

**Nominating Committee**  
**May 27th, 2026**  
**Draft Minutes**

**Present:** Martha Heath, Lynn Bursell, Vicky Ross, Pat Haller, Greg Bemis, Maria Barden (Assistant Town Admin.), Marge McIntosh (Resident/previous delinquent tax collector for Westford)

*The meeting was called to order at 4:31 PM. The meeting was held in person and via zoom.*

**CHANGES TO THE AGENDA**

P. Haller says if M. McIntosh can make it to the meeting, he would like to ask her a few questions about the job and her experience as a delinquent tax collector during discussion if everyone agrees. There were no objections.

**PUBLIC COMMENT- Items not on the agenda**

None.

**REVIEW MINUTES- May 11<sup>th</sup>**

M. Heath moved to approve the May 11<sup>th</sup> minutes as amended by P. Haller. G. Bemis seconded, motion passed 5-0.

**DISCUSSION**

M. McIntosh walked the board through the Delinquent Tax Collector process and outlined what the duties are for the position. She highlighted the most important parts of the job and answered any questions the board had.

The board thanked M. McIntosh for her time and for her years working as Delinquent Tax Collector.

The board reviewed the interview questions that they had all pulled together and decided which ones they wanted to keep and any changes they wanted to make to the questions.

P. Haller motioned that premature public knowledge involving personnel would place the Town at a disadvantage and moved that the board enter into executive session and invite M. Barden. V. Ross seconded, motion carried, 5-0.

*The board entered executive session at 5:47pm.*

*The board motioned to exit executive session at 6:25pm.*

P. Haller said during executive session, they discussed the list of candidates and have identified eight applicants that they would like to have an initial discussion with.

V. Ross will write up a script for an initial zoom call and share with the board to see if any changes need to be made.

The board discusses what days would work best for everyone to attend the first round of interviews.

V. Ross motioned to have P. Haller and T. O'Connor have a discussion with our current bookkeeper to clarify her application and which position she's applying for. M. Heath seconds, Motion passed 5-0.

P. Haller moved to adjourn the meeting, G. Bemis seconded; Motion passed 5-0.

*Meeting Adjourned at 6:38pm.*

DRAFT