

The Board of Selectmen met on Monday, November 30, 2015 beginning at 6:30pm in the Main Meeting Room of the Town Hall.

Clifton Snuffer, Chairman  
James Stanton, Vice Chairman  
David Salvatore, Clerk  
Mark Gallivan  
Eric Kraus

### Interviews for Town Clerk

Mr. Snuffer explained the process. Similar questions will be asked of candidates throughout the process. At conclusion will have a dialogue and leading to a motion. The candidates are welcome to stay or you can wait and Mr. Johnson will speak to you at home. Each candidate will be given an opportunity to give a couple of words.

### Pamela Riccio

Pamela Riccio from Mansfield, is currently serving as the Assistant Town Clerk for Foxboro. She worked at an executive level with her paralegal education. The lawyer did wills and trust and estates. In 2011 landed in T. Clerk office and started as registration clerk. She is familiar with the state computer system. Census forms, voter lists, absentee ballots. The main tool for elections clerk, transitioned to asst. T. Clerk position. At that time familiar with the clerk's office, dog licensing, certified copies, birth marriage and death certificates. Not allowed to do marriage intentions, worked under the direction of the Town clerk when the Asst. T. Clerk decided to retire, she was hired as assistant .

Each Board member asked questions of her and noted she should be proud that she made it to the final three.

She noted that sometimes people do not like a lot of change. She was one of the ones to make the office automated. She knew it would save time. Some other things she changed thru they were handwriting the absentee ballots and found a way to print the labels save a ton of time. Little other things, computerized the lists. Ethics test you have to track them, she put in a spreadsheet. A lot easier when you have computer skills. We have a team meeting every Tuesday to see what is and not working. Good communication, small office and we do get along.

She talked about an incident when two people came to the counter, young man and women and wanted a birth certificate. She looked in the record and it was impounded record. She asked for

an ID. The women said he does not have an ID, she handed me the ID. She was his sister, I need someone listed on the birth record has an ID. Leave her number find some way to get the certified copy. She was irate, She couldn't believe she could not get the record. She told her she was sorry, this is the law and have to abide it and stormed out. The mom came in and apologized. The son was going to come with me but he was embarrassed. Sometimes you think you are getting what you need. The situation resolved itself. She does not judge anyone, her job is to get what they need an want.

She is currently talking the CMC program, 3 year program; the classes are in NH in July. That is in the budget for next year, other things you need to do. She has attended 3 of the conferences. There is only herself and the T. Clerk and one person in the office. Her boss is the president of the T. Clerks. He tries to get her to one conference a year.

She stated she is dependable, knowledgeable. If she doesn't know something she will seek it out. She strives for good customer service. Work done on time. She is able to talk to people down and deescalate the situation. She does not take the situation personally. I have never had a situation where someone will not come to town hall. We are the nicest dept. at Town Hall.

As far as her understanding of the munis system, it was just installed it on the computer. They will be inputting their own payroll into munis. The T. Clerk has not been trained, but will be by July next year. Voter registrations she had to input. They have not seen any regulations on the early voter registration. From what she can understand, they are going to have 5 machines set up. She does not know how it is going to work, may have to bring in poll workers. They cannot leave the machines unattended. We have one polling place.

She will start by becoming Acclimated with staff how the current Clerk runs the office. The T. Clerk in Foxboro is very hands on. She likes to help the residents. She would like to see how files are set up.

On Historical documents does not know if they have a program, felt it would be under historical commission. She has not seen it in their budget. The older books have been preserved. It is not a lot of money.

Thank you for having me, great opportunity, if she was chosen she would not let the Board down. She has over 4 years' experience in the office.

Elizabeth Gaffey

Each Board member asked questions of her and noted she should be proud that she made it to the final three.

Has worked for the town for 16 years, and is currently the Asst. T. Clerk. When the T. Clerk is not there she takes over. Has had many experience. She is invested in the community, capital

budget, RTM, newly elected to the Plan Bd. If I should ascend to this position she would step down.

Things that can be improved upon, we can digitize more information. Putting on line, with the elections new 16 years old can register to vote without registering to vote. A lot of technology going forward. Like voting in one place. It is an exciting time to be in that office. She talked about a difficult situation and how she dealt with it. The licensing dept. when you fill out the intention you have to give us 3 days, they came in Friday and married Saturday. After we calmed her down, she could go to family court in Canton and then we can issue.

She is not certified but is sure there are classes. She will be diligent in my role. It is an ever changing role. As far as posting of notices on the web and at Town hall she thinks it is pretty good, they can manipulate ourselves, different committees call and ask us to update, it may be a little lack. Most offices have one person updating. The paper comes in and is up 48 hours before.

Talked about December 2016 will probably have same day voting in place. Will make sure everyone is registered. We implement all the new things.

The reason she would resign from the other positions is she would not want to compromise the integrity of the T. Clerk's office. She knows in some towns they vote in one location but thinks people are territorial, she doesn't know if we have one space large enough. If we do one place we would have to T. Hall or Library. She would like to see four people in the office. She thinks if they had four full time people it would be beneficial, things that are overlooked. Cataloguing of the vault is something she would like to see get down. The Vault could use some TLC. As far as early voting she feels with that comes abuse, strict guidelines. She thinks if the state can figure it out she would like that.

As far as historical preservation, the paperwork we have been looked at and assessed as to what we did not want to lose. It lists which one should be done first. We would have to get together as a team. The vault is nice and cool. We have a lot of records in there.

Thank you for having me involved in the process. I would gratefully accept and grab the bull by the horns.

### Danielle Sicard

Each Board member asked questions of her and noted she should be proud that she made it to the final three.

Danielle Sicard-Thank you for having me. Currently serving as the T. Clerk in Norton for 5 ½. She worked at the YMCA as Operations Director Prior to that. I owned my own business while in school and was a teacher. She has been involved Deutsche Bank golf tournament, it was a

great experience for volunteers. She is a graduate of the three programs for Municipal Clerk Certification. She is Master Municipal Clerk and there are only 22 of them in Massachusetts.

When she walks in the office, try to get an idea of what the community was looking for, technology, the previous one was there for 27 years, technology, know the stakeholders, work with you and the Town Administrator to find out objectives. Presidential election 60 days after Mr. Fucile leaves and there is a great deal of work. Not too much change, take a step back and speak with residents and Board. She has a lot of experience with technology piece. Implementing a virtual T. Clerk office. She would like to know what the Board's objectives are. What she has done there may not be right for this town. She is a strong proponent in reevaluating. Get to know the staff before making recommendations. She agrees Mr. Fucile has done a great job. She would venture to say, some things that she has done may be used here

As far as unhappy residents, he noted that residents do go to the Town Clerk's office. A lot come to the office; you can from time to time have people that are not pleasant. Several situations, for dog licenses the more time she spent in preparation the less she had. In general, most of the time they want to complain and want to be heard so she listens, a lot of times, it is easy to understand, valid reason to feel the way. Educate them, misinformation, when you redirect them. More times it happens during election. That is where she finds people get frustrated. Worked hard in the office to make sure she communicates to the public. The More she can do, the easier it is.

It was noted she has several certifications. She stated that the CMCC you cannot take until you have been a clerk for 3 years. She was asked if she is familiar with the website. She stated she is familiar with that, you have upgraded your system. There is always room for improvement, a lot of information. Any form that is available in the Clerk's office should be available on line. Prevention. She does think there is need for additional information. She is aware Walpole uses general code, charter and bylaws. Read thru most, easy to follow. They are in the process of codification in Norton.

The changes she has made it was one of the goals and objectives of BOS in Norton to use VRIS system for voter registration. She is being asked to provide feedback on that, test run they are going to deploy. That was not a direct impact. The absentee module which has been beneficial. One thing 2011 we had a Town Meeting and expected 3,000 voters. Needed to utilize other buildings to register. Worked with a computer company to have an electronic check in. This software is being sold to other clerks, use it for our voter printing list. She can extract information in house and not go thru the state computer. Trained all her clerks to utilize this software. They have access to all the information that we would have to call back to the office. Know each warden can have that information.

She has developed software, the B and Committee data system, whether people have been sworn in. She is also happy to say 100% of distribution of state ethics. Everyone in compliance. In 2011 she made some recommendations on changes to Dog license. New software were able to increase revenue by \$6,000 so people can use online systems. Every 18 year old gets a letter from me they can register to vote. She doesn't think that people are communicated enough. She likes to create manuals on things should be done. That is how she operates that office.

It was noted that Norton has 6,000 less residents than Walpole. She explained they have one polling location and there use to be two. She worked with the Selectmen to get one. In Walpole it sort of makes sense to have three different locations. The Norton High School could handle the voters.

In her office she has two part time staff. She was elected but has a good relationship with the T. Administrator. As far as the early registration, She thinks the intent is great trying to make voting more accessible , to get people out. She is confused as they have not gotten regulations. The Secretary of the state has not regulated. How are tabulations happening? There is an election task force, Clerks are involved in. She thinks the regulations are great anytime we can open access to voting. She does not think the 16 year old pre—registration is a good idea. They move around because they are in college. She thinks a lot of people are not going to be where they are registered when they were 16.

She thanked the Board for having her, excited to come. Talk to a lot of people enjoyed the feedback. Have not heard anything bad. Residents are happy and employees are happy. There are four elections, I have done 14 elections in my tenure, you can discount, the magnitude the presidential election, the share volume is pretty amazing. She would consider it an honor to be appointed your T. Clerk.

Mr. Snuffer congratulated the sub-committee for great candidates. Each member gave their thoughts on how they ranked the candidates. They are all great candidates. The majority of the Board gave the edge to Danielle as she is Certified and was very impressive with her knowledge and educational background. She has a proven track record.

MOTION moved by Mr. Gallivan to offer the position to Danielle Sicard with a starting date and Salary to be determine by Town Administrator and Chairman Snuffer

Mr. Snuffer had chosen Liz Gaffey as his number one but will vote in favor of the majority,

VOTED 5-0-0

MOTION moved by Mr. Kraus to adjourn at 8:00pm, seconded by Mr. Stanton, VOTED 5-0-0