



Warner Board of Selectmen

Work Session Meeting Minutes

Tuesday, July 9, 2019

APPROVED

1. Open Meeting Chairman Carson opened the meeting at 7:02 pm.

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

2. 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 Edelmann. Roll call vote: Carson - Yes, Edelmann - Yes, Newman-Rogers - Yes.

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, Edelmann - Yes, Newman-Rogers - Yes

Entered nonpublic session at 7:03 pm.

Other persons present during nonpublic session: Darcie Buskey

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

Motion to leave nonpublic session and return to public session at 7:21 pm by Chairman Carson, seconded by Selectman Edelmann. Roll call vote: Carson - Yes, Edelmann - Yes, Newman-Rogers - Yes.

3. Public Session

Chairman Carson opened the meeting at 7:21 pm.

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

Others present: Kelly Henley, Martha Mical, Ed Mical

4. Procedures in the Finance Office

A. Bookkeeper, Kelly Henley, said based on the written procedure for capital reserve expenses which says the Department Head provides an invoice indicating which capital reserve the expense is for, Kelly would cut the check and then Kelly would draft a letter to the Board for approval, after the check is cut. Kelly doesn't agree with that process, she doesn't want to be in a position where she cuts a check for \$170,000 for the loader before the Boards approval. Kelly would like to first receive the request for payment from the Capital Reserve, draft a letter to the Board for approval, then cut the check. The Board was agreeable. Also, Clyde explained when the Board makes a motion to expend from a Capital Reserve, that also provides to Kelly the authority to cut a check.

B. Kelly asked where she should pay the \$2,500 for Riverbend that was approved at Town Meeting. The Board told Kelly to add a line in the 4415 area of the budget, Health & Welfare. Kelly will contact the Department of Revenue Administration about the Riverbend warrant article. Kelly will let the Board know what the response is.

C. Judy recommended to Kelly to obtain a voucher from the Trustee's of the Trust Funds when she receives the funds that are requested. Clyde said this is a good time to begin formalizing procedures.

D. Clyde requested for Kelly to send the Board the year to date expenses for the Police Department, Fire Department and Public Works for the budget review scheduled at the July 16 meeting.

E. Kelly will verify the budget cuts proposed at Town Meeting equal what was passed as the bottom line of the budget in the amount of \$3,308,469. Kimberley also provided a copy of the MS-737 (proposed budget from January 1, 2019 to December 31, 2019) that was approved by the Department of Revenue Administration.

F. The money voted for the Capital Reserves will need to be moved by December 15, 2019. The Town Clerk submitted to the Selectmen after Town Meeting a listing of the amounts approved at Town Meeting to go into the Capital Reserve Funds with the statutory deadline of when the transfers can be made.

5. Town Administrator Job Description

A. Kimberley provided copies of the TA job description that includes the changes the Board had previously made as well as the changes Clyde emailed regarding Information Technology.

B. Judy talked about if the Town Administrator is full time and would work 35 hours or 40. Clyde said the Selectboard always understood the Town Administrator position would work 40 hours. Judy feels it is important to clarify what the 40 hours include, such as meetings, what are the day time hours. Clyde feels those items will be defined with the preferred candidate in an offer letter.

C. Clyde suggested Kimberley and Judy take the job description home and review it one final time. Kimberley said she is happy with the description as it is, Clyde as well.

6. The Search for a Town Administrator

A. Clyde wanted to talk about of how the Board will go about looking for a Town Administrator. Clyde said the last time the town used a search committee (Municipal Research Inc.) and a head hunter in conjunction with the search committee.

B. Henniker recently hired a Town Administrator, their approach is they had a search committee without using Municipal Research Inc. which turned out successful.

C. Kimberley agrees taking the Henniker approach, she knows of people waiting to see what Warner is going to do.

D. Judy asked once the job description is done, should it be sent out to the employees, Department Heads to look it over. Kimberley liked the idea, Clyde said he can go along with that, but, the thing that is really effective, as part of the interview process have a small group that represents the employees. Kimberley said Judy's suggestion may help mitigate any of the we don't need a Town Administrator attitudes that she has heard spoken. Kimberley doesn't want to hire a Town Administrator who has a target on their back. Martha Mical asked the Board if they have made a decision to have a full-time Town Administrator. Clyde said yes, the Town Administrator will be a full-time position. Kimberley said Martha is one who is against having a Town Administrator. Martha clarified by saying she doesn't think the town needs a full-time Town Administrator. Kimberley said to Martha that her voice is respected, and if she says the town doesn't need a TA that will get other people thinking the same and that will hurt the person coming into the position. Judy said that is important, how many people do we need doing the job the Board needs done. Kimberley said beyond the number of part-time and full-time employees. Is the requirements of a Town Administrator position a full-time or part-time job. Judy said she does think of that, what does the 40 hours cover. Kimberley said those answers are in the job description. The Town Administrator will be doing customer service, maintaining the IT, doing reports, attending meetings, running projects, advertising, legal requirements, working on contracts, maintaining budgets, town reporting, finance managing, liaison between departments. Judy said some of those items the secretary does and that's why the Board is going to review the job description again and discuss how many people the Board needs on the staff. Clyde said there is a difference when your a manager you may have something as part of your job description, but you achieve that through other people. The Town Administrator is the one that makes sure it happens.

E. Clyde said he has a simple approach to this, to attract the skills in the job description, the expectation of the applicant is that it is a full-time position, a career position.

Board Action

Chairman Carson made a motion, the Town Administrator position will be exempt, full-time position, target towards a 40 hour position. Selectman Edelman won't second the motion until Selectman Newman-Rogers is comfortable. The Board can review the job description one more time and during that time Selectman Newman-Rogers can decide if she is comfortable with the position being full-time. Selectman Edelman is in favor of the position being full-time and wants Selectman Newman-Rogers to be the one make the second motion. Selectman Newman-Rogers will take

the time to review the job description, will contemplate again and will come back with something more appropriate, the work requirements and responsibilities for out town. This topic will be added to the July 16 agenda.

F. Clyde said if the Board moves towards a search committee, the Board should start thinking who will be on the committee.

7. 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 Edelmann. Roll call vote: Carson - Yes, Edelmann - Yes, Newman-Rogers - Yes.

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, Edelmann - Yes, Newman-Rogers - Yes

Entered nonpublic session at 8:35 pm.

Other persons present during nonpublic session: None

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

Motion to leave nonpublic session and return to public session by Chairman Carson, seconded by Selectman Edelmann. Roll call vote: Carson - Yes, Edelmann - Yes, Newman-Rogers - Yes.

8. Motion to Seal

Motion made by Chairman Carson for the two July 9, 2019 nonpublic meeting minutes to remain sealed, personnel. Motion was seconded by Selectman Edelmann, the motion passed unanimously.

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

Motion: **PASSED** / DID NOT PASS

9. Adjourn

Motion was made and seconded to adjourn at 8:43 pm.

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

Recorder of the Minutes: Mary Whalen