



# Acton Leadership Group Meeting

**AUGUST 25, 2008**

**7:30 AM**

**Town Hall, Faulkner Hearing Room**



Bart Wendell will facilitate.

## ----- Agenda Topics -----

**Please Note 7:30 AM Start Time!**

- |  |   |   |
|--|---|---|
| 1. Approval of Minutes                         | General Discussion  |   |
| 2. Free Cash Certification                     | Lauren Rosenzweig, Steve LeDoux                                 |   |
| 3. Special Fall Town Meeting – October 2, 2008 | General Discussion  | Preparation for STM & how it impacts normal budget & ALG process              |
| 4. Proposed Joint Board Meeting - Agenda       | Lauren Rosenzweig, Heather Harer, Herman Kabakoff, Steve LeDoux | Reschedule from Oct. 7 to a date before STM – 3-year Budget Projections, etc. |
| 5. Proposed FY'10 Budget Timeline              | Steve LeDoux, Bill Ryan   |   |
| 6. Update regarding 10 Comparable Communities  | ?   |   |
| 7. Other                                       |   |   |
| 8. Future Meeting Date(s)                      |   |   |

## ALG Minutes

July 28, 2008

Present: Lauren Rosenzweig, Paulina Knibbe, BoS; Steve Noone, Herman Kabakoff, FC; Jon Chinitz, Heather Harer, SC; Steve Ledoux, John Murray, Bill Ryan, Marie Altieri, Staff. Audience: Tess Summers, Pat Clifford, Steve Barrett, and Peter Ashton.

In the absence of Facilitator, Bart Wendell, Selectman Lauren Rosenzweig acted as Facilitator.

### Agenda Items

#### 1. Minutes OK

#### 2. Special Town Meeting

There has been an agreement between the petitioners and the Selectmen to wait until the Department of Revenue certifies the NESWC numbers.

Steve Ledoux stated that he expected to send the numbers into the DOR by the middle of August.

There was discussion about the State of the Town meeting. There was general agreement that this meeting would not be necessary.

Bill asked that the dates for the STM be set so the auditorium could be booked. Herman suggested that the gym would also be necessary.

**Tasks:** Steve send in the info to the DOR for Certification

#### 3. Joint board meeting for FY 10 Budget Planning

Discussion revolved around the date that this meeting take place, coordination with the STM, the work load for the staff in preparation and if it is to be a 2020 meeting or if there will be an effort to get the public to attend.

**Decisions made:** the joint board meeting will be held on Tuesday, October 7<sup>th</sup>

**Tasks:** Board chairs are to inform members so they attend

A suitable venue is to be determined. (There was some discussion as to whether the meeting should start at 6:30 with dinner and have the actual meeting start at 7---a decision was not made)

Steve L will work out the schedule for the meeting in concert with Bill

It was agreed that the STM will be held during the week of October 27<sup>th</sup>

**Task:** John Murray will contact the Town Moderator to see what day during that week the Moderator is available

Peter Ashton was asked to do an analysis of Municipal/ School revenue splits and develop a list of comparable towns to be used in analyses of spending and revenues. Ashton used a series of seven criteria: location; population; median personal income; equalized value per capita; size of operating budget; number of parcels; size of tax levy and education spending per capita.

This screen process resulted in the following: Concord; Westford; Winchester; Canton; Stow; Sudbury; Boxborough; Dedham; Hingham; Milton; Westborough and Wilmington.

The idea behind this exercise was to get a list that will be used by both the Town & Schools when presenting budgeting matters to the Town Meeting. The balance was to get towns that had similar services and also similar goals and criteria for the schools.

John Murray said that the towns of Stow and Boxborough did not provide the same level of services that Acton did. Stow, for example has a volunteer fire department. Steve Noone noted that from all the lists generated, all had the Towns of Concord and Sudbury. He suggested that the comparisons use only these two.

Marie suggested that 12 towns be used rather than the 10. It was suggested that Lexington is a good fit as far as the schools are concerned. That was dropped when people realized Lexington had a split tax rate.

Bill suggested adding Westwood and Winchester---and not using Wayland and Weston, towns that appeared on other lists, because they were too wealthy.

The final list was: Concord; Westford; Winchester; Canton; Sudbury; Dedham; Hingham; Milton; Westborough; Wilmington; Bedford & Westwood.

**Tasks:**

Peter will continue with his analyses. He will contact the listed town to see how they manage the municipal/school split. Other staff will help.

