

**Board of Selectmen Meeting Minutes
1/29/2018, Rhodes Building, 8:00am**

Present: Selectman Martell, Selectman Ribeiro, Selectman Pearson, Kathy Martell, John Trickey, Edna Holloway, and Susannah Carey.

Open: Selectman Martell opened the meeting at 8:00am.

Discussion of Offer and References

3 references received from Selectmen's Administrative Assistant. Selectman Martell handed out 4th reference. All present pleased with recommendations received about June Masee.

Group in agreement to offer June Masee suggested high salary from salary recommendations. By starting at this figure, it would take her 3 years to get to what Edna is currently earning as Collector/Treasurer. There would be room for negotiation if the suggested low figure was offered, but this option was not pursued further. The group agreed to offer June the most the Town could because of her experience, to attract her to the position, and to be competitive with other towns. If June accepts the offer from the town, she would get the 2% COLA at the beginning of the new fiscal year on July 1, 2018 as other town employees do. Motion to accept suggested high offer from salary recommendations, seconded by Selectman Ribeiro, unanimously approved.

The Board of Selectmen would like to keep position as 8 ½ hour days with 30 minute lunch, 4 days a week. Board is open to evening hours, if suggested, for up to two days per week. The Board will consider any suggestions made during the second interview. Concern about commute and traffic with the hours that may be suggested, but the Board will try to remain flexible with the hours.

The Select Board could approve time off for salaried employees at BOS meetings before the new employees 1 year anniversary date, since vacation is only accrued after 1 year. The Board will only do this if asked. Unpaid time can be taken pending approval by Board of Selectmen.

Suggestion to have non-formal 30 day check in/visit with Board of Selectman liaison. Information could be gathered from Accountant and other departments for that check in. Also suggested to have a 3 and 6 month review for the position, which is still within the probationary period (6 months), and a yearly review. These meetings would keep the Select Board informed if the candidate is working out or not.

Board of Selectmen had recommended June Masee for the Collector/Treasurer position at last meeting on 1/22/2018.

Adjournment

Motion to adjourn, seconded by Selectman Martell, unanimously approved at 8:50am.

Documents Examined

4 references for June Masee, & salary recommendations from Finance Committee Chair.

Respectfully submitted, Susannah Carey