

1 DRAFT

2 BOARD OF SELECTMEN

3 TOWN OF SANDOWN, NH

4 SANDOWN, NH 03873

5
6 **Meeting Date: June 26, 2017**

7 **Type of Meeting: Workshop**

8 **Method of Notification: Public Posting at Town Hall**

9 **Meeting Location: Town Hall**

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12 **Members Present:** Selectman Goldman, Selectman Cleveland, Selectman Brown and
13 Selectwoman Buco

14 **Not Present:** Selectman Tombarello

15 **Town Administrator:** Lynne Blaisdell

16 **Recording Secretary:** Sue Reynolds

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18
19 The meeting was called to order at 7:00pm and opened with the Pledge of Allegiance.
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21

22 **Public Comment**

23 Paul Godin thanked the residents that came out to support the fundraiser they had this
24 weekend as they raised \$1,126.00 for the SSATP. He also thanked Ed Mencis for helping
25 with Chubs fries and fried dough. He also thanked Board for reassessing Mill Pine Village
26 as he has feedback from the residents and they are very happy.
27

28 Selectman Goldman said this is a work shop regarding the salary matrix. Cheryl Eastman is
29 present for this discussion as well.
30

31 Selectman Goldman said the Board has struggled with salary increases for the past several
32 years and a few Boards were looking for direction as well. The Board looked at a salary
33 survey study at the end of 2016 and they are reviewing the results of that study this
34 evening.
35

36 Lynne presented the Board with some handouts from the salary survey data with
37 responses from area towns that were surveyed. The report is broken down by department
38 then positions within the department. The matrix lists where Sandown falls regarding the
39 results of the surveys. Lynne said there is an average structure minimum, maximum and
40 the survey of actual pay for each position and the towns current actual pay for that position
41 and a percentage of actual pay to the survey actual pay and a percentage as well and shows
42 where Sandown falls within this. She said the comment section is used because not all
43 positions are the same from town to town so the differences are listed in this area.

44
45 Lynne said she and Cheryl had some additional questions regarding the survey results and
46 asked HR Partners for additional information. She said there is a packet that reflects which
47 town replied with what information. There were 9 towns surveyed in all based on the
48 same type of town as Sandown as well as towns near Sandown.

49
50 Lynne said this matrix shows that town salaries are all over the place. She said some
51 salaries are much lower than the average of other towns and some are much higher.

52
53 Lynne referred to the Salary Increases Costs packet that she and Cheryl created for the
54 Board to review. She the top page is a summary of all the positions within the packet.
55 Lynne

56
57 Selectman Goldman stated that the amount on the front of \$70,566.93 would be what it
58 would cost for everyone to be brought up to the average salary from the surveys received.
59 Lynne said Cheryl created a salary matrix as well for the Board to look at for comparison.

60
61 Selectman Brown said he is very impressed with the amount of work that was put into all
62 the documents presented tonight.

63 Selectman Cleveland said he has dealt with something like this in the past and doesn't
64 agree with putting everyone in the middle because he feels that each position should be
65 based on longevity and experience. He feels like job descriptions should be attached to this
66 so the Board can determine what the expectation is for that job.

67
68 Cheryl said they are not saying this is what it should be, they created this as a conversation
69 starter.

70 Selectwoman Buco said the wages & salary committee did a lot of this work as well and
71 they were looking at job descriptions, however they do vary between towns.

72 Selectman Goldman said he is happy that they are talking about this and doesn't anticipate
73 this being completed this evening. He feels the starting point is to be getting all employees
74 to 100% of the average. He said employees are only getting a 2-3% increase and are
75 expected to pay more for their health insurance contributions. He is hopeful that the
76 upcoming Boards will honor whatever the Board decides regarding increases.

77
78 Lynne said copies of the town of Sandown's job descriptions were included when the
79 surveys were received and were reviewed by those towns that responded.

80 Selectman Goldman said that last year he commented that he feels the town will be looking
81 at lots of dollars and not percentages to bring everyone up to where he feels they should
82 be.

83
84 Selectwoman Buco said the Board needs to consider what the other town's employees
85 receive regarding their benefits and could be making more money because their insurance
86 isn't great. Cheryl handed out a page that explains the benefits of the surveyed towns for
87 the Board to review.

88
89 Selectman Brown made a comment regarding who is being paid for what they do and said
90 that every department that is being run by a woman is being paid less than 100% and those
91 that are being managed by men make over 100%. He said there may be no correlation but
92 wanted to point it out to the Board.

93
94 Cheryl said the matrix starts at the top with a very minimum level job and as you move
95 through the matrix the responsibility of the positions increase. Lynne said the \$8.00 per
96 hour position is the lowest paid town employee and the amounts go up from there. Cheryl
97 said there is a 2% increase for the steps and a 10% increase between labor grades because
98 she had to choose something. She said regarding where the positions fell on the matrix she
99 looked all the positions in town along with their responsibilities and placed them on the
100 chart accordingly.

