**BOARD OF COMMISSIONERS MEETING**

**MINUTES OF**

 **June 1, 2022**

**Buzzards Bay Water District. 15 Wallace Ave. Buzzards Bay, MA 02532**

**MINUTES**

Present:

Wendy Chapman, Chairperson

Joe Carrara, Commissioner

Mark McMahon, Commissioner

Robert Ethier, Commissioner

Steven Souza, Superintendent

Barry Woods, Admin. Support

Meeting was held in person at 15 Wallace Avenue and was recorded by Steven Souza.

Wendy Chapman takes roll call and everyone is present except Skip Barlow, so she declares there is a quorum and she calls the meeting to order at 4:00pm.

Wendy begins by stating the District would like to vote to add Barry Woods as an interim district clerk. The bylaws or rules require that the District has two signers on the checks so since Steve will be on vacation at the end of June and we don't have a current clerk, we need to add another signor and the bank will not add anyone unless the clerk signs off on it. Barry has been with the district or county and has been a superintendent numerous times. He's familiar with the process. This is more of a housekeeping item until Steve comes back until we actually have a regular district clerk.

Mark makes a motion that we vote Barry in as district clerk. It is seconded by Bob.

Wendy asks if all in favor and it is a unanimous vote. She then asks for a motion to approve the May 2022 commitment.

Joe makes a motion to approve the May 2022 commitment. It is seconded by Bob.

Wendy asks if all are in favor and it's unanimous vote. Wendy asks for a motion to approve the meeting minutes for May 12, 2022. There are monthly minutes and then the executive session minutes.

Joe makes a motion to approve both minutes and it is seconded by Bob

Wendy asks if all are in favor and it is a unanimous vote.

There is general discussion regarding questions to ask the interview candidates and who will ask what.

Barry has distributed a sheet that gives a synopsis of the candidates and includes possible questions. It also presents salary range and possible vacation packages

Barry explains how he reached a prospective salary and vacation package based on previous Treasurer packages and current candidate’s experience.

Joe says to remember this is an opportunity for the district to get everything back where it was before. He feels we gave a little bit too much money to certain people that were in that position. He thinks we can maybe cut back a little bit on the salary and maybe a little bit on the vacation so that they have some place to go. If you give it all up front then they have nothing motivating them.

Wendy comments that people from Town Hall approached her and they wanted a lateral transfer but the district can't afford lateral transfers from the town. They had five weeks vacation and other things and they want to take everything they have with the town and bring it here.

Joe says if a person comes in and they're qualified, I guess we have to have a little bit of give and take here if you want them.

Wendy asks how many other District employees have four weeks vacation?

Barry answers that everybody who works here now has four weeks vacation. Jen started off with four weeks. This new person would have to wait basically six years to get to four weeks.

Barry says this would be the first time in the history of the district that you've been able to hire someone who has nine years experience doing that job. You've always been starting off with someone from the outside that didn't know what they were doing. For Jen we actually paid a consultant to work with her the first two years and it cost an awful lot of money.

Bob asks what do we want to pay? He asks Joe what he thinks.

Joe says he would like to start mid 70s.

Barry states that is under what she's making now.

Joe says we have to see what her degree of interest is in a job before we make any offer.

The first candidate arrives, Naomi Marinelli. Introductions are made.

Wendy begins by stating the Board is aware she had the pre-screening with two of the commissioners. Some of the questions are going to be the same. The full board needs to hear her answers. Wendy introduces Vivian Stowe and explains that she'll be assisting in the transition. She was treasurer clerk in the North Sagamore Water District for five, six years. Vivian is going to give you a quick overview of her actual tasks while she was performing the job.

