

**TOWN COUNCIL
ADMINISTRATION & FINANCE, HEALTH AND HUMAN SERVICES
SUB-COMMITTEE MEETING
TOWN COUNCIL MEETING ROOM
APRIL 3, 2013 7:00 PM
DRAFT MINUTES**

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

- Call to order at 7:00
- There was unanimous approval of the minutes of the February 3, 2013 meeting
- Update and Presentation on Neighborhood Center Grant
 - a. The layout of the Neighborhood Center was presented as well as a discussion of funding and operational costs. There will be no capital cost to the Town and the incremental operational cost will be about \$20K per year.
 - b. Representatives from CLICK (the commercial kitchen) discussed their efforts.
 - c. It is clear that not all the details are in place but the request is to forward this to Town Council with the recommendation that the Town apply for the grant.
 - d. A motion passed 4 to 1 to so recommend.
- Town Finance Department evaluation – Presentation by Blum Shapiro analyst Jeff Ziplow
 - a. The evaluators from Blum Shapiro presented their findings and recommendations.
 - b. There was a theme of inefficiency due to manual processes causing repeated delays. The recommendations focused on defining processes, using automation, and coming up with a plan to fix the backlog.
- Executive Session – Blum Shapiro analysts, Town Manager on process and personnel issues in Town Finance department
 - a. The Committee voted unanimously to go into executive session and to move the meeting to the small conference room upstairs
- Executive Session ended with no action
- Adjournment at 9:45