

Special City Council Meeting

OCTOBER 23, 2018

The Special City Council Meeting was called to order by Mayor Bronson in the Council Chambers at City Hall at 5:22 p.m.

Roll Call:

Present: King, Kwiatkowski, Riddle, Couture, Lavender, Bronson and Temple

Purpose:

- Review of Organizational Analysis completed by Rahmberg Stover & Associates and review the recommendations of the committee.

Item #1-Establish an Assistant City Manager Position (Timeline: November 2018-January 2019)

- Reviewed the time analysis provided by City Manager Tom Eustice.
- Approximately 18% of his time spent on Boards & Commissions.
- Alternative ideas to hiring an Assistant City Manager:
 - Assessor contract is up in April of 2019, discussed possibility of changing the contract to include additional duties City Manager Tom Eustice is currently handling.
 - City Manager Tom Eustice would like to see someone help market the Port, thinks we are missing out on a big opportunity.
 - Discussed contracting out Planning & Zoning-reach out to NEMCOG to get an estimate of cost.
 - DDA will potentially be changing their structure so that could be taken out of City Manager's responsibilities.
 - Will also need to address the IT and Communication component.
 - Will need to review how these changes will affect the budget.
- Councilman King, Mayor Pro Tem Couture and Mayor Bronson will meet with City Manager Tom Eustice to review job descriptions and work on an RFP for the Assessor component and the Planning & Zoning component.

Item #2-Re-examine the City's Public Safety Department (Timeline: January 2019-July 2019)

- Discussed the possibility of splitting the Public Safety Department into Fire Department and Police Department.
- City Manager Tom Eustice reported that the split could be made without disbanding the current Public Safety Ordinance.
- Will review in more depth at the November 27th Special Meeting.
- Council would like the Fire Chief, the Police Chief, and Attorney present to review along with the current police contract.

Item #5-Consider Integrating the City Ice Rink with the Parks and Recreation Department (Timeline: December 2018-December 2019)

- Per City Manager Tom Eustice it is easier to manage the Ice Rink as its own fund but it could be added to The Recreation Plan.
- There should be an Assessment Plan to plan for large expenses.

***Additional Special Meeting to be held on November 27, 2018 at 5:15 p.m.**

Meeting adjourned at 6:45 p.m.

Mayor Mark C. Bronson

Clerk/Treasurer Bridget E. Brown

Councilman Joseph Lavender

Councilwoman Winifred L. Riddle

Councilman Vaughn Temple

Councilman Nathan H. King

Mayor Pro Tem Nicholas C. Couture

Councilwoman Betty A. Kwiatkowski