Vivian explains the position includes being the District Clerk. The clerk sets up monthly meetings and any other extra meetings. You would be posting meetings. You would be recording and transcribing the meetings. You will be required to follow state laws pertaining to clerk duties and municipalities. You will be the treasurer who handles payables and paying bills. It's all computerized. You will be making deposits to banks. You'll be posting payments that come in, you'll be in charge of working on budgets for the year for the commissioners so that they can review it. You will also be responsible for getting bids if the district has a big project. You would make phone calls or get in touch with contractors. You'd have to also do a bid and post it in a newspaper. There are people here that have done this so they can help you do it if you haven’t done it before. Steve is the superintendent here. He's your go to person. You're not on your own here. He's very familiar with how the district runs, even financially, he makes deposits. He does checks at the bank. You would be responsible to him and he would be responsible to make sure that you have answers to any questions or need any help. You'll also be an office manager, which would be handling telephone calls. The billing clerk answers the phone but you would be a second person taking phone calls if she's tied up with a customer or on the phone. You would also greet people if she is not available and find out what they need and try to help them with their issue. Louise does the billing and she also does the posting of payments that come in. But you would have the other side of it for the computer part of it and for the Treasurer part of it because you would have to post in the different accounts according to take from or to add to the budget because that's all done by computer.

Wendy adds that you will also be running the district elections and the annual district meeting. There is a process of nomination papers in the ballot preparation and organizing the district meeting to hold the election. The district meeting is like a town meeting. It's got the articles. It's got the motions and it's your position that will be the one preparing that.

Vivian continues that you will deal with the commissioners. Wendy is the chairman of the board, you would deal with her plus all the other members of the Board.

Wendy says you are also required to update the bylaws and submit them to the AGs office whenever it's voted. We did do a bylaw change at the last meeting that does need to be updated through the AGs office. So that's also part of the clerk side.

Vivian explains that we use QuickBooks, Excel, and outlook. There is payroll software that they use.

Steve says she would also be human resources. Payroll is Monday morning

Vivian says you would do payroll Monday, Tuesday or Wednesday at the latest and then Thursday you would pay the bills because you do a warrant which includes the bills and payroll and that has to be signed by the commissioners weekly, usually on Friday.

Bob asks Steve if he could explain the difference between a commitment and a warrant.

Steve answers that the commitment comes from Louise's program, Vadar. It's all the money that's taken in for payments, final reads, service connections, anything that comes in through the billing system. That's the commitment. The warrant is the bills going out to pay vendors, employees whatever else.

Bob asks Barry to introduce himself and explain his role at the district.

Barry explains his experience and his current role as consultant with the district. He says that one thing the district is lacking is updated Personnel policies. We do have a personnel handbook that's 22 plus years old. That should be one of the priorities to be updated within the next 24 months.

Vivian adds there is always someone here to help you and that she’ll be here helping you get started.

Wendy says it is a big job but Steve and Barry are usually available so you’re not left float. We do have people here to assist because it is an all encompassing type of job.

Barry explains you are dealing with the public and he'd say 95 to 90% of the public here is great as far as coming in. If there is an irrate customer you have to remember we really try to work with them.

Wendy continues that we need someone backing up Steve on procurement. He can explain the process but the previous treasurer did not become certified. We do need someone besides Steve to be certified as a procurement officer.

There is some discussion between Barry and Steve regarding the training and whether it is in person or online currently, Barry feels this should be accomplished within 2 years.

Wendy asks Naomi to explain anything in her background that is not on her resume.

Naomi explains that as an accountant in finance her experience with Excel began in high school, but in college she really honed in on Excel. As for QuickBooks, she does have brief experience. She is not an expert on QuickBooks, but she feels like QuickBooks is extremely intuitive. It’s the iPhone of accounting software and she’s used a ton of different accounting software. She has relied heavily on Excel. She thinks some of her accounting software in the past wouldn't really pertain so much to this position, except for Munis. She does have a pretty strong financial background with accounting that started in the Coast Guard and carried on. She ended up going to school for it and her master's degree should be beneficial.

Joe asks Naomito describe what qualifications she has that relate to this opportunity.

Naomi answers that she has her accounting and finance background. She also has a brief experience with county government which is the position she’s currently at. It's opened her eyes to meetings, minutes, clerks, things like that. She was very happy there. Her position is no longer going to be funded. Fiscal Year 23 coming up. They just hired her. So there's not much she can do about it except wait it out. She’s trying to take the initiative and see what happens. But the job in itself was great.

Joe asks if there would be something else that she could qualify for where she is.

