

**Selectmen's Workshop**  
**Monday, August 3, 2015**

Selectman Morgan called the meeting to order at 2:30 PM. Present were Selectmen Richard Morgan and Franklin Riley, and Ellen White, Town Administrator, who recorded the minutes. Selectman Robert Freeman was absent-excused.

The draft copy of the audit for the fiscal year ended December 31, 2014 was reviewed. A list of questioned items were compiled to be asked of the auditors, Plodzik & Sanderson.

The Board agreed to forward a draft copy of the audit to the Trustees of Trust Funds with a request to respond to the deficiencies noted.

Discussion took place on the policies lacking as noted in the deficiencies section. White was asked to reach out to other towns for the policies needed.

The draft Employee Manual was discussed. A few additional changes will be made to include a requirement for its annual review by the Board of Selectmen.

White discussed several boat launches that are posted with the Town's Regulations for Use of Facilities. She informed the Board that people are using the boat launches as swimming areas and also to run commercial canoe and kayak rentals. Discussion ensued.

Discussion took place on classifying exempt and non-exempt employees. Further research will be conducted.

White questioned how the Board would like to proceed with the applications received for the Laborer position. An interview panel will be established to consist of one Selectman, Brad Harriman, Public Works Director, and White. Riley stated that he will be in to review the applications further on Wednesday.

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

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Richard H. Morgan, Chairman

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Franklin R. Riley

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ABSENT

Robert C. Freeman

To be approved 8/10/2015