



# Warner Board of Selectmen

## Work Session Meeting Minutes

### Monday, June 24, 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. Community Action Program - Storage Space**

**A.** The Selectboard received the following email from Erin Reed:

To Whom It May Concern,

The Warner Community Action Program provides many different services to residents from 10 surrounding towns. A couple of years ago we moved our office downstairs as it was more handicapped accessible and there space for the food pantry. However, as we are getting busier we are realizing that we need more space. It seems our old office upstairs is not being used. We are requesting to use that space temporarily at no additional cost until it is rented. We would like to put a desk up there as people from other agencies occasionally come to meet with clients. We would also like to put a table and some chairs as we have meetings and the senior room is not always available. And we also need a place to store winter coats that we get donated in the fall and other items. We would be responsible for keeping that space clean and organized. Again, this would just be temporary until the town rents it out.

Thank you for your consideration.  
Erin Reed

**B.** Kimberley said she spoke to Tim Hayes, Building Maintenance, and he highly recommends the Board grant permission because right now there is a fire hazard having storage under a staircase instead. Kimberley agrees with the temporary storage. Kimberley also feels the Board needs to discuss if they want to change anything at the Old Graded School and get a better understanding on what the revenue's are and what the spaces are being used for.

**Board Action**

Selectman Edelmann made a motion to approve temporarily, storage space for CAP. Selectman Newman-Rogers seconded the motion, the motion passed unanimously,

**3. Coffin Cellars Winery**

Peter Austin from Coffin Cellars Winery sent in a request to the Board asking for approval to set up and do wine tasting at the Fall Foliage Festival. They have also done the same at the Farmers Market with permission from the Board. Kimberley asked if the Police Chief is aware. Clyde said the original email said the Police Chief knows about it.

**Board Action**

Chairman Carson made a motion to approve Coffin Cellars to have a tasting at the Fall Foliage Festival. Selectman Newman-Rogers seconded the motion, the motion passed unanimously.

**4. Selectman's Office Coverage**

While the Selectman's secretary is on vacation, Kimberley will cover the office. Judy asked if there should be vacation request forms. Clyde doesn't feel it is necessary to approve vacation because if your entitled to the time, it should be taken. Judy said for scheduling purposes. Clyde said if it's good with the immediate supervisor, in his mind it works.

**5. Nonpublic Session**

Members Present: Clyde Carson              X    
                         Kimberley Edelmann         X    
                         Judy Newman-Rogers         X

Motion to enter nonpublic session made by Chairman Carson, seconded by Selectman Edlemann.

Specific statutory reason cited as foundation for the nonpublic session:

X  RSA 91-A:3, II (b) The hiring of any person as a public employee.

Roll call vote to enter nonpublic session: Carson - Yes, Edelman - Yes, Newman-Rogers - Yes

Entered nonpublic session at 7:17 pm.

Other persons present during nonpublic session: None

Description of matters discussed and final decisions made: Minutes are sealed.

Motion to leave nonpublic session and return to public session by Chairman Carson at 7:34 pm, seconded by Selectman Edelman. Roll call vote: Carson - Yes, Edelman - Yes, Newman-Rogers - Yes.

## **6. Motion to Seal**

Motion made by Selectman Edelman for the June 24, 2019 nonpublic meeting minutes to remain sealed permanently. Motion was seconded by Selectman Newman-Rogers, the motion passed unanimously.

Roll call vote to seal minutes: Carson - Yes, Edelman - Yes, Newman-Rogers - Yes.

Motion: **PASSED** / DID NOT PASS

## **7. Town Administrator Job Description**

**A.** Kimberley reconstructed the current Town Administrator job description and removed the duty of Welfare Officer.

**B.** Judy said to Kimberley at the last meeting, at the end Kimberley had left and missed John Leavitt's question. John wanted to know if the title has to be Town Administrator, it can't be changed because that's what the voters voted for. Judy then looked up the Town Meeting minutes from 2005 and the warrant article called it a Professional Administrator, which was passed by the voters. Kimberley said a Professional Administrator is not what she considers a job title. A Professional Administrator is a description of a person that would be hired into a role because a Professional Administrator could be Selectman's Secretary, Bookkeeper, Assessing Clerk, it's very generic. Judy said she was thinking about that and it was John Dabuliewicz is the one the made the amendment that passed. She said it was interesting the Selectmen used Town Administrator and the petition submitted used Professional Administrator, it left it open so that it could be something other than a Town Administrator. Judy wonders if that's what the intention was, to not necessarily have a Town Administrator because it was a position that was going to be researched and then determined if the town needed the position. Judy said it left it open to be what it was suppose to be or what it should be after the research was done. Clyde said in his mind, if the town needs somebody that has these skills, the person is going to be looking for the job title of Town Administrator. The other title that is commonly used is Administrative Assistant, and not many towns use that position. Clyde said we want to see a lot of what Hopkinton used in their job description (attached).

