

Name of Committee: Override Study Committee Municipal Subcommittee

Meeting Date: January 7, 2014 Time: 5:00 p.m.

Meeting Location: Town Hall – Room 103

Members Present: Alberto Chang, Janet Gelbart, Michael Glover, Ann Connolly Tolkoff

Staff Present: Sean Cronin, Deputy Town Administrator, Melissa Goff, Assistant Town Administrator

Topic: Approval of Minutes

The minutes of the meeting held December 18, 2013 were approved.

Topic: Discussion of departmental meetings and reviews

Michael Glover distributed a draft report outline for the committee's review. The approach is to list options in bullet point format and only include issues related to implementation if they are known at this point.

Janet Gelbart asked about the inclusion of across the board cuts. The Town does not normally do that and the committee does not have the expertise to judge the impact. It was agreed to rephrase the option. Ann Connolly Tolkoff suggested asking department heads to indicate how services would be reduced if a given percentage cut were imposed. The committee agreed that if there were a need for substantial budget savings it would result in service reductions. All but one of the efficiencies highlighted by the EIC in 2009 have been implemented, and the remaining one is subject to contractual obligations.

Michael suggested that committee members divide up the outline to flesh it out. Janet volunteered to do the Library, Health & Human Services, and the Recreation Department following up on her meetings with the three heads over the holidays. The police and fire chiefs are meeting with the group on Friday and are prepared to address the pertinent issues then. Michael and Jim Stergios are meeting with Infotech on Thursday. Sean Cronin suggested it would be helpful to review the town/school relationship at that meeting. Alberto will work on the DPW section, and Michael will handle Buildings. Everything is due to Michael by Saturday evening so he can compile the report on Sunday and circulate it to the other members.

Sean reviewed the outline and clarified some items which could be removed. He said that cuts to the police department equate to lost positions and the chief could discuss where he would cut and the impact. In the fire department, cuts translate as number of trucks and number of men on each truck. For safety reasons, Chief Ford disagrees that manning on trucks can be reduced as indicated in the Matrix report completed two years ago. Sean will provide the committee with a copy of the report and some information about the cost to the town for details involving town projects.

Ann volunteered to prepare the executive summary. She suggested it should include a statement that the committee looked at options for budget savings in each department but did not make any interdepartmental comparisons. Some level of benchmarking needs to be completed before the final report is prepared.

The meeting was adjourned at 6:30 p.m.