

**EAST WINDSOR SHARED SERVICES COMMITTEE**  
**EAST WINDSOR, CONNECTICUT**

**Minutes of June 29, 2009**

I. TIME AND PLACE OF MEETING

The meeting began at 2:37 p.m. East Windsor Board of Education conference room.

II. ATTENDANCE

Present: Mr. John Pica-Sneeden, Mr. William Raber, Ms. Marie DeSousa, Ms. Denise Menard, Mr. Len Norton, Mr. Gil Hayes, Mr. Jack Mannette, Mr. Tim Howes and Recording Secretary Slate

ABSENT:

III. ADDED AGENDA

None

IV. PREVIOUS MINUTES

Upon motion by Mr. Raber, seconded by Ms. Menard, it was unanimously

VOTED: To approve the minutes of December 24, 2008

V. UNFINISHED BUSINESS

A. Current Shared Services

Ms. Menard reviewed the status of the various current shared services. All current shared services are running smoothly. A few bumps need to be ironed out before taking on any additional services. Ms. Menard has been addressing long-standing situations, IT, Park & Recreation, Facilities, Insurances, Gas & Oil, etc. Ms. Menard felt that she and Mr. Howes worked well together to do what's best for the town. Mr. Howes expressed his feeling that the town is impacting the board of education's IT Director's time. Mr. Howes expressed the need for more I.T. time. Ms. Menard stated that the town's part-time staff took a hit of five (5) hours each and that there was no way she could add hours to only one position. Ms. Menard also stated that she is aware that the summer months are busy months for the Director of Technology and that the town will have to wait for his services during those months if necessary. Mr. Raber asked how much time the Director of

Technology is spending on the town side. Mr. Howes estimated eight (8) to ten (10) hours per week.

The discussion continued regarding the status of the town's IT person and that as a result of the cut in hours, this employee was no longer eligible for medical benefits. The Director of Technology for the Board of Education is only to supervise the town's IT person. The amount of supervisory time should be lessening now. Ms. Menard will try to figure out how to impact the Director of Technology the least and how to use the town's IT person's time most efficiently. Mr. Howes will meet with the Director of Technology to see where time can be cut for his time on the town side. He will be reduced to two (2) hours per week for the town side. Mr. Norton offered the services of his part-time clerk if an emergency situation or repair arose. Ms. Menard mentioned the vacancy in the planning and zoning department and felt that maybe a floater to do miscellaneous duties for the town would be a viable option. Ms. DeSousa expressed concern about the funding from the state and suggested waiting to make any changes in staffing hours. Only key positions would be replaced if any resignations happen during the year.

Mr. Howes does not agree with the plan. Mr. Howes feels the hours need to be increased because the board and town need more technology help. If the state funding is more than expected, funding may be reallocated.

B. Possible Improvements to Current Shared Services

Ms. Menard reported on the status of the Park & Recreation employee that is now working under Mr. Norton in the Public Works Department. The part-time park and recreation employees will stay as they are. The discussion followed regarding union status and budgeting ideas for next year for the Park & Recreation Department and the Town Garage.

C. Potential Future Shared Services

Ms. Menard stated that the payroll process is improving on the town side. Every employee will now receive a memo regarding personal time available. ADP will provide accruals on each paycheck. The Board of Education will not need to assume payroll duties. Mr. Pica-Sneed suggested that a log of town calls to the Board of Education Director of Human Resources for human resource issues be kept.

The discussion continued on to centralized purchasing. Currently, custodial supplies for both the town and board have been centralized and now flow through the Board of Education Facilities Manager.

Mr. Mannette inquired as to where the responsibility would fall for the supplies, etc. for centralized purchasing. The Board of Education Facilities Manager communicates with both the town and board when purchasing various items. Mr. Mannette also wanted to know where, as an organization, the next priority is?

Mr. Pica Sneed asked what the town has to offer the Board of Education, as the Board of Education has done a tremendous amount for the town. Ms. Menard thought that plowing, etc., may be something that the town can provide but there are many details that would have to be checked first. Many town service areas need to be plowed out immediately and the schools would be in that category. Mr. Norton was not sure his department could handle the additional areas to plow. Maybe with the additional Park & Recreation employee, things could be shifted around to handle the school parking areas.

Organization of existing staff to run as smoothly as possible and not need additional funding is the goal. Mr. Howes will produce an organization chart that had been created a couple years ago to help in formalizing an organization chart for the town. Mr. Howes and Mr. Mannette discussed what we want the organization to look like and how do we reach that goal? The discussion continued about future goals for the Shared Services and how to streamline services for the least amount of funding. The responsibility factor for oil, purchasing, etc., needs to be organized with one (1) person analyzing data for such purchasing.

The Shared Services Committee needs to educate the town as to what savings have been realized as a result of the shared services. The Shared Services should be shown as a “%” on a pie chart, reducing each the town and the Board of Education to see what has been accomplished by the Shared Services and the savings realized as a result of Shared Services.

VI. NEW BUSINESS

None

VII. TOPICS FROM THE FLOOR

None

VIII. ADJOURNMENT

Upon motion by Ms. Menard, seconded by Mr. Pica-Sneed, it was unanimously

VOTED: To adjourn at 4:08 p.m.

Respectfully submitted,

Laurie Slate  
Recording Secretary