

**DRAFT**  
**CITY OF NORWALK**  
**BOARD OF ESTIMATE AND TAXATION/BOARD OF EDUCATION**  
**REGULAR MEETING**  
**JULY 2, 2009**

**ATTENDANCE:** Fred Wilms, BET Chair; Dr. Salvatore Corda, Dr. Dan Cook, Board of Education; Thomas Hamilton, Director of Finance, Rosa Murray, Board of Education Chair (5:34 p.m.); Jack Chiaramonte Board of Education member (5:49 p.m.)

**STAFF:** Ossie Lewis, City of Norwalk Finance; George Giannetti, Board Of Education, Gerald Foley, City of Norwalk Purchasing Agent (5:36 p.m.)

**CALL TO ORDER**

Mr. Wilms called the meeting to order at 5:30 p.m. A quorum was present.

**APPROVAL OF MINUTES – MAY 28, 2009**

*Ms. Murray joined the meeting at 5:34 p.m.*

**\*\* MR. HAMILTON MOVED TO APPROVE THE MINUTES OF THE MAY 28, 2009 MEETING AS SUBMITTED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**RECEIVE AND REVIEW FINAL REPORT ON MAIL ROOM OPERATIONS**

Mr. Hamilton distributed an updated version of the Report on Mail Room Delivery & Postal Metering and gave a brief updated on the changes, which were mostly technical.

*Mr. Foley joined the meeting at 5:36 p.m.*

Mr. Hamilton said that the projected savings were about \$55,000, which mostly was due to the postage meter lease expenses being reduced. The current number of postage meters is 25 machines and they will be phased out. He said that there was a non-appropriation clause in most of the lease contracts. Some of the meters leases are about to expire.

The other savings is in the area of postage itself. The proposal is to use a third party vendor to pick up the mail from a central location for bar coding and pre sorting before postage is added. This reduces the cost of the first class postage .05¢ to .06¢ per piece.

Dr. Cook said that the District had recently compiled the report cards and saved .05¢ per piece of mail for an overall savings of \$250.00 for one mailing. Dr. Corda said that the District was also working on compiling a listserv for the District. The next step will be contacting families to see who would be willing to receive the information via email.

Ms. Murray asked if Dr. Corda had already checked into the issue. Dr. Corda said that he had checked with the District Counsel as to whether or not this would be possible. He added that Counsel felt that it would not be a problem if the District had signed releases from the parent for this.

Mr. Hamilton said that the RFP is listed on the agenda so that the City can see which vendors are interested and what they would offer.

Ms. Murray said that she would like to have a discussion about this internally because there were some high schools and other schools that would use the service more than others. Dr. Cook said that this is how the District and the City would learn.

Mr. Hamilton then reviewed pages 3 & 4 of the report with the Study Group.

*Mr. Chiaramonte joined the meeting at 5:49 p.m.*

#### **RECEIVE AND REVIEW DRAFT RFP FOR MAILING SERVICES**

Mr. Hamilton announced that the RFP was attached to the Study Group's packet. Mr. Foley gave a brief overview of the RFP and said that he had borrowed Greenwich's RFP as a template. He added that Greenwich had received two or three replies to their RFP.

Dr. Corda asked about pg 12, Question #24, regarding the drivers being bonded and insured. He suggested that it be reworded as a requirement that the drivers be bonded and insured.

#### **TAKE ANY ACTION, AS NECESSARY, ON ABOVE AGENDA ITEMS.**

Dr. Corda said that the Study Group was about to recommend an action. Ms. Murray said that it would have to go before both of the Boards. Mr. Hamilton said that the Common Council did not have to approve the issuing of the RFP, but would have to approve the Mayor's signing of the contract.

**\*\* MR. WILMS MOVED TO ACCEPT AND APPROVE THE FINAL REPORT AND THE RFP AS AMENDED. (SEE ATTACHED)**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

## DISCUSSION ON FUTURE AREAS OF STUDY

Mr. Wilms suggested that perhaps the next area of study could be purchasing.

Ms. Murray asked if something could be put in place to evaluate how the partnerships are working. She said that the District was struggling on the payrolls, and other issues, which are ongoing. Mr. Hamilton said that he thought that payroll was an area that needed to be considered, but that there was a host of steps that would need to be examined. He said that the data feed into the payroll would be the difficult hurdle. Dr. Corda said that he thought that the problem was not in the output, but in trying to modify a system that was not designed for school systems. He said that in his experience, every attempt to modify the MUNIS system has caused a problem somewhere else. Mr. Hamilton said that he had heard that, but couldn't understand why this would be. Mr. Hamilton said that he was aware of some limitations on the accruals and there was an RFP out currently for a system that is scalable for the time and attendance accruals. This would help with the Police Department, Fire Department and the School District.

Mr. Wilms asked why the City did not use a system like ADP. Mr. Hamilton said that it had been examined in the past, but determined it was too expensive. It was determined that it would cost about \$1.00/check and it could be done for less in house.

Dr. Corda said that it might be helpful to have some of the District payroll employees sit with the City payroll employees to see how the City works the MUNIS system. Dr. Cook then said that cooperation is important.

Ms. Murray said that this had been a continuous problem and salaries are the biggest portion of the Board's budget.

Dr. Corda suggested that the Study Group work on the payroll systems. Mr. Hamilton agreed because with the City's RFP currently out the timing is excellent.

**\*\*DR. CORDA MOVED TO CONSIDER THE PAYROLL SYSTEMS INCLUDING TIME AND ATTENDANCE FOR EFFICIENCY NEXT.**

The discussion then moved to the system that the City is currently using which is manual at the present time. It was agreed that this would need to be moved into a more efficient system. The initial roll out of the new time and attendance will be for the non-uniformed employees first.

**\*\* THE MOTION PASSED UNANIMOUSLY.**

## ADJOURNMENT

Mr. Wilms adjourned the meeting at 6:18 p.m.

Respectfully submitted,

Sharon L. Soltes  
Telesco Secretarial Services

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