Hebron Ad-hoc Committee

Meeting minutes of July 1, 2024

Hebron Town Office

6pm

Attendance: Butch Asselin, Dick Deans, William Clough, Josh Hounsell and Selectboard member Elizabeth Olson

Absent: James Reid and Robert Faunce

1. Meeting called to order – 6:04pm
2. Minutes of June 17, 2024 – approved 3-0
3. Items by the public - None
4. Old Business:
	1. MMA Salary study is not available unless the Town filled out the survey.
	2. List serve results – average Salary of $70k.
5. New Business - None
6. Review of Town’s personal policy as it relates to administrative assistant position:
	1. Just a quick review of the current Town’s benefits to see what is offer.
7. Review summary of committee’s recommendation for the Selectboard:
	1. Dennis has added the additional recommendations to the draft recommendations,
	2. Review the draft job description for the administrative assistance position.

Other:

* Dennis will send tonight’s minutes, updated report with the committees’ recommendations and updates draft job description out to the committee.
* The Selectboard will review the committee’s recommendation at the July 10, 2024 Selectboard meeting. Committee members should attend if they are able.
* The committee voted to attend the Town’s Budget Committee and Annual Town meeting to answer any questions.

Motion to Adjourn – Approved. At 7:24pm