

**BOARD OF SELECTMEN
WORK SESSION MINUTES
November 12, 2018**

Members Present: Selectman Murphy, Selectman Bennett, Selectman Guthrie

AA to Board of Selectmen: S. Theriault

S. Harms (Buildings and Grounds Supervisor), J. Worthen (Road Agent), P. Williams (Tri Town News)

Work Session

Chairman Murphy moved to continue the regular meeting to the end of the work session at 8:00 with the notice that at the conclusion of the work session they would be going back into session to enter into nonpublic session. Selectman Guthrie seconded the motion. The motion passed 3-0.

MS4 Delegation of Assignments

The Selectmen reviewed the MS4 permit requirements for the EPA. They went section by section to assign someone responsible for completing the work. When assigned to an employee it should be added to the job description. It was noted that some of the requirements are staggered and not all due the first year.

Wage/ Salary and Job Classification Study

Mrs. Theriault stated that there are inconsistencies in the Wage and Salary Matrix. There was one vendor (Thornton) that came and gave a presentation on what the process they would use to do an update. There were two that gave proposals with one being Turner at a cost of \$8,640 for both the wage and salary study and updating the job descriptions. The other one was from MRI (Municipal Resources) at a cost of \$10,000. Mrs. Theriault noted that she could ask them to come in and give a presentation if the Selectmen were interested.

Selectman Guthrie stated that one of his concerns is how to recognize employee longevity when someone has reached the top of the grade. Mrs. Theriault pointed out that most of the town employees are at the max of their grades now. The current process and matrix was put in place over 8 years ago. Selectman Guthrie asked if there were a lot of changes made to the job descriptions. Chairman Murphy noted that they just made changes to some of the jobs while going through the MS4 permit process.

Chairman Murphy motioned that the amount of \$8,500 be put into the 2019 budget to do a Wage and Salary study and update the job descriptions. Selectman Guthrie seconded the motion. The motion was amended by Selectman Bennett to include the \$300 for the cost of including the library and amended the total to a not to exceed cost of \$9,000 for the internal equity study with the library. The amended motion was seconded by Selectman Guthrie. The motion passed with all in favor 3-0.

Part time to Full time Employment for Buildings/ Grounds and Highway Employees

There was a request from both Steve Harms and Jon Worthen to have one of each of their employees moved from part time (up to 35 hours) to full time.

Mrs. Theriault stated that both her and Mr. Harms went over the job description for his employee and made some adjustments to the job description such as filling in as Sexton of the Cemeteries. The employee will have more ability to help in the scheduling, laying out lots, election set up and possibly selling cemetery lots in the future. Currently Mr. Harms gets called when he is on vacation for various things and would like to be able to have Mr. Bussell take those calls. He has been trained as a flagger and for the transfer station. Mr. Harms noted that the job is a 24 hour job. If there is something that comes up, such as a snow storm, the employee comes back to work. One of the items from the MS4 permit just discussed is adding an inventory of all resources owned by the town and this could be added as a responsibility.

Mrs. Theriault stated that she looked at the NHMA recent wage surveys and in our population size there are 8 towns that have 2 full time employees plus the department head. We currently have the

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department head and one part time employee and then seasonal employees for Buildings and Grounds.

For the Highway Department most other towns have a few full time employees. We currently have one full time department head and two part time employees. Mrs. Theriault stated that the cost for benefits per employee would be about \$16,000. Selectman Guthrie asked if there was enough work in both departments if the change was implemented. Selectman Guthrie asked if there was any overlapping on the work. Mr. Harms reported that they do work with each other when it is down to one in each department. Mr. Harms noted that when they are working with equipment they prefer for the employees to work in tandem. Selectman Guthrie suggested that the money be put into the 2019 budget and if it passes move the positions to full time after the election and that it would need to be sold at the budget meeting and deliberative session. He also pointed out that he prefers to use part time employees when needed to save on the cost of the benefits. Chairman Murphy asked if there was enough work and Mr. Harms responded yes. Selectman Bennett was asked if he had any conversations regarding the change from part time to full time and he said that he hadn't been approached. Selectman Guthrie did point out that he has received some unsolicited comments from people regarding the work of the current part time employee in the Highway Department in that he was a valuable asset. The work schedule was discussed. Mr. Worthen said that it would likely be 7 am to 4:30 pm with half a day on Friday. Mr. Harms said that it would be similar and that they try to avoid overtime. If they need to work at the transfer station on a Saturday they would normally take a day off during the week, unless it is a busy time of year.

Mr. Worthen asked if it was possible to start before town meeting if the Selectmen gave the green light. The response was to wait.


Selectman Guthrie made the motion to put both requests into the budget to move one employee from each of the two departments to a full time position and the change be explained at deliberative session. The motion was seconded by Chairman Murphy and it passed 3-0.

The Selectmen closed the work session at 9:16 and moved back into public session. 3-0.

A True Record:


Tina Harrington, Recording Secretary

Approved By:


Sean P. Murphy, Chairman


Chad R. Bennett, Selectman


Joseph A. Guthrie, Selectman