

February 28, 2018

Item I: Call to Order: The special meeting of the Sterling Board of Selectmen was called to order at 6:04 p.m. with Russell Gray, Lincoln Cooper, and John Firlik. Staff present-Dale Boisselle, Anna Gagner, Heather George, Joyce Gustavson, Penelope Keith, and William Sebastian.

Also present-David Shippee and Marcia Marien.

Item II: Discussion with Marcia Marien, O'Connor Davies, Regarding Audit Findings for FY Ending June 30, 2016: Discussion began with the Audit Findings for FY ending 6/30/2016 as to how important it is to have policies and procedures in place. Sterling is in the same situation as many other small towns that have limited staffing, making checks and balances more difficult to maintain. Marcia Marien of O'Connor Davies stated that the bar is being raised higher and higher for audits without the benefit of additional staffing and that in the long run it would save time and money to hire a business manager. Discussion progressed to how the town can save money by being more efficient. David Shippee, Chairman of the Board of Finance asked what responsibilities a business manager would be accountable for. M. Marien explained that a business manager should be the one balancing the Town with the Board of Education (BOE), budgeting, placing bids, combining the BOE and Town to save costs, as well as, oversee internal controls. With a business manager in place, the Treasurer would then be able to concentrate on investing the Town's money to get the best return on investment to assure that adequate cash is available for all expenses. Discussion followed as to what changes could occur with that position to make it more efficient. Further discussion continued regarding how hiring a business manager would hopefully lead to continuity when elections happen and a new First Selectman and/or Board of Finance Chairman take office and what other changes the Town could make that could lead to additional savings. Sharing staff between towns was one option that was explored including what positions would be most beneficial.

Item III: Adjournment: R. Gray made a motion, seconded by L. Cooper, to adjourn at 7:10 p.m. All voted in favor of the motion.

Attest: _____

Dale Boisselle, General Office Assistant