

**TOWN OF CAMBRIDGE
P.O. BOX 127
JEFFERSONVILLE, VT 05464**

802 644-2251

**MONDAY, NOVEMBER 26
SELECTBOARD MEETING
TOWN CLERK'S OFFICE – JEFFERSONVILLE**

Agenda:

6:30 p.m. Employment procedures

**Jane N Porter
Town Clerk**

Meeting was brought to order by Dana Sweet at 6:30

Present: Dana Sweet, Chair; David Vaughan, Larry Wyckoff – Selectboard
Dick Sargent, Town Attorney
Jane Porter, Town Clerk

Dana Sweet asked Dick Sargent to explain the procedure for employing.

Can the Town Clerk choose her own employees?

Town Clerk is elected – can pick own employees

It is up to the Town Clerk, Selectboard could talk to the Town Clerk about it.

David Vaughan asked about ethics.

When an auditor takes a check, is it appropriate, if she is responsible for money in the town, why is she taking it. Dick Sargent said that there is no law stating that an auditor can take money from a taxpayer. Larry Wyckoff talked with a lawyer in the Secretary of State's office who said that same thing.

Asked why used initials of the town clerk – That was what employees had been instructed to do. The Board asked the Town Clerk to use their own initials for receipts. The Clerk will check with the insurance company to make sure all of the employees are bonded.

APPROVED MINUTES: MEETING OF NOVEMBER 26TH

Jane Porter, -- "If there are complaints, please have them call me."

Dick Sargent said the auditor could take money and to use their own initials.

Larry Wyckoff would like employment policy put on web site – policy for hiring.

Meeting adjourned at 7:10.

Jane N. Porter
Town Clerk