

Shared Services Sub-Committee Minutes
Thursday- April 25, 2019
Town Hall Meeting Room – 10:00 am

1. **Call to Order** – A Meeting of the Shared Services Sub-Committee was held on Thursday, April 25, 2019 at the Town Hall Meeting Room. First Selectman Jim Hayden called the meeting to order at 10:06 am. Interim Superintendent Patricia Charles, Acting Superintendent Melissa Bavaro-Grande, 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 approve the April 11, 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 discussed the maintenance relationship of the town and schools and the suggested management structure for public works, buildings and grounds. Current reporting relationships of school custodians and principals was discussed along with a review of school custodian staffing levels. The new town technician position will provide technical support to the school custodians. Lucia Ziobro expressed concern about custodians reporting directly to principals and how the principals and custodians would interact with the technician position. Bob Ravens-Seger said that he thought that the organizational relationship of the technician and school custodians would be more than “dotted-line” responsibility. After further discussion, the consensus of the committee was to go forward with the organizational chart as presented.
 - ii. **Business Offices** – At the next meeting, the committee will look at the Canton Business Office model. It is thought that town/school consistency of payroll systems would be important as would accounting software. There was a brief discussion of the “Infinite Vision” software that is used by the Brooklyn Connecticut school district and town. Canton will be contacted to see what software they utilize along with seeing if CASBO has any software recommendation.
 - iii. **IT Support** – No new information.
6. **New Business** – none
7. **Adjourn** – Joe Doering made a motion to adjourn at 11:09 am. Seconded by Bob Ravens-Seger. **Motion Approved Unanimously.**

Respectfully submitted,
James M. Hayden