

Minutes – Joint Cost-Savings Subcommittee
Town Hall, Room 204, Faulkner Room
December 7, 2009
7:30 AM-9 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 p.m. on July 22, 2009 to review various matters.

Members present for the meeting: Finance Committee members Mary Ann Ashton and Steve Noone, Selectman Mike Gowing, School Committee members Jonathan Chinitz and Xuan Kong.

Mary Ann Ashton called the meeting to order.

There was no public participation.

Mrs. Ashton distributed copies of the agenda, e-mail received earlier that morning from Selectman Terra Friedrichs, and grid of cost-savings suggestions. She informed the members of the vote that had been taken by the Finance Committee requesting that the Board of Selectmen and the School Committees join the subcommittee. The vote further specified that in order to move forward each cost-savings idea needed to have the sponsorship of a member of the Board of Selectman, a Finance Committee member to work on the idea, and a staff member assigned. The expectation is that work will be completed by mid- to the end of January, so that findings can be incorporated to the extent possible into the development of the FY11 budgets.

Members discussed possible criteria to sort through the remaining cost-savings suggestions. After discussion the group agreed to identify each idea as either A (a cost-savings idea), B (a service reduction or budgetary item that would be reviewed in the course of developing budgets by the Board of Selectmen or School Committee), C (a revenue item or a revenue enhancement), or D (item that should be removed from the list because it was already being done or was no longer relevant). The group agreed that each item identified as a D would need to have an explanation written describing why the item was being removed. There was some preliminary discussion about how the other three categories would or could be handled, but no decision was reached.

As a group, the members discussed and identified the first 17 items on the list. At approximately 8:50, the group agreed to continue the assignment of the remaining 41 items before the next meeting.

Because Ms. Friedrichs had expressed that she is unable to attend morning meetings and evenings are full for the other members of the group, the group decided to alternate morning and evening meetings. The next meeting was scheduled for Tuesday, December 15 at 7:30 p.m. in Room 121 of Town Hall, and the following week the group agreed to schedule a

meeting on December 22 at 7:30 a.m. in Room 126. School Committee members will invite Superintendent Steve Mills to the meeting on December 22 and Selectman Gowing will invite Town Manager Steve Ledoux.

Mr. Noone moved to adjourn at 9:05 a.m., and the motion was seconded and passed unanimously.

Respectfully submitted,

Mary Ann Ashton