Naomi says they did offer something else but it is just not career wise what she would want and they're starting to mention other things and it's just getting so complicated at this point, and she came on to do one thing. It's only been two months. She’s never been in this position before. She doesn't really know how it works with the town. She doesn't want to be moved around to different places. She'd like to train, get into position, get familiar with it. And that's what she would like to do.

Mark asks Naomi where she sees herself in five years. He also asks if she is willing to travel when necessary for various conferences and training to achieve these goals.

Naomi responds it would be depending on what position she was in, if in her current position as a fiscal Grant Manager, you don't really move up in that position. You either stay there or you move towards finance. Most people who are in fiscal grant management stay, but I would finish my master's in accounting and I would sit for the CPA. Career wise, that's where she would see myself. And yes, she is very willing to travel.

Bob asks why should we hire you and what inspired you to apply for this job.

Naomi says that this position is exactly what she’s looking for. She would utilize her financial background, get the training she needs for that position and have an end game position. She left a pretty good job in accounting as property management accountant to work for the county and she took a big pay cut. She could have a county pension position. With her military background it allows her to roll-in four years of her military time towards her pension. She thinks it was a great career move to work for a town or county if you can get that experience and she wanted to work and have that be kind of her “that's it” position. So again, this fit the role, and it was even more responsibility and to her, it's a better opportunity.

Bob thanks Naomi for her service to our country.

Naomi says she loved being in the Coast Guard. She sometimes wishes she stayed in the service. She loved the Coast Guard. She urges people to join. She loved her experience.

Bob relates that he just hired someone with a military back ground and people with a military background are just a step above.

Wendy asks Naomi how she copes with stressful situations and working under pressure. She asks how she interacts with others in accomplishing goals and objectives. For example, say we have a water main break. You get the call. Steve is on vacation and you'll have to figure out who to call.

Naomi answers that hopefully at that point she would have resources available to her to know what steps to take and to follow through with that.

Wendy asks how she would deal with an irate customer.

When she was in the military, search and rescue, was her job. She took the calls on channel 16. They would say for example their dad didn't come up from his diving or we ran aground. So those are very stressful situations. She’s thankful that she had that experience because that was beyond stressful and they learned to cope with it. She thinks in the business world, although it is stressful and you can break under the pressure points, to her, it's a little bit more manageable. If that makes sense. Life perspective changed a little bit when it came to stress because all hell would break loose during the case. You have 50 people screaming in your face at one time while you're trying to talk to somebody so that was a good training for stress.

Joe asks Naomi what she would consider to be her greatest strengths?

Naomi responds that working under pressure is a good one. She’s very organized and detail oriented.

Joe gives her a scenario where she requested a certain amount of money to solve a problem but the board only approved half the funding. What would be a plan of attack in that situation?

Naomi asks if the district offers supplementals? It would depend on the project, if the project could only move forward with a certain amount of funding and I wasn't able to do it. If the district allowed supplements maybe come back with a different outline of why it's necessary for this funding for this specific task but if not, maybe I could manage half what need to get done with that funding.

Mark asks if she is willing to learn the Vadar billing system..

Naomi said she is willing to learn that system.

Wendy explains that currently Louise is the only one that can run the Vadar system. In the event that something happens to her or she's out for an extended amount of time we have a problem. She has been putting together a training manual. It's in process.

Naomi says that Munis is tricky. There's a lot of training. When in doubt, Google is your friend. Well it provides YouTube videos, tutorials and mean internet is anything you want to know now.

Bob asks what management style suits you the best. Do you feel comfortable working independently and being involved in the total team concept?

She thinks definitely not micromanager. She likes to show people how to use their resources, but also feel like open door, feel free to come ask any questions, but she doesn't want to be hovering over you if she doesn't have to.

Bob asks so you feel comfortable working independently?

Naomi answers that in the position she’s at now you pretty much solely work independently.

Wendy asks if she is willing to work past four o'clock in the evening as necessary. The Treasurer position requires the additional hours of time, annual district meetings and our monthly meetings. If we do have a special meeting, it's usually at four o'clock so you will be here later. Annual district meetings start at six o'clock at night, and they will go to whenever they're finished. That would be if there's an election, whether it's the general election or a special election. That's our actual budget articles that have to be voted. That's where the actual public attends. As voters they have the right to attend and participate in that annual meeting or the special district meeting. Usually it starts at six o'clock or seven o'clock because the people that are working, we allow them time to get home so they can participate. Because as voters, they have the right to vote on anything that's going on with the revenue in the district.

