**Town of Hebron**

**Minutes**

May 20, 2024 at 6pm – Kick off meeting.

**Ad Hoc Committee formed to study and report to the Selectboard on the need for “Administrative Assistance” for the Town of Hebron.**

**Committee Members appointed by the Selectboard**

1. Dick Deans
2. Butch Asselin
3. Dennis Lajoie
4. Jim Reid
5. Josh Hounsell
6. William Clough
7. Robert Faunce
8. **First action - Vote for Chair, Vice Chair and Secretary:**

* Butch Asselin voted as Chair
* Dick Deans voted ad Vice Chair
* Dennis Lajoie as Secretary

1. **Review of Ad Hoc Committee charge:**

***Recommended to the Selectboard:***

* *Convert to Town Manager form of Government (Town Vote Required)*
* *Hire a Town Administrator*
* *Hire an Administrative Assistant*
* *Keep current Leadership structure*
* *Outsource financial treasurer role*

1. **Meetings Dates and Times:**

* Biweekly Meetings on Mondays at 6pm at the Town office.
  + June 3 and June 17
  + July 1, July 15 and July 29
  + August 12 and August 26
  + September 9 and September 23
  + October 7 and October 21

1. **Discussions:**

* ***Formation of Town Manager form of Government:***
  + Requires a Town Vote
  + Can the Town Manager assume most of the administrative and leadership roles i.e. Town Clerk, Road Commissioner, Treasurer, etc.
    - Woodstock for example
    - Eggs all in one basket
    - Probably most expensive options – pay and benefits
    - Three-year contract?
* **Town Administrator:** 
  + Contract position?
  + Who reports to who
  + Town of Minot for example
* **Administrative Assistance:**
  + No leadership responsibility
  + Lease expensive option
* **Stay the same:**
  + Time commitment of each Selectboard member
  + New Selectboard members need to be brought up to speed quickly on the operations of the Town.
* **Treasurer Position:**
  + Position will be vacant soon
  + Important position for the Town
  + Can position shared with another Town, Subcontracted, done remotely?

1. T**own of Hebron – Population:**
   * Current 2024 – 1,311
   * 2022 – 1,266
   * Projected – 2030 – 1,069
   * Projected – 2035 – 984
   * Projected – 2040 – 889
2. **Action Items for next meetings:**
   * *Research Municipalities with Population under 2,500 with what form of government do they operate under? Butch to check.*
   * *Reach out to the Town of Minot for the Town Administrator Job Description and invite to either the June 3rd or June 17th meeting. Dennis to do.*