



# Warner Board of Selectmen

## Work Session Meeting Minutes

### Monday, June 17, 2019

### APPROVED

**1. Open Meeting** Chairman Carson opened the meeting at 7:06 pm.

Attendance: Selectman Clyde Carson – Chairman, Selectman Kimberley Edelmann, Selectman Judy Newman-Rogers

## **2. Town Administrator Job Description**

### **GENERAL SUMMARY**

Acts as the chief administrative officer for the Board of Selectmen. Coordinates and is responsible for the daily administration and financial management of the Town. Supervises Town Hall operations and oversees the general operations of the other Town departments. Administers the personnel, financial, and purchasing policies of the Town.

**A.** Kimberley liked what the Town of Hopkinton used (below) for a job summary, Clyde and Judy as well:

#### **Job Summary**

Responsible for a wide variety of general management functions, and coordinates the administrative functions of the Selectmen's office in accordance with the Laws of the State of New Hampshire and town policies and ordinances. Serves as primary coordinator and representative of the Board of Selectmen to department heads, boards, commissions, and the general public. Interprets, communicates and insures implementation of the Board of Selectmen's directives and policies.

**B.** The Board also liked the following from Hopkinton (below) and will add it to the Job Summary as a second paragraph.

#### **Supervision Received**

Works under the broad supervision of the Board of Selectmen, but carries out duties with a great deal of independence, personal technical judgment, and within the laws of the State of New Hampshire. Annual review of performance for operational effectiveness.

**C.** The sentence, "Annual review of performance for operational effectiveness". will be removed.

**D.** Essential Duties and Responsibilities: The Board feels there should be at least 5 key duties such as Financial Management, Customer Service, Management of the employees, and knowledge of RSA's. The rest of the bullets can be under Other Duties and Responsibilities.

**C.** From a financial perspective, Clyde would like to see the following in the job description: Stays on top of expenses versus budget and reports the status to the Selectboard on a monthly basis or as requested by the Selectboard. Initiates, coordinates the preparation of the Selectboard operating and capital budgets with Department Heads and the Selectboard. Attends Budget Committee meetings and provides most recent end of month reports and is well versed in the details of the year to date expenses as needed.

**E.** Clyde liked the customer service part of the Town of Henniker's TA job description.

**F.** Kimberley liked the following from Hopkinton regarding needing RSA knowledge, she recommended using the first line in the paragraph for Desired Minimum Qualifications:

## KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Considerable knowledge of municipal governmental practices and public administration with thorough knowledge of applicable laws of the State of New Hampshire. Ability to (i) communicate effectively both orally, and in writing, (ii) effectively supervise, (iii) ability to establish working relationships with the public, department heads, officials and employees, (iv) ability to interpret and apply laws, town ordinances and policies to problems, (v) ability to prepare reports with recommendations, and (vi) ability to read financial statements and perform mathematical computations. Must be computer literate.

G. Clyde said after including what was talked about, what does the Board want to keep in the TA job description. The Board agreed on new sub-headings, Finance, Personnel Management, Customer Service, Reporting and Project Management and then Other Duties and Responsibilities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** (In bold lettering is the Board's discussions)

- Serves as principal advisor to the Board of Selectmen on a variety of technical and administrative issues regarding budget, funding, development of procedures for effective management, long-range planning, development of goals and appropriate programs and the establishment of open and candid public relations/awareness programs. **Should fall under Project Management.**
- Coordinates the daily administrative functions of the Office of the Selectmen; serves as liaison between the selectmen and town departments. **Clyde feels the Selectmen should be the liaison for Public Works, Police and Fire Department and receive guidance through the Town Administrator. Kimberley said those job descriptions would need to reflect the Selectmen as the liaison because currently they reflect they report to the Town Administrator. Kimberley asked who will report to the Town Administrator. Clyde said everyone does in a sense, but in terms of setting the pace for the town and what the Board's priorities are and what the Board wants to accomplish, those are decided by the Board. In Hopkinton and Henniker, the TA job description states that all departments report to the TA. Judy said the word "report" needs to be defined. Clyde is leaning towards the Department Heads report to the Town Administrator and the Town Administrator does that under the direction of the Selectboard. Kimberley said there should then be a People Management section. Kimberley also recommended meeting with all the Department Heads.**
- Directs advertising and legal requirements for all departments and committees on request; coordinates the preparation of agreements and contracts.
- Develops timetable for town programs and services.
- With approval of the Board of Selectmen performs the HR/personnel function of employee hiring, evaluation and discipline. Attends to training needs of department heads in administrative, personnel, and financial procedures. Advises Selectmen on personnel matters. Enforces personnel policies of the Town.
- Attends all Selectman's meetings. Supervises the preparation of the weekly agenda and gathers pertinent supporting data. Oversees the weekly expenditure and account posting of the manifest. Arranges meetings at the request of the Selectmen. Advises the Board of Selectmen in all municipal areas.
- Conducts staff meetings with all department heads.
- Answers public inquiries and complaints, as directed by the Selectmen. Notifies Selectmen of inquiries and complaints as necessary. Attends public meetings as schedule permits.
- Represents the Selectmen whenever they are unavailable and monitors the activities of committees appointed by the Selectmen. Oversees the requirements of RSA 91-A "The Right to Know Law" in regards to the dissemination and notifications requirements for all departments, committees and board of the Town of Warner. Prepares press releases and reports as required. Handles Selectman's correspondence and prepares responses as needed. Makes appointments for Selectmen.
- Attends conferences, seminars, and meetings relating to municipal management. Makes presentations at public meetings and local groups as requested. Studies trade publications and pertinent internet sites to stay informed as to changes in State law that affect the Town and to learn of programs that may benefit the community.
- Prepares Warrant for annual Town Meeting; consults with Town Attorney and Department of Revenue Administration as necessary for correct format and wording of Warrant Articles. Attends Town Meetings and provides input and information upon request.

