

Town of Boscawen
Board of Selectmen
Work Session Meeting
July 16, 2018 at 5:00pm

Members Present: Mark Varney – Chair, Roger Sanborn – Member, Edward Cherian Jr. – Member.

Others Present: Cheryl Mitchell – Town Clerk, Nicole Hoyt – Co-Administrator, Alan Hardy – Co-Administrator, Katie Phelps – HR Director.

The work session meeting was called to order at 5:10pm.

The purpose of the meeting was to discuss two issues – upcoming coverage for the Town Clerk as well as discussing the need for another position in the Administrative Office.

Town Clerk Coverage Discussion:

Cheryl Mitchell, Town Clerk, states she has been emailing back and forth with Ben Bynum who is the Town Clerk in Canterbury regarding his potential availability to cover the Town Clerk position while she is out. Mr. Bynum uses Avitar Software and is bonded in Canterbury. Cheryl is also awaiting feedback from the President of Town Clerk's Association, Kelli Barnaby, regarding other potential options.

Mark Varney said he would like to see one person come in to cover as opposed to multiple people. He said Nicole Hoyt is the Deputy Town Clerk and if Mr. Bynum were able to pick up a couple days a week then Nicole could cover the rest. Cheryl said the person who covers should be familiar with Avitar. Ed Cherian wondered about the costs associated with bringing someone in and how we would pay them. Cheryl questioned whether we could bring Mr. Bynum in as a sub-contractor.

Nicole Hoyt spoke about the potential of modifying the current schedule. Typically, Tuesday afternoons are spent preparing for the Board of Selectmen meeting on Wednesday. Could the Town Clerk be closed on Tuesday afternoons? Nicole also mentioned that Vital Records can be completed in any town and maybe we could suspend doing them until Cheryl returned. Mark Varney said he would rather reduce the hours of the Town Clerk then limit the services to the residents of town.

Ed Cherian suggested seeing what hours Mr. Bynum would be available and scheduling around that. If Cheryl's leave is anticipated to be 8 weeks he would like to create a schedule for 10 weeks just to make sure the coverage is there.

The Board discussed the upcoming State Primary on September 11th. This is an all-day event and the office is closed downstairs. As Deputy Town Clerk, Nicole would likely take the lead on this. Cheryl and Nicole will connect to prepare for this ahead of time. They will also reach out to the Moderator to inform him of the situation.

Cheryl's leave is anticipated to begin August 3rd. Nicole had previously scheduled to be out that day and Sarah Gerlack is only working a half day. The Board of Selectmen agreed to close the office and provide the public with adequate advanced posted notice.

Administrative Assistant Position:

Nicole Hoyt and Alan Hardy had met and discussed the need for additional coverage in the Administrative Office. Nicole has drafted a job description for an Administrative Assistant/Clerk. This position would be a shared resource for the Administrative Department and Town Clerk. Nicole pulled potential rates of pay from a few prior job postings.

Town of Boscawen
Board of Selectmen
Work Session Meeting
July 16, 2018 at 5:00pm

Mark Varney questioned if there was really a need for a 40hr position. Nicole said she thinks there is. It was discussed whether the position could start as part-time temporary with the potential for full-time after Town Meeting in March. It can be difficult to sell temporary part-time positions but it has been successfully done in the past. Nicole said that this person could spend a day a week doing motor vehicle at the window or back up Sarah for meeting minutes. There would be two people at the window at all times and there is plenty of work to keep someone busy. If the Town Clerk is doing a marriage license there will be someone to back her up.

Mark said that the residents would expect the Deputy Town Clerk to take over the duties in the absence of the Town Clerk. The Town Clerk appoints the Deputy Town Clerk. There could potentially be a change in roles in the future but that isn't something we are figuring out now. Mark would prefer that the title of the new position just be Administrative Assistant, and not clerk.

Motion made by Mark Varney, and seconded by Edward Cherian, to approve moving forward on adding a new position for a full-time Administrative Assistant. All in Favor. None opposed.

The Board discussed potential funding options for the position prior to Town Meeting. The position will be advertised as a temporary part-time position with the potential of full-time hours after Town Meeting. The new hire will be DMV trained as this training is free. They will also need to do 30 days of shadowing the Town Clerk/Deputy Town Clerk. The part-time hours to start will be 32 hours.

Ed Cherian requested that someone look into Mr. Bynum's bonding in Canterbury and how that works if he comes to cover in Boscawen. Mark Varney asked that Nicole and Alan bring a recommendation for pay to the Board of Selectmen meeting on Wednesday, July 18th. The Board will discuss where the money will come from in the budget to fund the position at that time.

Motion to enter non-public session per RSA 91-A:3 II (c) made by Edward Cherian, and seconded by Roger Sanborn. All in favor. None opposed.

Roll Call: Mark Varney – yes, Roger Sanborn – yes, Edward Cherian – yes.

Motion to exit non-public session per RSA 91-A:3 II (c) made by Mark Varney, and seconded by Roger Sanborn. All in favor. None opposed.

Roll Call: Mark Varney – yes, Roger Sanborn – yes, Edward Cherian – yes.

Motion to seal the non-public minutes made by Mark Varney, and seconded by Roger Sanborn. All in favor. None opposed.

Motion to adjourn made by Edward Cherian, and seconded by Roger Sanborn. All in favor. None opposed.

The meeting adjourned at 6:33pm.

Minutes respectfully submitted by Katie Phelps