any requests for the upkeep of the Municipal Office Building.

Mr. Bedard submitted capital requests on behalf of the School Committee. He state that they were marked "Draft" because the School Committee would be reviewing later that day.

The capital request submittals were reviewed and discussed. Some items were carryforward items from the last submittal a couple of years ago. Chief Desorcy and Mr. Bedard reviewed in detail their requests for Police and School, respectively. They paid particular attention to the items listed under FY 2019.

At this time, the committee did not see a need to request Department Heads to attend a FMPC meeting.

There was a discussion about if and how to prioritize the complete listing of projects. The FMPC did not prioritize during the last submittals. It was decided that anything that is "Mandatory" for that particular year should be marked with an "M".

Mr. Nastasia agreed to have his submittals to the committee by the next FMPC meeting.

Mr. Vanni agreed to compile a complete listing of all the capital requests.

- Any other business note reasonably anticipated.

No other business discussed.

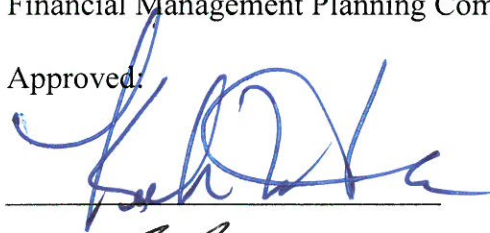
- The next Financial Management Planning Committee Meeting has not been scheduled yet. Please bring your calendars.

The next FMPC Committee was scheduled for Tuesday, January 16, 2018 at 4PM at Town Hall. Note time change.

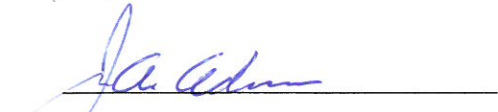
At 4:35PM Chief Desorcey made a motion to adjourn, seconded by Mr. Nastasia. All in favor, 5-0.

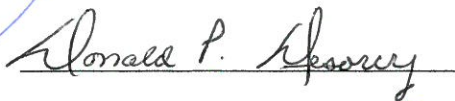
Respectfully submitted,
Richard G. Bedard, Jr.
Financial Management Planning Committee Chair

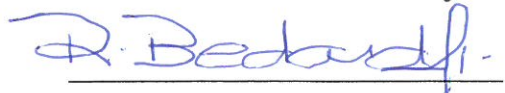
Approved:











- Packet: Form A: Departmental Submittals
Form B: Departmental Submittals