



# Warner Board of Selectmen

Meeting Minutes  
Wednesday, August 29, 2018  
APPROVED

Chairman Edelman opened the meeting at 3:30 pm

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

Others present: Judy Newman-Rogers, Tracey Hallenborg and Varick Proper

## **1. Solar Array Landscaping and Signage**

Jim confirmed using a year to date expense report that there is close to \$6,000 unspent principal and interest from the Solar Array loan. John said the budget called for \$5,000 for landscaping and signage.

### **Board Action**

Selectman Dabuliewicz made a motion to approve \$5,000 to be used for landscaping and signage at the Solar Array. Chairman Edelman seconded the motion. Clyde said the motion should say to move \$5,000 from the bond line item into the Public Works Department. John withdrew his motion. Selectman Dabuliewicz made a motion to move \$5,000 from the Solar bond interest payment line to the Director of Public Works budget, which will be identified by the DPW. Tracey, from Finance, said she does have an expenditure line for the Solar Array, it's not in the operation budget, the \$5,000 could be put into the Solar Array expenditure line. Tracey will check with the auditor's so that it is reported correctly. No second to the motion, the motion died. Selectman Dabuliewicz made a motion to expend \$5,000 from the bond line for the Solar Array for landscaping and signage as in the budget for the Solar Array and direct the Town Administrator and Finance to place that money in the most appropriate place in the budget to ensure transparency. Chairman Edelman seconded the motion, the motion passed unanimously.

## **2. Department Head Meeting**

Kimberley reported she and the Town Administrator met with the Department Heads today at the Police Department and talked about the wage analysis and what the Board has done up to this point and also clarified some circulating information. The Department Heads will be informed on the process on a continued basis, and as the Selectboard gets closer to thinking about individuals wages within a department, the Department Heads will be invited to a meeting. Another topic discussed at the Department Head meeting was wage increases. There are couple of employees that are considered to be out of line pay wise by their Department Heads, and the Department Heads are waiting for the wage study to solve that problem. Kimberley encouraged those Department Heads to not wait for the wage study to be the solution. Kimberley also apologized to the Board for the last minute decision to have this meeting, she felt it simply needed to be done. Clyde said the Board should act as a Board and make decisions on what the Board is going to communicate and when it will be communicated.

## **3. Wage Analysis**

A. John said what has already been discussed and tentatively agreed upon is that what the Board is doing is based on the work that Thornton & Associates has done. Thornton interviewed all the employees, looked at the existing job descriptions, came up with new job descriptions. Thornton took the new job descriptions and applied to them a point system that classifies positions and based on the points Thornton assigned those jobs to grades and that is the basis upon which the Board is discussing the salaries that need to be adjusted. Kimberley said the study is also not based on longevity, it's based on the position. John said the Board is not pulling anything out of the air or favoring certain employees. The Board is going by a study that was contracted and completed by an entity that has no stake in any of it. John said it concerns him that there is incorrect information circulating because they are not taking into account the system in place to come up to this point and Thornton's recommendations. Jim made a point, the study completed is resulting in an adjustment in wages based on the actual evaluation of a job using the assessment system provided by the consultant, as well as and the local or regional job market, versus a pay raise based on performance and longevity. Jim said the Board needs to make the compensation of the position marketable and valuable enough to get a replacement.

- B. The Board reviewed a matrix Jim created. Kimberley asked if they are convinced there are seven grade 9's and three grade 15's with no one on grade 10, 11, 12, 13 & 14. Clyde said it makes sense, if the positions are done by the points and fit into the grades, that's what the Board paid Thornton & Associates for. John said Clyde made that point very clear by saying why is the Board doing this if the Board is not going to take Thornton & Associates recommendations. John said for the record and reading from the wage analysis, 125 points says that the work involves moderate but constant opportunity for error limited only by daily periodic or subsequent spot checks while such errors could become serious however they are generally confined.
- C. Jim said Thornton & Associates comes with 30 plus years experience as an HR Director in a variety of both public and private sector backgrounds. Thornton looked at Warner that has a limited number of employees which would explain the jump from a grade 9 to grade 15. Jim stated that in a larger organization where there would be more assistant manager positions, it is likely these grades (10-14) would be used. Kimberley asked the Board if they are happy with page 27 of the study [Classification Scoring Matrix]. Jim recommends studying this matrix first and forward any questions for Thornton & Associates to answer. Kimberley asked if the Department Heads agree with the matrix. Jim said they have not seen the matrix or the placement of their positions on the matrix.
- D. Clyde's question is what is the fair way to get from here to there and what ever the Board does it should be consistent. John asked Clyde by consistent if he means in-line with what's being recommended by the consultant? Clyde said consistent to what ever rules the Board puts in place to get us from here to there should be applied evenly across the board. John agrees with Clyde there would have to be consistency. Kimberley said if the Board makes the adjustment to the wages per the analysis it would be an .18 cent per thousand dollar impact to the residents. John said for the next meeting the Board should decide if they will have questions for Thornton about where employees are placed. Jim will send the approved matrix to Thornton along with the steps the Board needs to take, 1) getting comfortable with the grade assignments and job descriptions and 2) working out an equitable system. Kimberley asked if Thornton has been engaged in the implementation phase of his studies? Jim said he will ask. Kimberley said it would be good to receive some feedback from other towns, New London is one of the towns.
- E. Kimberley asked the Board if they want the study posted on the website. John wants to wait until the Board is done. Copies are available in the Selectman's Office.
- F. Judy asked if the Board will be adjusting the low and high wages for each pay grade to current wages because the study is now a year old, is the raw data going to be updated? John doesn't feel it would be productive to do so.

#### **4. Adjournment**

Motion to adjourn at 5:08 pm

Board of Selectmen  
Kimberley Edelmann – Chairman  
Clyde Carson  
John Dabuliewicz

Recorder of the minutes: Mary Whalen