



Warner Board of Selectmen

Work Session Meeting Minutes

Tuesday, October 29, 2019

APPROVED

1. Open Meeting Chairman Carson opened the meeting at 7:00 pm.

Attendance: Selectman Clyde Carson – Chairman, Selectman Kimberley Edelmann, Selectman Judy Newman-Rogers

Others present: Chris Perkins, Michele Courser, Marianne Howlett, Kelly Henley, Martha Mical

Clyde explained the purpose of this meeting, the first hour will be for budget review and at 8:00pm the Board will go into nonpublic session with the Town Administrator Selection Committee.

2. 2020 Budget Review

A. Elections - Chris Perkins, Supervisor of the Checklist Chair, said the budget increased due to the number of elections in 2020, there are 4, plus Town Meeting.

Highlights:

- Moderator - \$750
- Supervisor's salary - \$4,100 (375 hours)
- Elections supplies - \$100
- Postage increased to \$150 because of absentee ballots for the major elections and Advertising was decreased by \$100. Kimberley asked Chris if she provided her changes to her. Chris did not and will do so.
- Meals - \$1,000
- Advertising decreased to \$100, acceptable advertising from the State is posting on the town website and public places. The Supervisor's will not be doing any print advertising.
- Two training sessions have been budgeted instead of 3.
- Mileage was eliminated in the 2020 budget. Chris said the Supervisor's carpool. Martha Mical recommended to Chris to budget for \$1 in case it is needed and then she can move money into the line. Martha said if the line remains at \$0 Chris won't be able to move money into that line. Kimberley asked Kelly (Bookkeeper) if that is her understanding as well? Kelly's was unsure.
- Appreciation pay (stipend) for \$1,050 is for the Town Clerk who will need 2 tables with 4 ballot clerks at 3 of the elections in 2020. The pay rate is \$25 for 4 hours.

B. Finance Highlights:

- Salary - no change
- Support increased to \$4,070
- Auditor Expense - Kelly did not have a chance to call and ask for an estimate and feels the budget amount should remain the same. So far the town has been billed for \$14,000 and she is expecting one more invoice.
- Judy asked Kelly to explain the 27 pay periods for hourly employees. Kelly said pay periods are based on the date the check is cut, next year begins with January 2 resulting in 27 pay periods for 2020. Judy confirmed that every Department should budget for 27 pay periods in 2020. Kelly said yes. Judy said what about the salary employee's, is their salary divided by 27? Kelly is not sure about that, she asked if a salary employee is based on an hourly rate, 40 or 35 hours. Judy said a salary is an annual amount. Kelly said if that is the case, the salaried employee's monthly check would decrease with 27 pay periods, same salary spread over 27 pay periods. Kelly said this is baffling her because on the Payroll Change Forms she has seen salary listed as a bi-weekly amount that people signed off on, she will need to check on that. Kelly said if we change that bi-weekly amount....Martha Mical said they would need to sign another form. Judy said it was changed, it used to say annually and there was a reason for that, it may be because of the Department of Labor suggested it be biweekly instead of annually because if someone was to leave, signing that form means they could tell the town to pay them (she thinks). Clyde didn't remember anything about that, he said typically it's an annual rate of pay paid bi-weekly. Kelly said all the salary biweekly amounts would change, so they would all have to sign new forms and agree to the lower wage. Kelly said that is not what

she was thinking, she said she needs to call the Department of Labor. Kelly said another reason she doesn't feel that's the case is a lot of the salaries make up for most of the payroll, she said it wouldn't have made much of a difference to have an extra pay period last year. Chris Perkins said when she worked in HR, salary employees were not based on an hourly rate. Clyde said at the end of the year the salary person would still be paid their salary whether it's paid in 26 or 27 pay periods. Kimberley said that would mean a salary person would lose 1/26th of their pay compared to hourly employee's, because the non-salary person is going to earn another pay period and the salary people will earn less. Marianne said she thinks it will depend on how the payroll change forms are identified and she doesn't think any of them say annual salary anymore. Kelly said the salary people would essentially lose a 2 week pay period over the course of however many years until this happens again. There were differences in opinions on this matter so Kelly will be contacting the Department of Labor for clarification.

- Clyde asked the Board if the town should be looking at an upgrade or a different municipal software system. Kimberley recommended having a representative come in to provide presentation on the current software, Munismart, and the next grade. And then look at some other providers in preparation for the 2021 budget.

C. Town Clerk Highlights:

- Computer Expenses increased \$60, the total is \$3,945.
- Meetings/Seminars increased to \$750, last year Michele reduced the line to \$120 due to the budget cuts, she would like to see the money remain in her budget.
- The rest of the budget had no changes.
- Michele said the Deputy Town Clerk's salary, that is going to increase over \$3,000. The hours the Deputy works totals 1,560 hours and 1,388 was budgeted in 2019, a 172 hour difference. After the 6 month probation period Michele wants the Deputy moved up a step. The Salary for the Deputy should total \$28,439 for 2020, including the step increase.

