The Meeting of the Ad-Hoc Committee was held at the Blake Building, 25 Ogden Street, West Haven on May 15, 2006. The meeting was called to order by Raymond Collins at 5:10 p.m.

**COMMITTEE MEMBERS:** Raymond Collins, Chairman
- Robert Guthrie
- Mark Palmieri

**OTHER BOARD MEMBERS IN ATTENDANCE:**
- Krista Pickering
- George Monahan
- Eric Murillo
- Gerald A. Calabritto

**BOARD MEMBERS ABSENT:**
- Chairman, M. Toni Paine
- Howard Horvath

**ADMINISTRATORS PRESENT:**
- Neil Cavallaro, Assistant Superintendent
- Garth Sawyer

Ray Collins, Chairman for the Ad-Hoc Committee turned the meeting over to Neil Cavallaro who passed out information. Some of this information was previously shared with Board Members Ray Collins and Mark Palmieri it was being gathered.

Neil Cavallaro has contacted CABE to see if there is a policy regarding vehicle use and found there was none. He looked at some of the surrounding and urban towns to see what they did as far as vehicles were concerned. The East Haven Policy is interesting but not one that we will follow.

Reliable Fence has given the Board a quote for fencing to surround the vehicles if they are to be parked at the Blake Building. The quote will be shared with members at a later time. The cage out in back of the building could possibly be extended and fortified so no one would be able to break in. We also will need to put a gate in front of the entrance at night.

Robert Guthrie had previously requested a list of everyone’s name who takes home a vehicle at night, the amount of hours they work per day as well as the distance they drive, and the type of vehicle they drive. Neil Cavallaro passed out information regarding his request. The first sheet from Jolene Barnes, Personnel Director was for the CWA people and the last person on this list is a teacher who belongs to the Federation of Teachers. The AFSCME members who drive a vehicle are represented on the second page. The final sheet represents the base salary of each of the employees who take a vehicle home.
and the amount of overtime earned. The overtime is important to compare the driving
time back and forth to the various places they are called in to serve.

A discussion regarding the overtime of some individuals and the necessity for it took
place. It was agreed that some of the so-called overtime money is really coming from a
grant.

Neil went on to state this meeting was called to get everyone’s ideas on how to proceed
on this issue. We want to get a feeling on how to handle the situation and need some
guidance.

Various ideas were discussed such as travel pay if the person’s privately owned vehicle is
used. If they are given a vehicle travel pay would not be used. Currently we have one
person receiving travel pay at the rate of $225 a month. If a car is in the shop for a long
period of time, for instance a month, then travel pay could be used. It has been used for
this reason in one instance.

Ray Collins stated he still wanted to go forward and bring in individuals for an interview
to determine the necessity of their bringing a City vehicle home in the evening. There is
no additional savings for insurance if they leave the vehicle at the building or bring it
home. He suggested giving the individual a flat rate for gasoline $30.00 a week and the
remainder to come from the individual’s resources. He put this out for discussion only.

Robert Guthrie asked where would we keep the vehicles and would we secure them.
Some of the vehicles stock over $4,000.00 worth of tools. Neil Cavallaro stated this is
why we are looking into fencing. One other thing Neil looked into was keeping the
vehicles at the high school or in the rink area; however the time element involved in
picking up cars at various places would decrease productivity. The quote for fixing the
fencing at the Blake Building is approximately a little over $4,000. A further discussion
regarding fencing continued.

It was agreed upon that two people on the list Joe Yacano and Mike McGrath definitely
need to bring the vehicles home with them. The principal of the building in question is
called first when an alarm goes off and Ray Mulligan is second in line. This accounts for
much of his overtime. Neil stated that for a snow watch the vehicles should go home.
Plows go home with a snow watch.

Mark Palmieri suggested a log book be used and a no tolerance type policy be
implemented. If you work from 9:00 a.m. to 12:00 noon on a Saturday log it in with your
mileage. If your vehicle is seen elsewhere at 2:00 p.m. questions would be asked and you
would be held accountable. He went on to say it is almost a morale type issue. We
would be taking away something they have been using and require. He also questioned if
they receive a 1099 for the use of the vehicle because this should also be a consideration.
Neil asked Garth Sawyer to look into the use of the 1099.
Neil Cavallaro also stated that he met with the Mayor earlier today and the Police Union won a grievance. The cars were taken away and they had to be given back because there is nothing in the contract that states they couldn’t take them home. Past practice prevailed and the traffic sergeant and a few others received their cars back.

