



# TOWN OF MENDON

## BOARD OF SELECTMEN

20 Main Street

Mendon, Massachusetts 01756

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MEETING MINUTES ..... NOVEMBER 28, 2005

APPROVED: DECEMBER 19, 2005

Meeting called to order at 7:00 pm by Chairman Kenneth O'Brien & Selectmen Sharon Cutler. Selectmen Lawney Tinio was not present at this time. Tom Grant from the Finance Committee was also at the meeting.

Mr. Grant reviewed the applications for the Treasurer/Collector position and made these recommendations:

- Kim Yargeau
- Greg Rosum
- Bruce Turner
- Deb Shaw
- Ann Smith – but noted that Ms. Smith did not pay attention to detail in the application.

Mr. Grant mentioned what he looks for when he is interviewing in the private sector.

- Personality
- Computer skills
- Level where they can grow, willing to learn
- Challenging career, not over their head.

Selectmen Lawney Tinio entered at 7:20 pm.

The Board and Mr. Grant interviewed Deb Shaw for the Treasurer/Collector position

The Board and Mr. Grant interviewed Deb Kristoff for the Treasurer/Collector position.

The Board and Mr. Grant interviewed Bruce Turner for the Treasurer/Collector position.

**Motion by Lawney Tinio to go into Executive Session to return only to open session under MGL Chapter 39, Section 23B to hold initial screening of candidates for employment, Sharon Cutler 2<sup>nd</sup>, all in favor.**

**Roll Call, O'Brien – Yes, Cutler – Yes, Tinio - Yes.**

The Board returns to Open session at 9:30 pm to discuss the Treasurer/Collector's position with Mr. Grant. The Board agreed to contact Ms. Kirstoff and Mr. Turner and check their references. The Board also discussed a probation period for the T/C position.

The Board discussed the Administrative Assistant's position. Selectmen Tinio will check Mr. Demache's references & Selectmen Cutler will check Mr. McCue's.

The Board discussed the Bernand parcel.

**Motion by Lawney Tinio to adjourn, Sharon Cutler 2<sup>nd</sup>, all in favor.**

Meeting adjourned @ 11:15 pm

Respectfully Submitted

Terry Palmer  
Administrative Secretary  
Board of Selectmen