Wendy explains that there is a treasurer training that you must attend. It takes three years to get your certification as a municipal treasurer. That is the cost to the district. We don't want to send someone to school for three years to get them certified and then they leave and take their certification with them to get another job. So basically, we're paying for them to be trained for another job. What they're asking is that if the district was to go on to invest in you, we want some type of commitment afterwards. I don't know at this point if we would want a one year or two year commitment.

Naomi thinks that a year to two year commitment is very reasonable. A lot of jobs with tuition reimbursement do that. You're going to pay for a class. They want you to sign something saying hey, you know, we're paying for you to do this. Are you going to stay for a year? So that's very reasonable.

Joe asks why does Naomi want to work here?

She responds that it seems like a great opportunity. At first it was to stay within working for a government position and it aligned with her career goals and finance background. But when you described the position at the first meeting it was actually amazing to get to do so many things.

Joe says the commissioner’s job is not to come in and watch you work and try to tell you what to do and try to change what you do. You have questions you'd ask the chair, Wendy. They can give input but again, watching and trying to make you do things and change things is not their position.

Wendy says the district is like a mini municipality but we don't have taxes. The district is only funded by water use and builders fees. We don’t issue taxes. We're accountable to the voters and the landowners in the district. That is who we're accountable to. We have been charged as elected commissioners to protect the interests of the residents that live within our district and we shall always try to do the best that we can for them.

Bob continues that you'd be working mostly with Steve. We don't make it a point to bother the employees or get involved in what the employees do and it would be up to Steve to handle small things. When Steve has a question, and you have a question then we are here for support. We're here for meetings and make sure that everything is running fine. Wendy is an excellent chairperson and she's handled a lot of problems since she got here. She's good at it so we don't even have to worry about anything. We just do our job and get here for the meetings. She's trying to get away but I told her years ago when we started that she was going to be the chairman forever.

Naomi asks who manages the audit process?

Steve answers that it is outsourced to different firms and your job would be provide documentation.

Wendy says we are in the process of doing a complete exit audit. Whoever is hired, they'll be coming in to clean books at that point. It will be complete before the person starts. She asks if Naomi has any other questions.

She says that she asked her main question the last time to the two commissioners as to what you were looking for in this role as far as three months out, six months into the year? What would you like to see this for this position? Where would you like to see me at?

Bob says that he thinks in the future we're looking for people like you describe, people that want to be here and get along with everybody and make the district grow and run better than it has. That's what I would expect to see, that people are happy and they're happy with what the board decides what they get every year or for raises and all that. We work it out with Steve and Barry and whoever is here working towards that goal. I'd like to see it run like this for as long as we're commissioners. I’d like to get somebody, not that we ever had any bad people, we just had people that want to move along.

Wendy says we're looking for stability in the office. It is a job that comes with a nice retirement. We have a nice package of benefits. We might be a small district but we do have good benefits. But we are looking for stability in the office, someone that will be eventually able to do everything on the clerk/treasurer side, work independently, that we don't have to be concerned what's happening that we know that what has ever been done is appropriate and that the job is being completed.

Barry adds that the board supports certain organizations such as the Cape and Islands Treasurer’s Association. They hold several meetings a year. You can join as a membership and they have special training events and things of that nature. They are a good pool of knowledge.

Bob still calls people for information even though he is retired. He knows that other people that worked here were in those organizations that Barry was talking about. He thinks whatever dues are paid by the district also.

Wendy adds that besides Vivian there are the three other water districts that are willing to help. They're willing to answer questions about something that is unfamiliar or whatever, they are three other districts. Wareham Fire is very willing to help. Bourne Water, their treasure used to be the treasurer here. North Sagamore is where Vivian was from. Currently Maureen is there. They are willing to answer questions. Yes, it can be intimidating, but there are resources.

