

**Town of Windsor  
Finance Committee Minutes  
Town Hall – Council Chambers  
August 23, 2010**

**APPROVED MINUTES**

**PRESENT:** Committee Chair Deputy Mayor Al Simon, Councilor Donald Jepsen, Councilor Randy McKenney (arrived at 7:45 p.m.)

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

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

**1. CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

**2. PUBLIC COMMENT**

Mr. Bradshaw Smith, 23 Ludlow Road, stated that he took the time today to review the RFPs that are being recommended. He stated the following comments for each of the four main companies being reviewed:

- PERF (Police Executive Research Forum) states the study would be completed in DC. This needs to be clarified.
- Management Partners has only completed surveys in one town in Connecticut and completed others on cities in New England that were near bankruptcy. Windsor is not similar.
- Matrix Consulting Group has good experience with reviewing police departments, but not with many public works departments in the New England area.
- Dhillon Management Services (DMS) has only completed one survey in Connecticut.

Mr. Smith wonders if two weeks is a long enough time to complete a quality report.

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

Deputy Mayor Simon said that he would rank these RFPs in the order they are listed on the agenda item summary and stated that he likes the substantialness of the PERF proposal and he feels the Matrix Consulting Group would be the best choice for the Department of Public Works study. He is a little skeptical about pursuing a Department of Public Works study because of the focus on contracting and is unsure of cost savings possibilities.

Councilor Jepsen commented that only one company was willing to complete both studies for under \$50,000.

Deputy Mayor Simon asked if all of the proposals involved employees. Assistant Town Manager Emily Moon responded that they all did, to varying degrees. Deputy Mayor Simon said he wouldn't want to restrict the recommendations to items that are only

possible today – to not limit them to what's only possible under current bargaining agreements. Ms. Moon stated that this was explained in the RFP and would be restated in negotiations. Ms. Moon and Mr. Souza briefly reviewed a few concerns and considerations about each proposal, including the composition of the project team, the amount of hours allocated to perform the work and the scope of each proposal.

Councilor Jepsen stated that he liked the proposals that show that they plan to spend more time. He asked if the committee needed to go back to the Town Council to ask for more money to do both or do we just go forward with one of the studies?

Deputy Mayor Simon stated that the work to complete one study seems substantial and would require lots of staff time and he feels more comfortable in completing just one study at this time.

Mr. Brian Funk, Director of Public Works, said there is a lot of work involved in providing the information and data to the consultants. He said he believed that the scope of the proposals is broader than originally envisioned. This would lead to higher costs than what is needed. We need help identifying the software required to bring us into this century, for example. We wanted them to review the parks maintenance function, not all of the areas they addressed in their proposals.

Deputy Mayor Simon stated that his preference is to just complete one of the studies thoroughly and to spend more time and focus on that one study. He stated that he felt that either the PERF or Matrix groups would be the best choice for the PD study and that the Matrix group and perhaps the Dhillon group would be a better choice for the Department of Public Works study.

Councilor Jepsen added that this is going to be a very busy budget year and that perhaps staff would be too burdened working on two studies during this time.

Town Manager Souza said that we would probably ask the Department of Public Works and IT staff to continue to evaluate and identify solutions for our IT needs.

Deputy Mayor Simon stated that we could use the remaining study money to get some external help from someone regarding the IT needs for the Department of Public Works.

Deputy Mayor Simon suggested that all three of the recommended police department study consultants be asked to interviews and Councilors McKenney and Jepsen stated that they agreed with that approach.

Town Manager Souza said he will start setting up interviews for 9/8/10 with a backup date of 9/13/10.

Deputy Mayor Simon asked if five questions could be prepared to ask all of the consultants that will be coming on that day and to include 15 minutes for presentations and 15 minutes for questions for each consultant.

#### **4. STAFF REPORTS**

Town Manager Souza stated that the CIP for this year includes the Senior Center renovation project. Staff will be asking the Town Council for money towards design costs during the 9/7/10 meeting. The design work will be completed by the fall and we will then ask for the Town Council's approval for a bond appropriation this winter with construction beginning in the spring.

The federal government has announced additional funds are available for education, which can be spent either this year or in FY 2012. This may help us bridge some of the loss in Recovery Act funding (\$1.6 million for ECS) in the next year. The superintendent and the Board of Education have not yet discussed the funding and how it might be applied.

Staff has been working on the FY 2012 budget process and how to meet our goals to inform the public about the wide range of services we provide. We'd like to also have community conversations about the fiscal challenges we are facing.

Assistant Town Manager Moon has been working on how to engage people in another manner other than coming to a meeting. She's been working on an on-line budget simulation and story telling budget game. Ms. Moon gave an overview of the game and what it entailed.

Town Manager Souza added that we will still continue with our traditional budget information methods.

Councilor McKenney asked if there is a place on the town's website where people can seek out information about particular capital projects they have an interest in following. Ms. Moon stated that Engineering does include brief summaries of projects, but does not provide a great deal of real-time information. Staff would look into the possibility of improving those features of our website. The challenge is how to maintain content over time.

#### **5. APPROVAL OF MINUTES**

None

#### **6. ADJOURNMENT**

Moved by Town Councilor McKenney, seconded by Town Councilor Jepsen, to adjourn at 8:13 p.m.

Motion Passed 3-0-0

Respectfully submitted,

Emily Moon  
Assistant Town Manager  
Recording Secretary