

1. Location of Emergency Exits – not completed as fewer than 50 people were in attendance
2. Call to order – by D. Pinney at 6:01 p.m.
3. Members present – Board of Selectmen; D. Pinney, K. Devlin & J. Tolisano. Also present were Town Staff members, R. Cafarelli-Public Works, M. Mitchell-Selectmen's Office, G. Simmons-Finance, M. Provencher-Parks & Rec. Maint.; as well as more than 15 interested citizens
4. Pledge of Allegiance
5. Citizen Comments – Mr. Pinney allowed that comments were welcome; however, the topic of the Skate Park had been added to the agenda at the request of a citizen with the understanding that agenda was very full, and that topic would be tabled until the regularly scheduled meeting on 11/26/07. Ann Piscottano, the citizen who had requested the topic of the skate park be added to the agenda, respectfully requested that she be heard briefly. She wanted to know why the park was closed, and compared/contrasted the skate park and baseball activities. Two other citizens, Sandra O'Neill and Melonie Nadeau also wanted to know why the park was closed. Discussion followed about experiences in the park, the fact that the skaters needed a place to go, the fact that the citizens and users believed that the park and equipment were safe. All believed that the public received no notice. The Selectmen responded that the park had been closed due to safety and liability concerns, that waivers had been requested from users but none had been received, that volunteers had been solicited to supervise the park, but that no organized effort had been observed; that intent to sue had been served against the town for injuries sustained in the park; and that the equipment had deteriorated to a level that they believed was beyond repair. Further, less constructive discussion ensued, and D. Pinney closed citizen comments at 6:15 p.m. Most of the interested citizens departed at this time.
6. Introduction of Director staff and shared vision discussion. K. Devlin & J. Tolisano commented that they were happy to have the Director staff (R. Cafarelli, M. Mitchell & G. Simmons) aboard, and that the Town has not ever had this level of management. They reaffirmed their direction, along with D. Pinney, that the Directors were to manage the day-to-day operations and staff, so that the Selectmen could set strategic goals for the town. As those goals are being identified, the Selectmen will enlist the input and support of the Directors to develop a long-term plan. The Selectmen encouraged the Directors to have regular meetings with each of their respective staff groups, and with each other to break down any communication barriers that had developed between departments over time. As part of the staff discussion, D. Pinney announced that

he and R. Cafarelli had identified and appointed the new Highway Foreman who is Bill Haiko. K. Devlin suggested that R. Cafarelli issue an all-staff memo announcing Bill's promotion.

7. Skate Park concerns – tabled after citizen comments until regular meeting scheduled on 11/26/07.

8. Authorization of Scheduled Payments – Four lists of scheduled payments totaling \$519,139.25 were reviewed. **J. Tolisano moved to approve \$519,139.25 in payments; K. Devlin seconded and the motion was unanimously carried.** The lists included Tax Refunds totaling \$801.96. **K. Devlin moved to approve payment of \$801.96 in Tax Refunds; J. Tolisano seconded and the motion unanimously carried.** Bid process for lease of a 2008 dump truck has concluded, and Cal 1st submitted the lowest bid. **K. Devlin moved to accept the Cal 1st Lease submission; J. Tolisano seconded and the motion unanimously carried.**

9. 6:32 – Introduction of guests for joint meeting - members of the Board of Finance and Board of Education. The following members of these boards were in attendance:

Board of Education

Terry Henderson, Chair
David Palmer, Vice Chair
Debra Atkinson
Anne Kirkpatrick
Richard Lees, Jr.
Marybeth Marquardt
Timothy Potrikus

Board of Finance

Jim Persano, Chair
Stephen P. Krasinski, Vice Chair
Thomas Mazzoli
Michael Parker
Marilyn Pronovost
George Warner

Joining the Board of Education was Dr. Maynard Suffredini, Superintendent of Schools. Schools business manager, Bill Boutwell, joined the audience. Mr. Pinney asked that all in attendance introduce themselves, and outlined the expectations for the joint meeting.

