

**CITY OF NORWALK
JOINT SERVICES STUDY GROUP
BOARD OF ESTIMATE AND TAXATION/BOARD OF EDUCATION
REGULAR MEETING
DECEMBER 3, 2009**

ATTENDANCE: Fred Wilms, BET; Dr. Cook, NPS; Dr. Papallo, NPS Interim Superintendent; Glenn Iannaccone, BOE Chair, Joann Romano, Common Council; Jody Bishop-Pullan, BOE member; Leo Mellow, BET (5:32 p.m.)

OTHERS: George Gianitti, NPS, Ossie Lewis, City of Norwalk Finance; Hal Alvord, DPW Director; James Haselkamp, Personnel Director; David Hopp, NPS IT Dept.; Kathy Lupe, NPS

CALL TO ORDER

Mr. Wilms called the meeting to order at 5:30 p.m.

APPROVAL OF MINUTES

August 27, 2009

**** MR. WILMS MOVED THE MINUTES OF AUGUST 27, 2009.**

**** THE MOTION PASSED WITH THREE IN FAVOR (WILMS, COOK, AND ROMANO) AND THREE ABSTAINED (IANNACCONA, BISHOP-PULLAN, AND PAPALLO).**

OLD BUSINESS

Dr. Cook said that there were already savings with the new mail system. Since the last meeting, two postage meters, which cost \$330 per month per machine, have been eliminated. As the other leases occur, they will be taken out of service, which will result in saving. Dr. Cook said that eventually, he sees the City divided into two zones, one on the east side of the river and one on the west side.

Mr. Mellow joined the meeting at 5:32 p.m.

Mr. Iannaccone asked what the ultimate goal was. Mr. Wilms said that right now the idea was to consolidate and have one mail room. Dr. Cook said that ultimately, there is a goal of having the printing done at City Hall rather than Norwalk High School. Mr. Wilms said that the reason this was done first was because it seemed easiest.

NEW BUSINESS

Recycling at City and Board of Education Facility.

Mr. Alvord said that he would give a quick overview of what the City is doing all over and then Mr. Gianitti would talk about the recycling for the schools. He explained that since July 1st, the City has been selling recycling materials rather than paying a tipping fee. There had been discussions about the recycling at the schools with Mr. Gianitti, and Mr. O'Connor at the schools.

Teams have been sent to the schools to explain to the administration how the program works. Mr. Gianitti has been able to insure that all the plastic are under #6, so they can be recycled. Once the paper is brought into system, the calls for the larger Toter bins come into DPW. Mr. Gianitti said that the school is working on the program. He said that currently the program is too new to track things, but he was looking towards eventually reporting how much tonnage was being collected from the schools. Mr. Gianitti said that NHS has been able to reduce the amount of garbage by one dumpster. Dr. Papallo asked if the schools were receiving the money they were saving from the decreased garbage tonnage. Mr. Alvord said that right now, it would be too difficult to separate out the amount of recycling from the schools from the City's recycling. Eventually, it may work out that a single recycling truck would collect just from the schools, but it is much too early to do any calculation.

Mr. Alvord said that he thinks that the blue bins are in the administration offices but did not think that the bins were not in the classrooms. He said that seven schools have been visited and that represents about a year's worth of work. Mr. Wilms asked why this was taking so long. Mr. Alvord said that Ms. Panceria runs the recycling sites and Mr. Gianitti had his own responsibilities. Dr. Papallo asked if it would help to have the principals come to a meeting. Mr. Alvord said yes. Mr. Wilms asked if the custodial unions and the NFT are involved. Dr. Cook said that they could be contacted about this. Discussion then followed about how recycling was worked into the curriculum.

