

**Amherst Budget Coordinating Group  
Summary Points – December 17, 2009**

At our December 17<sup>th</sup> meeting, the members of the Budget Coordinating Group agreed that the following points would be conveyed to our home boards and committees:

- That BCG representatives agree to the process and dates as recommended (per the 12/14/09 memo from Steinberg and O’Keeffe – “Process for override recommendation”) with key points being formal budget presentations January 21<sup>st</sup>, consideration of override structure and amount January 26<sup>th</sup> (and the 28<sup>th</sup>, if necessary); and with a draft memorandum detailing recommendations to the Select Board to be considered and finalized February 4<sup>th</sup>. These meetings are all expected to be longer than 90 minutes.
- That our shared expectations for the January 21<sup>st</sup> budget presentations are for the Town, Schools and Libraries to present an executive summary of their full budgets with key contextual details, a prioritized cut list (with dollar amounts and with the different Finance Committee guideline tiers marked,) and with projections for the financial impacts of those cuts in FY12 (and FY13, if possible.) We will try to arrange for this meeting to be taped by ACTV. Following the presentations, we will determine if additional info (data, format or analysis) is needed from budget officials, the Finance Committee or others, to assist the January 26<sup>th</sup> discussion.
- That the prioritized cut lists as approved by the Select Board, School Committees and Library Trustees are needed for BCG to create its override recommendations; other budget process details (formal budget approval votes, etc.) are at the option of those committees and are unrelated to the BCG’s override recommendations.
- That the group appreciates the work of Musante, Detweiler and Isman to create the draft compensation trend charts; that these will be reviewed and revised (i.e., adding the number of employees; correcting errors in the Library \$ in the new chart, and on the “Wages & Benefits as Percentage Total Operating Budget” chart in the Town’s Financial Trend Monitoring Report); and that BCG members will bring questions and comments on the new charts to the next meeting.
- That the four Chairs will meet to compile a draft packet of highlight information for the public, to include data and graphics from existing reports and presentations, and to create and answer “Frequently Asked Questions.” This will be a “living document,” updated as needed and available on the web.