
Shared Services Committee

From Jim Gildea <jgildea@rcbigelow.com>

Date Tue 2026-02-10 10:01 AM

To Jim Gildea <jimgildeact@gmail.com>

Cc Mayor <mayor@derbyct.gov>

Dear Members of the Board of Alders, Tax Board and Board of Education,

I am writing to inform you that the Mayor has appointed a Shared Services Committee to explore opportunities for increased efficiency through collaboration between the City and the Board of Education.

The members of the committee are Marc Garofalo, Colleen Ezzo, Jimmy Silkoff, Rob Hyder, George Kurtyka, Ken Marcucio, and myself. I will be serving as Chair of the committee.

The mission of the Shared Services Committee is to review services currently provided by both the City and the Board of Education and to determine whether any of these services can be shared to improve efficiency and reduce duplication where possible.

We recognize that any recommendations need to be reviewed and adopted by the Boards they impact.

Listed below are the informational items that the committee has requested as part of our initial review process.

- Job descriptions for the Business Manager and Finance Director
- Staffing positions and functional responsibilities within the Finance Departments (City and Board of Education Central Office)
- Job descriptions for all Finance Department positions
- Financial analysis of HR staffing costs, including benefits of all Finance-related positions (City and Board of Education)
- Organizational charts for all Finance-related positions
- Identification of any potential contractual barriers to reorganization
- Inventory and comparison of software systems used by the City and the Board of Education
- Job descriptions for HR positions
- Financial analysis of HR staffing costs, including benefits, for City Hall and Central Office
- Organizational charts for HR positions
- Other Cities or Towns that may also share positions amongst the City and Board of Education

Our next meeting is scheduled for February 17 at 6:00 p.m., to be held at City Hall with a Zoom option available. At that meeting, we hope to establish a schedule for ongoing meetings moving forward.

Thank you, and please feel free to reach out if you have any questions.

Best regards,

Jim

RECEIVED

By Marc J. Garofalo, MPA, MCC, MCTC at 12:00 pm, Feb 10, 2026

Jim Gildea, Director Manufacturing – Fairfield

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By Marc J. Garofalo, MPA, MCC, MCTC at 12:00 pm, Feb 10, 2026