

**Treasurer (Treas.) & Delinquent Tax Collector (DTC)
Nominating Committee Meeting
Approved Minutes**

Jan. 20, 2015

Present:

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

Guests:

None

The meeting was called to order at 6:05 pm.

Motions and Decisions made:

Allison **made a motion** to accept the Jan 6th draft Minutes with amendments. Chet seconded the motion and it was carried

Chet **made a motion** that the *Treasurer's Job Description* be approved.
Barb seconded the motion and it was carried.

Barb **made a motion** to accept the *Delinquent Tax Collector's Job Description*.
Chet seconded the motion and it was carried.

Barb **made a motion** to accept the *Delinquent Tax Collector's Job Interview Questions* for the applicants. Chet seconded the motion and it was carried.

Barb **made a motion** the *Treasurer's Job Interview Questions* be approved with Alisons 2 amendments. Chet seconded the motion and it was carried.

It was decided that Allison will send Kaye the amended copy of the *Treasurer's Job Interview Questions*.

It was decided that Allison will write a short history of the changes in the Treasurer's position since the adoption of the Charter in 2014 for the verbal portion of the personal interview (not to be printed in the *Treasurer's Job Interview Questions*).

Barb **made a motion** to approve both the *Delinquent Tax Collectors Job Advertisement* and the *Treasurer's Job Advertisement* with amendments. Allison seconded the motion and it was carried.

It was decided that Kay will amend the *Delinquent Tax Collectors Advertisement* and Kay will send a copy to the members of the Nominating Committee members.

It was decided that Chet will amend the *Treasurer's Advertisement* and Chet will send a copy to the nominating Committee members.

It was decided that applicants for both the *Treasurer and the Tax Collector* will respond to Dave's Email and that Dave will forward said applicants responses daily to Kay.

Discussions :

There was discussion that if the Job descriptions amendments can be completed by Jan 21, 2015 and forwarded to Allison, that if she can make the Town News Letters' deadline - both jobs (*Treasurer and Delinquent Tax Collector*) will be advertised in the next Westford Town News Letter.

There was discussion that the *job advertisements for both jobs* should be placed in free publications before paying for the ads. Kaye will compile a list of free ads for the nominating committee members.

Allison volunteered to mock-up an eighth page and a quarter page ad for both jobs if the job is advertised in SEVEN DAYS (which is expensive).

There was discussion that the deadline for applicants applying for both jobs, be Feb 27th 2015.

A decision was made that next meeting date is at 6pm is Jan 27th 2015.

Allison volunteered to do another poll for the meeting date following the Jan 27th meeting.

The meeting was adjourned at 7:07pm

Signed: Barb Peck

Sect'y 1/20/15