

# TOWN OF GRANBY

## Intra-Board Advisory Committee Special Meeting NOVEMBER 5, 2015 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

B. Scott Kuhnly, First Selectman, called the special meeting to order at 6:04 p.m.

### MINUTES

A **MOTION** was made by Mr. Walther, seconded by Mr. Ohannessian, to approve the minutes of October 1, 2015. First Selectman Kuhnly asked if there was any discussion of the minutes.

The Committee voted 5-0-0 to approve the minutes as presented.

A **MOTION** was made by Ms. Emery, seconded by Mr. Ohannessian, to approve the minutes of October 29, 2015. First Selectman Kuhnly asked if there was any discussion of the minutes.

The Committee voted 5-0-0 to approve the minutes as presented.

### DISCUSSION ON FINAL REPORT AND MEMO OF UNDERSTANDING (MOU)

The Committee indicated that an email from Mansfield Town Manager Matt Hart was received with a history memo of integration between the town and school, along with some samples of MOU(s). The Committee discussed the Memo of Understanding and department operational reports. Some highlights were:

- The Committee concurs that MOUs are where the next action steps take place. The draft MOU authored by Ms. Emery is a good start. Other MOUs for individual departments should be considered too.
- A discussion ensued regarding the Information Technology (IT) operational report. The Committee recommends that steps be taken to integrate the IT departments.

From the discussion, the following action steps will be taken.

1. First Selectman Kuhnly will review the IT report and make edits recommending integration of the IT departments.
2. All will review and send comments to Ms. Emery regarding the draft MOU.
3. Town Manager Smith and Superintendent Addley will lead a structure review and strategy plan (pilot program) for integrating the IT departments.
4. Committee members will update their individual boards (BOS, BOE, BOF) of the progress made.
5. All will review the other department operational reports for further discussion.

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**CONFIRM DATE OF NEXT MEETING**

The next special meeting of the Intra-Board Advisory Committee is November 19, 2015 at 6:00 p.m. in the Town Manager's Conference Room.

The tentative agenda item is continued discussion on the draft final report and Memo of Understanding by IBAC members.

**ADJOURNMENT**

**ON A MOTION** by Mr. Walther, seconded by Ms. Rome, the Board voted unanimously (5-0-0) to adjourn the meeting at 7:18 p.m.

Respectfully submitted,

Patricia I. Chieski  
Recording Secretary