

**TOWN COUNCIL
STRATEGIC PLANNING COMMITTEE**

MEETING MINUTES

Tuesday, September 15, 2016
6:00 PM
Town Hall Council Chambers

Attendance: Councilman Kenneth Kellogg, Chairman (“KK”)
Councilwoman Dee Dee Martin (“DM”)
Councilman Kevin Reid, Secretary (“KR”)

Also Present: Frank Lieto, Town Council Chair, (“FL”)
Kathy Lombardi, (“KL”)
Nick Kapoor, (“NK”)
John Brenna, EMS Commission Chair (“JB”)
Josh Krize, Monroe Fire Deputy Chief (“JK”)

1. Call to Order
 - a. 6:08 by KK
2. Public Participation
 - a. None
3. Minutes of the 03/07/2016 Meeting
 - a. KK Motion to approve as amended (Attribute the Public Participation comment to Mr. Steve Kirsch) DM second.
 - b. Passed 3-0
4. Unfinished Business
 - a. Fire Study
 - i. KK opened discussion to combining the study, or to hear arguments for.
 - ii. KK presented a letter from the Monroe Emergency Medical Services

Commission stating combining the studies into one that may not be as practical as expected.

iii. Consensus is that the study should not be combined and KK will bring that back to Council

iv. Remarks on the Scope of the Study:

1. Scope:

- Overall strong and viable volunteer fire service – statement up front proposed by KK
- Conduct comprehensive review of community profile, population, demographics that impact delivery
- Review of Town POCD to review anticipated future assets
- Input must be solicited from officers, line staff, elected/appointed officials, etc..

2. Facilities:

- Include analysis and impact of homeowner's insurance ratings and costs for all town residents under all scenarios

3. Qualification:

- Expertise for all on-call personnel – effective operation of staff
- Expertise in municipalities of similar size and nature

4. Bidders must submit timeframe for project completion and milestones

5. Must be fixed, lump sum fee for service inclusive of all costs

6. Provide samples from previous reports

7. Need to provide bids should be sealed

8. Town reserves the right to interview consultants and request presentation to a bid review committee

9. FL recommended stating oversight committee in RFP

10. Motion by DM, second by KR, to recommend proceeding with RFP incorporating all the comments discussed; KK to provide to JK. Passed 3-0.

b. Part Time Pay Plan

i. KL & NK provided presentation; mentioned a significant number of part time employees that work part time and that they are critical. They should feel there are incentives within the town for career growth

ii. KL – promotes consistencies within the positions and across positions.

iii. KL – benefits of part time staff, cost benefits for one, and they are also natural first in line replacement for full time staff leaving

iv. KL – mentioned part timers specifically in Monroe, are reliable

v. KL – passed out a Part Time Salary Structure

vi. KL – cut the original in half and make available for January

- vii. KL hand out has comparative structure to applicable / like towns
- viii. FL, KK - Discussion of desire for a range vs a static value
- ix. Further discussion on desire for additional comps from other similar municipalities; KL will request First Selectman to ask for other town's pay structures. She will then review pay structures of other towns and report back with data at next meeting.
- c. Chalk Hill Building
 - i. KK – mentioned BoF is working on the assessments and data before SPC deliberates any further.
 - ii. KK mentioned BoF is not waiting on anything from Council or SPC

5. New Business

- a. KK reported that he would like to proceed with an inventory document of all strategic plans in town. Document from Avon provided by NK as a sample. All agreed for future meeting.

6. Adjournment

- a. DM motioned to adjourn
- b. KR seconded
- c. KK adjourned meeting at 19:04