

APPROVED

Minutes of the March 18, 2013 Select Board Meeting

Present: Peter Hood, Mary Just Skinner, Steve Martin, Cindy Carlson, Mary Alexander (by phone), Sarah Merriman

The Select Board continues its executive session commencing at 9:00 am.

Motion: Mary Just Skinner moves to come out of executive session at 9:45 am. Steve seconds. Motion carries.

Action: The Select Board appoints Sarah Merriman as Middlesex Town Clerk effective immediately. The Select Board accepts Cindy Carlson's resignation as Town Clerk. Sarah is sworn in as Town Clerk. Sarah will serve as the Select Board Assistant. The rate of pay for both jobs is \$19.00 per hour with a 32-hour work week and benefits. Sarah will not need health insurance at this time. The Select Board agrees the office hours will be Monday – Thursday 8:30 am – 4:30 pm. It is understood that if there is a deadline that falls on a Friday the office will be open on that Friday as required by law. At this time Sarah will not assume the duties of Treasurer/Trustee of Public Funds or Collector of Delinquent Tax. Cindy Carlson will retain this position for the time being. The Select Board will continue a search for a bookkeeper.

Meeting adjourns at 10:15 am.

Respectfully submitted,

Cindy Carlson,

Assistant to the Select Board