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**FINANCIAL MANAGEMENT PLANNING COMMITTEE MEETING**  
**Regular Session**

**Date:** June 18, 2015  
**Present:** Rick Bedard, Kenny Howell, Michelle Desorcy, Rob McNeil and Katie Lavallee  
**Time:** 4:30 p.m.  
**Location:** Millbury Town Hall Large Conference Room

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- Meeting was called to order by Rick Bedard at 4:30 pm
- **Acceptance of Meeting Minutes** of May 7, 2015
  - Signed minutes
- **Discussion of Capital Budget and Staffing Requests sent to Department Heads**
  - Katie updated the committee by passing out consolidated worksheets of the capital and staffing requests that were received from the department heads. Only one department didn't respond to the requests.
  - After briefly looking at the information it was decided that we would all need more time to review the information.
  - The Chief pointed out that his capital requests included items that would be unnecessary if the Public Safety Complex is built.
    - Reviewed the Fire Dept requests and saw that at least one of their items would not be required if the complex is built.
  - Rick brought up similar points with the School requests.
    - All the Shaw School requests would be unnecessary if a new school is built
      - Replacement of Shaw School estimate is listed as 26,000,000 which Rick explained was a rough estimate only based on an average of other completed projects listed on the MSBA website.
    - Similarly the Athletic requests would not be necessary if the "Gale Project" took place. This project consists of a new track, synthetic turf, new football and baseball fields. There is more information on the Town's Athletic website.
      - Rob asked about the Windle Field project.
        - Rick responded that this was about a 10 year old plan with 2-3 phases and would be trumped by the Gale Associates project.
        - Rob mentioned that the sewer force main runs through Windle Field, that's why he asked.
  - Rob brought up the need for learning what the residents are interested in.
    - Master Plan will help with this – should help map out all these requests and maybe more.
      - Michelle brought up the Master Plan under the Planner's Capital request. We should look at the current Master Plan.
        - Rick asked to see if we could ask to see the Master Plan or a summary of it from the Town Planner.

- Michelle thought it might be on the website, but most of the committee had never seen it, Rob said he has glanced at it before and his understanding is that it is a self-supporting stand-alone document based on Town participation.
- Katie didn't have any further information on this as the Planner did not respond to our requests and this information was what was given to the committee before.
- Rick would like to know more how the Master Plan fits in with what we are trying to accomplish as a committee.
  - According to his notes from before, the Town Planner had said the current Master Plan was about 15 years old and that was a year and a half ago.
- Will ask Town Planner to attend our next meeting to discuss this.
- Some goals or objectives
  - To prevent the departments from competing for their requests.
  - Less reliance on Free Cash for Operating costs,
  - Considering what is available for the request taking into consideration debt and generally how much is available for Capital requests currently.
- **Follow-up discussion from the Board of Selectmen's presentation by R. Bedard on May 26, 2015.**
  - Rick presented information to the Selectboard on May 26, 2015 about the committee.
  - He conveyed mainly a timeline to them including how we are putting together all the information from department heads, then we will meet with department heads in the fall, hold a public hearing (which should help us get an idea of the Public's opinion), then present back to the Selectboard in the fall and having information for the Town Manager by December 31<sup>st</sup>.
- **Any other business not reasonably anticipated**
- **The next Financial Management Planning Committee Meeting has not been scheduled yet, committee members should bring calendars.**
  - Discussion whether we would hold another meeting before meeting with Department heads.
    - Decided we should have another meeting first and have the Town Planner in to go over her thoughts on the Master Plan.
    - Katie will talk to Laurie about a couple dates mentioned and report back to Rick so we can set a date for the next meeting.
    - Also discussed that daytime (maybe first thing in the morning) might work better for meetings.
- **Meeting adjourned around 5:10 p.m.**

Respectfully submitted,  
Katie Lavalley, Financial Management Planning Committee Clerk

Approved:

Kathleen McGowan

E. B. [Signature]

Kevin [Signature]

D. Bedard

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