

Meeting Agenda - Minutes Worksheet

Team Name: Mendon Upton Multi-Board
 Meeting Number: #04-2012/13
 Date, Time, Location: Thursday, 18 October 2012 // 7:00pm // Nipmuc Regional HS, 3rd Floor, PDC Room, 90 Pleasant Street, Upton, MA
 Meeting Purpose: Regular Business
 Facilitator: Ken Picard
 Attendees: Mike Goddard, Jim Brochu, Ken Picard, Kathleen Drennan, Leigh Martin, Phil DeZutter, Heather Applegate, Chris Russo, Joe Maruszczak, Rich Schofield, Willem Angenent, Jon Calianos, Jon Graves
 Minutes Approved: **Approved Thursday, 29 November 2012**

Agenda Item / Topic	Presenter	Discussion / Conclusion	Action / Responsibility
Call Meeting to Order / Review the Agenda	Facilitator	The meeting was called to order at 7:03PM. The agenda was reviewed and a discussion item was added; RSD athletic field use.	
Approval of Previous Meeting Minutes	Facilitator	A motion was made to approve the previous meeting minutes. The motion was seconded. The motion was voted; approved unanimously.	Ken will submit the approved meeting minutes to both Town Clerks and the RSD for the public record.
Review Draft Action Plan. The first draft of the action plan will be submitted for review and comment.	K. Picard	<p>Resource Management The team modified the specific plan by adding the creation of a master chart of capital improvements. The team also modified expected outcomes and resources / timeframes needed by clarifying bullet points.</p> <p>Collaboration The team modified the specific plan and expected outcomes by adding bullet points of areas of interest and associated outcomes. The team also modified resources / timeframes needed by clarifying bullet points.</p> <p>Shared Opportunities The team modified the specific plan by adding the creation of a master chart of capital improvements. The team also modified expected outcomes and resources / timeframes needed by clarifying bullet points.</p> <p>Communication The team modified this section by clarifying bullet points. Note attached exhibit; Action Plan R2</p>	Ken will edit the action plan and submit draft 2 to the team for review and comment at the next meeting in November.

Mission Statement

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.

<p>Capital Planning</p> <p>Mendon and Upton Fin-Com will share with the team the towns' capital plans for review and comment.</p>	<p>J. Calianos M. Goddard</p>	<p>Upton capital plans were presented by Jon Calianos. Jon narrated both the extended debt chart and the capital improvement 5 year plan. Note the attached exhibit; Upton capital budget committee report.</p> <p>Mendon capital plans were presented by Mike Goddard. Mike narrated Mendon's financial management policies / objectives and a capital improvement 5 year plan. Note the attached exhibit; Mendon financial policies and CI plan.</p>	<p>Rich Schofield will create a spreadsheet and associated graph of both Town's capital plans to illustrate expenditures and timing.</p> <p>The RSD will submit their respective capital plans at a future meeting which will be integrated into the master illustration.</p>
<p>Invitation Letter to Legislators</p> <p>The first draft of an invitation will be submitted for review and comment.</p>	<p>K. Brennan</p>	<p>The draft letter was approved with a few minor edits; the letter will include areas of focus. The letter will be pasted to a Multi-Board letter template. Note the attached exhibit; Legislator invitation letter.</p>	<p>Ken will sign the letter when available and have forwarded by email and post.</p>
<p>Invitation Letter to BVRTSD</p> <p>The first draft of an invitation will be submitted for review and comment.</p>	<p>K. Picard</p>	<p>The draft letter was approved with two minor edits. The letter will be pasted to a Multi-Board letter template. Note the attached exhibit; BVT invitation letter.</p>	<p>Ken will sign the letter when available and have forwarded by email and post.</p>
<p>Other Topics Not Reasonably Anticipated</p>	<p>Facilitator</p>	<p>The team discussed the option of upgrading the RSD athlete fields with artificial turf and lights. The goal is to get more town(s) and club use of preexisting fields. It was suggested that funding sources could be from the Towns, RSD, and club usage. There was also discussion about the current usage rate of the athlete fields and if additional time was available.</p>	<p>The RSD will investigate and report back on current usage rates and how many time slots are available for additional usage.</p>

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<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, 29 November 2012 at 7:00PM.</p> <p>Topics:</p> <ul style="list-style-type: none"> • Dialog with legislators • Review action plan 	<p>Ken will post a meeting notice and agenda with the Town Clerks and RSD.</p> <p>Ken will forward the revised action plan for review and future discussion.</p>
Adjourn the Meeting	Facilitator	The meeting was adjourned at 8:32PM	Ken will submit the draft meeting minutes to both Town Clerks and the RSD for the public record. Ken will also forward the draft meeting minutes to the team membership.

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