



**Warner Board of Selectmen
Meeting Minutes
Wednesday, May 18, 2016
APPROVED**

Selectman Carson opened the meeting at 3:10 pm.

In attendance: Selectman Clyde Carson - Chairman, Selectman Allan N. Brown, Selectman John Dabuliewicz and Jim Bingham – Town Administrator

Audience Attendance: Barbara Annis

1. Wage Study

- A. Selectman Dabuliewicz feels there is one missing piece in the wage study, the classification system. The town has grades, steps and job descriptions but the town doesn't have values placed on jobs that then lead to a decision about how they should be paid relative to the bottom and top of the scale. He looked on-line and found something from the League of Minnesota Cities about a model, classification, compensation plan which he passed copies out to the Board. He said there must be some way how other town's decided the value of each job, he said it looks like it's been done by using comparisons from other town's.
- B. The Town Administrator provided the current grade classification for each position. What some town's may be doing is comparing job descriptions from town to town and see how much of a match they are. The Selectmen talked about budgeting for professional services to complete the classification system. The Town Administrator said when he worked for Goffstown he was able to secure an intern from UNH at no cost. Another option brought up was to join in with other towns to share the cost. Chairman Carson suggested for this year the Board will use the step theory and then look at what can be done in the future for a classification study.
- C. Chairman Carson said he looked into the state system. The state uses grades and steps and the differences he noticed was the percent difference between steps is about 2.5% compared to Warner's which is 5%. In the state system if your on the low end of the steps you are eligible to move to the next step every 2 years and as you move up into the higher steps the gap widens to 3 or more years. Chairman Carson said in terms of a model the state system may work better.
- D. What's being done right now is the step scale is used when hiring someone. The town has not provided a step increase in 2 years. Selectman Dabuliewicz said no matter what scale is in place people will reach the maximum and as far as he is concerned you know that when you take the job. Selectman Brown said longevity pay can address those who are at the top of the pay scale.
- E. The Town Administrator brought up job titles and how does that reflect in a job description, is the executive secretary in Warner the same as another town.
- F. Chairman Carson said the most difficult thing for him in the last few years is justifying step increases in a market that is not reflective in the difference between the steps which is 5%. And then the town has many employees at the top of their pay scale that only receive an increase if there is a cost of living increase. This has been the dilemma.
- G. The Town Administrator is in favor of having a bonus system particularly if salary increases may be difficult to do either politically or financially. A bonus tied to exceptional work performance is a good incentive. Selectman Dabuliewicz said as long as there is a rigorous process for justification.
- H. Selectman Dabuliewicz said the thinking is to adjust the difference between the steps in the current scale. Chairman Carson said he would lay that out as a reason we haven't been able to use steps on a regular basis.

- I. Selectman Dabuliewicz asked if there is the ability to establish a salary adjustment fund? The state has such a fund for things like payouts when employees leave, wage adjustments etc. He said it's funded from job vacancies.
- J. The Town Administrator asked if they want him to adjust the scale to 2.5% step increases and adjusting the low end to accommodate the wage study findings. Chairman Carson said to build on that do step 1 step 1a and see where people fall. He said it would be helpful to see where the employees fall. This would show how much to subtract from the low end and add to the high end.
- K. Selectman Dabuliewicz asked if there is any training for performance evaluations, he said at one time Primex offered some training. The Town Administrator will check for trainings that are available. They talked about how difficult performance evaluations are.
- L. The Board will review the adjusted scale at their next meeting. They talked about having a Joint Selectmen's meeting about wage comparisons.

2. Roundabout

- A. The Roundabout bids all came in too high. Selectman Brown has gone over the bids to compare what the engineering firm estimated and what was actually bid. The town is short \$48K of their portion on the extra costs. The Engineering firm said they based their costs from information supplied by the Department of Transportation. One suggestion is reject the bids and put the project out to bid as a smaller project.
- B. Chairman Carson said now that we know the time line for the Market Basket construction do we have the ability to keep the money without re-authorization from Town Meeting, and can we ask Market Basket to pay for a portion of this project. Barbara Annis said by state law and exaction fee could be assessed using a formula, the cost of the project versus the increase in traffic. Selectman Dabuliewicz asked who has the authority to do that. Barbara said the Planning Board which would need to vote to do an exaction fee along with coming up with the formula. An exaction fee has been brought up in the past and the majority of the Planning Board members discouraged it, there was no vote taken at that time. Barbara said the Planning Board has two meetings in June if the Board wants them to consider the exaction fee. Selectman Brown said should the Board go straight to Mr. DeMoulas (Market Basket) and ask for the \$48K that is needed? The construction contract deadline is July 19.
- C. Chairman Carson recommended working with the Planning Board and at the same time find out if the town can hang onto the money and put the project out to bid in the fall for next year construction.
- D. Selectman Brown asked Barbara if pushing the exaction fee in a short period of time will the Planning Board come back and say to the Selectmen your doing this because your short funding on the roundabout? Barbara doesn't think so because the Planning Board has discussed it before and no action was taken. Chairman Carson said he was at that meeting and some felt an exaction fee may discourage development.
- E. The Town Administrator asked to look at some hypothetical's on this. One option trying to raise the money in alternative ways, such as exaction fees or a contribution from Market Basket, the Board still has the authority to utilize road construction money from the capital reserve fund, it doesn't have to be for the total amount. And of course the other alternative is to go out to bid again making sure DOT would approve a new bid so the funds can be encumbered. Selectman Brown said the first of November the bids should go out with work beginning in April.
- F. Chairman Carson asked the Board if reducing the scope of the project will be the last option. Selectman Brown does not want to reduce the scope of the project. Chairman Carson said our first option is to work with Market Basket and work on the Planning Board aspect.
- G. Chairman Carson said the Board hasn't talked about project management for \$100K. He believes the engineering firm said their fee would be less than the \$100K but the firm didn't say how much.

- H. The Town Administrator said the first step is legal advise regarding the unassigned fund balance. Once clarity is received the next step is what is the Board's restrictions in obtaining outside funding to finish the project. The Town Administrator will contact the attorney and the Department of Revenue. Chairman Carson will talk to the Planning Board Chairman about an exaction fee and he will contact Market Basket about contributing to the roundabout.

3. Adjournment

A motion was made and seconded to adjourn at 5:02 pm.

Board of Selectmen
Clyde Carson
Allan N. Brown
John Dabuliewicz

Recorder of the minutes: Mary Whalen