

# MINUTES

## Blue Ribbon Committee Regarding Operational Efficiencies

Thursday, September 30, 2010

Municipal Complex, Conference Room A – 7:30 a.m.

Members Present: Jerry Hejtmanek, Chair; Robert Lister; Kenneth Smith; Rebecca Emerson; Carol Chellman; Dana Levenson; and Kent LaPage.

Member Absent: Steve Marchand

Staff Members Present: John Bohenko, City Manager; Ed McDonough, School Superintendent (at 8:15 a.m.); Steve Bartlett, School Business Administrator; Dave Allen, Deputy Public Works Director; David Moore, Community Development Director; and Valerie French, Recording Secretary

I. Call to Order - Jerry Hejtmanek, Chair

Chairman Hejtmanek called the meeting to order at 7:35 a.m.

II. Approval of Minutes from August 26, 2010

Ms. Chellman moved to accept the minutes from August 26, 2010, seconded by Councilor Lister and voted.

III. Relocation of School Administrative Offices to Municipal Complex

City Manager Bohenko began by stating that he, Supt. McDonough, Mr. Bartlett and Mr. Moore recently toured the portion of the City Hall Municipal Complex known as the Seybolt Building in order to discuss the proposal for relocating the School Administrative offices.

City Manager Bohenko then presented some preliminary information on the potential relocation. He noted that the current School offices at Little Harbor School occupy approximately 5,800 square feet and that the "Seybolt" building adjacent to City Hall has approximately 15,000 sq. ft.

City Manager Bohenko concluded that staff recommends the School Department include the potential relocation of the school offices in its upcoming elementary schools space needs evaluation. Resulting capital investments in the elementary schools could include the relocation if it is deemed appropriate.

Ms. Emerson asked if there has been any discussion regarding any jobs that could be combined with the relocation of the school offices to the municipal building. City Manager Bohenko replied that there are areas that can be looked at and that it will be helpful to have the Human Resources in the same building.

Mr. LaPage stated that a part of the process for evaluating space needs at the elementary schools will include assessing redistricting needs and finding cost savings, but also improving services.

Mr. Bartlett stated that the RFP for the elementary schools space needs evaluation has been issued. Mr. Bohenko suggested asking if they could review the issue during the Little Harbor School evaluation.

Mr. LaPage stated there have already been two studies completed that are related to this effort.

Ms. Emerson stated that efficiencies in services is the reason for the relocation and the extra space at Little Harbor School would be a bonus.

At the conclusion of the discussion, it was agreed that the idea had potential and that any recommendation of the Committee would need to be acted on by the School Board.

#### IV. Interim Report to City Council on committee's Work with School Department

After some discussion, it was decided that review of an interim draft report will be added to the agenda for the next Committee meeting. Chairman Hejtmanek will plan to give a verbal report at a City Council Meeting in November.

Mr. Lister asked when this Committee is expected to complete its task. Chairman Hejtmanek stated before the budget process begins.

Mr. LaPage stated when the report is given to the Council he wants to see long range recommendations, but also some specifics that may be achievable in 12-24 months.

Discussion ensued regarding the utilization of the COAST bus system in the school district. City Manager Bohenko stated that Parking Director Jon Frederick has a report on this subject and will invite him to the next meeting.

Mr. Lister asked for an update of the survey that was sent within the school department. Supt. McDonough explained that there was one question asking for input on possible efficiencies in the City and they received 44 responses. He stated the responses basically expressed some of the ideas already being discussed i.e., maintenance/custodial duties, payroll, moving school offices to City Hall, energy efficiencies, etc.

Discussion ensued regarding some of the upgrades in energy efficiency and technology have been incorporated into the new buildings, i.e. High School, Library, Fire Station, new Middle School.

#### V. Discussion of Committee's Next Steps

Chairman Hejtmanek stated that he prefers to take up discussion of the Police Department after the Management Steering Committee, of which he is a member, has met as they will be reviewing the organizational duties of the Police Department. He continued that regarding the Fire Department, its work is related to emergency response and safety. He stated that regionalization is an area that all towns may start exploring as all have the same budgeting

issues. City Manager Bohenko suggested inviting the Fire Commission to work with the Operational Efficiencies committee.

Mr. Levenson asked about the Library and School libraries services. City Manager Bohenko stated that this would actually be a part of the school department discussion because of the interface and suggested asking the Library Director to work with the school librarians.

VI. Public Comment

There were no speakers for the public comment session.

VII. Adjournment

Meeting was adjourned at 8:35 a.m.

Next meeting will be held on Thursday, October 28, 2010 at 7:30 a.m. in Conference Room A.

Respectfully submitted,

Valerie A. French  
Recording Secretary