

Special Meeting Minutes of the Shared Services Sub-Committee
Thursday – October 18, 2018
Town Hall Meeting Room – 6:30 pm

1. **Call to Order** – A Special Meeting of the Shared Services Sub-Committee was held on Thursday, October 18, 2018 at the Town Hall Meeting Room. First Selectman Jim Hayden called the meeting to order at 6:33 pm. Interim Superintendent Charles, BOE Chair, Bob Ravens Seger, BOE Member Lucia Ziobro and Selectman Joe Doering also were present.
2. **Public Comment** – None
3. **Correspondence** – None
4. **New Business**
 - a. **Review of Shared Services Report** – First Selectman Hayden reviewed both the April 2018 PowerPoint presentation and the actual Shared Services report with the sub-committee. Areas reviewed included the Committee Overview, Methodology, Areas of Current Collaboration, Challenges to Collaboration, Where Collaboration Warrants Further Investigation and Closing Observations. The Sub-Committee spent some time discussing structural challenges and the three-year average of what the BOE has spent on maintenance and repairs. Superintendent Mahoney is on sick leave and Interim Superintendent Charles shared her experiences of how similar sized towns such as Westbrook handled shared services.

The sub-committee discussed facilities management and approaches such as a “condo arrangement” where the Town would “own” the building envelope and the schools would be responsible for the building interiors. The sub-committee also discussed advantages and concerns regarding the Town being responsible for the building envelope (roof, HVAC, grounds) and the “school interiors”. It was also discussed that it may be sensible to phase in changes over a couple of years since a new management structure and a different approach to funding maintenance would be important elements

Other potential shared services opportunities included Business Offices, Information and Technology Services and Health Insurance.

- b. **Discussion of Next Steps** – There was a discussion that a consultant may be helpful with business office sharing similar to the approach by the Town of Canton. A similar discussion was held regarding a consultant assisting with the maintenance management structure.
 - c. **Timeline for FY20 Budget** – The sub-committee will start working on cost and budget estimates for exterior and interior approaches.

d. Meeting Schedule – The next meeting will be held at the Town Hall Meeting on November 1, 2018 at 6 pm.

5. Adjourn – Lucia Ziobro made a motion to adjourn at 7:21 pm. Seconded by Bob Ravens-Seger.