

Approved
Candia Selectmen's Public & Non-Public Meeting Minutes
Monday, February 7, 2008

Public Meeting Minutes

Attendance: Chairman Fred Kelley, Vice-Chair Tom Giffen, Selectman James Brennan, Selectman Richard Lazott, and Selectman Joe Duarte.

6:00 p.m. Chairman Kelley opened the Public Meeting and in accordance with RSA 91-A:3 II (b) motioned to enter into a Non-Public Session for the discussing hiring the process for the part-time Finance Director, the internal promotion for Assistant Dawn Chabot, the proposed pay rates for the positions and to conduct a second interview for the vacant part-time Finance Director position. Seconded by Selectman Giffen. Roll call vote conducted: Selectmen Kelley, Giffen, Brennan, Lazott and Duarte all in favor. Motion carried.

Non-Public Meeting Minutes 1

Attendance: Chairman Fred Kelley, Vice-Chair Tom Giffen, Selectman James Brennan, Selectman Richard Lazott, and Selectman Joe Duarte.

6:01 p.m. As properly motioned in a prior Public Meeting, Chairman Kelley opened the Non-Public Meeting for the purpose of discussing the hiring process for the part-time Finance Director, the internal promotion for Assistant Dawn Chabot and the proposed pay rates for the positions (part-time Finance Director, Selectmen's Administrative Assistant, and Selectmen's Secretary/Assessing Clerk). The Board reviewed reference information obtained by Assistant Chabot for Elizabeth St. Pierre. No formal decisions were made.

6:17 p.m. Chairman Kelley closed Non-Public Meeting 1 and motioned to open Non-Public Meeting 2 in accordance with RSA 91-A:3 II (b) for the purpose of interviewing for the part-time Finance Director position. Seconded by Selectman Giffen. Roll call vote conducted: Selectman Kelley, Giffen, Brennan, Lazott and Duarte in favor.

Non-Public Meeting Minutes 2

Attendance: Chairman Fred Kelley, Vice-Chair Tom Giffen, Selectman James Brennan, Selectman Richard Lazott, Selectman Joe Duarte, Former Director/contracted hire Carolyn Emerson and Selectmen's Assistant Dawn Chabot.

6:18 p.m. Chairman Kelley opened the Non-Public Meeting after proper motion in prior Public Meeting in accordance with RSA 91-A:3 II (b) for the purpose of interviewing candidate Elizabeth St. Pierre for the vacant part-time Finance Director position. No decisions were made.

7:45 p.m. Chairman Kelley motioned to close the Non-Public Meeting and enter into a Public Meeting. Seconded by Selectman Lazott. All in favor. Motion carried.

Public Meeting Minutes

Attendance: Chairman Fred Kelley, Vice-Chair Tom Giffen, Selectman James Brennan, Selectman Richard Lazott, Selectman Joe Duarte, Former Director/contracted hire Carolyn Emerson and Selectmen's Assistant Dawn Chabot.

Selectman Giffen motioned to hire Elizabeth St. Pierre as the part-time Finance Director starting rate to be \$18.00 per hour, with \$1.00 hourly increase after favorable 90-day review, hire pending successful completion of required employments checks. Seconded by Chairman Kelley. All in favor. Motion carried. Elizabeth St. Pierre accepted the offer. Mrs. St. Pierre agreed to a work week consisting of Monday through Friday, 8:30 am to 1:30 p.m. It was noted in some cases Mrs. St. Pierre would be able to have time off and shift her hours to cover the missed hours if necessary. Assistant Chabot provided forms and information to Mrs. St. Pierre on the required employment checks. Mrs. St. Pierre advised she would return the forms at the beginning of next week. At the approval of the Board Carolyn Emerson scheduled a training day with Mrs. St. Pierre and Assistant Chabot for Monday, February 18, 2008 commencing at 8:00 a.m. Mrs. St. Pierre departed from the meeting.

The Board to discuss pay rate for Selectmen's Administrative Assistant Dawn Chabot: Selectman Brennan advised to Assistant Chabot with the recent promotion and the additional responsibilities the Board discussed a newly proposed rate. Selectman Brennan motioned to provide Administrative Assistant Dawn Chabot with a pay increase effective on 02/07/08, new hourly rate to be \$19.25, with a 50-cent increase due upon favorable 90-day review. Seconded by Selectman Lazott. All in favor. Motion carried.

The Board noted the 2008 COLA would not be applied this year for the Finance Director and the Selectmen's Administrative Assistant position.

Interviews for the vacant Selectmen's Secretary/Assessing Clerk position: The Board directed Assistant Chabot to set up three interviews (Andria Hansen and two other top candidates) prior to the next meeting on 02/11/08. The Board requested a job description for the position prior to the interviews.

8:00 p.m. Chairman Kelley motioned to close the Public Meeting. Seconded by Selectman Giffen. All in favor.