



# SPECIAL MEETING MINUTES

February 6, 2017  
Chatfield-LoPresti School Cafeteria  
6:30 p.m.

COPY RECEIVED  
DATE: 2/13/17  
TIME: 3:05 PM  
TOWN CLERK'S OFFICE

**BOARD MEMBERS IN ATTENDANCE:**  
Yashu Putorti, Chairman  
James Garofolo  
Kristen Harmeling  
Peter Kubik  
Jennifer Magri

**BOARD MEMBERS ABSENT:**  
Jay Hatfield  
Allison Sobieski  
Fred Stanek  
Ed Strumello

**OTHERS IN ATTENDANCE:**  
Christine Syriac, Superintendent of Schools  
Vonda Tencza, Associate Superintendent  
Rick Belden, Assistant Superintendent - Finance & Operations  
Lee-Ann Dauerty, Board Clerk  
Wayne Natzel, Director of Operations  
Kurt Miller, First Selectman

**I. CALL TO ORDER**

Mr. Putorti called the meeting to order with the Pledge of Allegiance at 6:35 p.m.

**II. PUBLIC COMMENT**

None

**III. DISCUSSION AND POSSIBLE ACTION**

A. Merger of Director of Facilities position with the Town.

Mr. Miller explained he felt the merger of the Director of Facilities position will be modeled similar to the way Director of Technology position was handled. There is weakness on the Town side and strength on the BOE side and coming together with this position will benefit the whole community. The new position would be Director of Facilities and Grounds and would oversee all maintenance and both the Board of Education buildings and the municipal buildings including Town Hall, Police Dept., Library, and the Community Center. Grounds maintenance will be done in conjunction with the Director of Public Works. The person in this position will report to Mr. Tony Caserta and Mr. Rick Belden. Custodial staff would continue to report as they do now and there will be no change in unions for either the municipal custodians or the Board of Education Custodians. Municipal custodians would be responsible for all buildings across town. BOE Custodians would continue to be responsible for snow removal of sidewalks. Purchase Orders will be from existing budget lines. Any technology needed would be signed off by Mr. Caserta, Mr. Belden, and Mr. Dyer prior to purchase. The Town engineer and standing building committee will assist with any major projects. Budgets will not be adjusted during trial period and there will be no transfer of money. An informal committee consisting of Mr. Miller, Mr. Caserta, Mr. Belden, and Mr. Putorti will be established to oversee the process. The trial period would be from April 1, 2017 to March 31, 2018. Seasonal staff will be used if necessary until final decision is made on this position. If no permanent solution is achieved, everything will go back to previous arrangement. Ms. Magri questioned why the period was April to March, and wondered why not follow fiscal year. Mr. Miller said he assumed it would take some time to get this established and since no change in money the period could be April to March. He was open to changing this however. Ms. Magri said the job description would need to be changed and the contract should be changed also. Mr. Putorti said he thought it should follow the current contract which will expire on June 30, 2017 and it makes sense that new contract should start on July 1.

Ms. Harmeling questioned why there would not be a money commitment from the Town and why the Town would not absorb a portion of the salary like the Town did with the Technology Director? The Town would be absorbing the cost of landscaping some of which is currently being done by Prestige Landscaping. With this proposal Public Works will cut now every blade of grass at all municipal and Board of Education buildings. Ms. Magri asked if the position would need to be posted. Mr. Putorti said he felt it needed to be posted. Mr. Kubik wondered if it would be difficult for this person to work for two bosses. Mr. Miller said it is working with Mr. Dyer and there is no issue. The Director of Facilities and Grounds would report to Mr. Belden. Mr. Miller said it would continue to be a Board of Education position and Mr. Belden would be the primary supervisor. Ms. Harmeling asked if this position would be similar level in the organization as it is now. Mr. Miller confirmed that it would be. There was additional discussion on the financial issues and how it would be handled during the initial trial period. Ms. Harmeling said the exchange is we have all landscaping needs taken care by the Town with the exception of snow removal of sidewalks in exchange for the Director of Facilities overseeing the Town and BOE buildings and grounds. Ms. Magri asked how we can make sure the schools grounds will continue to have with the same appearance. Mr. Miller said all the schools would be built into the regular schedule for Public Works. They would get attention every week. The job description will need to be developed and Mr. Miller said he along with Mr. Putorti, Mr. Belden, and Mr. Caserta can get together and iron out the details and bring it back to the Board of Education for final approval. Mr. Miller said they would be establishing a reporting system from the Town to the Board of Education so all are aware of what is being done and be able to address any concerns. Ms. Harmeling said she thought this is good for the Town to be able to see exactly what has been done.

**MOTION:** (Mr. Garofolo/sec., Ms. Harmeling) to authorize to Mr. Putorti and Mr. Belden to meet with the First Selectman and Mr. Caserta to develop the job description and particulars for the Director of Facilities and Grounds and present the final proposal to the Board of Education for approval

**SO VOTED**

**AFFIRMATIVE:** Mr. Garofolo, Ms. Harmeling, Mr. Kubik, Ms. Magri, Mr. Putorti

**IV. PUBLIC COMMENT**

None

**V. ADJOURNMENT**

**MOTION:** (Mr. Garofolo/sec., Mr. Kubik) to adjourn

**SO VOTED**

**AFFIRMATIVE:** Mr. Garofolo, Ms. Harmeling, Mr. Kubik, Ms. Magri, Mr. Putorti

The meeting adjourned at 7:04 pm.

Submitted by:  
Lee-Ann Dauerty  
Board Clerk