

To: Board of Selectmen

From: Town Accountant

Date: April 28, 2017

Re: Permanent Hire of Administrative Assistant to the Town Accountant

Board of Selectmen;

At the conclusion of the trial period, the town advertised to fill the position with a deadline of today at noon. While three people came in for applications, only one was returned.

I am writing to advise that I have reviewed the 1 application received for the position of Administrative Assistant to the Town Accountant submitted by Jessie Holtham. I am pleased with Jessie's performance in this role, and am happy to offer her the job on a permanent basis.

Upon her acceptance and appointment as permanent part-time assistant, I would like her hire date to be reported as December 19th, 2016 which was her start date as a temporary employee in this position.

Sincerely,

*Ellen*

Ellen Biskis

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Town Accountant

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