Ad Hoc Committee Meeting Minutes

Hebron Town Office

June 17, 2024

6:00 PM

Attendance: ***Butch Asselin, Jim Reid, Dick Deans, Dennis Lajoie William Clough, Josh Hounsell and Selectboard member Derek Pike***

Absent: ***Robert Faunce***

1. Call meeting to order at ***6:01***
2. Approve June 3, 2024, minutes. ***Approved 4-0***
3. Items by the public: ***NA***
4. Items by the Selectboard: ***NA***
5. Welcome Danielle Loring, Town Administrative Assistant, Town of Minot.
   * ***Hired in 2005. Selectboard went from three Selectboard members to five.***
   * ***He role is almost like the Town Manager. Town of Minot does not have the Town Manager form of government. Danielle has a Job Description and does not have an employment contract she is “at will”.***
   * ***Road Commissioner, Treasurer, Project Manager, Economic Developer and Human Resources all fall under her role.***
   * ***No recent turnovers***
   * ***Population 2,700***
   * ***Town Clerk is also Deputy Treasury and has experience on the counter.***
   * ***They pay staff about in the middle of the range of municipalities of similar size. 100% health Insurance paid by Town, 80-20% for family, Retirement - IRA with 5% Town match. Starting looking into Mainepers and MaineSmart.***
   * ***10 Full Time employees. Code enforcement – works full time in Summer and part time in Winter.***
   * ***Town Manager and Town Administrator role is very similar.***

***Please send Thank you to Danielle for attending our meeting.***

1. Report on chairman’s discussion with Verne Maxwell, Town Manager Woodstock, ME.
   * ***Vern does it all, he has been the Town Manager in Woodstock for over 30 years.***
   * ***One other full-time person in the office.***
   * ***Population about the same as Hebron***
2. Update from selectboard on MMA salary survey.
   * ***The Hebron Selectboard is looking into it – nothing to report.***
3. Update from selectboard on Finance Officer job posting.
   * ***Finance Officer position is being advertised by the Town. Treasury/Deputy Town Clerk is also being advertise on MMA website. The Committee is slightly confused about these two separate job postings. Derek told the committee that we are just trying to expand the pool of applicants.***
4. Discussion and recommendations on job description for **administrative assistant.**
   * ***Draft – Job Description review. Some changes need to be added. The committee reviewed the job description in detail and Dennis will make the agreed to changes and send to the committee in draft.***
5. Discussion and recommendation for proposed salary range and benefit costs for the possibility of the Town hiring an **administrative assistant** position.

* **$50,000 to $70,000 per year.**
* **Vacation time to be negotiated**
* **Other benefits same as other Town Employees**

1. Discussion and recommendation on future Selectboard stipends.

* **Current $30,000** 
  + **$15,000 Chair**
  + **$7,500**
  + **$7,500**
* **Recommend to $5,000**
  + **$1,500**
  + **$1,500**
  + **$2,000 Chair**
* **The new administrative assistance should be able to take on 85% to 90% of the responsibilities that the Selectboard is currently undertaking.**
* **In the Fiscal year 2025 budget (Town meeting is in March; however, the fiscal year starts on January 1) we recommend that the Town raise the same $30,000 for the Selectboard stipends. If the Selectboard/Budget Committee and Town residents approve the hiring of the administrative assistance position for fiscal year 2025, the position would have to be advertised, hired and the duties of the Selectboard would be transferred to the new person.**

1. Discussion and recommendations on language of town meeting warrant article for approval of administrative assistant position.

* **If the Selectboard agrees with the recommendation of this committee to move to an Administrative assistant position. We recommend that the Selectboard consult with the Town Attorney to draft the warrant article to move to an Administrative Assistance allowing the Selectboard to be more of a governing Selectboard than of a day to day supervisions of Town Departments**

1. Discussion and clarification from selectboard as to their request to: a) analyze the job descriptions, qualifications, certifications of each full-time town position, including salaries and benefits, b) determine savings from eliminating positions, c) seeking input from experts, other stakeholders. selectmen, the public and from other towns of similar size. Budget line for this request?

* **We believe that the Selectboard keep two full time office positions and hire an Administrative Assistant.**
* **The committee believes that the task of analyzing all the task listed in this question is best be completed by the new Administrative assistant.**

1. Member Items:
   * ***We recommend that two members of the Ad Hoc committee be named to the hiring committee if the Town/Selectboard decides to hire an Administrative assistance. Butch Asselin and Dennis Lajoie were nominated and agreed to serve.***
2. Next Steps:
   * ***We agreed to draft a Report to the Selectboard with our recommendations***
3. Adjourn – ***Motion to adjourn 5-0 at 8:45pm***

**Next meeting is July 1, 2024 at 6pm at the Town Office**