

## **POSSIBLE MOTION**

**I MOVE TO** approve the recommendation\* of the Assembly Position Committee as outlined in the draft meeting minutes of August 19, 2019 and forward to the Interim Municipal Administrator.

Informational – motion:

### **Tax Specialist**

**A motion was made by Nelson to recommend to the Assembly that the position of Tax Specialist be filled. The motion PASSED by the following vote.**

**Yes: 2 – Wein and Nelson**

\*The Controller also made a request for approval of a temp employee to be hired for cross-training purposes. The Subcommittee did not take act - see minutes.

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# Assembly Position Subcommittee Minutes

Monday, August 19, 2019 Noon  
Harrigan Hall Meeting Room 6

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**Subcommittee Members:**

**Steven Eisenbeisz, Valorie Nelson, and Dr. Richard Wein**

**I. CALL TO ORDER**

Chair Eisenbeisz called the meeting to order at noon.

**II. ROLL CALL**

Subcommittee Members Present: Valorie Nelson (telephonic), and Dr. Richard Wein.

Subcommittee Members Absent: Steven Eisenbeisz (excused)

Others in attendance: Controller Melissa Haley and Municipal Clerk Sara Peterson

**III. CORRESPONDENCE /AGENDA CHANGES**

None.

**IV. PERSONS TO BE HEARD (not to exceed 3 minutes)**

None.

**V. APPROVAL OF MINUTES**

**A. July 15, 2019**

A motion was made by Nelson to approve the minutes of August 5, 2019. The motion **PASSED** by the following vote:

Yes: 2 – Wein and Nelson

**VI. UNFINISHED BUSINESS (None)**

**VII. NEW BUSINESS**

**B. Review of vacant positions:**

**1. Tax Specialist**

Controller, Melissa Haley, stated the Tax Specialist position was a critical, front line position of the sales tax office. Haley explained she was requesting the position be authorized to fill and in addition, receive authorization for the individual currently in the position to be hired as a temporary employee, for up to one week, to support training the new hire. She relayed the person leaving the position was moving from town and that the timing may not work for cross-training. Haley stated due to time constraints the Interim Administrator had authorized for this position to be advertised. If the Assembly were to vote against filling the position, then the advertisement would be removed, and no interviews conducted. Nelson spoke in opposition to retaining an

employee to assist in the transition if it would result in an increase to the budget. Haley stated it was unlikely the overlap would result in a budgetary increase as the position would be vacant and wages not being paid. Wein suggested the request for cross-training come back at a later date. Nelson reminded the issue could be brought before the Assembly on August 27 for the body to act upon.

**A motion was made by Nelson to recommend to the Assembly that the position of Tax Specialist be filled. The motion PASSED by the following vote.**

**Yes: 2 – Wein and Nelson**

#### **VIII. ADJOURNMENT**

**A motion was made by Wein to adjourn. Hearing no objections, the meeting adjourned at 12:12 p.m.**

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Attest: Sara Peterson, MMC  
Municipal Clerk