

**TOWN OF EPSOM**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**February 21, 2020 AT 5:00 PM**

Hugh Curley  
Virginia Drew  
Cheryl Gilpatrick

Approved: Cheryl/Hugh  
Vote: 3-0 in Favor

Attendees: Nancy Wheeler

Virginia called the meeting to order at 5:00 pm.

The Board reviewed and accepted the resignation of the Town's Administrative Assistant, Dawn Calley-Murdough, with appreciation for her service to the Town over the past year.

**Motion by:** Hugh to accept the resignation. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

The Board reviewed and discussed the job posting for the position. Adjustments were made to the due date for resumes, which will be March 13<sup>th</sup>, and adding Nancy's email address to submit resumes. Nancy will post in the usual places, NHMA, Concord Monitor, etc.

The Board reviewed the need for a comp time policy.

The Board Reviewed office coverage in the interim of finding a new Admin Asst.

Cheryl will touch base with Donna for review of BOS support and assessing work review. She will also meet with Dawn about file location on the computer and any outstanding work.

Virginia requested that the board members come up with ideas for office protocol and practices to implement for office staff.

Cheryl will check with Meadow Wysocki and Lisa Weaver regarding taking minutes for the BOS meeting on March 9<sup>th</sup>.

**Adjourn the Meeting**

6:20 PM Motion by: Cheryl to adjourn the meeting. Second by: Virginia. Vote: 3 – 0 in favor.

Respectfully Submitted,

Cheryl C. Gilpatrick