

Board of Selectmen
Special Meeting
Community Center
December 4, 2006 – 6:00 PM

MINUTES

- 1.0 The meeting was called to order at 6:10 PM by First Selectman Joyce Okonuk. Selectmen John Bendoraitis and Russ Blakeslee were present. Some members of the Board of Finance and Library Board of Directors were also present as well as the Head Librarian.
- 2.0 A suggestion had been made to the Board of Finance, by the Town Accountant, to discontinue the practice of the Finance Office handling payroll calls to Paychex for the Library employees. Much discussion ensued and included the topics of the authority of the Town Accountant to request such a change, and whether or not this was a labor matter that should be handled by the Selectmen rather than the Finance Board.

The Head Librarian, Julie Culp, spoke with Paychex who said there would be no additional charge if their employee were to call the Finance Office every other Thursday in the AM and later that same day, call to the Library to obtain timecard information. The question arose about whether or not there would be a fee involved if the Library were to file payroll under their own tax ID number – Julie offered to call Paychex and ask.

The First Selectman will contact a Labor Attorney to see if the payroll clerk, calling in the time off the approved cards, is exposing the town to a audit if she does not have the authority or knowledge of the policies and procedures set forth by the Library Board for such employees.

Ron Bender will check with the Town Accountant to see if, from an audit standpoint, he has any preference from one procedure to the other. All information received will be provided to Ron Bender who will add this issue to the agenda of the December 14th regular Board of Finance Meeting.

Questions were asked as to the authority of the Town Accountant position and why this request was from that Department and not the Finance Board. The Selectmen reported the job description for the Town Accountant is being reviewed at their next meeting with the intention of clarifying the fact that this position does not create policy but rather follows the direction of the Selectmen and Finance Boards.

No further action taken at this meeting.

- 3.0 Moved by Russ Blakeslee, seconded by John Bendoraitis, to adjourn the meeting at 7:05 PM.
Vote: Yes, unanimous.

Respectfully submitted,

Joyce R. Okonuk
First Selectman