

Board of Selectmen Meeting Minutes
1/10/2018, Rhodes Building, 9am

Present: Select Board members Bill Martell, Alisa Pearson, and Karen Ribeiro, Town Clerk-Kathy Martell, Finance Committee Chair-John Trickey, Edna Holloway, and Susannah Carey.

Open: Selectman Martell opened at 9:08am.

Collector/Treasurer Applicants

8 total applicants reviewed. Some qualifications from June Massee as she is the current tax collector in Town of Blandford, but she is the only candidate with previous experience. Edna's recommendation is for June Massee as she has the most experience. Responsibilities needed for this position are learning programs; Point & Softright; reconciliation and cash books; part are Accounting, most are Treasurer, and some collection. Previous Collector/Treasurer did not understand the collection side and Softright, which are components to keep an eye on. John Trickey would like to hire someone with experience as Pelham is not a training town and doesn't have the timeframe to train someone. The job would require a person with experience and independence. Selectman Martell contacted June Massee by phone. Selectman Pearson stated that was not appropriate, as the board had not yet discussed her. John Trickey stated that the Chair can do whatever he wants, but that Selectman Martell probably should not have contacted June.

Candidate Cassandra Burgess has no municipal experience but payroll overlaps and looks good on the treasurer side. Process for collection should ask during interview. She has no experience with warrants. Candidate Gene Ferrari has accountant and auditor experience and has worked in town of Charlton and city of Gardner.

Strategy for Interview questions-3 candidates chosen for interviews, June, Gene, and Cassandra who will be invited to attend interview on 1/22/2018 beginning at 8:30am. Ask candidates to bring references; Cassandra and Gene (June's was included on her resume). Ask all candidates same questions and have each interview committee member ask a question to see response. John Trickey will provide low, medium, and high level salaries he recommends for the position which should be set before candidates come for interviews.

Collector/Treasurer school happens in August. Treasurer's side is generally harder than Tax Collector. Some towns even offer \$1000.00 incentive if certified and keep up with education.

Back-up plan if no suitable candidate is found would be to have Town of Amherst help in the meantime and hire as interim position. Conversation between Paul Bokelman and Alisa Pearson that Amherst is aware of Pelham's situation. Help could also be available from Town of Shutesbury but no recently regarding this issue.

Schedule should be 8am-4pm or 8:00am-4:30pm with a lunch, 4 days a week (Monday-Thursday). Bill will compile the health insurance information for next meeting.

Mistake made with previous collector/treasurer was lack of any references and inability to get a hold of them in a timely manner. Question should have asked and will ask this round is would you hire this person back in this position?

Motion to adjourn at 10:35am, seconded by Selectman Martell, unanimously approved.

Respectfully submitted, Susannah Carey