SHARED SERVICES COMMISSION MEETING
Thursday, April 21, 2022

MINUTES

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

Others Present: Lori Spielman, First Selectman; Scott Nicol, Superintendent, Brian Greenleaf, Director of Finance and Operations, Ellington Public Schools (EPS); Walter Lee, Emergency and Risk Management Director; Joy Hollister, Director of Human Services; *Lisa Houlihan, Town Planner

(*attended via Zoom)

I. Call To Order

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

II. Citizens’ Forum

No citizens came forward.

III. Approval of Minutes

A. March 24, 2022

MOVED (PURCARO), SECONDED (KIFF-JUDSON) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE MARCH 24, 2022 SHARED SERVICES COMMISSION MEETING.
IV. New Business

A. Review of New Suggestions Received

Chairman Keune stated that the Commission received one response to the Commission’s memo which was sent out. Mr. Huguenin from the Recreation Department and Ms. Hollister from the Human Services Department included three suggestions. Currently, the two departments share a building and do not have a color copier which leaves them to use the small personal printers, taking up a significant portion of their budget for toner and supplies. Ms. Hollister added that the office is left short staffed while an employee is required to go to the Town Hall to make color copies, which is inconvenient and time consuming for them. Ms. Hollister, speaking on behalf of Mr. Huguenin, said they are requesting to be provided with a color copier at their location due to the large quantity of color copying that is necessary for their departments. Mr. Greenleaf said that he and Ms. Pignataro, who unfortunately could not attend today, have had recent conversations regarding shared copier services and due to contracts with different companies and timing, this may take some time but they are looking into this.

The second request from Ms. Hollister and Mr. Huguenin was regarding the inconvenient retrieval process of their mail from the Town Hall mailboxes. Chairman Keune asked Ms. Einsiedel to explain how the mail is currently handled between the departments. Ms. Einsiedel explained the current process. Ms. Hollister noted that their office struggles when the Administrative Assistant leaves their building to retrieve mail from the Town Hall mailboxes. The Human Services and Recreation Department would like the Commission to look into having EPS pick up and deliver the daily mail to each of the Town locations. Mr. Purcaro suggested that Ms. Pignataro and Mr. Greenleaf do a cost benefit analysis to see if there is a more efficient and cost effective mail process. Mr. Greenleaf stated that he, Mr. Webb and Ms. Pignataro have already met regarding joint custodial services and they will add this topic to their next discussion.

The third suggestion from Ms. Hollister and Mr. Huguenin was regarding the current check request process. They stated that the check request process for issuing payments is time consuming and inefficient in that it requires multiple departments/persons attention per request, among other reasons. Mr. Keune suggested that this item be tabled to the next meeting so that Ms. Pignataro could best answer any questions. Mr. Purcaro asked exactly what the issue is. Ms. Hollister stated that if departments need to register for programs or order supplies, other than through Amazon, it is very inconvenient to not use a credit card. Ms. Hollister said that there are times that using a credit card would be the most efficient and cost effective way to purchase supplies or register for seminars, training, etc. Mr. Purcaro asked Mr. Greenleaf if EPS or Superintendent Dr. Nicol use purchasing cards. Mr. Greenleaf replied that no one in the district uses or has a purchasing card. Mr. Greenleaf agrees with the Recreation Department in that it would be more efficient than the current process of employees having to make the purchases and get reimbursed.

Discussion continued regarding the implementation of utilizing purchasing cards and how this is a great opportunity to begin using them in both the schools and Town departments at the same time, on the same system. Mr. Stavens stated that in his opinion the purchasing cards should be assigned to individuals only, not departments, so that disciplinary actions could be taken against the individual if ever necessary. Chairman Keune asked that Mr. Greenleaf consult with Ms. Pignataro and report their findings back to the Commission.
Chairman Keune asked the Commission if they would prefer to receive their communications from the Recording Secretary electronically or be provided with paper copies for future meetings. The Commission agreed that receiving them electronically would be preferable. Ms. Einsiedel will send all communications to the Commission members electronically going forward.

Mr. Graziani asked that the Commission set a monthly due date for future submissions, so that they can be distributed and reviewed by members prior to the meetings. Chairman Keune suggested that these be due one week prior to the scheduled meeting date.

The Commission discussed an additional memo received from Mr. Huguenin requesting that lunches continue to be provided at no cost to students attending summer camp this year. Mr. Greenleaf explained to the Commission members that the Federal Government funded these free meals through the United States Department of Agriculture (USDA) to summer camp students in 2021 and unfortunately the program expires on June 30, 2022. Mr. Greenleaf explained that financially it is a challenge to continue this program, however they will continue to research a solution. Chairman Keune stated that there is unfortunately not much that the Shared Services Commission can contribute to this. Mr. Greenleaf stated he will reach out to the Recreation Department to discuss this further.

