

Financial Management Planning Committee Meeting
REGULAR SESSION
Minutes

Date: May 23, 2013

Present: Mr. Brian Turbitt, Mr. Kevin Plante, Mrs. Michelle DeSorcy, Mr. Bernie Plante, Mr. Richard Bedard and Mr. Rob McNeil (during his presentation)

Time: 4:30PM

Location: Millbury Town Hall Board of Health Office

Call to Order:

Mr. Turbitt called the meeting to order at 4:46PM.

Ms. Jayne Davolio, Millbury Town Clerk, was in attendance to present her Capital Requests (Forms A and B) and Staffing Projections (Form C). FMPC members had the Town Clerk information from a previous packet handout.

For additional staffing, Ms. Davolio stated that eventually she would like to have the Head Clerk position back to full-time increasing the hours from 19 hours per week to 35 hours per week. Ms. DeSorcy inquired why the increase in hours would be needed. Ms. Davolio stated the following tasks are requiring more work of the Head Clerk: Open Meeting Law Records, counter desk assistance, genealogy requests and more fish and game licenses being done at Town Hall. She stated that fish and game licenses can be done on-line, though; many pay in person because there is no service fee charged.

Ms. Davolio said there are many maps and pictures in the vault that need to be inventoried.

Ms. Davolio discussed the three year certificate program for Town Clerks. It is entitled Massachusetts Municipal Certificate and cost \$850 per year. It is part of the International Institute of Municipal Clerks. She is very interested in the program.

A new time clock is needed for posting acceptance of documents. In addition, Ms. Davolio discussed the procedures for dog licensing permitting. She stated that with a better licensing tracking program the town could pursue more unlicensed dogs reaping additional revenue.

Ms. Davolio stated the town's 100 Voting Booths were purchased in 1986 and have panels that are falling down and in disrepair. The new ones she has requested should last twenty years. There are four voting precincts in Millbury. All voters go to Millbury High School. Voting booths are stored at Millbury High School. The voting booth purchase can be split into multiple years.

Equipment Carts are needed for the voting booths. Specifically, 20-30 voting booths can be stored on each cart. Millbury would need 4 carts for the new voting booths.

Ms. Davolio discussed the need for the codification of the by-laws. It was in the budget FY 2000, then taken out. The 2011 cost of \$15,950 she received to re-codify was just for general by-laws, not zoning by-laws. This would provide one book with all the records. It would also be available on-line. It would be a tremendous resource to the townspeople and reduce the risk of errors. There are many years worth of by-laws that are not codified.

Mr. Rob McNeil, Millbury DPW Director, was in attendance to present his Capital Requests (Forms A and B) and Staffing Projections (Form C). FMPC members had the DPW (including Sewer Commission) information from a previous packet handout.

Mr. McNeil discussed some of the changes that he implemented over the last few years since the time he took the Millbury DPW position. Specifically, he demoted the Deputy to Highway Foreman and hired an Operations Manager. He stated he currently has ten full-time employees with one out on injury. His clerk has not been replaced since soon after he got here. He is working on a full Strategic Plan for the DPW.

For staffing projections, he would like to add three additional staff members. Specifically, he would like to add two equipment operators and one clerk.

Mr. McNeil discussed some of the many requirements relating to his work such as ADA compliance, roadway cut-ins and DigSafe. Ms. DeSorcy asked about previous DPW staffing cuts. Mr. McNeil stated he is not sure about previous staffing levels but has reviewed the town's requirements and feel his recommendations reflect that need.

Mr. McNeil stated the increase in staffing is needed for some projects that are not getting done such as updating of signage, parking space painting, crosswalk painting, catch basin cleaning and some sweeping. Nine to ten college kids help in the summer but it is not enough.

Mr. McNeil stated that the Sewer Department currently has three operators and one clerk. There is a need for additional staffing for the pump operation. There is no treatment plant.

The DPW is also looking at ways to generate revenue including its own storm water lab and an anaerobic digester plant for garbage waste. The digester plant breaks down material. There is the possibility of some grant money available through the Mass. CEC.

Some FMPC members had to leave the meeting so it was decided that Mr. McNeil would continue his presentation of capital items at the next FMPC meeting.

The next meeting will be Thursday, May 30, 2013 at 4:30PM.
All agreed to the meeting schedule.

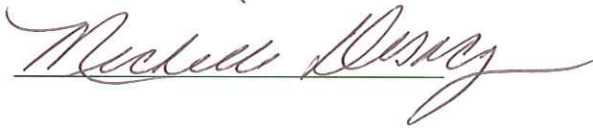
Mr. Turbitt asked for a motion to adjourn the meeting at 6:00PM. Mr. Bedard made the motion to adjourn, seconded by Mr. B. Plante. All in favor (5-0).

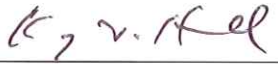
Respectfully submitted,
Richard G. Bedard, Jr.
Financial Management Planning Committee Clerk

Approved:

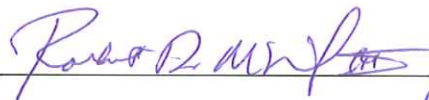














Items in Packet: Forms A, B and C for Millbury Town Clerk and Millbury DPW