



Warner Board of Selectmen

Meeting Minutes

Tuesday, April 16, 2019

APPROVED

1. Open Meeting: Chairman Carson opened the meeting at 6:35 pm

Attendance: Selectman Clyde Carson – Chairman, Selectman Kimberley Edelmann, Selectman Judy Newman-Rogers and Jim Bingham - Town Administrator

Others present: Martha Mical, John Leavitt

2. Selectman's Priorities

A. Clyde suggested to the Board members to identify their most important priorities and then they will see which priorities they all agree on.

B. Kimberley said her top priority list is:

1. Staffing for a Bookkeeper and Town Administrator. Second
2. The lease for the Fire Department and the sale of Map 29 and Lot 001 to the Water District, but these 2 items are almost completed.
3. Compensation and Wage Study needs to continued focus.
4. Sprinkler system for the Town Hall.

C. Judy's priority list is:

1. Staffing
2. The lease and sale of the town properties.
3. Sprinkler system, Judy always thought the town had the money for the system plus the project has been discussed with the Water District and should continue on with periodic updates to the Board.

D. Clyde's list is:

1. Staffing
2. The lease and sale of the town properties.
3. Payroll, out source it or keep in house.

3. Paychex Presentation

A. Anthony Roberts from Paychex met with the Board regarding outsourcing payroll. Anthony said he has had success and non-success with municipalities because municipalities have unique reporting requirements, retirement for police, retired officers working part-time and filing unemployment through Primex instead of Unemployment Security, these all have unique reporting requirements. For the municipalities he worked with that did not have a software package that automatically pre-loaded these up-loadable files, then Paychex is a great solution because they are adding efficiencies and cutting back on the work that is needed to be done in terms of payroll in-put and preparing the tax returns. Clyde said based on what he has heard, Warner enters the data needed in the reports rather a file that is sent. Jim said he attended a Munismart training session and learned the system is a lot more powerful and comprehensive than first believed. Munismart does have file export capabilities that are not being utilized. Jim said the Finance office does report to NH Unemployment Security as well as Primex. Anthony said Paychex would add some efficiencies in that they would at least prepare the NH Employment Security return. Anthony said NH Retirement reporting, they have problems with uploading the retirement information because modifications are needed in order to upload on their side, but, he can improve upon the payroll process and complete the reporting to Primex. Jim suggested the town could possibly help with the connection to NH Retirement. Judy asked if the town needed something to be modified, was there in-house software support. Anthony said all of our technology is owned in-house, customized reports can be built. As far as NH Retirement, the reports can be built, but the problem was adding a dummy extra row of data and getting someone at NH Retirement to tell them what the points are.

B. Clyde said where he works at the College which uses Paychex, on a typical payroll he would send in the worked hours and he would receive a package back with all the reports and checks. Paychex will also do the 941 filing and W2 processing. Anthony said it is a very easy comprehensive product that does what it does very well. Because of

being a municipality the Board is going to have to weigh in on the overall decision, and this would be the same with any provider.

C. The transition to Paychex includes an audit process before the first payroll is completed. Jim asked once set up how does the information get to Paychex. Anthony said it depends on the level of technology the town wants from them. Typically the town would collect the time given to a central point of contact in the town and then either by a phone call, by a faxed in time sheet that is provided with each payroll, emailed directly and some clients like to have control of logging in the hours directly into an app. Clyde asked Anthony if they have the ability to accept data from time clocks. Anthony said yes, we have a number of technologies, if the town has time clocks they would need to be manipulated in terms of how the reports are made out. Clyde asked how does Paychex interact with Workers Compensation. Anthony said a report can be set up.

D. Kimberley asked if there will be a problem with employees that work for the town doing different jobs with different hourly rates. Anthony said it's more work tracking on the time cards, but there would be no issues doing the payroll. Kimberley asked are the portals browser based. Anthony said yes, it's cloud based and any platform. Kimberley said the data is kept forever, if the town discontinued relationships, how does the town get that data back. Anthony thinks the data can be put on a disc. If a client does leave they will download the records they need because they have access to the information at anytime. Kimberley asked if Paychex can manage different rules for different employees. Anthony said yes. Kimberley asked where is all the data. Anthony said it is all in-house, the information stored is secured at the same level as any bank would have.

E. Clyde asked for references. Anthony provided local references, Hancock, Hindsdale and Mason. Anthony said municipalities are a unique payroll and the towns that he has had for a long time are ones that were not using some of those software that have the files. He had a town in the White Mountains that was set-up a few years ago and it ended up being a net wash, the town ended up going back to doing payroll in house. The best fit for a municipality are the ones that are not uploading currently where Paychex can create efficiencies and do a better process on payroll and still provide all the reporting except retirement until the file can be modified and that will include cooperation from NH Retirement. Kimberley asked how would the Board approve the manifest. Jim said the Board may need to approve the manifest on a different day. Anthony will provide contact information from the municipalities mentioned and will work up various quotes. All quotes are based on head counts.

F. A second vendor was contacted but they declined.

4. Bookkeeper

A. The person that was hired to fill the position resigned. Jim, Kelly Henley and Mary Whalen went through some Munismart training today. Jim and Kelly are working on the required reporting. Jim will contact another applicant to see if they are interested.

5. Construction Easements I-89

Chairman Carson needs to sign 3 easements for the Department of Transportation that are tied into the road work on I-89. The Conservation Commission has reviewed the easements. There is a \$500 fee for each easements paid by the Department of Transportation to the town.

6. Intents to Cut

Clyde, as a State Representative, attended a Hearing for Intents to Cut. The Legislature passed a law last year that said to meet the RSA 91-A reporting requirements Intents to Cut need to be posted in 2 public places 24 hours before the Board signs them.

7. Audit

Clyde said he contacted Vachun & Clukay and would like to meet with them to talk to them about the changes in the finance office and to look over the first half of this year.

8. Nonpublic Session

Members Present:	Clyde Carson	<u>X</u>
	Kimberley Edelmann	<u>X</u>
	Judy Newman-Rogers	<u>X</u>

Motion to enter nonpublic session made by Chairman Carson, seconded by Selectman Edelmann.

Specific statutory reason cited as foundation for the nonpublic session:

X RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

Roll call vote to enter nonpublic session: Carson - Yes, Edelman - Yes, Newman-Rogers - Yes

Entered nonpublic session at (no time stated)

Other persons present during nonpublic session: None

Description of matters discussed and final decisions made: Session was not recorded.

Motion to leave nonpublic session and return to public session by Chairman Carson at 8:45 pm.

8. Adjourn

Meeting adjourned at 8:45 pm

Board of Selectmen
Clyde Carson - Chairman
Kimberley Edelman
Judy Newman-Rogers

Recorder of the Minutes: Mary Whalen