

BUDGET FISCAL ANALYSIS TASK FORCE
Meeting Notes
December 22, 2009

The meeting was opened at 5:10 PM. Present were Task Force members Yvon Alexandre and Lyle Wray, as well as Jim Boucher, Carmen Rodriguez, Hyacinth Yennie, David Panagore, and Linda Bayer, staff. Yvon Alexandre chaired the meeting. Joseph Kask had previously indicated that he was not able to attend the meeting and Tim Sullivan called to let the Task Force know that he was unable to attend due to a death in his family.

Minutes: It was moved and seconded (Wray, Alexandre) that the minutes of the November 23, 2009 Task Force meeting be approved as presented. The motion passed unanimously.

Selection of Chair/Convener: It was suggested that either the position of meeting chair could rotate among the members or the member with the most interest or experience with the meeting topic might lead the discussion. The matter was tabled until the next meeting.

Meeting Schedule: It was suggested that the Task Force meet every other Monday at 5 PM, for 1 ½ hours beginning on January 11, 2010. Tim Sullivan had sent word that any evening meeting time would work for him. Linda will check with Mr. Kask and David Panagore to make sure that the schedule is workable for them.

Information and Meetings: Linda provided the Task Force with an outline of three proposed meetings with City staff. One meeting would address employee benefit issues and be attended by Human Resources staff and the City Treasurer. A second would address revenue issues, including tax liens and collections, fees and permits, ARRA funds, and grants management and would be attended by the Tax Collector, Management & Budget director, and Development Services staff. The third meeting would address issues relating to the Hartford Public Schools and would be attended by HPS staff. The Task Force members were amenable to this arrangement and Linda will work with David Panagore to schedule these sessions.

Yvon Alexandre suggested that the Task Force look at procurement issues to see if efficiencies and savings might be achieved in the system. He requested a copy of the City's Purchasing Manual and asked how much of the City's purchases go through the procurement process. David Panagore indicated that most did and noted that there is a new procurement ordinance. In general, purchases over \$25,000 go through a public bidding process. He noted that there must be a balance between cost-effectiveness and ethics concerns, but thought there might be opportunities for savings in this area. He will arrange for the Task Force to receive the manual. Yvon noted that, prior to owning his own business, he had a career in procurement in both the private and

government sectors. Millions can be saved through negotiations with contractors. It might be beneficial to establish a price-cost analysis group as many progressive procurement departments have done.

Public Comment: Jim Boucher advised the Task Force that he was setting up a meeting with a number of people to discuss property tax revaluation and invited Task Force members to attend if they wished. Further information will be forthcoming.

Carmen Rodriguez emphasized that Task Force recommendations should focus on outcomes and accountability and urged the members to look at everything honestly. Members commented that they hoped their recommendations would be taken seriously and implemented. They noted that they would identify efforts that would save money, would recommend short- and long-term strategies, and would rank their recommendations.

Linda invited members of the public to give her their email addresses and she would include them in the distribution of meeting notices, minutes, etc.

Adjournment: It was moved and seconded (Alexandre, Wray) that the meeting be adjourned at 5:45 PM.

Respectfully submitted,

Linda A. Bayer
Staff