WELLING CONFERENCE ROOM

BUDGET COMMITTEE

SEPTEMBER 30, 2014

PRESENT: Ram Aberasturia, Chair, Councillors Barbara-Ann Rossi and Anita

Morrison

ALSO Marcia Leclerc, Mayor

PRESENT: Michael Walsh, Finance Director

Linda Trzetziak, Assistant Finance Director

Nathan Quesnel, Superintendent, East Hartford Public Schools Jeff Currey, Chair, East Hartford Board of Education (via telephone) Christopher Wethje, Human Resources, East Hartford Public Schools

Albert Costa, Facilities Director, East Hartford Public Schools Paul Mainuli, Business Services, East Hartford Public Schools

Joanne Zatarain, CPA, East Hartford Public Schools

Vanessa Rossitto, Blum Shapiro

Jeff Ziplow, Blum Shapiro

Board of Education Members: Marilyn Pet and Valerie Scheer Town Councillors: Rich Kehoe, Esther Clarke and Linda Russo

CALL TO ORDER

Chair Aberasturia called the meeting to order at 5:36pm.

APPROVAL OF MINUTES

June 24, 2014

MOTION By Anita Morrison

seconded by Barbara Rossi

to approve the June 24, 2014 minutes of the Budget Committee, as

corrected on June 26th. Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

NEW BUSINESS

Shared Services

<u>Jeff Ziplow</u>, Partner, Blum Shapiro, and <u>Vanessa Rossitto</u>, Auditor, spoke to the issue of shared services for municipalities. The goal is to add efficiencies and unified standards

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to both the Administration and Board of Education. Mr. Ziplow stated that most cities begin the process of shared services with financial services for the town and school district. As an example, working together as a team in the Purchasing Division of the Finance Department might reduce costs, and therefore, the town would have better purchasing power. Shared services is a concept and to implement it one needs to understand the operational processes that go on within both the town and school district groups and devise a plan to bring them both together and to streamline the processes.

Mr. Ziplow suggested that the town and school district start with one entity (i.e. Accounts Payable) and not implement other departments within Finance (i.e. I.T., Purchasing, etc.) to see how smoothly that transition is made. He also advised that the town and the school district create an MOU which will document what the processes and priorities are for East Hartford's shared services.

Besides the Financial operations of the town and the school district (including Purchasing, I.T.), other shared services areas are custodial/maintenance services, Human Resources and Corporation Counsel.

It was suggested by Chair Aberasturia that both the town and the school district revisit the issue of shared services relative to the specific areas of each group and hold another Budget Committee meeting on Thursday, November 20th.

OLD BUSINESS

Update on Department Organizational Charts

No further action taken at this time.

ADJOURNMENT

MOTION By Barbara Rossi

seconded by Anita Morrison to **adjourn** (6:56 p.m.). Motion carried 3/0.

c: Town Council

Mayor Leclerc

Mike Walsh, Finance Director

Nate Quesnel, Superintendent

Jeff Currey, Chair, Board of Education

Paul Mainuli, Director of Business Services, Board of Education

Christopher Wethje, Human Resources, Board of Education

Linda Trzetziak, Assistant Finance Director

Albert Costa, Facilities Director, East Hartford Public Schools

Paul Mainuli, Business Services, East Hartford Public Schools

Joanne Zatarain, CPA, East Hartford Public Schools

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Board of Education Members: Marilyn Pet and Valerie Scheer