

**TOWN OF BROOKFIELD
SELECTMEN'S MINUTES
TOWN HALL, SELECTMEN'S OFFICE**

MARCH 12, 2003

Ms. Lund opened the meeting at 8:17 p.m. Mr. Phillips and Mr. Klimavich were present.

1. PLANNING BOARD CLERK/SECRETARY

The Board of Selectmen met with Trudy O'Connell, Planning Board Chairman, to discuss candidates for the clerk/secretary position for the Planning Board.

Mrs. O'Connell said the Planning Board interviewed two very experienced secretaries and feels that the local candidate may have an edge over the Worcester candidate. She has prepared a job description and sent the description to the Personnel Board for their review and is awaiting the grade and step so that a salary can be determined.

The Town has appropriated a \$600.00 annual salary for the clerk/secretary. Mrs. O'Connell would like to offer the candidate \$10.00/hour for about five hours of work a month. Mrs. O'Connell will forward the job description and the decisions the Personnel Board make to the Board of Selectmen. She said she is anxious to hire a person because the Planning Board has been without a secretary since Mr. Phillips' resignation as recording secretary last year.

2. TAX COLLECTOR CANDIDATES

Mr. Klimavich said that he was checking the references of the two candidates interviewed for the Tax Collector's position and will report back to the Board for the final discussion and appointment.

3. LIGHT ON THE FLAG AT THE TOWN HALL

Ms. Lund advised that she had purchased and installed a light with a timer to illuminate the flag in front of the Town Hall. Now the flag can be flown 24 hours a day. The other Board members thanked Ms. Lund for her ingenuity.

ADJOURNMENT

Mr. Phillips moved to adjourn the meeting; Mr. Klimavich seconded; so voted. Meeting adjourned at 9:05 p.m.

Respectfully submitted,

Christine McManus, ADMINISTRATIVE ASSISTANT
June 3, 2003

Date Board approved minutes

DATE RELEASED: 10/30/12