

TOWN OF NORTH BROOKFIELD

BOARD OF SELECTMEN MEETING MINUTES of October 5, 2016

Location of Meeting: Town Offices, Main Street

Meeting called to order by Chair, Mary Walter at 6:00pm on 10/5/2016

In attendance: Selectmen- Mary Walter, Eric Hevy, and Dale Kiley

Town Accountant- Nancy Nykiel

Town Treasurer - Anne Jannette

Town Tax Collector- Donna Gauthier.

Purpose of the meeting is to discuss course of action in preparation for the impending retirement of the Town Collector.

1. General Discussion on feasibility of merging collector and treasurer functions.  
Consensus among employees is: due to current schedules, training required, and certifications necessary there is not enough time to merge the functions prior to pending retirement. Will start to cross train at a later date in anticipation of merging functions when any future retirement occurs.
2. Discussion of increasing fees to cover services, including charging fees for window service as opposed to online or mail-in bill payment. Questions raised as to legality of such fee. Will need to be researched.
3. **Motion made and seconded to post a short Ad for Town Collector in various no cost and low cost advertising venues referring interested applicants to the Town website for specifics.**  
Made by: Eric Hevy  
Seconded by: Dale Kiley  
Those In Favor: Walter, Hevy, Kiley  
Those Opposed: None, Abstained: None, Not Present: None  
\_\_X\_\_ Motion passed \_\_\_\_ Motion defeated
4. Selectman Eric Hevy volunteers to write the Ad.
5. At 840 pm with no further business. Motion made and seconded to adjourn.