

Special Meeting Minutes
Shared Services Committee
Wednesday – December 9, 2015
Town Hall Meeting Room – 7:30 pm

This initial meeting of the Shared Services Committee was called to order by First Selectman Jim Hayden at 7:30 pm. The following committee members were sworn in by First Selectman Hayden: Christine Mahoney, Bob Ravens-Seeger, Jim Feeney, Rick Granger, Tim Butler, John Ziobro. Jim Hayden was subsequently sworn in by Town Clerk, Christine Gallagher.

1. **Introduction of Members** – First Selectman Hayden introduced all members of the committee to each other.
2. **Background** – First Selectman Hayden said that by establishing the Shared Services Committee, the Board of Selectmen (BOS) was responding to the Board of Finance (BOF) and community feedback to see if efficiencies and/or cost savings could be achieved by providing maintenance services in a different format than they currently are delivered. He handed out information taken from the 2014 Capital Advisory Study, Middle/High and Allgrove School roof information, and a list of town & school vendors.
3. **Anticipated Goal and Product** – Committee members commented on expectations ranging from the town handling all inside and outside maintenance, to seeing what other towns do, to keeping things simple and being responsive to schools requests to a “condo” approach. Overall, the committee will provide a road map on how to efficiently and effectively provide services for the schools. Some recommendations, after approval by the appropriate board may be funded through the FY17 operating budget but some may need to be implemented in FY18.
4. **Available Resources** – Support to the committee for this project will include DPW Supervisor Ed Hubbard, Maintenance Supervisor Dave Wing, BOE Business Manager Sue Greco, Connecticut Council of Municipalities and surrounding communities.
5. **Consider Election of Committee Chair** – tabled until the next meeting.
6. **Discussion of Next Steps** – The First Selectman will reach out to CCM and neighboring towns looking for specific models of how services are provided. He will also get more information about school roofs and reimbursement rates. Rick Granger asked that a copy of the 5-Year Capital Plan be sent to everyone.
7. **Meeting Schedule** – The next meeting will be held at 7 pm on Thursday, January 7, 2016 at the Town Hall Meeting Room.
8. **Adjourn** – Jim Feeney made a motion to adjourn at 8:27 pm, seconded by Tim Butler.
Motion approved unanimously.

Respectfully submitted by
James M. Hayden, First Selectman