



Town of Madbury  
13 Town Hall Rd  
Madbury, NH 03823  
603.742.5131

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### **Part-time Employment Opportunity, Town of Madbury**

The Town of Madbury seeks a **Recording Secretary** for the Planning and Zoning Boards. Duties include attending board meetings, producing detailed minutes of meetings, sending certified letters, and maintaining official files. Word processing, correspondence, and filing are required. Knowledge of public meeting procedures is a plus.

The Planning Board meets the first and third Wednesdays of each month. The Zoning Board meets the third Tuesday of each month. Meetings generally run from 7-9 p.m. Interested parties should contact the Planning Board chair at: [MadPlanBoard@gmail.com](mailto:MadPlanBoard@gmail.com) or call the Town Hall at: 603-742-5131.

Posted 09/15/2020