

TO: Board of Selectmen

FR: Town Administrator

DT: 28 August 2020

I am requesting Select Board approval for Kestutis Biskis to serve in the position as Assistant to the Town Accountant. Temporary Employee. Clerical Grade 4/S1= \$18.35/hr.

We intend to have Kestutis work on the Warrant Thurs/Fri and/or Monday 2-4 hrs per day. The schedule is somewhat flexible at this point while his school year start is delayed, once his school schedule is established, Town Hall days/hours/day can be consistent.

With Lisa Guidi's recent resignation at a time of year (JUL-NOV) with year -end audit, Department of Revenue filings and Tax-Recap filing deadlines and budget prep, it would be of great help to have assistance with preparation of the weekly expense warrant which is largely a data entry function.

Ellen was interested to have Kestutis fill this position on a temporary basis while since she would rather not open the search to the general public and expose herself and the Town Hall environment to yet another party's exposures during COVID19.

We observe in Kestutis a great attention to detail and an aptitude for navigating computer software (as almost all kids do!).

With his interest in this opportunity, we am asking the Select Board's approval for his appointment to this position on a temporary basis.

Thank you for your consideration.