



Warner Board of Selectmen

**Meeting Minutes
Monday, July 23, 2018
APPROVED**

Chairman Edelmann opened the meeting at 3:30 pm

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

Others present: None

1. Wage Compensation

A. Accomplished to Date:

- Appraisals should be linked to wage increases.
- Supervisor's should perform annual appraisals.
- Appraisals should be performed on anniversary of the employees' start date.

B. Work Still Needed:

- The new Grade & Step Matrix of 20 grades x 24 steps of 2% each has preliminary been accepted, however there is still one question to be sent to Thornton Associates.
- Decide where Warner should be in comparison to peer towns (aka "the local market") in terms of wages. Does Warner want to be the lowest paying, highest paying, or somewhere in the middle? Decide where Warner should be in comparison to the local market in terms of benefits. (Current opinion for both: Somewhere in the middle)
- Place current employees on the new matrix. Decide whether to adjust employee wages for individuals.
- Define longevity bonus program.
- Define merit bonus program (for work above and beyond).
- Define performance review process.
- Test new system before implementation to see how it impacts budgets.
- Communicate new system with employees.
- Document new system.
- Agree implementation methods (full, partial, staged?) and dates.

C. Questions Being Forwarded to Thornton Associates:

- In regards to the grade & step matrix, do the grade ranges recommended reflect the low end of the market, the high end, or something else? In other words, what was your source for the grade ranges.
- What are your thoughts regarding bonuses, specifically longevity and merit?
- In regards to survey data, what if any data was dropped (such as low and high figures) during measuring or analysis phases, thus impacting conclusions and recommendations sent to the Board

D. Next Meeting: Monday, July 30 4pm

2. Adjournment

Motion to adjourn at 4:15 pm

Board of Selectmen
Kimberley Edelmann – Chairman
Clyde Carson
John Dabuliewicz

Recorder of the minutes: Kimberley Edelmann