

**Town Of Maidstone**  
**Posting of Vacancies**  
**April 10, 2024**

The Town of Maidstone currently has the following vacant positions.

**Administrative Assistant:** The position works with the Selectboard Chair and Members to create Selectboard monthly and Special meeting agendas, posting Agendas at Town Hall and on the Lake bulletin boards, posting the Agendas on the Town website, emailing the Agendas to the SB Attendees mailing list, notifying local newspapers, taking notes at all Selectboard meetings, writing the draft minutes, distributing them to the Selectboard and other presenters at the meetings, posting the draft minutes on the Town website, emailing the draft minutes to the SB Attendees, and then doing the same for the Approved minutes, including ensuring that the Town Clerk has a copy of the Approved Minutes for Town Hall records.

**Administrative Assistant Position that must be filled:**

One year term expiring in 2025.

**Current vacancy on the Zoning Board of Adjustment:** One vacant position open.

Zoning Board Positions that must be filled:

Remainder of a Three-year term expiring in 2025

Other vacancies are available.

**Current vacancy on the Planning Commission:** One vacant position open.

Planning Commission Positions that must be filled:

Remainder of a Three-year term expiring in 2025

Other vacancies are available.

A letter of interest explaining why you are interested and describing any relevant experience as well as any potential conflicts of interest, both financial and non-financial, must be received at Town Hall by 12.00pm on April 25, 2024, at either of the following addresses:

1. maidstonetownclerk@gmail.com
2. Maidstone Town Hall, P.O. Box 118, Guildhall, VT 05905

This posting will remain active until all positions are filled. Any questions should be addressed to the Town Clerk.