

MINUTES

Blue Ribbon Committee Regarding Operational Efficiencies

Thursday, August 26, 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 Steve Marchand.

Member Absent: Kent LaPage

Staff Members Present: John Bohenko, City Manager; Ed McDonough, School Superintendent; Steve Bartlett, School Business Administrator; Steve Parkinson, Public Work Director; Dave Allen, Deputy Public Works Director; David Moore, Community Development Director; and Valerie French, Recording Secretary

Also Present: Mayor Tom Ferrini, Councilor Eric Spear, Human Resources Director Dianna Fogarty and City Negotiator Tom Flygare

I. Call to Order - Jerry Hejtmanek, Chair

Chairman Hejtmanek called the meeting to order at 7:30 a.m.

II. Approval of Minutes from July 22, 2010

Mr. Smith moved to approve the minutes from July 22, 2010, seconded by Mr. Levenson and voted.

III. Overview of Labor Relations and City Operations

- Tom Flygare, Esq., City Negotiator
- Dianna Fogarty, Human Resources Director

Chairman Hejtmanek explained that he has invited Mr. Flygare to address the committee because labor costs make up the majority of the budget. He stated that everything should be discussed in terms of looking for both short-term and long-term cost savings. He distributed some articles relating what other places are doing including outsourcing, etc. He then introduced Mr. Flygare.

Mr. Flygare gave a power point presentation regarding Outsourcing and Impact Bargaining. He explained that the term "outsourcing" is hiring private contractors to do work previously performed by Union employees and that it is not an inherent management right in New Hampshire. He stated management must bargain the right to outsource into the contract. Next, he discussed the term "restructuring" which includes merging departments, eliminating or creating positions, changing job descriptions, etc. He then went on to describe the three types of bargaining topics; Mandatory, Permissive and Prohibited. He concluded by stating that management is not required to reach an agreement on all Union proposals, but to

bargain in good faith until the parties reach impasse. At that point, management should implement any agreements made and may conclude the impact bargaining.

IV. Update on School Department and Municipal Departments Cooperative Efforts
- John P. Bohenko, City Manager

City Manager Bohenko reviewed a draft spreadsheet regarding School and Municipal Departments existing services/activities provided in cooperation and potential additional services/activities to provide in cooperation. He stated there are already several areas where this cooperation occurs between departments and there are areas that can be further investigated. School Superintendent McDonough concurred.

Ms. Emerson stated she strongly feels that the School Business Administrative office should be relocated to the Municipal Building which would help accommodate inter-departmental cooperation and sharing of resources etc.

City Manager Bohenko stated that could become a CIP item which he explained is a long-term plan and gets things on the list for discussion purposes at least.

V. School Department Efficiency Efforts/Goals
- Ed McDonough, Superintendent of Schools

Superintendent McDonough explained that he had been working with the School Board on various initiatives to improve operational efficiency in the School Department

Mr. Lister stated he would like to see some type of employee outreach as a part of this process with perhaps a brief questionnaire or survey.

VI. Public Comment

There were no speakers for the public comment session.

VII. New Initiatives - Jerry Hejtmanek, Chair

Committee consensus was to discuss the possible relocation of SAU office to the municipal building at the next meeting.

VIII. Adjournment

Meeting was adjourned at 9:00 a.m.

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

Respectfully submitted,

Valerie A. French
Recording Secretary