

Minutes – Joint Cost-Savings Subcommittee  
Town Hall, Room 126  
December 22, 2009  
7:30 AM

Pursuant to a notice duly posted with the Town Clerk and with a quorum of members present, the Acton Finance Committee Subcommittee on Cost Savings convened at 7:30 a.m. on December 22, 2009 to review various matters.

**Members present for the meeting:** Finance Committee members Mary Ann Ashton and Steve Noone, Selectmen Mike Gowing and Terra Friedrichs, School Committee members Xuan Kong and Jonathan Chinitz, Town Manager Steve Ledoux, and Schools Superintendent Steve Mills.

Several members of the public were also present.

Mary Ann Ashton called the meeting to order. There was no public participation.

Mrs. Ashton distributed copies of the agenda and minutes from the December 15 meeting. Steve Noone moved to approve the minutes and Xuan Kong seconded. The minutes were approved unanimously, with Mr. Chinitz abstaining (not present at December 15 meeting).

Mrs. Ashton provided an overview of the process to date, and then provided a list of items designated as Category B – Service Reduction/Budget. Committee members discussed these with the Superintendent and with the Town Manager.

The group then moved on to a discussion of assignments for Category A. Each item required a sponsor from the relevant board (Board of Selectmen, School Committee, or both) and a Finance Committee member willing to work on the assignment. The results are presented in the table below. Town Manager Ledoux and Superintendent Mills agreed that they would assign a staff person(s) to each effort that had a sponsor.

A	27	Combine Community Education and Recreation	Gowing	Chinitz	Ashton
A	28	Review school and town back office functions to see if combining, other streamlining opportunities exist	Friedrichs	Kong	Noone
A - Prelim	30	Consider expansion of joint purchasing consortia for schools, town	Friedrichs	Chinitz	Noone
A - Prelim	37	Outsource landscaping			Ashton
A	38	Reduce town/schools print and mailing 80% - e-mail items	Gowing	Kong	Ashton
A	52	Make informed spending and maintenance decisions about paving streets; coordinate need for repaving with utilities, etc.	Gowing		Noone
A	59	Manage trash and recycling for schools in a better way for healthier and more cost-effective solution.	Chinitz		Noone

Mr. Noone moved to adjourn at 9:00 p.m., and the motion was seconded and passed unanimously.

Respectfully submitted,  
Mary Ann Ashton