

Ad Hoc Committee Meeting
Hebron Town Office
June 17, 2024
6:00 PM

1. Call meeting to order
2. Approve June 3, 2024, minutes.
3. Items by the public
4. Items by the selectboard.
5. Welcome Danielle Loring, Administrative Assistant, Town of Minot.
6. Report on chairman's discussion with Verne Maxwell, Town Manager Woodstock, ME.
7. Update from selectboard on MMA salary survey.
8. Update from selectboard on Finance Officer job posting.
9. Discussion and recommendations on job description for administrative assistant.
10. Discussion and recommendation for proposed salary range and benefit costs for administrative assistant position.
11. Discussion and recommendation on select board stipends.
12. Discussion and recommendations on language of town meeting warrant article for approval of administrative assistant position.
13. 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?
14. Member Items
15. Adjourn