

December 16, 2014,

The committee meeting of the Sterling Business/Finance Manager was called to order at 6:34 p.m. by C. Donall.

Roll Call: John Firlik, Board of Selectmen, Neil Cook, Board of Finance, Cindy Donall, and Joyce Jordan. Absent: Steven Williams, Mark Giannattasio, and Dottie Capobianco.

Audience of Citizens: None

Approval of Minutes: N. Cook made a motion to approve the 11/18/2014 minutes as presented, seconded by John Firlik. All voted in favor of the motion.

Correspondence: None

Unfinished Business:

**a. Review of Job Descriptions for Administrative Staff – Sterling Community School:** C. Donall passed out copies of the Sterling School District Organizational Chart for the 2014-2015 calendar year. Copies were also provided for the Board of Education Business Manager Employment Agreement, as well as the Bookkeeper's Employment Agreement for perusal of the committee.

**b. Comparison of Town Treasurer's Responsibilities to Financial Manager:** The committee compared the Town Treasurer's Responsibilities with what would be required of a Business Manager.

New Business: C. Donall made a motion, seconded by N. Cook to construct a letter to the Board of Selectmen recommending that the Town of Sterling provide additional training for the Town Treasurer and that the hiring of a Business Manager is not needed at this time. All voted in favor of the motion.

Adjournment: N. Cook made a motion, seconded by J. Firlik to adjourn at 7:15 p.m. All voted in favor of the motion.

Attest:

  
Joyce Jordan, Recording Secretary