

*BOARD OF SELECTMEN
SPECIAL MEETING MINUTES
Wednesday, July 22, 2015
6:00 P.M.
Groveland Town Hall*

Attendance: Chair, Bill Dunn, Vice Chair, Ed Watson, Selectmen Joe D'Amore and Mike Wood, and Finance Director, Denise Demboski

The Chair opened the meeting at 6:03pm. The purpose of this special meeting was to conduct interviews with three candidates for the position of Administrative Assistant for the Town of Groveland.

Candidate One – Victoria Farrell

The Board interviewed Victoria Farrell of Groveland. Ms. Farrell explained to the Board that her current law practice is mainly title and conveyance work and most of her research can be conducted online. She applied for this position to get involved with the community, its close proximity to her house, flexibility to work around her legal work, and she enjoys the public. She plans to continue with her law practice on the side.

The Board asked questions about troubleshooting questions and problems, data entry work, technology, and prioritizing.

Ms. Farrell said she has no problem with data entry, she does not feel it is beneath her. She feels she can prioritize and be firm when she needs to be. She does not have a lot of experience with spreadsheets and a lot of technology, but is very familiar with normal office equipment.

Ms. Farrell stated she has watched the Board of Selectmen meetings and understands there are needs for things in anticipation of a board meeting and follow up may be needed after a meeting. She also understand there may be need for research on by-laws.

Selectman D'Amore stated Ms. Farrell seems overqualified but has a good complement of experience she would bring to the Town.

Ms. Farrell presented the board with writing samples and examples of her research. She said she is interested in learning more about government functions and working for the town.

The Board thanked Ms. Farrell for her time, and she extended the same thanks to them.

Candidate Two – Cassandra Murphy

The Board interviewed Cassandra Murphy of Amesbury. Ms. Murphy explained to the Board that, if selected, her plan would be to give up her current part-time position and

make this job her sole focus. She stated she has applied to other positions, but this really would be her ideal job and she feels she has a lot to offer and would like to make this a career.

The Board asked questions about troubleshooting questions and problems, data entry work, technology, and prioritizing.

Ms. Murphy said she is very comfortable with all aspects of technology. She utilizes it in her professional and personal life. She uses all Microsoft Office products, Google Calendar, has a smart phone, and uses a tablet. She believes she would be able to easily learn any other technology the town uses.

Ms. Murphy stated she is very comfortable dealing with the public and many different personalities. Her experience in the Sheriff's Office gave her experience working with inmates, paroles, those on probation, as well as entities like the Registry of Deeds. She prioritizes by making a list for the day and places the most important tasks at the top. She also takes pleasure in being able to accomplish tasks and cross things off the list.

Selectman Watson asked Ms. Murphy to expand on her dealings with the Registry of Deeds. Ms. Murphy stated she would conduct research on titles and property ownership, then would prepare documents and work with the Registry for signoffs and filings.

Selectman D'Amore asked Ms. Murphy to expand on her experience with the Sheriff's Office. Ms. Murphy outlined her time with the Essex County Sheriff's Office and how the Sheriff likes to move people around, which she enjoyed since it gave her a wide variety of experience. She worked in many areas such as records clerk to training job and life skills classes to Level III and Level IV offenders.

The Board thanked Ms. Murphy for her time, and she extended the same thanks to them.

Candidate Three – Joan Leyden

The Board interviewed Joan Leyden of North Andover. Ms. Leyden explained to the Board that, if selected, her plan would be to give up her current part-time position. She enjoys what she does, but is looking to work closer to home given her long commute. She likes the flexibility the position would give her. In addition, her father was a municipal employee in Andover and she feels it is her turn to give back.

The Board asked questions about troubleshooting questions and problems, data entry work, technology, and prioritizing.

Ms. Leyden stated she uses a MAC at work and products like Lotus Notes, but has familiarity with Excel and learns by doing and working with new technology.