Naomi says that she just wants to reiterate that she is looking to have that end game position that she’s at for long term. She’s a mom, she’s at a certain age at a good place with her career. She feels like she’s ready to find her thing and stick to it. Honestly that's what she thought she was doing this past year. She has nothing bad to say about it.

As Naomi departs Barry tells her there should be a decision soon.

There is discussion regarding the salary range.

The second candidate, Jean Garvey arrives. Introductions are made.

Wendy again introduces Vivian as the former clerk/treasurer for the North Sagamore Water District who will explain the job requirements.

Vivian explains that the job requires you will to be the clerk of the District so you have to follow state laws. You need to be responsible for the posting of meetings and you will also transcribe meetings so that copies can be made and you do have to follow the laws of the clerk. You'll also be a treasurer. You'll be an office manager. You're going to work very closely with Steve who is the Superintendent here. As treasurer you'll be responsible for payroll and for paying bills. You’ll cut checks and you'll make deposits. You'll have to do a lot of posting when they do the billing. That will be put into the computers on your end as far as for the treasurer. You will also be posting against the budget. You'll be responsible for the budget. You will also have to work with Steve and the commissioners on making a budget each year. You’ll be working with Louise and she she's in charge of the billing. She handles the billing and the customers. You will also be dealing with customers as they come in if she's busy, you'll be answering the phone as a backup. You are responsible for the monthly Commissioner’s meetings and if they call a special meeting. You will be responsible also for the annual meeting. That's once a year and they vote in the budget. That is part of being an office manager or a treasurer especially with the treasurer because you will have different people from the government (DOR), the federal government and the state government, who will be involved because there is a representative that handles down this way. You would turn to them if you have any fiscal problems. The computer program that they use is QuickBooks they also have Excel and outlook for email. There's a lot of work involved. A lot you're responsible for. You don't go turning to the commissioners. If you have a problem Steve is the first person you would talk to and discuss issues with overall. If needed he will bring the chairman into the discussion. You'd be responsible for bank accounts and reconciliations.

Wendy continues that as Vivian said she’d be in charge of the district meeting. She’s responsible for the articles of the meeting, the motions, the budget running the election that goes with it, which includes, the nomination papers and everything else that is required. The last meeting we had we had a change in our bylaws that needs to be submitted to the Attorney General's office, that's part of the position anything like that that needs to be done. The job is multifaceted. Procurement is something that you need to start working on. Steve needs a backup on procurement right now. He is the only procurement officer and as Vivian said for the annual meeting you would be required to do the full budget. Monthly commitment for the billing would need to be prepared every month.

Wendy asks Jean to tell them something about herself that is in her background that is not covered in her resume.

Jean states that she is from here, born and raised, so she’s familiar with the districts. She has ties to the community. She has for her entire life. She’s lived in Buzzards Bay her entire life.

Joe asks when Jean would be available to start.

Jean says she would give 2 weeks notice provided nothing else would come up with the town but things run pretty smoothly for the most part so sheI could see that being fine.

Mark asks where she sees herself in five years and if she is willing to travel for trainings and conferences if necessary.

Jean says she likes where she’s at. She likes being close to home. When this opportunity came up the first time she kind of kicked herself for not applying. This time she decided she was going to do it. She is a homebody.

Mark asks if you didn't get selected this round, would you be mad and not reapply if it ever came up again?

Jean says not necessarily. Never say never.

Bob asks why should we hire you and what inspired you apply for the job? I think in the previous questions, you answered most of that already. Because we're a small District, we are investing time and money into your training. If I could go back to Mark's question. There's not a lot of traveling but you would have to go to a training in Amherst.

Jean responds that she’s already completed that. She’s a certified assistant treasurer, which means she’s taken all of the three years of courses and passed the exam. All she needs to do is hold a treasurer position for a year and reach out to the MCTA and they will transfer it to a certified treasurer.

Bob congratulates Jean on her certification.

Wendy asks how do you cope with stressful situations and working under pressure? Subsequently, how do you interact with others in accomplishing overall goals and objectives?

Jean likes to think that she’s a people person and she works well with others. As for stressful situations she would totally just step back, take a deep breath. Move forward. if there's an angry customer at the counter, you can't get upset, because it's ultimately not you no matter what they say. You just have to try to remain calm and hope that they mirror what you're doing. She’s learned over the years to pull that everywhere. Try to remain calm. Getting upset doesn't help anything. My husband always says remember the number one rule, don't get upset, stay calm.

