

# TOWN OF GRANBY

## Intra-Board Advisory Committee Meeting June 17, 2014 MINUTES

**PRESENT:** B. Scott Kuhnly, First Selectman, Ronald Walther, Board of Education Chairman, Ed Ohannessian, Jenny Emery, Kelly Rome, Alan Addley, Superintendent of Schools; and William F. Smith, Jr., Town Manager

**OTHER ATTENDEES:** Al Wilke

First Selectman Kuhnly called the meeting to order at 6:00 p.m.

### MINUTES

The Committee reviewed the minutes of the meeting of June 6, 2014 before taking action.

ON A **MOTION** by Mr. Ohannessian, seconded by Ms. Rome, the Board voted (5-0-0) to approve minutes of June 6, 2014, as presented.

### REVIEW OF THE FINAL REPORT FROM THE INTRA-TOWN COOPERATIVE ADVISORY COMMITTEE

Al Wilke, who was the Chairman for the Intra-town Cooperative Advisory Committee (ITCAC), attended this meeting to give his observations of the final report.

Mr. Wilke commented that the ITCAC was created during better economic times. For instance, budgets were passed at a 5-6% increase so that the committee's view for an operational change would only come in to play if there was a cost savings and an enhanced service delivery. He stated that the ITCAC had no power for implementation and its final report was a recommendation document only. Mr. Wilke noted this Intra-Board Advisory Committee has key decision makers as members, which may have more influence towards the outcome findings of this committee.

Ms. Emery asked for a further explanation on the inhibitors that ITCAC identified. Mr. Wilke indicated that charters, along with legal statutory limitations and labor contracts, were the major inhibitors for the municipal and education sides. These inhibitors need more research to identify reasons why some suggested changes to the school and town operations may find it impossible to do. He also felt that the boards need to set joint strategic levels to assist in accountability and responsibility of collaborative decision making on common operational matters. Also unusual things do come up with collaboration between school and town matters that will need to be dealt with from time to time. Mr. Kuhnly asked if surveys were taken and Mr. Wilke answered no, but the committee did a few field trips (typically went to the municipal side to see how common operations were allocated). Town Manager Smith stated that the town and school are governed by the Charter and legal statutes. Town Manager Smith commented that we do (school and town) work together to get things done (i.e., refurbishing of the school's tennis courts). Also in the past a maintenance analysis was conducted on the school grounds, and the findings were to bring the school grounds to a service level of A-B+ and to achieve such level more money (materials and labor) was necessary. Another example would be municipal snowplowing,

first the roads must be cleared for public safety reasons, then the school grounds when called. On the school side, they work to get school grounds done as soon as possible. We must keep in mind what level of service is desired and at what cost and efficiency. Other thoughts regarding the determination of level of service involve establishing a plan of work, including reporting and tactical issues. A goal for the matters under consideration is to have efficiency for school and town services with a level service rating of good.

A discussion was held on purchasing policies and the technology department for the town and school. It was commented that the school uses the CREC system and the town uses the CRCOG system (a common ground for best prices for school or town purchases). Our technology representatives talk to one another for networking and IT solutions.

### **Other Matters**

Below is a listing of other matters for further consideration.

- Solar issue is a win/win for the community. Good research and consideration should be given.
- Internet Technology operations
- Custodial Maintenance operations can be looked into but contracts must be considered.
- Explore the possibility of outsourcing school vehicle maintenance to the town.
- An economic analysis may be conducted to research the town's budget and the school's enrollment.
- Explore multi-town relationships (regional) for service sharing, etc.
- Financial responsibility is regulated by the Charter and statutory regulations. A clearer understanding of the Charter and statutory regulations and how it relates to financial responsibility is needed.
- Human Resources operations
- Purchasing operations
- Service Contracts exploration
- Legal Services is conducted by heavily specialty services of the individual attorney.
- Security operations
- Collaborated work effort on the natural gas strategy

Listed below are concepts that the Committee will be considering.

- Infrastructure strategy analysis. Identify IT more directly for town. The school may have grants associated with their IT and all requirements must be satisfied (there is a possibility that a municipality may not piggyback with the grant). It was noted the IT department of the school is wireless and on a larger scale than the town's. Some other items to consider are: survey the current state IT is in for both school and town, decide where you want to be, and research firewalls.
  - Systems
  - Security

- Maintenance/custodial operations. Some items to consider are to understand the operational strategy for buildings and land and what level does the community perceive these levels of operations should be done.
- Finance strategy for the near future
  - The CFO concept approach
  - Share services regionally
- Solar Farm Collaboration. The committee will strategize on the economics.
- Human Resources operations

Superintendent Addley left the meeting at 7:02 p.m.

Also discussed was a reach out to the community for expertise in product questions, defines product questions, revalidate overall targets, and explore concepts. Some information may be obtained through the CCM organization.

#### **CONFIRM DATE OF NEXT MEETING**

The next regular meeting of the Intra-Board Advisory Committee is July 8, 2014 at 6:00 p.m. in the Town Manager's Conference Room.

B. Scott Kuhnly, First Selectman and Ronald Walther, Board of Education Chairman, commented to include for the next meeting agenda "Revalidate Concepts to Explore".

#### **ADJOURNMENT**

ON A **MOTION** by Ms. Emery, seconded by Mr. Ohannessian, the Board voted unanimously (5-0-0) to adjourn the meeting at 7:26 p.m.

Respectfully submitted,

Patricia I. Chieski  
Recording Secretary