

MINUTES
Governance Committee
05/09/2014 @ 8:00am

Meeting called to order at 8:15am

Members Present: Chairman Stephen Gray, Dick Ward, John Cotter, Jack Angley, Jim Grimes(arrived 8:25)

Staff: Michael Milanoski, Michele Doll

Approval of minutes for April 14, 2014

Motion to approve with changes by Ward. Cotter 2nd. Approved 4-0-0.

Approval of minutes for May 2, 2014

Motion to approve with changes by Ward. Cotter 2nd. Approved 4-0-0

Discussion on remote participation – possible vote

Ward – requested motion in anticipation of Grimes traveling out of state for extended period and other future circumstances which may arise.

Motion to approve provision for remote participation, requiring 48hrs notice by Ward. Cotter 2nd.

Approved 4-0-0

Discussion of consolidation of DPW and Building/Grounds Departments (Town and School) – possible vote

Gray – requested theoretical level comments. Is it appropriate or inappropriate? **Ward** – aware of budget constraints. Concerned that the Town would be losing quality of work by reducing forces. There are legal obligations (mandated by-laws) which need to be met by each department. Also other departments, such as Recreation, which Town is not legally obligated to support but should. **Milanoski** – 1st phase of process. School will not be affected until 2nd phase. **Angley** – supports consolidation in theory. This 1st stage will allow time to evaluate employees working relationships and institute changes, if necessary. **Cotter** – Superintendent would need a strong 2nd line. Sees a possible increase in expenditures. What are the cost savings? **Milanoski** – (1)22hr administrative position from DPW to be cut and responsibilities to be taken on by TA/BoS office: 22hrs with healthcare vs. 10hrs no healthcare. BoS provides B&G administrative support now, provided for DPW before current hire. (1)6hr part-time custodian to be cut. Future savings will be seen with centralized purchasing and maintenance: ex. Fire and Security Systems upgrades to one bidder. **Angley** – the Town has traded resources in the past. **Milanoski** – the goal is to centralize. Transition Buildings and Grounds to School Facilities Director (Seidentopf) over the upcoming 2 years. **Angley** – Extra responsibility would require salary compensation. **Grimes** – Transition timing? **Milanoski** – initiate 1st phase on July 1st of this year. 2nd phase to be initiated on July 1st 2015. **Cotter** – has there been any resistance from the school? **Gray** – requested estimated financial savings for (3) positions to be eliminated. Does the Acting DPW Superintendent agree with the administrative changes? **Milanoski** – Not necessarily. The job can be done in less hours, only adding 8-10hrs to BoS. **Ward** – supports assuming move to abolish DPW Commissioners. Need to verify the number of meetings posted this year. BoS did do work in the past. **Gray** – Most cost savings will be in the future, in purchasing supplies and services. Report provided by Piantedosi shows ‘significant savings’ in outsourcing custodial staff, energy efficiency and HVAC contract. Expressly state that that the Governance Committee should have no involvement in deciding personnel assignments, as it is beyond its expertise. TA to appoint Department Head, if BoS votes to take over appointment from DPW Commissioners at Town Meeting per 585 Act.

Motion to recommend reorganization effective July 1st, 2014 as first step in consolidation of DPW and Facilities Departments, to achieve immediate and future cost savings and operational efficiencies by Cotter. Grimes 2nd. Approved 5-0-0

Motion to recommend the consolidated DPW and Facilities Department expeditiously examine (in-house) HVAC training, energy efficiencies and other recommendations in Piantedosi report, in the hopes of perceived cost savings by Angley. Grimes 2nd. Approved 5-0-0

Motion to recommend that the Superintendent of DPW and Facilities Department work together with Superintendent of Schools, TA, and BoS to phase in school facilities to consolidation by Grimes. Angley 2nd. Approved 5-0-0

Discussion of Consolidation of various Town offices into Department of Permitting, Environment and Planning – possible vote

Cotter – Is there any cost savings? Does it need to happen? **Milansoki** – estimated savings at \$40,000, in salaries and health benefits. **Grimes** – permitting process can be intimidating and a coordination of Town services would be helpful. **Gray** – (1) 19hr clerical position (no benefits) to be eliminated, estimated \$18,000 savings. Recent retirement of Conservation Agent has opened the ability to change to 19hr part-time position (no benefits) plus as needed additional support. ZBA secretary position to be eliminated, estimated savings \$4,000 a year. **Cotter** – concerned about proposed department head only working 4 days per week. **Milanoski** – creates a more integrated program, improves the operations and establishes accountability. Staff would be cross-trained, each continue to have own areas of expertise. **Ward** – need to guarantee anything mandated by the law is adhered to. Now is the time for changes to be made. **Angley** – exactly what the town needs in regards to customer service. **Milanoski** – is working with the Union to allow cross-training. Under current contract, employees are not allowed to offer assistance outside own department. Would require no cost increase for management, creates better customer service. Will save time for finance departments, consolidating four departmental reports to one. Health Agent requested hiring Weights and Measures personnel at \$30.00 per inspection. Position will be self-funded. Health Agent currently receives a \$5,000 stipend for services. **Grimes** – concerned about establishing a flat fee, as some scales are complicated and require more time. **Angley** – suggested a sliding scale. **Gray** – any reactions during Union bargaining? **Milanoski** – has not seen any resistance. Union has run revised job descriptions and is awaiting final vote. **Cotter** – can see some cost savings in administrative support. With part-time Building Inspector and suggested part-time Conservation Agent, should the Town look into reducing hours of Planner and Health Agent? Still concerned department head would only work four days a week. **Milanoski** – Friday is the slowest day of the week and offices are only open for (4) hours, not seen as an issue. Planning Department picks up a lot of additional duties. It will be the Town Administrators responsibility to make sure the program is working. **Ward** – Town Planner needs to adjust hourly schedule to work load, he attends numerous off hour meetings. **Gray** – Conservation Commissions reaction to possibility of part-time Agent? **Milanoski** – Chair has great respect for the department Secretary and feels she has the technical expertise to support the department. The Town's agriculture and wetlands make it necessary to have an Agent verses on-call support. **Gray** – grant writing is very beneficial to the Town. Requested TA provide more detailed information regarding outsourcing of grants and mapping, required with hiring part-time Conservation Agent verses full-time. **Grimes** – grant writing was and should be a Town Planner responsibility. **Gray** – would like to see information on grants for all departments. **Milanoski** – Hewins has offered to be a consultant to the Town, subject to an hourly fee. **Gray** – The (3) overseeing Boards/Commissions should not be supervised, they will continue to operate independently under local and state laws.

Motion to recommend consolidation based on organizational chart provided by TA for Department of Permitting, Environment and Planning; quasi judicial boards to remain absolutely independent by Angley. Grimes 2nd. Approved 5-0-0

Discussion items tabled until next meeting – possible vote:

- Appointment vs election of Board of Health
- Conservation Department fees
- Carver Housing/South Shore water usage/fees
- Follow-up and final discussions on Police Chief and Tax Collector/Treasurer selection process
- Production of electronic newsletter

Next meeting will be Tuesday, May 13th at 4:30pm.

Motion to adjourn at 10:15 am by Angley. Cotter 2nd. Approved 5-0-0.