

MEETING MINUTES

FINANCE & PERSONNEL COMMITTEE WEDNESDAY MARCH 5, 2008 6 p.m. COUNCIL CHAMBERS

A meeting of the Finance & Personnel Committee was held on Wednesday, March 5, 2008 at 6 p.m. in the Council Chambers of the Municipal Building.

Members present: Romberg, Morack, Tate, O'Connell, Barrington

Others present: Herter, Herminath, Hager, Villiesse, Rousseau, Stuart Beduhn

Committee Actions:

1. Chairperson Romberg called the meeting to order at 6 p.m. Morack/Tate to adopt agenda. Carried 5-0.
2. Stuart Beduhn of Bomier Properties updated the Committee on Bomier's efforts to market the Industrial Park (NENLBC). He had good news to report. Our offer of free land in return for a commitment to add taxable value of at least \$200,000/acre has sparked great interest. Several prospective clients have visited our property or made detailed inquiries of Bomier. Kent is following up on inquiries of some one looking for as many as 50 acres.
3. Herminath & Romberg volunteered to assist Chief Wilkinson with the Good Citizenship Award selection.
4. Morack/Tate To recommend to Council adoption of a Reimbursement Resolution for the Wyman/Beacon project. Carried 5-0.
5. Morack/Barrington to confirm that there will be no sidewalk assessment for Wyman Street and that persons needing assistance to pay for private lateral work may have it handled as a special assessment, by signing a waiver. Carried 5-0.
6. Favorable bids have reduced the potential costs of the Splash Pad and these costs are now much closer to the originally estimated costs. The Capital Projects Committee will take this into account as it determines what other projects or equipment purchases may be done this year.
7. Budget Report and the Final Audit of TIF #1 were presented.
8. It was reported that if the City wished to create a new TIF District it could do so with lands having a combined value of not more than 4.3 million dollars.
9. The Committee asked Kent to follow up on all revolving fund loans to see if businesses receiving such loans have created the jobs promised.

10. Pool Revenue and expenses for 2007 were reviewed.

11. The Clerk is still working on an election voting system to be used for the Council Meetings.

12. Kent's Economic Development Report was reviewed and Downtown initiative progress discussed.

13. From a list of organizational issues members picked 3 to be the focus of a future meeting:

A) Consideration of the role of Public Works mechanic, determining what it should be and what that means in terms of the need for a new City Garage.

B) Consideration of the need for a City Planner, does this tie to the work of the City Engineer?

C) Look at the future administration of the Public Works Department. What should the Director of Public Works actually do? Should the Director be an engineer? Should Director and Engineer be separate positions or combined?

At a future meeting, members should expand on these questions and come up with factors, which need to be researched. Things like staffing requirements, surveys of other municipalities, information on best practices, job descriptions, etc. From this information the Committee should be able to perform cost benefit analysis or otherwise determine the direction it wants to take.

As needed, Staff will be directed to perform research and analysis. Pending a resolution of these issues, new issues will be undertaken.

Also, Committee members expressed interest in applying "Lean" Implementation techniques to our City government processes. Lean Implementation is focused on being sure each step in the delivery of a product or service adds value to that product or service and judges any step doing otherwise as wasteful. The impetus of "Lean" is to reduce waste, and promote efficiency. Members stressed that the key to success of LEAN Implementation is a good facilitator. Members will look into resources available from F.V.T.C. and report back to the Committee.

14. A proposed closed session on an employee matter was cancelled.

There being no further business, the meeting was adjourned at 7:30 pm.

Jim Villiesse
City Clerk