

TOWN OF BROOKFIELD
SELECTMEN'S MINUTES
TOWN HALL, BOARD OF SELECTMEN ROOM

MINUTES OF October 25, 2007

EXECUTIVE SESSION

Chairman James W. Allen called the meeting to order at 6:35 pm as a posted Executive Session of the Board of Selectmen. Other member present: Rudy Heller. Ronald J. Dackson came to the meeting at 7:05.

It was voted at the October 2, 2007 meeting to hold this Executive Session; the purpose at that time was to work on Performance Reviews for the department heads that report directly to the Selectmen. After that, when letters came in that needed to be handled confidentially, Chairman Allen added Item #2 and Item #3 to the agenda. When a request came from the Chairman of the Board of Health for an Executive Session with the Selectmen, that subject was also added to this meeting.

1. Meeting with Tim McElroy of the Board of Health:

“To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government’s bargaining or litigating position.”

This was postponed prior to convening at the request of Mr. McElroy. The Board of Selectmen will meet with him in Executive Session on Monday, October 29, 2007, at 7:30 pm.

2. Letter from Chief Ackerman:

“To consider the discipline or dismissal of, or to hear complaints or charges brought against a public officer, employee, staff member or individual.”

In response to the letter dated October 12, 2007, received from Chief Ackerman on October 16, 2007, Mr. Heller moved regarding **Item #1** to not to send to the Chief his own personal notes taken during the Executive Session held Wednesday, October 3, 2007. Mr. Allen seconded. Mr. Heller consulted this issue with Town Counsel.

Vote: Mr. Allen, aye; Mr. Heller, aye; Mr. Dackson: abstained.

In response to the same letter dated October 12, 2007, received from Chief Ackerman on October 16, 2007, Mr. Heller moved regarding **Item #2** to send to the Chief his notes regarding the exit interview of Mr. Fernstrom as well as the letters sent by Mr. Fernstrom to the Board of Selectmen regarding his dismissal from the Brookfield Police Department. Mr. Dackson seconded. Mr. Heller consulted this issue with Town Counsel; so voted.

In response to the same letter dated October 12, 2007, received from Chief Ackerman on October 16, 2007, Mr. Heller moved regarding **Item #3** to send to the Chief the minutes of the Board of Selectmen requesting that Mr. Heller interview Mr. Fernstrom after his dismissal; so voted.

Mr. Dackson moved that the Chairman write a letter to Chief Ackerman indicating the above three votes. The letter should be written and sent no later than Friday, August 26, 2007. Mr. Heller seconded; so voted.

3. Letter from Mr. Fernstrom:

“To consider the discipline or dismissal of, or to hear complaints or charges brought against a public officer, employee, staff member or individual.”

Regarding the letter from Mr. Fernstrom dated October 14, 2007 in which Mr. Fernstrom asks for action from the Board regarding the Chief adding documents to his personnel file:

Mr. Dackson moved that the Chairman write a letter to be sent to Chief Ackerman asking two questions: 1) Did you request information about Mr. Steve Fernstrom from Holy Cross after Mr. Fernstrom was terminate and, 2) If so, why did you request this information after the employee’s dismissal? The letter is to indicate that the Chief must respond to the questions in writing no later than November 1, 2007. Mr. Heller seconded; so voted.

Mr. Heller moved that the Chairman write a letter to be sent to Mr. Fernstrom acknowledging receipt of his letter of October 14, 2007, and indicating that the Board is looking into his query and will respond as soon as it has a satisfactory answer. Mr. Dackson seconded; so voted.

4. Employee Evaluations:

There was a lengthy discussion about the procedure to produce consensual employee evaluations that reflect the opinions of the Board of Selectmen. The Selectmen agreed that evaluations must be honest, positive and constructive.

It was agreed that Mr. Heller would produce a template that would reflect the items listed below. This template will be reviewed by all the Selectmen and they will jointly decide on a form. This form will be used individually by each Selectman and at a subsequent meeting they will compare criteria and come up with an evaluation for each employee under the Board’s jurisdiction. This joint evaluation will then be shared with the individual employees.

The criteria to be included in the form are:

- Pros,
- Cons,
- Suggestions from the Selectmen, and
- Employee commitments for education, training and any other appropriate items.

ADJOURNMENT:

As there was no further business before the Board, Mr. Dackson moved adjourn the meeting at 8:50 p.m.; Mr. Heller seconded; so voted.

Respectfully submitted,

Rudy Heller, Clerk

Date approved by Board: _____

DATE RELEASED: 11/27/2012

**Town of Brookfield
Employee Evaluation
Board of Selectmen**

Form Created October 2007

Employee Name

Department

Date of Evaluation

Pros

Cons

Suggestions from the Board

Commitments by employee