

Minutes of the Special Select Board Meeting, October 3, 2023

Ben Gillett, Hilary Weeks, and Judy Cole were present. The meeting was called to order at 9:00 a.m.

Executive Assistant Interviews

The Board held interviews with Shannon Dry and Maribeth Ritchie for the position of Executive Assistant at 9:00 a.m. and 10:25 a.m. respectively.

Shannon spent 11 years in Greenfield working in farming and agriculture where she managed the Greenfield Farmer's Market. She has studied community development and city planning and stated her desire to further her understanding of town government. Shannon relayed her interest in a long-term position with the possibility of additional hours, if asked. She spoke to the importance of group discussion, processing questions, and listening. The time and efforts involved in research was also discussed. While familiar with website applications Shannon admitted she is not 100% comfortable.

Shannon describes herself as capable with a desire to learn.

When asked about working days and hours Shannon said her schedule is flexible preferring mornings and is available immediately.

Maribeth Ritchie has held various jobs including therapeutic recreation and has had experience with administrative work. She is confident in her abilities, likes to read, ask questions, and will seek answers to questions using available services and research. She addressed the importance of working with others in seeking answers to both her questions and those of co-workers. Maribeth has had experience with websites and IT. Maribeth indicated her interest in a long-term position, her willingness to learn, her flexibility, and would be available to start soon. She would also be interested in additional hours.

Both applicants were amenable to upcoming MMA municipal leadership on-line training.

Following the interviews, the Board agreed, while both applicants have good qualities, the consensus was leaning towards Shannon Dry. Judy agreed to contact Shannon's references. Judy moved to hire Shannon Dry contingent on favorable references. The motion, seconded by Hilary, was unanimously approved. The Board discussed five hours Monday, Tuesday, and Thursday from 8:00 a.m. to 1:00 p.m. and Tuesdays from 4:00 p.m. to 9:00 p.m. with an hourly rate of \$21.00 for 90 days.

Other Business

Judy will find out who is required to sign the IT Grant application.

The All-Boards Meeting is slated for October 23rd at the Public Safety Building from 6:30 – 8:30 p.m. Email notifications will be sent to departments, boards, and committee chairs.

Hilary moved to pay KP Law invoice #144258 in the amount of \$650.86. The motion, seconded by Judy, was unanimously approved.

The meeting adjourned at 11:23 a.m.

Respectfully submitted,

Paula J. King