

**TOWN OF EPSOM
BOARD OF SELECTMEN MEETING MINUTES
OCTOBER 1, 2019 AT 8:00 AM**

Virginia Drew
Hugh Curley - Absent
Cheryl Gilpatrick

Approved: Cheryl / Hugh
Vote: 2 in favor, HC abstained

Staff Present: Nancy Wheeler, Dawn Calley-Murdough, Donna Randall

Other Attendees: None

Virginia called the meeting to order at 8:09 am and lead the Pledge of Allegiance.

Virginia reviewed the agenda and no changes were needed.

Motion by: Cheryl to accept the agenda as submitted. **Second by:** Virginia. **Vote:** 2 – 0 in favor.

Discussion:

Staff Meeting and Review of Job Descriptions: Nancy, Dawn, and Donna reviewed their current job description to determine if any amendments were needed.

It was determined that many of Nancy's duties would remain the same. However, changes may be considered as the board moves forward with posting her upcoming vacancy and the hiring of a new Finance Administrator.

Discussion took place about the Human Resource duties, which were transferred to Nancy a few years ago. It was stated the duties are completed by the finance administrator for many towns. A decision was made that the duties would remain with Nancy at this time.

It was determined that Dawn would take over the responsibility of Property Liability Insurance from Nancy. Nancy would continue to work with the current lawsuits, but would also update Dawn on the legal cases, and Dawn would continue to contact legal as directed by the board. The Board of Selectmen will review the Key Control policy and the responsibility would remain with Dawn at this time.

Dawn and Donna will share the responsibility of posting agenda's and minutes, each taking care of the duty when the other is not in the office. However, Dawn would primarily be responsible for the website and Donna would handle the paper copies and would be added to both job descriptions.

Cheryl asked to identify back up duties for the Office Assistance.

Dawn asked the Selectmen to clarify some generic job duties, as there are some staff members asking who they should ask for help, this includes who and how department heads and boards should communicate with the office and how they get their requested duties and processes completed. Virginia stated there has been a lot of transition over the last few years and the board will be able to clarify some of those issues once the job descriptions are determined.

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Dawn would be the primary point person regarding building maintenance needs. Computer related items would be addressed depending on need; individual computers or server related issues. It was stated Dawn is responsible for server backups and holding the backup off site. The Highway Department, Fire Department, and Police Department are responsible for managing their own computer needs.

Dawn would take responsibility for working with all Boards for periodic review and update of forms and would work with the Selectmen for town forms. Dawn would track and periodically bring the board the town policies to review. General office Contracts, such as copier, printers, cleaning would be managed and tracked by Dawn, and she would create a list for the board to keep track of other contract deadlines, such as town office space rental contract.

The Selectmen would consider the needs for a Land Use Clerk during budget planning and as the Planning Board moves forward with the review of board processes, checklists, and forms.

It was determined that Donna would take over the responsibility of Parade and Road Race Applications.

Cheryl asked what Dawn meant about reviewing the welcome packet letter. Dawn asked to have Donna review the materials in the welcome packet to determine if it could be condensed for efficiency or clearer information. Donna would provide the board with a copy of the packet and asked them to determine if there should be any changes.

It was clarified that Donna handles the processing the applications for Webster Park.

Dawn would handle the exemption and credit applications.

Virginia stated she is a firm believer in cross training and periodically having others check your work. Cheryl agreed and stated it is good for everyone in the office to help support each other and work better with the customers.

The job descriptions would be updated to reflect the most recent changes and would be brought back to the board for final approval. There was agreement that the job descriptions will never contain all the duties that are completed by the office staff and completion of some duties may change based on who has the ability to complete the task at that specific moment.

Adjourn the Meeting

9:40 AM Motion by: Cheryl to adjourn the meeting. Second by: Virginia. Vote: 2 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough