

November 18, 2014

The committee meeting of the Sterling Business/Finance Manager was called to order at 6:30 p.m. by C. Donall.

Roll Call: 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.

Approval of Minutes: M. Giannattasio made a motion, seconded by J. Firlik to approve the 10/28/2014 minutes as presented. All voted in favor of the motion.

Audience of Citizens: None

Correspondence: None

N. Cook made a motion, seconded by J. Firlik to move New Business, Item b. ahead of New Business, Item a. and Item c. All voted in favor of the motion.

New Business:

b. Sterling Selectmen Job Descriptions: J. Firlik provided the committee with copies of the present job descriptions for the following Town of Sterling positions: First Selectman, Admin. Asst. to First Selectman, Assessor, Building Official, Civil Preparedness Director, Civil Preparedness Deputy Director, Economic Development Coordinator, Fire Marshal, Inland Wetlands Officer, Janitor, Head Librarian, Assistant Librarian, Supervisor/Town Rental Properties, Tax Collector, Asst. Tax Collector, Town Clerk, Asst. Town Clerk, Treasurer, and Zoning Enforcement Officer. J. Firlik stated that the Board of Selectmen are advisory positions and are without job descriptions. He also stated that under the direction of Northeastern Connecticut Council of Governments (NECCOG) all job descriptions would be revised and updated and that it was a work in progress. N. Cook added that the Town voted last year to appoint all Town positions except for First Selectman, Board of Selectmen, and Registrars which are elected positions.

c. Communicating Information through Metrocast: M. Giannattasio asked Plainfield's media coordinator about posting Sterling information on Channel 22. The current coordinator is leaving the position, but stated Sterling can send any information through e-mail to Nicholas Brown, his successor. Mark added in order to have our own channel would require a studio.

a. Job Descriptions from Comparable Towns: S. Williams collected job descriptions from Ashford and Lisbon but was unable to print them for the meeting. The committee looked at East Hampton's job description of Finance Director as a sample of what duties might be required of the position of Business/Finance Manager. All committee members have a copy for future reference.

Other Business: J. Firlik made a motion, seconded by N. Cook to adopt a mission statement that states that the Business/Finance Manager Committee was formed to determine whether or not there is a need for a Business/Finance Manager for the Town of Sterling. All voted in favor of the motion. D. Capobianco provided copies to the committee with the job titles of Sterling Board of Education's Business Manager and Bookkeeper. Dottie will get copies of job descriptions for Administrative Staff for Sterling Community School for the next meeting. J. Firlik would like to compare, at the next meeting, the existing capabilities of the Town Treasurer to what a Financial Manager could provide the Town.

Adjournment: N. Cook made a motion, seconded by M. Giannattasio, to adjourn at 7:53 p.m. All voted in favor of the motion.

Attest: _____

Joyce Jordan, Recording Secretary