

TOWN OF STURBRIDGE  
Government Services Study Committee (GSSC)  
Minutes of September 7, 2012

Meeting was called to order at 2:30 PM. A. Smith was absent. M. Redetzke arrived at 2:45 PM.

Motion was made to accept the amended minutes of August 27, 2012 by P. Levine, seconded by S. Arndt. Vote was unanimous.

**Appointment of a secretary:** P. Gimas stated that the position has to be posted, and then the appointment made by the TA. The Committee will make a request to the Town Administrator for \$1500.00, then to Finance Committee.

**Old Business:** P. Gimas stated that A. Smith is working on a questionnaire for all departments. To assess the effectiveness of Town services, we need to understand the processes to make successful recommendations. P. Gimas quoted the following book "Guide for Fiscal Management for Municipalities", page 16 – spending – how do we revamp the Public Safety Complex to be more efficient.

Regionalization Conference at Holy Cross will be attended by P. Levine, and possibly P. Gimas and A. Smith.

**New Business:** S. Arndt suggested that since today the Committee is meeting with Chief Ford, at the next meeting the Committee should invite the Fire Chief to make a presentation. The Committee agreed, and P. Gimas will send the Fire Chief an email and invite him to the next meeting.

**Presentation with Chief Ford:** Chief Ford stated that over the past five years he has been thinking of ways to better make the Public Safety Facility run more efficiently. This is still in the thought process but his vision, still in the preliminary stages, is the following:

- Police & Fire Deputies – in charge of administration work and the operational functions
- Job descriptions – mix services to be more efficient – better management of down time
- Emergency Management – requires a lot of time and resources – how do we devote all the time and training
- Need more of a breakdown from Fire on their jobs
- Maybe out source the ambulance service to a private company – they would handle all their own functions
- A model of efficiency to look at would be the Town of Mendon, and how they proceeded to get this accomplished

The Committee stated that there is a lot of work to be done, many different avenues to research and look at. We need to get a true picture of each department and see how it works.

The Committee agreed that this is going to be a long process.

Next meeting will be Friday, September 21<sup>st</sup> at 2:30 PM.

The meeting adjourned at 4:30 PM.

Respectfully submitted,

Diane M. Trapasso, Secretary