

Board of Selectmen  
Work Session  
April 20, 2017

Selectboard Members present: Chairman Stubbings, Randy Subject, & Terri Mertz

Others present: Chief Hebert, Tim Cole, Abby Metcalf, Diane Stelzner, Helena Saarion, Rebecca Bailey, Donald Mitchell, and Frank Rodimon

Chairman Stubbings called the meeting to order at 7:05PM and apologized for the late start of the meeting. He stated that the meeting was being recorded for the sole purpose of accurate minutes and that others in the room may be recording but have not declared that fact.

Jen Rugar stated that although it was not on the Agenda, Abby Metcalf had a paper to be signed by the Chairman of the Board during a meeting, regarding the Underhill Canoe Site Trust Fund. Chairman Stubbings reviewed the document and signed it.

The Personnel Policy and Procedure Manual was tabled until the May 18<sup>th</sup> Work Session due to an objection by Selectwoman Mertz stating that she was not provided with the current policy for review. Jen Rugar, Administrative Assistant, stated that she had emailed the version she had available to all three Selectboard members. Mrs. Rugar also stated that her email was answered by Selectwoman Mertz with a copy of her own version of the policy attached. Mrs. Rugar forwarded the email to the other two members of the board.

Chief Hebert's contract is a three-year contract that is up for renewal in 2018. A six-month evaluation was scheduled for May 9<sup>th</sup> at 6 PM.

The Outstanding Items Action List was briefly discussed. Selectwoman Mertz asked if it will start being used at Work Sessions again. Chairman Stubbings stated that at his first meeting as chair, he had a list of four items to be addressed; Personnel Policy, Job Descriptions, Financial Policies and Procedures and Board Appointments. The shorter list has been worked on already. Chairman Stubbings agreed the Outstanding Action Items List could be better organized.

As the review of April 11<sup>th</sup> minutes began, Jen Rugar said she had received a phone call from Helga Mueller regarding the Planning Board update she had provided. The Planning Board did approve the application by Camp Walt Whitman to hold a week-long Family Camp. It will take place following the seven week camping season. The Board reviewed the minutes and corrections were made. Selectwoman Mertz requested to have her name put back on the minutes. Jen Rugar asked for clarification since she had been asked by Selectwoman Mertz to remove her name from meeting minutes of which she was not in attendance. Selectwoman Mertz stated she would like her name to be on the minutes as a member of the board, but not to appear as though she had approved them. Selectman Subject made a motion to accept the minutes as amended. Selectwoman Mertz seconded the motion. All in favor, motion passed 3-0.

Chairman Stubbings stated there is a need for a non-public session. Selectwoman Mertz stated that she cannot enter non-public sessions with the other two board members and left the meeting. Selectman Subject made a motion to enter Non-public Session at 7:44 PM per RSA 91-A:3, II (c). Chairman Stubbings seconded the motion. All in favor; motion passed 2-0.

The regular meeting reconvened at 8:13 PM. Selectman Subject made a motion to seal the minutes. Chairman Stubbings seconded the motion. All in favor, motion passed 2-0.

Selectman Subjeck made a motion to adjourn the meeting at 8:14 PM. Chairman Stubbings seconded the motion. All in favor, motion passed 2-0.

Respectfully submitted,

Jen Rugar  
Administrative Assistant

Board of Selectmen:

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Colin Stubbings, Chairman

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Randy Subjeck

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Terri Mertz

Approved: 5/4/2017

Approved: