

**Town of Auburn
Board of Selectmen
Non-Public Session
August 24, 2015**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Tax Collector Kathleen Sylvia and Town Administrator William Herman

Mr. Headd called the meeting to order at 9:00 am.

Non-Public Session

Mrs. Phillips moved to enter into Non-Public Session at 9:00 am pursuant to the provisions of RSA 91-A: 3, II (c) to discuss issues that could affect the reputation of a person(s) other than a member of the Board. Second by Mr. Eaton. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mrs. Phillips – yes. The motion passed.

Meeting in Non-Public Session with the Selectmen was Tax Collector Kathleen Sylvia and Town Administrator Herman.

Mr. Herman indicated the purpose of the meeting was to enable the Board and the Tax Collector to talk about changes that are coming in the Town Clerk and Tax Collector's Office in light of the plans of the Town Clerk to retire in either late 2015 or early 2016, and to provide for as smooth a transition as possible for both the public and the officials & individuals involved.

Mrs. Sylvia indicated her preference would be to only serve in one position – either Town Clerk or Tax Collector, and not serve in both at the same time. However, if she had to potentially run for both positions in order to hedge against an election loss, she would do that if necessary.

Through conversation, it was agreed that the best thing overall is for the Town of Auburn to have one individual serving as Town Clerk and another individual serving as Tax Collector. Mrs. Sylvia noted given her choice, she would prefer to serve as Town Clerk moving forward when the position was open.

The Board focused on the remaining positions and a potential transition. Mr. Herman noted whenever the Town Clerk retired, the Deputy Town Clerk (Mrs. Sylvia) would assume the Town Clerk's position until the next election. If she is serving as Town

Clerk, Mrs. Sylvia would then likely resign her position as Tax Collector. At which time, the Deputy Tax Collector would assume the Tax Collector's position until the next election. At that time, the Town Clerk would need to nominate a Deputy Town Clerk with the approval of the Board of Selectmen, and the Tax Collector would need to nominate a Deputy Tax Collector with the approval of the Board of Selectmen.

There is a fifth part-time position that is an Assistant Clerk, which the Town Clerk and Tax Collector are beginning to advertise for now. If they are fortunate in being able to hire an Auburn resident for that position and, should that individual be interested in becoming the Deputy Town Clerk, it is possible they would already be trained and certified through the NH Division of Motor Vehicles to more easily move into the Deputy Town Clerk's position.

An issue the Board would have to consider by the time of any transition would be the rates of pay for all individuals serving in new positions. The Labor Grades for each position is already established as part of the Personnel Policy, but what step within the labor grade that each individual would be assigned is a decision the Board of Selectmen would have to make by the time of hire or appointment.

Mrs. Sylvia noted that should the current Town Clerk decide to retire at the end of 2015, there would be at least an interim period of January through March where she would be serving in two positions (i.e. – Tax Collector and Town Clerk), and she assumed the Board would need to consider an incremental pay adjustment for the interim service. The Board agreed they would need to have such a consideration under those circumstances.

Mr. Herman noted he believed the Town Clerk would be more than willing to stay through March to assist in a transition; help provide coverage and training for elections through the February Presidential Primary and the March local elections; to assist in providing training to the Assistant Clerk, and to generally provide for a smooth transition. The Board members and Mrs. Sylvia agreed it would be in everyone's best interest for the Town Clerk to stay on through March. Mr. Herman agreed to speak with her.

Mr. Herman also noted that while there would appear to provide a near six month transition and training period for all individuals, he noted the reality is time is going to be closer to four months as the individuals involved have several vacation trips planned, in addition to a couple of annual conferences. He thought potentially there was a six week period where either the Town Clerk or the Tax Collector would be away from the office – making it more imperative to generally agree on a transition plan sooner than later.

Separate from the Tax Collector and Deputy Town Clerk position, Mrs. Sylvia also serves as the part-time editor of the Auburn Village Crier. She is not certain she would be able to continue that function as Town Clerk. Mr. Herman advised the Board it is slotted and budgeted as a separate part-time position and could be assigned to another employee if needed.

All parties agreed that we would seek to have the Town Clerk remain in office through March 2016; anticipate Mrs. Sylvia assuming the vacant Town Clerk's position upon the retirement of the current Town Clerk; anticipate Mrs. Jenkins assuming the then vacant Tax Collector's position upon the resignation of the Tax Collector; and appointing a Deputy Town Clerk and a Deputy Tax Collector in the Spring. This would allow for training between September and March for the Deputy Town Clerk to assume the Town Clerk's position; the Deputy Tax Collector to assume the Tax Collector's position; and to hire an Assistant Clerk and provide training that may also enable that individual to be considered for Deputy Town Clerk.

Mrs. Phillips moved to come out of Non-Public Session at 9:48 am. Seconded by Mr. Eaton. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mrs. Phillips – yes. The motion passed.

Hills Road Extension

Mr. Herman advised the Board that Stantec Consulting has had a traffic engineer review the road plans and the physical conditions of the road. They will be attending the Board's August 31st meeting to provide input and guidance on a range of traffic control measures and equipment, and how they may work for Hills Road. All three Board members indicated that they had gone to Hills Road since the last Board meeting and done a visual inspection of conditions.

Adjourn

Mr. Eaton moved to adjourn; Mrs. Phillips seconded the motion. All were in favor, the motion passed and the meeting adjourned at 9:55 a.m.