

**Select Board Work Session Meeting  
Agenda/Minutes  
Tuesday, October 11, 2011**

**I. Open Meeting at 5:00 pm**

**2. Present:** Selectmen Mike Crosby, Vic St.Cyr, Brian Hardy

**3. Chairman's comments:**

Minutes:

1. Sandy will write a policy on minutes with Mike Crosby's assistance.
2. Reference
  - a. September 13, 2011 format will be used.
  - b. LGC Guide book
  - c. Include: all approved minutes will be signed by Select Board prior to being filed.  
Unsigned minutes are considered incomplete. Sandy York will write a policy.
  - d. minutes will be stored on the Administrative lap top.
  - e. asked Cathy Fountain to set up a shared file for the AA on the lap top (Agenda/Minutes).

**Motion:** by Selectman St.Cyr to use the 9/13/11 minutes as a template

**Second:** by Selectman Hardy

**Vote:** 3-0-0

**Motion:** by Selectman St.Cyr to go into executive session for personnel issues and to interview candidates for the transfer station position .

**Second:** by Selectman Hardy

**Vote:** 3-0-0

Select Board returned to regular session

3. Administrative office is set-up and David Brewer measured for doors.  
Town Clerk's office will share the administrative office with the Select Board.
4. Policy and Procedure  
All updates should be complete and distributed.
5. Security System  
Capital Alarm will meet with our IT person on 10/20/11 to complete the visual surveillance system.
6. Juile Simonds will submit a letter of interest in being a Conservation Commission member.
7. FEMA- Bob Wentworth all documents are complete and handed in for public assistance.

**4. Town Departments**

Administrative Assistant Sandy York:

The Select Board has a scheduled meeting with the Whitefield Select Board 10/17/11 at 6:45 pm at the Whitefield Town Office.

Road Agent - Bob Wentworth

Would like to see the Hurlburt Rd changed to a Class 6 road. Everything was clear with NHDOT - the road is closed and the barricades are up.

Fire Chief - Ron Sheltry

The keys to the old generator need to be located. Tom Devin will give us a bid for the electric work on the generator.

The meeting to be held with the Whitefield and Dalton Select Boards regarding the price we pay for ambulance service was discussed with Chief Sheltry and the Select Board.

**Motion:** by Selectman St.Cyr to have Mike Crosby and Ron Sheltry attend the meeting.

**Second:** by Selectman Hardy

**Vote:** 3-0-0

Selectmen: Motioned, seconded and voted to adjourn.