

**MINUTES  
SPECIAL JOINT MEETING  
CITY COUNCIL & WPC AUTHORITY  
BOARD OF FINANCE  
BOARD OF EDUCATION  
City Hall Auditorium  
December 3, 2018**

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A **SPECIAL JOINT MEETING** of the City Council, the Board of Finance, and the Board of Education was held at the City Hall Auditorium on Monday, December 3, 2018.

Those in attendance included Mayor Elinor Carbone, City Councilors Marie Soliani, Frank Rubino, Fred Simon, Anne Ruwet, and Gregg Cogswell, Board of Finance members Lance Boynton, Laurene Pesce, Mark Bushka, James Wright, and Chris Beyus, and Board of Education members Fiona Cappabianca, Molly Spino, Ellen Hoehne, Gary Eucalitto, and Armand Maniccia. City Councilor Paul Cavagnero arrived at 6:56 p.m.

Also present were Torrington Public Schools Superintendent Susan Lubomski, Assistant Superintendent Susan Fergusson, Interim Business Manager Ed Arum, Director of Facilities David Bascetta, and Director of Human Resources Kimberly Schulte. Corporation Counsel Atty. Vic Muschell, Deputy Comptroller Gina Casper, Director of Personnel and Labor Relations Atty. Mark Dumas, Economic Development Director Erin Wilson, Water Pollution Control Administrator Ray Drew, Purchasing Agent Pennie Zucco, Fleet Manager Emil Castro, Tax Collector Launa Goslee, and IT Director Gerry Crowley were present as well.

Mayor Carbone called the meeting to order at 6:31 p.m. beginning with the Pledge of Allegiance.

**DISCUSSION: EXECUTIME TIME MANAGEMENT SOFTWARE**

The Boards discussed Tyler Technologies' EXECUTIME Time and Attendance software. Mayor Carbone, Atty. Dumas, Mr. Crowley, and Ms. Casper explained some of the advantages of the software and how it could address some of the inefficiencies of the paper time card system that is currently in place.

Mr. Eucalitto and Mr. Bushka questioned whether the new software would result in actual financial savings for the City. Mr. Eucalitto stated that he believes other problems need to be addressed in the school district first. Mrs. Pesce, Mr. Beyus, and Councilor Cavagnero expressed their support for transitioning to an electronic timekeeping system, but questioned whether EXECUTIME is the best software for the City to move forward with. Ms. Hoehne suggested checking into a payroll service for cost comparison. Board of Education Chairwoman Fiona Cappabianca requested that all of the Boards get their questions together, so that they can be addressed at the next meeting.


**UPDATE: COLOCATION OF FINANCIAL OFFICES**

Mayor Carbone informed the Boards that members of the Board of Education and the administration took a tour of the City Hall offices and requested that all of their offices be positioned together in the building.

**ADJOURNMENT**

On a motion by Councilor Rubino, seconded by Councilor Ruwet, the Boards voted unanimously to adjourn at 7:57 p.m.

*Respectfully submitted,*  
*Jonathan R. Draper, Asst. Clerk*

ATTEST:   
CAROL L. ANDERSON, MMC  
CITY CLERK