

Approved Minutes Treasurer & Delinquent Tax Collector Nominating Committee Meeting

November 15, 2014

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

Guests: None

The meeting was called to order at 10:06 am at the Westford Town Office.

1. Committee Organization

Allison made a motion, seconded by Chet, to nominate Kaye as Committee Chair and Barb as Committee Secretary. The motion passed 5-0.

2. Review Town Documents (e.g, Town Charter, Job Descriptions)

A decision was made to table discussions about the Delinquent Tax Collector's (DTC) job description and requirements until the next meeting and just focus on the Treasurer job description for this meeting. Barb will email to the committee members copies of the job description for the DTC from any other Vermont towns and Kaye agreed to get more info for the DTC and work on the job description for the next meeting.

3. Receive additional input from Selectboard

There was discussion about the Selectboard's intent regarding how they would like to receive information regarding the "up to three candidates" mentioned in the charter and whether or not they'd like to participate in interviews. Dave will finalize with the Selectboard how they will interview the Nominating Committee's final choice(s).

4. Create Action Plan

Committee members agreed that all 5 of us should be present at any applicant's interviews and that the Chair (Kaye) will invite the Town Clerk (Nanette Rogers) to attend these interviews.

There was discussion about what questions should be asked during the Treasurer applicant interview and a decision was made that the questions should be standardized for all applicants. Allison volunteered to gather sample questions from several sources, review these questions and email a draft selection to the committee members.

There was discussion that the Financial Oversight Committee (FOC) needs to review the final draft of the Treasurer job qualifications and requirements and a decision was made that Allison will draft the job description for the Nominating Committee's next meeting and also set the date for the FOC's review at to occur at that committee's convenience, but asap.

A decision was made to post for both positions of Treasurer and DTC in early Jan. 2015 and a discussion will be on-going about where to post at the next meeting.

5. Set date for next meeting

The next three meeting dates are scheduled at the Westford Town Office for:

- Wednesday, December 10, 6:00pm
- Saturday, December 20, 9:30am
- Saturday, January 3, 9:30am

Kaye will send the agenda and additional information to committee members, prior to the next meeting.

6. Other Business

There was no additional business.

The meeting was adjourned at 11:35 am

Submitted by: Barb Peck, Secretary