



Fairhaven Board of Selectmen

November 12, 2013 Meeting Minutes

Present: Chairman Charles Murphy, Vice Chairman Robert Espindola, Clerk Geoffrey Haworth, Executive Secretary Jeffrey Osuch, and Administrative Assistant Anne Kakley.

Chairman Charles Murphy called the meeting to order in the Town Hall Banquet Room at 12:00 p.m.

PRINCIPAL CLERK INTERVIEW – ASHLEE LENTINI

The Board met with applicant Ashlee Lentini at 12:00 p.m.

Mr. Murphy disclosed that he worked with Ms. Lentini on the Katie Brienzo Memorial Walk for MOLIFE and that he had filed the necessary disclosure paperwork (form 20b) with the Town Clerk's office.

Mr. Murphy said that Ms. Lentini has necessary experience because she has a family member in the medical field and has been in contact with a Blue Cross Blue Shield representative and had been asking them questions.

Ms. Lentini was asked a series of questions from the Board of Selectmen. Ms. Lentini has a Bachelor's degree, experience managing others, history of good rapport with co-workers. References came back favorable. Ms. Lentini accepted the pay range starting at \$16.42 per hour and could start within a week.

PRINCIPAL CLERK INTERVIEW – MARY FORTIN

The Board met with applicant Mary Fortin at 12:19 p.m.

Ms. Fortin was asked a series of questions from the Board of Selectmen. Ms. Fortin has experience working with the public as a receptionist and has a history of a good rapport with co-workers. References were favorable. Ms. Fortin accepted the pay range of \$16.42 to 19.68, but asked if she would be required to start at the bottom. Ms. Fortin said that she could start within two weeks, but would prefer to have three weeks. Ms. Fortin asked the Board about the hours and benefits.

PRINCIPAL CLERK INTERVIEW – OLIVIA COSTA

The Board met with applicant Olivia Costa at 12:36 p.m.

Ms. Costa was asked a series of questions from the Board of Selectmen. Ms. Costa has experience in payroll, several part-time jobs, and a history of a good rapport with co-workers. Two of her three references returned a call to Mr. Osuch and were favorable in their comments about Ms. Costa. Ms. Costa accepted the pay range of \$16.42 to 19.68 but preferred to not start at the bottom step. Ms. Costa would require two week's notice to current employers. Ms. Costa worked for a brief time for the Town of Mattapoisett. Ms. Costa had some questions for the Board regarding the duties of the position.

PRINCIPAL CLERK – APPOINTMENT

Mr. Espindola said that he valued the opinion of Mr. Osuch and Ms. Kakley, both of whom were present for the original interviews. Ms. Kakley said that she favored Ms. Lentini because Ms. Lentini had taken the initiative to research the position and to request a walkthrough in the office.

Mr. Osuch expressed preference for Ms. Lentini or Ms. Fortin.

Discussion ensued. The Board favored Ms. Lentini for the position. Mr. Haworth motioned to appoint Ms. Lentini to Principal Clerk to the Selectmen's Office. Mr. Espindola seconded. Vote was unanimous. (3-0).

Mr. Espindola motioned to set Ms. Lentini's salary to Level 7, Step 1, \$16.42 per hour. Mr. Haworth seconded. Vote was unanimous. (3-0).

The start date for Ms. Lentini was set for no later than December 2, 2013 and the Board said she could start part-time right away.

ACO INTERVIEWS

The Board acknowledged that interviews for the Animal Control Officer would be coming up and that the Police department would like to have a representative at the interviews. Mr. Espindola motioned to have Sgt. Michael Botelho sit in on the three-member interview panel with Mr. Haworth and Mr. Osuch. Mr. Haworth seconded. Vote was unanimous. (3-0).

Mr. Haworth motioned to adjourn at 1:21 p.m. Mr. Espindola seconded. Vote was unanimous. (3-0).

Respectfully,

Anne Kakley

Administrative Assistant
Board of Selectmen
(Minutes approved 12/09/2013)