Ms. Bishop-Pullan said that she was in schools daily and found that the recycling program needed to be fully set up in order to work. Mr. Alvord said that he agreed and that part of the value of the visit to the schools was that the staff could show the custodial staff where the Toters could go for the least disruption to the routines. Mr. Wilms asked if there were any issues that would prevent the custodians from being on board. Dr. Papallo said that the unions would have to answer this. Mr. Gianitti explained that Ms. Bishop-Pullan was correct about having the various steps in place. He said that when Mr. O'Connor, the head custodian, became involved, the program moved ahead rapidly. Once a school visit has been made, the team works with the school until the program is set up and functioning well. Dr. Papallo said that he would check to see when the

principals were meeting next. Mr. Wilms said that it sounded like things were moving ahead well.

OLD BUSINESS Cont'd

Board of Education Payroll & Time and Attendance.

Dr. Cook said that the District was moving towards using the computer exclusively. Mr. Hopp said that currently the District was using a program that pulled information from MUNIS and the staff fills out their time card online and then the program uploads the time and attendance information back into MUNIS. Dr. Papallo said that when the Payroll Clerk was in the hospital, she made sure that the Payroll went out on time. Dr. Cook said that his assistant, Claire, was being trained in the Payroll program. He said that the City IT Department has been right beside the District all the way through the process.

Mr. Lewis said that the City was still interviewing vendors for the program. Mr. Hamilton had initially wanted this done by January 1st. Mr. Wilms said that there were spill over benefits because in looking for ways to save money, both the City and the District were becoming more efficient.

Ms. Bishop-Pullan said that there had been some concerns about the City system not being compatible for the District. Mr. Hopp said that they were not at the point where the District was thinking of merging, but simply eliminating the paperwork by using the computer to enter the data rather than filling out the forms and then typing it into the computer.

Dr. Papallo left the meeting at 6:00 p.m.

Mr. Haselkamp said that the City had actually chosen a vendor, but Kronos purchased that company and the Kronos system was out of the price range. The City is considering another vendor that also has a few Boards of Education and a municipality.

NEW BUSINESS Cont'd

Legal Services, Contract Negotiations & Benefit Administration

Mr. Haselkamp said that Mr. Hamilton had asked him if he would be able to cover the non-certified District staff members. He said that he was unsure because he did not know all the details. He did say that he was concerned about the fact that there was no professional Benefits Administrator. Dr. Cook said that he had spoken to Mr. Hamilton briefly about this and the District was looking at the legal fees closely. He said that

ultimately, he needed to look at what the City could provide in terms of legal services. This has just been discussed within the BOE committees.

Ms. Bishop-Pullan asked what Mr. Haselkamp meant by “benefits administration”. Mr. Haselkamp said that it would cover insurance enrollment and other related items. Mr. Wilms said that he wanted to publicly acknowledge the role Ms. Bishop-Pullan played with the NFT negotiations.

Printing Services

Dr. Cook said that he has been working with Mr. Foley about the contracts and the cost of the printing, which is \$750, 000 a year. He said that the contracts are being reviewed and a termination clause has been discovered in the current contract. The current vendor has been notified that the contract will be terminated as of February 2010. Mr. Foley wrote an RFP proposal for the District and Atty. Beltz-Jacobsen wrote the termination letter. Dr. Cook said that he believed that there would be substantial savings by changing vendors. The bid has been extended by one week due to numerous questions from the vendors. The new copiers will be installed during the February vacation, so there will be no disruption of service for the staff. Dr. Cook said that because Mr. Foley and Atty. Beltz-Jacobsen were willing to help him, he was able to move forward without major expense. When Mr. Foley wrote the bid, he worded it so that the City could join in the contract when the City contracts expire. Dr. Cook said that the personal printers cost about .06¢ per page, but that one vendor offered .01¢ per page and networking. This could result in major savings for both the District and the City. Mr. Lewis said double sided copies has been saving a lot of money. Ms. Romano suggested that Dr. Cook look at indigo ink for the printing ink.

ADJOURNMENT

There being no further business to discuss, Mr. Wilms adjourned the meeting at 6:20 p.m.

Respectfully submitted,

Sharon L. Soltes
Telesco Secretarial Services