

**Wolcott Selectboard Special Meeting
Minutes
April 16, 2019**

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

Present: Eric Furs, Michael Davidson, Richard Lee
Absent: Kimberly Gravel, Jennifer Holton-Clapp
Town Employees: Linda Martin, Duncan Hastings
Public: John Wheeler, Bill Cotten, Monica Cross, Lucian Gravel
Reporter: Doug McClure, *Hardwick Gazette*

Eric called the meeting to order at 6:07 p.m.

Amendments to the Agenda: None.

Comments from the Community: None.

Review Draft of Job Description: Duncan pointed out that since the duties of a Town Administrator are not defined by State statute, it is crucial to have duties spelled out in the job description.

Duncan distributed a draft job description for Wolcott Town Administrator that he had prepared based upon the brainstorming session held at the April 2, 2019 meeting. Those present reviewed the two and one-half page document. Additions and changes were suggested. Members of the Selectboard can make changes to the job description and give the marked up copies to Duncan by the end of the week so he may prepare another draft. The updated job description will be submitted to members of the Selectboard for review. The board can then vote on the final copy of the job description at the May 1, 2019 meeting.

Duncan indicated that once the job description is finalized, he will prepare a report for the Selectboard on salary and benefits. That, too, should be completed by the May 1 meeting. Depending upon available funding, the salary for this position may be based upon either 32 or 40 hours per week.

Duncan also distributed a document entitled, Why a Town Administrator, with 13 bullet points describing the purpose and advantages of having a Town Administrator position.

It is anticipated that a special Town Meeting will need to be scheduled; preferably in early June. A 30-day warning is required for a Town Meeting. Although there will not be a Town-wide mailing, notice of the Town Meeting will be posted on the Town website, Front Porch Forum, and an article will appear in the *Hardwick Gazette*.

It was suggested the board look at their budget to see if any funds may be allocated for this position prior to the request that will be made at the special Town Meeting this summer.

Motion by Eric to adjourn the meeting at 7:50 p.m. Seconded by Richard. Voting: All in favor.

Respectfully submitted by Deborah Klein