

**Shared Services Sub-Committee Minutes**  
**Tuesday, January 29, 2019**  
**Town Hall Meeting Room – 9:30 am**

1. **Call to Order** – A Meeting of the Shared Services Sub-Committee was held on Tuesday, January 29, 2019 at the Town Hall Meeting Room. First Selectman Jim Hayden called the meeting to order at 9:36 am. Lucia Ziobro, Bob Ravens-Seger and Joe Doering were present.
2. **Public Comment** – None
3. **Correspondence** – None
4. **Minutes** – Bob Ravens-Seger made a motion to accept the January 17, 2019 minutes as presented. Seconded by Lucia Ziobro. **Motion Approved Unanimously.**
5. **Old Business**
  - a. **Shared Service**
    - i. **Town Support of Schools – “Condo and/or Interiors & Exteriors – Management Structure** – The committee discussed the condo and/or interiors approach with the strengths and weaknesses of both approaches. The committee will focus on an organization chart for buildings and grounds at their next meeting. There was a discussion regarding who does what at the fields regarding the school and DPW. The school custodians will stripe, water and roll the fields and DPW will cut and maintain the athletic fields and grounds. Roles and responsibilities need to be defined between the school and DPW at a meeting with the Superintendent, First Selectman, Athletic Director and DPW Supervisor. First Selectman Hayden temporarily left the meeting at 10:00 am and returned at 10:30 am.
    - ii. **School Maintenance Expense Review** – The committee reviewed the four years of expense spread sheets that were provided by the business manager. There was a discussion about the predictability of future expenses and whether there were any significant expenses out there for deferred repairs. Mrs. Ziobro asked for a copy of the Tradesmen of New England contract for HVAC maintenance at the schools. Mutual vendors between the town and schools were reviewed and there may be an opportunity to better leverage those accounts for expense savings. The committee discussed the regionalization of schools as proposed in several bills before the Legislature.
    - iii. **Business Offices** – The Canton model was discussed where they merged the school and town offices together. Those offices are overseen by the Town Manager and the Finance Manager. There was also a discussion regarding three capital plans, one for the town, one for the schools and one for school ground/maintenance.
    - iv. **IT Support** – No new information.

**b. Timeline for Report to Boards** – The committee discussed doing changes in phases with the first one being a management structure change for public works/buildings & grounds with enhanced exterior responsibility of the schools by the town. Future phases, such as the interiors, would be decided by the boards and funding and budgeting would have to be resolved. The committee will focus on the organization chart and phases at the next meeting.

**6. New Business** – none

**7. Adjourn** – Bob Ravens-Seger made a motion to adjourn at 11:04 am. Seconded by Lucia Ziobro. **Motion Approved Unanimously.**

Respectfully submitted,

James M. Hayden