

**TOWN OF CHARLESTOWN  
NON-PUBLIC SELECTBOARD SESSION  
APRIL 4, 2018**

Selectboard Present: Thomas Cobb (Chair); Steven Neill; Albert St. Pierre

Staff Present: Travis Royce – Administrator  
Patty Chaffee – Town Clerk/Tax Collector and Selectboard Office  
Regina Borden – Recording Secretary

**CALL TO ORDER:** Mr. Cobb called this Non-Public Selectboard Session to order at 8:48 PM.

**Personnel:** Ms. Chaffee discussed two issues regarding the Town Clerk’s office. The auditors will be in the office at the end of the month. There was discussion relative to a Job Description for the office vacancy. A Workshop was scheduled for Tuesday, April 10<sup>th</sup> at 4:30 PM to finalize this. *Ms. Chaffee left the meeting.*

**Consideration of Legal Advice:** The Selectboard reviewed their legal opinion regarding a proposed contract. Additional information will be researched.

**Pending Claims or Litigation:** The Selectboard acknowledged receipt of a notice regarding an on-going claim. Mr. Royce will respond to the attorney’s letter to advise him of the decision made by the Selectboard.

**Personnel:** The Selectboard talked about a personnel issue. Following a discussion a decision was made on how to proceed going forward.

**ADJOURNMENT:**

**Mr. St. Pierre moved to adjourn this Non-Public Selectboard Session. Seconded by Mr. Neill. With all in favor, the meeting was adjourned at 9:26 PM.**

Respectfully submitted,  
Regina Borden, Recording Secretary

Approved,

Thomas O. Cobb, Chair

Steven A. Neill

Albert St. Pierre

(**Note:** These are unapproved Minutes. Corrections will be found in the Minutes of the April 18, 2018, Selectboard meeting.)