

**Shared Services Sub-Committee Minutes**  
**Thursday, January 3, 2019**  
**Town Hall Meeting Room – 10:00 am**

1. **Call to Order** – A Meeting of the Shared Services Sub-Committee was held on Thursday, January 3, 2019 at the Town Hall Meeting Room. First Selectman Jim Hayden called the meeting to order at 10:00 am. Lucia Ziobro, Bob Ravens-Seger, Joe Doering and Interim Superintendent Charles were present.
2. **Public Comment** – None
3. **Correspondence** – None
4. **Minutes** – Bob Ravens-Seger made a motion to accept the December 18, 2018 Minutes with the following two amendments. The first line of 5 a (i) should read *“First Selectman Hayden reviewed a possible management scenario that could be used for a potentially combined Building and Public Works Department”*. 5 a (ii) should read *“There was a review of the information that was discussed at the November 29<sup>th</sup> meeting with BOE Business Manager, Sherry Holmes. Based on her experience Ms. Holmes recommended that the town use “Infinite Vision” software for BOE/Town accounts payable and payroll. The East Granby BOE currently uses Munis Software and the Town uses a less complicated software developed by Novak and Dodd.”* Seconded by Joe Doering. **Motion Approved Unanimously**
5. **Old Business**
  - a. **Meeting Schedule** – The meeting schedule for January through May 2019 was reviewed with the committee by First Selectman Hayden.
  - b. **Shared Service**
    - i. **Town Support of Schools – “Condo and/or Interiors & Exteriors – Management Structure** – The Committee reviewed information provided by the Board of Education (BOE) that tracked maintenance expenditures and other non-education expenses. The Superintendent will ask the Business Manager for a detailed breakdown of line 430 Contracted Maintenance Services and line 435 Repairs to Buildings for FY18 and FY19 year-to-date. The Committee also discussed future capital allocations and that going forward there may need to have three capital categories i.e. BOE, General Government (GG) and Shared Services. Currently the capital components are BOE and GG.

The Committee then proceeded to have an in-depth “white board” discussion where the staffing and supervision for a combined Public Works/Building Department servicing town and school buildings was diagramed. Duties and responsibilities for a “Condo” arrangement were laid out and discussed. Appropriate school maintenance budgets, contractual differences between town and school bargaining units, increasing the BOE non-recurring fund and the Town contingency fund were also reviewed. A “Condo” approach would be the Town being responsible for school grounds and the building envelope. It was mentioned

by the First Selectman and Superintendent that the role of the Maintenance Supervisor/or successor position and interaction with the school's Business Manager needed to be clarified and defined. At its next meeting the Committee will discuss HVAC responsibilities and its effect on a "Condo" approach.

ii. **Business Offices** – No new information.

iii. **IT Support** – No new information.

6. **New Business** – None

7. **Adjourn** – Bob Ravens-Seger made a motion to adjourn at 12:04 pm. Seconded by Lucia Ziobro. **Motion Approved Unanimously.**