

**Shared Services Sub-Committee Minutes**  
**Thursday- March 28, 2019**  
**Town Hall Meeting Room – 10:30 am**

1. **Call to Order** – A Meeting of the Shared Services Sub-Committee was held on Thursday, March 28, 2019 at the Town Hall Meeting Room. First Selectman Jim Hayden called the meeting to order at 10:32 am. Superintendent Patricia Charles, 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 29, 2019 minutes as presented. Seconded by Joe Doering. **Motion Approved Unanimously.**

5. **Old Business**

a. **Shared Service**

- i. **Town Support of Schools – “Condo and/or Interiors & Exteriors – Management Structure** – The committee had an in-depth discussion regarding the maintenance relationship of the town and schools and a management structure for public works, buildings and grounds. For the upcoming year, it is anticipated that the town will provide “condo” services to the school. In this scenario, the town would be responsible for the exteriors, grounds and fields. After the roof project, the Town will maintain the roofs and drains. The schools would still be responsible for HVAC and interior maintenance.

In the upcoming budget, the town will pay for ballfield maintenance, mow the lawns and be responsible from the parking lot to the bricks. For unanticipated additional exterior maintenance, the town will provide the labor and school will pay for the cost of materials.

The committee discussed an organization chart where the new Director position would report to the First Selectman. The Superintendent would give “dotted line” input to the First Selectman. The DPW “crew leader” and the new Technician/Tool belt would report to the Director. At this point school and town maintenance budgets are separate so the School Business Manager would provide financial input to the Director. School Principals would have dotted line responsibility for the school custodians.

Superintendent Charles expressed concerns about the superintendent and business manager not being able to evaluate the technician position. She thought that the Superintendent should have input on the evaluation. After a discussion, it was determined that the Superintendent would share any service concerns with the First Selectman who would provide feedback to the Director.

First Selectman Hayden said that the goal is clear lines of communication between the Superintendent and the First Selectman so that the school is aware of what's going on. The plans also call for 20-hour administrative support for the Director. This administrative support could process work orders, solicit bids and by doing so would reduce some of the non-education work for the Business Manager. The First Selectman and Superintendent agreed that the Technician position would need to be able to actively manage their budget. There would be agreed upon guidelines on when that position would need to get permission for an expenditure.

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

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

**6. New Business** – none

**7. Adjourn** – Joe Doering made a motion to adjourn at 11:55 am. Seconded by Bob Ravens-Seger. **Motion Approved Unanimously.**

Respectfully submitted,

James M. Hayden