**Northwest Transit District**

Received 11:25 AM

October 15, 2021

Susan J. Jeanfavre

Assistant Town Clerk

**E. Main Street, Torrington, CT.**

**Board of Directors**

**Special Meeting**

**Location: Via Zoom**

**Friday, October 1st, 2021**

Members - Present: Chris Johnstone Absent/Excused: Ray Pech

 Ruth Epstein Elinor Carbone

 Betsy Weinbach Michael Criss

 Mark Harris

 Dan Farley

 Tom Weik

 Matt Riiska

Others Present: Craig Nelson

1. Meeting called to order at, 9:00AM by Chris Johnstone.
2. Chris Johnstone discussed the two interviews that the Personnel Committee conducted on Tuesday, 28 September 2021. The interviews were conducted by Michael Criss, Ruth Epstein, Chris Johnstone with Craig Nelson in attendance. The committee had received resumes from three individuals: Darcie Martineau, Jessica Hurlburt, and Jennifer Bailey. Jennifer Bailey declined an interview and Darcie Martineau and Jessica Hurlburt were interviewed for the Administrative Assistants position. At the conclusion of the interview process the Personnel Committee members voted to recommend hiring Jessica Hurlburt for the Administrative Assistants position.
3. Motion by Matt Riiska, second by Mark Harris to approve the recommendation of the Personnel Committee to hire Jessica Hurlburt for the Administrative Assistant position.
	1. Discussion: Dan Farley told the committee members that in the 1 October edition of the Waterbury Republican a Jessica Tanner had been arrested for shop lifting and possession of drugs. Johnstone paused the meeting and called Jessica Hurlburt and confirmed that the Jessica Tanner who was arrested was not her and in fact a different individual (See footnote). Mark Harris requested that a copy of Jessica’s resume be sent to all Board Members. Craig will send a copy of her resume and application for employment to all Board Members. Mark Harris and Ruth Epstein asked if her application or resume listed reference’s and if any of them had been called? Chris Johnstone stated that he had not called any of the references, further stating that he would call the references at the conclusion of the meeting. Craig Nelson explained that all employees of the Transit District must undergo urinalysis and drug testing prior to employment.
	2. Vote: Motion passed by unanimous vote, no abstentions.

1. Compensation: Starting salary of $55,000., with an increase to $60,000., after completion of 90-day probation period. Medical benefits are also included after completion of 90-day probation.
2. Craig Nelson and Chris Johnstone will notify Jessica Hurlburt of the Board of Directors approval to hire Jessica for the Administrative Assistants position. Craig will assemble and send an employment package to Jessica Hurlburt.
3. Employment start date of 1 November 2021 is anticipated.
4. Meeting adjourned at 9:20 on a motion by Mark Harris. [[1]](#footnote-1)

Chris Johnstone, Chairman

Personnel Committee

1. Jessica Hurlburt is recently married to Josh Tanner but has not legally changed her name to Tanner. [↑](#footnote-ref-1)