Wendy says sometimes stressful situations are such things as Steve's out in the field and we get a call that there is a water main break, or there's a problem like that. So it's a matter of staying calm to handle and get a hold of whatever you need to deal with it.

Jean says proper channels and one step at a time.

Wendy asks what about the second part, how do you interact with others and accomplishing overall goals and objectives?

Jean says she generally work well with others. There are a lot of different departments that she currently deals with and they generally get things done. If they need something she sometimes has to triage things, but the most important thing is we get payroll done. Then we look up this missing check and then we look up salary histories for these people. Trying to figure out people's personalities helps too and I think I am pretty good at that.

Joe asks what are your strengths and weaknesses?

Jean says she has a hard time with this question. Weaknesses? Over the years she used to be late but she’s fixed that. All the weaknesses that she has found for herself she’s tried to do better. Right now she takes too much for home. They're not really business weaknesses, but they’re weaknesses in her personal life because when she wakes up at two in the morning and remembers that she forgot something or she has to remember to do something, she emails herself. That's problematic for her, but it's hard to say it's a weakness, but it is because she gets bogged down with work. She commits to work. She likes work. She thinks you could also say that's her strength. That's her strength of being a homebody. She thinks that actually works for her in this community. She knows the people she’s dealt with most. She’s probably dealt with most of the district as well as the other two. She thinks she’s organized. She likes lists. She likes order. She likes to have her things where they are and know what she has.

Joe states, “You worked with Jen. Are you as good as Jen?”

Jean says she’d like to think that she is. She never really worked with her. She has the same skill set as her so she would like to think so because they went to school together they took the exam together.

Bob asks what management style suits her best.

Jean says you have something that's going smoothly, you don't immediately come in and try to change things. You see what's going on and if things need to be changed slowly, then maybe you look at that. She thinks collaboration is the best, having everyone who can help each other. You're only as good as your weakest link. We currently work in an office where in my department, there's my boss, myself, and then two women up front and I'm only as good as what they put out.

It's no good for her to have them not know how to do something, not be willing to do it or never willing to help them when they need it. So that's how I like it.

Bob says the mission is just a commitment that you're going to do your absolute best every day,

Jean says right provided with what's in the law as well. She’s not going to say she’ll do anything somebody tells her because she knows that there are some things that are not what somebody tells you.

Wendy asks if she is willing to work past four o'clock in the evening as necessary. If the position or the Commissioners require the additional hours of time. The monthly meetings start at four o'clock in the afternoon, they can run we've had them to 6:00pm, 6:30pm and Bob doesn't like that, but they do run that way. Night meetings for a special election or a special district meeting start at six o'clock and it goes into the evening. Your job is to prepare for this special meeting and to make sure that you're the last one to leave with the clerk which, would be Louise, to help. So are there any time restraints?

Jean says she has no time constraints.

Mark asks if she is willing to learn the Vadar billing system to backup the current billing clerk?

Jean says she has heard of Vadar but never used it before and she would be willing to learn. The current system was based originally for the town and it's never really been updated. So it has its own idiosyncrasies that we can't explain nor do we try. So she understands. She understands that challenge.

Bob adds he uses Vadar for inspection programs. There are a lot of programs.

Barry asks why did Jean actually seek out the town and number two what are her reservations or concerns about maybe the town coming to us considering everything that's going on between the district and the town through the years.

Jean answers she hopes we can change that, like a little bridge. Originally, she sought out the town. She was at a job in a retail environment that she had had enough with after a decade. The first job that opened at the town she applied for but she didn't get it. A month or two later, another one opened and she got it. Her only reservations about leaving are what she has accrued over time. She’s been there a long time. She’s barreling towards longevity and has a lot of time on the books. Her boss is roughly her age and she knows she's not going anywhere anytime soon. Leaving is her only option to take on more responsibility.

Barry asks if her bachelor's in business was helpful to her in the financial environment here in the town.

