

BOARD OF SELECTMEN  
SPECIAL MEETING  
FEBRUARY 24, 2010  
3:30 P.M. – NORTH CONFERENCE ROOM  
MULVEY MUNICIPAL CENTER

Present: Noel Bishop, James Crawford, John Hall III

Also Present: Darlene Jones, George Rehberg, Attorney Walsh, Glenn Klocko,  
Attorney Wells

1. Review of Duties of:
  - Treasurer
  - Deputy Treasurer
  - Assistant Treasurer
  - Assistant Finance Director

(Invited Guests: Glenn Klocko, Attorney Michael Wells)

Attorney Wells made a presentation reviewing the Treasurer's office as well as all state statutes concerning the Treasurer's position and the finance's of the Town.

The following is a summary of the major items discussed:

- Treasurer's hours.
- Treasurer's responsibility for the General Leger.
- Mr. Klocko noted that his town has a Town Charter; the treasurer takes on an "honorary position". She is there to sign checks.
- Attorney Walsh has concerns that Ms. Jones cannot complete her statutory duties in 8 hours per week and without a Deputy Treasurer to help take in the daily cash received in her absence.
- The Assistant Finance Director's Job Description does not have to be posted according to Attorney Wells and Attorney Jiran because there were only minor changes to the description and title.

There was a lengthy discussion regarding the above subject matter.

No action was taken.

ATTEST:

Noel Bishop  
First Selectman

Jill Brainerd  
Administrative Secretary II

A complete dialogue of this meeting was taped and is on file in the office of the Town Clerk. Attorney Wells written presentation is also available in the office of the First Selectman.