**C.** Judy can agree with the title (Town Administrator) attracting the type of person the Board might be looking for, she just thinks the title needs to be defined, and then followed, to make sure it is moving in the direction the Board wants. She said during the discussions about the Town Administrator they always said it could change according to the Board that was sitting.

**D.** The Board reviewed the Warner's reorganized Town Administrator job description. The one item that was removed was the Welfare Officer. No other bullets were removed from the description. Monthly review of the budget will be added.

**POSITION: Town Administrator**  
**FLSA STATUS: Exempt**

**DEPARTMENT: Town Hall**  
**REPORTS TO: Board of Selectmen**  
**DATE: Draft - June 20, 2019**

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### **GENERAL 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, 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.

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.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **General Administration**

- Coordinates the daily administrative functions of the Office of the Selectmen; serves as liaison between the selectmen and town departments.
- Serves as principal adviser 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.
- Directs advertising and legal requirements for all departments and committees on request; coordinates the preparation of agreements and contracts.
- 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.
- 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 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.
- Develops timetable for town programs and services.

#### **Finance Management**

- 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.

- 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.

### **Personnel Management**

- Manages overall Human Resource functions.
- Conducts staff meetings with all department heads.
- 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.
- Manages insurance programs and ensures that Warner complies with the New Hampshire labor laws.

### **Customer Service**

- 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.

### **OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as requested.

**SUPERVISORY CONTROLS** The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for planning, designing and carrying out programs, projects, studies or other work independently.

Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence of the overall program or the contribution to the advancement of technology. Recommendations for new projects and alterations of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals or organizational priorities.

**GUIDELINES** Guidelines are broadly stated and nonspecific, i.e., broad policy statements and basic legislation which require extensive interpretation. The employee must use judgment and ingenuity in interpreting the intent of the guidelines that do exist and in developing applications to specific areas of work. Frequently, the employee is recognized as a technical authority in the development and interpretation of guidelines.

**COMPLEXITY** The work typically includes varied duties requiring many different and unrelated processes and methods such as those relating to well-established aspects of an administrative or professional field. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach and incomplete or conflicting data. The work requires making many decisions concerning such things as the interpreting of considerable data, planning of the work or refining the methods and techniques to be used.

**SCOPE AND EFFECT** The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems or questions. The work product or service affects a wide range of Town activities, major activities of industrial concerns or the operation of other agencies.

**PERSONAL CONTACTS** The personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting (e.g., the contacts are not established on a routine basis; the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact).

**PURPOSE OF CONTACTS** The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY** Department heads at this level have final responsibility and authority for the accomplishment of objectives, utilization of resources and personnel administration decisions within a major jurisdictional subdivision. They are accountable for the effective and efficient management of work to achieve goals and objectives. They usually receive guidance in the form of approval/denial on matters of policy, service levels and goals or objectives from higher authorities.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience**

Bachelor's degree in Administration, Public Administration, Management or related field; Master's preferred. Five years administrative experience, preferably in a municipal setting; OR any equivalent combination of experience and education which demonstrates possession of the required knowledge, skills and abilities.

#### **Knowledge, Skills and Abilities**

- Ability to plan, organize, assign, supervise, inspect and coordinate the work of professional and technical personnel engaged in preparing comprehensive research studies, analyzing problems, preparing technical reports and formulating recommendations.
- Ability to delegate responsibility.
- Ability to speak, listen, write and communicate effectively.
- Ability to establish and maintain effective working relationships with the employees, officials and the public.
- Ability to deal with public relations problems courteously and tactfully.
- Ability to re-direct and deescalate emotional or volatile situations.
- Knowledge of financial reporting and bookkeeping practices.
- Knowledge of state statutes dealing with town administration.
- Skill in personnel administration functions such as hiring, firing, promoting, training, etc.
- Strong familiarity with town office administrative procedures.
- Strong Leadership and communication skills are required.

### **SUPERVISION EXERCISED**

Works as a liaison between department heads and the Board of Selectmen, facilitating communications between the Board of Selectmen and the Department Heads and provides necessary administrative resources and guidance to Department heads and staff. Directly or through subordinate supervisors, supervises administrative staff as directed by the Board of Selectmen. Carries out all supervisory functions in accordance with Town's rules, policies and applicable laws. Provides technical support and direction to the Board of Selectmen on hiring, dismissal and disciplining of employees subject to Board of Selectmen approval. Prepares recommended personnel evaluation of department heads.

