

MINUTES
Shared Services Committee
Thursday - April 21, 2016
Town Hall - 7:00 pm

1. **Call to Order:** Chairman Rick Granger called the committee to order at 7 pm. Also present were: First Selectman Hayden, Superintendent Mahoney, John Ziobro, Jim Feeney, Tim Butler, and Dave McNally.
2. **Public Comment**– None
3. **Correspondence** – None
4. **Minutes** – Jim Feeney made a motion to accept the March 31, 2016 minutes as presented, seconded by Jim Hayden. **Motion Passed.**
5. **Old Business** – None
6. **New Business**

- a. **Outline the various BOS & BOE functions / efforts evaluated by the Shared Services Committee to date –**

An assessment is needed of the IT expertise currently available from the schools that could help oversee town hall programs, specifically the network functioning. The BOE and BOS must look at capacity and efficiency before making a final decision on network function. Dave McNally recommended BOE and BOS take a look at the ability of the schools IT and the possibility to find a more effective and efficient way to use the skills we have available. Jim Feeney highlighted that the schools receive grants for IT support, so we need to look into the restrictions of the grants in regard to sharing the IT services. Rick Granger concluded that computer support should stay on the table to look at for further evaluation, along with utility purchases, and common vendors.

Jim Hayden suggested that every quarter there be a “state of expenses” meeting where the BOE and BOS discuss the initiatives that are going on to plan and make sure all town services are getting the programs they need, rather than each service staying in its own “silo”. Dr. Mahoney and Jim Hayden are both interested in scheduling those meetings going forward.

Dr. Mahoney stated that the BOE is looking into converting to LED lighting, research regarding pricing, frequency of changing the lighting, and average lifetime of the bulbs is needed. The school district would initially look to phase in replacements, first with exterior and then interior, or vice versa, or converting them all at once. Jim Hayden stated that the BOE might be able to pay with it out of savings from the electricity bill.

Jim Hayden shared Cost Data: Shared Vendors document

John Ziobro suggested that everything under Dave Wings supervision that involves inside the building could be a shared services opportunity.

Rick Granger motioned if there is nothing to add to the Outline of Cooperative efforts spreadsheet, shared prior to the meeting, that it be approved. The group had nothing to add, so it was agreed upon.

Dr. Mahoney suggested lining up the timing of the utility contracts for BOE and BOS to help combine services. BOE and BOS need to look into the most cost effective way to organize contracts to help facilitate the shared services, there may be a possibility of exclusion for the schools from the Load Shedding program, making sure to weigh the pros out way the cons of sharing these services.

Dr. Mahoney suggested coming up with a list of capital priorities for BOS and BOE together to present to the BOF; potentially creating a shared services combined capital budget for BOE and BOS, and separate BOE budget and BOS budget for the more specific components related to the schools and town respectively.

b. Evaluate pros / cons of current system for administering / budgeting buildings & grounds maintenance –

Current thoughts on pros and cons are as follows: Pros of current system; (1) issues raised are being addressed and (2) the services have grown and are moving in the right direction to get services done. Cons of current system; (1) possibility of reverting back to past problem of issues not being addressed, (2) difficulty BOE currently has in budgeting the fiscal plan, (3) Services being reactive rather than proactive, lack of planning ahead, lack of record of what is being done and needs to be done (history of upgrades / updates), (4) not enough staff and different types of staff that may be needed, Dr. Mahoney suggested that the BOS and BOE come together to create single capital list for what the priorities are and present those to the BOF. Rick Granger recommended for the group to continue thinking over the pros and cons to bring back to future meeting.

c. Outline & evaluate possible options for re-structuring administration of building & grounds maintenance

Tim Butler suggested looking into a maintenance (painting, duct work, etc.) cost range per square foot to help budget along with getting the historical data needed to help create the final budget.

Dr. Mahoney suggested having a “journeyman” position to look into the extra maintenance pieces that normally would not be maintained/looked into as frequently in order to create less unexpected budgeting.

Jim Hayden mentioned that there might be a more effective way to restructure the workforce to organize responsibility of maintenance and other services. Possibly get

college students / interns to assist in the more in-depth projects, to have extra hands, and to help protect life span of the buildings.

Joint journeyman may be needed for BOE and BOS services in order to keep up with repairs and track needs via Facility Dude for short and long term care

d. Review goals & objectives for committee moving forward –

Rick Granger summarized that if we do these shared services we will not be reverting back to the ways things were done in the past, we can have a maintenance line that fits the needs better, due to the open communication and less silos with town and school services, which will therefore help increase the use of shared services.

Jim Hayden further summarized the key points being (1) quarterly meetings with BOE and BOS, (2) collaboration on capital line item between BOE and BOS, and (3) shared staffing for BOE and BOS. Tim Butler sees these as potentially the recommendations from the committee, however, that we should also be including the maintenance and the shared services with in that section. Jim Hayden stated the importance of figuring out what strengths the BOE and BOS have to share between one another. Jim Hayden will share the BOS's information on LED lighting with the BOE in order to help them in beginning to look into transitioning to more energy efficient lighting.

A goal and objective moving forward is to create a report of what needs to be done for shared services between the BOE and BOS along with an appendix with research to support the information. Rick Granger will bring an outline to the next meeting. Rick Granger and Tim Butler will begin working on that report outside of these Shared Services Meetings.

e. Meeting Schedule –

The next meeting is scheduled for Thursday, May 26th at 7:00pm at the Town Hall. An early June meeting may be needed to finalize the recommendations of the shared services committee.

7. Public Comment – None

8. Adjourn - Rick made the motion to adjourn the meeting at 9:25, seconded by John Ziobro.

Respectfully submitted by:
Alison Scharr