Ms. Leyden said she worked with the public in high school while working at Anton's Cleaners and frequently dealt with unhappy customers. She feels she would be able to diffuse a situation and try to provide assistance on the matter.

She's watched some recent Board of Selectmen meetings on YouTube and has an understanding of some of the issues before the Town.

Selectman Watson asked Ms. Leyden if she had any experience working with real estate taxes or tax title. Ms. Leyden said she did work with deeds in a previous position and deals with IOLTA accounts.

The Board thanked Ms. Leyden for her time, and she extended the same thanks to them.

DISCUSSION:

Selectman D'Amore really liked Cassandra Murphy and would be happy to vote to move forward this evening if others agreed.

Selectman Wood agreed. Ms. Murphy was his top choice.

Chair Dunn also ranked Ms. Murphy as his top candidate.

Selectman Watson ranked the three candidates and selected Ms. Murphy as number one, with Ms. Leyden second, and Ms. Farrell as third.

Selectman D'Amore agreed with Selectman Watson's ranking.

Selectman Watson stated Ms. Murphy's experience is more in line with what is needed here and she was composed and feels she could handle many different situations and tasks here.

Chair Dunn stated that his feeling was Ms. Murphy wants the position to have a career and establish herself. For the other candidates it was more of a convenience with proximity and flexibility.

Selectman Wood made a motion to nominate Cassandra Murphy for the position of Administrative Assistant with an appointment date scheduled for Monday, July 27, 2015. Selectman Watson seconded the motion and it passed unanimously.

APPOINTMENTS:

Appointment of Emily Boutin, Seven Star Road, Groveland, as Treasury/Collection Clerk effective August 10, 2015. The appointment is for 28 hours/week at a starting pay rate of \$19.50/hour. The appointment will be contingent upon an approved CORI screening.

Ms. Dembkoski stated for the record, she had never met, nor spoken to Ms. Boutin prior to her coming in for an interview for the Administrative Assistant position and accusations of such are unwarranted. She was interviewed and was Ms. Dembkoski's top

choice for the Admin position, but then a position came up in the Treasurer/Collector's Office that perfectly matched Ms. Boutin's experience in other municipalities. Ms. Boutin expressed a greater interest in the Treasury/Collections Clerk position than the Admin position. Ms. Dembkoski received one other resume for the position, but that candidate did not have any relevant experience, therefore Ms. Dembkoski recommended Ms. Boutin.

Selectman Wood made a motion to appoint Ms. Boutin to the position of Treasury/Collection Clerk effective August 10, 2015. The appointment is for 28 hours/week at a starting pay rate of \$19.50/hour. The appointment will be contingent upon an approved CORI screening. Selectman Watson seconded the appointment and it was unanimously approved.

Appointment of Samuel Joslin, of Bradford as Building Inspector and Zoning Enforcement Officer effective August 1, 2015. The appointment is for 26 hours/week at a starting pay rate of \$34/hour. The appointment will be contingent upon an approved CORI screening.

Selectman Wood asked for an update on the appointment since he was unable to attend the interviews held the prior week. Chair Dunn gave a brief overview on Mr. Joslin's experience and stated he believes he will bring new energy and technology to the Town. In addition, Chair Dunn stated he reached out to builders who have worked with Mr. Joslin and they spoke very highly of him and his processes.

Selectman Watson made a motion to appoint Samuel Joslin as the Building Inspector and Zoning Enforcement Officer effective August 1, 2015. The appointment is for 26 hours/week at a starting pay rate of \$34/hour. The appointment will be contingent upon an approved CORI screening. Selectman Wood seconded the appointment and it was approved by a vote of 3-1-0 with Selectmen D'Amore voting against the appointment.

ADJOURNMENT:

The Board adjourned at 8:45pm on a motion by Selectman D'Amore, seconded by Chair Dunn.

True Attest:



*Denise M. Dembkoski
Finance Director*

*** Unanimously approved on August 10, 2015 ***