



Town of Bolton
3045 Theodore Roosevelt Highway
Bolton VT 05676
Select Board Remote Special Meeting Minutes
July 13, 2020

Board members present remotely: Tony Barbagallo, Mica Cassara, Lynda DesLauriers, Janet Metz

Board members absent: Wendy Hoffman

Also present remotely:

Clerk remote: Amy Grover

1. **The meeting was called to order at 6:07 p.m. by the Chair, Mica Cassara with a quorum of 4 members present.**
2. **Additions or Deletions to the Agenda:** no additions allowed at outset due to special meeting status.
3. **Public Comment:** none.
4. **Business and action Items:**
 - Highway Department: Job Descriptions/Staffing/Wages – Approval. Discussion included:
 - Functionality of the current and future Highway Department, duties and responsibilities of a Highway Foreman, Highway Supervisor, Road Commissioner – three separate positions.
 - Job descriptions; current drafts and to be drafted. Consensus for the new position to be named Highway Department Superintendent.
 - Pay scale ranges, salary vs. hourly wages.
 - Job description and starting salary range approved. Amy Grover to post job opening ASAP on various platforms.
5. **Adjournment:** Tony Barbagallo made the motion “to adjourn the meeting.” Mica Cassara seconded. There was no further discussion. All were in favor and the motion passed (4-0) at 7:02 p.m.

Attest: Amy Grover, Clerk

*Minutes are unofficial until approved. These minutes were read and approved by the Bolton Select Board on:
July 20, 2020*