



Approved:2/21/2017

Holliston Board of Assessors  
January 24, 2017  
8:05 am Selectmen's meeting room #105

The meeting of the Board of Assessors was called to order at 8:05 am. Present were: Brian Loughlin, Chair; Peter Barbieri, Vice Chair; John Cronin, Clerk; Kathryn Peirce, Principal Assessor; and Jeff Ritter, Town Administrator.

- Town Administrator Jeff Ritter appeared before the BOA to discuss two personnel matters: Administrative Assessor position and Principal Assessor salary.
  1. Administrative Assessor: Discussed the withdrawal of the latest candidate with previous pool of candidates that had not met specifications. Mr. Ritter stated all new hires must be brought in at Step 1. Ms. Peirce and Mr. Loughlin expressed interest in bringing in contracted labor. Mr. Ritter recommends re-posting and hiring contracted labor (about 10-20 hours/week).
  2. Principal Assessor FY18 salary: Ms. Peirce has a contract through June 2017. As Town Counsel advises she falls under By-Laws. There is no room on town pay grid to accommodate Ms. Peirce's current salary. Mr. Ritter indicated the 1% Budget directive will be in place for FY18 regarding salaries. Mr. Barbieri wishes to know what the status of the Personnel Board (Art. 32 of the Town's By-Laws) is. Mr. Ritter will check with Town Counsel on the status. Mr. Cronin expressed opinion that the BOA FY18 Budget be sustained as submitted to the FINCOM without any interference from any other Board or influence.
- Mr. Cronin proposes that Ms. Peirce prepare a scope of work for BOA approval for services associated with Administrative Assessor duties.
- Mr. Cronin will prepare DRAFT email from the BOA to Mr. Ritter requesting the following:
  1. Update on status of Article 32 of the Personnel By-Law.
  2. Sustain FY18 BOA Budget without any interference from other Boards.
  3. Clarification of contract status for Ms. Peirce.
- Meeting adjourned at 9:05am. Motion made by John Cronin, seconded by Brian Loughlin. All in favor 3-0-0.

Respectfully submitted,

John Cronin, Clerk