

**Town of Windsor  
Finance Committee Minutes  
Town Hall – Council Chambers  
July 6, 2010**

**APPROVED MINUTES**

**PRESENT:** Committee Chair Deputy Mayor Al Simon, Councilor Donald Jepsen, Councilor Randy McKenney

**STAFF:** Peter Souza, Town Manager; Emily Moon, Assistant Town Manager; Brian Funk; Director of Public Works; Kevin Searles, Police Chief; Charles Petrillo, Director of Health Services

**GUESTS:** Randy Graff, Treasurer; Town Councilor Eleveld

**1. CALL TO ORDER**

The meeting was called to order at 6:45 p.m.

**2. PUBLIC COMMENT**

None

**3. DISCUSSION OF EFFICIENCY AND EFFECTIVENESS STUDY**

Deputy Mayor Simon said he was hoping to spend a little more time and attention on the Police Department.

Town Councilor Jepsen said he was also enamored with reviewing some of the possible efficiency gains for the Department of Public Works.

Deputy Mayor Simon stated that he was open to examining more than one department, but he was concerned that we might not be able to get more than one done for \$50,000.

Town Councilor McKenney said he perceived the greatest need or opportunity is to review item #2 in terms of possible cost savings. He said he'd prefer to look at the use and adequacy of information technology for the Department of Public Works.

Deputy Mayor Simon said that we will probably naturally have to do item #1 on the Police Department's list (service demand and organizational structure – examine and review service demands, staffing levels and supervisory and reporting requirements) in order to do item #2 on the list (efficiency and effectiveness of department operations as relates to quality of service delivery, staffing, methods of scheduling and productivity) in terms of possible cost savings.

Town Manager Souza asked if the committee was interested in implementing the Department of Public Works item #1 (cost benefit analysis of outsourcing regular

maintenance functions [e.g., mowing] and reallocating existing resources towards construction tasks currently outsourced). He explained which tasks we currently outsource and named a few that we might consider doing in the future and how that would allow us to use staff to do other tasks and perhaps save on costs.

Deputy Mayor Simon stated that the recommendation would be to go with the Police Department items 2 (a) and 2 (b) and the Department of Public Work items 1 and 2.

Moved by Town Councilor Jepsen, seconded by Town Councilor McKenney, that the committee recommend that Police Department items 2 (a) and 2 (b) and the Department of Public Works items 2 (being the priority) and 1 should be the focus of the study.

Motion Passed 3-0-0

**4. STAFF REPORTS**

None

**5. APPROVAL OF MINUTES**

Moved by Town Councilor Jepsen, seconded by Town Councilor McKenney, to approve the June 14, 2010 meeting minutes.

Motion Passed 3-0-0

**6. ADJOURNMENT**

Moved by Town Councilor McKenney, seconded by Town Councilor Jepsen, to adjourn at 7:02 PM.

Motion Passed 3-0-0

Respectfully submitted,

Emily Moon  
Assistant Town Manager  
Recording Secretary

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