



# Warner Board of Selectmen

**Meeting Minutes**  
**Tuesday, September 4, 2018**  
**APPROVED**

Chairman Edelmann opened the meeting at 4:00 pm

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

Others present: Judy Newman-Rogers

## **1. Record Retention Committee**

- A. Kimberley talked to the Board about providing feedback to the Record Retention Committee and guidance if necessary on which steps the Committee should take. The next Record Retention Committee is September 6, Clyde said he can't make that meeting. Kimberley asked what guidance does the Board want to provide the Committee for their meeting. John said he is still not satisfied that the Board knows the scope as far as the needed space and different media storage moving forward. Jim asked if it would help if the Records Retention Committee provided what some other towns are doing for record storage/retention. There was an article in Town and City on what Litchfield is doing. Judy said she has been to few towns over the years. She said as far as what she has to store, she needs to identify the inventory and what is being generated every year. There is acid free paper now and if documents are printed with laser printers, then the Committee may be able to store records off-site and keep records on a computer for access. Kimberley asked Judy is there a way to produce records today that do not need to be preserved by a professional. Judy said she doesn't know to what extent records do not have to be preserved, but the acid free paper and laser printing are two big ways to cut down on the expenses to preserve. Judy said she's not exactly sure how that's done, and may need to do something further to them to make them permanently preserved. Judy said another plus is she will have a uniform size for records moving forward. The Committee would like to create a format that they all use. Jim asked if it would help if the Committee listed out the specifics the Committee wants the Selectboard to respond to and present it to the Selectboard? Judy said it would definitely help the Board to know what they need to decide on. The Committee didn't want to inundate the Board too much, they started with locations. She said if the Board wants the Committee to expand on locations that the Committee provided, giving the Board more information about the space they suggested, they will.
- B. Jim asked Judy if she wanted the information gathered from the previous Town Administrator regarding the use of the Selectman's Office. Judy said that was her information, she met with a Preservationist that identified all the records of that time, evaluated the building and put a plan together using the Selectman's Office for the space. Clyde said a projection of years needs to be determined for the storage space and joining with other towns should be considered as well when researching off-site record storage.
- C. Judy said the Committee will expand on the ideas that were presented to the Board and ideas for placing any displaced offices.

## **2. Web Design**

- A. The Board needs to respond to the Economic Development Advisory Committee regarding the website and which direction the Committee should take.

## **Board Action**

Selectman Dabuliewicz made a motion recommending Dan Watts, an actual contract needs to be negotiated. Selectman Carson seconded the motion. Clyde said there are also volunteers who would be willing to work with Dan Watts to make the site successful. The website design will be evaluated in a year after it's been modified. The motion passed unanimously.

- B. The impact to the budget needs to be discussed as well and maintenance of the site.

### **3. Solar Array Landscaping Funding**

Jim said he spoke with the Department of Revenue and the Auditor's and the most transparent way of tracking the \$5,000 from the Solar Array loan payment is don't move the money, have a notation in the line for principal interest for the Solar Array. John said the money is suppose to cover signage as well. The Director of Public Works is putting together the cost for the landscaping, loam and seeding. Jim reported that the Finance Office said the unused money in the principal/interest for the Solar Array is just under \$5,000.

### **4. Wage Analysis**

- A. Kimberley asked the Board's thoughts on where they are going with the Wage Study. John recalled the Board decided they should look at the issue of whether the Board needed to talk to Gary Thornton about how he scored and placed jobs. The Selectboard is accepting with the job classifications , steps and the grades because Gary did the work.
- B. Jim said he and the Director of Public Works talked about the job descriptions for Public Works. They are confusing in a sense that they are artificially establishing a limitation on a workers scope of work within a certain job description. For example Heavy Equipment Operator, all of the staff qualifies as a Heavy Equipment Operator. Jim is suggesting 3 levels to the Heavy Equipment Operator. The Director of Public Works is putting the levels and criteria together for Jim to review and then for the Board to consider. John asked how will these job descriptions fit into the scoring system. Kimberley asked if it's the titles of the job descriptions that need to be changed. John asked wasn't the point of doing the job descriptions over to capture what is actually being done? Jim said when the crew looked over the job descriptions, that's what the DPW's complaint was, basically the entire crew touches every machine, some more than others. Jim feels the issue could possibly be resolved by instead of assigning Maintenance Worker Laborer to an existing employee, look at what the employee really does, if he better fits Driver/Laborer. Clyde feels in terms of implementing the Wage Study, the Board should implement the study based on all the information they received with the expectation that there will be changes. Jim will continue to work with the DPW on the job descriptions.
- C. John said one thing Kimberley left out of the up to date summary is the where the town wants to be in terms of the local market. Kimberley asked the Board if they are happy with the idea of trying to be in the middle of the range. (There was no further discussion)
- D. Kimberley asked if the Police Chief is happy with his job descriptions. Jim said he spoke with the Chief and will present alternative language for the Chief to look at regarding the Chief's job description because some aspects are dictated by RSA's. The Board looked over the job descriptions for the Police Department.
- E. The Board talked about all the job descriptions and at what stage they are at, it was determined the Board has not accepted them yet. Jim said Clyde had requested the employees review and sign off on the job descriptions, which they did, and some have changes which now the Board needs to review. The Board will review the job descriptions with the recommended changes indicated by the employees which are also signed off by the employee.
- F. Clyde recommended sitting down with the Department Heads individually to discuss individual wage increases. The Department Head feedback will be helpful. Kimberley feels the Board needs to talk to the Department Heads no matter what is proposed. The Department Heads need to be engaged in the process and they also need to sell it to the employees because if there is someone who does not receive an adjustment the Department Head needs to be able to explain that the Wage Study is not about performance, it's about equitable pay in comparison to other towns.
- G. Kimberley asked why did we do a wage study. Answer: To see where Warner stands compared to other towns and whether or not the town is paying employees on a fair basis in the market. What did we learn from the wage study. Answer: Warner does not pay some of the employees on a fair level compared to other towns. Next step is what is the Board going to do about it. Kimberley said what was learned in the study is that the town has been under paying individuals, some for quite some time. Knowing that, why would the town want to continue to under pay those employees? Corrections need to be made. Jim added the Wage Study is the most unbiased objective way of trying to determine equity in terms of what people do for work and how they are getting paid reinforced by the market.

- H. Kimberley feels the wage adjustments should be done now, December 1, 2018, to correct the immediate problem, everyone will be adjusted and then the Board can talk about COLA's and merit raises etc. More conversation is needed regarding Kimberley's suggestion.

**5. Adjournment**

Motion to adjourn at 5:30 pm

Board of Selectmen  
Kimberley Edelmann – Chairman  
Clyde Carson  
John Dabuliewicz

Recorder of the minutes: Mary Whalen