



Town Council

Meeting Minutes

Friday, January 14, 2022 6:00 p.m. via Zoom

The public is invited to attend this meeting remotely only, via phone or computer. In order to maintain safe social distancing guidelines, no physical presence will be allowed at this time. The Town website will be updated on the day of the meeting with the phone and computer access instructions.

Call to Order – Roll Call: President W. Alexopoulos called the meeting to order.

Roll Call - Members Present: William Alexopoulos, James Burgess, Richard Brewer, Natacha Clerger, Kenrick Clifton, Jesse Gordon and Katrina Huff-Larmond (Absent: Christos Alexopoulos, Ryan Egan)

Attorney Christine Griffin stated that the purpose of the meeting is to discuss possible amendments to the finance director's job description which would be an amendment to the job duties contained in her contract. Pursuant to the open meeting law, of the town council may vote to enter into executive session.

Town Manager Brian Howard explained that there is a vacancy in the Treasurer/Collector position, as well as the Assistant Treasurer/Collector position. The Finance Director has agreed to take on the Treasurer Collector duties, however, she cannot also hold the position of Town Accountant. In this case, the Assistant Town Accountant would move up to the position of Town Accountant until the Treasurer/Collector position is filled. The Finance Director is not seeking additional compensation; however, the assistant town accountant would receive additional funds as the town accountant, due to the significant difference in responsibilities.

Finance Director Janine Smith stated that she has contacted the Department of Revenue and our Outside Auditing Firm. They do not have an issue with it. This solution will make it so there is no interruption in her duties as Finance Director – she would just be shifting from Town Accountant to Treasurer Collector until the positions are filled.

After discussion, Councillor Burgess made a motion to allow the Finance Director/Town Accountant to temporarily pause her duties as the Town Accountant at any time between now and the conclusion of her contract on June 30, 2022, for the sole purpose of assuming the role of Acting Treasurer/Collector as necessary during the time period, provided that as soon as she ceases to be the Acting Treasurer/Collector, she will resume her role as Town Accountant and be the Finance Director/Town Accountant through the end of her contract term under the provisions of her current employment contract with the Town. She will remain the Finance Director pursuant to the terms of her contract throughout this time period, whether she is the Finance Director/Town Accountant or the Finance Director/Acting Treasurer/Collector. It was determined that the vote would be added to the contract as Addendum 1. Motion seconded by Councillor Huff-Larmond.

Roll Call Vote: 7-0-0

Motion to adjourn made by Councillor Gordon. Seconded by Councillor Huff-Larmond. Roll Call Vote: 7-0-0