

**BOARD OF SELECTMEN
TOWN OF MADISON
February 19, 2026
MINUTES**

Selectmen Present - Joy Gray; Jim Eldridge; Jake Boewe; Nicole Nordlund
Selectmen Excused- Adam Price

Others Present – Recording Secretary pro tem Aysia Wellinghurst; Admin Asst/Land Use Admin Kate Young; videographer Evan Woss.

Meeting Called to Order – By Eldridge at 6:30pm.

Pledge of Allegiance: Eldridge led those in attendance in reciting the Pledge.

DISCUSSION ITEMS/NEW BUSINESS:

Town Administrator Job Description-

Selectmen Gray read aloud a draft job description for the vacant Town Administrator position. Gray asked Young if she felt the description accurately described the requirements of the job. Young emphasised the importance of knowledge of the NH retirement system (NHRS), noting that inaccurate filings with NHRS can result in a 10% of what is owed fine. Young stated experience with workmans comp would also be helpful. Young further detailed that her positions as Administrative Assistant and Land Use Administrator has required excessive attentiveness due to multiple recent legal proceedings. Young stated she could not take on more duties given the nature of her own responsibilities and hoped the selectmen would seek assistance from Municipal Resources Inc. (MRI) amid the vacancy.

Eldridge stated the wage salary in the draft job description seemed low. Gray responded that she and Nordlund researched wage data from NH Municipal Association from towns of similar sizes and used the average to decide on the salary range. Boewe noted the listed salary was a base salary and did not include benefits. Eldridge reiterated that the wage seemed too low and as to not deter people from applying, he felt it was necessary to increase the salary. The board agreed to advertise the salary as \$70,000 to \$80,000, dependent on experience.

Nordlund expressed the additional need for a part time office assistant. Young expressed concern that although an office assistant would be helpful with day-to-day tasks (e.g. issuing stickers and customer service), helping with Land Use could cause liability issues and helping with minutes could confound a new Town Administrator trying to learn the role. Eldridge asked the board to approve the job description before moving on to other items. **Motion** by Boewe, seconded by Gray to approve the Town Administrator job description. The motion passed **4-0**.

Young expressed dismay regarding the former Town Administrator Linda Shackford's emails being forwarded to Young's email account without being previously notified that such action was

decided upon. Young explained this action caused an outgoing email to get stuck in Shackford's outbox and caused Young's own email account to become overwhelmed. Gray explained that the decision to change Shackford's email password was delegated to Gray in a non-public session. Gray apologized to Young that Young was not notified. Discussion occurred regarding the email system administrator being able to view emails and passwords. Young asked the board to appoint Young the system administrator role. The board agreed to also assign Young the role of contact person for the security system.

Gray inquired about an off-boarding procedure. Young stated that, to her knowledge such a document did not exist. Nordlund suggested adding the procedure to the next agenda. There was further discussion regarding bank accounts. Young stated she would find out which accounts would need former employees removed. Young confirmed she is in possession of the town hall keys.

Gray asked if the board is in agreement of the need to hire a part time office assistant. Eldridge asked Young if an assistant would be helpful. Young referred to a previous assistant, Emily Shephard, and stated it was helpful to have her come into the office as needed. Young previewed a document that listed office assistant duties.

Young requested assistance with duties following Town Meeting; inputting the budget into quickbooks, retroactive wage increases for town employees, NHRS due March 9, and uploading State Library forms. Eldridge explained that according to an email from Price, MRI typically can send one person to help with finance *or* one person to assist with administrative tasks but not a person that would do both simultaneously. Eldridge suggested requesting assistance from MRI in whichever department was urgent; once Young felt proficient in that department, MRI could be excused in an effort to reduce the cost of using MRI frequently. Eldridge stated that MRI has not yet found someone to assist Young with duties. Young inquired if neighboring towns' administrators could help with some duties; specifically NHRS. Young stated she would reach out to other towns.

The selectboard agreed to propose at Town Meeting the funds for a part time office assistant position for Mondays and Tuesdays 9:00am to 2:00pm, with some flexibility and/ or on-call as needed, at \$18 to \$20 per hour.

Young asked to be included in the hiring process for both positions. Nordlund inquired about being excluded from the hiring process and to form a hiring committee. Boewe stated hiring and interviewing is a job requirement of the selectmen. The board agreed to hold regular non-public sessions to review resumes as needed. Young stated she would update the job description for her position. Duties were delegated; Young will be posting the job listing for Town Administrator to the town website, Conway Daily Sun, Indeed, and NHMA classifieds and Eldridge confirmed that Price agreed to be in contact with MRI.

Young listed responsibilities for Town Meeting and expressed that as long as no illness arises, all duties are covered.

7:54pm Motion by Nordlund, seconded by Gray to enter **Non-Public session per RSA 91-A: 3**

II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

Gray - aye, Boewe - aye, Eldridge – aye, Nordlund – aye

