

**Shared Services Committee Minutes**  
**Town Hall Meeting Room**  
**Monday – March 7, 2016 – 7 pm**

1. **Call to order:** Chairman Rick Granger called the committee to order at 7:03 PM. Also present were: First Selectman Hayden, Dave McNally, Jim Feeney, Tim Butler, John Ziobro, Superintendent Mahoney and Bob Ravens-Seeger
2. **Public Comment** - None
3. **Correspondence** - None
4. **Minutes** - Jim Feeney made a motion to accept the Feb 18, 2016 minutes as presented, seconded by Dr Mahoney. **Motion Passed**
5. **Old Business:**
  - a. **Organizational chart-** Dr Mahoney shared the chart and reviewed the structure of maintenance requests. Small projects are handled by the principals to the custodian i.e. lights, cleaning request. Large projects are handled during scheduled weekly meetings with Dr Mahoney, Sue Greco and Dave Wing.
  - b. **Review Utility Costs** - Tim Butler provided the committee with a chart that reviewed the historical data on all utilities for both the schools and the town for the past years.
  - c. **BOS and BOE Historical Expenditures** - Dr Mahoney shared the cost data for all non-educational items for the past three years. She shared with the committee how the Board of Education (BOE) is able to cover the cost of under budgeted lines items yearly, in particular, maintenance supply and repairs. Selectmen Hayden will use the vendor list from the BOE to examine potential consolidation opportunities. Both BOE and BOS will review all capital items listed in the fall.
6. **New Business:**
  - a. **Meeting Schedule** – The next meeting is scheduled for March 31, 2016 at Town Hall.
7. **Public Comment** – None
8. **Adjourn** – Tim Butler made a motion to adjourn at 9.05 pm, Seconded by Chairmen Granger. **Motion approved unanimously.**

Respectfully submitted by:  
Dave McNally