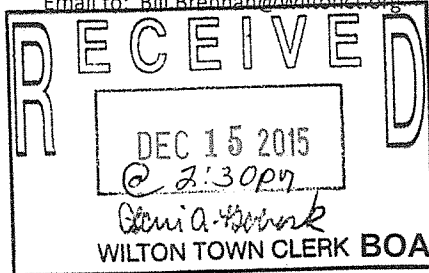


OFFICE OF THE
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William F. Brennan
First Selectman

Richard J. Dubow

Michael P. Kaelin

Deborah A. McFadden

Kenneth J. Dartley

TOWN HALL
238 Danbury Road
Wilton, CT 06897

**BOARD OF SELECTMEN SPECIAL MEETING
TUESDAY NOVEMBER 24, 2015
MEETING ROOM B, WILTON TOWN HALL**

PRESENT: **BOARD OF SELECTMEN** – First Selectman William Brennan, Richard Dubow, Michael Kaelin, Deborah McFadden

ABSENT: Kenneth Dartley

GUESTS: Via phone: First Selectman-elect Lynne Vanderslice, Richard Creeth, Sarah Taffel, John Kalamarides and Selectman-elect David Clune

OTHERS: Hayden Turek – Wilton Bulletin and Members of the Public

Mr. Brennan called the meeting to order at 7:30PM.

A. Discussion and/or Action

1. Chief Financial Officer – Town of Wilton
– Consideration of Approval of the Hiring of Anne Kelly Lenz to the position of Chief Financial Officer for the Town of Wilton

Mr. Brennan reviewed the process for the search for a CFO for Wilton. He stated that the executive search firm NESC was tasked with the search for an interim as well a permanent CFO. Mr. Brennan stated the original search committee had a slight change, especially after the Nov. 3 election: first selectman-elect Vanderslice became involved, and Board of Finance member Richard Creeth took the place of Warren Serenbetz, who had work conflicts, and Dick Dubow, who was unavailable for the interview meetings.

Mr. Brennan handed out a summary of the search which indicated that there were more than 250 candidate submissions, and eventually narrowed down to Anne Kelly-Lenz.

Mr. Brennan then asked First Selectman-elect Vanderslice to comment and then read a statement (attached) that Ms. Vanderslice had sent to the

members of the Board of Selectmen indicating her consent for the hiring of Ms. Kelly-Lenz as a permanent CFO.

Mr. Brennan than opened the floor to the Board of Selectmen members for comment.

Ms. McFadden asked Richard Creeth to comment as he was part of the interview process.

Richard Creeth added that with his own background as a U.K. chartered accountant and having spent his entire career in finance systems in the U.S., he was impressed with Kelly-Lenz from the first interview. He stated that he has done a lot of interviews in his career and was very impressed with Ms. Kay-Lenz and has no reservations about hiring her.

Mr. Dubow remarked that her reference checks were outstanding, and that comments about her were remarkable, in terms of how highly she was rated across the board and believes she will be an outstanding candidate for the CFO position.

Mr. Kaelin noted that Ms. Kelly-Lenz made herself available to speak with him via phone. He stated the he is a good judge of character and people. After reviewing reference checks and having the opportunity to speak with Ms Kelly-Lenz, Mr. Kaelin noted that he is in favor of hiring Ms. Kelly-Lenz and the new CFO for Wilton.

Ms. McFadden did not get the opportunity to speak with Ms. Kelly-Lenz but did speak with outgoing CFO Sandra Dennies who had high praise for Ms. Kelly-Lenz. After reviewing her references and after speaking with Ms. Dennies, Ms. McFadden is in favor of the candidate being put forth as the new CFO for the Town of Wilton.

Mr. Brennan indicated that First Selectman-elect Vanderslice was hoping Ms. Kelly-Lenz would be available effective December 7, 2015 and Ms. Kelly-Lenz was happy to accommodate. Mr. Brennan also mentioned that the offer made to Ms. Kelly-Lenz is conditional on all checks that have to be completed by the HR Department of the Town.

