

Minutes  
Board of Selectmen Work Session  
**Tuesday June 16, 2016**

Selectmen Present:  
Randy Subject and Colin Stubbings

The meeting was called to order @ 7:02 pm by Chairman Subject.

Chairman Subject announced that the meeting was being recorded for the purpose of accurate minutes.

Selectwoman Mertz was not present due to a previous commitment.

Chief Gary Hebert and Jennifer Collins, Executive Assistant were also present.

**Chief Gary Hebert – Police Department** – Chief Hebert informed the Board, the Town could purchase a double sided combination lock for the Town Offices. Chairman Subject motioned to allow Chief Hebert to purchase the lock. Selectman Stubbings seconded the motion. Motion passed 2-0. Chief Hebert asked the Board permission to order an air conditioner for this office. Chairman Subject motioned to allow Chief Hebert to purchase an air conditioner for his office. Selectman Stubbings seconded the motion. Motion passed 2-0. The Board asked him to meet with Ms. Collins tomorrow to order those two items. Chief Hebert informed the Board they needed to make a decision on camera systems and panic alarms. The Board asked him to get update prices and run everything through the Safety Committee.

**Executive Assistant – Jennifer Collins** – Ms. Collins said she wanted to address some issues regarding the preparation of the minutes. Chairman Subject asked Ms. Collins what needed to be covered in the minutes. She said based on what she has read the minutes need to include what Board is meeting, the date and time of the meeting, when the meeting was called to order, which Selectboard members are present (the public present do not necessarily need to be listed), any decisions which are made need to be recorded (motion by, seconded by and vote tally), if someone specifically requests something be included in the minutes, a brief summary of any discussion that may have occurred, if a non-public session is called the RSA needs to be referenced as well as the motions made, and the time of adjournment and who moved, seconded and vote tally. The Board members present concurred with Ms. Collins' summary of what needed to be included in the minutes.

The minutes from the May 5, 2016 Board of Selectmen's work session were reviewed. Corrections were made. Selectman Stubbings moved to accept the minutes as amended. Chairman Subject seconded the motion. Motion passed 2-0.

The minutes from the May 10, 2016 Board of Selectmen's were discussed. Ms. Collins noted that at the June 14, 2016 Board of Selectmen's meeting Selectwoman Mertz gave Ms. Collins a copy of the revisions she had made and noted that she had found over 100 corrections and felt the other Board members might have more. She wanted Ms. Collins to go back and redo the minutes to reflect her corrections. Ms. Collins said she had reviewed Selectwoman Mertz's corrections and she felt a lot of her corrections were rewording sentence structure, which Ms. Collins said she did not think were items which needed to be corrected. Ms. Collins did not feel these were errors on

her part; it was simply a difference in how she chose to phrase something versus how Selectwoman Mertz wanted the sentence phrased. Ms. Collins noted she actually went back and reviewed the recording for the Highway Department report and the Emergency Management report and found that the way she had worded her minutes was how the department heads had phrased their report. Ms. Collins said she did review the minutes again and said she found about 13 corrections not including correcting Selectman Mertz to Selectwoman Mertz, which was not an error since Selectwoman Mertz had not informed anyone about wanting to be referred to as Selectwoman instead of Selectman. The Board reviewed the minutes and made some additional corrections. Chairman Subject moved to accept the minutes as amended. Selectman Stubbings seconded the motion. Motion passed 2-0.

Ms. Collins discussed a memo she had drafted to the Department Heads asking them to submit their reports to her in writing prior to the meeting so she would not have to rephrase what they were trying to say, she could simply state see attached report. The Board like the memo and told Ms. Collins she could send it out.

The minutes from the May 24, 2016 Board of Selectmen's meeting were reviewed. Corrections were made. Selectman Stubbings moved to accept the minutes as amended. Chairman Subject seconded the motion. Motion passed 2-0.

The minutes from the June 2, 2016 Board of Selectmen's work session were reviewed. Corrections were made. Chairman Subject moved to accept the minutes as amended. Selectman Stubbings seconded the motion. Motion passed 2-0.

The Board reviewed and discussed the outstanding items list. No decisions were made.

Chairman Subject moved to adjourn the regular session at 10:55 p.m. Selectman Stubbings seconded the motion. Motion passed 2-0.

Respectfully Submitted,

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Jennifer L. Collins

Board of Selectman

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Randy Subject

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Colin Stubbings

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Teran Lee Mertz

Approved: June 21, 2016