

MINUTES

Blue Ribbon Committee Regarding Operational Efficiencies

Thursday, June 24, 2010

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

Members Present: Jerry Hejtmanek, Chair, Robert Lister, Council Representative, Kenneth Smith, Council Representative, Rebecca Emerson, School Board Representative, Kent LaPage, School Board Representative, and Dana Levenson, Citizen Representative.

Members Absent: Carol Chellman, School Board Representative and Steve Marchand, Citizen Representative.

Staff Members Present: John Bohenko, City Manager, Ed McDonough, School Superintendent, Steve Bartlett, School Business Administrator, Steve Parkinson, Public Works Director, 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 7:30 a.m. and gave a brief overview of why the committee was formed stating that cuts in federal and state funding have impacted municipal budgets and therefore, the city and schools need to look at areas that may be able to be consolidated or restructured for potential long-term savings. He then asked for comments from the committee members.

General discussion ensued regarding the potential scope of the committee with the recent joining of the Recreation Department and School Department consolidation of the Athletic Director being cited as a successful example. It was also stated that this process should not be confused with the next budget process.

City Manager Bohenko stated that it is important to understand that this committee can make recommendations but anything that impacts bargaining units, personnel, etc, will involve bringing in the Negotiator and Human Resources Director. He stated that the idea of this is to find efficiencies in services, but that may not mean money savings right away.

Discussion ensued regarding duplication of services between the school and city i.e. payroll, custodial, plowing, lawn mowing, building maintenance, trash removal, etc. It was stated that these are areas that can be looked at, but statutes and missions of each entity need to be kept in mind as well.

Consensus was that there are many areas that can be looked at, but the scope should not be too broad and the committee should choose an area to begin its review to allow staff time to compile information.

II. Establish Meeting Schedule (dates, times and locations)

Chairman Hejtmanek asked for a consensus as to whether Thursdays are a good meeting day for the committee and how frequently the committee should meet. After some discussion, the consensus was that the 4th Thursday of each month at 7:30 a.m. worked best for most members. Chairman Hejtmanek will consult with the members not in attendance as to their availability.

III. Discuss Charge of the Committee

Chairman Hejtmanek asked each member for specific areas they would like to review as a committee stating that there can be several areas being reviewed at the same time. The following ideas were expressed:

- Administrative functions i.e.;
 - Finance/payroll
 - switchboard
 - clerical (defining job descriptions; job sharing)
- Combining purchasing of supplies, electricity, etc.

- Custodians/Maintenance of Buildings
 - Snow Plowing
 - Lawn Mowing
 - Water/Sewer services
 - Trash removal services

- Move the School SAU offices to City Hall
- Relocation of Lister Academy
- School Librarians work at the Municipal Library during the summer
- Share technology between schools, library, etc.
- Involve the Police Department with Schools more than just a designated School Resources Office
- Involve the Health Department more with the School cafeterias regarding school nutrition
- Teacher utilization – scheduling
- Potential outsourcing of some services

It was stated that it is important to keep in mind that it may be determined that there are some services that are provided more efficiently by the School Department so it needs to be looked at both ways. Also, this needs to be done for the benefit of the citizens and that once things get implemented, it will be important to set target dates to ensure that we are getting the intended results.

IV. Next Steps

The consensus was that the committee will begin with the outside maintenance services and snow removal. City Manager Bohenko stated he will work with staff to get a list of their operations and have a presentation prepared for the July 22nd meeting.

Chairman Hejtmanek requested that the report on clerical positions also be started. Mr. Bohenko stated that this should be more defined as there are different levels of clerical positions.

Mr. LaPage stated he would like to get the discussion started with the Negotiator and Human Resource Director sooner than later so the committee will know what they are able to discuss and it was suggested to hold that discussion at the August meeting.

V. Adjournment

Meeting adjourned at 8:25 a.m.

The next meeting is scheduled for July 22, 2010 at 7:30 a.m.

Respectfully submitted:

Valerie A. French
Recording Secretary