

LYNDEBOROUGH BOARD of SELECTMEN
TOWN HALL, 9 CITIZENS HALL ROAD
LYNDEBOROUGH, NEW HAMPSHIRE
03082

Work Session Meeting Date: October 5, 2011

Time: 6:30PM

Meeting Attendees: Arnie Byam III, Donnie Sawin, Burton Reynolds, T.A.
Absent: Kevin Boette

Agenda Item: Employee Evaluations

Action Taken:

- Continue on BOS Work Session Agenda
- No further action necessary on BOS Work Session Agenda
- Action by Town Administrator and report back for next _____ BOS Work Session Agenda
- Add to next BOS regular meeting agenda _10/12/11___ w/ _____ w/o Town Administrator activity

BOS Comments:

Topics to be used for the review were discussed. How to organize the form. Possible use of the "input form" employees would complete prior to the review. A list of rating considerations for each topic – provide via a separate sheet – to help rater. Add a page that captures status of goals, training status, areas in need of improvement. Encourage writing comments for each topic justifying the rating. Agreed on the rating category names (meets expectations, etc.). Need to work on an addendum for the managers.

Burton will prepare an updated document based on these discussions.

Agenda Item: Audit Letter

Action Taken:

- Continue on BOS Work Session Agenda
- No further action necessary on BOS Work Session Agenda
- Action by Town Administrator and report back for next _____ BOS Work Session Agenda
- Add to next BOS regular meeting agenda _____ w/ _____ w/o Town Administrator activity

BOS Comments: Board signed a letter from the auditors confirming what data had been provided to prepare the audit.

Agenda Item: Safety Program - was on agenda but not discussed.

Action Taken:

- Continue on BOS Work Session Agenda
- No further action necessary on BOS Work Session Agenda
- Action by Town Administrator and report back for next _____ BOS Work Session Agenda
- Add to next BOS regular meeting agenda _____ w/ _____ w/o Town Administrator activity

BOS Comments:

Covered the loss of water at Citizens Hall due to a toilet running at the library.

Agenda Item: AED Placement

Action Taken:

- Continue on BOS Work Session Agenda
- No further action necessary on BOS Work Session Agenda
- Action by Town Administrator and report back for next _____ BOS Work Session Agenda
- Add to next BOS regular meeting agenda _____ w/ _____ w/o Town Administrator activity

BOS Comments:

Reviewed placing an AED at Center Hall. Decided instead to place at the library. Need to resolve if we will pay out of a town budget or have the library cover the expense.

ADJOURNMENT: Motion – Arnie 2nd - Donnie

TIME: 8:30PM

Prepared By:

Approved By: BOARD OF SELECTMEN ON OCTOBER 12, 2011

Arnie Byam

Donnie Sawin

Kevin Boette