

TOWN OF FRANCESTOWN
OFFICE OF SELECTMEN
27 MAIN STREET • P.O. BOX 5
FRANCESTOWN, NEW HAMPSHIRE 03043-0005

BOARD OF SELECTMEN NONPUBLIC MEETING MINUTES

August 20, 2012

Selectmen Present: Chair Betsy Hardwick
Scott Carbee
Abigail Arnold

Motion to enter Nonpublic Session made by Betsy, seconded by Scott.

Specific Statutory Reason cited as foundation for the nonpublic session:

X RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

Roll Call vote to enter nonpublic session:	Betsy Hardwick	Aye
	Scott Carbee	Aye
	Abigail Arnold	Aye

Entered nonpublic session at 6:30 p.m.

Other persons present during nonpublic session: Michael Branley and later Office Assistant Wendy Brien-Baker.

Description of matters discussed and final decisions made: The Board discussed Wendy Brien-Baker's performance and the Office Assistant position in general. The Board agreed that Wendy is doing an excellent job and many tasks above and beyond what was originally outlined in the job. Mike presented the Board with his analysis of office staffing in neighboring communities. He recommended a wage of \$15.25 per hour, revising the job description to more accurately reflect current tasks and her skills, and a new title of Executive Assistant which is more in line with the pay and duties. Wendy joined the meeting at 6:45. The Board thanked Wendy for her performance thus far and offered her a wage of \$15.50 per hour, which she accepted. The Board and Wendy will review the draft job description Mike put together and discuss it in the future. Wendy and the Board discussed the office dynamics and the progress they feel is happening. The Board authorized Wendy to work out a schedule with Mike to work additional hours to make up for her time off.

The Board agreed to not seal the minutes.

Motion to leave nonpublic session and return to public session by Betsy, seconded by Scott.
All in favor.

So Moved.

Public session reconvened at 7:00 p.m.

These minutes recorded by: Interim Administrative Coordinator Michael Branley.

Approved on August 27, 2012

Board of Selectmen Chair Betsy Hardwick

Selectman Scott S. Carbee

Selectperson Abigail Arnold