

**TOWN OF TUNBRIDGE  
SELECTBOARD MEETING  
Tuesday, November 27th, 2018**

**FINAL MINUTES**

Meeting called to order at 6:12pm

**Present: Gary Mullen, Mike McPhetres, Becky Hoyt, Betsy Sponable, Rudi Ruddell, Rodney Hoyt, Jillian Conner**

**Administrative Assistant Job Description Discussion**

The most recent job description and the second most recent versions were shared with everyone. Betsy thinks the first version was more accurate than the current. Becky isn't sure that a valid driver's license is a completely necessary requirement of the job. She said there are things that Jillian has already taken on that are a good addition to the job. Betsy pointed out that the AA should not be responding to complaints and concerns from the public, etc., she should be forwarding these comments and such to Selectboard. Becky views this position as being the direct assistant to the Selectboard and Road Crew, everyone agreed.

**Update from Rudi**

Rudi said mostly he is running a little behind with the E-9-1-1, but he's just waiting to get signatures back from First Branch Ambulance and South Royalton Rescue. As far as the Systems Plus quote to rework the entire Town Office computer situation, the person Rudi was working with left his job and the company lost the quote. Rudi said he may pursue estimate from some other companies. As far as the phones, Rudi said Charter probably needs to come and figure out the Administrative Assistant phone and phone number. Lastly, Rudi reminded the board that he will be bringing the Listers' Errors and Omissions form to be signed off on next meeting.

**Update from Road Foreman**

Jim Ware got hurt today cutting a tree off Strafford Rd. He slipped and fell on ice. The Workman's Compensation paperwork will need to be started. Rodney said that a tree just smashed windshield of his truck on his way down Potash to the meeting. Thomas also got stuck on Kelsey Mountain Road earlier today, and there are trees down everywhere. Rodney said he's pretty sure Jim will be out for the remainder of the week.

Orders and warrants signed.

Mike made a motion to officially hire Jillian Conner as the Administrative Assistant to the Selectboard. Gary seconded. So moved.

Mike made a motion to adjourn at 7:30pm. Gary seconded. So moved.

Selectboard/Committee Joint Meeting Schedule 1<sup>st</sup> Tuesday of the Month

Cemetery Commission: April and August

Planning Commission: April, August and November

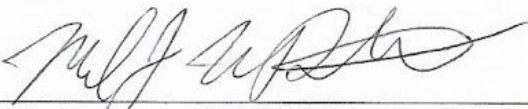
Recreation Commission: January, April, July and October


Listers: May and November

Auditors: September and November

Library Directors: October

  
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Gary Mullen, Chair

  
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Mike McPhetres, Vice Chair

  
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John O'Brien, Clerk