

Minutes – Acton Finance Committee  
November 17, 2009, 7:30p.m.  
Room 204  
Town Hall

Pursuant to a notice duly posted with the Town Clerk and with a quorum of members present, the Acton Finance Committee convened at 7:30 p.m. on November 17, 2009 to review various matters.

**Members present for the meeting:** Herman Kabakoff, Chair, Mary Ann Ashton, Vice Chair, Bill Mullin, Clerk, Pat Clifford, Pat Easterly, Bob Evans, Steve Noone, Kent Sharp, Doug Tindal, Brandy Brandon, Associate Member and Karen Kucala, FinCom, Staff Liaison.

Chairman Herman Kabakoff called the meeting to order at 7:30pm.

**Public Participation**

None.

**Approval of Minutes**

A motion was made by Doug Tindal, seconded by Pat Clifford, to approve the minutes of the Finance Committee meeting held on November 10, 2009. The motion passed unanimously.

**Cost Savings Subcommittee**

Maryann Ashton and Steve Noone reported. Mr. Noone stated that the benefits and labor portions of the list had been carved out and he is writing the narrative which integrates the individual cost savings ideas. Ms. Ashton requested that each FinCom member identify his or her top 10 recommendations from the list. The following are the results of that process:

CS #	Initiative	No. of Votes
29	Consider regionalization of various functions (including emergency, education, more)	8
27	Combine Community Education and Recreation	6
28	Review school and town back office functions to see if combining, other streamlining opportunities exist	6
38	Reduce town/schools print and mailing 80% - e-mail items	6
9	Institute hiring freeze	4
<u>Not Evaluated List</u>		
6	Lower temperature in library (and all school and municipal buildings?)	5
7	Combine town and schools utilities contracts	4
8	Partner with Water District on retrofit of municipal buildings for water conservation.	4
9	Establish bus capacity (fuller buses = fewer buses)	3
18	Manage trash and recycling for schools in a better way for healthier and more cost-effective solution.	3

Discussion ensued about what to do next. Paulina Knibbe, Chair of the Board of Selectmen, and Sharon Smith-McManus, Regional School Committee Chair, each spoke encouraging continued involvement of the FinCom in the process going forward.

*Motion*

Mr. Mullin made the following motion, seconded by Ms. Easterly:

- 1) The FinCom shall request the Board of Selectmen and the School Committee to join the Finance Committee in a joint task group of 2 members from each board for the purpose of selecting, based upon the list of cost savings ideas, the business cases to continue to analyze and 2) that a business case can only go forward if it has a) an elected executive sponsor and a FinCom member, b) an assigned staff person.

The motion passed unanimously.

*Motion*

Mr. Mullin made the following motion, seconded by Mr. Sharp:

Maryann Ashton and Steve Noone shall be the FinCom's designated representatives to the Joint Task Group on Cost Savings Initiatives.

The motion passed unanimously.

Ms. Smith-McManus asked if Ms. Ashton could present the report of the Cost Savings Subcommittee to the School Committee on November 20. Ms. Ashton agreed. Ms. Knibbe asked if Ms. Ashton could come to the next Board of Selectmen meeting to formally request participation in the formation of the Joint Task Group on Cost Savings Initiative. Ms. Ashton agreed.

### **Report about Board of Selectmen's Meeting**

Ms. Clifford reported about the recent Board of Selectmen's meeting. The Board discussed the Cost Savings Subcommittee report and distributed it to staff. Also, the BoS made certain recommendations about CPC proposals, with particular focus on downscaling the request for the Windsor Street building.

### **Guidance for ALG Representatives**

Nothing new to report. Meeting is scheduled for tomorrow, November 18.

### **Committee Reports**

- Community Preservation Committee. Mr. Noone reported that the proposals were assigned to committee members.

### **Other Issues**

None.

### **Adjourned**

Mr. Sharp moved to adjourn (seconded by Ms. Clifford) and the meeting was adjourned sometime around 9:00 pm.

Respectfully submitted by William C. Mullin, Clerk.