

Meeting Minutes
Chelsea Selectboard Special Meeting
May 8, 2018

CALL TO ORDER: 6:37PM

IN ATTENDANCE: Mike Kuban, Susan Elder, Cynthia Masterman, Kent Gilman, Joan Goodrich

CHANGES TO THE AGENDA: None

CONFLICT OF INTERESTS: None

DISCUSSION OF TOWN ADMINISTRATOR JOB OPENING:

Cynthia suggested changing the job title to Administrative Assistant to the Selectboard. It was also brought up to remove the duty of supervision from the position, and remove any personnel investigatory duties from the job spec. Position would remain a 30 hour per week position located in the town office.

Position would be advertised in the newspaper and the VLCT website. It was determined to establish an email address that all correspondence would flow through.

ADJOURN

Susan moved to adjourn at 8:17. Kent seconded. All voted in favor.