



STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

Shared Services Commission

DANIEL KEUNE
CHAIRMAN

55 MAIN STREET – PO BOX 187
ELLINGTON, CONNECTICUT 06029-0187

JENNIFER DZEN
TED GRAZIANI
TRACEY KIFF-JUDSON
MICHAEL PURCARO
DAVID STAVENS

CHRISTOPHER SOCHA
VICE CHAIRMAN

SHARED SERVICES COMMISSION MEETING

Thursday, February 24, 2022 2:00 PM

MINUTES

Present: Jennifer Dzen, Ted Graziani, Daniel Keune, Michael Purcaro, Christopher Socha, David Stavens

Members Absent: Tracey Kiff-Judson

Others Present: Lori Spielman, First Selectman; John Turner, Selectman; Scott Nicol, Superintendent, Brian Greenleaf, Director of Finance and Operations, Ellington Public Schools (EPS); Tiffany Pignataro, Finance Officer/Treasurer; Walter Lee, Emergency and Risk Management Director; James York, Fire Marshal; Lisa Houlihan, Town Planner

I. Call To Order

Chairman Keune called the meeting to order at 2:00 PM.

II. Citizens' Forum

No citizens came forward. Mr. Purcaro shared two hand-outs from the Town of Vernon 2019 Connecticut Association of Boards of Education (CABE)/Connecticut Association of Public School Superintendents (CAPSS) Convention for Commission members to review [ATTACHED]. Chairman Keune thanked Mr. Purcaro for providing this useful informational tool.

III. Approval of Minutes

A. February 3, 2022

MOVED (PURCARO), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE FEBRUARY 3, 2022 SHARED SERVICES MEETING.

IV. New Business

A. Discussion of Shared Services

Chairman Keune shared a memo recently submitted to Lori Spielman from the Public Works Director, Tim Webb, regarding a shared services proposal for custodial services of Town facilities [ATTACHED]. Chairman Keune stated that this was something that was discussed years ago by the previous Shared Services Commission and he is glad to see it being presented for discussion again.

Mr. Keune read aloud and shared his summary sheet of possible services that could potentially be shared by the Board of Education (BOE) and the Town [ATTACHED]. Mr. Keune questioned if the Town and BOE should consider combining payroll services, information technology support and Human Resources. Mr. Keune asked the members to email him ideas and suggestions they feel could potentially be combined.

Mr. Purcaro asked Ms. Spielman if she had any responses from her department heads. Ms. Spielman replied that this was discussed at her most recent department head meeting and the only response she has received to date is from Mr. Webb. Chairman Keune would like the Commission to formally request additional information.

MOVED (PURCARO), SECONDED (GRAZIANI) AND PASSED UNANIMOUSLY TO AUTHORIZE THE SHARED SERVICES COMMISSION TO REQUEST ADDITIONAL INFORMATION REGARDING ALL CONTRACTED SERVICES FROM THE BOARD OF EDUCATION AND ALL TOWN DEPARTMENTS, EXCLUDING THE FIRE DEPARTMENTS.

Chairman Keune would like to have the BOE provide the Commission with a list of current electrical, plumbing and HVAC services that are being provided. Mr. Graziani asked if it was possible to get a list of current contracts in each department to see which are due for renewal. Mr. Greenleaf said putting this list together would entail a meeting with Ms. Spielman, Ms. Pignataro, Dr. Nicol, Mr. Webb and himself and they could collaborate and provide the Commission with possible options and suggestions. Chairman Keune stated that he realizes this is a lot of added work to ask of the departments, in addition to their daily responsibilities, and the Commission understands that this may take some time. He asked that the departments involved communicate with them and inform them of a realistic timeframe as to how long it will take to gather all of the information being requested.

Discussion was held regarding shared payroll services. Ms. Pignataro stated that she has significant hesitation regarding this being a shared service, due to the BOE processing their payroll inhouse through their general ledger, and the Town utilizing a third party vendor. Mr. Purcaro and Mr. Keune agreed that the process would take a considerable amount of time; however, it should still be considered and discussed in the future.

Chairman Keune stated that the summary sheet he generated is merely a starting point. Mr. Purcaro referenced the documents that he shared at the beginning of the meeting, stating that the information provided is inclusive of suggested areas of focus and that information technology, liability insurance and shared broker services would be beneficial for the Commission to begin focusing on.

Mr. Purcaro asked if anyone present would like to share any ideas. Dr. Nicol said that working together to implement the Emergency and Risk Management Director position was a great start. Dr. Nicol stated that EPS looks forward to working with the Town and continuing the discussion of additional shared services, such as an IT Director position. Dr. Nicol also agrees that eventually a shared Human Resources Department would be beneficial to everyone. This has always been a long term goal of his, but he understands that it is very complicated and will take time. Ms. Dzen added that she and Dr. Nicol have had discussions regarding the addition of a Media/Communications Specialist as well, which would be useful on both the school and Town communications side. Mr. Purcaro added that he received a grant to assist with this in Vernon and recommends putting this on the short list of areas to address.

Mr. Graziani asked if there are any areas that are not an option for shared services. Dr. Nicol said everything should be considered, discussed and on record. Chairman Keune suggested the Commission keep a living document of requested shared services and notations as to why the Commission did or did not move forward with the requests at that time. Ms. Dzen shared that just because something may not work now, that doesn't mean it won't in the future.

V. Other Business

Mr. Purcaro asked the Emergency and Risk Management Director, Walter Lee to share how his position is going, being the first of the shared services positions implemented. Mr. Lee said things are going very well. Mr. Lee provided an overview of the duties and responsibilities he has faced to date. Mr. Lee added that the Risk Management piece of his position, while still new to him, has been going very well. He shared that Mr. Purcaro has involved him in Connecticut Interlocal Risk Management Agency (CIRMA) and he is now part of and attending underwriting subcommittee meetings. Mr. Lee stated that he also presents monthly reports to the Board of Selectmen and can provide them to the Commission. Mr. Purcaro thanked Mr. Lee for his mitigation work and savings to the taxpayers and the Town.

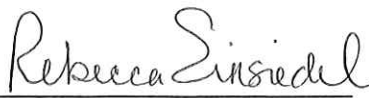
Mr. Turner asked the Commission, as they move forward and involve the public, to provide a current list of shared services the Town already utilizes such as the shared Building Official, Fire Marshal services, mutual aid between towns, as well as consolidated emergency medical purchases for departments. Chairman Keune said there was a list generated several years ago and he will do his best to locate it or reconstruct it.