Robert Guthrie asked how many vehicles we are talking about. Neil responded there are three or four at the high school perhaps six per Garth. Four stay at the high school so in actuality we are trying to place five vehicles. He didn’t know if we were talking about all vehicles and just wanted to clarify we were only talking about five. Krista stated some individuals are 40 miles from their work. When there is a snow emergency the person’s van would stay and the truck would go home with them.

George Monahan stated that in just about every other place of employment the use of a company vehicle is considered a valuable benefit; a perk. The party receives the use of the vehicle which they don’t pay for. They fill the tank with gasoline whenever they need it and they don’t pay for it. They also don’t pay for the cost of insurance. It is pretty unbelievable to be able to drive someone’s vehicle free of charge for 2/3rds of the time you drive a vehicle. This is why it is considered a perk and that is why he respects Mr. Palmieri’s question as to the 1099. This is a benefit. This board has an opportunity to thoroughly look at how these vehicles are being used and then put in place a definition of what justifies the use of the vehicle.

The amount for gas last year was $25,000 and the line item this year is $28,000. Garth took an average of the last six months use. We also do not have to pay tax on our gas usage which helps somewhat.

Ray Collins stated it is good for morale and it is a great perk to have a car but the bottom line is we have a $28,000 hard line number which we never had before. We are in the tightest budget we ever faced. We are balancing and squeezing pennies to keep teachers. In doing a quick math for eleven cars going home if we limit each person to $50 a week we would not hit the $28,000 mark. Some vehicles are using more than $100 a week on gasoline. Gerry Calabritto said we need to investigate a little more how individuals are using their vehicles. Perhaps some people need $50 and some only need $25 depending on what that vehicle is used for. We need to get a better breakdown of the use of the vehicle. A discussion ensued involving log books and supervisors monitoring the use of vehicles. Robert Guthrie feels all vehicles should remain here except Joe Yacano’s and Mike McGrath’s vehicle.

George Monahan brought up the fact that satellite tracking was to be used in the Public Works department due to the many complaints about how City trucks were used during the course of the day and at odd hours and weekends. Beth Sabo put in a plan which was initially shot down but now thinks it was finally implemented. Let’s start out less stringent with log books etc. but load the thought that if this doesn’t fly we are going to use the City satellite tracking system for all company vehicles. If someone files a complaint stating a truck was in a certain spot at a certain time the log can be checked
and the person can be questioned as to why they were at that location at that specific
time. This is an evidentiary thing not something you monitor on an on-going basis.

We did request and require that all of the roaming maintenance staff signs in and out of
every building. This is what they are supposed to be doing. Unfortunately this is not
being followed. We should start disciplining them. Gerry Calabritto said the directive
should come from the Superintendent to the supervisors rather than have this board try to
micro-manage our departments and get involved in the day to day operation which is
what we pay people for. This board should direct the Superintendent to ensure that
policies which have been put in place are being followed. We should have no business in
the day to day operations.

Neil suggested we bring Joe Yacano in to discuss the use of the vehicles by people
working under him. A further discussion continued. Mark Palmieri asked who services
our cars. Mantilla does some of the work on the vehicles. He also questioned if we have
a place for discounts on tires etc? He read an article where students worked on the cars.
This didn’t seem to appeal to board members due to the liability etc.

Neil asked if the board would like him to contact Floyd Dugas and start with a draft.

Bob Guthrie made a motion to refer this to the Policy Committee to explore. Neil asked
if we would like some type of a draft. Floyd would be asked to give us some parameters
to work within. The board agreed with a draft.

Ray Collins asked for a motion to adjourn.

A motion to adjourn was made by Mark Palmieri

Motion seconded by Ray Collins

The meeting adjourned at 6:05 p.m.

Respectfully Submitted,

Marylou Amendola
Board Clerk