

**Selectmen's Work Session & Non-Public Session**  
**Monday, August 26, 2019**

The following meeting was held in the upstairs conference room at Town Hall. Present were Selectmen Sandra Martin, Martha Eldridge, and Susan Simpson, and Ellen White, Town Administrator, who recorded the minutes.

Chairman Martin called the meeting to order at 2:30 PM.

**Review of Red Folders, Accounts Payable and Payroll Manifests:**

The Accounts Payable & Payroll Manifest, Red Folder, and Water & Sewer Red Folder were reviewed.

**Discussion:**

White reviewed some employee training options with the Board. She also advised that Karen Anthony, Finance & Benefits Administrator, is attending a NH Retirement workshop on Tuesday and will be picking up the plate for the new Ford F-550 at the DMV in Concord while she is over there. White discussed the LPA certification that is required in order for the Town to be eligible for and receive federal grant funds. She will be enrolling in the required classes in the month of October. The certification requires 2-1/2 days of training. It was noted that the certification is necessary for the Whittier Covered Bridge Project as it is federally funded.

Discussion took place on employee coverage at the Transfer Station. White will meet with the Highway Department employees to see who does not want to be included in the list of people to call when there is coverage needed at the Transfer Station. Discussion took place on offering the required Transfer Station Operator certification to those who want to be considered for coverage.

White informed the Board that the timeclock software is finally up and running and fingerprint scans will commence on Wednesday. The system should be in place for the first payroll in September with the exception of the Transfer Station which needs a new computer.

Discussion took place on a correspondence received from Angel Montanez in regard to his sign permit application. Martin suggested sending Mr. Montanez copies of the minutes from the Selectmen's Meeting when he was told to bring his sign into compliance with the Sign Ordinance.

**Non-Public Session:**

Martin polled the Board for a Non-Public Session pursuant to RSA 91-A:3, II (e) for a legal matter, and RSA 91-A:3, II (a) for a personnel matter at 3:00 PM. Martin answered yes, Simpson answered yes, and Eldridge answered yes. Martin made a motion to adjourn the Non-Public Session at 3:26 PM. Eldridge seconded. A unanimous vote was taken.

Present was Kellie Skehan, Town Clerk/Tax Collector. Martin polled the Board for a Non-Public Session pursuant to RSA 91-A:3, II (c) for a tax matter at 3:30 PM. Martin answered yes, Simpson answered yes, and Eldridge answered yes. Martin made a motion to adjourn the Non-Public Session at 4:02 PM. Eldridge seconded. A unanimous vote was taken.

Being no further input, the work session adjourned. Adjourned at 4:02 PM.

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Sandra P. Martin, Chairman

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Martha B. Eldridge

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Susan J. Simpson

To be approved 9/9/2019