

TOWN OF DANVILLE
APPROVED SPECIAL SELECTBOARD MEETING MINUTES
November 19, 2015
Danville Town Hall (5:00 PM)

CALL TO ORDER

Michael Walsh, Chair, called the meeting to order at 5:00 PM.

BOARD MEMBERS PRESENT:

Michael Walsh, Craig Vance, Doug Pastula, Ken Linsley, Angelo Incerpi.

ALSO PRESENT:

Wendy Somers, Sharon Daniell and John Cushing.

- Wendy thanked the board for meeting at 5:00 PM and distributed a job description for the Assistant Town Clerk/Assistant Treasurer position.
- Wendy also distributed a Current Duties Comparison for other Caledonia County town offices for this position which included hourly wage information.
- She explained that she had invited John Cushing to attend the meeting and turned the meeting over to him.
- Mr. Cushing shared some of his experiences as the Milton Town Clerk/Treasurer, where he served for 46 years.
- He is now a member of the selectboard.
- He spoke on the importance of the Assistant Town Clerk/Assistant Treasurer's duties relating to land and vital records, elections and segregation of duties to prevent embezzlement. (Mr. Cushing then left the meeting).
- Wendy reviewed the Assistant Town Clerk/Assistant Treasurer job description with the board.

EXECUTIVE SESSION

- At 5:29 PM Ken Linsley made the motion to enter into executive session for purposes of discussing a personnel issue, inviting Wendy, Sharon and Mary.
- Motion was seconded by Angelo Incerpi. All in favor.
- At 5:47 PM the board came out of execution session with no action taken.

ADJOURNMENT

Ken Linsley made the motion to adjourn at 5:48 PM
Doug Pastula seconded the motion. All in favor.

Respectfully Submitted,

Mary L. Currier
Clerk of the Board