

March 19, 2018

Item I: Call to Order: The special meeting of the Sterling Board of Selectmen was called to order at 5:36 p.m. with Russell Gray, Lincoln Cooper, and John Firlik (6:00 p.m.). Staff present-Joyce Gustavson. Also present-Nicole Scalise, Marcia Marien (5:45 p.m.), and Joe Gantert (6:30 p.m.)

Item II: Interview Payroll Companies to Provide Payroll Services for Sterling Municipal Employees:

Nicole Scalise of ADP discussed streamlining the Municipal employees' payroll and budget needs, as well as, the services offered by ADP. A cost for the payroll package was discussed and the additional cost if the Town chooses to add the human resource service package.

Weekly payroll versus bi-weekly payroll was also addressed.

Joe Gantert of Complete Payroll Solutions stated that it is his understanding that the Town wants to accomplish outsourcing payroll and to determine what company will best meet the Town's needs. Discussion was held regarding weekly payroll versus bi-weekly payroll, time cards, and the human resources service package. J. Gantert explained the three (3) levels of human services provided by Complete Payroll Services; Basic – Self-Service, Advanced Human Resources, and Human Resources Consulting.

Item III. Adjournment: L. Cooper made a motion, seconded by J. Firlik, to adjourn at 7:20 p.m. All voted in favor of the motion.

Attest: _____
Joyce A. Gustavson, Recording Secretary