



Warner Board of Selectmen

Work Session

Meeting Minutes

Monday, May 21, 2018

APPROVED

Chairman Edelman opened the meeting at 4:01 pm

Attendance: Selectman Kimberley Edelman – Chairman, Selectman Clyde Carson, Selectman John Dabuliewicz

Others present Michele Courser, Marianne Howlett, Diane Ricciardelli, Martha Mical, Judy Newman-Rogers.

1. Staffing Proposal

- A. Kimberley explained Michele and Diane have come forward with an idea to blend the assessing tasks between the two making both positions full benefit positions. Diane said if they both work 35 hours per week, the cost savings would be approximately \$1,900.00 if they both work 40 hours per week it would cost \$465.00 more. The Assessor's cost is not included in the overall proposal which is Diane and Michele would work 35 hours per week.
- B. Kimberley asked how the reporting structure would work. Diane said she reports to the Planning Board Chair and the Town Administrator. Michele reports to the Town Clerk. Kimberley asked Michele who would she report to for assessing. Martha answered Michele would report to the Town Administrator. Kimberley asked Michele and Diane how would that work reporting to several people. Diane doesn't see an issue with reporting to multiple people. Michele didn't see a problem reporting to the Town Administrator for assessing and the Town Clerk for clerk duties.
- C. Clyde asked would the assessing tasks be divided? Diane said no, all aspects of assessing will be covered by both so both can cover for each other. Michele explained that she would come in from 7:00 am to 8:00 am and check the emails, phone messages etc. On Thursday she would be in the assessing office from 7:00 am to 11:00 am. Clyde asked if there would be times of conflict pertaining to the official duties? Diane and Michele said they are both present during office hours and are both available. The Assessor will be available for Monday office hours.
- D. Kimberley asked Diane if she has the time to cover assessing. Diane said she was planning to cut her hours back this summer to 15 hours to make up the difference in the hours used at the beginning of the year. So far, with the tiny house application, she doesn't see that happening and will be working 26 hours through the summer unless the decision goes through. Diane said if these land-use applications keep coming she feels she will need to be full-time anyway. Kimberley asked then what happens with the assessing functions. Judy said Michele could take on the extra hours to be 40 hours a week. Diane said having someone in the Land-use office to do copying and helping prepare the packets for the meeting is a huge chunk of time, she said when she had the extra help for 5 hours a week was extremely helpful. Kimberley asked Judy if Michele is needed in assessing and Judy needs Michele at the same time, who gets her. Judy said there was an extensive conversation about that, and having both activities in her office the way she see's it is both Judy and Michele are available for clerk work and if someone comes in her office for assessing Michele is available and can direct them where to go.
- E. Clyde said he saw something saying the town should look into an automated interface between assessing and the Tax Collector. At this time the assessing clerk is double entering the data, having the bridge will save time. Martha said there are lots of things that could change in the assessing clerk's office, the property cards could be put on-line with voter approval and purchasing a bridge to save on double entry.
- F. Kimberley confirmed that the Assessor would only hold Monday office hours until everyone was up to speed.

- G. Marianne said she would not have put this idea forward if she thought it would not. be a success, she feels the proposal will be successful because she can be impacted in her position if it is not.
- H. Kimberley asked Judy to convince her there will be no issues sharing Michele with the Town Administrator. Judy feels it should be tried for 3 months so that both can work out the kinks or find it's not working. Judy said using the assessing office, she would not be in favor of because assessing tasks can take place in Judy's office. But, Judy see's the people coming in and it would be a plus for the people to have somebody like Michele and Diane with the knowledge that they're coming into the position with and being available across the hall from each other is a plus for convenience. Kimberley feels assessing should be done in the Assessing Clerk office. Judy said she feels it can work from her office because they already wear many hats as far as directing people where to go for the service they need.
- I. Kimberley said the leadership has to prove that they can actually manage this, that they can get along sharing employees. She said if managers do not work well to start with, this will test it beyond belief. Kimberley said to Judy that she expects Judy and the Town Administrator to share a person and communicate well. Judy asked if the Town Administrator has a lot of management authority over the current assessing clerk. Martha said the Town Administrator is her supervisor and she does interact with him. Another concern Kimberley has is making 2 people full-time, is there a policy or RSA about needing to post the jobs now that they are full-time? Clyde said there is no RSA and Marianne said the Board did so with the Bookkeeper position. Kimberley said Diane and Michele are turning into full-time, not the positions, what happens when one leaves. Diane said since she walked in the door she feels she needs to work more than 26 hours a week and the Planning Board Chair and the Zoning Board of Adjustment Chair feel Land-use should be a full-time job. Diane feels she can't keep working all these extra hours in Landuse and not be compensated for full-time benefits.
- J. Kimberley called for any further comments. Clyde feels it's an intriguing proposition. John said after the 3 month trial period and it is found it is not working we would need to hire an Assessing Clerk and what happens to the full-time for 3 months, John is concerned about the labor laws.
- K. Kimberley thanked all for the proposal.

2. Adjournment

Meeting adjourned at 4:45 pm

Board of Selectmen
Kimberley Edelmann – Chairman
Clyde Carson
John Dabuliewicz

Recorder of the minutes: Mary Whalen