

**TOWN OF GUILFORD  
EFFICIENCY TASK FORCE  
MEETING MINUTES  
TUESDAY, JULY 6, 2010  
7:00 P.M. – GUILFORD TOWN HALL**

**Present:**

Task Force Members: Michael Dowley, Chairman Gary Gilbert, Jim Galvin, Mark Matlosz  
Marti Carlson

Clerk Laurie Kelley

Mr. Gilbert called the meeting to order at 7:00 p.m.

**1. 7:00 – 7:01 p.m. Approval of minutes of the June 15, 2010 meeting.**

*Motion: Upon a motion by Mr. Galvin, and seconded by Mr. Dowley, the Efficiency Task Force voted to table the minutes of the June 15, 2010 meeting.*

*Approve: Dowley, Galvin, Gilbert, Matlosz*

*Oppose: None*

**2. 7:01 p.m. – 7:30 p.m. Discussion with Town Facilities Manager Steve Neydorff**

Mr. Neydorff stated that he reports to and works for Jim Portley the Town Engineer. He is responsible for the town buildings except for the Library and Police Departments. He is in charge of the lights on the town green and the sidewalks, the rest of it, grass cutting, etc. is the responsibility of Park and Rec. The trees are the responsibility of Kevin Magee, the Tree Warden. He and his staff have the custodial duties in Town Hall, Town Hall South, the Food Bank and Youth and Family Services building. He would also be responsible for changing lights in the police station and was asked to fix a leak in the roof at the Community Center.

Mr. Gilbert explained that the purpose of this committee is to make each department run more efficiently and make recommendations to the Board of Selectman. They are trying to get a clear understanding of what he is responsible for.

Mr. Neydorff stated that as far as he knows there is nothing in writing. His staff also cuts the grass at Town Hall and Town Hall South. The Parks and Recreation Department is responsible for all other grass cutting. He would also be responsible for the HVAC systems and furnaces in all the town buildings, the electric bills and all the lights.

Mr. Dowley asked how many staff members he had?

Mr. Neydorff stated that he has five direct reports, one janitorial and four that are maintenance/janitorial.

Mrs. Carlson asked about the Christmas lights and other functions on the Green?

Mr. Neydorff stated that Park and Rec is responsible for events on the Green, he has the Christmas lights in his budget for this year.

Mr. Dowley stated that some of the jobs that his staff and public works are doing could be consolidated.

Mr. Galvin asked about OSHA regulations.

Mr. Neydorff stated that he was aware of all the OSHA regulations, he was an electrician in the private sector before coming to work for the Town.

The committee thanked Mr. Neydorff for coming.

### **3. 7:30 p.m. – 8:00 p.m. Discussion with Town Assessor Ed Corapinski**

Mr. Gilbert asked Mr. Corapinski his position and his staff.

Mr. Corapinski stated that he is the Town Assessor. He has three staff members, one is also the clerk for the Board of Assessment Appeals.

Ms. Carlson asked if he was appointed.

Mr. Corapinski stated that he was appointed and can only be removed by due cause. All the Department Heads are under the State Statutes which applies to Assessors and Town Clerks.

Mr. Gilbert stated that his department is an important revenue builder. What can be done to increase revenue and reduce expenses?

Mr. Galvin asked if all businesses in town filed declarations of personal property taxes.

Mr. Corapinski stated that 1.27% of all the property owners go to court which creates expense to the town. 7 to 8% of those are withdrawn or dismissed but usually with a reduction. Much of their time is spent calling property owners about sheds or disputes on field cards. If he has to go out with his assistant they spend quite a lot of time and gas just checking things out. He further stated that they have a small commercial base, it makes up only 8-9% of the total value.

Mr. Dowley asked about evaluation performances for he and his staff members.

Mr. Corapinski stated that he does them yearly for his staff, they go to the First Selectman by July 1. The forms come from HR which are a little outdated. One is not done on him but he would welcome that.

Ms. Carlson asked if there were any functions that could be automated to allow audits to be done. Again this is not to eliminate any staff, just improve efficiency.

Mr. Corapinski stated that they would still have to hire an outside source for an audit.

Mr. Dowley asked if they were in need of any new programs or new data or software?

Mr. Corapinski stated that their department has the best that is out there. They could always use more memory and have a faster system.

Mr. Gilbert asked if there was anything that needed to be added to the Town website?

Mr. Corapinski stated that most questions they get have to do with personal property.

Further discussion followed concerning computer data systems and care assessments.

The Committee thanked Mr. Corapinski for coming.

**4. 8:30 p.m. - New Business**

The Efficiency Task Force meeting was adjourned at 8:25 p.m.

Respectfully Submitted,

Laurie Kelley  
Clerk