

Task Force on Efficiencies and Consolidations
Monday January 11, 2010
Minutes

Approved – January 20, 2010

Present: Bradford Cook, Chair; Robert Blaisdell, Vice Chair, Sean Owen, Clerk; Tammy Simmons; Dan Pinard; Bill Skouteris; Hector Velez

Bradford Cook called the organizational meeting to order at 5:00pm and requested introductions of the membership.

The meetings will be in public, noticed and minutes will be taken.

Nominations were made for Chairman and presented as a slate. They were as follows: Bradford Cook, Chair; Robert Blaisdell, Vice Chairman; Sean Owen, Clerk. Mr. Owen made the motion, Mr. Velez seconded the motion. The motion was adopted by a unanimous vote.

Chairman Cook discussed making city government more internet and user friendly and a one-stop shop.

Chairman Cook distributed copies of the City Charter to the membership and suggested review of Articles 2, 3, and 4. These sections discuss the departments of the city. Combining departments requires 9 Aldermen. The City should be run under a business model and the Board of Mayor and Aldermen serves as the Board of Directors.

The proposed schedule was discussed and adopted it is as follows:

Date: Monday, January 25, 2010

Time: 5:30pm

Location: Executive Conference Room, 3rd Floor City Hall

Subject: Proposals for restructuring – present and former city officials, Mayor Gatsas

Date: Monday, February 1, 2010

Time: 5:30pm

Location: Executive Conference Room, 3rd Floor City Hall

Subject: Finances of City Departments and School District structure and finances

Date: Wednesday, February 17, 2010

Time: 5:30pm

Location: Health Department
Subject: Public Hearing / Work Session

Date: Monday, February 22, 2010

Time: 5:30pm

Location: Executive Conference Room, 3rd Floor City Hall

Subject: Work Session

Date: Monday, March 1, 2010

Time: 5:30pm

Location: Executive Conference Room, 3rd Floor City Hall

Subject: Work Session – Draft Session #1

Date: Monday, March 8, 2010

Time: 5:30pm

Location: Executive Conference Room, 3rd Floor City Hall

Subject: Work Session – Draft Session #2

Date: Monday, March 15, 2010

Time: 5:30pm

Location: Executive Conference Room, 3rd Floor City Hall

Subject: Adopt and deliver report to Mayor Gatsas

Invitations will be sent to the former Mayors for the meeting on January 25, 2010. They will be asked to speak in chronological order.

Department Heads will be invited to the meetings and a schedule will be distributed.

Other speakers that were suggested are: Bob McKenzie, Mark Brewer, Kevin Clougherty and Frank Thomas.

The committee agreed that we would distribute questions to the Department Heads, the questions are as follows:

- 1.) How could your department and other departments be more efficient?
- 2.) What department do you work most with and what are the synergies?
- 3.) What functions do you presently provide online and what are the online tools you need to make your department more efficient?
- 4.) What processes do others do better that we could adopt (i.e. municipalities and businesses)?

- 5.) Are any of your services duplicated by the school district and what services could you provide to the school district?
- 6.) Is there something that the city can provide you to streamline your processes?
- 7.) What ideas do you have about efficiencies and possible consolidations in Manchester government in general, that were not provided in the answers given above?

Chairman Cook adjourned the meeting.