

Office of the Board of Assessors
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to

/es

Meeting: January 9, 2015
Starting at 2:09 PM

Attending: Don Howes, Lisa Alberto and Teri Gonsalves

Minutes taken by: T. Gonsalves

Meeting Items:

Discussion was held regarding the clerk's open position and what requirements will be to fill the position. The job description was reviewed and changes were made in the qualification were made: Computer skills word process was updated to Microsoft word and spreadsheets was updated to excel and the word other was inserted before databases. A requirement for the position will be the employee must complete DOR Course 101 within 12 months of employment.

A motion was made by Member Howes and seconded by Chair Alberto that Chair Alberto and Principal Assessor Gonsalves will ask to meet with the Town Coordinator to discuss the position and any required changes.

Other topics not anticipated prior to posting the agenda: N/A

Executive Meeting: N/A

Meeting adjourned at 3:00 PM