The next Shared Services Commission Special Meeting will be held on Thursday, March 24, 2022 at 2:00 pm in the Nicholas J. DiCorleto, Jr. Meeting Hall.

VI. Adjournment

MOVED (PURCARO), SECONDED (DZEN) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING OF THE SHARED SERVICES COMMISSION AT 2:39 PM.

Submitted by:

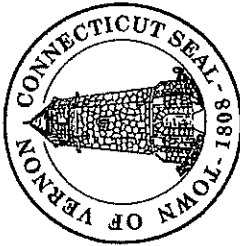


Approved by:



Rebecca Einsiedel
Recording Secretary

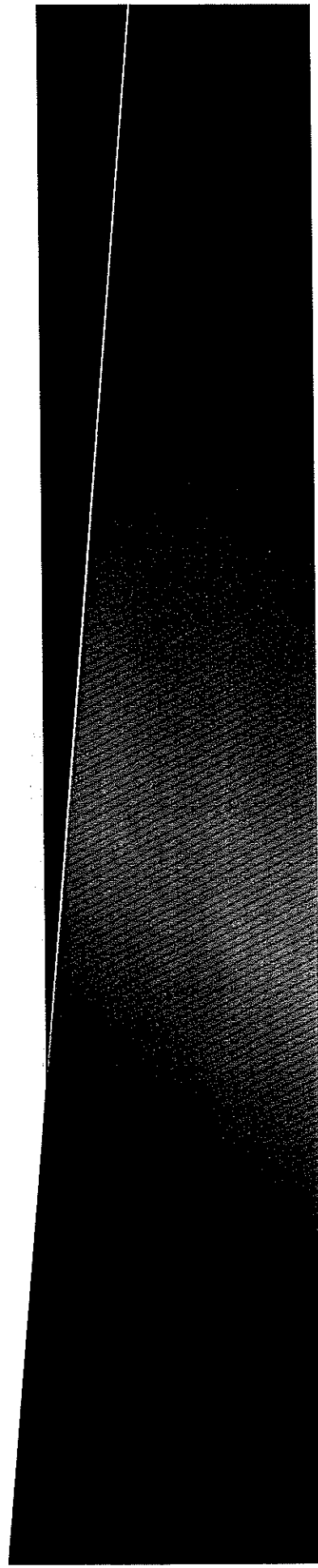
Daniel Keune
Chairman



Town of Vernon Shared Services and Collaborative Strategies

The Essential Partnership of Government and Education

2019 CABE/CAPSS Convention
Every Student, Every Story
November 15-16, 2019



Presenters

- ▶ **Honorable Daniel Champagne**
 - Mayor, Town of Vernon
 - State Senator, 35th District
- ▶ **Dr. Joseph Macary**
 - Superintendent, Vernon Public Schools
- ▶ **Michael J. Purcaro**
 - Town Administrator, Town of Vernon
 - Board of Education, Town of Ellington
 - CABA Vice President Elect
- ▶ **Robert Testa,**
 - Assistant Superintendent, Vernon Public Schools



Introductions

- ▶ Name
- ▶ District
- ▶ Position
- ▶ Name one obstacle/challenge to implementing shared services in your town or school district.
- ▶ One thing you want to learn in the next 60 minutes...



Presentation Agenda

- ▶ Shared Services Philosophy
- ▶ Collaborative Strategies
- ▶ Sustainable Outcomes



Philosophy of Shared Services

- ▶ Effective shared service programs are:
 - Built on strong working relationships
 - Have clearly defined goals and objectives
 - Sustainable



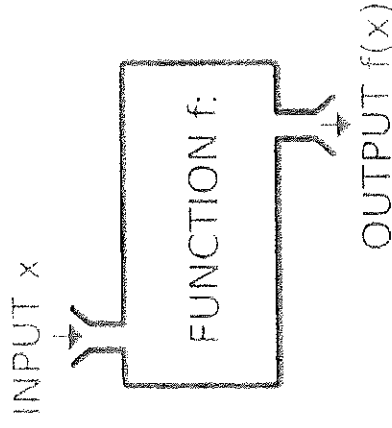
Philosophy of Shared Services

- ▶ There are services (or functions) that government operates which may be mutually inclusive for town and board.
- ▶ Both school districts and town government conduct a series of functions to operate their organizations.



Philosophy of Shared Services

- ▶ Functions include:
 - Information Technology
 - Maintenance and Custodial
 - Human Resources
 - Financial Operations
 - Labor Negotiations
 - Emergency Operations



Philosophy of Shared Services

- ▶ Many times these functions are redundant and may be inefficient as towns and boards are facing limited resources and duplicating efforts.
- ▶ A collaborative approach to administering these functions increases efficiency and effectively saves taxpayer dollars.



Getting Started

- ▶ Leadership starts at the top
- ▶ Start small
- ▶ Go for the low hanging fruit
- ▶ Success builds upon success
- ▶ Culture of collaboration and trust
- ▶ Operational Efficiency Committee



Collaborative Strategies

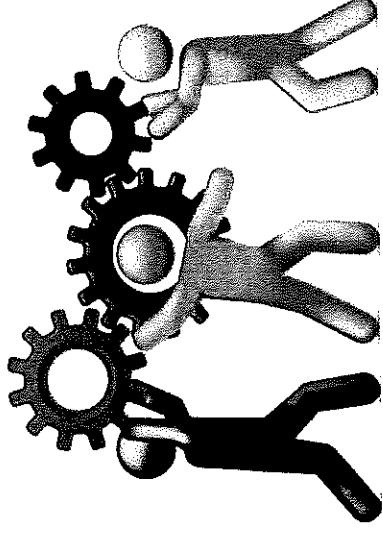
Shared Services Committee

- ▶ The one critical strategy for success has been the “Shared Services Committee” model in Vernon.
- ▶ Made up of the Mayor, Town Administrator, Superintendent of Schools, and Assistant Superintendent.
- ▶ Chair of the committee alternates every year between Mayor and Superintendent.



