

Shared Services Sub-Committee Minutes
Thursday, January 17, 2019
Town Hall Meeting Room – 12:30 pm

1. **Call to Order** – A Meeting of the Shared Services Sub-Committee was held on Thursday, January 17, 2019 at the Town Hall Meeting Room. First Selectman Jim Hayden called the meeting to order at 12:34 pm. Lucia Ziobro, Bob Ravens-Seger, Joe Doering and Interim Superintendent Charles were present.
2. **Public Comment** – None
3. **Correspondence** – None
4. **Minutes** – Bob Ravens-Seger made a motion to accept the January 3, 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** – Lucia Ziobro is going to contact CABA for a legal opinion on CGS Section 10-222 regarding school maintenance funds and how they can be distributed. Would the funds go directly to the Town if they were responsible for the upkeep? There was also a discussion regarding the unknown future costs for maintenance if some repairs had been deferred. HVAC was discussed in the context of a “condo” arrangement by the Town. Interior climate control is an important concern for the BOE and they would want control of the HVAC which would include roof top units

The Committee discussed various ideas on a new public works & buildings management structure along with a breakdown of responsibilities and funding. A draft flow chart was worked on and revised. It was noted that town and school custodial/public works employees belong to three different bargaining units. There was also a discussion regarding town supervision and the Superintendent was concerned about too much “red tape” or differing priorities which could delay timely response to school maintenance problems. The Committee understands that there may be several phases as the boards define shared services. Phase I could be comprised of changes to the management structure with a “condo” approach that includes the roof but not HVAC.
 - ii. **School Maintenance Expense Review** – BOE Business Manager Sherry Holmes is providing a spread sheet for the Committee with a four-year breakdown of expenses for lines 430 & 435. The information will be available at the next meeting.
 - iii. **Business Offices** – At their next meeting, the Committee will begin discussions regarding what a consolidated business office may look like.

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

6. New Business

a. **Timeline for Report to Boards** – No specific timeline was finalized. The BOS and the BOE will be kept informed of progress by the members of the committee on those boards. The next meeting of the committee will be at Town Hall on January 29, 2019 at 9:30 am.

7. Adjourn – Lucia Ziobro made a motion to adjourn at 2:00 pm. Seconded by Bob Ravens-Seger. **Motion Approved Unanimously.**