

Town of Mendon

Selectboard

January 11, 2013

Special Meeting

Members of Selectboard present: Greg Smith, Larry Courcelle, Ira Pike

Town Officers and employees present: Sara Tully, Town Administrator, Nancy Gondella, Bookkeeper/Office Manager, Gail Buck, Clerk/Treasurer

Residents and visitors present: None

The Selectboard Meeting was called to order at 6:00 PM at the Town Office.

The purpose of this meeting was warned to discuss Town Office hours, Town Clerk hours, job descriptions, town meeting warning and disaster recovery.

S. Tully provided a copy of the positions outline that was distributed at Town Meeting 2012.

G. Buck informed the Selectboard that she decided not to run for Town Treasurer.

The Selectboard and Town Clerk discussed the current Town Office hours Monday, Tuesday and Thursday 8-5 PM. The Town has not received any major opposition to this schedule. The Town staff continues to utilize Wednesday and Friday to work on FEMA paperwork. G. Smith discussed the extra ordinary circumstances this past year and how it effected the Town Clerk transition. G. Buck discussed her challenges in getting all of her work completed. She has requested the Selectboard budget an additional \$1,000 in the 2013-2014 budget for additional hours. The Selectboard asked G. Buck to be prepared to respond to questions at Town Meeting. N. Gondella stated that with G. Buck's approval, she does not mind keeping the vault open when G. Buck is not at the office. N. Gondella requested that G. Buck spend at least 75% of her hours while the office is open versus when the office is closed to the public. G. Buck agreed and will communicate what her hours will be.

The demand on the staff to finish the FEMA process is unknown at this time. This course will be dictated by time extensions, scope change requests, improved projects requests, and appeals.

There being no further business, G. Smith moved to adjourn at 7:20 PM. Motion carried.

Date Approved _____

Greg Smith

Sara Tully - Clerk of the Board

Larry Courcelle

Ira Pike