Jean says that looking back she wishes she could have had it more in finance as opposed to the broad business. It's in marketing. Any type of business degree really does help you with people in a business environment, knowing budget, profits and loss, all such. It really does help and how to communicate as well because there's a lot of that. It's now been a while since she graduated, but she does think that a business degree helps you in a lot of ways.

Barry adds congratulations on getting her certification but if there are other opportunities outside are you are willing to go back to school? The district supports different types of special training to help you with the job.

Jean says she definitely would be willing. She enjoys learning new things.

Wendy states so handling our multimillion dollar budget isn't a problem? Are you familiar with doing that type of budgeting?

Jean doesn’t think it will be a problem and she hasn’t actually done it hands on. She did more profits and loss when he was managing the retail business so it's a little less budgeting because it's a corporation. She understands how it works, where things need to go, what you need to continue running.

Wendy says that our treasurer is the person responsible for doing the budgeting fully. In addition, the person is in charge of the loans, the banks, making sure we get the best rate. Do you feel you have the financial backing to be able to handle a budget?

Jean says she thinks so. She’s had a lot of experience in the real world. She’s met with financial advisors, she’s met with different bankers just not as much hands on

Barry asks how Jean is with Excel?

Jean says she is great with Excel.

Barry says that's where the budget is done historically. You have the body to start with and then it's a collaborative effort between you and Steve. Excel is really not his expertise but he's got the words and the wisdom to turn on.

Joe just wants to clarify that she has had experience with the other secretary treasurers in the other districts?

Jean explains that one of her main jobs now is to take all of the real estate and personal property, cycle through them. Find what was paid for each district, usually through Excel spreadsheets and then put them in another spreadsheet and pay them to each district. In addition to that is that if a property doesn't pay their taxes, and the town puts a lien on it. That's also my job. I say we're moving this from the district into tax title. You're going to have to move that to your receivables to a different spot. So she’s constantly had communication with the treasurer's from all three districts.

Joe asks if she feels that a one year apprenticeship here would help her to get her full certification.

Jean says that it is on the NCTA website that all you have to do is hold the position for a year. Then you contact them and say you've been the treasurer for a year. I would like to make my certification from assistant to treasurer.

Joe says and you wouldn't be using that designation as a stepping stone to go to another district?

Jean says that in all honesty she likes being where she is. She likes not having to go far. She has kids, they're here. She’s close by to them. She has parents who are elderly and she’s close to them. They are also ratepayers. She can't say that she would necessarily never look again. But if you look at her resume, she tends to stay places for a while. She’s been in Bourne for almost nine years. She was at the jewelry store for 10 years and previous to that she’s only had four jobs her entire life. One of them being Betty Ann's and I was there for seven years.

Barry asks that if the treasurer job opens up in the town in the future would she consider leaving the district?

Jean answers she doesn't think she could honestly answer that. She doesn't see it happening. If things are going good then why would she want to. It's hard to say because things are going good where she’s at now and obviously I'm looking so I don't want to say.

Bob states so you can see we're kind of laid back here. Everybody does a good job. Barry was the boss for a long time. Went through a lot of ups and downs here like every business and people leave and people come and go but Steve was hired by Barry as an assistant and Steve is doing a wonderful job and running this district through a lot of hard times. Barry is our consultant now. We have a good board here. I think we're looking for a good addition to this. We’re looking for a good team. We don't always have that, you know, there's different people since I've been here. I've been here a long time. Joe's been as a commissioner a lot longer than all of us. There were always different issues like everywhere else that we dealt with, but we got through it as a team.

Wendy adds there is no overtime. It's just part of the job. The way the district works is that you report to Steve and me. Steve is the Superintendent so by Mass General Laws. Vivian will explain the warrants and the commitment.

Vivian explains warrants are done every week. We have weekly payroll. The payroll company does it online. These are sheets that need to go with it. There are bills here that you have to pay, cut the checks and then once the whole warrant is signed, it has to be signed by at least two commissioners, and once it's signed, then you can take the checks and mail them.

Joe says that Vivian will be here for an interim crossover.

Bob adds thatBarry is always great for meetings. He always steps in to answer questions and he's got quite a background in this field and Steve's getting just as good as Barry but not quite.

