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## **Warrant Committee Report Working Group of the Warrant Committee**

Minutes - February 20, 2019, Conference Room 1, Town Hall

Attending: Paul Rickter, John Alcock, Mike Crowley, Jenny Fallon, Lynn Read, Roy Epstein

Meeting called to order at 7:00 pm

### **1. Minutes of January 30, 2019 were approved unanimously.**

### **2. Discussion about possible changes to the report format**

The group reviewed a revised version of the 2018 Warrant Committee which Lynn created. These revisions included the removal of the mission and services parts of each department section and the moving of the table of contents. The working group felt these changes improved the usability of the report and would make it easier to produce. The schools section of the 2018 report was not part of Lynn's revisions, so we agreed to look at that section at our next meeting.

Roy Epstein, chair of the Warrant Committee, joined the meeting and shared his thoughts on the challenges of producing the report each year. Roy noted the challenge in the formatting of the tables of budget data at the start of each department section. Because these sections are produced by the different subcommittee chairs, table formatting variations are introduced and have to be cleaned up for the final version of the report. He had hoped that these tables could be generated automatically and inserted at the end of the process but that hasn't happened. We discussed the idea of having one WC member (not necessarily the chair) insert the tables into the report at the end of the process, eliminating the formatting variations.

### **3. Next steps**

We agreed to review the WC reports of FY2016 through FY2018 and the schools section of each of these reports at our next meeting. We would then begin drafting a set of recommendations for the full committee.

Next scheduled meeting, February 27, 7:45 pm, Town Hall Room 1

Meeting adjourned 8:20 pm

Submitted by Paul Rickter