



TOWN OF FREETOWN
BOARD OF SELECTMEN
3 North Main Street/P.O. Box 438
Assonet, MA 02702-0438
PHONE: 508-644-2201; FAX: 508-644-3342



MINUTES OF MEETING OF MONDAY NOVEMBER 30, 2015

TOWN HALL, BOARD OF ASSESSORS OFFICE
3 NORTH MAIN STREET, ASSONET, MA 02702

12:00 P.M. Call to Order Lee J. Baumgartner calls the meeting to order. Others present are Selectmen Paul G. Sadeck and Selectmen Lisa A. Pacheco, Town Administrator Jack Healey.

Weekly Public Discussion

Consent Agenda:

Board of Selectmen: Action relative to:

- Discuss Town Hall concerns - passed over.
- Discuss Senior Clerk Applications Selectman decide to Interview the candidates Friday morning.
- Discuss hours regarding Interim Treasurer. Selectman Pacheco would like to speak about what the Interim Treasurer's duties and hours are. She thinks what Jessica's does now needs to be shared. Mr. Healey thinks that what Jeff is doing now he has shared with the Board and he has a good handle and is moving forward and it relates to Jessica's training. She will be getting the hands on training and he needs to have the latitude to come in early and stay late to finish things. Selectman Sadeck says didn't we just let someone go for just the same thing. Mr. Healey says that was a different issue he thinks and there isn't any indication there is anything wrong. Selectman Pacheco says we don't know this person though. Selectman Sadeck says the Town Hall has operating hours though. Mr. Healey says he stays after 4pm. Selectman Pacheco feels we don't have a rapport with this employee and he is here to train Jessica that is why we are going this route. Selectman Sadeck says maybe we should be asking the employee. Selectman Pacheco wants to know if there is any work that has been pulled away from Jessica. Selectman Pacheco thinks that the cash reconciliation has been pulled away from her. Jeff says he didn't quite make that comment to Kim, he needs to know exactly what is in the accounts. Selectman Sadeck asks if he gets daily notifications on deposits. Jeff says you have a cash book that feeds into another system. We don't do that. We import data after a 30 day period. Jeff says you can put together a cash book but there is no record now. Selectman Sadeck says the only vehicle we had was quicken. Jeff says we don't do that on a daily basis. We do it on an excel sheet. Now they import data at the end of the month. Jeff feels he needs a cash book and Kim says that the Board wants it on Vadar. Selectman Pacheco says you need to bring things up to speed and train Jessica. Jeff says he hasn't

Jessica and Kim is doing more than she should on the cash reconciliation. Selectman Sadeck says Kim is reconciling to the general ledger. Jeff says yes. Jeff suggests that if you want to know what is happening then ask him directly. He knows how an office needs to run. Jeff says the documentations don't exist. Jeff also doesn't want to step on toes as well, he says he needs time to do this and he would like to hand over the keys to Jessica in 6 months. Jack says the training and certification process is longer anyway. Jeff says his goal is to have Jessica to go in 6 months. Jeff says it would help to have access to the building before and after hours and there is a lot to be done here. Just look at the FY14 Audit. Selectman Sadeck asks Jeff you are implementing a policy/procedure book now. Selectman Pacheco doesn't want him in on the weekends. Stay later is okay. He needs to key fob in/out.

Executive Session: M.G.L. c30A, Sec.21(a) - *This item is Passed over.* - To discuss strategy with respect to collective bargaining and conduct bargaining session with the Highway Department, if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

Motion (Sadeck/Baumgartner) at 12:35p.m. Passed unanimously.

Respectfully submitted,



Ali Golz, Administrative Assistant