

**MINUTES OF MEETING
ADMINISTRATION COMMITTEE
July 12, 2021**

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(Meeting starts at Time Code 01:30:15)

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A meeting of the Administration Committee was held on Monday, July 12, 2021, via Zoom due to the Covid Pandemic. The meeting was called to order at 7:45 P.M. by the Chair, Brad Macdowall.

MEMBERS PRESENT: Brad Macdowall, Chair; Kathleen Schomaker; Kristin Dolan; Betty Wetmore; Berita Rowe-Lewis

MEMBERS ABSENT: Adrian Webber, Vice-Chair; Jody Clouse

The following items were addressed:

1. Appointment of Melissa Canham-Clyne to the Cable Advisory Council for a term to expire June 30, 2022
-- Moved by Ms. Schomaker, seconded by Ms. Rowe-Lewis and approved unanimously.
2. Order to approve pay differential for Walter Morton resulting from military leave
-- Moved by Ms. Schomaker, seconded by Ms. Rowe-Lewis and approved with 1 opposed (Dolan)

Mr. Macdowall moved a motion to add the following item to the agenda:

**3. Order amending the 2021-2022 Fiscal Year budget – Town Attorney's Office
(\$6,600)**

Seconded by Ms. Schomaker and approved unanimously. Town Attorney Gruen said this creates a Temporary Wage line in her budget to transition in a new employee in her office being trained by a current employee who is retiring.

Mr. Macdowall moved a motion to approve this item. The motion was seconded by Ms. Schomaker and approved unanimously.

With there being no further business, the meeting adjourned at 7:54 P.M.

Respectfully submitted,

Kim Renta, Clerk
for Brad Macdowall, Chair