Shared Services Committee

- ▶ Finance and Operations
- ▶ Information Technology
- ▶ Public Works and Facilities
- ▶ Human Resources



Collaborative Strategies

Shared Personnel

- ▶ Director of Public Works
- ▶ Supervisor of Custodial Services
- ▶ Information Technology (IT) Director
- ▶ Human Resources (HR) Specialist
- ▶ Communications Specialist (Coming Soon)



Collaborative Strategies

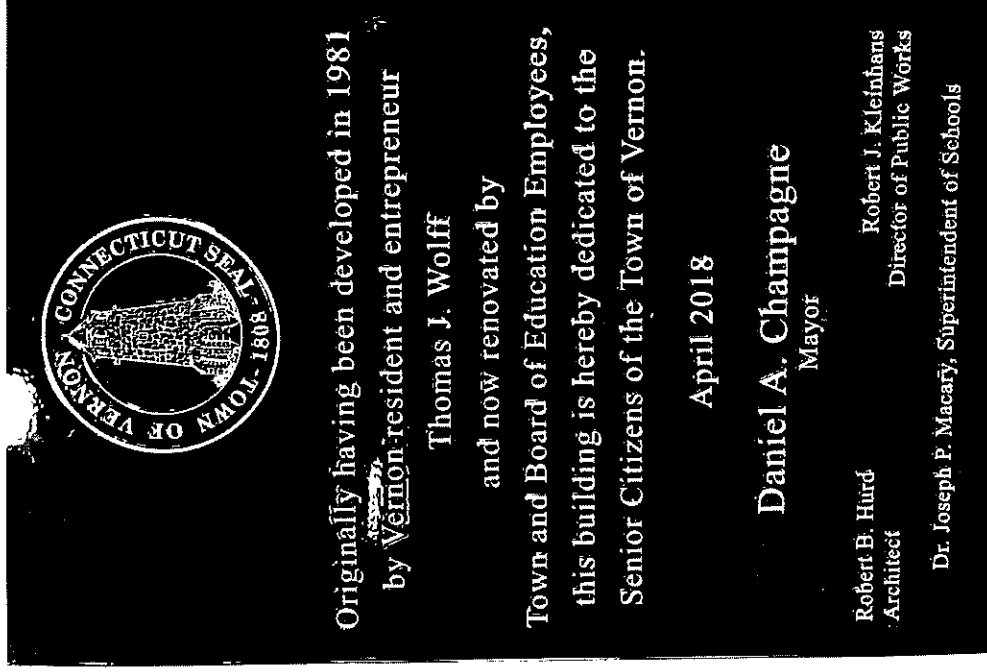
Vernon Senior Center

- ▶ 14,000 square foot commercial building turned into a state of the art Senior Center.
- ▶ Used resources of the Board of Education and Town of Vernon with skilled electrical, plumbing, fire protection and carpentry.



Collaborative Strategies

Vernon Senior Center



Collaborative Strategies

School Projects

- ▶ **Parking Lot Redesign**
 - Administration, Vernon Police Department, Public Works Department, Fire Marshal and Board of Education worked together to complete the following projects:
 - Center Road School
 - Vernon Center Middle School
 - Skinner Road School
 - Lake Street School
- **Safe Routes to Schools**



Collaborative Strategies

Public Safety and Risk Management

- ▶ Town Public Safety Committee
 - Meetings held monthly with a shared agenda and input from all departments
 - Members include:
 - Mayor, Police Chief, Fire Chief, Emergency and Risk Management Director, Superintendent of Schools, Ambulance Services, Public Works Director, IT Director, and Town Administrator
- ▶ Emergency Operations/Incident Command System



Collaborative Strategies

Public Safety and Risk Management

- ▶ Joint Health and Safety Committees
- ▶ Workers Compensation
- ▶ Medical and Dental Benefits
- ▶ General Liability Insurance
- ▶ Employee Retirement



Collaborative Strategies

Data Processing Center

- ▶ Shared personnel
- ▶ Shared infrastructure (servers, phone system, alarm system, camera system, building access and control)
- ▶ Budget – 50/50



Collaborative Strategies

Special Education Services

- ▶ Budget Stabilization Strategy
- ▶ Special Revenue Account (“Rainy Day Fund”)
- ▶ FYE \$ + Medicaid Reimbursement (>\$100k)
- ▶ Town Council and Board of Education Resolutions



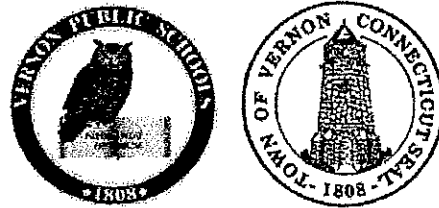
Sustainable Outcomes

- ▶ Consistent Policies and Procedures
- ▶ Financial Savings and Benefits
 - Town, Board, Tax Payers, Stakeholders, Vendors
- ▶ Human Capital and Labor Relations
- ▶ Budget Process
- ▶ Culture of collaboration and trust



Questions?





2019 CABE/CAPPS Convention

Town of Vernon Shared Services and Collaborative Strategies

The Essential Partnership of Government and Education

November 15, 2019

Creating Sustainable Communities:

The Essential Partnership of Government and Education

Creating Sustainable Communities: The Essential Partnership of Government and Education

By

Michael J. Purcaro, Town Administrator

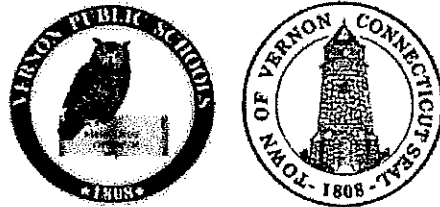
At the heart of every successful community is a well-managed and effective school system. A school system where students are prepared academically and socially to analyze problems, engineer solutions, build practical skills, and to approach life's challenges with confidence. At the heart of every successful school system the future health and integrity of a community is forged. The success and sustainability of a community is predicated on its relationship or partnership between local government and its public school system.

What are sustainable communities?

- Sustainable communities are engaged in actions that achieve long-range goals for the educational, economic, and environmental vitality of its residents; birth through senior hood.
- Sustainable communities are mindful of the unique roles of its key stakeholders and encourage dialogue and shared problem solving between them to meet town-wide challenges. When valued as a key stakeholder, a public school system, for example, can improve civic involvement as another avenue of communication and engagement in the governmental process; affirming the perspective of community leaders and the benefit of wraparound solutions.
- Sustainable communities are collaborative. With a unified vision and purpose, the municipality and public school system form a nucleus where policies and procedures are communicated and reinforced in a cohesive fashion.
- Sustainable communities seek to share resources and services, addressing regional needs whenever possible, with the goal of improving service delivery by meeting, and ideally, exceeding taxpayer expectations.

