



Warner Board of Selectmen

**Meeting Minutes
Friday, October 19, 2018
APPROVED**

Chairman Edelman opened the meeting at 5:00 pm

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

Others present: none

1. Wages & Compensation

The Board and Jim worked on the Compensation Guidelines making sure all agree and understand the philosophy.

Board Action

Selectman Dabuliewicz made a motion to adopt the Compensation Guidelines (Philosophy) with recommended changes to the October 1, 2018 version. Chairman Edelman seconded the motion. Selectman Carson said the Board can adopt it but he recommends not publishing the guidelines until the Board has corresponding objectives to go with it. The members agreed, motion passed unanimously.

2. Job Descriptions

- A. The Board looked at the changes that deal with substance in the Police Chief, Police Department Secretary and the Patrol Officer job descriptions. The open summary on the Police Chief's job description was accepted by all, the administrative part of the Chief's job is still subject to guidance by the Selectboard, John is pretty sure he talked to the Chief about this as well.
- B. The Selectman's Secretary, the Police Department Secretary and the Landuse Secretary job titles will change to Administrative Assistant - PD, Administrative Assistant - Board of Selectmen and Administrative Assistant - Landuse. The concept is removing the word secretary and adding Administrative Assistant, the duties are specific to each particular position.
- C. "Manages Human Resource functions" was added to the Town Administrator's job description.
- D. The Patrol Officer job description needs another review by the Police Chief regarding the changes the Selectboard made.

3. Performance Evaluation

Kimberley passed out blank Performance Evaluations for the Selectboard to complete for the Town Administrator. The Board will meet and make comparisons before meeting with Jim.

4. Compensation

The Board talked in length about how to implement the wage adjustments based on the Wage Study, no decisions were made.

5. Executive Session

Clyde asked the Board for an executive session with only the Selectmen present.

Nonpublic Session

Members Present:	Clyde Carson	<u>X</u>
	John Dabuliewicz	<u>X</u>
	Kimberley Edelman	<u>X</u>

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

Specific statutory reason cited as foundation for the nonpublic session:

- _____ RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.
- _____ RSA 91-A:3, II (b) The hiring of any person as a public employee.
- X RSA 91-A:3, II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.
- _____ RSA 91-A:3, II (d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- _____ RSA 91-A:3, II (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled
- _____ RSA 91-A:3, II (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

Roll call vote to enter nonpublic session: Carson - Yes, Edelmann - Yes, Dabuliewicz - Yes

Entered nonpublic session at 6:25 pm.

Other persons present during nonpublic session: None

Description of matters discussed and final decisions made: Clyde requested the session not be recorded.

Note: Under RSA 91-A:3, III, minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of this board, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

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

Public session reconvened at 6:45 p.m.

6. Adjournment

Motion to adjourn at 6:45 pm

Board of Selectmen
Kimberley Edemann - Chairman
Clyde Carson
John Dabuliewicz

Recorder of the minutes: Mary Whalen