

**Treasurer & Delinquent Tax Collector  
Nominating Committee Meeting  
Draft Minutes  
January 27, 2015**

**Present:**

Dave Adams, Allison Weinhagen, Chet Balon, Barb Peck, Kaye Alexander

**Guests:**

None

The meeting was called to order at 6:06 pm.

**Motions made:**

Chet **made a motion** to accept the Jan 20th Minutes as amended. Dave seconded the motion and it was carried.

**Discussions and Decisions:**

**There was discussion** that all internal deadlines for the Nominating Committee had been met, and that both positions ( *Treasurer and Delinquent Tax Collector*) were being advertised. Kaye mentioned there were 2 resumes listed when she queried [www.indeed.com](http://www.indeed.com) interested in a *Treasurers* position. Kaye volunteered to contact those people to see if they are interested in applying for the Westford's *Treasurers* position.

**It was decided** that Allison will enter the names of the members of the Nominating Committee in the Town of Westford's website.

**It was decided** for both the *Treasurer's* and the *Delinquent Tax Collectors's* position that applicants responding to the job advertisements would respond to Dave's Town email address, and Dave will forward all those emails to Kaye. Kaye will respond to the applicants that their resume has been received and Kaye will forward the applicants resumes to the other members of the Nominating Committee for review.

**It was decided** that the Nominating Committee would meet in the next 2 weeks (Feb 10<sup>th</sup> 2015 @ 6 pm) to review the received applicants resumes and decide if more publications should be used to advertise the positions (or not). After the Nominating committee names the top 3 applicants for each position, **it was decided** that Kaye will schedule the chosen applicants personal interviews times and dates, permitting up to 1 hr. per applicant.

**It was decided** that for the next few final meetings, if any member of the Nominating Committee cannot attend, the meeting will not be cancelled.

The meeting was adjourned at 7:42 pm.

Signed: Barb Peck  
Sect'y 1/27/15

