



To: Select Board

From: D Barnes, Treasurer

Date: 10-Nov-22

Subject: Continuation of assistant position

Select Board,

In July 2022 the Board voted to allow a temporary assistant administrative position to work with me. That individual was hired August 29, 2022.

The approved three month period will expire at the end of November. I would like to request the Board continue the time period and/or consider making this ten hour a week part time position permanent.

My assistant has been helpful in moving annual requests for data such as U.S Census survey and workman's comp survey. She has helped research payments on invoiced items sent from our office and track the receipts/postings of those payments. She is currently being trained as a second person able to process payroll bi-weekly which is a extremely detailed procedure. She has helped to coordinate all Zobrio software paperwork that I utilize in the cash reconciliation process.

The assistant has allowed me to focus on priorities in the office.

I appreciate the Board's support.