**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.*