

**Selectmen's Work Session & Joint Meeting  
Monday, October 28, 2019**

Chairman Martin called the meeting to order at 2:37 PM. Present were Selectmen Sandra Martin, Martha Eldridge, and Susan Simpson, and Ellen White, Town Administrator, who recorded the minutes. The meeting was held in the upstairs conference room at Town Hall.

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

The Accounts Payable & Payroll Manifest, Red Folder, and Water & Sewer Red Folder were reviewed. White informed the Board that there is no accounts payable for Water & Sewer and only a few payables were disbursed this week. The rest will be processed next week.

Eldridge questioned the minutes of the Work Session and Joint Meeting held on 10/21/2019 regarding the announcement of White's resignation. White responded that she announced to all Department Heads that her last day will be on 11/1/2019. White confirmed that the minutes from the Non-Public Session held on 10/16/2019 were sealed.

The Board entered discussion with Town Attorney Rick Sager at 2:55 PM.

**Joint Meeting:**

The Joint Meeting was held at 3:45 PM. Present were Wayne Eldridge, Tim Eldridge, Bill Eldridge, Brewster Vittum, Steve McConarty, and Steve Parkinson.

Martin reviewed the discussion held last week for those that were not in attendance. She then announced the Board's plan to move forward with a Supervisor of the Works position which will be charged with the oversight of the Highway Department, Government Buildings, and Parks & Facilities. The Board confirmed with Vittum that if a fourth person is added at the Transfer Station, that department could function on its own as the Water & Sewer Department does.

Martin stated that she would like all present to be part of the hiring process. She asked that questions be prepared for the interview process.

Parkinson stated that the Water & Sewer Department and Transfer Station are capable and have been functioning on their own and the proposed solution will definitely lessen some of McConarty's responsibilities.

Eldridge stated the Board will be writing up a job description for the new position.

Martin offered the option for attendance at the annual NHMA conference and provided several course offerings related to roads and bridges. She requested anyone interested in attending please let White know by the end of the week so they can be registered.

Being no further comment, all except for Parkinson were dismissed.

Parkinson stated he will encourage the employees to attend the conference as it is a great opportunity. Parkinson also confirmed that the Highway Department is at a good point for him to break away. The Board thanked him for his time and dismissed him from his interim duties. Parkinson was dismissed at 4:00 PM.

Eldridge discussed the advertising and interviewing for the Town Administrator vacancy. White presented three contract options from Municipal Resources Inc. (MRI). Eldridge stated that for the cost presented, the Board is capable of advertising and conducting the interviews for the position. White confirmed that they do not want to proceed with MRI. The Board agreed. White stated she will pull together the job description and advertisement for the newspapers. Eldridge stated that the Union Leader should be included.

**Non-Public Session:**

Not applicable.

Being no further input, the work session adjourned. Adjourned at 4:12 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 11/4/2019