10. Shared vision overview: D. Pinney described the Selectmen's shared vision that a layer of management be installed to run the day-to-day operations of the town under the administration of the First Selectman. This model would allow the First Selectman, with the Board of Selectmen to focus on the town's strategic needs, as well as to develop a long-term plan with the input of the Directors. He introduced each of the appointed Directors and described their respective areas of responsibility. Greg Simmons – Director of Finance and Chief Financial Officer. Greg replaced outgoing elected treasurer, Ed Sullivan. The Director of Finance is responsible for all things financial including the treasurer's duties, functions of the Tax Collector and Assessor supervisor. As part of these duties, the Director will review cash handling throughout the Town's operations. Bob Cafarelli – Director of Public Works and Town Engineer. Bob replaces two positions – Everett

Morrill former superintendent of Public Works and Ken Anderson, former Highway superintendent. The Director of Public Works and Town Engineer is responsible for the town's physical properties, highways, transfer station, sewer/water and parks. As Town Engineer, the position is also responsible for all functions housed in Land Use – Planning, Building Official, Sanitarian. Since this director's position has such a broad span of functions, a Highway Foreman has been appointed to directly supervise the highway maintainer staff. Marcia Mitchell – Executive Assistant to the Board of Selectmen and Operations Manager. This newly-created position is responsible for the operational functions of the town government in the areas of financial operations, human resources, operations management, customer service and support/administrative functions, as well as serving as support staff to the Board of Selectmen.

Under this model, all appointed positions within the Town report to a Director. J. Tolisano commented that this is a basic business model, and that the management layer would allow the Selectmen to focus on a strategic vision. He also commented that the staff was undertaking rewriting of all job descriptions with a goal of developing a performance evaluation system. K. Devlin commented that development of a long-range plan would overlap with development of an inventory of all projects including those needed in the future as well as those now coming to fruition and requiring funding. T. Henderson shared the structure of the Board of Education with the group, and related their budget process, and update process for their long-range, 5-year plan. She classified the 5-year plan as a “wish list” of programs and items they needed or expected to need including an “applied engineering” program to replace the current “tech ed” program in the high-school, a computer replacement program, salaries, staffing, etc.

11. Discussion – opportunities for shared/common services – D. Pinney commented that the Board of Education 5-year plan would likely serve as a model for the Town plan. He asked the Board of Finance for their input as to what they would like to see in a plan developed by the Board of Selectmen. Their response was that a five-year plan should be the goal, including a 3-year detailed plan, with a solid five-year outline and a 7-year vision.

D. Pinney asked the combined group how we could best identify opportunities for shared staff, services, and resources. He commented that there were different ways to explore sharing – asking the staff, setting up a task force, or conducting a brainstorming session, to name a few. M. Suffredini suggested that each entity should identify their respective needs separately, then come together to discuss those needs and how they could help each other. G. Warner suggested that the Connecticut Conference of Municipalities might have a resource-sharing model that we could utilize without reinventing an entire process. D. Pinney commented that the Town and School had already begun exploring the possibility of a shared HVAC staff person. M. Suffredini commented that the School was in the

process of evaluating financial software that included other business operations modules including educational and municipal modules that would interface with the financial module. The conversation ended with the group agreeing that each entity would identify their individual needs and regroup by the end of January to share their lists. D. Pinney asked the Board of Finance if there was anything else they wished to add, and S. Krasinski asked for an organization chart showing how the new organization looks. D. Pinney commented that a chart would be forthcoming after completion of the job description update process, since the employees input was being solicited as part of the organizational development process.

12. Expectations for upcoming CIP and budget processes – G. Simmons will generate a notice to all department heads as to preparations required for the CIP and budget processes
13. Citizen Comments – none at this time.
14. Adjournment – 7:35 p.m.

Respectfully submitted,

Marcia L. Mitchell
Executive Assistant and Operations Manager
Recording Secretary