

Meeting Agenda - Minutes Worksheet

Team Name: Mendon Upton Multi-Board
 Meeting Number: #2012/13-03
 Date, Time, Location: Thursday, 27 September 2012 // 7:00pm // Nipmuc Regional HS, 3rd Floor, PDC Room, 90 Pleasant Street, Upton, MA
 Meeting Purpose: Regular Business
 Facilitator: Ken Picard
 Attendees: Bob Fleming, Joan Shanahan, Leigh Martin, Heather Applegate, Jim Brochu, Mike Goddard, Willem Angenant, Jon Calianos, Chris Russo, Kathleen Drennan, Joe Maruszczak,
 Minutes Approved: **Thursday, 18 October 2012**

Agenda Item / Topic	Presenter	Discussion / Conclusion	Action / Responsibility
Call Meeting to Order / Review the Agenda	K. Picard	The meeting was called to order at 7:05 PM. The agenda was reviewed and no changes were made.	
Approval of Previous Meeting Minutes	K. Picard	A motion was made to approve the previous meeting minutes. The motion was seconded. The motion was voted; approved unanimously	Ken will submit the meeting minutes to both Town Clerks and the MURSD for the public record. Ken will also submit meeting minutes to team membership.
Mission Statement	K. Drennan	<p>A draft mission statement was submitted by Kathleen and Mike to the team for discussion. Note the attached exhibit.</p> <p>The discussion revolved around the team being only a recommending entity that will explore continuous improvement of services provided by the regional school districts and the towns. It was also recommended that the bullet points be removed from the mission statement and added to the team's action plan.</p> <p>A motion was made to approve the mission statement; <u>"The Mendon-Upton Multi-Board is committed to fostering collaboration among members of local governing boards to explore innovative opportunities to optimize the delivery of public services in a fiscally responsible manner."</u> The motion was seconded. The motion was voted; approved unanimously.</p> <p>After the vote, the team felt it is important to provide the public with the team's mission statement.</p>	<p>Ken will contact the Town Clerks and RSD to get the Multi-Boards mission statement on their respective web pages.</p> <p>Ken will include the mission statement as a header/footer on Multi-Board correspondence.</p>

<p>Towns' Budget Overview / Projections</p>	<p>J. Shanahan, UFC & M. Goddard, MBoS</p>	<p>Joan submitted and provided narrative to the team of Upton's FY2013/2014 budget calendar and possible major upcoming town expenses. Note the attached exhibit.</p> <p>Mike submitted for Rich Schofield a flow chart for the Mendon budget process. Note the attachment. Rich was unable to attend the meeting and discussion was postponed to an unscheduled date in the future. Note the attach exhibit.</p> <p>The team discussed the importance of sharing the towns' and MURSD capital and strategic planning documentation to possibly optimism and integrate services while reducing financial impacts to the Towns.</p> <p>Joe thanked Blythe Robinson, Upton Town Manager, for her assistance with providing her expertise on the public bid process for the MURSD snow and ice removal.</p> <p>Joe also thanks Jim Brochu for his assistance providing information about a internet public surplus bid site.</p>	<p>The team will share and review the Upton's and Mendon's capital plans at the next meeting in October.</p> <ul style="list-style-type: none"> • Jonathon C. will present for Upton. • Mike G. will present for Mendon. <p>The team will share and review the MURSD capital/strategic plans at future meeting in November; T/B/D.</p> <ul style="list-style-type: none"> • Joe M. & Kathleen D. will present for the MURSD.
<p>Multi-Board Action Plan</p>	<p>K. Picard</p>	<p>Ken submitted a blank action plan for the team to specify areas of focus, specific plans, expected outcomes, and time frames.</p> <p>After much discussion the team created a draft action plan with four areas of focus. The team will continue to define the fields in the matrix.</p> <p>Note the attached exhibit.</p>	<p>Ken will fill in the draft action plan and submit to the Team for discussion at the next meeting in October.</p>
<p>Additional Organization</p>	<p>K. Picard</p>	<p>Ken requested the team appoint a vice chair to work with him on meeting minute accuracy and action plan follow through.</p> <p>A motion was made to appoint Mike Goddard as Vice Chair to the Multi-Board team.</p> <p>The motion was seconded.</p> <p>The motion was voted; approved unanimously.</p> <p>Ken requested the team consider inviting the Blackstone Valley Regional Technical Vocational School District to join the Multi-Board team. The BVTRSD has an elected school committee member from each town and has impact to both town budgets.</p> <p>The team agreed it could be mutually beneficial for BVTRSD to join the team.</p>	<p>Ken will prepare a letter of invitation and submit it to the Team for discussion and approval at the next meeting in October.</p>

Other Topics Not Reasonably Anticipated	Facilitator	No topics were discussed.	
<p>Next Meeting Look Ahead</p> <ul style="list-style-type: none"> • Location • Date & Time • Topics 	Facilitator	<p>The next meeting will be held at the Nipmuc PDC room on Thursday, 18 October 2012 at 7:00PM.</p> <p>Topics:</p> <ul style="list-style-type: none"> • Finalize Action Plan • Town Capital Planning Overview • Letter of invitation to State Legislators to discuss relief from State statutory requirements. 	<p>Ken P. will submit a draft action plan for team discussion.</p> <p>Jon C. will submit the Upton Capital Budget for team discussion. Mike G. will submit the Mendon Capital Budget for team discussion.</p> <p>Kathleen D. will submit a draft letter inviting our State legislator to a MU Multi-board meeting.</p>
Adjourn the Meeting	Facilitator	The meeting was adjourned at 8:15PM	Ken will submit draft meeting minutes to the Town Clerks and MURSD for the public record.