

**TREASURER & DELINQUENT TAX COLLECTOR
NOMINATING COMMITTEE MEETING
WESTFORD TOWN OFFICE
WEDNESDAY, DECEMBER 10, 2014
6:00 P.M.**

AGENDA

Review/approve minutes

For both Treasurer & Delinquent Tax Collector

- Go over job descriptions – especially with input from Allison on Treasurer and Kaye on DTC
- Go over questions that we may use for interviewing applicants, from Allison
- Discuss process for seeking job applicants -- writing ads and where to post ads, the process for receiving and replying to applicant responses, setting up interviews
- Receive input from Selectboard, especially on their interview process of recommended applicant(s) and on how to present nominees to them

Action plan

Other business

Adjourn