

**Financial Management Planning Committee Meeting
REGULAR SESSION
Minutes**

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MILLBURY, MASS.

Date: October 25, 2012

Present: Mr. Brian Turbitt, Mr. Kevin Plante, Mrs. Michelle DeSorcy, Mr. Bernie Plante, and Mr. Richard Bedard

Absent: Police Chief Mark Moore, Mr. Robert McNeill

Time: 4:30PM

Location: Millbury Town Hall Conference Room

Call to Order:

Mr. Turbitt called the meeting to order at 4:30PM.

Mr. Turbitt asked for a motion to accept the Financial Management Planning Committee minutes from October 11, 2012.

Mr. K. Plante made a motion to accept, Mr. B. Plante seconded. All in favor 5-0.

Mr. Bedard handed out the Capital Planning Form A and Form B he adapted for the Town of Millbury. Form A, the department summary page, has been entered into Excel instead of Word. All agreed the two forms can be used in the current format.

Mr. Turbitt reiterated for those not at the last meeting that Mr. Spain has given the FMPC another six months to have a final report. The due date is now October 2013.

Mr. Turbitt discussed the process of asking department heads to project out the salaries over the next ten years. He recommended that we ask the department heads to project out their personnel needs by position. In most cases, the salaries take up a large portion of the departmental budgets. Supplies and purchased services can be calculated with an agreed upon inflation factor. Mr. Turbitt will be drafting a letter to department heads in which he will be asking for the capital requests and the future personnel needs. Mr. Turbitt said Mr. Spain has already discussed this with town department heads. The expectation is that department heads will respond to any requests from the FMPC.

There was a general discussion on using similar assumptions for supplies and purchased service increases over the course of time. Mr. Turbitt and Mr. Bedard will look into a yearly adjustment percentage and make a recommendation to the FMPC.

Mr. Turbitt said that Mr. Roselli from the auditing firm of Roselli and Clark is assisting him with the revenue projects. Mr. Roselli offered to complete the task for the first year, at no cost to the town.

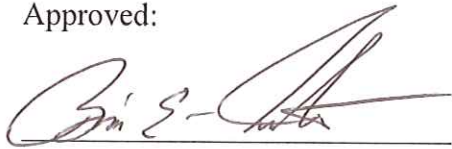
Mr. Turbitt began a discussion on when to have our next meeting and how to schedule them in the next few months. He recommended that we do not meet for a while as we wait for the information to be returned from the department heads.

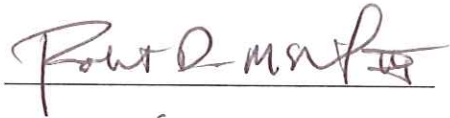
He recommended that the next meeting be Thursday, December 6, 2012 at 4:30PM. All agreed to the meeting schedule.

Mr. Turbitt asked for a motion to adjourn the meeting at 4:55PM. Mrs. DeSorcy made the motion to adjourn, seconded by Mr. B. Plante. All in favor (5-0).

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

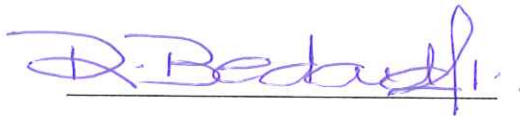
Approved:











Items in Packet:
Town of Millbury's Sample Template for Capital Planning: Form A and Form B