



TOWN OF BROOKFIELD
Treasurer Screening Committee
6 Central Street
Brookfield, MA 01506

Minutes
April 13, 2011
Selectmen's Office

Members Present: Michael Breuer
Kermit Eaton
Art Jay
Jerry Johnson
Bill Neault, Chairman
Trudy O'Connell

Member Absent: Rudy Heller

Mr. Neault called the meeting to order 7:03 p.m..

Ms. O'Connell noted that upon review, it appeared that some of the items discussed in Executive Session at the March 30th meeting should more appropriately have been included in an Open Session. She suggested that certain actions taken in Executive Session be affirmed by votes in Open Session. To that end, she made a motion that the Committee request that the Board of Selectmen amend the language of the Committee's charge as follows:

#3: The Committee shall comply with the provisions of the Open Meeting law, particularly as it applies to the posting of the meetings and the conduct of preliminary screening of applicants in executive sessions.

Mr. Eaton seconded the motion and it was approved unanimously.

Ms. O'Connell then moved that the Committee suggest to the Board of Selectmen a deadline for applications of April 13th because no deadline had been stated in the advertisement for the position. Mr. Eaton seconded the motion and it was approved unanimously.

The minutes of the meeting of April 30th were approved as written.

The Committee reviewed the Treasurer Job Description. There was some discussion of the supervisory aspects of this position. Because there are currently two clerks who report to the Treasurer, the Committee felt that this aspect of the job was important. The Committee also felt that the level of clerical assistance needed was something that would have to be assessed by the new Treasurer, and that the Treasurer and the Board of Selectmen would ultimately be in the better position to decide what staffing pattern would be advisable for the office.

The Committee reviewed the survey of nine other communities prepared by Ms. O'Connell. She had gathered information on population, employment status (salaried or hourly, elected or appointed), how many years each incumbent had served in the position, how many hours per week were involved, clerical assistance for each office, salary of both the Treasurer and any clerical staff, and number of employees on the payroll. The Committee noted that, when translated into an hourly rate of pay, the salary rates for Treasurers varied from \$17.69 to \$36.43 per hour. The highest rate was that being

paid to a temporary Treasurer for the Town of Barre for six months prior to the conversion to a combined Treasurer/Collector position, so it may not be particularly pertinent to the Committee's analysis of a range of salaries. A rate in the low- to mid-twenty dollars per hour seemed fairly consistent.

The Committee then reviewed the memo provided by the Board of Selectmen that described some of the current issues and conditions in the Treasurer's department and discussed how to include this information in interview questions. The Committee discussed areas of interview questions and decided on a number of topics to be covered. Ms. O'Connell will format these into questions and the Committee will review them at the beginning of the next meeting, prior to the start of interviews, to determine which questions will be asked.

The Committee will meet at 6:30 p.m. on May 4th and 6:45 p.m. on May 11th.

At 7:50 p.m. Ms. O'Connell moved that the Committee enter into Executive Session under rule 8, to review applications, with the intention to reconvene in Open Session for the purpose of adjournment only.

Vote: Mr. Eaton, yes; Mr. Neault, yes; Mr. Breuer, yes; Mr. Johnson, yes; Mr. Jay, yes; Ms. O'Connell, yes.

*******Executive Session Minutes Separate*******

The Committee reconvened in Open Session at 8:57 p.m. and immediately adjourned.

Respectfully submitted,

Trudy O'Connell
Trudy O'Connell

Minutes approved: May 4, 2011