



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Andreas Bisbikos, First Selectman

Board of Selectmen Special Meeting Minutes  
Thursday, October 13th, 2022, at 6:00 PM

**Members Present:** A. Bisbikos (First Selectman), D. Turner, D. Bates, R. Coyle

**Member Absent:** J. LaChapelle

**Others Present:** D. Kratochvil

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1. Call to Order – Meeting called to order at 6:02 PM
2. Discussion on the Finance Department
  - A. Possible action by the Board of Selectmen to approve the job description for a full-time Accountant
    - R. Coyle made a motion to approve the job description for a full-time Accountant with the following modifications: in the summary cross out school district; cross out the word departments on page, bullet 6; include the word bank statements in the 5<sup>th</sup> bullet from the top; and include an update (instead of renew) for October 2022. 2<sup>nd</sup> by D. Turner. **Motion carried unanimously 4-0**
  - B. Possible action by the Board of Selectmen to approve the job description for a full-time AP/Payroll Clerk
    - R. Coyle made a motion to approve the job description for a full-time AP/Payroll Clerk with the following modifications: adding the word union, change director to coordinator in the seventh bullet, and date the modification 10/13/22. 2<sup>nd</sup> by D. Turner. **Motion carried unanimously 4-0**
3. Citizens Comments - None
4. Adjourn – D. Turner made a motion to adjourn. 2<sup>nd</sup> by R. Coyle. Meeting adjourned at 7:03 PM

Minutes submitted by Franchesca Brown