

Delinquent Tax Collector & Treasurer Nominating Committee
Tuesday, January 20, 2015, 6pm
Westford Town Office
Agenda

- Review/approve minutes
- For both Treasurer & Delinquent Tax Collector
 - Accept finalized job descriptions
 - go over questions that we may use for interviewing DTC applicants, from kaye
 - 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
 - Review ads, if any are drafted
- For Treasurer's job: discuss procedures still to be determined.
- action plan
- other business
- adjourn