

Minutes
Town of Montague Assessors' Department
1 Avenue A (2nd Floor), Turners Falls, MA
July 6, 2015

Members Present: Paul Emery (Chairman), Teresa Miner, Marjorie Levenson
Staff Present: Douglas McIntosh, Temporary Director of Assessing

Meeting convened 4:00 p.m.

- Approved Minutes of June 15, 2015
Motion to approve made by Mr. Emery, Second by Ms. Miner, Vote unanimous

VOTE AND/OR SIGNATURES REQUIRED

- Time sheets for Mr. McIntosh, weeks ending 06/20/2015, 06/27/2015, 06/30/2015 and 07/04/2015, signed by Mr. Emery.
- Board discussed the recommendation from the Director of Assessing Selection Committee.
- Letter of offer of position from the Board to Ms. Karen M. Tonelli signed by Mr. Emery.
- Board voted to appoint Ms. Karen M. Tonelli as the Director of Assessing Trainee effective 08/03/2015 for a two week training period, and as the permanent Director of Assessing effective 08/17/2015. Motion to approve made by Ms. Miner, Second by Ms. Levenson, Vote unanimous.
- Board voted to recommend to the Personnel Board that Ms. Karen M. Tonelli be classified as the Director of Assessor at Grade G, Step 5, \$61,533.00 annual salary. Motion to approve made by Ms. Miner, Second by Ms. Levenson, Vote unanimous.
- Board directed Mr. McIntosh to prepare letter of appointment to the Board of Selectmen and Personnel Status Change Notice(s) for the next Board meeting July 13, 2015, as well as the next meeting of the Personnel Board.

Meeting Adjourned 4:32 p.m.

Respectfully submitted,

Douglas S. McIntosh
Temporary Director of Assessing

Minutes approved _____