

**Town of Tamworth
Board of Selectmen's Meeting
January 20, 2015
Town Office**

BOARD MEMBERS

PRESENT: Steve Gray, John Roberts & James Hidden

OTHERS

PRESENT: Town Administrator Cassandra Pearce, Executive Assistant Darlene McWhirter and Martha Eldridge

Chairman Gray called the meeting to order at 7:00 a.m.

**NON-PUBLIC
SESSION:**

Motion made by Chairman Gray at 7:05 a.m. to enter into a non public session under RSA 91 A: 3 II (a). Motion seconded by Selectman Hidden and passed unanimously.

Motion made by Chairman Gray to exit non public at 7:30 a.m. Motion was seconded by Selectman Hidden and passed unanimously.

OFFICE CHANGES:

The Board reviewed and discussed the proposed changes to office procedures, proposed revisions to the personnel policy and reviewed updated job descriptions for the Town Administrator and Executive Assistant position. More information will be obtained, no decisions were made.

Town Administrator Pearce will work with the treasurer to implement record keeping procedures.

ADJOURNMENT:

Motion made by Chairman Gray to adjourn at 11:25 a.m. Motion seconded by Selectman Hidden and passed unanimously.

Respectfully Submitted,

Darlene McWhirter
Executive Assistant

Approved by Board of Selectmen

Steven G. Gray

John E. Roberts

James S. Hidden