



Selectmen's Meeting Summary February 19, 2014

Selectman Ken Ross-Raymond, Chair	Present
Selectman Pete Ballou	Present
Selectman Joe Schmidl	Absent
Town Administrator Margaret Warren	Absent
Administrative Assistant Kathie Downes	Present

Visitors: see sign in sheet attached with original summary on file.

Chairman Ross-Raymond called meeting to order at 6:30 PM. Selectman Schmidl and TA Warren unable to attend.

REGULAR BUSINESS:

Review and Approve Minutes of last meeting

- o February 5th & February 12th, 2014 – **Selectman Ballou moved to accept the summaries as written, Selectman Ross-Raymond seconded. All voted in favor.**
- o Review Accounts Payable & Payroll registers: **Select board moved and accepted**

Department Heads:

Fire Chief MacDuffie – monthly update: unable to attend tonight.

Old Business:

- Meeting Updates/Reminders:
 - o Reminder – Next Shared Services –Joint Towns Meeting - 3/27/14 in Warner.
 - o Update Ed Committee Mtg 2/6: General discussion re: upcoming annual meeting and petition warrant articles. Also question of if there would a candidates' night for school board candidates. Next meeting will be April 3rd since the Annual District meeting is March 6th.
 - o 2/20 – OHD meets at 7 PM – AH – Committee is looking for more volunteers
 - o 2/26 – CC meets at 7 PM – AH
 - o 3/1 – SVFRD Recognition Night – Town Hall
- Follow up re: North Rd verbal complaint – Selectman Schmidl has not had a chance to follow up to date.
- Town Report – gone to Print – back by 2/28
- Avitar Defense of Value Agreement has been reviewed by town counsel and he is in agreement that the town does need to have this agreement in order to facilitate the issue. **Selectman Ballou moved to sign the agreement per town counsel recommendation, Selectman Ross-Raymond seconded.**

New Business:

- Selectman Ballou wants the Board and Office staff to review scheduling and hours worked. To ensure office is covered effectively. Selectman Ross-Raymond also suggested the

Selectman's Office have an Operations Manual on functions of each position. AA Downes noted that each position does have job descriptions and a Personnel Manual is being worked on by TA Warren.

- Steve Wheeler had his operation 2/12 and is home doing well. Get Well card will be signed and sent by Board.
- Auditors coming 2/24/14.

Public Comments:

- **Marcia Murphy** – noted that Loudon is holding a Candidates night for school board candidates on March 5th. General discussion re: upcoming school annual meeting.

Other: All business that shall legally come before the Board

Selectman Ballou moved to adjourn at 7 PM; Selectman Ross-Raymond seconded. All voted in favor.

Respectfully submitted:
Kathie Downes
Administrative Assistant

Meeting Summary reviewed and accepted at the March 5th, 2014 Meeting.

Selectmen, Town of Salisbury