

Special Meeting Minutes of the Shared Services Sub-Committee
Thursday – November 29, 2018
Town Hall Meeting Room – 6:00 pm

1. **Call to Order** – A Special Meeting of the Shared Services Sub-Committee was held on Thursday, November 29, 2018 at the Town Hall Meeting Room. First Selectman Jim Hayden called the meeting to order at 6:02 pm. Lucia Ziobro and Bob Ravens-Seeger were also present. Joe Doering and Superintendent Charles were absent. BOE Business Manager, Sherry Holmes was in attendance.
2. **Public Comment** – None
3. **Correspondence** – None
4. **Minutes** – Bob Ravens-Seeger made a motion to accept the November 1, 2018 Minutes as presented. Seconded by Lucia Ziobro. **Motion Approved Unanimously.**
5. **Old Business**
 - a. **Discussion:**
 - i. **Business Offices** – It has been suggested that the BOE and BOS consider capital funding a consultant study regarding the feasibility and benefits of consolidating school and town business offices similar to the study conducted by Canton.
 - ii. **IT Support** – The First Selectman will suggest to the Superintendent that the BOE IT staff evaluate the town computer system
 - iii. **“Condo Arrangement”** – First Selectman Hayden suggested that if the BOE and BOS go forward with the town taking more responsibility for school exteriors and potentially interiors, that it be done in phases.
 - iv. **Interior/Exteriors** – The First Selectman will reach out to other towns to determine how they structure their public works and building functions. The sub-committee would also like to review school maintenance and repair bills for the past four years.
6. **New Business**
 - a. **Experiences of Other Towns** – School District Business Manager, Sherry Holmes was invited to discuss her experience as a Finance Director in Brooklyn CT. She estimated that Brooklyn has 8,000 residents with a school district that provides K-8 education with residents having a choice of what surrounding high school to attend. The financial software was the same vendor for both the schools and town. There was a discussion on how IT was handled and staffing levels in Brooklyn and in East Granby.

The Brooklyn Finance Director position handled BOE and BOS finances with about 60% of the time spent at the town and 40% at the schools with two separate offices. It was suggested that an RFP be considered by the East Granby BOS and BOE for a consultant to evaluate feasibility and how to structure and implement combined business offices.

East Granby currently has a business manager and a maintenance supervisor not a maintenance director and finance director as Brooklyn did, so the business manager currently gets more involved with day to day maintenance operations such as contracts and RFP's.

The current East Granby BOE purchase order system was discussed along with lack of control of the maintenance/repair budget by the maintenance supervisor. The committee also discussed the staffing levels needed for the business office along with the lack of accounting "back-up's" and consideration to be given to development of a HR department for the schools and town. Currently the Selectman's Assistant and the Superintendent's Assistant handle those duties.

Currently the business manager position is intertwined with the maintenance of the schools and the discussion was making the business manager and maintenance supervisor position more defined and distinct than they currently are. The committee also discussed the last couple of years of school repairs and that they were significantly higher than budget. The committee is considering a system and funding that will allow for consistent repairs and maintenance at the schools. It was also mentioned that 5-year capital plans for the schools would have to be more detailed and include more physical plant expenditures.

Further discussion and analysis are needed regarding the current town maintenance/public works management structure and how that should look if the boards increase the level of "condo" services provided by the town for the schools. More analysis and study needs to be done on Business Offices and IT.

b. Meeting Schedule – the next meeting will be held at 9 am on December 14, 2018 at the Town Hall Meeting Room.

7. Adjourn – Bob Ravens-Seger made a motion to adjourn at 7:38 pm. Seconded by Lucia Ziobro. **Motion Approved Unanimously.**