

**Wolcott Selectboard Special Meeting  
Minutes  
May 8, 2019**

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

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

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Eric called the meeting to order at 6: 11 p.m.

**Amendments to the Agenda:** Motion by Eric to amend the Agenda adding 4a General Strategies, Next Steps, and adding 6a Town Office Reconfiguration. Seconded by Michael. Voting: All in favor.

**Comments from the Community:** None.

**Review & Finalize Job Description for Town Administrator**

It was noted that the Town of Eden has an Administrative Assistant position. The general feeling is that the duties of an Administrative Assistant are less extensive than that of a Town Administrator. Based on the job description for Town Administrator, it should be a 40 hour per week job. If necessary, the hours could be reduced to 32.

Copies of the latest draft of the job description were distributed to the group. A discussion ensued regarding language and punctuation in the three-page document. Motion by Jenn to swap the last bullet point under "Desired Skill Sets" with the third bullet point under "Qualifications." Michael amended the Motion as to placement so that the last bullet point under Desired Skill Sets would be the first bullet point under Qualifications. Seconded by Richard. Voting: All in favor. Motion by Eric to accept the job description with changes. Seconded by Richard. Voting: All in favor.

**General Strategies, Next Steps:** Duncan stated a determination needs to be made when to hold a Special Town Meeting, and what to include in the Warning. Duncan distributed for discussion a document that could serve as a draft Warning. It is agreed that the presentation made to the Town at the special meeting needs to fully explain the job, the need for the position, the funds needed, and what, if any, increase there would be to taxes.

**Budget - Fund Allocation**

Linda would prefer to see the Special Town Meeting scheduled for early fall. Then the Town would know what fund balance may exist at the end of the fiscal year in June. Linda can ask the auditor for a preliminary audit. Those funds could reduce the dollar amount requested for the position for this year. Linda would prefer to see taxes for this year remain as set, and avoid the need to send another tax bill. Under State statute, tax bills do not have to be mailed until October 15. Historically, Linda has sent out tax bills in mid-August to give taxpayers more notice.

## **Salary Range, Benefits**

Jenn pointed out the board will need time to look at benefits for the position. Depending on the person hired, there may be a need for a family plan for health insurance. The board will need to decide what percentage of insurance benefits would be paid.

**Town Office Reconfiguration:** Thought needs to be given to the work environment, or office space, for the new position. The person would need a space in which to meet with individuals privately, have their own desk, phone, computer, and other office needs. Linda pointed out that some of the smaller offices do not have heat. Michael said the board will need to look at the building and determine whether walls need to be taken down.

## **Warning Special Town Meeting**

Duncan distributed to the group a draft document used by Cambridge to show the different duties performed by a Town Administrator and the Town Clerk. Duncan suggested that he and Linda can work on a similar document for Wolcott.

Motion by Eric to set Wednesday, August 14, 2019 at 6:00 p.m. for the Special Town Meeting to be held at the Wolcott Town Office. Seconded by Michael. Voting: All in favor. A committee will be formed to work on the presentation for the special meeting.

Motion by Eric to adjourn the meeting at 7:38 p.m. Seconded by Richard. Voting: All in favor.

Respectfully submitted by Deborah Klein