

# TOWN OF GRANBY

## Intra-Board Advisory Committee Special Meeting

October 22, 2014

### MINUTES

**PRESENT:** B. Scott Kuhnly, First Selectman; Ronald Walther, Board of Education Chairman; Jenny Emery (BOE), Ed Ohannessian (BOS), and Kelly Rome (BOF); Ex-officio Members - William F. Smith, Jr., Town Manager, and Alan Addley, Superintendent of Schools. Ms. Rome attended the meeting via telephone conference for the first half of the meeting and in person the second.

**OTHER Present:** Thomas Steinke, BOE Director of Facilities

B. Scott Kuhnly, First Selectman called the special meeting to order at 6:00 p.m.

### MINUTES

A **MOTION** was made by Mr. Ohannessian, seconded by Mr. Walther to approve the minutes of September 30, 2014. First Selectman Kuhnly asked if there was any discussion of the minutes. A discussion was held pertaining to edits suggested by Ms. Emery. Ms. Emery thought that the minutes did not clarify some matters. Others indicated the suggested changes did not change the intent of the minutes.

The Committee voted 4-1-0 to approve the minutes as presented. Ms. Emery voted no.

### BUILDING MAINTENANCE DISCUSSION

The Committee requested the town and school be prepared to discuss building and grounds maintenance by presenting a calendar year of typical operations performed, including an organizational chart.

Superintendent Addley introduced Thomas Steinke, BOE Director of Facilities, as the presenter for the building maintenance discussion on the school side.

Mr. Steinke gave an overview of the Facilities Department operations. He distributed a memo with more detail and an organization chart. Some highlights from his overview were:

- Department organization
- Staffing: permanent staffing 23.5; temporary summer help 6; two shifts of operations are in place (second shift is 2:30 p.m. – 11 p.m.).
- A few responsibilities mentioned:
  - Head Custodian and Lead Custodian are responsible for the day-to-day cleaning operation, and Custodians are cleaning the BOE buildings on a daily basis.
  - Lead Maintenance Mechanic oversees the maintenance systems for heating and cooling, electrical, plumbing, carpentry, energy management systems, the soup to nuts for maintenance of the buildings. Maintenance Mechanic II and Maintenance Mechanic perform the tasks assigned.
- New responsibilities – New security system and the athletic fields

- Staff projections
- Efficiency improvements

The Committee and Mr. Steinke discussed the above outline and other issues. Some highlights were:

- Because of the new athletic fields (artificial turfs), there is more usage (night events and weekend resident usage) resulting in increased maintenance of the fields. There are unforeseen costs being realized this year such as labor and contracting out, at least once a year, for a specialized grooming of the turfs (hidden items are found and need to be removed – example mouth pieces, hairpins). Additional resources are required to assist with set-ups for games scheduled and maintenance. The evening maintenance of the buildings is being interrupted by the additional time needed for the maintenance of the fields.
- The staff does an excellent job and are busting at the seams to get it all done. Some overtime does occur for unforeseen events.
- The hiring of summer temporary help assists with the renters who utilize the buildings or grounds during the summer and the thorough cleaning of the school rooms in the buildings.
- Names of some subcontractors are ConnServ (boilers), Antonucci Electric, Simplex Sprinkler Systems, All-Ways Secure (alarms), and Maximum Tree Service. These subcontractors are used because certain repairs, annual maintenance, or fixes require a licensed individual to perform the work.
- Snow removal is performed in-house because of the urgency and requirements to keep the school open. Sometimes extra help is required.
- Some of the crossovers with the town are the same subcontractors. Other shared items are stock shelf items, equipment, trucks, and sometimes custodial staff labor. The school custodial staff assisted at the shelter during declared emergencies. The most recent projects that both departments worked together were the tennis courts, the new road into the school off of Route 189, and assembling of a dump truck, including the truck parts. The school assisted with maintenance, etc. in coordination with the Park & Recreation and Public Works when town fields were needed during the Athletic Fields project that made the school fields unusable.
- The mechanical maintenance of trucks is conducted in-house except for vehicle inspections and major repairs.
- School bus maintenance is part of a contract.
- One union for this department. If outsourcing is thought about, the union must be involved. Hard to compare school and town union contracts (not apples to apples).

Mr. Steinke answered the question regarding more collaboration between both departments in that both work together whenever appropriate and beneficial. An example is that the Public Works Department may assist with snow removal at the school, if they are finished with the first priority of clearing local roads.

Mr. Steinke left the meeting at 7:05 p.m.

