

**Town of Auburn  
Board of Selectmen  
March 2, 2016**

**Selectmen Present:** James Headd, Richard Eaton & Dale Phillips

**Also Present:** Tax Collector Kathleen Sylvia, Deputy Tax Collector Susan Jenkins and Town Administrator William Herman

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

Mrs. Phillips requested the Board invite the Town's mowing and landscaping vendor, Don Wescott of ASAP Landscaping, to an upcoming Board meeting to discuss the coming season. She noted he had offered various suggestions when they met last year about potential work efforts, and she felt it would be beneficial to meet before the spring season began. Mr. Headd and Mr. Eaton were in agreement, and the Town Administrator agreed to schedule a meeting during March.

**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 (a) compensation of a public employee and (c) reputation of someone 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 Town Administrator Herman.

Mr. Herman provided the Board with information from the Board's August 24, 2015 and December 21, 2015 meetings concerning the appointment of a Town Clerk to succeed Joanne Linxweiler upon retirement, and the appointment of a Tax Collector to succeed Kathleen Sylvia, assuming she was appointed to serve as Town Clerk.

Since those earlier meetings, Mr. Herman ran several calculations for the Board's review for potential rates of pay for the two positions. Mr. Herman indicated today's meeting was intended to try and reach agreement on the appointees for these two positions and their rates of pay in order to try and provide an orderly transition.

The Board reviewed the potential wage and benefits information.

Kathleen Sylvia joined the meeting at 9:15 AM.

Mrs. Sylvia told the Board she would like to be the next Town Clerk, and outlined her experience in the Auburn Town Hall and how she viewed the overall structure of the Town Clerk's office moving forward. She also felt that, although others will be performing the Tax Collector's and Editor of the Village Crier positions moving forward, she would be called on to assist with both to some extent while she is Town Clerk.

Mrs. Sylvia indicated the value she felt the Town Clerk's position had and what she was able to bring to the position. After discussion, the Board members indicated they were in agreement with Mrs. Sylvia and felt her experience and loyalty to the Town of Auburn would enable to the Town to have a seamless transition in service to the public in an important function.

The Board agreed to appoint Mrs. Sylvia as Town Clerk and that they would establish her salary as a Labor Grade 12, Step 7 (\$53,688) based on the Town of Auburn Wage Scale.

Mrs. Sylvia left the meeting at 9:30 AM.

Susan Jenkins joined the meeting at 9:31 AM.

Mrs. Jenkins told the Board she was comfortable with the discussions she had with the Board in December, and would like to be the next Tax Collector. She reiterated her belief that a fair assessment of the time and value of the position was as a part-time, 31-hours per week position. And she was comfortable with the proposal that as such, the position was be salaried as a Labor Grade 8, Step 9 (\$35,318.92).

Mrs. Jenkins indicated she felt the 31 hours as an average was fair to both sides, noting some weeks such as due date weeks for collections and tax lien weeks would take more than 31 hours, while other weeks may be less busy. In general, this would allow for the current 24-hours the window is open weekly, plus additional hours for financial accounting, reports, bank deposits, etc.

Mrs. Jenkins also indicated it would be her desire to have Joanne Linxweiler appointed to serve as her Deputy Tax Collector for a couple of years to enable for added knowledge and assistance as the Town Clerk and Tax Collector offices were transitioning. She would then be interested in securing an individual to serve as Deputy who might be interested in becoming the Tax Collector in the future.

After discussion, the Board members indicated they were in agreement with Mrs. Jenkins and appreciated her thought process for moving forward. They felt her experience and interest to continue to serve the Town was positive.

The Board agreed to appoint Mrs. Jenkins as Tax Collector and that they would establish her salary as a part-time position as a Labor Grade 8, Step 5 (\$35,318.92) based on the Town of Auburn Wage Scale.

Mrs. Jenkins left the meeting at 9:40 AM.

***Mrs. Phillips moved to come out of Non-Public Session at 9:40 AM. Second by Mr. Eaton. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mrs. Phillips – yes. The motion passed.***

***Mr. Eaton moved to appoint Kathleen Sylvia as Town Clerk upon the retirement of Joanne Linxweiler and to set the salary at Labor Grade 12, Step 7 (\$53,688) on the Town of Auburn Wage Scale. Seconded by Mrs. Phillips. A vote was taken, all were in favor, the motion carried unanimously.***

***Mr. Eaton moved to appoint Susan Jenkins as Tax Collector upon Kathleen Sylvia's assumption of the position of Town Clerk to set the salary for the part-time position at Labor Grade 8, Step 9 (\$35,318.92) on the Town of Auburn Wage Scale. Seconded by Mrs. Phillips. A vote was taken, all were in favor, the motion carried unanimously.***

**Adjourn:**

***Mrs. Phillips moved to adjourn; Mr. Eaton seconded the motion. All were in favor, the meeting was adjourned at 9:45 AM.***