

**Nominating Committee
APRIL 28, 2026
Draft Minutes**

Present: Pat Haller
Lynn Bursell (online)

Martha Heath
Tommy O'Connor

The meeting was called to order at 6:00 p.m. The meeting was held in person and via Zoom.

CHANGES TO THE AGENDA

NONE

PUBLIC COMMENT – Items Not on the Agenda

NONE

GENERAL DISCUSSION

P. Haller thanked Lynn and Martha for joining the committee. They discussed the charter and the creation of the group. **M. Heath** mentioned that changing the role of treasurer to appointed instead of elected was a topic of discussion for sometime, leading to the Charter change.

P. Haller read the relevant sections of the Town Charter as it pertains to the appointment of Town Treasurer and Delinquent Tax Collector.

P. Haller spoke on the first objective being the selection of two residents to join the committee per the Town Charter outline. Then the next step is to post the job notifications.

P. Haller wanted to read the job descriptions. **M. Heath** requested to only review the descriptions if they needed changes. The committee agreed and decided that in the future meetings the descriptions can be read and further reviewed.

M. Heath asked **P. Haller** and **T. O'Connor** if they were aware of any challenges with the job descriptions as they are currently presented. **P. Haller:** No, **T. O'Connor:** No.

SETTING THE PROCESS FOR TWO TOWN MEMBERS:

P. Haller mentioned that the committee may have individuals in mind. He mentioned that it could be other Justices of the Peace.

M. Heath shared that she would like to ask Greg Barrows (former Town Treasurer) and Marge MacIntosh (former Delinquent Tax Collector) if they had interest in joining the committee. She feels that they would be able to support the questions that need to be asked of candidates as well as answers candidates may have.

The committee was supportive of that idea.

M. Heath asked about putting notification out to the public. **T. O'Connor** responded that a few members of the community expressed interest in joining the committee. He further added that the plan is to use Front Porch Forum as a tool to garner applicants to the committee. **P. Haller** mentioned a direct reach out to Greg Beemis, a resident that showed interest in running for the

selectboard. **M. Heath** wondered if we knew of any accountants in town? No direct response provided.

The committee confirmed that in order to serve on the committee a person must be a current resident. There is no residency requirement for the open positions.

REVIEWING PROCESS

P. Haller wants to focus first on the 2 residents.

Residents should have relevant experience related to the two positions
Knowledge of municipal government

M. Heath added that interested people should reply with answering the following questions:
What relevant experience do you have that would support the committee?

P. Haller suggested that we offer a week deadline for residents to apply. The end of the week of May 9th. Then he suggested that the committee reconvene on May 11th at 2PM to review the applicants to the committee. He further asked if the residents that applied should be directly invited. The committee agreed and will invite applicants to the May 11th meeting.

REVIEW PROCESS FOR CANDIDATES

M. Heath asked about the advertising process for the positions. **P. Haller** asked about concurrently posting the positions. **M. Heath** asked if one person could serve in both roles. **T. O'Connor** said yes but there is still statutory reporting requirements as it pertains to the Delinquent Tax Warrant.

P. Haller reviews the current operating process at the Town. **T. O'Connor** is in the interim role of Delinquent Tax Collector and asked if he wished to continue in that role. **T. O'Connor** agreed that he could stay if the committee agreed.

M. Heath requested the exact language on how the position of Delinquent Tax Collector receives payment.

P. Haller discussed the approved budget line for the Town Treasurer. **T. O'Connor** provided the break down of 8 hours per week for the role, making it around \$38.80 hourly if offered

The committee wanted the vacancies to be posted to Essex Reporter, Seven Days, and Front Porch Forum. **T. O'Connor** added that Vermont League of Cities and Towns (VLCT) and the Town Website should be used. **M. Heath** asked for drafts of the vacancy posts from **T. O'Connor** before they are posted.

P. Haller discussed the needs of the Town Treasurer in regard to software knowledge. One software platform that is of high importance is the New England Municipal Resource Center (NEMRC) software. This is the platform Westford uses for all of the financing and reporting features. He also mentioned the Microsoft suite of applications.

M. Heath would like to have the series of questions created by the full nominating committee. **L. Bursell** agrees with this idea.

P. Haller asked about qualifications for Tax Collector. He mentioned empathy and software knowledge (NEMRC and Microsoft Office). Strong writing and oral communication skills. **P. Haller** decided to read directly from the job descriptions on the qualifications or skills. He did ask also about remote opportunities. **T. O'Connor** states that there is some opportunity for remote work.

NEXT STEPS

T. O'Connor will provide draft posts for

- Residents to committee
- Job Openings
 - Treasurer
 - Delinquent Tax Collector

M. Heath asked about deadlines

P. Haller recognizes a treasurer needs to be hired by July and wants to bring nominations to the selectboard for June 11th if possible.

May 22nd deadline for job applicants
Interviews the week of June 1st

T. O'Connor shared current process of operations without an active treasurer and what needs to be priorities for this new hire.

P. Haller asks if **T. O'Connor** should be invited to interviews. **M. Heath** says that might be tricky. Is there an employee relationship between the roles? **T. O'Connor** shares the hierarchy. **P. Haller** suggests maybe **T. O'Connor** be a part of 2nd interviews. **M. Heath** suggested that so long as no conflict of interest exists he can listen in and is not a part of the committee and cannot conduct questions or responses to applicants.

P. Haller states that he will reach out to Greg Barrows and Marge MacIntosh. **L. Bursell** stated that she would reach out to some residents for the committee.

ADJOURN

The meeting adjourned at 6:52 p.m.

Respectfully Submitted,
Pat Haller
Nominating Committee

Tommy O'Connor
Town Administrator