

**TOWN OF TUNBRIDGE
SELECTBOARD MEETING**

Wednesday, September 16th, 2020, 6pm

Meeting called to order 6:08pm on the Tunbridge Fairgrounds

Agenda: Interview Administrative Assistant Candidates

Present: Gary Mullen, Mike McPhetres, John O'Brien, Mariah Cilley, Brenda Field, Leanne Santiago, Ingrid Von Steamburg

Field talked with Mike Barnaby (Transfer station attendant) about staying open on Wednesday nights until Oct. 28th, 2020.

Cilley gave report on her first days as Town Clerk. She said it is going well so far. She gave an update on the office hours. McPhetres made a motion to offer Cilley \$34,770.00 for a salary. O'Brien seconded. So moved. Selectboard will revisit pay in 90 days. If the Selectboard is satisfied with Cilley they will offer her more pay to offset her not getting the health insurance.

Interviewed Leanne Santiago. McPhetres gave overview of responsibilities and requirements of the Administrative Assistant. Questions were asked on both sides.

Interviewed Ingrid Von Steamburg. She is not really interested in just the position of Administrative Assistant. Von Steamburg offered to help the Selectboard until someone is hired.

Board told both candidates they will get back to them at a later date. The Board has decided to allow more applicants to apply before appointing an assistant.

McPhetres gave an update on the town equipment regarding radios. McPhetres moved to get a new radio for the backhoe and improve radios for other equipment at a cost of not more than \$900.00. O'Brien seconded. So moved.

Board to review a letter from Cal Hemingway. He has a legal trail on his property and would like to help form an ordinance on legal trails.

McPhetres moved to adjourn the meeting at 7:29pm. O'Brien seconded. So moved.

STANDING SELECTBOARD/COMMITTEE MEETINGS SCHEDULE
1ST meeting of the month.

Cemetery Commission: April and August
Planning Commission: April, August, November
Trustees of Public Funds: February and June
Recreation Commission: January, April, July, October
Listers: May and November
Auditors: September and November
Library Directors: October

Gary Mullen, Chair

Mike McPhetres, Vice Chair

John O'Brien, Clerk