

2019 AUG -5 PM 2:12

August 1, 2019

# Shared Services Minutes

5 pm

L100

*John C. Miner*  
Town Clerk

**Meeting called by:** C.Anest **Type of meeting:** Strategic Discussions  
**Facilitator:** C. Miner **Note taker:** S. Silvia  
**Timekeeper:** NA  
**Attendees:** T. Lane; Dr. Brummett; C. Stamm; C. Miner; S. Silvia  
**Please read:** NA  
**Please bring:** NA

## Minutes

**Agenda item:** Facilities Department **Presenter:** C. Anest

**Discussion:**

- Participants provided brief review of prior meetings with West Hartford and how they have implemented strategic move towards shared services over past ten years with Dr. Brummett.
- T. Lane and Dr. Brummett have held preliminary discussions surrounding concept of sharing facilities department and other similar departments
- Both open to shared services model; additional discussion necessary to construct roles and responsibilities
- Informally discussed current organizational models at both Town and NPS, need to verify and validate actual organization charts
- Excellent time to bring D. Vida and L. Jachimowicz to next meeting;
- Discussed impacted facilities supporting both town and NPS
- Need to identify current "Maintainers" impacted by strategic vision
- Identify and leverage an existing work request system... Town has one system, NPS uncertain
- Custodial services at Town are contracted. NPS is fully staffed
- No layoffs will occur; roles and responsibilities will adjust as attrition occurs. Engage organization to develop strategic organizational model reflecting success of West Hartford.
- Need to review and modify existing Facilities Director job description reflecting future role.

**Conclusions:**

Share vision and strategic objectives with D. Vida and L. Jachimowicz; acquire input/ suggestions. Invite to next meeting. Garner their respective inputs.

| Action items   | Person responsible    | Deadline  |
|--|-----------------------|-----------|
| ✓ Review Shared Service objectives with NPS                      | Dr. Brummett          | August 26 |
| ✓ Invite D. Vida and L. Jachimowicz to next meeting              | Dr. Brummett          | August 26 |
| ✓ Review and Modify existing Facilities Director job description | T. Lane; Dr. Brummett | TBD       |

**Agenda item:** Technology Services **Presenter:** C. Anest

**Discussion:**

- As new Town Hall construction is in progress; engage NPS CIO, C. Holland and Town CIO, P. Boutot to identify best approach to construct common network (Routers, firewalls, software) for Town facilities.
- In scope are NPS, Town, Fire Stations, Police, Mobile, Network security, HIPAA, PII, and overall data security

