

TOWN OF BROOKFIELD
SELECTMEN'S MEETING
TOWN HALL, SELECTMEN'S OFFICE

MINUTES OF SEPTEMBER 13, 2005
EXECUTIVE SESSION

TREASURER INTERVIEWS

Chairman Klimavich called the Executive Session to order at 6:00 p.m.

Three interviews were set up: 6:00 p.m. 6:40 p.m. and 7:15 p.m.

6:03 p.m. Deborah Kristoff

Mr. Klimavich reviewed Ms. Kristoff's cover letter and resume and reviewed the screening process which was that three candidates had been recommended to the Selectmen by the Treasurer Screening Committee. He then asked Ms. Kristoff to state why she felt she would like the position and how she felt she was qualified. Ms. Kristoff reviewed her qualifications and then there was a questions and answer period.

Some information given by Ms. Kristoff:

- Former Treasurer and Assistant Treasurer, Town of Sterling;
- Worked as and was Certified as Tax Collector and Treasurer in Sterling;
- Has done payroll with Harpers;
- Supervised two staff members;
- Has handled investments and borrowing;
- Has handled the Human Resource function for the Town.

Ms. Kristoff asked the Selectmen if they could work (on a long-term basis) to increase the salary as she felt it was too low and she would have to supplement with another part-time position.

The Board thanked Ms. Kristoff for attending the interview.

At 6:40, it appeared that the second candidate, Ms. Wendy Graves would be late.

Note for the file: During this time period, the Administrative Assistant placed two telephone calls to candidate #2 (one to her cell and one to her home) and was able to leave a message with the man who answered at her home. It was expected that this candidate would call back and advise how late she would be.

RECESS EXECUTIVE SESSION

Ms. Lund moved to recess the Executive Session until Ms. Graves arrived and to open the regular part of the meeting so some business could be conducted while waiting for the next interview to arrive; Mr. Allen seconded; so voted.

Executive Session recessed at 6:45 p.m.

EXECUTIVE SESSION RESUMED

Mr. Klimavich called the Executive Session to order at 7:15 p.m.

7:15 p.m. Ann Smith

Mr. Klimavich reviewed Ms. Smith's cover letter and resume and reviewed the screening process which was that three candidates had been recommended to the Selectmen by the Treasurer Screening Committee. He then, as he had with the earlier candidate, asked Ms. Smith to state why she felt she would like the position and how she felt she was qualified. Ms. Smith reviewed her qualifications and then there was a questions and answer period.

Some information given by Ms. Smith:

- Her contract was not renewed because her boss's was not;
- She was not Certified as Treasurer or Collector but had started the program;
- Has dealt with revenue bonds, borrowing and CDBG grants;
- Created a cash book at her last position;
- Did investments for City of Boston.

The Board thanked Ms. Smith for attending the interview.

Mr. Allen said that the Board needed to find out why the second candidate did not show up and if she has a legitimate reason; the Board should set up an interview for her. He suggested 6:30 on Tuesday, September 20th.

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Mr. Allen moved to extend an offer to Ms. Kristoff if a reference check to her previous employer had satisfactory results and she would give the Town a reasonable time commitment; this to be done after a second call is made to the missing candidate; Ms. Lund seconded; so voted.

It was agreed that Mr. Allen will check Ms. Kristoff's references. The Administrative Assistant will call Ms. Graves tomorrow morning.

ADJOURNMENT

At approximately 8:00 p.m., following the completion of the interviews, Ms. Lund moved to adjourn the Executive Session and to return to open session; Mr. Allen seconded. Mr. Klimavich voted aye; Ms. Lund voted aye; Mr. Allen voted aye.

Respectfully submitted,

Donna L. Neylon
Administrative Assistant

Date Approved by Board:

10/4/05

Released 10/30/12