

Efficiency Committee Minutes September 29, 2011

EFFICIENCY COMMITTEE MEETING MINUTES

Meeting September 29, 2011

Agenda:

- 1) Report on progress on citizen representatives.
- 2) Report on progress of insurance (medical,dental,workers comp, disability etc) by town and school.
- 3) Report progress on "same day budget" vote
- 4) Set forth goals and timetables of the Committee with the assistance of Don Jutton.
- 5) Discuss Municipal Resources role in guiding the process forward
- 6) New business
 - 1) citizen representatives. School introduced one new member, town will make selection by 10/15
 - 2) RFP for insurance programs to be developed and two brokers and two providers by 10/13. RFP to be sent to committee members.
 - 3) Same day budget. Legal opinions and dates finalized to accomplish by spring
 - 4) Set forth goals and timetables. Determined that next goal to hold employee an
Meeting on October 25, 2011. Ed and Jim to announce and lead meeting
 - 5) Municipal Resources role. Committee comfortable that MR alone would develop
Proposal to guide Committee
 - 6) New/old business.
Town and school MIS departments to provide Committee with
an overview of current systems (non educational) including hardware, software,

etc. by 10/17.

The Committee agreed that there is a need to develop mission statement for the

EC. Al Zink agreed to draft a proposal and distribute to members for comment.

School/town agreed to forward names on new members emails so minutes could be

Forwarded.

Next meeting 10/25.

Meeting held 10/25 with town and school employees. Ed will provide his

notes regarding employee input. Jim if you have any notes please provide as well.

Next meeting 11/1/11

Attached are the meeting notes from Mike Branley, MRI. He will be taking minutes in the future.

In addition it was determined that EC meetings will be held on the second Monday of each month beginning at 6:00 PM

Next meeting Monday November 14th @ 6:00 PM