



Warner Board of Selectmen

Work Session

Meeting Minutes

Tuesday, April 3, 2018

APPROVED

Chairman Edelmann opened the meeting at 4:05 pm

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

Others present: Chris Perkins, Judy Newman-Rogers, Tracey Hallenborg

1. Supervisor's of the Checklist

- A. Supervisor, Chris Perkins met with the Board for approval for the Supervisor's to receive the .35 cent per hour increase in their wages. The cost, if awarded, is an extra \$35.00 per Supervisor for the year. Chris said she understands employees were awarded the .35 cent per hour increase except for the Fire Department because they refused it. John asked if that was true. Jim said yes, the Fire Chief said the amount budgeted is enough to cover what is needed.
- B. Clyde understood the increase was already approved for the Supervisors. Chris said yes, but the budget was changed after the Selectmen approved the budget which she didn't realize and brought this up with the Budget Committee and was told the Selectmen had the final approval on the wage increase. Chris said when she received her first paycheck the increase was not included. Kimberley asked why the increase wasn't approved. Jim said the change was made during a Budget Committee work session. Salaries and wages are the responsibility of the Selectboard who had no say in the change. Jim said money for the increase has been provided in anticipation of the Board deciding to move forward with the raise.

Board Action

Selectman Carson made a motion to provide the .35 cent per hour increase to the Supervisor's of the Checklist for 2018. Selectman Dabuliewicz seconded the motion, the motion passed unanimously.

2. Compensation Study Strategy Discussion

- A. The Selectboard will begin reviewing job descriptions that have been edited by the employee in the position starting with the Town Hall staff by April 24, Police staff by May 10, Public Works staff by May 24, and the Fire & Rescue June 7.
- B. The Selectboard discussed the recommendations within the study.
- C. The Selectboard reviewed the provided philosophy in the study. Selectman Dabuliewicz will work on the philosophy and objectives.
- D. The compensation path needs to be determined, step, merit-based, etc.
- E. The Selectboard will digest the study, Clyde will create a draft of what he thinks the components are and the issues with the components.

3. Budget Committee

- A. Kimberley reported she attended the March 29 meeting. Representation is needed by a Selectman. Clyde said he has proposed changes to the Selectman's budget procedure, he has 5 points and circulated those points to the Board to have a more productive meeting with the Budget Committee:
 - 1) All budgets are presented to the Selectboard and discussed prior to the Budget Committee receiving them.
 - 2) Budget reports will reflect what the department requests versus what the Selectboard submits to the Budget Committee.
 - 3) More thorough review of the budget documents before the documents are sent to the Budget Committee.
 - 4) Budget documents be sent to the Budget Committee no less than 48 hours before the budget meeting.

- 5) No changes to the budget documents within the 48 hours of release to the Budget Committee.
- B. Clyde would be the Budget Committee representative if the Selectboard adopts his proposed structure as well as starting the process earlier in the year so the Selectboard is ahead of the Budget Committee.
- C. Jim explained what is actually done during the budget process.
- 1) In September the budget template is updated and adjusted and sent out to the departments that put their budget together.
 - 2) The departments meet with Jim and he adds justification notes to their budget. He does not make modifications to the budget presented to him by the Department Head which is then presented to the Selectboard and the Budget Committee.
 - 3) Jim said the budget has been provided to the Budget Committee before 48 hours about 98% of the time.
- D. John would like to see Clyde's proposal in writing. The Board will address representation on April 10.

4. Assessing Clerk Position

Kimberley asked the Selectboard to review the applications, she will create a short list to call for interviews which the Selectman will be involved in. Clyde recommended having peers interview as well.

5. Maine Oxy Gas Agreement

Selectman Dabuliewicz made a motion to authorize the Director of Public Works to do the lease. Selectman Carson seconded the motion, the motion passed unanimously. The annual savings is about \$300.00. (No background information provided).

6. Adjournment

Meeting adjourned at 5:58 pm

Board of Selectmen
Kimberley Edelmann – Chairman
Clyde Carson
John Dabuliewicz

Recorder of the minutes: Mary Whalen