

Present: Chairman Dan Haskins, Selectman Seth Alexander, Selectman Colton Andrews, Town Administrator Ronald Boucher, Town Clerk Marilyn Gomeau, Town Assessor Romana Messer, Interviewee Carol Jammalo, Interviewee Shana Griswold, and Interviewee Amber Holland.

I. Call to Order.

Chairman Haskins called the meeting to order at 5:01 p.m. and noted that the meeting was being recorded using artificial intelligence for note-taking purposes.

II. Pledge of Allegiance.

The Pledge of Allegiance was recited.

III. Approve meeting minutes from March 2nd.

The Board reviewed the meeting minutes from March 2nd, 2026.

MOTION: Selectman Andrews motioned to approve the meeting minutes from March 2, 2026.

SECOND: Selectman Alexander seconded.

VOTE: All were in favor.

IV. Discuss YMCA renting Town Field for summer camp from June 29th – August 26th.

The Board discussed a request from the YMCA regarding the use of Town Field for a summer camp program. Concerns were raised regarding the scope of use, scheduling, and overall impact on Town resources.

Board members noted that additional clarification is needed directly from the YMCA as to how many children will be at the summer camp. The Town Administrator also raised concerns from the Department of Public Works Superintendent Kyle Hurlbut in regards to field maintenance, lack of running water, and trash removal.

The Board agreed to revisit the request for rental once they receive more information about the intentions of the camp as well as rates to charge the YMCA for such a long period of the summer.

V. Discuss stipend pay for billing department, electrical department, animal control department, health department.

The Board reviewed the previous FY budgets including discussion on departmental stipend pay and compensation structures. The Town Administrator reported that several departments were consulted regarding their current pay scales and stipend structures. The

discussion focused on transitioning away from a variable, permit-based pay system to a consistent annual stipend model, intended to stabilize compensation and simplify accounting. Feedback from departments indicated that some positions remain stipend-based rather than hourly, which can create inconsistencies in compensation relative to workload. Certain departments expressed that their stipends have not kept pace with increased responsibilities or time commitments. In some cases, department heads indicated they are comfortable maintaining current stipends, while others suggested a need for future review or adjustment.

Some key issues the Town Administrator identified were compensation inconsistencies that currently fluctuate significantly year-to-year based on permit activity. For example, Plumbing/Health Inspector earnings varied widely over each fiscal year:

~\$1,543 (FY23)

~\$3,700 (FY24)

~\$3,300 (FY25)

~\$480 (FY26, reduced due to outside agency involvement)

This inconsistency makes budgeting difficult and creates inequities depending on workload variability. Some department heads proposed stipend models to the Town Administrator. Plumbing/Health Inspector Norman Rolnick proposed \$3,000 annual stipend, paid monthly or quarterly intended to cover all permits and inspections, eliminating per-permit payments. Electrical Inspector Steve Meranti proposed \$1,500 annual stipend also distributed periodically.

The Board discussed including Animal Control in the stipend restructuring. Current compensation is approximately \$1,170 annually. Board members noted that the position requires significant on-call availability (effectively 24/7), high responsiveness and positive community feedback. A potential increase of approximately \$500 was suggested to better reflect workload and responsibilities.

The Board discussed the importance of maintaining fair and equitable compensation across departments, evaluating whether stipend roles should transition to hourly structures in the future. This would ensure that any adjustments align with the Town's overall budget constraints. The Town Administrator noted the goal of keeping the overall budget increase to approximately 3% to align with Cost-of-Living adjustments, while still addressing

priority needs where possible. The Board agreed to continue reviewing stipend and wage structures as part of the ongoing budget development process.

VI. Update on the Green Communities grant for Clarksburg Elementary School.

The Selectboard received an update on the Green Communities grant for Clarksburg Elementary School. Town Administrator Ronald Boucher reported that the town successfully secured a \$94,107 grant in the first round of funding. The funding will support improvements at the school including a new mini-split system that will be installed in the library's additional section to address heating issues. The hallway in the new section of the school, which has experienced significant ice buildup, will be fully insulated to improve energy efficiency and safety. A heat pump will be installed for the school's hot water system. The Town Administrator noted that work will proceed once a Request for Proposal (RFP) is issued, with plans to complete the projects efficiently using the grant funding.

