

APPROVED - previously sealed, unsealed  
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

December 16, 2019

<b>PRESENT:</b>	Gary Daniels, Chairman	Mark Bender, Town Administrator
	Paul Dargie, Vice Chairman	Tina Philbrick, Recording Secretary
	Mike Putnam, Member -	Tyler Berry, Videographer
	Laura Dudziak, Member	
	Chris Labonte, Member	

**1. RSA 91-A:3, II(b) Personnel** – Choice of candidate. Selectman Dargie made a motion make an offer to John Shannon for the Town Administrators position. Selectman Dudziak seconded. Chairman Daniels spoke to Selectman Putnam who was absent due to illness. Selectman Putnam said that he supported John Shannon. The motion passed 4/1 with Selectman Labonte opposed.

Chairman Daniels said Mr. Shannon had requested \$95,000. They usually do a six month probation period and an increase is given if the performance has been acceptable.

Selectman Labonte asked how this would affect the cuts in Administration. Administrator Bender said the TA transition is already in that line item. Chairman Daniels said they need to remember that the current TA isn't taking any health benefits and we don't know if John will or not so it could offset.

Chairman Daniels said John was the lowest salary of all those who were considered for the position. He feels it's fair to give him what he requested. Selectman Dudziak is in favor of that. Selectman Dargie said in previous contracts the wording was "the town administrator shall receive an initial salary of X. After successful completion of the six month probationary period the salary will be increased to X. This is usually written in the offer letter. He thinks \$2,500 is an appropriate amount to increase the salary by after the probationary period.

Karen said according to the 2018 salary survey, this will put him at the bottom of all the TA's in this area. Administrator Bender asked what Chief Viola made. Karen said \$103,000. Administrator Bender said Chief Viola has a lot of experience. Selectman Dudziak asked Administrator Bender if he thought they should give John more than what he's asking. Administrator Bender said it wasn't an easy job. Selectman Dudziak said she wasn't in favor of giving John more than he asked for.

There were several other suggestions on what to give for a salary and six month increase.

Selectman Dargie made a motion to offer John Shannon \$95,000 to start and a \$2,500 increase after six months. There were no seconds.

Chairman Daniels made a motion to offer John Shannon \$95,000 to start and after six months we will review his performance and determine if there will be an increase. Seconded by Selectman Dudziak. All were in favor. The motion passed 4/0.

Karen asked what she should do if he makes a counter offer. Selectman Dargie said they can get together to talk about it. Selectman Dargie asked how many weeks of vacation time are we giving to John. Administrator Bender said he started at three and is still at three. You also get sick pay that turns into an extra week's vacation if you don't use it.

Selectman Dargie is in favor of four weeks' vacation for John because this is the type of position where you work 60 hours a week, for weeks, and other times it's flexible and may slow down slightly in the summer. Chairman Daniels said he would consider starting John with three weeks' vacation and see where we are at the six month and twelve month review. Selectman Labonte is okay with three weeks.

Selectman Dargie asked about car allowance. Administrator Bender said you get mileage if you use your own car driving around town or when you go for training. He uses Community Development vehicles but if he's going to Concord and leaving from home, he uses his own vehicle. The Community Development vehicle is used by the Building Inspector, Electrical Inspector, Assessing, and anyone else at the town hall that needs it. There is also a \$50 per month phone stipend. Karen said they get 20 hours of personal time, 12 holidays, the employee birthday and 64 sick hours. Administrator Bender said these things can be added to the letter. Selectman Labonte said not a lot of places give 8 days of sick pay. The town gives out good benefits.

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Karen said non-profits and municipals have better personal, sick and holiday pay. Selectman Dargie asked about health benefits. Administrator Bender said he will get a choice on the two health plans that we offer. His wife is a nurse and she shouldn't have a problem getting a new job and those benefits may be better if he wants to take her plan.

Chairman Daniels mentioned a contract with the new TA. Most of the contracts are for the benefit of the employee and not the employer. Hiring and Firing can be worked through the job description. Most of the contracts had a 60 day notice if the TA were to voluntarily terminate. He didn't think someone would come in at that position and just up and leave without a notice. He doesn't feel that we need a contract. Karen suggests putting in the letter an understanding that it's presumed to be a full-time position at 40+/- hours per week.

Karen will do a draft and send it to the Board. She will extend an offer tomorrow and once he's accepted she will notify all the other candidates.

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Gary Daniels, Chairman

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Laura Dudziak, Member

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Paul Dargie, Vice Chairman

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Chris Labonte, Member

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Mike Putnam, Member

PERMANENTLY UNSEALED BY Board of Selectmen 3/9/2020; 5-0