

**Wolcott Selectboard Special Meeting
Minutes
March 13, 2019**

All Minutes are draft until approved by the Selectboard.
Please see future Minutes for approval of these Minutes.

Present: Eric Furs, Kimberly Gravel, Michael Davidson, Jennifer Holton-Clapp,
Richard Lee
Town Employees: Linda Martin, Tom Martin
Public: Joe Hester-Ingram, Bill Cotten, Ryan Bjerke, Kurt Klein, Monica Cross,
Barbara von Schlegell
Guest: Duncan Hastings
Reporter: Doug McClure, *Hardwick Gazette*

Eric called the meeting to order at 6:08 p.m.

Comments from the Community: None.

Discussion/working session: Restructure workloads, possible new position:

Duncan Hastings introduced himself as a former Town Administrator and Municipal Manager for over 26 years between the Town of Georgia and the Town and Village of Johnson. More recently, Hastings worked with the Selectboard in Cambridge when they developed a job description, advertised, and interviewed applicants for the newly created position of Administrative Assistant to the board. Hastings is available to work with the Wolcott Selectboard in a similar capacity.

Hastings discussed with the board a document entitled, General Outline of Process for Creating Administrator Position. Phase I would consist of the first three steps including: 1) determining what kind of position the board wants and what the expectations would be; 2) determining the essential tasks and duties for the position; and 3) developing a job description. For transparency, that information could then be presented to the voters before entering into Phase II. Phase II would consist of: 4) determining salary and benefits range; 5) advertising and reviewing applications; 6) interviewing applicants; and finally 7) selecting the finalist and making an offer of employment. Hastings offered that generally in a small town, a Town Administrator position works better than a Town Manager. A Town Administrator would need to work closely with the Town's Treasurer and Clerk. As an employee of the Selectboard, the Town Administrator would be a full-time position. The board could delegate duties to the Town Administrator. This person would work with the public on many issues. There would not be a residency requirement.

The board was asked if it is set on creating such a position to work with the board. Eric stated it is tough to say if it is right for the Town, but they have talked about it a lot. Linda pointed out that the position has been discussed for two years. She would like to work on this with the board and Hastings. The work required of Town Clerks, and other elected officials, has become more complex over the years. The question was asked how long this may take. Hastings suggested it would depend upon the Selectboard's availability to engage in work sessions. These sessions would be posted and open to the public. It might take three months to develop a job description, and then determine whether a special Town Meeting is required before proceeding with the next steps.

Hastings will prepare for the Selectboard's review a basic estimate of charges should the board wish to temporarily retain him either as a contractor, or as a part-time employee of the Town. Hastings was thanked for attending the meeting to explain the services he can offer.

By law, Town Clerk's must have an assistant. Linda stated she would like to temporarily hire Gary Anderson to assist her with her Clerk's duties. Anderson is the former Town Clerk for Hyde Park, and has worked on a temporary basis for the Towns of Stowe and Morristown. Anderson would work two days per week from 9:00 to 4:00 with an hourly wage of \$16.50. His salary would be paid from the Clerk's budget. It is Linda's understanding Anderson can start next week. Motion by Richard to approve payment of \$16.50 per hour for 14 hours per week for Linda's hire. Seconded by Michael. Voting: All in favor. It was noted the Town Office will continue to be closed on Fridays until further notice.

Motion by Eric to enter into executive session, citing reviewing employee or personnel issues as the basis. Seconded by Michael. Voting: All in favor. Executive session entered at 7:50 p.m. The Selectboard returned from executive session at 8:12 p.m. No action was taken.

Motion to Adjourn: Motion by Eric to adjourn the meeting at 8:12 p.m. Seconded by Kim. Voting: All in favor.

Respectfully submitted by Deborah Klein

The next Selectboard Meeting will be March 20, 2019