

**Date:** July 31, 2012

**Attendance:** Sara Young Knox, Jack Rose, Joe Ferris

**Call to Order:** 10:00

Discussed Selectmen's Office hours. Sara made a motion to change the Administrative Assistant Wednesday hours to 9:30 am – 5:30 pm, Joe 2cnd the motion All in favor of the change. The AA hours will be as follows:

Monday 9-4  
Tuesday 9-4  
Wednesday 9:30-5:30  
Thursday 9-4  
Friday 9-12

The Board notes this change now effectively creates a 32 hour work week for the AA.

The board members agreed there will be no overtime for the AA position.

**10:55** Sara motioned to come out of nonpublic session. Joe seconded the motion. AIF

Sara motioned the Administrative Assistant will be considered an hourly employee. Jack seconded the motion, AIF

Joe motioned vacation and sick time allotments are based on a 32 hour week. Due to variation of daily office hours vacation or sick time taken will reflect the office hours of the day. Sara seconded the motion, AIF

Sara motioned to adopt the new Town Policies Manual to be signed on Wednesday August 1<sup>st</sup>, Joe seconded the motion, AIF

**11:00** Sara motion to adjourn, Joe seconded AIF