

Selectmen's Meeting -- December 28, 2004 6:30 p.m.

Present: Brian Bowcock, Winfred Eckenreiter, Michael Silvia, Andrew Martin and Jeffrey Osuch.

6:30 p.m. - Brian Bowcock called the meeting to order. Purpose of meeting was to interview the two final applicants for the Finance Director/Treasurer position.

6:35 p.m. - Interview of Anne Carreiro. Questions were asked by each Selectman, Mr. Martin and Mr. Osuch. Questions asked ranged from background information such as education, work experience, current and in the past and knowledge of the duties of the Finance Director, Assessing, Collecting, Accounting, Borrowing, Investing and Personnel. (See attached list of questions.)

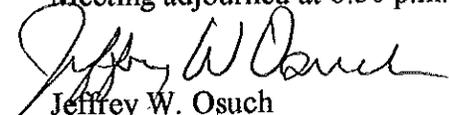
7:10 p.m. - Interview of John Nunes. The same questions or similar were asked of Mr. Nunes as stated above.

7:45 p.m. - Selectmen began their review of the finalist's experience, answers and comments from the interviews.

Brian Bowcock motioned to offer the Finance Director position to Anne Carreiro and if she declined the position, to offer it to John Nunes. Michael Silvia seconded. Vote was unanimous.

Winfred Eckenreiter motioned to have Chairman Brian Bowcock negotiate a 2 year contract with Anne Carreiro and to present it at the next meeting. Michael Silvia seconded. Vote was unanimous.

Meeting adjourned at 8:30 p.m.


Jeffrey W. Osuch
Executive Secretary

**QUESTIONS FOR CANDIDATES FOR
FINANCE DIRECTOR/TREASURER POSITION**

1. WHAT IS YOUR BACKGROUND IN MUNICIPAL GOVERNMENT?

PRIVATE EMPLOYMENT?

2. WHAT POSITIONS HAVE YOU HELD THAT ARE SIMILAR TO THE JOB DESCRIPTION FOR THIS POSITION?

3. WHY DID YOU PICK FAIRHAVEN AS A POTENTIAL WORK LOCATION?

4. WHAT KNOWLEDGE, IF ANY, DO YOU HAVE REGARDING FAIRHAVEN?

5. WHAT HAS BEEN YOUR AVERAGE LENGTH OF EMPLOYMENT AT YOUR PREVIOUS JOB LOCATIONS?

WHY DID YOU LEAVE?

6. DO YOU INTEND TO ESTABLISH RESIDENCE IN FAIRHAVEN?

7. DO YOU HAVE A FAMILY TO RELOCATE?

8. WHAT IS YOUR BACKGROUND IN FINANCE BANKING?

9. HAVE YOU EVER BEEN INVOLVED IN DRAWING UP A TOWN BUDGET?

WHAT WAS YOUR INVOLVEMENT?

10. LONG RANGE FORECASTING 3 YRS., 5 YRS., 10 YRS. PLEASE EXPLAIN.

11. HAVE YOU ANY EXPERIENCE OPERATING A COMPUTER SYSTEM?

WHAT KIND?

12. ARE YOU FAMILIAR WITH;

WHAT EXPERIENCE?

A. ASSESSING? TAX TITLE?

B. TAX COLLECTING?

C. ACCOUNTING SYSTEM REQUIRED BY THE STATE?

D. BORROWING MONEY?

E. INVESTING MONEY?

F. TAX TAKING? FORECLOSURES?

G. GABS 34?

H. PERSONNEL ADMINISTRATION?

I. PURCHASING?

13. HAVE YOU SUPERVISED EMPLOYEES? HOW MANY?

14. HAVE YOU EXPERIENCE WORKING WITH ELECTED OFFICIALS? THE PUBLIC?

15. HAVE YOU EVER DISCIPLINED ANYONE?

WHAT HAPPENED?

16. HAVE YOU ATTENDED A TOWN MEETING?

DO YOU UNDERSTAND THE PROCEDURE?

17. ARE YOU WILLING TO ATTEND NIGHT MEETINGS?

18. DO YOU HAVE EXPERIENCE WORKING ON CAPITAL PROJECTS?

19. WHAT SALARY RANGE ARE YOU LOOKING FOR?

20. DO YOU HAVE ANY RESERVATIONS IF THE TOWN CONTACTS YOUR EMPLOYER OR PAST EMPLOYERS?

21. FINAL INTERVIEWS HAVE TO BE IN FRONT OF THE PUBLIC. IS THAT A PROBLEM?

22. HOW MUCH NOTICE DO YOU HAVE TO GIVE TO YOUR EMPLOYER?

23. WHEN CAN YOU BEGIN IF SELECTED?

24. WHAT QUESTIONS DO YOU HAVE?

DIRECTOR OF FINANCE/TREASURER INTERVIEW QUESTIONS

Treasurer's duties -- Explain background and experience for:

1. Payroll Administration (quarterly reports, 941, year end w-2s)
2. Cash Book Mgt. For all receipts and disbursements - reconcile bank statements to cash book to G/L. controls
3. Tax title records and pursuit of unpaids thru Land Court proceedings
4. Bond Issuance
5. BANs Issuance
6. Debt service control- familiarity with borrowing statutes
7. Are you bondable?

Director of Finance - oversight responsibilities: Explain background & experience

1. Assessing - Tax Title Recap

Two tier tax system

2. Collection - R.E., P.P. M. V. Boat water & sewer bills

Demand warrants

Tax Title Takings & subsequents

3. Accounting - UMAS system

GASB 34 - Mgt. Disclosure & Analysis statement

Reconcile receivables with Collector & other depts.

Reconcile cash accounts with Treasurer's Cash Book

4. Data Processing

Computer background - what financial municipal software and hardware are you familiar with?

Network experience (internet, e-mail)

Working in harmony with other town depts., staff, members of the community and the press is an important part of your role. What would you do to develop trust and maintain these important relationships?

Direct supervision - Describe a difficult situation and how you handled it.