



Warner Board of Selectmen

**Meeting Minutes
Tuesday, May 15, 2018
APPROVED**

Chairman Edelmann opened the meeting at 8:40 am

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

Others present: Judy Newman-Rogers

1. Interviews for Assessing Clerk Position

- A. The Selectboard will be interviewing 2 candidates on May 16. Clyde wants to interview the Deputy Town Clerk and the Landuse Secretary as well, he said they effectively applied for the job by submitting a proposal on how the two will accomplish the Assessing Clerk's duties. John said he has not seen the proposal and feels the Board should see the proposal before interviewing. John agrees with Jim, and Kimberley and has a concern about splitting the duties between two positions because the more employees are doing multiple jobs, when you loose one, there will be a bigger void to fill. Jim said that was the same reasoning, not to combine jobs, when he suggested combining Assessing with Landuse making Landuse a full-time job. Jim also said that Clyde stated in earlier meeting minutes that he didn't want to see any more full-time positions at the Town Hall. John said that is his other concern as well. Jim added the town doesn't have the budget for 2 full-time positions, he also feels the Board is not ready to interview because of the lack of information regarding the list of Assessing Clerk duties that is unknown. Clyde said things can happen during the year that are not budgeted. John said turning 2 part-time positions to full-time is a big step to take without no discussion. Jim said the Selectboard can make changes on budgets, but his hope is that it's done for unforeseen items such as the additional hours the DPW has put in for both the snowstorms and the recent tornado, the overtime budget is overspent and there is still weather to deal with at years end. The DPW part-time hours is almost overspent as well.
- B. Clyde is intrigued by the proposal and feels the Board should interview before making a decision and feels it's a situation that hasn't been considered before and is worth looking at. Kimberley and John both feel it would be a bad decision to create 2 full time positions in the Town Hall. Kimberley also said if this change was made, the jobs would probably need to be posted for other's that may be interested.
- C. Judy said she thinks for a full-time position using people that are known, who have knowledge of the town and the job and would probably work less hours than the 27 hours that are budgeted, they would be providing full-time coverage for the Assessing position 4 full days a week. Kimberley and John are still against the idea.
- D. John wanted to ask the Town Clerk a question. He said he read her job description and know where does it say "during working hours attends Selectman's meetings" and he asked why she attends meetings during her working hours instead of being in her office performing her duties when her office is open. Judy asked John if this question is being asked because of his attitude right now. John said no, he is asking because he has wondered about this for a long time. Judy said the job description does not tie her to the office and she has coverage in her office, the meetings are public. John understands the meeting is public, the Town Clerk's office is open certain hours that she is being paid for. Judy said she chooses to attend the meetings to find out first hand what's happening, she doesn't feel the minutes are a true reflection. John doesn't feel attending meeting during work hours as part of her duties. Jim said John made an interesting point because if Judy is attending a meeting and the Deputy Town Clerk had to deal with assessing there would be no one in the Town Clerk's office because Judy is attending a meeting. Judy said the Deputy would answer that appropriately by saying I can't help you right now it's not her Assessing hours . Kimberley brought the meeting back to it's original purpose, a wage study work session.

2. Wage Study Work Session

- A. The first recommended step is for the Selectboard to come to an agreement on employee compensation guidelines or philosophy which is the goal of this work session. The Board worked on and provided input that will be added.
- B. Job descriptions are being actively worked on to make sure everyone involved agrees the job description reflects what is actually being done and will sign off in agreement. Then they will go to the Select board for approval. Judy asked for clarification on what the Board is expecting from the review, more detail or condensed. The Board wants all the tasks listed that pertains to the position, don't make it a procedural document.
- C. Kimberley said the Board needs to be prepared in September what the wages will be for 2019.
- D. Next discussion will take place on May 16 at 4:00 pm.

3. Adjournment

Meeting adjourned at 9:50 am

Board of Selectmen
Kimberley Edelmann– Chairman
Clyde Carson
John Dabuliewicz

Recorder of the minutes: Mary Whalen