### **LICENSING AND CERTIFICATION**

None

### **TOOLS AND EQUIPMENT USED**

Computers, calculator, copier, fax machine, phone, digital camera, business software and other general office equipment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms, speak, see and hear. Employee must occasionally lift/move up to 25 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in office setting. Attendance at night meetings is required. Some travel to offsite locations may be required. Stress may occur due to regular exposure to Public and scope of position.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

**Date Adopted: Jaaa XX, 2019**

### **Approved by:**

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Clyde Carson, Chair, Board of Selectmen

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Kimberley Edelmann – Selectman

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Judith Newman-Rogers - Selectman

**E.** Judy said under General Administration, second bullet, "serves as principal adviser to the Board of Selectmen". The word "adviser", Judy said this person is not on equal standing with the Board. Clyde said an adviser is not on equal standing with the Board. Clyde recommended changing it to "advises the Board of Selectmen on a variety...". Kimberley said just being an adviser doesn't mean you are a higher rank or more powerful, it means the person has the knowledge that other people may or may not have. Judy said the advise given is not necessarily what the Board will adhere to, it's up to the Board to decide to accept the advise, she also put it into context from the way it has worked in the past. Judy suggested "research, review and provides information to the Board on a variety of technical administrative issues". Clyde is in favor of "advises the Board of Selectmen". Kimberley said that would mean there are others advising as well. Clyde agreed. Judy said if she was reading the document as the job description, she may think she may need to know more than she might know at the time. Clyde suggested "assures the Selectmen have enough information to make decisions with regards to". He said no matter who it is in the position, they either will come with the knowledge or will need to do research. Kimberley recommended "supports the Board of Selectmen in a variety of technical and administrative areas...". Judy said she liked the word "supports" better.

**F.** Clyde recommended combining the following two bullets into one bullet:

- 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.

**G.** Clyde asked what the following means: Develops timetable for town programs and services. Kimberley said that's for projects. Clyde wanted it changed to: At the direction of the Selectmen, serves as project manager for specific projects.

**H.** Clyde wants added, monthly financial update with the Selectboard.

**I.** Clyde wanted the following defined better: 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.

**J.** Clyde asked if the Town Administrator should be overseeing technology in the town. Kimberley said New London has some verbiage about that. Clyde said in terms of working with the Selectmen to make sure the town has solid internal systems as well as external systems such as the website, social media etc. Clyde said he will come up with something.

**K.** Clyde feels the job description can be condensed, such as, the following could be removed: Work is primarily performed in office setting. Attendance at night meetings is required. Some travel to offsite locations may be required. Stress may occur due to regular exposure to Public and scope of position.

**L.** Kimberley said a major skill is missing from the job description which is the knowledge for creating spreadsheets, word processor etc.

**M.** Kimberley will coordinate the changes that were talked about tonight for a final review from the Board.

### **8. Eversource - Group Host Report - Solar Array**

Kimberley asked Clyde if he is going take on the report. Clyde said he would, he said he had a response back from Eversource and they will work together to get the report done, it's due by the middle of July. Judy asked if it's revenue for the town. Clyde said he needs to get some advice, the town is producing more electricity than is being used. What Eversource is saying is they gave the town credit for everything that was produced, but the town should only get credit for what was used. In answer to Judy's question, it's a negative. Judy thought Eversource bought from the town. Clyde said yes, Eversource buys from the town, because the town is group net metering, it's used to off-set the usage across the town. Clyde needs to research which buildings are included and to make sure the new fire station is included in the group. Bottom line the town produced a lot more electricity than it used. Eversource is saying they are not obligated to pay on the surplus, which is usually the case with net metering. Kimberley said that was the whole sales pitch on the Solar Array, the town would be paid for the surplus. Judy agreed. Clyde doesn't believe that is how the formula worked, it depended upon escalating costs over time.

**9.** Kimberley will be writing a Proclamation for the Fire Department Grand Opening, the Board will need to sign it.

### **10. Adjourn**

Motion was made and seconded to adjourn at 8:22.pm

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

Recorder of the Minutes: Mary Whalen

## TOWN OF HOPKINTON

### JOB DESCRIPTION TOWN ADMINISTRATOR

#### 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.

#### 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.

#### Supervision Exercised

All Departments report to the Town Administrator

#### Typical Equipment Used

Computer, calculator, telephone, copy and facsimile machine, motor vehicle, and postage machine.

#### Typical Work Environment

Inside 95%                      Outside 5%

#### Duties and Responsibilities

(Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties associated with the position of Financial Assistant and Benefit Coordinator.)

1. Insures implementation of Board of Selectmen's directives to department heads. Conducts department head meetings.
2. Researches, assembles, organizes and presents in written or oral form, statistical, financial or factual information derived from a variety of sources.
3. Responsible for interaction for citizen assistance activity, involving the resolution of a wide variety of problems and concerns. Refers to the Board of Selectmen when Board action is required.
4. Provides guidance and support to department heads, and effectively conducts personnel or counseling interviews.