

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

July 19, 2017

Town Offices

The Board of Selectmen convened in regular session on Wednesday, July 19, 2017 at 5:00 p.m. at the Town Offices. In attendance were Selectman Karen Ober, Selectman John Olmstead and Selectman Katy North. Town Administrator, Katie Ambrose was also present.

1.0 Pledge of Allegiance - Those in attendance recited the Pledge of Allegiance.

2.0 Business

2.1 Employee Compensation - Each of the Selectmen provided their own proposals for employee compensation adjustments and reviewed each version. Selectman North stated she has added FICA, Medicare and Retirement plus made a few adjustments based on the recommendations. Selectman North added the back of the page has the totals for each department and potential funding sources, which are to be funded with monies that are currently available to the Selectmen and could get the Town through the FY 2018' portion of the budget. Chair Ober asked if the board needed to identify which lines of the budget they would be making implicit transfers from, to make this happen. TA Ambrose replied yes. Selectman North stated the work needing to be done, to make the recommended changes, will be an additional burden for staff and she would like to discuss the issue because we are at the end of the fiscal cycle plus going into the Audit and the start of a new fiscal year. Chair Ober stated she feels each of the Selectmen are on the same page. TA Ambrose noted a personnel action form (PAF) will be needed for each position/implicit transfer and has the forms if the board wants to take action tonight. Chair Ober explained that these revisions are being made based on research done by the board we are recommending eight (8) payroll adjustments. Selectman North stated this is to fund adjustments to place employees on the pay matrix, as an annual payment/adjustment.

1. Chair Ober made a **motion** to recommend the Fire Chief be moved to a Grade 19, Step 6, line 4220.10 to be adjusted by \$1,983.20, FICA line 4220.225 and retirement line 4155.300 adjusted by \$632.44, the medicare line adjusted by \$28.76. This will all be funded from within the Fire Department budget for 2018. Selectman North **seconded** the motion and the **motion passed unanimously**.

2. Chair Ober made a **motion** to recommend the DPW Operations Manager be moved to a Grade 14, Step 4, line 4312-110 to be adjusted to \$119.20, line 4312.220 and .225 (FICA & Medicare) adjusted by \$9.12, retirement line 4155.300 adjusted by \$13.56. This will all be funded from within the Department of Public Works budget. Selectman North **seconded** the motion and the **motion passed unanimously**.

7/19/2017
Minutes

BOS **Approved**

3. Chair Ober made a **motion** to recommend the Summer Day Camp Director be moved to a Grade 9, Step 5, line 4520.115 to be adjusted by \$452, line 4312.220 and .225 adjusted by \$34.58, retirement line 4155.300 adjusted by \$51.44. Total adjustment is 538.02. This will all be funded from within the Recreation budget. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

4. Chair Ober made a **motion** to recommend the TC/TC be moved to a Grade 16, Step 2, line 4151.110 to be adjusted by \$1,197, line 4151.220 and .225 adjusted by \$91.57, retirement line 4155.300 adjusted by \$136.22. Total adjustment is \$1,424.79. This will all be funded from within the DPW's budget line 4312.110. Selectman North **seconded** the motion and the **motion passed unanimously**.

5. Chair Ober made a **motion** to recommend the Deputy TC/TC be moved to the total Grade 11, Step 3, line 4151.110 to be adjusted by \$18.76, line 4151.220 and .225 adjusted by \$1.44, retirement line 4155.300 adjusted by \$2.13. Total adjustment is \$22.33. This will all be funded from within the TC/TC's budget line 4151.110. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

6. Chair Ober made a **motion** to recommend the Welfare Officer be moved to the total Grade 13, Step 6 with an increase in the stipend, line 4411.115 to be adjusted by \$5,526, line 4411.220 and .225 adjusted by \$422.74. Total adjustment is \$5,948.74. A total of \$422.74 will be funded from within the Police Department's budget line 4210.115, \$2,517.26 will be funded from 4210.115 and the remaining \$3008.74 to come from the DPW's budget line 4312.110. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

7. Chair Ober made a **motion** to recommend the Library Director and Library Assistant positions be adjusted by \$1,588.33. This will all be funded from within the DPW's budget line 4312.110. Selectman North **seconded** the motion and the **motion passed unanimously**.

8. Selectman North made a **motion** to recommend the Health Officer be moved to Grade 15, Step 1 (\$0.26 cents to the hourly rate). Total adjustment to come from within the Health Officer's budget. Chair Ober **seconded** the motion and the **motion passed unanimously**.

A decision was tabled on consideration of the extra hours needed for the above adjustments. TC/TC Davis stated she appreciates what the board is trying to do where her position is concerned but does have concerns with taking the funds for her position from another department, since she is an elected official and is not sure if she will ask the board to retract their motion. TC/TC Davis stated since the other funds came from 4312.110, will that line be shorted for FY 18'. Chair Ober replied no, two positions are not currently filled. Selectman North added the funds are not being taken from the

department but moved within the budget, to be fiscally responsible and balance the budget out for the adjustments to the pay matrix. The board signed all of the PAF forms. Chair Ober stated a few positions needed to be moved to the pay matrix then everyone will be adjusted and pay rates will be recalculated in FY 2019 closer to the market, that is the goal.

3.0 Authorize Payroll & the Accounts Payable Register – The BOS reviewed & signed the payroll and the accounts payable registers, a copy was made available for public inspection.

4.0 Review & Approve Minutes

4.1 BOS 7/12/17 draft - Members of the Board reviewed the draft meeting minutes of July 12, 2017. Selectman Olmstead made a **motion** to accept the draft meeting minutes of July 12, 2017 with changes. Selectman North **seconded** the motion and the **motion passed unanimously**.

5.0 ADJOURNMENT – Selectman North made a **motion** to adjourn the meeting at 6:55 p.m. Selectman Olmstead **seconded** the motion and the **motion passed unanimously**.

6.0 NEXT MEETING(S) – The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, July 26, 2017 @ 5 p.m.** at the **Town Offices**. The Board will **not** hold a meeting on **Wednesday, August 2, 2017**.

Respectfully submitted,
April Rollins, Administrative Specialist