

**Wolcott Special Selectboard Meeting
Minutes
July 8, 2020**

Wolcott Town Office/Phone in - 5:00 p.m.

All Minutes are draft until approved by the Selectboard
Please see future Minutes for approval of these Minutes

Present: Mike Davidson, Linda Martin, Kurt Klein, Richard Lee - late [6:00]
Absent: Kim Gravel
Employees: Belinda Harris Clegg, Deb Klein
Public: Bill Cotten

Mike called the meeting to order at 5:10 p.m.

Amendments to the Agenda: None

Comments from the Community: None

Selectboard Assistant - discussion:

The purpose of the special meeting is to discuss creating a new position os Selectboard Assistant. Board members have been provided with a copy of a job description adopted by the Town of Duxbury when they advertised for such a position.

Members agree that a job description needs to be developed for Wolcott. The duties included in the job description will assist in determining how many hours will be set per week. Consideration must be given to the budget as it exists.

The first step will be to create a job description. All board members are asked to review the Duxbury Selectboard Assistant job description. The board will provide 20 minutes for discussion at the July 15 meeting during which board members can suggest which bullet points they would like to see included or deleted. Kurt will maintain the master copy of the Wolcott job description.

The next step will be to conduct a budget analysis.

Adjourn: Motion by Linda to adjourn the meeting. Seconded by Kurt. Voting: All 4 in favor. The meeting was adjourned at 6:15 p.m.

Respectfully submitted by Deborah Klein

Next regularly scheduled Selectboard meeting - July 15, 2020, 6:00 p.m.