

**MINUTES  
BOARD OF DIRECTORS  
SPECIAL MEETING  
SEPTEMBER 20, 1999  
TOWN HALL MANCHESTER ROOM  
5:00 P.M.**

**PRESENT:** Chairman Cassano, Secretary Negri, Directors Morancey, Hachadourian (arrived 5:10), McMahon and Crockett.

**ALSO:** General Manager Sartor and Finance Director Desmarais.

**ABSENT:** Vice-Chairman Howroyd, Directors Becker and Thompson, Deputy Manager Werbner and Town Attorney Darby.

1. MEETING CALLED TO ORDER.

The meeting was called to order at 5:00 p.m.

2. NEW BUSINESS.

- a. Approval of job description for the position of Deputy Assessor.

**Director Morancey moved and Director Crockett seconded a motion for approval of job description for the position of Deputy Assessor. Six voted in favor.**

Director McMahon wanted to be on record that she did not approve of the paragraph under Physical and Mental Effort/Environment and Working Conditions that stated “and able to communicate through human speech”. She thought that this was not worded properly. General Manager Sartor stated that this was needed to comply with ADA requirements and is standard language in all job descriptions.

Director Crockett was concerned that one of the job requirements is that they pass a Certified Connecticut Municipal Assessor certification within 5 years of employment. What if he/she did not pass the courses? Finance Director Desmarais stated that he/she should have no problem passing these courses as they are just a minimum level of the job.

Director Crockett was also concerned that what if the person did not intend to take these courses, would he/she be able to stay for 5 years until the requirement was due? Finance Director Desmarais stated that they would realize his/her intentions within the probationary period and consequently let them go.

Chairman Cassano suggested that it be written in the contract after he/she is hired that

he/she complete one course per year.

3. **ADJOURNMENT.**

**Director Crockett moved and Secretary Negri seconded a motion to adjourn the meeting. Six voted in favor.**

Adjournment: 5:13 p.m.

/jld

APPROVED:

ATTEST:

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SECRETARY, BOARD OF DIRECTORS  
MANCHESTER, CONNECTICUT