Motion made by Mr. Dubow to hire Ms Anne Kelly-Lenz as the new CFO for the Town of Wilton effective December 7, 2015. Motioned seconded by Ms. McFadden, unanimously carried.

- B. Adjournment – Having no further business, motion made by Mr. Brennan to adjourn meeting and unanimously carried. The meeting was adjourned at 8:40 p.m.

A handwritten signature in blue ink, appearing to read 'Jacqueline Rochester', with a stylized flourish at the end.

Jacqueline Rochester, Recording Secretary

Rochester, Jacqueline

From: lynne vanderslice [lyvanderslice@yahoo.com]
Sent: Tuesday, December 15, 2015 3:16 PM
To: Rochester, Jacqueline
Subject: Fw: CFO Candidate-in advance of tonight's meeting

Lynne

----- Forwarded Message -----

From: lynne vanderslice <lyvanderslice@yahoo.com>
To: Michael Kaelin <mpkaelin@gmail.com>; Ken Dartley <globchem@optonline.net>; Dick Dubow <ridconsult@optonline.net>; Deborah McFadden <selectmcfadden@optimum.net>
Cc: David Clune <dkclune@gmail.com>
Sent: Tuesday, November 24, 2015 10:45 AM
Subject: CFO Candidate-in advance of tonight's meeting

Dear Board of Selectmen Members,

I am sorry I am not able to attend tonight's meeting in person, but I will be calling in.

I would like to share my thoughts on CFO candidate, Anne Kelly-Lenz and the search process.

On Nov 5th, I met with two members of the CFO search committee, Dick Dubow and Bill Brennan and two individuals from NESO, Marv Berenblum and Mark Evans. I had previously been provided with information on potential interim and permanent candidates. Two candidates stood out above the others, Anne as a permanent hire and another individual as an interim with the possibility of permanent. While scheduling interviews with both candidates, the committee learned the interim candidate had taken a permanent position. I recommended we interview Anne before pursuing other possible interim candidates.

Both Warren and Dick Dubow were unable to attend the scheduled interview with Anne. In their place I asked Richard Creeth, a Chartered Accountant (UK equivalent of a CPA) with relevant work experience, a current BOF member and a previous BOS member, to participate.

I interviewed Anne three times, two group interviews with myself, Bill and Richard and one interview with her alone. After the first interview, we were all impressed. Quite frankly, Richard and I were concerned this was "too good to be true" and agreed to pressed harder in the second round of interviews.

Throughout, Anne displayed a strong knowledge of accounting, financial reporting, budgeting and forecasting and good analytical thinking. She had excellent communications skills and demonstrated the ability to think quickly on her feet.

Her answers to questions, including the examples she provided, left me confident she is both a strong and fair manager. Her reference results, which you have, supported my

assessment. In her current position, she has successfully dealt with difficult situations, has shown a willingness to roll up her sleeves to address issues and displayed a strong sense of customer service in her interactions with taxpayers.

With the exception of Information Technology, Anne has prior experience performing and or managing all areas within the responsibilities of Wilton's CFO. Although she has not previously supervised IT, in Bridgeport all departments are responsible for maintaining their own IT systems. I intend to assume a greater role with IT and as I discussed during the campaign, I will be seeking to establish an IT advisory committee. As such I am very comfortable with her level of IT experience.

To further assess Anne, I contacted our Blum Shapiro audit partner. Blum Shapiro also audits Bridgeport. At my request, our audit partner, who is knowledgeable about the Wilton CFO position and our needs, spoke with the Bridgeport partner. The response was fully supportive of Anne's performance at Bridgeport and her ability to be successful in Wilton.

Bill, Richard and I are in complete agreement that we had the right candidate for Wilton and ask for your approval of Anne as our permanent CFO.

With Anne, I anticipate a smooth transition.

Thank you for your consideration and please let me know if you have any questions in advance of tonight's meeting.

Lynne