The value placed on a public school system can serve as a guiding light that shines brightly when everyone works together. This light is the essence, the very definition of community, showing residents of all ages that only by working together can a community be truly sustainable.

Sustainable-CT was created by towns, for towns to provide municipalities with a menu of coordinated, voluntary actions, to continually become more sustainable; to provide resources and tools to assist municipalities in implementing sustainability actions and advancing their programs for the benefit of all residents. For more information please visit www.sustainablect.org.



2019 CABE/CAPPS Convention

Town of Vernon Shared Services and Collaborative Strategies ***The Essential Partnership of Government and Education***

November 15, 2019

Shared Services Council Agenda



**SHARED SERVICES COUNCIL
14 PARK PLACE – ADMINISTRATION
VERNON, CONNECTICUT**

**TUESDAY, NOVEMBER 12, 2019
3:00 PM**

AGENDA

1. Welcome & Introductions
 - a. Pending Shared Services Issues
 - b. CABA/CAPSS PP Presentation

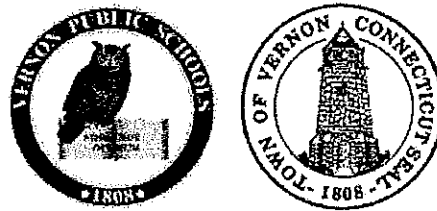
2. Information Technology (IT) Services 3:05PM
 - a. Personnel Staffing
 - b. Frontier Issues & Capacity
 - c. Cybersecurity -Proof Point
 - d. Cybersecurity Training
 - e. Network Incident Plan

3. Maintenance and Custodial Services 3:25PM
 - a. Pending Town/Board Facilities Projects
 - b. Transition for Director of Public Works
 - c. Inclement Weather Preparations

4. Human Resources & Financial Services 3:45PM
 - a. Town-Board Finance Meetings
 - b. MUNIS Upgrade & Status (Support)
 - c. Collective Bargaining Agreements

5. Future Agenda Items & Adjournment

Next Meeting: Tuesday, December 3, 2019 at 3:00PM



2019 CABE/CAPPS Convention

Town of Vernon Shared Services and Collaborative Strategies

The Essential Partnership of Government and Education

November 15, 2019

Custodial and Maintenance Services

LAW OFFICES

SIEGEL, O'CONNOR, O'DONNELL & BECK, P.C.

150 TRUMBULL STREET
HARTFORD, CONNECTICUT 06103
(860) 727-8900
FAX (860) 527-5131

www.siegelconnor.com

14 EUGENE O'NEILL DRIVE, SUITE 202
NEW LONDON, CONNECTICUT 06320
(860) 442-4747
FAX (860) 442-4714

PLEASE REPLY TO HARTFORD OFFICE

November 15, 2010

**Confidential Document
Attorney/Client Privilege Attaches**

Dr. Mary Conway
Vernon Public Schools
30 Park Street
P.O. Box 600
Vernon, CT 06066

Re: Board of Education Use of Town's Director of Public Works

Dear Dr. Conway:

This communication responds to your request for an opinion regarding whether the Vernon Board of Education ("Board") may utilize the Town of Vernon's ("Town") Director of Public Works ("Director") to supervise the Board's custodial and maintenance staff. As more specifically provided below, such an arrangement is possible under the Town's Charter, by request from the Board and approval by the Town Council.

The applicable Charter provision is Chapter XI, Section 12, which reads as follows:

Section 12. PUBLIC WORKS DEPARTMENT.

(a) Functions. The Public Works Department shall have **supervision** and control of the maintenance of all town-owned structures, except such structures under the control of the Water Pollution Control Authority and the Board of Education. The Department shall build, maintain and repair town streets, entrances and exits to all public property, highways and sidewalks. It shall have control over garbage and refuse collection, and the removal of trees within highways and public places. **Any provision of this section notwithstanding, the Public Works Department may maintain, and care for, Water Pollution Control Authority facilities or school buildings and grounds, if requested by the Water Pollution Control Authority or the Board of Education and approved by the Town Council.** Costs of such maintenance shall be charged against budgets of the Water Pollution Control Authority or the Board of Education.

SIEGEL, O'CONNOR, O'DONNELL & BECK, P.C.

Dr. Conway
November 15, 2010
Page 2 of 2

(b) **The Public Works Director shall organize the work of the entire department** in such a manner as the Director shall deem most economical and efficient **and shall be responsible for the efficiency, discipline and good conduct of the department.** The Director shall execute and enforce all laws, ordinances, rules and regulations coming within the jurisdiction of the Public Works Department. (emphasis added)

While the Charter, in subsection (a), speaks to care and maintenance of Board buildings, the supervision of employees to carryout such care and maintenance would be an implied power necessary to effectuate the task. Under subsection (b) such supervision over any work of the Department is the responsibility of the Public Works Director.

Ultimately, the permanency of this arrangement will require a request by the Board to the Town and the vote and approval of the Town Council. I trust this communication adequately meets your needs. Should you have any questions or need for additional information, please feel free to contact me.

Sincerely,

Frederick L. Dorsey

Frederick L. Dorsey

PROPOSED RESOLUTION:
**RESOLUTION TO PROVIDE MANAGEMENT OF CUSTODIAL AND
MAINTENANCE SERVICES TO THE VERNON BOARD OF EDUCATION**

WHEREAS, the Vernon Board of Education formally requested that the Mayor of the Town of Vernon ask the Vernon Town Council to adopt a resolution allowing the Town of Vernon to provide management of custodial and maintenance services (the "Services") to the Vernon Board of Education through the existing position of the Town of Vernon's Director of Public Works;

WHEREAS, such request by the Vernon Board of Education is appropriately made under the Chapter XI Section 12 of the Vernon Town Charter, which allows the Town of Vernon Department of Public Works to maintain and care for the Vernon Board of Education buildings and grounds, if requested by the Vernon Board of Education and approved by the Vernon Town Council; with the costs of such maintenance, including the Services, charged against the budget of the Vernon Board of Education;

