**Interview for Tax Collector/Treasurer with Board of Selectmen**

**5/10/2016, 1:30pm, Rhodes Building**

**Present:** Selectman Doubleday, Selectman Martell, Tax Collector/Treasurer-Edna Holloway, and Selectmen’s Administrative Assistant.

The Interview began at 1:30pm. The first interview was with Nancy Grossman, 34 Lead Mine Road, Leverett, MA.

Ms. Holloway began by stating that the Town of Pelham handles 32 bank accounts, 5 active statements and interest accounts. The investment company the Town is with is Bartholomew and usually a representative comes out to discuss those investments. The payroll is done in-house, sent down to Amherst Pelham Regional School system, the checks are sent back to the Tax Collector/Treasurer and Warrants are completed with the Board of Selectmen signing. Ms. Grossman has used and is familiar with POINT. Ms. Grossman asked if the School does the Massachusetts Teachers Retirement and Ms. Holloway replied yes. Selectman Martell asked Ms. Grossman if she was certified as a Mass Collector. Ms. Grossman stated that she is 2 years into the schooling, which is a 3 summer process. She will have 3 years of the Treasurer side to complete. Ms. Grossman holds a Bachelors Degree in Economics from UMASS Amherst. Ms. Holloway stated that there is also quarterly billing and paperwork drawn up for the Police Departments road details.

Ms. Grossman requested an Employee Handbook.

Ms. Holloway asked Ms. Grossman what was the next step after tax title as Ms. Holloway was asked this very question when she interviewed for position. Ms. Grossman stated when she worked in Whately their Town wasn’t big on foreclosures and waited it out.

Selectman Martell stated that awarding the position in Town is based on the persons’ ability to be bonded. Ms. Grossman stated that no notice had to be given to any employer since she is self-employed. Selectman Martell stated that between the hours of 8:00-9:00am, Ms. Holloway never had a ton of traffic in the office. Ms. Grossman stated that she was able to obtain flexible hours in Whately where she previously worked and was able to have a few hours of ‘closed office hours’ in order to get the work done. Selectman Martell stated that he would keep the hours for the Tax Collector/Treasurer’s position to Monday thru Thursday, 8:00-4:00pm, noting that residents in Town are familiar with the current hours and wouldn’t change the 8:00-3:30pm posted office hours since that is what they are used to.

Ms. Holloway asked Ms. Grossman if she is familiar with online payments, she stated she was. Ms. Grossman stated in the past she served on the Finance Committee in Leverett.

Selectman Martell stated that Ms. Grossman is eligible for 8 hours sick time, but she would have to work a month before she would get it. The position is 32 hours and is full-time with 384 hours of sick time/year. After 1 year she would receive 1 week vacation, after 2 years she would receive 2 weeks’ vacation, and after 5 years she will receive 3 weeks. If there is a hearing/meeting need to go to then she would use comp time or vacation time. There are also 2% step increases after 1st, 2nd, 3rd, and 4th year with the Town as stated in the Employee Handbook/Personnel Policy Guide.

Ms. Holloway stated that the Health Insurance is through the Town of Amherst, with Blue Cross or Harvard Pilgram whichever you choose. The Town of Pelham pays 75% and employee pays 25%.

Ms. Grossman asked about the salary range and Selectman Martell stated that she would get what Ms. Holloway ended at; $24,769.00 as the Treasurer, and $15,438.00 for Tax Collector, for a total of $40,027.00.

Ms. Grossman stated that she could start as early as May 16, 2016. The Selectmen stated that that would be good since she’ll need to train with the current Tax Collector/Treasurer until her last day June 2, 2016. The week of May 23-27 the current Tax Collector/Treasurer will be on vacation so Ms. Grossman will have 7 days to train.

Selectman Martell and Selectman Doubleday would like to check references and let Ms. Grossman know by Friday, May 13, 2016 what the decision is regarding the position.

Ms. Grossman thanked them for their time.

The second interview was with Jakob Voelker,10 Pratt Street, Apt 2, Worcester, MA.

Mr. Voelker is in line to receive his Doctorate and plans to take the bar exam. Skills that he has done relating to the Tax Collector/Treasurer position are payroll, warrants, and balancing. Mr. Voelker plans to enroll in August in Tax Collector and Treasurer School. Currently he works for the Town of Dunstable as the Assistant Treasurer/Collector and as the Administrative Assistant for Board of Selectmen. Ms. Holloway stated that Mr. Voelker wears many hats after looking over his resume. He also works alongside the Treasurer-his mother-in New Salem, Orange, and Shutesbury, MA.

Mr. Voelker works part-time and knows the abatement process and the need to be bonded to handle payments and he is also familiar with POINT software. Mr. Voelker also knows Millenium, Harpers payroll and loading information into the system, as well as keeping track of sick and holiday pay. He has helped with preparing books with the Assistant Treasurer, as well as being familiar with balancing the cash books in Barre, New Salem, and Shutesbury, MA.

Mr. Voelker isn’t familiar with the Treasury side of the position and doesn’t have much experience as a Tax Collector but has friends he feels comfortable calling upon for help. He would also need give his previous employer 3-4 weeks’ notice. Selectman Martell stated the vacation, hours of position, sick time, step increases after 1 year, plus Cost of Living increase. The earliest Mr. Voelker could start would be June 4, 2016. The Selectmen will contact Mr. Voelker on Friday, May 13, 2016 about their decision.

The Selectmen and Tax Collector/Treasurer thanked them for coming and the interview ended at 4:00pm.

Respectfully submitted, Susannah Carey