101
102 Cheryl asked what other information does the Board need to help them make their
103 decision. She said she took Sandown's job descriptions into consideration when creating
104 the proposed wage matrix.

105 Lynne said the \$70,566 increase is a .14 per thousand tax impact based on the 2016 tax
106 rate, which equates to a \$35.00 tax impact on a \$250,00 house for 1 year.

107
108 Michelle Short came to the table to ask about the wage matrix and bringing everyone to
109 100% does it take into consideration years of service? Selectman Goldman said it may have
110 to be evaluated by department head if there are more than 1 employee in the same
111 position. Cheryl explained that the steps on the matrix are based on years of service.
112 Michelle asks about constant increases for the same job being done and Selectman
113 Goldman referred to people earning minimum wage 10 years ago and what that is today.
114 There was a long discussion regarding Michelle's question.

115 Selectman Cleveland said he has seen it in the past when an employee receives a bonus
116 instead of a 2% increase.

117 Michelle feels that all jobs should have a beginning point and an ending point for salaries if
118 the responsibilities of the job doesn't change. Selectman Goldman said that each year the
119 amounts will go up due to COLA increases so the end amount will most likely increase
120 every year. Michelle still feels that there should be a cap on a particular position if there is
121 no added responsibility.

122

123

124 Selectman Cleveland asks what's next and Selectman Goldman asked the Board's opinion.
125 Selectman Brown feels that this should be done in one lump sum to bring the employees up
126 to where they should be. Selectman Cleveland likes the idea of what is trying to be done
127 but he doesn't agree with the way the steps are increased. He feels this is good information
128 but additional research needs to be done as to the longevity of the employees that were
129 surveyed. Selectman Cleveland also feels like whatever the Board does has to be sold to the
130 towns people and the Budget Committee as well.

131
132 Selectwoman Buco feels that additional research needs to be done as well especially
133 regarding the other town's job descriptions to be sure they are comparing as equally as
134 possible.

135
136 Selectman Brown is concerned regarding time constraints and is concerned that Lynne is
137 being asked to research government websites and that Selectwoman Buco would like to see
138 other job descriptions and feels that a lot more information is being requested and we are
139 going to run out of time to decide. Selectwoman Buco said she would reduce her request to
140 the top 5 positions. She is also questioning the validity of having 2 responses to 1 position
141 and 9 responses for another and feels that this could be weighted differently. Selectman
142 Goldman agrees with Selectman Brown and doesn't want to get to the point where they are
143 getting backed into the corner and feels the Board needs to be able to decide rather quickly.
144 Chief Gordon suggested comparing part time positions to part time positions and fulltime
145 positions to full time positions when looking at the surveys and matrix.

146
147 The Board agreed to look at the top 5 positions which are the Town Administrator, Town
148 Clerk/Tax Collector, Finance Director, Selectman's Office Asst. and the Recreation Director.
149 Selectman Goldman asked if this information can be to the Board so this can be discussed at
150 the next meeting. The consensus of the Board is to meet from 6-7pm on July 10th to discuss
151 this. They will either finish the discussion at the end of the that meeting or the following
152 meeting.

153
154 Lynne will send the Board the job descriptions from each town and Sandown's by position
155 as she has them completed for the Board to review prior to the next meeting.

156
157 Lynne said Chief Gordon presented something very similar to the Board last year and the
158 Board passed what he was asking. Lynne said she is voicing her opinion regarding her
159 position and her frustration. She is frustrated because the Board is continuously looking
160 for additional information to decide about the increases. She said last year the Board
161 approved a \$54,000.00 increase for 4 people and now we are asking for \$70,566 for about
162 15 employees.

163
164 Selectman Goldman thanked Lynne for doing what she does at 75% of what she deserves.

165
166 Selectman Buco agrees that something needs to be done but wants to be sure the rates are
167 as accurate as possible.

168 Selectman Goldman recapped the meeting by saying that there was good discussion that
169 took place tonight and Lynne is going to email the Board job descriptions by position as she
170 receives them from the surveyed towns, as well as Sandown's so the Board can compare
171 prior to the next meeting. The meeting on July 10th will start at 6pm and the salary
172 increase discussion will start the meeting until 7pm. It will then be discussed either later in
173 the meeting or at the following meeting.

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176 **Motion by** Selectwoman Buco to adjourn.

177 **Seconded by** Selectman Cleveland

178 **In Favor,** Selectman Brown, Selectman Cleveland, Selectman Goldman and Selectwoman
179 Buco.

180 **Motion passes unanimously**

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183

184 Respectfully Submitted,

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186

187

188 Sue Reynolds