

Board of Selectmen Work Session

August 6, 2019

Present: Mark Newman, Brian O'Rourke, George Riley, Theresa (Terry) Spohnholz, Treasurer/Tax Collector

The meeting was convened at 5:00 pm. The purpose was to discuss issues and updates regarding the treasurer/tax collector office.

The Assistant Tax Collector, Christine O'Brien, has found other employment. She will come in on Wednesdays for special projects. Will there be another assistant? Possibly, if necessary.

The posted office hours are incorrect. The correct hours need to be posted on the door and on the website:

Monday & Tuesday: 1-4 pm.

Wednesday: 9-1:30.

Thursday: 9-3

Friday: by appointment only.

Terry would like to change Town payroll to biweekly. This would be consistent with most towns in our region. Over 90% of Town employees have direct deposit, so there will be little inconvenience. This would probably begin at the beginning of a quarter, October 1. This was approved by the Selectmen.

She also requested that the Police Chief submit payroll monthly. At present it is more like quarterly, which creates problems, especially at the end of a fiscal year. The Select Board suggested that Terry and the Accountant meet with the chief to explain this.

We reviewed some issues that have arisen around the posting of checks for payment of taxes. In one instance the checks sat for 11 days at the Post Office. Why does the Tax Collector have a P.O. Box, instead of delivery to the Town Hall? There seemed to be little advantage to this; it was recommended that tax payments go to the Town Hall in the future. Checks can be deposited immediately using a scanner.

There is also an issue with the phone: calls are not returned. The treasurer/tax collector is both extension #4 and #9. #9 is Christine's, and Terry cannot access messages on it. This needs to be remedied immediately.

There were issues of demand notices sent after the due date, and of how interest is calculated. Terry will be able to correct some of these issues. Addresses, including outdated ones, are uploaded from Boston and the collector cannot change this.

In general, the Selectmen expressed satisfaction with Terry's work, while noting that some of the issues discussed are stressful for our taxpayers.

The meeting adjourned at 6:04 pm.

Signed,

Mark Newman

Brian O'Rourke

George Riley