The town has received \$125,321 in Chapter 90 funds for road maintenance projects. An additional \$30,000 has been allocated for ADA-compliant improvements to school bathrooms. The work will be bid out and funded from the school's stabilization fund.

The Board expressed appreciation for the successful grant acquisition and the positive impact these projects will have on school facilities.

VII. Discuss FY 27 budget updates.

The Board reviewed the status of the proposed FY27 budget, with the Town Administrator providing an update on ongoing developments and anticipated adjustments.

It was reported that the budget process is continuing to move forward, with several revisions already made and additional adjustments still anticipated. The Board is currently awaiting finalized figures from external contributors, including McCann Technical School, which is expected to make its assessment following an upcoming midweek meeting. The McCann assessment was identified as a key variable that could impact the Town's final budget.

An update was also provided regarding the Clarksburg Elementary School budget, which was initially presented with an approximate 11% increase. It was noted that the School Committee has since reduced that figure to approximately 6.5%, with the expectation that further reductions may be possible as the budget is refined.

At this stage, the Town-side budget is projected at approximately a 4% increase, which the Board noted is reasonable given current conditions. It was acknowledged that the Town continues to operate with a lean budget and limited margin, while maintaining services through the efforts of Town staff. Board members noted that additional adjustments may still be made with the goal of further reducing the overall increase, potentially closer to 3%.

The Board discussed the timeline for continued budget review, including anticipated joint meetings with the Finance Committee to begin within the next two weeks, a joint meeting tentatively scheduled for April 6, 2026, and continued internal review and refinement of budget figures as updated information becomes available.

The Town Administrator also reported that year-end financials are nearing completion. The Town expects to receive its free cash certification by the end of the week. The Board discussed the role of free cash in the budgeting process, emphasizing that while it can be a useful financial tool, the Town should work toward reducing reliance on free cash to support operating expenses. Long-term goals include reserving free cash for emergencies or future capital needs rather than annual budget balancing.

Additional financial considerations discussed included preliminary Cherry Sheet (state aid) estimates, with further review to be conducted with the Town Accountant. Potential adjustments related to existing debt, including flexibility within interest payments on prior obligations, were also mentioned.

A potential capital request for a new highway truck was also mentioned by the Town Administrator. The Board agreed that the request may be placed on the Town Meeting warrant, pending further review of overall budget capacity and financial outlook.

The Board noted that financial figures remain fluid and are subject to change as updated information is received. Members expressed that, overall, the Town is currently in a stable position, with the possibility that continued adjustments may further improve the budget outlook.

Board members indicated they will continue reviewing the budget and provide additional input as updates are made.

VIII. Town Administrator updates.

The Town Administrator provided several updates, starting with the Town has been awarded funding for solar-powered speed signs to be installed on South Middle Road.

The State will assume engineering responsibilities for the Middle Road Bridge project, and additional updates will be provided as more information becomes available on ongoing projects.

I. Recess for Town Clerk/Assessor Clerk Interviews.

The Board voted to enter into recess before conducting interviews for the Town Clerk / Assessor Clerk position.

MOTION: Selectman Andrews motioned to break for recess.

SECOND: Selectman Alexander seconded.

VOTE: All were in favor.

IX. Return from Recess to conduct Town Clerk/Assessor Clerk Interviews.

Chairman Haskins motioned to reconvene the meeting at 5:25 p.m. to conduct interviews with multiple candidates for the Town Clerk/Assessor Clerk position.

The Board interviewed a former Town Clerk Carol Jammalo with prior experience serving the Town of Clarksburg. The Chair welcomed Ms. Jammalo and introduced her to the Selectboard members.

Ms. Jammalo provided an overview of her background, highlighting her 13 years of experience as Clarksburg Town Clerk. She expressed her longstanding interest in public service and her desire to return to the town. Ms. Jammalo described her familiarity with municipal laws and bylaws, as well as her administrative experience including accounts payable, payroll, and record keeping. She explained her previous departure from the town to expand her skills with the Mount Greylock Regional School District, noting her contract ended due to budgetary reorganization.

The interview progressed with questions regarding her ability to perform the dual role of Town Clerk and Assessor Clerk. Ms. Jammalo is a registered real estate broker and demonstrated familiarity with property deeds, personal property, tax abatements, and related administrative procedures. She stated she performs real estate referrals currently but is seeking a full-time municipal role.

