



Monday, August 21, 2023

Board of Selectmen Working Session Minutes – Final Approved

Meeting called to order 6:55pm

Attendance: Dianne Craig, Alicea Bursey

1. Approval of Minutes

a. Minutes of August 7th

2. Business

a. Stadtmiller vs Goshen – Update

- i. Dianne Craig motioned to enter non-public session citing RSA 91-A:3 II (I) "Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present." Alicea Bursey seconded the motion, and the Board entered the non-public session at 6:57pm.
- ii. Dianne Craig motioned to seal the nonpublic discussion and exit the nonpublic session at 7:23pm, Alicea Bursey seconded the motion; all were in favor, motion passed.
- iii. The Board reentered public session at 7:23pm

b. BOS Meeting Schedule

- i. The Board reviewed and discussed options for September through December. The schedule will be as follows:
- ii. September 11th and 25th will be regular meetings; September 18th will be a working session.
- iii. There will be no changes to the October schedule and no working sessions. The Board will caution light scheduling for the October 9th meeting as one member will be away, and quorum may not be made.
- iv. There will be no changes to the November schedule and no working sessions. The Board cautions light scheduling for the November 13th meeting as a member will be away.
- v. For December the schedule will be changed due to the holidays. The schedule will be a regular meeting on December 11th and working sessions on December 4th and December 18th. There will be no regular meeting on the fourth Monday due to the holiday.

c. Job Interview Status

- i. The Board discussed the current interviews for the Assistant Road Agent position and determined that Mr. Simino needs to present options and craft an offer letter. The intent should be to have a start date of 9/1.

d. Employee Performance Reviews

- i. Alicea Bursey will send the employee performance review template to the Board with the goal of beginning employee reviews in September. The Board also discussed the contents of the offer letter including a 3 year commitment to the Town since a CDL license will be required and training will be paid for if a new hire doesn't have the license.

e. Handbook

- i. The Board had a discussion on the vacation policy portion of the handbook. The Board will draft edits and further discuss the vacation policy.
- f. **Department Communication**
 - i. The Board discussed best practices for uniform and timely communication amongst departments, committees, and boards. The Board would like to extend a recurring quarterly invite for all department, committee, and board heads/chairs to meet with the Board of Selectmen. The goal of the meeting will be to discuss upcoming budgets, CIP initiatives, potential grant funding, updates on projects, and provide support for ongoing work.
- g. **Blood Drive – The Blood Drive is on for September 25th and the Fire Department is communicating with the representative of the Blood Drive. Will need to post a change in location for the BOS meeting.**
 - i. No additional discussion was had by the Board.
- h. **NHMA – Right-to-Know Discussion**
 - i. The Board discussed a recent email from NHMA regarding RTK specifically the need to track effort in this area. Dianne Craig suggested tracking in a spreadsheet so that data can be quickly calculated.

Dianne Craig motioned to adjourn at 9:13pm, Alicea Bursey seconded the motion, all were in favor, motion passed.