WHEREAS, such maintenance and care responsibilities inherently encompass the organization of work through management and supervision of resources, including personnel, contracted work, purchasing and procurement activities;

WHEREAS, the Vernon Town Council has determined that such consolidation of the Services at the Vernon Board of Education will result in a more efficient and effective delivery of custodial and maintenance services at an overall budget savings to the Town of Vernon;

NOW, THEREFORE, BE IT RESOLVED that the Vernon Town Council hereby approves the Vernon Board of Education's request for the Town of Vernon to provide to the Vernon Board of Education the Services as outlined in the letter dated December 2, 2010 to Mayor Jason L. McCoy from the Superintendent Mary P. Conway through the existing position of the Town of Vernon's Director of Public Works for a period of twelve (12) calendar months, with any extension contingent on re-adoption of the resolution by the Vernon Town Council;

FURTHER, BE IT RESOLVED that in exchange for the Services, as set out herein before and outlined in the letter dated December 2, 2010 to Mayor Jason L. McCoy from the Superintendent Mary P. Conway, the Vernon Board of Education shall transfer or pay the costs to the Town of Vernon's Director of Public Works, from the budget of the Vernon Board of Education in the amount of Thirty Thousand Dollars (\$30,000.00) for a period of twelve (12) calendar months, said amount to be paid or transferred using the most efficient administrative method as mutually agreed to by the Town Administration and the Board of Education Administration.

Said Resolution shall be in effect from the date of adoption by the Vernon Town Council.

Effective Date: December 21, 2010

Town Council Vote: Carried 7 to 4

PROPOSED MOTION:

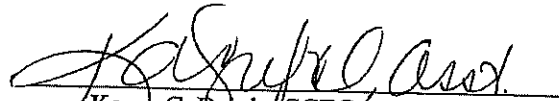
THE VERNON TOWN COUNCIL HEREBY MOVES TO AUTHORIZE THE MAYOR'S OR HIS DESIGNEE TO NEGOTIATE AND EXECUTE ON BEHALF OF THE TOWN OF VERNON ANY INSTRUMENT(S) OR AGREEMENT NECESSARY TO EFFECTUATE THE RESOLUTION ENTITLED "RESOLUTION TO PROVIDE MANAGEMENT OF CUSTODIAL AND MAINTENANCE SERVICES TO THE VERNON BOARD OF EDUCATION," AS ADOPTED DECEMBER 21, 2010.

Adopted by the Town of Vernon on December 21, 2010.

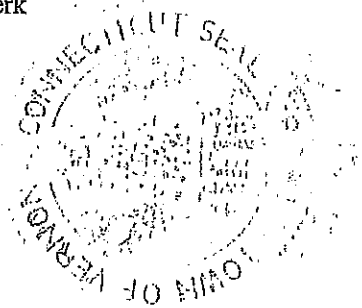
TO WHOM IT MAY CONCERN:

I, Karen C. Daigle, Assistant Town Clerk of the Town of Vernon, do hereby certify that the foregoing RESOLUTION was adopted by the Vernon Town Council at its regular meeting of December 21, 2010.

I FURTHER CERTIFY that said action has not been modified nor rescinded, and that it remains in full force and effect.


Karen C. Daigle, CCTC
Assistant Town Clerk

Dated at Vernon, Connecticut, this 31st day of January, 2011.





Agreement between the Town of Vernon and
Vernon Board of Education
for Management of Maintenance and
Custodial Services



The Town of Vernon ("Town") and Vernon Board of Education ("BOE"), in consideration of operational efficiencies, optimal utilization of available resources and resultant budgetary savings, agree as follows:

1. Pursuant to Art. XI § 12 of the Vernon Town Charter ("Charter"), which provides in pertinent part that "the Public Works Department may maintain, and care for, .. school buildings and grounds, if requested by ... the Board of Education and approved by the Town Council;" the Town's Department of Public Works, through its Director ("Director") shall provide Management of Maintenance and Custodial Services ("Services") to the BOE. It is understood that the Services inherently encompass the organization of work through management and supervision of resources, including personnel, contracted work, purchasing and procurement activities.
2. By resolution effective December 21, 2010, incorporated herein by reference and attached to this Agreement as *Exhibit 1*, and by resolution effective December 20, 2011, the Vernon Town Council approved the aforementioned request from the BOE for the Town's Public Works Department to manage the BOE's custodial and maintenance services.
3. The Director shall have responsibility for the direct supervision of the BOE's Assistant Director of Facilities ("Assistant Director") and BOE's Maintainers, who include skilled maintenance and trade laborers.
4. The Assistant Director, under the direction of the Director, shall have responsibility for the direct supervision of the BOE's Custodians.
5. The operating costs at the BOE's facilities shall continue to be assumed by the BOE.
6. The BOE will pay to the Town for the Services an annual amount of thirty thousand dollars (\$30,000.00), such being the additional stipend ("Stipend") paid by the Town to the Director for assuming the additional responsibilities for providing the services. The BOE shall also be responsible for the applicable employer payroll taxes and employer portion of the pension contribution attributable to the \$30,000 payment, and such taxes and contributions shall not be offset against the Stipend. The Town shall provide to the BOE quarterly documentation of the applicable tax and pension contributions due and payable on the account of the Director resulting from the Stipend, which shall be payable from the BOE to the Town in September, December, March and June of each fiscal year in which the services are provided.
7. The Director will report directly to the BOE's Superintendent, or her designee, for all of the BOE's facility, maintenance and custodial activities.
8. The Director will be evaluated annually in writing by the BOE's Superintendent, or her designee, by the 1st of June.
9. The Director will also be obligated to manage the following program objectives in addition to the personnel responsibilities provided for above: develop and maintain a baseline condition report for each facility under the control of the BOE; administer work orders and cost centers; develop and maintain a preventative maintenance program for all facilities under the control of the BOE; provide recommendations to the Superintendent of Schools for the Six-Year Capital Plan; oversee the bidding of contracted services through the Business Office; procure custodial and maintenance supplies through the Board's Business Office; coordinate with the Parks and Recreation Department grounds care for

facilities under the control of the BOE; develop and maintain a management plan for each facility under the control of the BOE; ensure compliance with all statutory regulations for the use of cleaning and maintenance materials and equipment within the facilities under the control of the BOE; and such other similar duties as may be assigned from time to time by the Superintendent of Schools and agreed to by the Town Administrator.

