

Conway Finance Committee
Minutes
Tuesday, Sept 4, 2012 7:00 PM
Town Office

Members Present: Andrea, Tanya, Jim

Next Meeting

Typically 2nd Mondays but...

Special Town Meeting Monday Sept 24 at Grammar School

All Committees Meeting Monday Oct 15 at Town Hall

Approval of Minutes

Did not approve any minutes.

Special Town Meeting Recommendations

Voted to recommend the full \$170K for the replacement bucket loader to be appropriated from the Capital Stabilization account. Financing option did not make sense. Updated the capital plan spreadsheet accordingly.

Discussion of Job Description for Town Administrator (TA)

Jim expressed concern over secretarial type tasks that are included in the TA job description. Andrea gave examples of some of the tasks that she does not perform in Buckland, but that are handled by the Aid. Jim expressed concern over the bullet point regarding Emergency Management responsibilities. In the section regarding financial duties, Andrea expressed concern over the bullet point regarding Approves Departmental Expenses. Jim wondered if the job description needs to be clearer regarding expectations of spreadsheets such as Revenue/Expense Analysis, or Sources and Uses, which the TA should produce for the Fin Com/SB.

Appointment with Selectboard

Gave our above recommendation on the bucket loader article.

Discussed the TA job description and Rick noted that the current Aid position will remain, and respective responsibilities of the Aid and of the TA will be modified in the future as appropriate, regarding such tasks as for example the Annual Town Report, or annual licensing, SB minutes, etc. The TA job description was modeled after Sunderland's, and it is still being modified to fit Conway's needs. It was agreed Jim and Andrea would email his/her suggestions to Rick Bean.

Meeting Adjourned at 8:20 PM.