

**TOWN OF MASON  
BOARD OF SELECTMEN'S MEETING**

**[Approved] 3/21/2014 MINUTES SPECIAL SELECTMEN'S MEETING**

Notice of meeting posted at the Mann House and Town Hall at 2:00 p.m. on Wednesday, March 16, 2014 for meeting time of 9:00 a.m. Friday, March 21, 2014 on authority of Chairman Moser. Copy of notice attached hereto.

Meeting commenced at 9:00 a.m. as posted, at the Mann House. Present were Chairman Charles Moser, Selectman Bernie O'Grady and Selectman Louise Lavoie. No members of the public were present.

Order of Business –

- Staffing of Selectmen's office for interim period between Carlotta Pini's last day March 20, 2014 and Barbara Milkovits anticipated return on or about April 14, 2014.  
The Board discussed options to fill in the Administrative Assistant role for interim period to support office hours. The Board reviewed the resume of Fred Ventresco from MRI as potential candidate to fill in the Administrative Assistant function. The Board weighed the cost of bringing in a resource from MRI for a short period and decided it is not in the best interest of Mason due the time involved to come up to speed even for an experienced candidate. The Board decided to seek out Jeannine Phalon who has prior experience covering vacation time in the Selectmen's office. Bernie confirmed Jeanine is available to cover normal office hours, the Selectmen are available to cover hours as needed.
- Staffing duties for Selectmen's office  
With the addition of Brenda Wiley as independent contractor to the Selectmen's office, the Board discussed the separation of duties for Bookkeeping and Administrative Assistant duties.
- Time sensitive activities for Selectmen's office.  
The Board is working together to complete all necessary time sensitive activities such as filing the MP2 and mailing the Inventory of Taxable Property forms to ensure no interruption of

Selectmen adjourned the special meeting by unanimous vote at 10:30 a.m.