

**HANCOCK, NH**  
**SELECTBOARD MEETING MINUTES**  
**November 15, 2016**

**PRESENT:** John Jordan, Chair; Tom Shevenell; Erik Spitzbarth; Diane Kendall, Town Administrator

**OTHERS:** Don Jacobs, DIJacobs Consulting; Joan Joseph, Town Clerk; John Maclean, Interim Director DPW; Jeff Wright, Foreman DPW

Jordan called the meeting to order at 3:00pm

**COMPENSATION STUDY AND PLAN:** Jacobs met with the Selectboard to discuss the proposed employee classification system. The existing compensation plan contains twenty-one grades and twenty-one steps. Job descriptions are assigned to grades and employees receive annual step increases of 3% of base hourly or weekly wage. The proposed plan has six grade levels. The grade levels allow management to compare and rate positions using key characteristics and degree levels clearly defined in the job description. The degree levels establish hierarchy that could be seen if placed on an organizational chart. Within each grade level are three band widths or ranges: Hiring, Market Equity, Growth. The Selectboard indicated they were comfortable with the classification plan. Using prevailing market wage data for like positions in fourteen towns, Jacobs proposed minimum, benchmark, and maximum wages for the bandwidths in each grade. The compensation plan is market driven and should be used to determine the competitiveness of Hancock wages to the market. Jacobs presented various detail and summary charts to illustrate. Current wages that are within 10% of market ranges should be considered competitive. Jacobs explained the ranges for each grade level should hold for several years; however market analysis should be done periodically to adjust ranges to market. Jacobs will present final summary, plan, job descriptions and policy recommendations at the next meeting.

**NON-PUBLIC:** Spitzbarth motioned to enter nonpublic session under RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. Shevenell seconded the motion. Roll call vote to enter non-public session: Jordan, aye; Shevenell, aye; Spitzbarth, aye. The motion passed, the Selectboard entered non-public session at 4:15pm. The Selectboard returned to public session at 4:25pm. Spitzbarth motioned to seal the minutes because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Roll call vote to seal the minutes: Jordan, aye; Shevenell, aye; Spitzbarth, aye. The motion passed.

**DPW:** Maclean and Wright reported that Adam Blanchette accepted a conditional offer for the full time non-exempt position of Light Equipment Operator. His first day is November 16<sup>th</sup>. Preprocessing paperwork is in process.

Maclean provided a summary of 2017 DPW budget items and then proceeded to explain individual line items for functions 4194 Town Building, 4195 Cemetery, and 4311-4312 Highway. Road maintenance projects to shim; sand, chip and crack seal identified roads total \$109,599. These projects are offset by Highway Block Grant funds and Highway budget operating budget funds. The Middle Road bridge (culvert) over Small Brook has been red listed and will need replacement. Bank erosion on Moose Brook is impacting the abandoned former railroad abutment at Antrim Road. It will require further study. DPW will prepare a warrant article for the replacement of the 2001 International truck, approximately \$135,000. Further evaluation of manufacturers, purchase versus lease options is necessary. Maclean and Wright will continue presentation at another meeting.

Shevenell motioned to adjourn the meeting at 5:32pm, seconded by Shevenell and unanimously approved.

**Next Meeting:** November 21, 2016 at 4:00pm in the Town Office Barbara E. Caverly Meeting Room, lower level.

Respectfully submitted,

Diane Kendall, Town Administrator