SHARED SERVICES COMMISSION MEETING
Thursday, February 3, 2022 2:00 PM

MINUTES

Present: Jennifer Dzen, Ted Graziani, Daniel Keune, Tracey Kiff-Judson, Michael Purcaro, Christopher Socha, David Stavens

Others Present: Lori Spielman, First Selectman; Scott Nicol, Superintendent, Brian Greenleaf, Director of Finance and Operations, Aaron Fliss, Director of Technology, Ellington Public Schools; Tiffany Pignataro, Finance Officer/Treasurer; Walter Lee, Emergency and Risk Management Director

I. Call To Order

First Selectman Spielman called the meeting to order at 2:00 PM.

II. Elect Chairperson/Vice Chairperson

First Selectman Spielman asked for nominations for Chairperson.

Tracey Kiff-Judson entered the meeting at 2:01 PM. Ms. Spielman informed Ms. Kiff-Judson who the nominees for Chairmen were.

Mr. Keune and Mr. Socha took a few moments to share their experience, vision and goals for the Commission. Members also shared their comments regarding the input from the nominees.

MOVED (STAVENS), SECONDED (GRAZIANI) AND PASSED [AYE: KIFF-JUDSON/STAVENS/GRAZIANI/KEUNE; NAY: PURCARO/DZEN/SOCHA] TO NOMINATE DANIEL KEUNE AS CHAIRPERSON.
MOVED (DZEN), SECONDED (PURCARO) AND FAILED [AYE: PURCARO/DZEN/SOCHA; NAY: KIFF-JUDSON/STAVENS/GRAZIANI/KEUNE] TO NOMINATE CHRISTOPHER SOCHA AS CHAIRPERSON.

First Selectman Spielman asked for nominations for Vice Chairperson.

MOVED (KEUNE), SECONDED (STAVENS) AND FAILED [AYE: KEUNE/STAVENS/KIFF-JUDSON; NAY: PURCARO/DZEN/SOCHA/GRAZIANI] TO NOMINATE TRACEY KIFF-JUDSON AS VICE CHAIRPERSON.

MOVED (DZEN), SECONDED (PURCARO) AND PASSED [AYE: PURCARO/DZEN/SOCHA/GRAZIANI; NAY: KIFF-JUDSON/KEUNE/STAVENS] TO NOMINATE CHRISTOPHER SOCHA AS VICE CHAIRPERSON.

Mr. Graziani stated that he misunderstood the vote and did not hear Ms. Kiff-Judson’s name called. Ms. Kiff-Judson asked for the members to revisit the vote and Mr. Graziani asked if it was possible to change his vote for Vice Chairperson. First Selectman Spielman stated that according to Robert’s Rules, the vote cannot be changed.

First Selectman Spielman turned the meeting over to Chairman Keune.

III. Citizens’ Forum

No citizens came forward.

IV. New Business

A. Executive Session

MOVED (PURCARO), SECONDED (DZEN) AND PASSED UNANIMOUSLY TO ENTER INTO EXECUTIVE SESSION AT 2:14 PM FOR THE DISCUSSION OF INFORMATION TECHNOLOGY INCLUDING TIFFANY PIGNATARO, FINANCE OFFICER/TRESURER, BRIAN GREENLEAF, DIRECTOR OF FINANCE AND OPERATIONS, LORI SPIELMAN, FIRST SELECTMAN, DR. SCOTT NICOL, SUPERINTENDENT AND AARON FLISS, DIRECTOR OF INFORMATION TECHNOLOGY.

Present: Jennifer Dzen, Ted Graziani, Daniel Keune, Tracey Kiff-Judson, Michael Purcaro, Christopher Socha, David Stavens, Tiffany Pignataro, Scott Nicol, Brian Greenleaf and Aaron Fliss

MOVED (PURCARO), SECONDED (DZEN) AND PASSED UNANIMOUSLY TO COME OUT OF EXECUTIVE SESSION AT 3:17 PM.

MOVED (PURCARO), SECONDED (DZEN) AND PASSED UNANIMOUSLY TO SUPPORT THE TOWN AND BOARD OF EDUCATION’S CONTINUED COLLABORATION REGARDING INFORMATION TECHNOLOGY SHARED SERVICES, AND REQUEST THAT THE BOARD OF SELECTMEN AND BOARD OF FINANCE INCORPORATE ANY BUDGETARY IMPACTS FOR FY 2022-2023 IN THE APPROPRIATE ACCOUNTS.
B. Discussion Regarding Shared Services

Chairman Keune stated that the Commission needs to begin analyzing and doing a breakdown of Town departments’ responsibilities in an organized fashion. This should involve Town Department Heads, as well as employees. Mr. Keune suggested the Commission gather data from the various departments and discuss the information at the next meeting. Ms. Spielman stated that she is holding the next Department Head meeting on February 15, 2022 and she will ask her Department Heads to provide her with this information for her to present at the next Shared Services meeting.

V. Set Next Meeting

The Commission set the next meeting date for Thursday, February 24, 2022 at 2:00 PM in the Nicholas J. DiCorleto, Jr. Meeting Hall. Mr. Purcaro asked if the Commission could send out a communication to the First Selectman’s Office and all Department Heads letting them know that the Commission has been established and that their input is welcome; the Commission is looking forward to working with them.

VI. Other Business

Ms. Kiff-Judson asked what the expectations of the Commission will be. Mr. Keune stated that once an initial plan is developed, discussion and ongoing recommendations will be made. Mr. Keune added that he would like to expand these meetings to see what shared services opportunities have been successful in the surrounding towns. Mr. Purcaro agreed that once a plan is in place these meetings could potentially be held once a month to monitor what is happening. Ms. Kiff-Judson suggested that the Commission keep track of the decisions that are made along the way and have a set of guidelines. Mr. Keune shared that it would be beneficial for residents to see updates on the decisions and changes the Commission is making.

VII. Adjournment

MOVED (STAVENS), SECONDED (PURCARO) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING OF THE SHARED SERVICES COMMISSION AT 3:32 PM.

Submitted by: Rebecca Einsiedel
Recording Secretary

Approved by: Daniel Keune
Chairman