



MINUTES OF SPECIAL MEETING OF SEPTEMBER 2, 2021 HELD ELECTRONICALLY VIA ZOOM

Members or Representatives in Attendance:

Barkhamsted, Don Stein
Goshen, Bob Valentine
Norfolk, Matt Riiska
North Canaan, Charlie Perotti

Others present:

Robert Phillips, NHCOC

Determination of Quorum and Call to Order. Chairman Don Stein called the meeting to order at 2:02 PM

Approval of Minutes of the Special Meeting of the Executive Committee of July 14, 2021. The Committee went out of agenda order to address this administrative item to allow time for others to join the meeting. Motion (Perotti) and second (Valentine) to approve the minutes as presented. Motion passed unanimously.

Review of Office Manager Job Description, Salary, Recruitment and Selection Process. The Office Manager has submitted their letter of intent to retire from the position at the end of the Calendar Year; December 31st, 2021. Discussion ensued over the job description and salary. The consensus was that some consideration should be given to separating accounts payable/reconciliation from accounts receivable/office administration. The Executive Director will report back on findings. The overall goal is to recruit for the position by October in an effort to provide some overlap and training for the new hire.

Discussion Regarding Employee Consulting Policy. The Committee discussed the existing policy in the NHCOC Policies and Procedures Manual and current COG staff workloads with respect to “Fees for Service” for planning and zoning matters involving several individual towns. Consensus was given to allow staff consulting work outside of COG hours if there was no conflict with the COG mission, core services or work plan involving any outside consulting engagements. The Committee requested that any written memorandum to this effect be reviewed at a future meeting of the Executive Committee.

Adjournment. The meeting was adjourned (Perotti moved, Valentine second) at 2:58 PM

Respectfully submitted,

Robert A Phillips
Executive Director