- Assists department heads in budget preparation and coordinates preparation of the Town budget and its daily administration; analyses expenditure trends and reports potential problems to the Selectmen. Oversees completion and submission of required budget forms and reports.
- Establishes procedures for and coordinates all purchasing to include the review of all purchase requisitions and the drafting of specifications and the evaluation of competitive bids received. Monitors department budgets to avoid over expenditure.
- Manages insurance programs and ensures that Warner complies with the New Hampshire labor laws.
- Keeps abreast of and researches Federal and State programs that make funds available to municipalities and makes recommendations to the Board of Selectmen as to the application for such funds. Prepares grant applications when directed by the Board of Selectmen and coordinates grant proposals to ensure that each proposal is consistent with Town policies, State and Federal laws.
- Prepares routine and cyclical reports for submission to Town, State, and Federal Organizations.
- Plans, organizes, and prepares the annual Town Report, including gathering and compiling Report information, reviewing and editing submitted departmental reports, and proofing Report prior to submission to a printer; selects printer.
- ~~Acts as Town's Welfare Administrator; reviews applications, makes eligibility determination and represents Town in appeals hearings~~
- Manages overall Human Resource functions.

**H.** Clyde asked Kimberley to take the TA job description using the 4 categories, Finance, Personnel Management, Customer Service, Reporting and Project Management and categorize the bullet items under ESSENTIAL DUTIES AND RESPONSIBILITIES. Then the Board can work further on the job description. The Board will meet again on June 24 beginning at 7:00 pm.

**I.** Judy asked if the Board is in agreement the the title, Town Administrator. Clyde said you have to go with that title if the Board is going to fill that position with the job description we are using. Kimberley agreed, Town Administrator's have their own association and email groups. Judy said what she is thinking is financially, if the town had a position of a different name, it could be less of an expense for the town and see how it works out to see if a Town Administrator is more what the town needs. Judy said the duties are definitely what they are going to be, what that person is called, does it have to be a Town Administrator. Kimberley said if you use the wage program that was adopted, you can figure out the weight of the job and based on the weight you can figure the grade the job should be and see where it fits on the matrix. Clyde said as soon as you say the employees report to this position, you're a Town Administrator. Judy said the TA will end up as a high paying job and the Board hasn't addressed the other positions that weren't addressed on the wage scale, in their appropriate place. Kimberley asked which ones. Judy said everyone accept the 8 employee's that were given an increase and put on a step that was addressed. Kimberley said that's a different discussion, the Board needs to figure out the next step for the Wage Study and how does the town move forward. Judy said that's in conjunction with applying money to the Town Administrator position. Clyde has thought of filling the Town Administrator position with a recent graduate. Kimberley said the experience would be lacking. Judy said she is not advocating to go with a lesser title and responsibility just so we can pay less. What she is saying, for the person to meet the requirements of the job the Board is creating is going to be a well paid position. Clyde said what the Board said during the Wage Study is Warner wants to be in the middle in terms of wages (general guideline). Clyde feels having a Town Administrator with less experience, the Selectmen will have a more time consuming function. Clyde said a graduate wouldn't be in the middle of the wage scale for Town Administrator, someone with experience would be in the middle. Kimberley feels the Wage Study is a priority after the Town Administrator and Bookkeeper are determined. The goal is to finalize the TA job description at the next meeting on June 24.

**J.** Kimberley said Peter Flynn from Henniker reached out to her. Peter helped Henniker define the Town Administrator role. Peter, was the Town Administrator in Henniker and is now a Selectman in Henniker.

### **3. Adjourn**

Motion was made and seconded to adjourn at 8:15.pm

Board of Selectmen  
 Clyde Carson - Chairman  
 Kimberley Edelmann  
 Judy Newman-Rogers

Recorder of the Minutes: Mary Whalen