Position	Name	P	A
Chair	Joanne Semanie	x	
V-Chair	Edward Silva	x	
Selectmen	William Baker	x	

TOWN ADMINISTRATOR: Town Administrator Brooke Shulda
IN-PERSON AUDIENCE: None
ZOOM PARTICIPATION: None

Call to Order: Chair Semanie called the meeting to order at 10:30 a.m.
Announcement of recording devices: NONE
Noteworthy Announcements: NONE

Town Culture & Employee Relations

Chair Semanie addressed the selectboard's duties and responsibilities regarding Town Culture and Employee Relations. She reminded the board members that they should not overstep their boundaries by involving themselves in a department's daily operations or in day-to-day municipal management. Additionally, she emphasized that any problems should be resolved by the Town Administrator, not individual board members.

Regarding the Town Organization Chart and Complaint Policy, Chair Semanie explained that all complaints must be directed to the Town Administrator. The board, as a whole, is responsible for addressing these issues rather than handling them individually. Furthermore, she clarified that any complaint must be submitted in writing and signed by the complainant. Alternatively, the complainant may attend a Board of Selectmen's open meeting to present their complaint verbally.

Citizen Comments:
NONE

Future Meetings:
Thursday, January 16, 2025, at 1:30 p.m.
Thursday, January 16, 2025, at 6:00 p.m.
Thursday, January 30, 2025, at 6:00 p.m.

Adjournment: 11:18 a.m.

> **MOTION TO ADJOURN: Chair Semanie motioned to adjourn the meeting at 11:18 a.m. The motion, seconded by Vice-Chair silva, was unanimously approved. (vote: 3-0-0)**
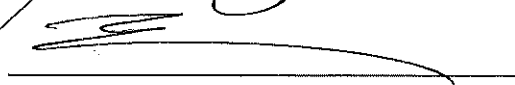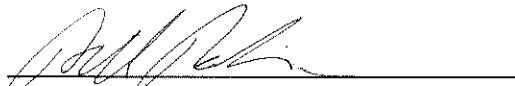
Respectfully Submitted,

Brooke E. Shulda, Town Administrator

Approval Date: **January 16, 2025**

Approved by:

_____
Joanne Semanie, Chair

_____
Ed Silva, Vice-Chair

_____
Bill Baker, Selectmen

Documents:

1. Agenda for January 10, 2025
2. Town Organization Chart
3. Selectmen Responsibility Informational Packet