

**TOWN OF GUILFORD
EFFICIENCY TASK FORCE
MEETING MINUTES
TUESDAY, AUGUST 17, 2010
7:00 P.M. – GUILFORD TOWN HALL**

Present:

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

Town Officials: Tammy DeFrancesco, Social Services Director

Mr. Gilbert called the meeting to order at 7:01 p.m.

1. Approval of minutes.

1.1 Approve minutes of the August 3, 2010 meeting

Motion: Upon a motion by Ms Carlson, and seconded by Mr. Galvin, the Efficiency Task Force voted to approve the minutes of the August 3, 2010 meeting.

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

Motion: Upon a motion by Mr. Gilbert, and seconded by Mr. Galvin, the Efficiency Task Force voted to add discussion with Social Services Director Tammy DeFrancesco to the agenda.

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

2. Discussion with Social Services Director Tammy DeFrancesco

Social Services Director Tammy DeFrancesco explained that her department serves 600 – 700 families every year. Her department provides access to local and regional services and acts as an advocate for needy individuals and families. They are the administrators for energy assistance, operation fuel, the food bank and Ms. DeFrancesco is the Municipal Agent for the elderly. They assist seniors with referrals for programs, and work with many state agencies to connect medical and food programs.

Her staff consists of one full time employee who is the program coordinator for the department, one part time administrator and one volunteer plus food bank volunteers.

The first area Ms. DeFrancesco believes should be targeted for efficiency in her department is Technology. She believes training in Access and Excel, and in the ability to create databases is essential to improving productivity. She also noted that their computers are not up to date. Other areas Ms. DeFrancesco believes would help the department improve efficiency are transitioning to a 501-c3, and upgrade to the phone system, and correcting the status of her full time professional program manager to E1 from N7.

The Task Force thanked Ms. DeFrancesco for coming in to meet with them and stated that the information provided was very helpful.

3. Review of information received to date and preliminary discussion of items for report to Board of Selectmen.

Mr. Gilbert handed out a list of possible topics to be included in the task force report to the BOS tentatively planned for October. He stated that the list was started by Mr. Dowley because Dowley was unable to attend this meeting, and he (Gilbert) expanded it with some of his own suggestions.

Ms. Carlson stated that she would be opposed to any recommendation to outsource staff such as custodians if it meant elimination of town employees, but she might be agreeable to the recommendation if it only applied to attrition. Mr. Galvin stated that he was strongly in favor of outsourcing all low skilled positions and believed it should also be applied to BOE functions even if it was not a part of the task force recommendation to the BOS.

Mr. Gilbert asked that all parties remain open to negotiating a recommendation list agreeable to all, and stated that he would much prefer to issue a report with recommendations by the consensus of the group. He also asked that everyone add any of their own recommendations to the list for consideration and discussion at the last meeting of October.

The Task Force would like to meet briefly with the Director of IT from the BOE and the Director of Operations/Facilities at it's next meeting on the 7th of September, and reserve the second meeting in September (21st) for discussion, final review of recommendations and summary.

The meeting was adjourned at 8:25.

