



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

200 GARFIELD STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

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Town Clerk

### Joint Shared Services Subcommittee

Monday, March 22, 2021  
6:00 P.M.  
Virtual Zoom

**This Meeting will be presented as a Zoom Webinar/Meeting. Information on how to attend will be posted on the website at <https://www.newingtonct.gov/virtualmeetingschedule>**

### SPECIAL MEETING AGENDA

- 1) Call to Order
- 2) Roll Call
- 3) Communications
  - a) Continued Discussion of Various Proposed Shared Services Between the Town and Board of Education
  - b) Recommendation from the Town Manager and Superintendent of Schools
- 4) Recommended Actions
  - a) Recommendation to the Town Council on Shared Services
- 5) Public Participation
- 6) Committee Remarks
  - a) Scheduling of next meeting
- 7) Adjournment



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## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Joint Shared Services Subcommittee  
From: Keith Chapman, Town Manager  
Date: March 18, 2021  
Re: Joint Shared Services Update

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The Joint Shared Services Subcommittee requested both Administrators, Town Manager and Superintendent of Schools to meet regarding opportunities for shared services. We concluded two (2) feasible opportunities in the following departments; Facilities and Finance.

Over the next three months (if shared services are deemed feasible), we will create and finalize the shared services job description for the Director of Facilities, the position should be filled by July 1<sup>st</sup>, 2021. We will continue to analyze shared services opportunities in the Finance Department, and will implement (any) all recommended changes by September 1<sup>st</sup>, 2021.

Based on the discussion during the meeting, further opportunities may exist in other departments. We will continue discussions over the next several months, and I will update the Town Council on further developments.



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Keith Chapman

Town Manager



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Dr. Maureen Brummett

Superintendent of Schools