



## Monday, October 2, 2023 Board of Selectmen Working Session Minutes

Attendees: Dianne Craig (Chair), Alicea Bursey (member), Bonnie Belden.  
Meeting called to order at 6:35pm

### 1. Approval of Minutes

#### a. Minutes of September 25<sup>th</sup>

- i. *Dianne Craig made motion to accept the minutes of September 25, 2023 as is, Alicea Bursey seconded the motion. All were in favor, the motion passes.*

### 2. Business

#### a. Town Hall Rental Request

- i. The Board approved a request for the town hall rental on December 2, 2023.

#### b. Abatement Request

- i. The Board signed the request.

#### c. Employee Performance Reviews

- i. The Board updated the performance review forms for the Administrative Assistant to the Select Board and for the Road Agent. *Alicea Bursey motioned to accept the performance review forms as final. Dianne Craig seconded. All were in favor, motion passed.*

#### d. Handbook

- i. Tabled

#### e. Department Communication

- i. The Board discussed the RPA document that is due to the state on 10/12/23. The Emergency Management Director will work with the Town's Administrative Assistant on 10/4/23 to complete the document.

#### f. Library work – outside contractor

- i. The library has received two estimates, one of which included all three phases. One estimate was less than \$10k, the other significantly more. The Board reviewed the Purchasing Policy. Per the policy, the Board has authority to waive the procurement process as noted in section C- Procedure, Summary of Approval Authority. *Dianne Craig made a motion to approve the purchasing policy waiver to the Library Trustees for the completion of phase 1 of the library wall by AKSA Construction in the amount of \$6,400. Alicea Bursey seconded. All in favor, motion passes.*

*Dianne Craig motioned to adjourn; Alicea Bursey seconded the motion. All were in favor, motion passes. Meeting adjourned at 8:43pm.*