

**TOWN COUNCIL  
ADMINISTRATION & FINANCE, HEALTH AND HUMAN SERVICES  
SUB-COMMITTEE MEETING  
TOWN COUNCIL MEETING ROOM  
SEPTEMBER 5, 2012 7:00 PM  
DRAFT MINUTES**

Present Tony Fantoli, N. Joseph Underwood, Mark Doyle, Christel Donahue, and Kevin Donohue

1. Call to order at 7:00
2. Citizens and delegations were absent
3. Approval of the minutes of the August 1, 2012 meeting. Motion by Doyle, seconded by Underwood passed unanimously
4. Old business
  - a. Update on the grant request for the community center  
Mr. Beets led a discussion with Tina Shirshak and Phoebe Godfrey of CLiCK (the commercially licensed cooperative kitchen) on the state of the grant application. CLiCK is interested in working with the Town as part of the center. The grant application can be turned in as late as December. A significant contribution by the town around \$600K will be needed but Mr. Beets is exploring options related to the current McSweeney Center. Senator Don Williams and Representative Susan Johnson are aware of and supportive of the project.
  - b. Update on the plans for McSweeney Center management (Beets)  
Mr. Beets, along with Tara Risley and Mary Demarco presented the plan and timeline for the senior center program. Stabilization of the building and the programs is a focus. No commitment will be made until the contract with the existing controlling agency is signed.
  - c. Goals of the Town Manager as they impact Admin and Finance (all)  
This was postponed until next meeting
  - d. Bidding process for Town  
It was decided to ask the Town Manager to provide the minutes of the Triboard where this matter was discussed.
5. New business
  - a. Naming of the Magnet School  
Since this is a town owned building the naming of the school falls to the Town Council per the ordinance enacted last year. The committee by acclamation authorized the chair to draft a press release and ask the Town Manager to send it out describing the process of naming a town building and soliciting ideas. The Magnet School Committee chair noted that this needs to be completed by November in order for the name to be appropriately sized.
  - b. Magnet School Finances (DeVivo)

Mr. DeVivo presented a report showing \$110,169 in costs which are ineligible for state reimbursement. He explained that it was expected that there would be some of these and a budget had been prepared for it but the budget was \$100,000.

Doyle moved and Fantoli seconded a motion to recommend to the Town Council that the non-reimbursable costs so far incurred be reviewed and passed to the Board of Finance to determine how best to budget payment. This passed unanimously.

He also explained that there were costs associated with changing the focus of the school from an environmental and cultural to a science, technology, engineering and math based curriculum. Recognizing the added cost, the State he said was willing to contribute an additional \$2M to the school if the town provided a match of \$100K. It was recommended that the Special Master and the Chair of the Magnet School Building Committee address the Town Council in October to go over the new costs and the educational reasoning behind them.

- c. Town Audit  
The lateness of the audit and concerns about the Finance Department were discussed. The committee felt that it was incumbent upon them to determine precisely and objectively what the capabilities and problems of the Finance Department were and to do this an objective third party expert would be needed to do the evaluation. Doyle moved and Underwood seconded a motion to recommend to the Town Committee that the Administration and Finance Committee be authorized to see proposals and cost estimates for this work and that this move forward in cooperation with the Board of Finance. This passed unanimously.
  - d. Finance reporting  
Mr. Doyle discussed the financial reporting he would like to see. This sparked a lively discussion. Mr. Doyle said he would produce a sample report for future discussion.
6. Citizens and delegations were non-existent
  7. Adjournment occurred at 8:30