

**Town of Tamworth
Board of Selectmen's Meeting
June 03, 2013
Town Office**

PRESENT: John Roberts, James Hidden & Steve Gray

Also Present: Town Administrator Cassandra Pearce

CALL TO ORDER: The meeting was called to order at 7:04 a.m. by Chairman Roberts.

TOWN OFFICE

STAFFING: The Selectmen reviewed two draft job descriptions for the Selectmen's/Assessing Office. They again discussed the need for outside assistance in interviewing, the number of hours for the position, benefits, and job duties. They also discussed having a 90 day review once someone was hired to see how things are working out.

The Board decided to forward the proposed job descriptions to the other Town Administrators that they have contacted for assistance and get their thoughts on them and to meet again on Friday, June 07, 2013 at 7 a.m. to discuss further.

ADJOURNMENT: Motion made by Selectman Roberts to adjourn at 7:56 a.m. Motion seconded by Selectman Hidden and passed unanimously.

Respectfully Submitted,
Cassandra M Pearce

Approved by Board of Selectmen

John E. Roberts

James S. Hidden

Stephen G. Gray