

**Selectmen's Work Session & Non-Public Session  
Monday, December 31, 2018**

Chairman Morgan called the Work Session to order at 3:00 PM. The following meeting was held in the upstairs conference room at Town Hall. Present were Selectmen Richard Morgan, Sandra Martin, and Martha Eldridge, and Ellen White, Town Administrator, who recorded the minutes. Also present was Chief Joseph Duchesne.

**Non-Public Session:**

Morgan polled the Board for a non-public session under RSA 91-A:3, II (a) for a personnel matter at 3:00 PM. Roll call vote was taken. Martin answered yes, Eldridge answered yes, and Morgan answered yes. Morgan made a motion to adjourn the non-public session at 3:20 PM. Martin seconded. A unanimous vote was taken. Chief Duchesne was dismissed at 3:20 PM.

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

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

**Policies and Procedures Review:**

White presented a draft copy of a Credit Card Policy for review. Being no changes or corrections, this will be presented during the regular meeting for adoption.

White presented the updated Employee Manual for review. White reviewed the punctuation and grammatical corrections that were made since the last update and also reviewed the policy corrections related to the transition to Earned Leave Accrual. White stated that the policy lacks guidance on a separation package for employees who resign or retire from the Town and questioned if the Board would like to incorporate the same language that is in the current Union Contract. The Board agreed. White will input the information and update the Employee Manual for review/adoption next week.

Discussion took place on adding the available scholarship information on the Town's website to better inform residents.

Morgan requested that White contact the Green Mountain Conservation Group and inform them of the petition warrant article process required to receive funding for the water quality testing they complete in Ossipee Lake. Morgan stated that the current financials should also be requested.

Being no further input, the work session was adjourned. Adjourned at 3:40 PM.

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Richard H. Morgan, Chairman

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Sandra P. Martin

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Martha B. Eldridge

To be approved 1/7/2019