

Town of Fort Anne

80 George Street, PO Box 314
Fort Anne, New York 12827-0314
Phone: (518) 639-8929
Fax: (518) 639-4209

Town Supervisor
Darlene Z. Dumas
(518) 793-4264
(518) 796-5527

Town Clerk
Barbara J. Winchell
(518) 639-8929
(Fax) (518) 639-4209

Town Board Members
Gretchen R. Stark
Howard Denison
Deborah Witherell
Floyd Varney

Superintendent of Highways
Paul Winchell
Phone/Fax 639-8950

PLANNING BOARD CLERK JOB DESCRIPTION

This position is responsible to attend the planning board meeting once a month and to record the minutes at the meeting. Prepare and distribute monthly board packets, which includes the monthly agenda and minutes, to the planning board members prior to the monthly meeting; send legal notices to The Post Star as needed.

Must have excellent computer and communication skills.