

**BOARD OF ASSESSOR'S
MEETING MINUTES
Town Office Building, Selectmen's Meeting Room
Tuesday, August 4, 2020
5:00 P.M.**

Members Present : Lawrence LaBarbera, Chairman, John Wesolowski, Roger Roberge (Mr. Roberge participated remotely via GoToMeeting)

Members Absent : None

Staff Present: Nick Breault, Town Administrator, Herta Dane, Human Resources Coordinator

Chairman Larry LaBarbera called the meeting to order at 5:07 p.m. and announced that the only agenda item was an interview of Mr. W. David Zagorski for the position of Assistant Assessor.

Mr. LaBarbera then welcomed Mr. Zagorski to the meeting. The Board took turns asking a series of twenty interview questions on an interview evaluation form which had been prepared by Herta Dane (the form is attached to these minutes and hereby incorporated therein) and are the same questions that were used in a prior interview of another candidate. Mr. Zagorski answered all questions and spoke about his experience working as an Assessor for the Towns of Hatfield, Becket, Auburn and most recently the Town of Hinsdale for five years. Mr. Wesolowski asked why the Town of Hinsdale decided to contract for assessing services and Mr. Zagorski explained that the Board of Selectmen was looking to save money and was able to save about \$10,000 by contracting for services and eliminating the position he held. Mr. Zagorski explained that he is currently working as an Assessor for the Town of Westhampton on a part time basis (10 hours per week), and that he intended to keep that part time position if selected for the full time position in Wilbraham. He said he does most of the work from home and intends to complete that work in the evening hours. Mr. Zagorski spoke to his familiarity with Vision software and his proficiency with spreadsheets. He stated that he is a Massachusetts Accredited Assessor and is working on obtaining the designation of Certified Massachusetts Assessor by the Massachusetts Association of Assessing Officers.

Following the interview the Board discussed Mr. Zagorski's qualifications. All members agreed that he has the required knowledge and experience in all areas of assessing work with less experience assessing commercial properties, which the Town has historically contracted out.

MOTION: "Move to make an offer for appointment to Mr. Zagorski". (Motion by John Wesolowski, seconded by Roger Roberge) Roll Call Vote: Mr. Wesolowski: yes; Mr. Roberge: yes; Mr. LaBarbera: yes. (Approved 3-0)

The Board discussed the starting salary to be offered to Mr. Zagorski. Mr. LaBarbera suggested to start him at the beginning of Grade 5 at \$58,212. Mr. Roberge suggested that the Board authorize the Chairman to negotiate but not to exceed \$65,000.

Mr. Breault reminded the Board that the Board of Selectmen must approve all pay rates and offered to schedule salary negotiations in executive session of the August 10, 2020 Board of Selectmen's meeting. The Board of Selectmen will then take a vote in open session regarding the approved salary. If the Board of Assessor's attends the meeting

of the Board of Selectmen and reaches a quorum, Mr. Breault suggested a meeting of the Board of Assessor's should also be posted.

MOTION: "Move to adjourn" (Motion by Larry LaBarbera, seconded by John Wesolowski) Roll Call Vote: Mr. Wesolowski: yes; Mr. Roberge: yes; Mr. Labarberra: yes. (Approved 3-0)

The meeting adjourned at 6:02 pm.

Respectfully submitted, Herta Dane, Human Resources Coordinator

Minutes approved on: _____