

**Workshop held on Wednesday October 2<sup>nd</sup>, 2019 @ 6:30 p.m. in the Town Office.**

Items on the agenda to discuss:

1. Personnel Policy
2. Holiday Calendar
3. Job descriptions
4. Articles to present to the residents at the November 5<sup>th</sup> for voting on.

1. Personnel Policy:

- The policy was discussed and will be put on the agenda to go over at the Select Board Meeting on October 7<sup>th</sup>, 2019.

2. Holiday Calendar:

- The holiday calendar that was brought to the Select Board by the Town Clerk for approval was discussed. The holiday calendar will be put on the agenda to go over at the Select Board Meeting on October 7<sup>th</sup>, 2019.

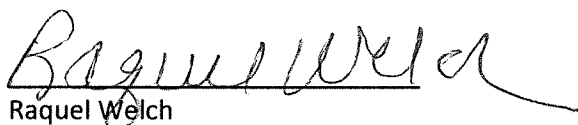
3. Job Descriptions:


- Select Board Secretary
- Town Clerk
- Tax Collector
- Treasurer
- Election Clerk
  - 5 job descriptions were discussed. The job descriptions will be put on the agenda to go over at the Select Board Meeting on October 7<sup>th</sup>, 2019.

4. Special Town Meeting

- The Select Board discussed that a few things should go before the Town for voting. The following were decided to go on Articles to be put forward to the Town on November 5<sup>th</sup> Election/Voting Day:
  - The hours of operation for the Town Office; Monday through Friday 8:00 a.m. to 12:00 p.m., 1:00 p.m. to 5:00 p.m.
  - To see if the Town will change the Town Clerk, Tax Collector and Treasurer from an elected position to an appointed position.
  - To see if the Town will change the Road Commissioner from an elected position to an appointed position.
  - To see if the Town will change the Fire Chief from an elected position to an appointed position.

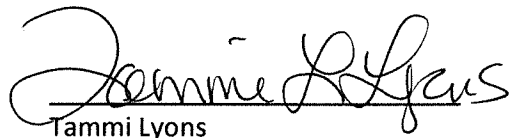
Workshop ended at 9:30 p.m.

  
Raquel Welch

  
Carol Roach

  
Larry Snowman

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Lynda Hebert

  
Tammi Lyons

October 7, 2019  
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Date