

**Special Meeting Minutes  
Shared Services Committee  
Thursday – March 1, 2018  
Town Hall Meeting Room – 7:30 pm**

1. **Call to Order:** The Shared Services Committee was called to order by Acting Chair, Jim Hayden at 7:32 pm. Committee Members Ziobro, Feeney, McNally, Butler, Ravens-Seger and Hayden were present. Committee Members Mahoney and Granger were absent.
2. **Public Comment:** none
3. **Correspondence:** none
4. **Minutes** – Bob Ravens-Seger made a motion to accept the February 8, 2018 minutes as presented. Seconded by Dave McNally. **Motion Approved** – In Favor – Hayden, Ziobro, McNally, Butler, Ravens-Seger. Abstained - Feeney
5. **Old Business:**
  - a. **Discuss, Edit and Review Shared Services Draft Report** – The committee reviewed the draft report section by section and discussed edits and additions.
6. **New Business:**
  - a. **Next Steps** – Jim Hayden will make the edits and additions to the draft report as discussed. He will send a revised report to committee members by March 6, 2018 for their review. The expectation is that the Committee will complete the report at their next meeting and release the report to the Board of Education, Board of Selectmen and Board of Finance by March 13, 2018.
  - b. **Meeting Schedule** – The next meeting of the committee will be at Town Hall on Thursday, March 8, 2018 at 7:30 pm.
7. **Adjourn:** Tim Butler made a motion to adjourn at 8:49 pm. Seconded by Bob Ravens-Seger. **Motion Approved Unanimously.**

Respectfully submitted by  
James M. Hayden, First Selectman