10. This Agreement will become effective July 1, 2012 and will continue from year to year unless terminated in accordance with one of the following provisions with the annual Stipend pro-rated accordingly:

- a. by mutual agreement at any time;
- b. upon the Director leaving the employment of the Town for any reason unless both parties agree to continue;
- c. an extended absence of the Director in excess of ninety (90) consecutive calendar days, unless expressly consented to by the Board;
- d. by written notice of one party to the other of at least thirty (30) calendar days;
- e. failure of the Board to receive an appropriation sufficient to cover provision of the Service.

11. This Agreement constitutes the full and complete agreement between the Parties with regard to the provision of the Service, supersedes and replaces all prior agreements or writings with regard to the subject matter contained herein and shall have no precedential value in any other matter between the Parties except for the enforcement of its terms. No other promises or agreements shall be binding or of any effect unless in writing and signed by the Parties

For the Town of Vernon


Signature

George F. Apple, Mayor
Printed Name and Title

6/26/12
Date

For the Vernon Board of Education


Signature

Printed Name and Title

06-12-2012
Date

MEMORANDUM OF UNDERSTANDING

The Town of Vernon ("Town") and Vernon Public Schools ("VPS") (referred to collectively hereinafter as "Parties", agree that the shared service agreement initiated in 2012 ("2012 Agreement") between the Town and VPS to share the management services of the Director of Public Works ("Director") has proved successful and provided substantial operational efficiencies, optimal utilization of available resources and resultant budgetary savings for the Town as a whole.

It has become evident that the Supervisor of School Facilities and Special Projects (SSFSP), a VPS employee who reports to the Director as part of the 2012 Agreement, also possesses skillsets that could benefit the Town on building projects, including proficiency in electrical systems, HVAC systems, energy management systems, contracting, and custodial procedures.

The Town and VPS, therefore, agree that the SSFSP, under the continued direction of the Director, shall, in addition to his/her responsibilities for VPS, have personnel responsibilities for, among other things, the direct supervision of the Town's Custodian(s) and will assume additional responsibilities for Town facilities including, but not limited to, management of Town building projects, providing recommendations to the Six-Year Capital Plan; participation in bidding of contracted services; procurement of custodial and maintenance supplies; ensuring Town compliance with all statutory regulations for the use of cleaning and maintenance materials and equipment within the facilities under the control of the Town; and such other similar duties as may be assigned from time to time by the Town Administrator or his/her designees with consent of the Superintendent of Schools ("Services").

The operating costs of the Town's facilities shall continue to be assumed by the Town.

The Town will pay to VPS for the Services an annual amount of fifteen thousand dollars (\$15,000.00), such being the yearly stipend ("Stipend") paid by VPS to the SSFSP for the additional responsibilities of providing the Services. The Town shall also be responsible for the applicable employer payroll taxes and employer portion of the pension contribution attributable to the Stipend. Such taxes and contributions shall not be offset by VPS against the Stipend. VPS shall provide quarterly documentation to the Town of the applicable SSFSP tax and pension contributions associated with the Stipend, which shall be payable from the Town to VPS in September, December, March and June of each fiscal year in which the Services are provided, with any partial year being prorated appropriately based on the percentage of the fiscal year in which Services are performed.

For the services provided to the Town, the SSFSP will be evaluated annually in writing by the Town Administrator or his/her designee and by the Director by the 30th of June.

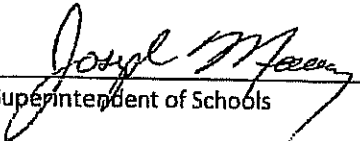
This Agreement is effective April 1st, 2017 and will continue from fiscal year to year thereafter unless terminated in accordance with one of the following provisions:

- a. by mutual agreement of the Parties at any time;
- b. upon the SSFSP leaving the employment of the VPS for any reason unless the Parties agree to continue;
- c. the SSFSP's unpaid absence in excess of forty five (45) consecutive calendar days, unless expressly consented to by the Town;
- d. by at least thirty (30) calendar days written notice of one Party to the other;
- e. failure of the Town to receive an appropriation sufficient to cover provision of the Service;
- f. failure of the SSFSP's Union to agree to the conditions of VPS's provision of the Services to the Town consistent with this Agreement.

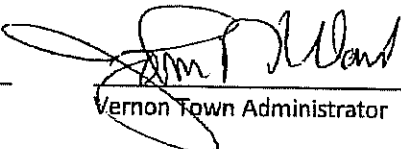
This Agreement constitutes the full and complete agreement between the Parties regarding the provision of the Services, supersedes and replaces all prior agreements or writings with regard to the subject matter contained herein and shall have no precedential value in any other matter between the Parties except for the enforcement of its terms. No other promises or agreements shall be binding or of any effect unless in writing and signed by the Parties.

Vernon Public Schools

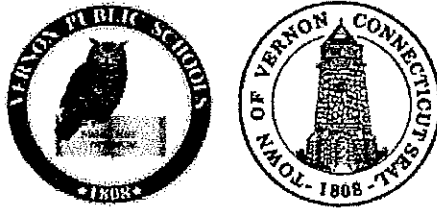
Town of Vernon



Superintendent of Schools



Vernon Town Administrator



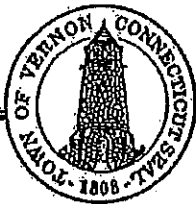
2019 CABA/CAPPS Convention

Town of Vernon Shared Services and Collaborative Strategies

The Essential Partnership of Government and Education

November 15, 2019

Data Processing Center



George F. Apel
Mayor

TOWN OF VERNON

14 PARK PLACE, VERNON, CT 06066

Tel: (860) 870-3600

Fax: (860) 870-3580

E-mail: gapel@vernon-ct.gov

TO: Vernon Town Council and Vernon Board of Education
FROM: Mayor George F. Apel and Dr. Mary P. Conway, Superintendent of Schools.
DATE: May 31, 2012
RE: Vernon Data Processing Center (VDPC) – Executive Summary

The rapid speed at which technology advances continues to outpace the current organizational structure of our Data and Information Technology Departments which service the Town of Vernon and the Board of Education. An enhanced level of collaboration, combination of assets and personnel will result in greater operational efficiencies, better outcomes for those they serve and more prudent stewardship of taxpayer resources. To achieve economies of scale and to maximize the Town's resources, this proposal calls for a complete integration and unification of the Town and Board of Education's information technology departments, hereafter referred to as the Vernon Data Processing Center (VDPC).

