

**Treasurer (Treas.) & Delinquent Tax Collector (DTC)
Nominating Committee Meeting
Approved Minutes
Jan 6, 2015**

Present:

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

Guests:

None

The meeting was called to order at 6.04 pm.

Motions and Decisions made:

Allison **made a motion** to accept the December 20th draft Minutes and Chet seconded the motion and it was carried.

Discussions and Decisions:

There was discussion on Kaye's Job description for the *Delinquent Tax Collector (DTC)*.

A decision was made to accept it as written.

There was a Discussion to remove a few line items from the *Treasurers (Treas.)* Job Description and **A decision was made** to accept the edited version this job description..

There was discussion on the following topics and **a decision was made** that Dave will bring these questions to the next Select Board meeting for their input and/or approval if needed.

1.0 to add a pay range to the job descriptions of the *Treasurer* and the *DTC to be specified by the Select Board*.

2.0 the nominating committee recommends running background checks and credit checks on the chosen job candidates for both positions.

3.0 During interviews, the interviewers need to be prepared to discuss benefits (if any)- and the nominating committee asks that the Select Board specify these.

4.0 Verification from the Select Board that they have a review schedule for both positions.

There was a discussion as to where to advertise both positions.

A decision was made to accept an advertising list by the next meeting for both positions.

Chet volunteered to write the advertisement for the Treasurer's position and email it to the nominating committee. **A decision was made** to accept his offer.

A decision was made to move the date of advertising job postings for these positions to very late January or early Feb. as long as we are ready.

A decision was made that next 2 meeting dates at 6pm are : Jan 20 & 27th 2015.

The meeting was adjourned at 7:20pm

Signed: Barb Peck

Sect'y 1/7/15