3. Tax Rate

Tax Collector, Marianne Howlett, wanted the Board to be aware, if the Board sets the tax rate on Friday, November 1st, that will take the billing process to November 4. It takes 2 days to run the bills, 4 days to get them ready for mailing, the problem with that is, November 11 is a Federal holiday. The tax bills would then be due on December 12th. Marianne suggested the Board post a meeting for Thursday in preparation for setting the tax rate, that way Marianne can start the process on Friday. If the tax rate is set later than Friday, the Board is looking at the taxes being due the week of December 16 if the pace doesn't pick-up. Any questions that are not answered promptly with the Department of Revenue Administration will hold up the process.

4. Unanticipated Revenue from the State

A. Clyde would like to use the \$37,850.20 that was received from the State for operating expenses in this fiscal year instead of reducing the tax rate. Specifically to be used for the Town Hall sprinkler system and rearranging the Town Hall offices. Judy said this revenue covers what was reduced at Town Meeting by a little bit (\$34,000). Judy agrees with Clyde, Kimberley as well.

Board Action

Chairman Carson made a motion to present at the November 5 public hearing for unanticipated funds the expectation the town will use the unanticipated funds for operating revenue instead of reducing the tax rate. Selectman Edlemann seconded the motion, all were in favor, the motion passed.

B. Martha Mical asked does the Board know where they stand in revenue and expenses so you would know if you really need to use the unanticipated funds in the operating budget? Clyde said he knows there are 2 projects, the offices being rearranged that had no money budgeted and the sprinkler system that was under estimated when it was budgeted. He feels those two items will come close to spending the unanticipated funds. Martha asked the Board if they are balanced at this point and time or are you short at this point in time. Clyde said we don't have the answer tonight. Marianne said the answers are available on the paperwork that has been uploaded to the DRA portal. Kimberley said the Board was conservative in estimating the revenue, it's about \$90,000 less than last year. The Board will meet tentatively on Thursday, October 31 at 4:00 pm in anticipation of setting the tax rate. Kelly said DRA is going to need a contact to speak to about revenues as well, last year it was the Town Administrator. Clyde said the calls can go to the Selectman's Secretary and from there she can figure out who is needed to answer the question.

5. Nonpublic Session

(Not properly motioned to go into nonpublic session)

Other persons present during nonpublic session: John Dabuliewicz, Sarah Hansen, Karen Raymond, David Minton and Patrick McGowan

Description of matters discussed and final decisions made: Clyde thanked the Interview Committee for their work. The Committee interviewed 6 candidates from 12 applicants. The Committee used a ranking system and all the members agreed on the same 3 people. The ranking included knowledge of budget & finance, human relation skills, customer service and knowledge of NH Laws. Each person was scored in each category and then averaged out. David Minton said there were also 3 or 4 questions for each category. The Board received a copy of those questions that were asked. John said who ever the Board chooses out of the 3 candidates, any of them can do the job well. All 3 had great customer service skills, and what they don't know, they all should be able to learn easily. Judy asked was anybody higher in most of the areas and really low in some. The Committee members said out of the top 3, no.

Clyde asked what were some of the reasons why some where not recommended. The Committee said personality, customer service, responsiveness to the questions and partially the 3 recommended were stronger.

David Minton asked if the other applicants were notified about the process and the steps that are being taken. Clyde confirmed that was done. David said the 3 candidates should be notified they are in line for a second interview so they don't move on to something else and the other 3 candidates should be notified that they were not chosen. It was agreed.

Clyde asked John and David if the candidates chosen will be able to stand in front of the Budget Committee. David said he feels the 3 that were chosen, any one of them would do well.

Judy asked the Committee if they felt any of the 3 would use this position as a stepping stone. The Committee didn't believe so, they were all engaging and open. They feel the townspeople will feel very comfortable coming to any of the 3 candidates who will be able to work with townspeople and employee's.

Clyde thank the Committee for a job well done. The Board is looking to hire someone by the end of the year. Interview's will be arranged along with an Employee's Committee, then a decision and offer. Karen asked if for some reason none of the 3 candidates are available and have taken jobs elsewhere, will the Board automatically call in the other 3? Clyde said no, because they were not recommended. The Board realized at this time that they did not go into nonpublic session.

6. Adjournment

Motion was made and seconded to adjourn 8:10 pm.

Board of Selectmen
Clyde Carson - Chairman
Kimberley Edlmann
Judith Newman-Rogers

Recorder of the minutes: Mary Whalen