Town Manager Smith gave an overview of the Public Works Department operations. He distributed a packet of material with more detail, including an organizational chart. The packet of material outlined the Public Works Department operations as:

- Administration
- Building and Grounds
  - 11+ buildings are being maintained. Every building is cleaned every day.
  - town land consists of some licensed farms, small open space areas, soccer fields at Brook Pasture Lane and Massaco Lane, and portions of town lands are being used to connect walking or horse riding trails.
- Equipment Maintenance
  - Approximately 55 pieces of equipment are maintained (machinery and vehicles of the police, town, and public works departments)
  - Preventive maintenance and repairs for all town vehicles (includes police) and machinery
- Road and Bridges
- Solid Waste and Recycling
- Miscellaneous
- DPW Budget Information
  - Organization chart – 16 employees
  - 2014-15 budget for the departments
- 2014-15 Capital Budget

The Committee and Town Manager Smith discussed the above outline and other issues. Some highlights were:

- Public Works staff is overloaded since taking on Ahrens Park, Holcomb Farm, and the Recreation Center building. The staff was decreased some years back, but new activities and buildings have been added since.
- The crossovers with the school were mentioned previously during Mr. Steinke's discussion.
- The town and school's grounds and buildings/facilities departments work well together, as demonstrated during declared emergencies and other projects mentioned previously.
- The department will subcontract large road overlay jobs, striping roads, and major vehicle/truck repair.
- With regard to the Holcomb Farm project, the Department of Public Works will assist where it can and the rest is done by a contractor. Holcomb Farm's impact for revenue and debt is unknown. The recent improvements at Holcomb Farm is hoped to assist with costs.
- Sharing of equipment is beneficial for both departments.

Referencing the Final Report by the Intra-Town Cooperative Advisory Committee, Ms. Emery asked why the redeployment of resources from Education to Municipal for an implementation and collaborative plan for high school/middle schools fields and grounds was never enacted. Town Manager Smith indicated that tests for maintaining the school fields and grounds were conducted and found unbeneficial. During these tests, one of the obstacles

involved was the mowing of the fields to a specific height for each field and having to change the cutting height of the mower each time. It was concluded that changing resources still kept the same typical tasks and not much would be gained from it.

The Committee discussed the next steps for the school and town building and grounds departments. Some highlights from this discussion were:

- The Committee concurred both departments have increased responsibilities without resources to handle the demand. Additional assistance is being sought by both departments.
- Both departments are well organized and perform exceptionally in operations.
- Both departments should continue expanding on opportunities of collaboration or crossovers as they become identified.
- The public perspectives regarding the operations of the school and town grounds and facilities maintenance may be different than what has been learned from tonight's meeting.

Ms. Emery will be responsible for collecting notes in preparation of a report regarding the building and grounds discussion. The operations for the school and town grounds and facilities work well the way it is now organized.

## **DISCUSSION OF OTHER ISSUES PERTAINING TO IBAC CONCEPTS**

First Selectman Kuhnly and Mr. Ohannessian reported that the Board of Selectmen are creating a study committee to review uses of town-owned lands and make suggestions of other uses with a focus on 107 East Street property (formerly Evonsion Farm). Town Manager Smith will propose a charge for this study committee at the next Board of Selectmen's meeting. Certain components will be included in the charge such as holding two public workshops and engaging discussions with other land use organizations and local agencies.

Superintendent Addley commented that Jon Lambert and Gary Magoon are working on a report discussing IT operations for both departments.

The Committee discussed the format style (summary or action only) of the minute taking for this Committee. The Committee concurred to continue using the same format style as has been used in previous meeting minutes.

The Committee held a discussion regarding other IBAC concepts, Finance and Human Resources. In preparation for the next meeting, Town Manager Smith and Superintendent Alan Addley will discuss the town and school operations of the Finance Department by presenting a calendar year of the typical and specific operations of finance, including collaboration between the departments and exploring future challenges. Staff personnel may be present to assist with the discussion.

**CONFIRM DATE OF NEXT MEETING**

The next special meeting of the Intra-Board Advisory Committee is November 12, 2014 at 6:00 p.m. in the Town Manager's Conference Room.

Finance Department discussion will be part of the agenda.

**ADJOURNMENT**

**ON A MOTION** by Mr. Walther, BOE Chairman, seconded by Ms. Rome, the Board voted unanimously (5-0-0) to adjourn the meeting at 8:00 p.m.

Respectfully submitted,

Patricia I. Chieski  
Recording Secretary