I. VISION STATEMENT:

The VDPC will be a center of technological excellence in service and knowledge, using information technology in an integrated environment to foster innovation, efficiency, effectiveness, collaboration, continuous improvement, and knowledge-sharing to ensure that all technologies best serve and address the broad business needs of town-wide departments and respective organizations.

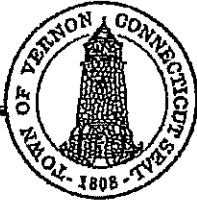
II. GOVERNANCE:

The VDPC will be directed by the Technology Council (TeC) and is designed to ensure equal representation and leadership of the Town and Board of Education (BoE). This structure permits both entities equal decision-making pertaining to the implementation and future direction of information technology for the Town and BoE and the accountability for achieving these goals.

The Technology Council (TeC) will consist of a four person council that will serve collectively as the Director of the VDPC. The TeC will consist of the following individuals, ex officio:

- 1) Mayor of the Town of Vernon
- 2) Superintendent of Schools – Town of Vernon Board of Education
- 3) Town Administrator – Town of Vernon
- 4) Director of Business and Finance – Town of Vernon Board of Education

On an annual basis, The Mayor and Superintendant will alternate as Chairperson and Vice Chairperson, respectively, of the TeC.



MAYOR
TOWN OF VERNON

Page 2 of 3

III. RESPONSIBILITIES:

The VDPC will have the authority and obligation to do the following:

1. Install and maintain a town-wide fiber-optic network including the utilization of a common domain.
2. Perform all data processing and information systems activities for the Town, including the Board of Education, Police, Fire, Water Pollution Control Authority, and all elected or appointed boards and commissions. Activities include, but are not limited to the following:
 - Provide a secure Wide Area Network.
 - Develop and maintain all town information technology projects and facilities.
 - Oversee delivery of technology services and support to the departments, user desktops and other work locations within the Town and BoE.
 - Install and support all computer workstations and related hardware.
 - Provide research, application selection, development, and support of said programs.
 - Work to ensure that allocation of resources meets the needs of users in the most effective manner possible while staying in alignment with the goals and standards of the Town and BoE.
3. Evaluate and recommend new and emerging technologies to support the on-going needs of the Town and BOE.
4. Work with the Board of Education's Twenty-first Century Learning Team to support the integration of technology in all aspects of teaching and learning.
5. Direct and enforce the operational policies and procedures and standards adopted and implemented by the TeC.
6. Perform other such functions as the TeC shall direct.



MAYOR
TOWN OF VERNON

Page 3 of 3

The Technology Council (TeC) will have the authority and obligation to do the following:

1. Serve as Director of Data Processing with powers and duties in accordance with Chapter XI, Section 19(b) of the Vernon Town Charter.
2. Produce a rolling four year town-wide Technology Plan.
3. Submit a proposed budget each year to the Superintendent, Mayor and Capital Improvement Committees for approval.
4. Work collaboratively with the Board of Education, the Board of Education Technology / Facilities Committee, Town and Board Administrations and the Town Council.
5. Hire, supervise, provide direction, and evaluate VDPC employees.
6. Assess and select potential technology projects based on criteria that fulfill the strategic requirements of the technology plans of the Town and the Board of Education.
7. Oversee expenditures including approval of all hardware and software acquisitions.
8. Establish the operational policies and standards by which projects are requested and evaluated for implementation.

IV. FUNDING:

The Data Processing Center is funded through an Internal Service Fund, with the costs of operation supported by contributions from the Board of Education, Town Council and other commissions and authorities receiving services.



TOWN OF VERNON

Office of the Mayor

14 Park Place • Vernon, CT 06066

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www.Vernon-CT.gov

Daniel A. Champagne
Mayor

Michael J. Purcaro
Town Administrator

Dawn R. Maselek
Assistant Town Administrator

Town of Vernon- Town Council Resolution

Request the Town Council approve Mayor George F. Apel's and School Superintendent Mary P. Conway's request for the unification of the Board of Education and town of Vernon Data Processing departments, hereafter referred to as the Vernon Data Processing Center (VDPC). See memorandum from Mayor George F. Apel to the Vernon Town Council dated May 31, 2012 re: Data Processing Center Unification.)

PROPOSED RESOLUTION:

WHEREAS, ON MAY 30, 2012, THE VERNON BOARD OF EDUCATION AND THE TOWN OF VERNON WERE PRESENTED WITH A REQUEST TO APPROVE THE UNIFICATION OF THE BOARD OF EDUCATION AND THE TOWN OF VERNON DATA PROCESSING DEPARTMENTS;

WHEREAS, SUCH REQUEST IS APPROPRIATELY MADE UNDER CHAPTER XI § 19(a) OF THE VERNON TOWN CHARTER,

WHEREAS, THE VERNON TOWN COUNCIL HAS DETERMINED THAT SUCH CONSOLIDATION OF SERVICES BETWEEN THE VERNON BOARD OF EDUCATION AND THE TOWN OF VERNON WILL RESULT IN A MORE EFFICIENT AND EFFECTIVE DELIVERY OF DATA PROCESSING SERVICES AND AN OVERALL BUDGET SAVINGS TO THE TOWN OF VERNON;

NOW, THEREFORE, BE IT RESOLVED, THAT THE VERNON TOWN COUNCIL HEREBY APPROVE MAYOR GEORGE F. APEL'S AND SCHOOL SUPERINTENDENT DR. MARY P. CONWAY'S REQUEST FOR THE UNIFICATION OF THE BOARD OF EDUCATION AND TOWN OF VERNON DATA PROCESSING DEPARTMENTS, HEREAFTER REFERRED TO AS THE VERNON DATA PROCESSING CENTER (VDPC), AS PROPOSED EFFECTIVE JULY 1, 2012.

FURTHER, BE IT RESOLVED, THAT THE VERNON DATA PROCESSING CENTER (VDPC) BE GOVERNED BY THE TECHNOLOGY COUNCIL (TeC) AS PROPOSED, EFFECTIVE JULY 1, 2012.

SAID RESOLUTION SHALL BE IN EFFECT FROM THE DATE OF ADOPTION BY THE TOWN COUNCIL.

