

## **Pelham Town Clerk Hiring Committee Meeting Minutes**

**Meeting Date: April 25, 2020**

**Location: Outside of the Rhodes Building**

**Members Present:** Nancy Blackmer (Orange Town Clerk and Records Access Officer), Robert Pariseau and Linda Spink (both Pelham residents).

**Members of the public:** Kathy Martell, Pelham Town Clerk, and Sharrie Reydak, Chair of the Pelham Board Registrars.

**Meeting was called to order at 10:00 am**

### **Agenda items, discussion, and decisions**

1. **Swearing-in of members:** The committee members were sworn in by Kathy Martell, Pelham Town Clerk, and given the required information on – Governor Baker’s Order Temporarily Suspending Certain Provisions of the Open Meeting Law, Conflict of Interest, and Open Meeting Law.
2. **Review of Select Board announcement of committee:** Linda Spink read aloud the Scope of Work for the Pelham Town Clerk Hiring Committee (attached to minutes).
3. **Introductions:** Each committee member introduced themselves, as did the two members of the public.
4. **Organization of committee:** Before commencing with any discussion of the remaining agenda items, the members unanimously elected Nancy Blackmer as the Chair (moved by Linda S. and seconded by Bob P.) Linda S. explained that Susannah Carey will support the Committee’s work by taking minutes of the meetings, posting the announcement and job description, and receiving the applications, therefore, no secretary was elected. It was confirmed by Nancy B. that written minutes are required for a meeting, even if there is a recording of the virtual meetings.
5. **Public comments and questions:** Nancy B. invited comments and questions from the public.
  - a. Kathy Martell offered background information on the current clerk’s responsibilities and her concerns that the job could not be done within the 12-15 hours/week stipulated in the job announcement. Nancy B. asked Kathy M. how many hours she thought were necessary to complete the work, and Kathy M. responded that she has recommended 20 hours/week. Kathy M. also stated she didn’t feel the Select Board and most people in the town understood the work that was handled by the Town Clerk. Nancy B. concurred that often people were not aware of all of the responsibilities of the Town Clerk.
  - b. Bob P. asked about the work flow, was it the same throughout each week/year or were there periods of higher activity? He wanted to know whether 20 hrs/week was needed consistently throughout the year. Nancy B. stated that 20 hrs/week seemed reasonable, depending on the volume of requests handled by the Town Clerk in Pelham. Nancy B. and Kathy M. explained that the elections take considerable amounts of time, the preparation begins usually 2 months before an election and ends several weeks after the election.
  - c. Bob P. noted there would be budgetary implications related to increasing the hours/week, and wondered whether an alternative would be to have a special elections line item in the Clerk’s annual budget, during the years in which an election was held.
  - d. Linda S. offered that there hasn’t been a job description for the Pelham Town Clerk and that this public review of the job description and requirements would increase the

general awareness and understanding of the Town Clerk's responsibilities. Linda S. requested that when finalizing the job description, Kathy M. identify which responsibilities consume the most time.

- e. Noting Kathy M.'s earlier stated concerns, Linda S. asked if Kathy M. had shared them with the Select Board. Kathy M. stated that she had shared them with both the Select Board and the Finance Committee. Linda S. asked whether the committee could learn more about what the Select Board considered when deciding on the range of 12-15 hours/week for the part-time position.
  - f. These comments were noted but no decisions were considered at this point in the committee's work.
6. **Job description and announcement:** The committee reviewed and modified a draft job announcement and description. After a brief discussion, Linda S. moved, Bob P. seconded, and the committee unanimously accepted the draft announcement provided by Nancy B., with the changes reflected in the attached document. It was noted that Susannah Carey would be the person to whom resumes would be sent and that she'd provide the appropriate email address, and deadlines, once the timeline was set.
7. **Next steps:**
- a. Linda S. agreed to make the desired changes to the job description and announcement, email them to the other committee members, and incorporate any suggested edits. The revised documents will be reviewed during the next meeting.
  - b. Linda S. will circulate a draft version of the meeting minutes and incorporate any suggested edits for final review and approval at the next meeting.

Next meeting was set for April 30<sup>th</sup> at 10:00 a.m. and will be a virtual meeting. The invitation for the virtual meeting will be posted on the Town Website.

**Meeting adjourned at 11:57 am.**

**Submitted by:** Linda Spink

**Attachments to meeting minutes:**

- a. Meeting agenda
- b. Scope of work for the Pelham Town Clerk Hiring Committee
- c. Sample job descriptions from Leverett, Paxton, and Lanesborough.
- d. Possible Ad and Possible Job Description, provided by Bob Agolia