

**KRIT (Kimball Report Implementation Team)
Regular Meeting
July 07, 2009**

The KRIT (Kimball Report Implementation Team) held a meeting on Tuesday, July 07, 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

Various members of the KRIT reviewed their discussions and research during the last week.

Studer reviewed his conversation with John O'Connell. Rubin reviewed his conversation with the Mayor and City Attorney subsequent to the KRIT meeting of 06.30.09. Various topics involving state statutes, applicable titles and responsibilities, and attempts to clarify under both local ordinances and state law the situations where provisions explicitly allow for variations in implementation. Novak discussed the potential role of staff and management for any new alignment, if implemented. He shared his research and progress on the job descriptions under review and consideration. Oliver discussed his preliminary research regarding efficient space utilization related to various job functions, as they currently exist, and as to how they could potentially be improved. Efficient work-flow as well as communication with the public (and intra-employee) are being taken into account. A key objective will be to try to contain costs for any proposed work relating to reconfiguring space allocations. Record retention policies are being incorporated into the review for both "in office" and off-site (ex: the area by the stage, in Parson's Complex).

Members of the KRIT continued their discussion of observed "best practices" from other towns, with specific discussions about cross-training, improved staff efficiency (and helpfulness to the public by having staff be more familiar with multiple areas of the permitting process). Some possible examples include the differentiation of Planning from Code Enforcement, the success enjoyed by some towns in having Enforcement Officers wear (after training) "more than one hat", and the elimination of "steps" in the permitting process by combining certain review functions. The importance of making sure that the Planner's time was available for planning was considered, with discussions as to how the current obligations of this position could best be "freed up" so as to reduce the time it takes for review. The obvious objective is to facilitate the planning and the development process, and to interface with the other required staff positions involved with permitting. Budgetary implications were once again considered to make sure that this entire process would be as revenue neutral as possible.

The minutes of 06.30.2009 were reviewed, minor corrections were noted, and the revised minutes were moved by Oliver, seconded by Studer, and approved.

The KRIT tentatively scheduled their next meeting for 07.14.09

Being no further business to discuss the KRIT adjourned at 9:55 AM.

David Rubin,

Secretary