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By Linda Amerighi at 3:39 pm, Dec 18, 2023

Board of Finance- Minutes from Contract Sub-Committee
12.13.23 3pm
Sharon Town Hall
Sharon CT 06069

Attendees: Jessica Fowler and Michele Pastre

Fowler called the meeting to order at 3pm. Discussion began regarding goals of the Sub-committee's work-

1. To understand the contracting process for the town and the First Selectman and Board of Selectmen's role as well as how the town attorney is used in reviewing contracts for materials and services.
2. To ensure that the Sub-Committee or the Board of Finance does not circumvent the role of the Board of Selectmen in contracts and negotiations.
3. To understand the contracting process, how/when/what terms and conditions are reviewed and by whom, so that the Sub-committee and the Board of Finance can better understand the impact of the contracted work and support the Board of Selectmen within their roles.
4. To better understand the long term commitment(s) the Town may have when entering into a contractual agreement as well as any Town resources that will be required to fulfill the contract.
5. To know the percentage and the line item from the Board of Selectmen's budget that pertain to the scope of work contracted for
6. **Sub-committee** to review all contracts on a quarterly basis with the First Selectman.

The Sub-Committee would like to send the following list to the Board of Selectmen to help in understanding how contracts are reviewed and executed upon:

1. What is the dollar amount for approval required from the Board of Selectmen and what is the amount for the First Selectman not needing approval?
2. How is the money appropriated on contracts if it's above the threshold but spread out over a time duration?
3. How are the Board of Selectmen and the First Selectman determining contract review by the town attorney? Is it for all contracts or only a certain amount?
4. How many contracts were signed last fiscal year, how many required review and approval by the Board of Selectmen and how many were signed without any needed approval?

The Sub-Committee sees the following as next steps:

1. File minutes with the Town Clerk
2. Report to the Board of Finance at the next regularly scheduled meeting
3. Send questions to the Board of Selectmen

4. The Sub-Committee reviews the answers and attends a Board of Selectmen meeting to follow up.

Pastre made a motion to adjourn the meeting. Meeting was adjourned at 3:52pm.

Respectfully Submitted,

Jessica Fowler
Vice Chair, Sharon Board of Finance