Board of Education- Resolution

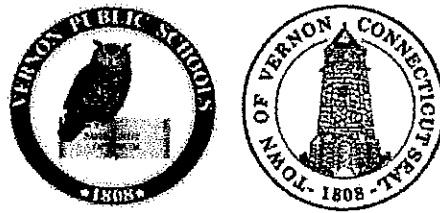
Technology Committee Report (Goal #2)

5.8(a) Data Processing Center Unification

Dr. Conway gave the Board an overview of the Vernon Data Processing Center. The plan is to unify the Town of Vernon and the Board of Education's information technology. The plan provides support for all of the Vernon Board of Education's needs. It would be advantageous to both the Town of Vernon and the Board of Education. The Vernon Data Processing Center would be directed by the Technology Council (TeC) which would consist of a four person council that would serve collectively as the Director of the Vernon Data Processing Center. The council would consist of the Mayor, the Superintendent, Town Administrator and the Director of Business and Finance.

The Vernon Data Processing Center would have authority to

- Install and maintain a town-wide fiber-optic network ,
- Perform all data processing and information systems activities for the Town, Board of Education, Police, Fire, Water Pollution Control Authority, etc.
- Evaluate and recommend new and emerging technologies to support the on-going needs of the Town and the Board of Education, and
- Work with the Board of Education's 21st Century Learning Team.



2019 CABE/CAPPS Convention

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Special Education Revenue Fund

RESOLUTION of the VERNON TOWN COUNCIL

MEDICAID REIMBURSEMENTS FOR SPECIAL EDUCATION

October 20, 2015

WHEREAS, under the School Based Child Health (SBCH) program, financial assistance from federal Medicaid funds is provided to towns that are required by federal and state law to furnish medical services for their special education students (Services). Connecticut towns may receive Medicaid reimbursements (Reimbursements) for the cost of these Services upon timely submission of bills to the State of Connecticut (State).

WHEREAS, the Vernon Board of Education (Board) periodically submits during the fiscal year eligible costs for Services to the State for Reimbursements; and

WHEREAS, reimbursements that support operating costs of the Board customarily are directed to the Town of Vernon's (Town) General Fund as general revenue. As an exception to this directive, to support operating expenditures under the SBCH program, as well as other special education and capital and non-recurring costs of the Board, the receipt of Reimbursements up to and including \$100,000.00 annually, will be considered by the Town as General Fund revenue; and further,

Reimbursements, both actual and accrued, that exceed \$100,000.00 annually (Excess Funds), will be placed in a Special Education Account in the Special Revenue Fund (Special Account), to be used to offset extraordinary special education costs until such fund reaches a balance of \$350,000.00 (Cap). Upon reaching the Cap, any additional Excess Funds will be placed in the Town's account for Education Capital and Non-recurring Expenditures (CNR Account). At any time that the balance in the Special Account drops below the Cap, any additional Excess Funds will first go towards restoring the Special Account to the Cap, and then to the CNR Account.

If an extraordinary requirement arises pertaining to special education, inclusive of administrative disbursements for grant application and compliance, the Vernon Superintendent of Schools will notify the Town Administrator, in writing, of the school administration's need to access the Special Account. The Town Administrator will notify the Town's Finance Officer to effectuate an expenditure transfer, not to exceed the applicable balance of the Special Account, to accommodate such need.

Approvals to commit and expend funds from the CNR Account are to follow the established procedures, as amended.

NOW THEREFORE, Be It Resolved: That the Town Council hereby approves the recognition of fiscal year Reimbursements as General Fund revenue up to and including \$100,000.00 annually; and further approves that fiscal year Reimbursements received in excess of \$100,000.00 per year, are to be placed in the Special Account or the CNR Account, as here before described, to be used to offset extraordinary costs pertaining to the education of special need students in accordance with the Special Account; or for contributions to the CNR Account in excess of the Cap.

Effective Date:

Upon approval, this resolution shall take effect immediately, for fiscal entries as of June 30, 2015, and successive fiscal years. The receipt of any retroactive reimbursements from fiscal years prior to July 1, 2013, will be considered General Fund revenue.



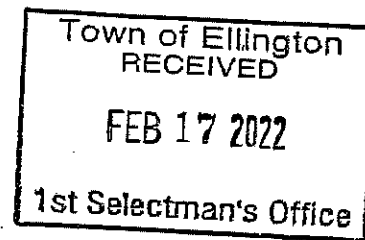
STATE OF CONNECTICUT - COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

Department of Public Works

Timothy Webb
Director/WPCA Admin.

21 MAIN STREET - PO BOX 187
ELLINGTON, CONNECTICUT 06029-0187
TEL 860-870-3140 FAX 860-870-3147
www.ellington-ct.gov



MEMORANDUM

TO: Lori Spielman, First Selectman

FROM: Timothy M. Webb, Director of Public Works *(TW)*

RE: Shared Services Proposal

DATE: February 15, 2022

I have reviewed the minutes from the Shared Services Committee and it was noted that suggestions for possible shared services were to be solicited. I would like to propose the inclusion of the custodian cleaning of Town Facilities.

Currently the Board of Education and the Town provide different staffing to clean their facilities that also includes different pay scales. At this time the Board of Education operates six, (6), facilities and the Town operates eight, (8) facilities, plus the Pinney House oversight.

I would propose that the Board of Education's custodians take over the nightly cleaning of the Town facilities with the oversight of the Town's Lead Custodian. Duties for the Lead Custodian would include staffing schedules, cleaning supplies inventory and control, and SDS conforming to OSHA for all facilities, BOE and Town and staff. This would allow the School Facility Maintenance Director to concentrate on the larger projects within all facilities, HVAC, roofing and security for example.

The current Town staff will be utilized during the day to address any of the needs from the Senior Center, Library and other Town facilities including the Pinney House. Cleaning of the Resident Troopers Office is required during the day while Officers are on duty. They will mow and landscape during the growing season and provide interior painting projects during the cold months while also maintaining the facilities with general housekeeping activities during operating hours.

This is only a proposal and additional conversations with all parties will be needed to see if this would be feasible to enact.

Public Works and BOE

Electricians and Plumbers, HVAC and Custodial

Maye other service providers

Finance and BOE

Payroll Services

Town and BOE

Tech support

Sharing of Town and BOE

Human Resources

