

October 28, 2014

The committee meeting of the Sterling Business/Finance Manager was called to order at 6:00 p.m. by Acting First Selectman, Lincoln Cooper.

Members' present-John Firlik, Board of Selectmen, Neil Cook, Board of Finance, Dottie Capobianco, Board of Education, Cindy Donall, Steven Williams, Mark Giannattasio, and Joyce Jordan, community volunteers.

Staff present-Joyce Gustavson.

Also present-David Shippee.

Audience of Citizens: D. Shippee welcomed and thanked everyone for attending tonight's meeting and stated that if anyone has any questions feel free to call him.

Correspondence: None

L. Cooper asked for a motion to move New Business, Item b. ahead of New Business, Item a. C. Donall made a motion, seconded by N. Cook to move New Business, Item b. ahead of New Business, Item a. All voted in favor of the motion.

New Business:

b. Election of Officers (President, Vice President, and Secretary): President and Vice President will be referred to as Chairman and Vice Chairman for all future meetings. Nominations were opened for Chair: N. Cook nominated Cindy Donall. This was seconded by J. Firlik. There were no other nominations. All voted in favor of C. Donall as Chair. Nominations were opened for Vice Chairman. N. Cook nominated Dottie Capobianco. This was seconded by J. Jordan. There were no other nominations. All voted in favor of D. Capobianco as Vice Chair. Nominations were opened for Secretary. C. Donall nominated Joyce Jordan. This was seconded by M. Giannattasio. There were no other nominations. All voted in favor of J. Jordan as Secretary.

a. Establish Meeting Schedule (Date, Time, and Place): N. Cook made a motion, seconded by J. Firlik to hold monthly meetings the third (3rd) Tuesday of every month at 6:30 p.m. in Room #15 in the Town Hall Municipal Building, 1183 Plainfield Pike, Oneco, CT. All voted in favor of the motion.

c. Discussion of the Purpose of the Committee: D. Shippee stated that during the Board of Finance public hearings, it appeared that residents asked many questions that could not be answered by staff and there was little on-hand information to be shared. If this Committee finds the need to hire a Business/Finance Manager, this person would be responsible for preparing and explaining budgets, grant writing, and working with the auditors. D. Shippee also stated, that it is this Commission's task to determine if we ultimately need a Business/Finance Manager, and if so, could the Town share this position with the Board of Education. N. Cook presented examples of duties from another comparable town to possibly use as a guideline.

Any Other Business: 1) S. Williams will gather job descriptions from comparable towns. 2) J. Firlik will get current job descriptions for the Town of Sterling. 3) J. Jordan will gather information from J. Gustavson to provide minutes. 4) M. Giannattasio, who is employed by Metrocast, will research the possibility of getting the Town on Channel 22 for communication purposes.

Adjournment: N. Cook made a motion, seconded by J. Jordan to adjourn at 7:09 p.m. All voted in favor of the motion.

Attest: _____
Joyce A. Gustavson, Administrative Clerk

Attest: _____
Joyce Jordan, Recording Secretary