

**TOWN OF ALLENSTOWN
BOARD OF SELECTMEN**

Seeking Person to “Transcribe” Meeting Minutes

The Town of Allenstown Board of Selectmen is seeking an individual with the skills to produce the written minutes of its meetings from an audio recording of the meeting.

Applicants should have a computer, very good word processing skills, and from audible recordings, be able to convey a brief description of the subject matter discussed, final decisions reached and action taken at Board of Selectmen meetings. The hourly rate to be paid is \$12 per hour and hours will vary depending on the number and length of weekly meetings. The hours and location that this work is performed is at the discretion of the person doing the work.

A letter of interest may be sent to Alan Gould at aa@allenstown.org