

TOWN OF TEMPLE, NEW HAMPSHIRE
BOARD OF SELECTMEN
June 21, 2017
MINUTES OF PUBLIC MEETING

Board members present: Ken Caisse, Gail Cromwell, Bill Ezell (Cromwell recording)

Call to order by Ezell at 6:00 p.m.

Update of office job descriptions: Ezell stated that this meeting is to review tasks in order to update the job descriptions of the Administrative Assistant and Office Assistant, and that no public comment would be taken. Cromwell commented that one issue is to determine who is better suited to do certain duties. Cromwell also stated that Betsy Perry, the Office Assistant, should be directly supervised by the BOS as she was hired to do special assignments. Ezell stated that would only make sense if Perry was working on a special project. Cromwell said that there is a big question on who compiles the town report and thinks it is a mistake for the Administrative Assistant to be in charge of that process except in regards to the financial reports.

Ezell stated that he is concerned because there are no clearly defined duties. Ezell's main goal for this review is to determine the primary duties for each position. The Board reviewed the list of duties for both positions. Cromwell commented on the overlap of some duties citing the web site as an example. Caisse requested that the BOS keep in mind that the Office Assistant is part-time.

The Administrative Assistant and Office Assistant will reprioritize and revise the lists of duties for the Board's review.

Motion to adjourn made by Cromwell, second by Ezell, and so voted at 6:49 p.m.

Minutes submitted by Debra Harling

~ The next regularly scheduled meeting will be held Tuesday, June 27th, 2017 ~