



**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF NEW MARLBOROUGH  
OFFICE OF THE BOARD OF SELECTMEN  
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**Tara B. White, Chair  
Michele Shalaby  
Nathaniel H. Yohalem  
Board of Selectmen**

**Minutes of Selectmen's Meeting  
Monday, September 22, 2014**

**Board Members Present:** Tara B. White, Chairman  
Michele Shalaby  
Nat Yohalem

**Others Present:** Michael Skorput, Administrative Assistant  
Sharon Fleck, Administrative Secretary  
Caren Adams

**The meeting of the Board of Selectmen convened at 1:04 p.m.**

Chairman White advised that the purpose of the meeting was to discuss the tax bill with the Tax Collector, Caren Adams. Chairman White informed Caren that last week the tax bill indicated that the previously-discussed hours for the Tax Collector were incorrectly posted on the tax bills and the insert.

New inserts were printed but Caren said she did not print them, and that they were revised by Michael Skorput. Caren reiterated that she was not going to work the hours as printed on the new insert, i.e. Monday-Friday 8:30 a.m. – 2:00 p.m. Selectman Yohalem stated to Caren that she would not be paid for the hours not worked under this schedule and she would be subject to termination. Caren then stated “why not nip it in the bud, take my name off the tax bills, and fire me now, because I’m not working those hours.” Caren was unwilling to change her hours to include Wednesdays which was unacceptable to the Board.

Chairman White then stated according to the Personnel Policy of New Marlborough, this is cause for termination. A letter was sent to Caren terminating her immediately. These violations include: failure to perform job requirements, insubordination or disobedience in carrying out reasonable directions given by the supervisor.

Caren was advised via memo that she has a right to hearing, which she must request within two business days from receipt of notice and that any such hearing would take place within ten business days. She also was advised she has been placed on Inactive Status, without pay, is not permitted to enter the Tax Collector's office and will not receive benefits.

**A motion was made, seconded and so voted by all members to terminate Caren Adams immediately. Roll call:**

<b>Tara White</b>	<b>Yes</b>
<b>Michele Shalaby</b>	<b>Yes</b>
<b>Nathaniel H Yohalem</b>	<b>Yes.</b>

**Being that there was no further business to be brought before the Board, a motion was made, seconded and so voted by all members to adjourn the meeting at 1:22 p.m.**

Respectfully submitted,

Sharon Fleck  
Administrative Secretary