**TOWN OF LISBON**

SPECIAL TOWN BOARD MEETING

# AUGUST 28, 2018

**LISBON TOWN HALL**

**Present:**

Supervisor James Armstrong Councilmember Nathanael Putney

Town Clerk Donna McBath Councilmember Robert McNeil

Councilmember Alan Dailey Councilmember Ronald Bush

1. **Meeting Called to Order**

Supervisor James Armstrong called the meeting to order at 12:05 PM

1. **Executive Session**

Councilmember Dailey made a motion seconded by Councilmember Putney to go into executive session

concerning Maintenance/Custodian at 12:08 PM. Ayes – 5 Nays – 0

Councilmember McNeil had to leave the meeting.

Councilmember Putney made a motion seconded by Supervisor Armstrong to return to regular meeting

at 12:55 PM. Ayes – Nays – 0

Discussion was held.

* The board had decided that the Employee Job Description for Public Works Maintenance Man/Custodian needed to be revised.
* There will be no using personal vehicle while on duty.
* The Public Works Maintenance Man/Custodian will be doing a work log on what he did during the day, along with the time.
* Water samples would be taken in another town building.
* Complete cleaning in the basement level of the Town Hall once a week.

1. **Adjournment**

Councilmember Bush made a motion seconded by Councilmember McNeil to adjourn the meeting at 3:01 PM. Ayes – 4 Nays - 0

Respectfully Submitted,

Donna McBath, Town Clerk