

**Special Meeting Minutes
Shared Services Committee
Thursday – February 8, 2018
Town Hall Meeting Room – 7:30 pm**

1. **Call to Order:** The Shared Services Committee was called to order by Chair, Rick Granger at 7:32 pm. Committee Members Ziobro, Granger, McNally, Butler, Ravens-Seger and Hayden were present. Committee Members Mahoney and Feeney were absent. Members of the public attending: Sharon Shepherd.
2. **Public Comment:** none
3. **Correspondence:** none
4. **Minutes** – Bob Ravens-Seger made a motion to accept the January 25, 2018 minutes as presented with the following change in section 5 (a). The first sentence should read “The committee reviewed the draft report and made edits including the order of the table of comments”. Seconded by John Ziobro. **Motion Approved Unanimously.**
5. **Old Business:**
 - a. **Discuss, Edit and Review Shared Services Draft Report** – The committee reviewed the draft report and discussed edits and additions. Committee members are going to email Jim Hayden their comments regarding sections 5 & 6 by February 14, 2018 for incorporation into the next iteration of the draft report. Dave McNally shared with the committee information from Canton about their experience in consolidating town and school business offices.
6. **New Business:**
 - a. **Next Steps** – Jim Hayden will make the edits and additions to the draft report as discussed and emailed to him by committee members. He will send a revised report to committee members by February 19, 2018 for their review
 - b. **Meeting Schedule** – The February 15, 2018 meeting is cancelled. The next meeting of the committee will be at Town Hall on February 21, 2018 at 7:30 pm.
7. **Adjourn:** Tim Butler made a motion to adjourn at 8:40 pm. Seconded by Bob Ravens-Seger. **Motion Approved Unanimously.**

Respectfully submitted by
James M. Hayden, First Selectman