

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

Date: March 28, 2013

Present: Mr. Brian Turbitt, Mr. Rob McNeil, Mr. Bernie Plante, and Mr. Richard Bedard

Absent: Police Chief, Mr. Kevin Plante, Mrs. Michelle DeSorcy

Time: 4:55PM

Location: Millbury Town Hall Board of Health Office

Call to Order:

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TOWN CLERK
MILLBURY, MASS.
13 MAY 20 AM 11:23

Mr. Turbitt called the meeting to order at 4:55PM.

Mr. Turbitt asked for a motion to accept the Financial Management Planning Committee minutes from January 3, 2013.

Mr. Bedard made a motion to accept, Mr. B. Plante seconded. All in favor 4-0.

Mr. Turbitt handed out copies of Form A, B and C for the following departments:

- Fire Department
- Treasurer/Collectors Office
- Town Clerk's Office
- Council on Aging
- Millbury Public Library
- Department of Public Works

Mr. Turbitt stated he has the Assessors Office forms in his possession and will just need to copy and distribute to the FMPC. He also said he is expecting forms to be submitted from the Police Chief, Building Inspector, Town Manager, School Department and his office.

It was agreed that we would try to have all the forms submitted for the remaining departments by the end of the April vacation, April 19, 2013.

Mr. Turbitt briefly reviewed the department forms that have been submitted. He said he was quite impressed with how the department heads took the assignment seriously and put a lot of thought into the process. Many of the submittals are very thorough and will give the town a better understanding of the departmental needs.

Mr. Turbitt explained that the "x's" under Current in Form C represent the current staffing levels.

The FMPC discussed and then agreed to meet with each department head to more fully understand their requests. The Finance Director, School Business Manager, DPW Director and Police Chief are all represented on the FMPC and can make their department's presentation. The other department heads will need to attend a FMPC meeting. It was suggested that we meet with two department heads per meeting.

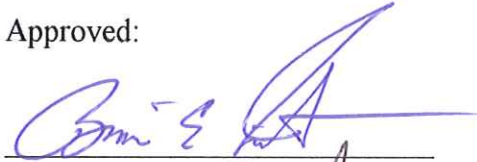
Mr. Turbitt stated that he asked department heads to submit equipment requests even though they might not reach the threshold of a capital expenditure. Mr. Bedard stated the school department has a Capital Improvement Plan. He is looking to include major projects on Forms A and B but will also include all of the Capital Improvement Plan. An amount of \$25,000 was discussed as a threshold for capital expenditures.

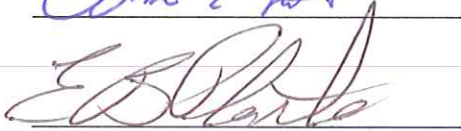
It was recommended that the next meeting be Thursday, April 25, 2013 at 5:00PM. All agreed to the meeting schedule.

Mr. Turbitt asked for a motion to adjourn the meeting at 5:15PM. Mr. McNeil made the motion to adjourn, seconded by Mr. B. Plante. All in favor (4-0).

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

Approved:







Items in Packet: Forms A, B and C for Fire Dept, Treasurer/Collector, Town Clerk, Council on Aging, Public Library and Dept. of Public Works