

**Board of Selectmen  
Special Meeting — Town Hall  
July 1, 2021 — 9:00 AM  
MINUTES**

**Members Present:** First Selectman Kevin Cwikla, Selectmen Kathleen Smith, Robin Chesmer, and Betsy Petrie-McComber

**Others Present:** Bernard Dennler (Office Manager); Mary Ellen Wieczorek (Town Clerk)

**1. Call to order**

K. Cwikla called the meeting to order at 9:00 AM.

**2. Accept resignation of Lisa Clark as assistant town clerk, effective July 14, 2021**

K. Cwikla stated that Lisa Clark had turned in her letter of resignation.

*K. Smith MOVED to accept the resignation of Lisa Clark as assistant town clerk, with regret, effective July 14, 2021. B. Petrie SECONDED.*

MOTION CARRIED 4:0

**3. Discuss and act upon hire of temporary assistant town clerk**

The Selectmen discussed the need for temporary coverage while they conduct the search for a new permanent assistant town clerk. M. Wieczorek stated that Linda McDonald who had previously worked in the Selectman's Office and provided administrative support to other offices was available immediately to train and fill in while they conduct the search for a permanent replacement. The Selectmen reviewed her resume.

*B. Petrie MOVED to hire Linda McDonald as the temporary assistant town clerk at an hourly rate of \$22.70 up to 35 hours per week, effective immediately. K. Smith SECONDED.*

MOTION CARRIED 4:0

**4. Adjourn**

The meeting adjourned at 9:11 AM.

Respectfully submitted,  
Bernard W. Dennler III  
Office Manager