



THE OLD STONE HOUSE

# TOWN OF GUILFORD

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SETTLED IN 1639

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**TOWN OF GUILFORD  
EFFICIENCY TASK FORCE  
MEETING MINUTES  
TUESDAY, MAY 4, 2010  
7:00 P.M. – GUILFORD TOWN HALL**

**Present:**

Task Force Members: Martha Carlson, Jim Galvin, Chairman Gary Gilbert

Selectmen: Charles Havrda

Clerk Karen Quercia

**1. Call to order**

Mr. Gilbert called the meeting to order at 7:02 p.m.

**2. Approval of minutes**

**2.1 Approve minutes of the April 20, 2010 meeting**

Mr. Gilbert stated that Mr. Maynard requested that the minutes be changed to reflect that Mr. Maynard “performs tasks” for both the Green Committee and Standing Fields Committee.

*Motion: Upon a motion by Ms Carlson, and seconded by Mr. Galvin, the Efficiency Task Force voted to approve the minutes of the April 20, 2010 meeting as amended.*

Approve: Carlson, Galvin, Gilbert  
Oppose: None  
Abstain: None

**2.2 Approve minutes of the April 27, 2010 meeting**

*Motion: Upon a motion by Ms Carlson, and seconded by Mr. Gilbert, the Efficiency Task Force voted to approve the minutes of the April 20, 2010 meeting.*

Approve: Carlson, Gilbert  
Oppose: None  
Abstain: Galvin

**3. Discuss progress and meeting on top tier Organizational Chart**

The ETF members reviewed the draft organization chart. They discussed the layout of the chart, as well as the reporting structure.

Ms Carlson requested that departments that provide similar types of services be grouped together (i.e Building with Engineering). She also requested that the department heads be shown on a horizontal rather than a vertical line.

Mr Gilbert requested that In-House Counsel clarify whether departments such as the Assessor's Office, Tax Collector and Town Clerk report to the State of Connecticut Office of Policy and Management as well as the First Selectman.

The Clerk will make the requested changes to the draft Organization Chart.

**4. Review items to be included in preliminary report to BOS**

The Task Force will be making a report at the next Board of Selectman meeting regarding their preliminary findings. Mr. Gilbert suggested they give a brief summary of the Boards & Commissions and Departments they have met with so far.

It was agreed that Chairman Gilbert should send a letter to the Board of Selectman requesting that the ETF be added to the May 17, 2010 BOS agenda.

**5. New Business**

Mr. Galvin stated that he has made several requests from the Human Resources Director for copies of the Property and Casualty and Health Insurance policies but has not yet received them. He has also requested the January through March, 2010 loss runs. He asked the clerk to remind Mr. Goldblatt of the requests.

First Selectman Mazza recently met with an insurance representative from USI and the Town will soon be going out with a request for proposal for an insurance consultant. It was agreed that it is important that no recommendations for a consultant come from anyone on the Task Force. The Task Force does feel a change in broker is necessary.

Ms Carlson suggested that the Board of Selectmen appoint an Ad Hoc Committee to assist with the revisions to the Personnel Policy Manual. She offered to serve on the Committee should the BOS agree.

**6. Adjournment**

The members agreed to end the meeting at 7:55 p.m.

Respectfully Submitted,

Karen Quercia,  
Clerk