

**TOWN COUNCIL  
ADMINISTRATION & FINANCE, HEALTH AND HUMAN SERVICES  
SPECIAL SUB-COMMITTEE MEETING  
TOWN COUNCIL MEETING ROOM  
JUNE 19, 2013 7:00 PM  
DRAFT MINUTES**

Present: Kevin Donohue, Mark Doyle, Tony Fantoli, and Joseph Underwood

- Call to order at 7:00
- There were no citizen comments
- The minutes of the May 1, 2013 meeting were approved unanimously
- An update was given on the School Readiness Grant. Candidates have applied and a rating rubric has been devised. Based on this Paul Hongo is setting up interviews with top candidates
- An update on CIP process was given by Mr. Doyle. There have been no meetings so far but they are itching to meet as soon as possible.
- A proposal to reduce expenses and improve communication for Council members using electronic data and standardized tablets was given by Mr. Doyle. This approach depending on how you define costs could save hundreds or thousands a year. Mr. Doyle assured us that he will have finalized numbers by our next meeting.
- A Consolidated Finance Proposal update was given by Mr. Donohue. A job description was created, applications from qualified candidates are coming in and interviews will be completed this summer. A MOU and contract for consulting by Bloom Shapiro is ready to be presented to Council. Cost figures for the overall software and training are still being finalized. A cost sharing formula of 60% for the school and 40% for the town has been generally agreed upon.
- It was agreed that a meeting schedule for summer should be no meeting in July and regular meeting in
- Adjournment
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- Adjournment at 9:45