

**BOARD OF SELECTMEN**  
**Working Session**  
**Town Hall Conference Room**  
**Minutes of December 16, 2015**

Chairman Powers called the meeting to order at 5:15PM. Board members present in addition to Chairman Laura Powers, were Selectmen Boyd Jackson, Steve Lais and Eldon Goodhue. Martha Morrison was absent. Of the Selectmen's staff, Town Administrator Kellie Hebert and Board Executive Assistant Donna Rich were in attendance. Other persons present during all or part of the meeting was resident Dick Gandt.

Chairman Powers reported that due to the Christmas and New Year's holidays being on a Friday Town Hall would be closing at noon on the Thursday before. In addition, there was a review of the upcoming meetings. December 28<sup>th</sup> regularly scheduled meeting would be cancelled and Working Sessions would be on December 30<sup>th</sup> and January 6<sup>th</sup> beginning at 5PM to review FY17 Budgets with Department Heads.

Follow Up-Succession Planning: There was a discussion relative to the Procurement/Finance Coordinator tasks that were included in the position vacated by the retirement of Roberta Knight. Kellie reviewed the intended tasks that the replacement position would be responsible for and how the model would assist in the under staffed office of the Town Administrator. Selectmen Lais and Goodhue both voiced their concerns relative to those tasks, stating they seemed redundant of the Town Administrator's job description. Selectmen Jackson offered to assist in the re-writing of the job description. Chairman Powers supported the Town Administrator's views on the addition of a full-time position. Mrs. Rich gave an update on the Planning Board/Zoning Board posted position. The Board agreed to continue this discussion at a Working Session scheduled for December 22<sup>nd</sup>.

At 6:17 PM, Selectman Jackson made a motion to adjourn and Selectman Lais seconded the motion; so voted: 4-0.

Respectfully submitted,

Donna Rich, Secretary  
Selectmen's Office

Per the Open Meeting Law, the documents that were either distributed to the BOS before the meeting in a packet, or at the meeting were:

1. Agenda

*Approved as written at the January 25, 2016 Board of Selectmen's meeting.*

<p>Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Board constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Board as to the completeness or accuracy of such statements.</p>
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