

Minutes of Board of Selectmen Non-Public Meeting
October 22, 2012

Present:

Rick Griffin, Chairman
Richard Nichols, Vice-Chairman
Mike Pierce, Selectman
Ben Moore, Selectman
Phil Bean, Selectman
Wanda Robertson, Assistant Town Attorney
Jane Marzinzik, Town Clerk
Michael Schwotzer, Finance Director

At 6:35 p.m. a motion was made by Richard Nichols to go into a non-public session under RSA 91-A:3, II (a) and (b), this motion was seconded by Ben Moore. A roll call vote was taken, and all 5 Selectmen were in favor.

Attorney Robertson explained that the purpose of this meeting was to inform the Selectmen that Joyce Heal was retiring on October 30, 2012, and while filling this full time position in her office, the Town Clerk Jane Marzinzik planned to make changes in the titles in her department and shift some of the duties of her employees. Attorney Robertson explained that while it is understood that the Town Clerk is an elected official and not under the supervision of the Board of Selectmen, she was coming before them because the 4 positions under her supervision are employees of the Town who are members of the Teamsters union.

Attorney Robertson explained that there are 4 positions on the wage scale and the Town Clerk would be changing the title of one of the positions, and shifting some of the duties in her department, but there would be no change in the number of employees or the number of hours.

An addendum to the collective bargaining agreement was presented to the Selectmen for their review and signature that would explain the change in title, shift in duties and also correct the positions listed in the Recognition paragraph of the collective bargaining agreement.

Town Clerk Marzinzik explained that the bookkeeping duties are very complicated and a new hire would have a lot of difficulty learning the bookkeeping duties and the duties of an assistant clerk. Her plan is to shift the more complicated bookkeeping duties to her Deputy Town Clerk who has the experience and to shift some of the Deputy's duties to the new hire. It is Clerk Marzinzik's intention to immediately post the open position on the employee bulletin board for 5 days as required by the agreement between the Selectmen and the Teamsters.

Ben Moore made a motion to accept Clerk Marzinzik's plan, and said he consented to the proposed Addendum. A vote was taken and all were in favor.

The non-public meeting was adjourned at 6:45, and the Selectmen went into a non-meeting with legal counsel.

Richard Griffin, Chairman