

**BOARD OF SELECTMEN  
BROOKFIELD, MASSACHUSETTS  
EXECUTIVE SESSION  
SELECTMEN'S OFFICE**

**MINUTES FOR April 15, 2003**

**CONDUCT STRATEGY SESSIONS IN PREPARATION FOR NEGOTIATIONS WITH  
NON –UNION EMPLOYEES**

The Executive Session opened at 9:30 p.m. Beverly A. Lund, Robert S. Phillips, Joseph J. Klimavich, and Lois Moores, Tax Collector, were present.

The Board discussed wages, benefits and personal time with Mrs. Moores. Mrs. Moores will be completing a three-year term as the elected Tax Collector and her status will change on May 5, 2003 to an appointed Tax Collector position. The job was graded an 11 and the Board considered her experience as Tax Collector for the Town and her prior work experience in determining the step.

Mrs. Moores is currently earning \$17.13/hour and the Board agreed to give her a 2% increase in May. Mrs. Moores will work a 27-hour week and the Board has agreed to allow Mrs. Moores to leave the office around noontime for a lunch break to attend to personal matters.

The Board encouraged Mrs. Moores to train an assistant Tax Collector.

The Board reviewed Mrs. Moores' vacation benefit and was unsure if she was eligible for a vacation this year because the Personnel By-Law states that a new employee is not eligible for vacation time until after one year of service. Mrs. McManus was asked to contact Kopelman and Paige for advice on this issue and report back to the Board.

Mr. Klimavich motioned to set the rate of Lois Moores, Tax Collector at \$17.47/hour at a Grade 11, step 13 effective May 5, 2003; Mr. Phillips seconded; so voted.

Mr. Phillips moved to advise the Advisory Committee to budget \$25,021.00 in the Tax Collector's FY04 salary account; Mr. Klimavich seconded; so voted.

Ms. Lund entertained a motion to adjourn the executive session at 10:25 p.m. and return to open session. Mr. Phillips moved; Mr. Klimavich seconded. Mr. Phillips voted aye; Mr. Klimavich voted aye; Ms. Lund voted aye.

**ADJOURNMENT**

Respectfully submitted,

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Christine McManus, Administrative Assistant

Date approved by Board \_\_\_\_\_

Minutes were made public: 10/5/2004 & 10/30/2012