

Sanbornton Conservation Commission

May 31, 2017

Special Meeting Minutes **(Approved 6/8/17)**

Present: Chair Brad Crosby, John Earley, Mary Ahlgren, Karen Bordeau, Dick Ayers,

Brad Crosby, chair, called the special meeting to order at 6:03 p.m., upon recognition of a quorum present.

Minutes:

Chair Crosby noted that the meeting was called in order to review the applications for the Secretary to the Commission position.

Three (3) applications were received—Audry Barriault, Suzanne Beauchesne and Patricia Katis. Following discussion Chair Crosby motioned to have the three candidates scheduled to interview with Commission members at 20-minute intervals beginning at 6:00 p.m. on June 8th, prior to scheduled monthly meeting of the Commission; second by Dick Ayers with unanimous approval.

Chair Crosby noted the interviews would be in non-public session and that proper notice would be posted. He also noted that he would contact the candidates to determine their availability

Following brief discussion, the following questions were suggested in the interview process:

- What interests you in this position?
- Are you familiar with the Conservation Commission and it's role in our small community?
- Are you familiar with Town Government processes and procedures?
- Are you familiar with the NH statutes related to the Commission's operations and meetings?
- What contribution will you make to our role in oversight to land conservation and stewardship in our community

The following items were agreed to be included in a job description for the secretarial position:

- Familiarity to RSA's that govern the Commission
- Record keeping of Commission business

- Completion of minutes, etc. within 72 hours of meetings and insuring proper posting and forwarding to Commission members
- In concert with the Commission Chair, insuring meeting agenda's are correctly posted and distributed to Commission members at least 72 hours prior to the meeting date
- Completing correspondence, etc. of the Commission as necessary

Meeting was adjourned at 6:50 p.m. on motion by John Earley, seconded by Karen Bordeaux--unanimous approval

RWA