

**BOARD OF SELECTMEN**  
**Working Session**  
**Town Hall Conference Room**  
**Minutes of December 29, 2014**

Chairman Dick Gandt called the meeting to order at 4:45PM. Board members present in addition to Chairman Dick Gandt, were Martha Morrison and Steve Lais. Laura Powers and Eldon Goodhue were absent. Of the Selectmen's staff, Town Administrator Kellie Hebert and Board Secretary Donna Rich were in attendance. Other persons present during all or part of the meeting were Conservation Commission Administrator Lana Spillman and Health Agent John Coulon.

Chapter 90 Reimbursement Requests: Selectman Morrison made a motion to approve two Chapter 90 Reimbursement Requests; a) FY14 Road Plan in the amount of \$29,298.28 for fiber reinforced crack filling for the following roads: Coppermine Road, Nichols Lane, Proctor School, New Meadow Lane, Juniper Lane, Morningside Drive, High Ridge Road, Clearly Lane, Millbrook Lane, Brady Drive, Comstock Lane, Surrey Lane and Thompson Lane and b) FY15 Road Plan in the amount of \$202,856.65 for asphalt paving on Perkins Row and 6 other various roads for a total of \$232,154.93, seconded by Selectman Lais; so voted: 3-0.

Road Salt: Selectman Morrison made a motion to approve the furnishing of Road Salt to Granite State Minerals Inc., of Portsmouth, NH for Fiscal 15 in the not to exceed amount of \$50,000, seconded by Selectman Lais; so voted: 3-0.

FY 16 Budget Review: Selectman Lais read the FY16 Finance Committee guidelines.

Conservation Commission FY16 Budget: Conservation Commission Administrator Lana Spillman explained the increase in secretarial wages line item was due to a request to have the hours be reinstated to 18 hours. Ms. Spillman reported that in 2010 the secretary position hours were reduced from 18 to 15 and that the increase of three hours would significantly assist in the daily operation of the office. Ms. Spillman explained the Commissioners support the increase. Chairman Gandt requested that the increase in hours be inserted on the budget worksheet tab noted: "Schedule Essential Service Unfunded" and the "Narrative Essential Service Unfunded".

Board of Health FY16 Budget: Board of Health Agent John Coulon explained the increase in secretarial wages line item was due to a request to have the hours be increased to 19 hours. Mr. Coulon reported that in 2010 the secretary position hours were reduced from 18 to 14 hours and that the increase of five hours would significantly assist in the daily operation of the office. Mr. Coulon explained the Board of Health supports the increase. Chairman Gandt requested that the increase hours be inserted on the budget worksheet tab noted: "Schedule Essential Service Unfunded" and the "Narrative Essential Service Unfunded". There was a brief discussion relative to the Professional Services vs. Sanitarian line items within the budget.

Council on Aging: Selectman Morrison noted that the secretarial hours are being requested to be increased from 25 hours to 30 hours per week, also because they were reduced in 2010.

Chairman Gandt requested that the increased hours be inserted on the budget worksheet tab noted: "Schedule Essential Service Unfunded" and the "Narrative Essential Service Unfunded".

Web & Cable Department: Selectman Morrison noted that there should be some consideration made in FY16 to hire personnel to manage the Town website. It was agreed to level fund the wage line item.

Town Hall: Ms. Hebert explained the increase of \$1,000 in the training line item representing Procurement training in preparation of an expected retirement. Chairman Gandt requested that the increase be inserted on the budget worksheet tab noted: "Schedule Essential Service Unfunded" and the "Narrative Essential Service Unfunded".

Treasurer/Collector: Chairman Gandt referenced the GASB line item, requesting there be details in the narrative explaining the cost to be bi-annual.

Performance Evaluation of Town Administrator: Selectman Morrison again reiterated her displeasure of this evaluation being performed with the entire Board in an open session. Chairman Gandt explained that it is a written document compiled of information gathered from the Board members and includes signatures, along with Kellie Hebert signing off as acknowledgment of receipt of the evaluation document. Ms. Hebert's response began with the distribution of pages 7 & 8 of her contract, where it states that "Goals and Objectives were to be agreed upon no later than June 30<sup>th</sup> for the coming year", however does not express how any evaluation would take place. Ms. Hebert respectively requested that the public document presented include a copy of the agreed upon goals for the Town Administrator and with the written accomplishments of obtaining those 8 goals. Ms. Hebert noted that it was unfair to use the tool presented after the period of time had lapsed, stating that she was not aware of the criteria that she was being evaluated on. Ms. Hebert stated she respectively will acknowledge receipt of the document, however, declined to sign it as it was not an adequate or appropriate or fair measure determining her performance since being hired on 9/16/13. Ms. Hebert noted that she appreciates the feed-back, grateful to work for the Town, but would like to come up with a mutually agreed upon set of goals, as stated in her contract. Selectman Morrison noted that the Board had not set Goals for FY15 to date and that should become a priority. Chairman Gandt again reviewed the process that was followed.

At 6:32 PM, Selectmen Lais made a motion to adjourn and Selectman Morrison seconded the motion; so voted: 3-0.

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
2. FY16 submitted budgets from Departments
3. Request for Chapter 90 Reimbursement documents
4. Request for Road Salt documents
5. Board of Health narrative for budget
6. Performance Evaluation of Town Administrator with entry for signatures of selectmen

*Approved as amended at the February 23, 2015 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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