

**DRAFT**

**PRESENT:** R. P. McDermott, Chairman; M. Kasprzak, C. P. Graham, Selectmen;  
E. N. Small, Town Administrator; L. A. Ruest, Administrative Assistant

**PART TIME BUILDING INSPECTOR/HEALTH OFFICER OPENING:** The Board reviewed the seven applications received identifying candidates to interview. Discussion took place with regard to experience, certifications, pay rates and hours of work. The Board determined it would interview two candidates; R. Lemire and M. Sikorski on Friday, September 14 or Monday, September 17. R. P. McDermott will call the candidates.

**CODE VIOLATION – LINDEN ROAD:** The Board discussed the status of this matter with Code Compliance Officer J. True. Attention is needed at this time. J. True will review the file documentation and talk with counsel in this regard.

Although he's been appointed by the Board, J. True expressed concern of not having an opportunity to review a job description for this position. The Board reported that draft job descriptions have been prepared and will be an agenda item at its September 19 meeting. A draft copy of the Code Compliance Officer job description was provided to J. True at this time. The Board asked that he mark up the draft job description with proposed changes if he has any for the Board's consideration on September 1. J. True and L. Ruest will work together to identify ways for J. True to access to files and other information he might need at the Town Hall.

**ASSISTANT BOOKKEEPER:** E. Riordan has requested reconsideration of the pay rate for this position. E. Riordan's request was taken under advisement and the Board indicated it would address this request in conjunction with its review of the Hampton Falls Salary Pay Plan.

**MOTION:** To adjourn the meeting at 2:36 p.m.

**MOTION: M. KASPRZAK**  
**SECOND: C. P. GRAHAM**  
**UNANIMOUS**