

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

June 19, 2017

Town Offices

The Board of Selectmen convened for a workshop on Monday, June 19, 2017 at 9:02 a.m. at the Town Offices to discuss options for Town compensation. In attendance were Selectman Karen Ober, Selectman John Olmstead and Selectman Katy North. Police Chief, Steve Hankard; Police Sergeant, Justin Howe; Police Lieutenant, Kevin McIntosh and Town Administrator, Katie Ambrose were also present.

1.0 DISCUSSION ITEMS (items needing motions will be on a future Board of Selectmen regular meeting agenda)

1.1 Police Department Proposal

- a.** Police Chief Hankard presented a proposal to address the Police Department's immediate and longer term staffing needs. Since January two officers have left, another may be leaving and one is in the academy and will not be able to work a shift alone until approximately the end of the calendar year. State Police have been covering the 2am to 6am shifts for the past two months and in that time only had three calls. Due to the time and financial constraints of hiring an officer that is not certified, the goal of the proposal is to attract one certified officer and address staffing and scheduling needs. Since the sixth position cannot be filled immediately, the department recommends delaying hiring that position for now and in the interim utilizing those funds to: contract with a prosecutor to provide more officer hours for the schedule, increase compensation to align the officers with the current pay matrix and increase the part time, overtime and training lines to support the cost of hiring. Funding could be requested at the next Town Meeting to continue to support those costs and provide for filling the sixth position. The department feels that the improved compensation and lack of midnight shifts would be appealing to a certified officer.
- b.** Questions – The selectmen asked questions in regards to the proposal and the presented figures.
- c.** Next Steps – The Chief will move forward with gathering information and options to potentially contract with Tilton's prosecutor. The selectmen will review the presented material and an agenda item will be scheduled for this week's Select Board meeting to discuss further.

1.2 Town Wide Compensation

- a.** The selectmen discussed different options to address the Town's compensation needs in light of the Thornton study results and available funding options. Discussion centered on phasing in the cost of adjusting the Town's

compensation to the market so as not to dramatically impact the taxpayers. One option discussed would be to request funding to match the 25th percentile (on the proposed pay matrix) for FY 19 at the next Town Meeting and request funding to meet the 50th percentile for FY 20. Another option would be to request funding for FY 19 at the next Town Meeting to place all positions on the current pay matrix, and request funding for a 2.5% COLA on the current pay matrix for FY 20. For both options it was discussed that: the chosen pay matrix will need to be adjusted for FY 20 as the data will be a few years old at that point, an article may be placed on the warrant to utilize the fund balance to offset some of the cost to the taxpayers and extensive efforts on public outreach & education will be made (including public hearings on multiple days & times to accommodate the various schedules of citizens). An additional compensation approach that may help with hiring and/or retention would be to examine increasing the payment in lieu of insurance to match the deductible the Town would have paid based on the type of plan. It was noted that the department heads still need training on the current pay matrix.

b. Next Steps – The Town Administrator will work to establish/schedule a training for the department heads on the current pay matrix.

2.0 The workshop ended at 10:41 a.m.

3.0 NEXT MEETING(S) – The Board of Selectmen’s next regularly scheduled meeting will be held on **Wednesday, June 21, 2017 @ 5 p.m.** at the **Town Offices.**

Respectfully submitted,
Katie Ambrose, Town Administrator

(Meeting minutes are not official unless they are viewed on the Town’s web-site www.sanborntonnh.org or are on file with the Town Clerk.)