She described strategies for managing frustrated or angry residents, emphasizing active listening, following statutory procedures, and clear communication.

Ms. Jammalo uses digital calendars, to-do lists, and written notes to prioritize tasks and manage a high volume of inquiries and responsibilities.

She demonstrated a willingness to learn updated procedures in vital records, elections, and municipal law. She highlighted her experience working with multiple Selectboards and administrative styles over her tenure. She affirmed her ability to integrate into the current team culture and maintain professionalism.

Ms. Jammalo discussed her understanding of the challenges of managing both Town Clerk and Assessor Clerk responsibilities, including multitasking, prioritization, and splitting hours between positions. She expressed confidence in her ability to manage both roles effectively.

Ms. Jammalo inquired about the timeline for filling the position and the structure of the dual-role arrangement. The Board clarified that training would begin as soon as possible, ideally by April 1st, with oversight from Romana Messer, the current full-time Assessor, and Marilyn Gomeau, the current part-time Town Clerk.

Board members emphasized the importance of continuity and maintaining the efficient, productive workflow established in the offices. The candidate's prior experience was viewed as an asset, but her adaptability to updated laws, procedures, and technology was noted as essential. Members acknowledged the need for a candidate who can multitask effectively and manage public-facing responsibilities alongside administrative duties.

Ms. Jammalo confirmed her interest in the position and readiness to start as soon as possible. She indicated that her previous experience, combined with her commitment to public service, aligns with the Selectboard's expectations for continuity, efficiency, and community service.

The Chair thanked Ms. Jammalo for her time, and the interview concluded. A motion was made to recess until the next scheduled interview.

The meeting was reconvened for the scheduled interview with Shana Griswold for the Town Clerk/Assessor Clerk position. The Chair welcomed Ms. Griswold and introduced her to the Selectboard members.

Shana Griswold discussed her interest in the position, noting that she had long considered a career as a Town Clerk and recognized the opportunity as well-timed. She highlighted her law office and real estate paralegal experience over the past several years, which provided

familiarity with deeds, title abstracts, transactions, and administrative procedures. Ms. Griswold emphasized her ability to serve as a bridge between residents and town officials.

Ms. Griswold was asked about her ability to handle the blended role of Town Clerk and Assessor Clerk, which requires multitasking and switching between departments. She stated that multitasking is a core part of her current work, managing multiple real estate transactions, emails, calls, and deadlines simultaneously. She emphasized her experience juggling complex tasks and working collaboratively within teams.

Ms. Griswold confirmed familiarity with title work and personal property records from her real estate experience. She demonstrated an understanding of how to handle frustrated or angry residents, emphasizing listening, explaining procedures, and directing inquiries appropriately. She also discussed organizational strategies using checklists, calendars, spreadsheets, and folders to track tasks and deadlines. She noted experience with PC Law and other legal software, and expressed confidence in learning new municipal systems, taking detailed notes, and maintaining organized records.

When asked about handling inquiries regarding property assessments or restricted vital records, she indicated she would follow legal procedures, consult appropriate offices, and communicate clearly with residents, maintaining compliance with statutes. Ms. Griswold reiterated her interest in municipal service, describing herself as a “helper” and emphasizing her desire to contribute to the town and its residents. She indicated that she could provide a two-week notice to her current employer, allowing for a start date shortly thereafter.

Board members appreciated Ms. Griswold’s honesty, directness, and willingness to ask questions. Her paralegal and real estate experience were noted as valuable transferable skills for both Town Clerk and Assessor Clerk duties. While lacking municipal and election experience, Ms. Griswold demonstrated awareness of learning requirements and adaptability to the position’s responsibilities. Members highlighted the importance of teamwork, multitasking, and maintaining the current operational efficiency of the offices.

Ms. Griswold expressed continued interest in the position and willingness to learn and integrate into the town’s workflow. The Chair thanked her for her time, and the interview concluded.

The Selectboard welcomed Amber Holland for her interview for the Town Clerk/Assessor Clerk position. Ms. Holland discussed her extensive experience in municipal

government, including 15 years in Reedsboro, Vermont, serving as Town Clerk, Assessor Clerk, Town Treasurer, and filling in for other administrative roles. She highlighted her management of elections, budget preparation, recordkeeping, and multitasking across multiple responsibilities. Ms. Holland noted her interest in Clarksburg was motivated by a desire for a change and a new challenge.

