Town of Hebron

Minutes June 3,2024

Hebron Town Office

6:00 PM

Present; Butch Asselin, Dick Deans, Jim Reid, William Clough and Robert Faunce, Selectboard member Gino Valeriani

1. Minutes May 24,2024 approved

2. Items from public: None

3. Items from selectmen: None

4. Town of Minot administrative assistant was unable to attend the meeting and Dennis was out of town. Butch had a Organizational Chart from Minot which he shared with other committee members. Committee agreed that the organizational chart would fit Hebron if we went with Administrative Assistant form of government.

5. Bob passed out a salary sheet town managers and administrative assistants,

6. Reviewed handout of selectmen/town meeting/administrative assistant. This may be the direction for Hebron. Recommended that the committee review the job descriptions Butch provided. A recommendation was made for the committee to create a job description for administrative assistant for the town of Hebron.

7. Butch reported on contact with various town administrative assistants. It was pointed out that while there were similarities with Hebron’s schedule, there were differences on the hours of operation a well.

8. Discussed administrative assistant job descriptions. The committee will discuss more in depth at next meeting

9. Reviewed selectmen/town meeting/town manager handout. By a consensus vote, the committee decided to focus on recommending an administrative assistant position for the town. The committee felt there should be no further consideration given for remaining status quo (selectman/town meeting) or town manager form of government.

10. A review Selectmen/town meeting handout was undertaken.

Action Items:

* Develop job descriptions for an administrative assistant position.
* Gino will try and get salary survey from MMA

11. Member items:

* Ad posted for a Hebron financial officer was discussed at length and it was agreed by the committee that the town should be looking for a clerk/treasurer position. It should have been advertised as such. A request was made to Gino to have the select board review the job ad and make those changes as the committee recommended. Other concerns raised were in regards to where the money was going to come from for the newly created position. Gino did not know.

Next meeting June 17,2024

Meeting adjourned 7:43 PM