Estimate of Hours for Select Board Clerk (Approximate)

Meetings: 2 hours each

Pre-Meeting preparation: ½ hour

Preparation of Minutes: ½ hour, this would be more if I was handwriting the minutes at the meeting and then typing up—probably more like 2 hours

Various Tasks: (Posting notices, writing letters, certified mail, etc.) ½-1 hour per month (?)

For most months, this would be about 7 hours (assuming the meeting notes are taken on a computer). In January, it would be close to double this number due to the extra meetings>