

**KRIT (Kimball Report Implementation Team)
Regular Meeting
June 30, 2009**

The KRIT (Kimball Report Implementation Team) held a meeting on Tuesday, June 30, 2009 in the Mayor's Conference Room, City Hall, Milford. The meeting was called to order at 8:30AM.

KRIT Members Present

Doug Novak
Ray Oliver
David Rubin
Steve Studer

The minutes of 06.19.2009 were moved by Oliver, seconded by Studer, and approved.

Novak and Rubin updated the KRIT on their visit to the Building Department on 06.22.09, and their subsequent visit with Jeanne (M.I.S.). Rubin's brief discussion with Dan Thomas was also discussed. Oliver shared with the KRIT his research regarding various State Statutes for the topics of interest discussed in previous meetings. The KRIT was particularly interested in the implications for any potential realignment of staff, responsibilities, and work flow.

The recent article in the Bridgeport Post, relating to the potential need for a "Blight Czar" was discussed, with comments as to how this is handled in some of the other Towns we visited (Danbury, Fairfield, and previous policies within Milford).

An extensive discussion ensued regarding a potential specific modification (embraced by all members of the KRIT) that has relevance for job functions, reporting hierarchies, and physical staffing configurations. The objective, as per the mission of the KRIT, is to implement the recommendations of the Kimball Report in order to make the overall permitting process more efficient for staff and for applicants and more understandable for applicants. This potential modification reflected the observations and analysis of the KRIT over the last three months. The KRIT is fully cognizant that some of the Towns which appear to have practices that seem to be "best in class" have job functions that differ from the alignment in Milford. The KRIT believes that Milford is best served by trying to select various aspects of each town rather than just copy the system used in any one of them (ex: some from Danbury, some from Farmington, etc).

Attention was paid to the concept of revenue neutrality – ways in which any potential realignment could pay for itself. The was discussed from both the cost-side and the revenue-side (faster completion of the permitting process with respect to impacts on the Grand List).

The KRIT reviewed the implicit "dual accountability" status of certain professionals. In other words, although reporting to The Mayor, they are accountable (or the de-facto professional and secretary to various Boards and Commissions). Examples include Wetlands, the ZEO, and the Town Planner. The fact that these positions are structured very differently in some other towns was again discussed at length, particularly in light of seeking efficiencies in their roles during the permitting process with Building, the Fire Marshal, external engineers, the Police Department, and Town engineers and professionals within public works.

The KRIT discussed the previous management report (Bernstein – 2004) of the Milford Planners Office. The KRIT discussed ways to incorporate some of those recommendations (which are not at odds with the observations of KRIT).

Oliver will look at the specific space configurations within Parsons for proposed changes. Studer will talk with members of the Administration with respect to a few unanswered questions remaining from the previous meeting. Novak and Rubin will circle back with Tom Raucci with respect to some open items.

The KRIT tentatively scheduled their next meeting for 07.07.09

Being no further business to discuss the KRIT adjourned at 10:10 AM.

David Rubin,

Secretary