

TOWN OF GRANBY

Intra-Board Advisory Committee Meeting

September 30, 2014

MINUTES

PRESENT: Ronald Walther, Board of Education Chairman; B. Scott Kuhnly, First Selectman; Jenny Emery (BOE), Ed Ohannessian (BOS), and Kelly Rome (BOF); Ex-officio Member - William F. Smith, Jr., Town Manager. Mr. Kuhnly arrived late.

OTHER Present: Jon Lambert

Ronald Walther, Board of Education Chairman called the special meeting to order at 7:31 p.m.

MINUTES

A **MOTION** was made by Ms. Emery, seconded by Ms. Rome to approve the minutes. Mr. Walther asked if there was any discussion of the minutes. Mr. Ohannessian commented that the first sentence under Discussion of Other Issues Pertaining to IBAC Concepts indicating a draft document would be prepared was incorrect and should be deleted.

Ms. Emery amended the **MOTION** to delete the first sentence, sixth paragraph on page one of the minutes under the subject entitled **DISCUSSION OF OTHER ISSUES PERTAINING TO IBAC CONCEPTS**. Ms. Rome seconded the amendment. The Committee voted unanimously (4-0-0) to approve the **MOTION** and the amendment.

REVIEW AND APPROVAL OF DRAFT IT CHARGE

A clarification was made to the agenda that the memo dated September 15, 2014 regarding the IT Charge was distributed and acknowledged via email to members and ex-officio members for further handling. A memo dated September 30, 2014 from Jon Lambert and Gary Magoon was in response to the memo dated September 15, 2014.

ON A MOTION by Mr. Ohannessian, seconded by Ms. Emery, the Committee voted unanimously (4-0-0), to clarify the agenda as stated above. Both memos are attached to these minutes and made a part of the minutes to acknowledge and respond to the September 15th memo.

Mr. Lambert commented presently both IT departments are running well and reviewed the memo dated September 30, 2014. A discussion ensued with the members and Mr. Lambert. The Committee requested another document that may expand on the September 30th memo and further expand on how the integrated technology operations might meet the changing needs of serving the community and quantifying the same. The members concurred that the next document created in conjunction with Alan Addley, William F. Smith, Jr., Jon Lambert, and Gary Magoon may be an investment by design and be presented in a cohesive manner. Some suggestions for expanding the plan document might be:

- What are we not doing and might do?
- Contracted services range from high to low level IT knowledge. Perhaps some of these resources can be utilized more.

- Take a look at a big picture of the IT Department.
- Research whether a combined purchasing method may be favorable for the town and school and look at a possibility of using leases for the town computers.

BUILDING MAINTENANCE DISCUSSION

The committee held a discussion regarding building maintenance. In preparation for the next meeting, Town Manager Smith and Superintendent Alan Addley may discuss the town and school operations by presenting a calendar year of the typical and specific Public Works Department operations and Board of Education Facilities operations, indicating the departments' busy times. Mr. Walther will notify Superintendent Alan Addley about this request.

DISCUSSION OF OTHER ISSUES PERTAINING TO IBAC CONCEPTS

Ms. Emery commented that the solar project perhaps be considered as a project to take on so that advantages of solar energy may be realized as soon as possible. The Board of Selectmen may discuss this project at a future date.

CONFIRM DATE OF NEXT MEETING

The next special meeting of the Intra-Board Advisory Committee is October 22, 2014 at 6:00 p.m. in the Town Manager's Conference Room.

Building maintenance discussions will again be part of the agenda.

ADJOURNMENT

ON A MOTION by First Selectman Kuhnly, seconded by Ms. Emery, the Board voted unanimously (5-0-0) to adjourn the meeting at 8:56 p.m.

Respectfully submitted,

Patricia I. Chieski
Recording Secretary