B. Discussion of Shared Services

No further discussion was held.

C. Approval of 2022 Meeting Schedule

Chairman Keune asked the Commission to review the 2022 Meeting Schedule [ATTACHED].

MOVED (STAVENS), SECONDED (GRAZIANI) AND PASSED UNANIMOUSLY TO APPROVE THE 2022 MEETING SCHEDULE FOR THE SHARED SERVICES COMMISSION.

V. Other Business

Ms. Kiff-Judson provided a handout to the Commission members [ATTACHED]. She stated that after the last meeting it occurred to her that there were some opportunities for bridging the generational gap between EPS and the Senior Center. She read aloud her handout and suggested collaboration ideas from the book *Blue Zone Model*, as well as holding environmental symposiums with guest speakers, community connection building/mental health programs, a financial investment club and multiple educational programs. She asked if the Commission had any concerns with her meeting with Sheila Grady to discuss these ideas. Mr. Graziani stated that it would be beneficial to survey the senior population. Ms. Kiff-Judson agreed, adding that the students could be surveyed as well. Mr. Purcaro asked Ms. Spielman if Ellington is registered or certified with Sustainable CT. Ms. Spielman said no, but they are close. Mr. Purcaro stated that there are at least five suggestions on the handout that may be eligible for the program and an opportunity for the Town to earn points. Discussion was held regarding the benefits to the Town from this program. Ms. Houlihan, who researched this program prior to COVID, suggested that a sub-committee be created for this program. Ms. Hollister stated that the Human Services Commission could potentially be the ones who take on this program versus the Shared Services Commission. Ms. Kiff-Judson said she would like to be involved in this and Ms. Hollister stated there is a vacancy on the Commission. Chairman Keune answered Ms. Kiff-Judson’s request
saying that she could begin meeting with whichever departments she felt necessary to discuss this further and no motion was needed.

Mr. Purcaro left the meeting at 2:51 PM.

Mr. Greenleaf shared that the Town has recently signed up for the Cooperative Purchasing Program through Capitol Region Education Council (CREC) which will potentially save the Town a tremendous amount of money in purchasing not only paper, but numerous other things.

Mr. Greenleaf also updated the Commission saying that he met with Tim Webb, Director of Public Works (DPW) regarding the suggestion of a new shared position, as well as some contractual agreements being worked out; however, with the recent announcement of Mr. Webb’s retirement these may be on hold for a short while. Mr. Keune suggested that this information be shared with the new Director, once hired, to keep them aware of the conversations happening.

Mr. Greenleaf updated the Commission regarding the school librarians and the Town library staff, who will be meeting to collaborate efforts in the near future, potentially on the next early release day.

VI. Adjournment

MOVED (DZEN), SECONDED (KIFF-JUDSON) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING OF THE SHARED SERVICES COMMISSION AT 2:55 PM.

Submitted by: Rebecca Einsiedel
Recording Secretary

Approved by: Daniel Keune
Chairman
SHARED SERVICES COMMISSION
2022 MEETING SCHEDULE

All meetings will be held at 2:00 p.m. in the Nicholas J. DiCorleto, Jr. Meeting Hall

Thursday, May 19, 2022
Thursday, June 16, 2022
Thursday, July 21, 2022
Thursday, August 18, 2022
Thursday, September, 15, 2022
Thursday, October, 20, 2022
Thursday, November, 17, 2022
Thursday, December, 15, 2022

Meeting schedule approved at the April 21, 2022 meeting.
Ellington Public Schools - Senior Center Partnership
Intergenerational Collaboration Ideas

Background Information (from Generations United):
• 2 in 3 Americans would like to spend more time with people outside their age group
• 92% of Americans believe intergenerational activities can help reduce loneliness

Objective: to create enriching, intergenerational opportunities for collaboration between Ellington Public School students and Ellington seniors to promote an all-age-friendly community and to improve the world we share.

Possible Programs:
• Health (Blue Zone model)
  o Clean eating/nutrition
  o Cooking classes/projects
  o Fitness goals
  o Building an active community
  o Sidewalk/walking trails expansion project
  o Community Gardens
• Environment Symposia with guest speakers
  o Energy Conservation
  o Recycling/upcycling
  o Global initiatives related to climate change
• Community Connection Building/Mental Health
  o Here to talk (both senior and student volunteers)
  o Lunch buddies
• Finance
  o Investment club
• Education
  o Tutoring program
  o Public speaking opportunities
  o Promote “age-integration” a core value in town
  o Trips/exploration
  o CT Forum Partnership (watch party, subscription?)