

**Selectmen's Workshop**  
**Monday, September 22, 2014**

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

The draft copy of the proposed Personnel Policy was reviewed page by page and each Selectman commented on areas that need to be omitted or revised. White will incorporate the changes into a clean draft copy for further review.

White informed the Board that she contacted Mike Campo from Plodzik and Sanderson for clarification on a few items from the 2013 draft audit. They will be updating the audit to reflect the update of the Investment Policy that took place in 2013 and will no longer note it as a deficiency. Campo also revised the master file to replace Grafton County with Carroll County. White stated that the disaster policy suggested in the draft audit is a plan for handling the back up of all computer data and recovery assistance in the event of a computer-related failure.

White questioned how the Board would like to address a response to the draft audit. Riley suggested noting all corrections or updates that have been made or are in progress in 2014. A letter of response will be drafted for review.

Brad Harriman, Public Works Director, came in to speak with the Board about two outstanding invoices due to Bergeron Technical Services for consulting fees during the reconstruction of the Freight House. Following discussion on the service performed, the Board agreed to process the invoices for payment. The two invoices consist of payment due in the amount of \$560 and \$1,200 (reduced from the original amount due of \$4,699.60).

Being no further time for additional discussion, the workshop was adjourned.

Adjourned at 4:15 PM.

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Richard H. Morgan, Chairman

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Robert C. Freeman

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Franklin R. Riley

To be approved 9/29/2014