Barry tells Jean that the Board is going to try and make a decision this evening. Steve should be calling tomorrow.

Wendy adds we still need to check the references so it will still be a time lag.

Barry says we still need to do the CORI but Steve says it's only 24 hours now.

Wendy asks Jean if she has any questions. Jean does not and the interview ends.

Bob says he thinks Steve did a wonderful job picking the candidates. He asks what Steve and Barry think since they will be working with them day to day.

Steve says he believes both candidates could successfully do the job. One definitely has more experience than the other and what that we're looking for. One has the license that we've been trying to go after for the past five years. The other one that was certified didn't seem to have a problem going forward with it. But we're already ahead of the curve with the person who already has license.

Barry agrees that both candidates could do the job. Granted, having the certification is the first time the district has ever had anybody come on board with it. Somebody has had the title of treasurer, collector or treasurer clerk, whatever it is over the town hall. It'd be the first time that you've hired someone who's had some experience whatsoever. I think the other young lady has had town business with the county all over two months she seems to be engaged in government services.

Wendy says that one thing about working in the town you live in is customers used to come in and go “What gives you the right work here?” Yeah, it was horrible.

Barry says it would be good to have a management member living in the district.

Joe says that after talking to the two people he would have to say that he thinks for the type of office this is, the second candidate would definitely fit in better than the first. The first is young. The first is probably looking for a lot of different experiences. The second candidate seemed like she's very happy being in Bourne. She seems to like her present job. She apparently is willing to give up whatever she's accumulated and benefits in Bourne. The fact that she's close to getting certification, I think that's a big plus for the district. I think it's imperative for us as commissioners to make the right decision on this particular appointment. The district doesn't have all kinds of money and we're looking for somebody that could come right in and step up to the plate and be happy here. I do definitely think that she’d stay.

Wendy points out that she loses seniority, but you have not yet determined what other cuts she would take. So you are saying she's willing to give up but first you need to determine if she is willing to give up. You can't make the assumption until you actually ask.

Mark agrees with Joe and the reason why too is Jean would be leaving a job that she doesn't have to come here she can stay there. The first candidate did very well, but she's not going to have a job and how long would she stay. She did interview well. I didn't see that she had any college degree, but maybe the coast guard, you know, time and experience. Being local I think we know more about Jean, unless you know more about Jean that we don't know.

Wendy says as she’s said before, she knows one of the candidates and she’s not going to weigh in unless there’s a tie. Someone could say they didn't get the job because I knew a candidate someone could say they did get it because I knew a candidate.

Wendy and Mark discuss back in forth whether Mark thinks Jean could do the job.

Barry says you need to discuss the salary and benefits. As far as the salary there was some confusion with salary numbers TK included in the budget. Barry discusses budget numbers.

There is back and forth discussion among the Board regarding proposed salary and vacation time. Barry proposes 2 weeks to start and an additional week after 6 months of employment, an additional week to be added after 5 years of employment. Bob proposes 3 weeks to start with 2 additional weeks after 4 years of employment. Wendy supports Barry’s proposal of 2 weeks with an additional week after 6 months and a fourth week after five years.

Joe, Mark and Bob voted to offer the full-time position of Treasurer/Clerk to Jean Garvey with an anticipated start date of June 21, 2022, contingent upon two reference checks and a CORI record information check. The customary working hours will be 7:30am to 4:00pm with a half an hour unpaid lunch period. The starting salary for the position is $83,088.00 as adjusted for FY 2023. This is a salaried position without the opportunity for overtime. Successful transition from Assistant Treasurer to Treasurer with the MCTA at the end of year one will result in an additional step increase. The position is subject to the comprehensive benefits program as adjusted and approved by the Board.

Barry will call her with the offer.

Wendy says the any changes will be addressed in the next year’s budget, such as a stipend for getting the full certification.

The board discusses alternate offers if she wants something more and tells Barry what he could or could not offer.

Wendy asks if there is a motion to adjourn?

Joe makes a motion to adjourn and it is seconded by Mark. All in favor? It is a unanimous vote.

Meeting adjourned at 6:21pm.

Submitted by Louise Warren / Billing Clerk