



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, March 24, 2022

MINUTES

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

Others Present: Lori Spielman, First Selectman; Scott Nicol, Superintendent, Brian Greenleaf, Director of Finance and Operations, Ellington Public Schools (EPS); Tiffany Pignataro, Finance Officer/Treasurer; Timothy Webb, Director, Department of Public Works

*(*attended via Zoom)*

I. Call To Order

Chairman Keune called the meeting to order at 2:04 PM.

II. Citizens' Forum

No citizens came forward.

III. Approval of Minutes

A. February 24, 2022

MOVED (PURCARO), SECONDED (GRAZIANI) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE FEBRUARY 24, 2022 SHARED SERVICES COMMISSION MEETING.

IV. New Business

A. Presentation of Current Shared Services

Mr. Greenleaf and Ms. Pignataro shared a power point presentation of current and potential shared services between the Town and Board of Education (BOE) [ATTACHED]. The presentation included intermittent group discussion regarding the work already accomplished, services currently being shared as well as goals and considerations for future shared services. Detailed discussion was held in regard to the collaboration of the Town and BOE financial systems and reporting efficiencies. Mr. Greenleaf and Ms. Pignataro noted that they take great pride in working well together, as it is an essential piece of these shared services being successful.

Chairman Keune thanked them for their presentation as well as their continued time and effort in providing the Commission with this crucial information. Mr. Purcaro and Mr. Keune stated they welcome suggestions from Town departments, committees, commissions and residents that could potentially benefit the Town to not only save taxpayers money supply purchases, but efficient work processes as well.

B. Discussion of Shared Services

Discussion was held regarding a number of suggested areas where shared services would benefit the taxpayers, such as office supplies, vitamins from the BOE Health and Wellness Committee, and programs to combine the students and the senior citizens for activities. Town and school library media sharing, electricity expenses, copier services, winter salt products, food services, as well as risk management services were also discussed as potential areas for combining. Mr. Greenleaf and Ms. Pignataro both agreed it would be ideal to have one payroll system; however, they agreed that this will be a very intricate and complicated process to implement at this time and suggested reassessing this topic in the future.

V. Other Business

The Commission agreed to set a meeting schedule for the fourth Thursday of each month at 2:00 pm. Ms. Einsiedel will prepare a meeting schedule for the Commission to approve at the next Shared Services Commission Meeting, which will be held on Thursday, April 28, 2022 at 2:00 pm in the Nicholas J. DiCorleto, Jr. Meeting Hall.

VI. Adjournment

MOVED (GRAZIANI), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING OF THE SHARED SERVICES COMMISSION AT 3:12 PM.

Submitted by: Rebecca Einsiedel Approved by: 

Rebecca Einsiedel
Recording Secretary

Daniel Keune
Chairman

Town & BOE Financial Integration: Now & Future

Shared Services Commission
March 23, 2022



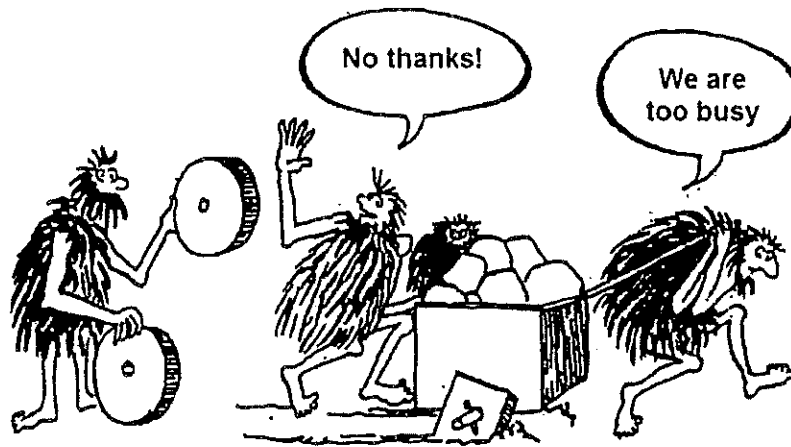
Overarching Vision

Distinct entities

One financial statement

Same taxpayer

The Before Times



The Before Times

- Two legacy financial systems
- BOE focused on Expenditures only (No revenues, liabilities, etc.)
- Auditors “cleaned up” our deficiencies
- Town systems → Consistently late audits
- Scrutiny from MFAC

Work Already Accomplished

- Separate Software conversions to the same platform (Tyler Infinite Visions)
- BOE books now tie to Town on all account types (Revenues, Liabilities, Expenditures, Fund Balances)
- Monthly reconciliations occurring (via excel)



Results

- On time (early) audit completion
- MFAC release
- GFOA Annual Comprehensive Financial Report
- Increased Bond Rating

Future Goals/Considerations

- Automation of manual reconciliation processes
- Possible long-term combination of IV databases
- More efficient cash management
- Reduce debt usage for annual/cyclical purchasing
- Joint procurement on similar goods
- Payroll systems?

Questions?