Ms. Holland described her election experience, noting that she recently completed her 15th election. She emphasized her familiarity with election procedures, motor registration, and state compliance, and expressed confidence in adapting to Massachusetts laws and processes. She also detailed her experience managing multiple municipal roles simultaneously, including handling residents' inquiries, tax-related questions, and office duties independently. She described her systematic approach to organization using calendars, lists, and sticky notes.

Ms. Holland confirmed her proficiency with maintaining vital records, public records, and budgets. She prepares rough drafts of the town budget and coordinates with her board for final approval. She discussed her approach to addressing residents' concerns, particularly regarding taxes, emphasizing clear communication, explanation of procedures, and setting expectations regarding town meeting participation.

Ms. Holland expressed readiness to transition into the Clarksburg role within approximately two weeks, noting she would coordinate with her current town for a smooth handoff. The board discussed the appointment process and state registration requirements for town clerks and confirmed support for her onboarding. She indicated comfort with computer-based recordkeeping and election management systems. She highlighted her adaptability to new systems and workflows. Ms. Holland expressed enjoyment in working with community members and valued the interpersonal connections fostered through her municipal work. She noted appreciation for small-town engagement and community service.

Board members noted Ms. Holland's extensive municipal experience, multitasking ability, and familiarity with election and budget procedures as strong assets. Her prior experience in a variety of municipal roles suggested a smooth transition into Clarksburg's combined Town Clerk/Assessor Clerk position. The candidate demonstrated an organized, proactive approach to managing multiple responsibilities and addressing resident concerns.

Amber Holland expressed continued interest in the position and confidence in her ability to adapt to Clarksburg’s municipal processes. The Chair thanked her for her time and participation in the interview and waited to discuss their decision after the last candidate had left the room.

X. Vote to hire a Town Clerk/Assessor Clerk.

The Selectboard held a discussion regarding the applicants for the Town Clerk/Assessor Clerk position. The Board noted that all three candidates were highly qualified and capable of fulfilling the duties of the role.

Members expressed strong support for Amber Holland, highlighting her extensive municipal experience, including her prior work as both a Town Clerk and Assessor Clerk in Reedsboro, Vermont. Ms. Holland has managed multiple elections and is familiar with election procedures, an essential component of the Clarksburg position. She has experience wearing multiple “hats,” transitioning between town clerk, assessor clerk, treasurer, and other administrative responsibilities efficiently.

Ms. Holland demonstrated expertise in maintaining vital and public records, as well as preparing and managing municipal budgets. The Board felt her prior experience would allow her to transition seamlessly into Clarksburg’s offices with minimal training or adjustment period. Members acknowledged Ms. Holland’s interest in returning to municipal service in Clarksburg, reflecting determination and dedication to the role. The Board concluded that Amber Holland presented the lowest learning curve and the highest likelihood of immediately fulfilling all responsibilities of the combined position.

A motion was made to offer the position of Town Clerk/Assessor Clerk to Amber Holland. The motion was seconded and a roll call vote was conducted:

MOTION: Selectman Andrews motioned to make an offer the position of Town Clerk/Assessor Clerk to Amber Holland.

SECOND: Selectman Alexander seconded.

ROLL CALL VOTE:

Chairman Haskins – *Yes*.

Selectman Andrews – *Yes*.

Selectman Alexander – *Yes*.

The Town Administrator said he will prepare and send an official offer letter to Amber Holland. The agreed start date is Monday, April 6th, allowing for a two-week notice period with her current employer. The Selectboard confirmed that a structured transition plan will be implemented, with current staff assisting Ms. Holland as needed to ensure continuity of operations, particularly during upcoming election preparations.

XI. Public Comment.

Administrative Assistant Markell Shea said Town Treasurer Kelly Haskins suggested over Zoom chat, to invite representatives from the YMCA to the next Selectboard meeting to discuss summer camp bookings. The Board agreed this would be scheduled for the April 6th meeting.

XII. Adjourn.

MOTION: Chairman Haskins motioned to adjourn the meeting at 6:49 PM.

SECOND: Selectman Andrews seconded.

VOTE: All were in favor.

Respectfully submitted,

Markell Shea, *Town Executive Assistant*

Selectboard,

Dan Haskins, *Chair*

Colton Andrews, *First Vice Chair*

Seth Alexander, *Second Vice Chair*