

**Selectmen's Workshop**  
**Monday, December 29, 2014**

Chairman Morgan called the workshop to order at 3:00 PM. Present were Selectmen Richard Morgan, Robert Freeman, and Franklin Riley, and Ellen White, Town Administrator, who recorded the minutes.

White informed the Board that the job opening has not been posted yet because the job description she had on file dated back to 1997 when the incinerator was in operation. She stated that she had been working on a new draft of the job description with Brad Harriman, Public Works Director. Union Steward Scott Riley was able to find a copy of the job description from 2010. White questioned whether the Board would like to update the description or use the one on file with the Union. The Board agreed to post the opening using the job description from 2010.

Discussion took place on the planning of a retirement party for Ron Davis. White will make arrangements for a luncheon on Wednesday, 1/14/2015.

White stated that Chester "Ski" Kwiatkowski approached her during the Christmas party and informed her that the Planning and Zoning Boards will be pursuing their own secretary. Morgan questioned whether a poll of the Boards had taken place. Discussion took place on the amount of hours and rate of pay available for the position based on the Boards' budgets.

White presented a quote received from Mellisa Seamans to attend and transcribe the meeting minutes for the Boards and Conservation Commission in the month of January. Following discussion, White will request a figure for just the Conservation Commission.

White stated that the Contract for the Statistical Revaluation is in the red folder and has been approved by the NH Department of Revenue. She also stated concern with accepting retainage in lieu of a performance bond as it may conflict with the new Purchasing Policy. The Purchasing Policy was reviewed and found that retainage will be acceptable. The Board questioned whether Attorney Sager had reviewed the contract. White answered that he has not.

Ron Adams, Conservation Commission Chairman, entered the workshop to discuss the lease extension of the Sumner Brook property. Discussion took place on the existing lease and the intention of the extension. The solar development, rental income, financials and terms were discussed in detail. Morgan suggested a meeting be arranged between the Board of Selectmen and tenants.

Morgan informed Adams of the Planning and Zoning Boards' intention to hire a secretary for their work.

White stated that she contacted Mellisa Seamans who agreed to help with the Conservation Commission meeting on 1/7/2015. Adams was dismissed at 3:45 PM.

White informed the Board that she is working on finalizing the job description for the Finance position and will have it available for review by the end of the week.

**Selectmen's Workshop – 12/29/2014 – Page 2**

Morgan questioned if there was an update on the two dogs that are being held at the Humane Society. White stated that Attorney Sager is working with the Director at LRHS to get the animals the vet care needed.

Brief discussion took place on draft warrant articles for 2015.

Being no further input, the workshop was adjourned at 4:05 PM.

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Richard H. Morgan

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Robert C. Freeman

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Franklin R. Riley

To be approved 1/5/2015