



Warner Board of Selectmen

Meeting Minutes Wednesday, June 14, 2017 APPROVED

Chairman Dabuliewicz opened the meeting at 3:35 pm

Attendance: Selectman John Dabuliewicz – Chairman, Selectman Clyde Carson, Selectman Kimberley Edelman and Town Administrator – Jim Bingham

Others present: Gary Thornton, Judy Newman-Rogers

1. Compensation Study

- A. Jim asked Gary what he expects from the Board as far as support and participation in the study. Gary said he needs access to the decision makers, his preference is to have work sessions with minimal to no public input and the Selectman's undivided attention, and access to employees. The Board will need to decide what towns will be used in the survey and the document that will retrieve the data.
- B. Jim asked about the initial orientation with the employees. Jim and the Board want to convey to the employees that the survey is just a way for Thornton to gather information. Kimberley asked how has this been approached in different towns. Gary said Tuftonboro made the orientation an event first thing in the morning before the work day started. New London met with the Department Heads and counted on the Department Heads to pass the information on to the staff. Multonboro met with all the employees at once. Jim is thinking meeting with the staff in two sessions, he would like to talk to the Department Heads first. Judy offered an example of posting to the public that all departments will be closed for a period of time so that all can attend. Kimberley is in favor of meeting at one time.
- C. Clyde asked if the Fire Department is part of this study. Jim said the Board needs to make that decision.
- D. The Library was extended an invitation to join the study, Jim is waiting to hear back.
- E. John asked about performance requirements outside the job descriptions, he asked Gary if he sees that as including something further than the job descriptions. Gary said he may or may not, he believes the town should have a system and will at the end of the process. Part of the deliverables is a position evaluation system that Gary will do the training of.
- F. Gary also provides a service, compliance of legal requirements, this is listed in his phase II proposal.
- G. John asked in Gary's phase II proposal it says he can suggest ways to enrich the working experience, he asked Gary for examples. Gary said if he interviews say the Town Clerk who says we need the service hours to the public a certain way that would enrich the work experience for the deputy. Gary would bring that suggestion to the Board.
- H. Gary will use his judgment call when listening to confidential information from the employees. All conversations will remain confidential with Gary unless the information is of a legal nature.
- I. The Board reviewed the deliverables in Gary's proposal, one being a Job Audit and Classification System which is what the employee says they are doing compared to the job description that he will create for approval.

- J. The work the Board needs to do is update the Personnel Policy, decide upon which towns, decide which jobs are surveyed and decide upon including the Fire Department. Gary will provide pros and cons on different compensation systems as well. Jim and Gary will sort out the scope of work and the time line. Kimberley will work on the Personnel Policy.

Board Action

Selectman Edelman made a motion to have Thornton Associates complete the Compensation Study. Selectman Carson seconded the motion, motion passed 3-0.

- K. Jim confirmed with Gary the town will receive the classification designation system for job descriptions. Gary said yes, it is part of the proposal.

- L. The next step is the scope needs to be created and the contract with Gary needs to be finalized.

2. Adjournment

Meeting adjourned at 4:52 pm.

Board of Selectmen
John Dabuliewicz – Chairman
Clyde Carson
Kimberley Edelman

Recorder of the minutes: Mary Whalen