

Finance Committee Meeting
August 27, 2013
MINUTES

R E C E I V E D
SEP 24 2013

TOWN CLERK, ACTON

Members Present: Pat Clifford, Mike Majors, Bill Mullin, Mary Ann Ashton, Margaret Busse, Doug Tindal, Liaison-Brian McMullen. **Not Present:** Steve Noone, Herman Kabakoff, Bob Evans

Chairperson Pat Clifford called the meeting to order at 7:30 p.m.

I. Public Comment. None

The Chairperson led a brief overview of this evenings agenda items.

II. Town of Acton Space Needs Study by Dean Charter and Steve Ledoux.

Dean presented a detailed plan that will address the space needs of the town for the future with a number of decision points along the way.

- Steve Ledoux, Town Manager, stated that this is a realistic study of where we are headed in the next 20 years.
- Town properties that were included in the study included:
 - Town Hall (expanded in 1997)
 - 468 Main Street (Red House)
 - Public Works Facility (Built 1970)
 - Senior Center (Donated 1993)
 - Cemetery Service Building
 - MDFW Property (Harris Street, to be acquired?)
 - Emergency Management Building
 - Windsor Building
 - West Acton Citizen's Library
- Town properties that were not included in the study included:
 - Memorial Library (Expanded 1997)
 - Public Safety Facility (New 2003)
 - Acton Center, South Acton and West Acton Fire Stations
 - Morrison Farm
 - ASA Parlin House
 - North Acton Fire Station
- Bill asked how these space recommendations will connect to the Acton 2020 strategy. Dean responded that the architect/planner has access to the Acton 2020 plan. The plan will provide enhanced support for our infrastructure.
- Doug had questions regarding the cost per square foot of several of the structures included in the project scope, such as the new Senior Center. Doug indicated that new, serviceable space should cost in the neighborhood of \$15 per SqFt. He would like to see the plan in terms of cost per SF as well as the total Capital cost.
- Margaret had a follow-up question regarding Acton 2020. What are the plans for the "old" Senior Center? Dean responded that there are some ideas regarding how the space will be reallocated. The North Wing of Town Hall, the Windsor Building, and Senior Center/Community Center are on the priority list.

- Mary Ann was glad to hear we are moving ahead with the North Wing improvements. Dean indicated that the staff may be out of the building for about a year.
- Mike indicated his approval of all prior comments that tie the plan together with the inclusion of headcount projections. He asked Steve a question regarding the Town of Acton's staffing projections.
- Bill noted that the Fire Stations are not included in the project scope.
- Pat mentioned that there are many different groups that will be interested in this plan for their special interest considerations.

III. Transportation Program Update by Doug Halley.

- Doug Halley presented a very interesting review of the "Community Innovation Challenge Grant and CrossTown Connect".
- Community Innovative Challenge Grant addressed the following issues:
 - Challenges
 - Final Report Submitted
 - Transition to Transportation Management Association (TMA)
 - Branding the TMA (name, tag line and logo)
 - Implementation - Budget
- Bill complemented Doug on his presentation, stating that it is an incredible success story. This area is covered by four transportation authorities, so why are we so successful? Doug stated that we are successful because we operate around the edges of all those transportation plans.
- Margaret asked Doug how he planned to maintain this as a self-sustaining enterprise. Short term – Grants; Longer term – stronger partnerships.

IV. Acton Leadership Group Discussion – Pat Clifford

Some of the items discussed included:

- Update of FY14 revenue projections by the town
- Free Cash certified by October 1, 2013
- Working group formed in Acton and Boxborough to identify savings from school regionalization
- Leary Field track renovation and repair project. Private fundraising support may cover ¾ of the project cost (\$450 vs. \$600 K estimate)

V. Committee Business.

- Minutes - Mary Ann made a motion, seconded by Doug, to approve the minutes of the **August 13, 2013**. Motion passed.
- LRP – no update
- Global Cash Flow - Bill Mullin met with Steve Barrett to get things started. Goal is to get an accurate view of our financial reserves.
- Point of View Schedule –

- To be discussed at the next two FinCom meetings (9/10 and 9/24). Pat hopes to get 3 or 4 items to build on.
- Draft of POV document should be ready for review by October 8.
- No Committee reports

VI. A motion was made by Bill and seconded by Margaret to adjourn. The motion passed and the meeting adjourned at 9:35 pm.

REFERENCED DOCUMENTS:

1. ***"TOWN OF ACTON: REVISED SPACE STUDY"*** presented by Dean Charter
2. ***"Community Innovation Challenge Grant and CrossTown Connect"*** presented by Doug Halley