

Bakersfield Special Select Board Meeting
Monday, February 6, 2023
5:30pm

Meeting was called to order at 5:30pm by Josh Goss.

Members present: Joss Goss (chair), Lance Lawyer, John West, Terri Gates, Brenda Churchill

Residents/Guests: Vera Lawyer, Tami Brennan

Josh explained that this was a special meeting to accept the resignation of the treasurer, to develop an ad for the open treasurer position, and figure out the plan for an interim treasurer.

Then Josh read aloud the letter of resignation sent to them by Maria DeRosia. John made the motion to accept the resignation of Maria DeRosia from the position of town treasurer. Lance seconded the motion and the motion carried by a vote of 4-0. Brenda having not yet arrived.

Vera met with the board regarding the Interim treasurer position. Vera said that Terri had reached out to her regarding the need for an interim treasurer. Vera said that she knows the circumstances that the town is in. She said that the plus side is that we are in better circumstances than we were in before. The board asked Vera what she thought would be the average number of hours needed to perform the job. Vera presented the hours that she had worked through tax season to give the board an idea of the busiest time, reminding the board that she had knew the job well and worked fast. She said someone newer to the job would be expected to take longer. Vera said she knows from experience where to check if something is off, and she does things quickly. She said that she would always be available to answer the questions of a new treasurer. Vera said January was a busy time since it is dealing with end of the year business and auditors. Also, July is busy when the tax rate gets received from the state, the municipal tax rate needs to be calculated and set, and tax bills are printed and send out to property owners and banks holding escrow accounts. And then the month of September and October, the treasurer is needed at the office. The collection of taxes is the treasurer's job.

Terri said the suggestion for tonight is to get Vera on board as interim and then talk about what we are looking for. She said the salary budget has already been set for this year.

Vera said that she would be willing to act in the position of town treasurer with the goal of hiring an assistant which she would train to become the next treasurer. She said she wanted the board to be aware that her family would have to come first. If she needs to stay home with sick grandchildren, that will have to be ok. Vera said she would like to continue with the updated salary just approved by the board for the treasurer, which has already been budgeted for this year. She said she doesn't want to have to track her hours, she works however long it takes her to get it completed and done correctly. Vera said that

she wanted to get the bank signature cards done so that she can just finish her work without waiting for Brenda to have to come in and sign checks. Brenda will need to call the bank. Vera told the board that she would like a list of what the board would like from her for reports and paperwork for monthly meetings. The board told her that the reports they need are looked for at the first meeting of the month showing the activity of the previous month, and those reports are identical to what she used to do. Vera asked if they would like a copy of the library report as well. Josh said that would be great because in the past, they have had no clue as to the details of the library. Vera asked when they would like her to start. Josh said right this minute.

Vera said she would be in the office tomorrow morning. She said she needed to talk to the library about paperwork. She asked the board if they would contact Maria to update her and Josh said he would let her know and asked Tami to draw up a letter to send to Maria to let her know her resignation had been accepted, effective immediately. John asked if anyone had documented the process of the treasurer's job. Vera said yes, they have created a Standard Operating Procedures for the treasurer's position. Vera said that she would be updating that as well. Terri said that she thanked Vera immensely for helping us out again and all the board added their collective thanks to hers.

Vera said that Kathy had asked Josh if Vera could help get all the info together from the accounts for the Town Report. The External Auditing firm is close to finishing its field work and the report is to be expected 3-5 weeks following that, which won't be in time for the town report. Josh had told Kathy that Vera could help all that Kathy needed.

The board discussed the ad to be published for the open treasurer position...the number of hours needed, the question of wages, the busy months....and the consideration of minimizing hours during tax collection time by placing a tax payment drop box outside the Town Hall office.

Terri made the motion to continue this discussion at the next Regular Select Board meeting, the following Monday, and added adjournment of the meeting to the motion as well. Brenda seconded the motion, and the motion carried with a vote of 5-0.

The meeting adjourned at 6:08pm.

Meeting minutes were recorded by Tami Brennan.