Bill & Steve Barrett will work on budget data.

**Time:**

The goal is to set the split in September

**Extra Information:**

Town Comparison sheets from Peter Ashton, Bill Ryan, & Bob Evans

Adjourned 9 AM

Next meeting August 25th

# August 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8 5 year Capital Bud- to Finance	9
10	11 BOS 7:00 PM	12 FinCom 7:30 PM	13	14 Acton & Acton/Box School Com 6:30 / 7:30	15	16
17	18	19	20	21	22	23
24 31	25 ALG 7:30 AM	26	27	28	29 3 Year Operational Budget to Finance	30

# October 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 <b>Special Town Meeting</b>	3 AB Budget Packets to Administrators	4
5	6 BOS 7:00 PM	7 FinCom 7:30 PM	8	9  Yom Kippur	10	11
12	13 <b>Columbus Day</b>	14	15 <b>Dept Head's Budgets The Hill</b>	16 Acton School & Reg Com @ Douglas Budg	17	18
19	20 BOS 7:00 PM	21 FinCom 7:30 PM	22	23	24 ALL AB School Budgets to Central Off	25
26	27	28	29	30	31	

# December 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 BOS 7:00 PM	2 FinCom 7:30 PM	3	4 Acton/Box Regional School Com Budget	5	6
7	8	9	10	11	12	13
14	15 Town Mgr Budget BOS 7:00 PM	16 FinCom 7:30 PM	17	18 Acton School Com Budget	19	20
21 Hanukkah Starts	22	23	24	25 Christmas School Break	26	27
28 Hanukkah Ends	29	30	31 Town Warrant Closes			

*Office of the Superintendent*  
Acton Public Schools  
Acton-Boxborough Regional School District  
Acton, MA 01720

**DRAFT – 8/22/08**

**FY '10 Budget Schedule for the Schools**

- 7/9/08      Joint School Committee Workshop reviews FY'09 budget process and discusses FY'10 budget process
- =====
- Date TBD**      Joint Acton (School Committee, Selectmen & Finance Committee) meeting for FY'10 budget planning
- 10/3/08      Budget packets (appropriated and revolving budgets) distributed to all administrators. Capital request forms also distributed.
- 10/16/08      APS School Committee discusses budget schedule / revenue projections (e.g., Chapter 70, etc.) / operating budget assumptions / key decisions / Capital Plan  
AB School Committee discusses budget schedule / revenue projections (e.g., Chapter 70, E&D, etc.) / operating budget assumptions / key decisions / Capital Plan
- 10/24/08      All completed budgets turned in to Central Office  
Preliminary budgets entered into computer  
Central Office meetings with administrators about budget begin
- =====
- 11/13/08      APS School Committee meeting continues discussion of October meeting
- 11/20/08      AB School Committee meeting continues discussion of October meeting
- Date TBD**      Extra Joint SC meeting re: Building / Department Building Needs (Central Office / Building Principals)
- =====
- 12/4/08      AB School Committee budget discussion continues; draft budget sent to Fin.Coms.
- 12/18/08      APS School Committee budget discussion continues; draft budget sent Fin.Com.
- 12/31/08      Acton Town Meeting warrant closes
- =====

- 1/8/09 Presentation of preliminary budgets to Acton Public and Acton-Boxborough Regional School Committees (overview / issues)
- 1/15/09 Discussion of preliminary budget and capital plan with Acton School Committee
- 1/24/09 Joint School Committee Saturday All-Day Session with presentations by school leaders; Selectmen / Finance Committee / public at large encouraged to attend.

Acton and Boxborough Finance Comm. / Review / Comments to School

=====

- 2/5/09 AB Regional School Committee budget hearing (required by law).  
*Possible Budget Vote*
- 2/26/09 APS School Committee budget hearing (required by law)  
*Possible Budget Vote*
- Date??? AB Regional & APS School Committees meetings scheduled (if needed).  
Initial Regional budget / assessments must be voted by this date.
- =====

- 3/5/09 AB SC Meeting
- 3/09? Public Hearing for Acton Budgets (coordinated by Fin. Com.)
- 3/19/09 APS SC Meeting
- ? Boxborough warrant goes to printer
- 3/26/09 Jt. / Acton / Acton-Boxborough SC Meetings
- 3/31/09 Acton Town Election
- =====

- 4/7/09 Acton Town Meeting begins
- =====

- 5/11/09? Boxborough Town Meeting begins
- 5/18/09? Boxborough Town Election

8/22/08