Shared Services Committee Minutes
Town Hall Meeting Room
Thursday Feb.18, 2016 – 7 pm

1. **Call to order**: Chairman Granger called the committee to order at 7:03 PM. Also present were: First Selectman Hayden, Dave McNally, Jim Feeney, Tim Butler

2. **Public Comment** - None

3. **Correspondence** - None

4. **Minutes** - Jim Feeney made a motion to accept the Feb 4, 2016 minutes as presented, seconded by Selectmen Hayden. **Motion Passed**

5. **Old Business:**
   a. **Develop Organizational Chart for Staffing & Vendors Related to Facilities Maintenance and DPW Operations –** Chairman Granger discussed the preliminary chart and the flow of employee requests from General Government/ BOS and the School District/ BOE to the Maintenance Supervisor.

   b. **Continue Review of BOE & BOS Historical Expenditure Related to Building Maintenance & DPW Operations** - First Selectman Hayden reviewed the list of vendors and costs over the past five years for the General Government budget. The Committee also discussed:

      - The Board of Selectmen are pursuing the possibilities of taking over the mowing and maintenance of the fields at the Middle School/High School
      - Work order system (Facility Dude) was reviewed on the town side.
      - Chairman Granger will request the work request method used on the school side for our next meeting.
      - Copiers - Selectman Hayden will speak with the Business Manager concerning the process of leasing the copiers looking for opportunities to save money.
      - Liability Insurance: Both the BOS and the BOE work together with a vendor and the liability package will be shopped out in May.
      - Energy usage - Selectman Hayden will continue to investigate energy conservation incentives from Eversource for BOS. Committee to follow-up with BOE incentives on utilities.

6. **New Business:**
   a. **Meeting Schedule** – The next meeting is scheduled for March 3, 2016 at Town Hall.

7. **Public Comment –** None

8. **Adjourn -** Jim Feeney made a motion to adjourn at 8.25 pm, Seconded by Tim Butler. **Motion approved unanimously.**

Respectfully submitted by:
Dave McNally