

## **MINUTES OF SELECTMEN'S MEETING**

### **August 15, 2014**

Chairman Smith called the meeting to order at 3:31 PM in the Board of Selectmen's Office with Mrs. Walter and Mr. Hevy present.

Also present was Trish Miller and Jeff Samuelson.

#### **I. SEWER DEPARTMENT - Administrative Assistant**

Mr. Smith had brought the Board up to date on the Sewer Department Administrative Assistant position. The Board of Selectmen had received an updated job description for the Administrative Assistant which all members had reviewed prior to meeting. Mr. Hevy had advised that this needs to be broken down into smaller steps. First, approve the job description and second, reclassify the Administrative Assistant with wage compensation for additional duties. Mrs. Walter stated that the new hourly wage would be paid from the Sewer "Other Salary Account" in the existing Sewer Departments budget. There was no need to find monies or appropriate funds for this increase.

Mrs. Walter moved that the Board of Selectmen accept the Job Description as written for the Administrative Assistant/Operator position that was provided by and approved by the Sewer Department. Mr. Hevy seconded. So voted.

Mrs. Walter moved the Board of Selectmen reclassify Laurie Lapierre to the Administrative Assistant/Operator position with an hourly rate of \$15.47 retroactive to August 1, 2014. Mr. Hevy seconded. So voted.

#### **II. TOWN HOUSE GUTTERS**

Mr. Smith brought the Board up to date on a request by Jeff Samuelson to repair the Town House gutters. Mr. Samuelson provided a quote of \$5,000 to repair the copper built-in gutters around the Town House. Mr. Smith advised the Board that because the repairs were \$5,000 we are required by law to solicit a minimum of three quotes from different contractors. The Board of Selectmen agreed that there is a dire need to fix the gutters, but because this problem was reported a few years earlier, it is not considered an emergency need.

The Board asked Mr. Hevy to further research specifications to repair the copper gutters and report back to the Board on the next meeting of August 26, 2014.

Mrs. Walter moved to approve up to \$5,000 and seek three contractor quotes in accordance with State law. Mr. Hevy seconded. So voted.

There being no further business, at 4:45 PM Mrs. Walter moved, and Mr. Hevy seconded, a motion to adjourn. So voted.

Respectfully submitted,

Eric M. Hevy  
Board of Selectmen Clerk