**WARRANT ARTICLE SUBMITTAL SHEET**

**(CPC articles are not required to use this form)**

All warrant articles for the Annual Town Meeting are due on the first Tuesday in February. Language for the article must be finalized NO LATER than the third Tuesday in February at noon. Articles that are not final by the deadline will not appear on the warrant. Submittal dates for warrant articles for Special Town Meetings will be announced when the meeting is called.

Please type the proposed warrant article below: (if not enough space attach additional pages to submittal sheet)

To see if the Town will vote to amend Section 27-1 the Personnel Bylaw to add the position of Administrative Assistant to the Board of Assessors at Grade\_\_\_\_ and the position of Department Administrator at Grade\_\_\_\_ on the Year- Round Classification Plan.

Is this the final language for the article? Yes

Please explain the article in sufficient detail so that it will be easily understood by anyone attending town meeting.

There are several departments in town with the need for very part time staff. This position will be a 20 hour a week or more with benefits position. The Assessing Department used to have a third staff person. Will an expected increase in work load, the department would like to add an administrative assistant.

Please explain why this article is needed. See above

Who is the contact person/sponsor for this article?

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