



# Warner Board of Selectmen

## Meeting Minutes

### Tuesday, June 4, 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: Dave Marzaroff, Sam Greene, Ginger Marsh, Michele Courser, Martha Mical, Kelly Henley, Marianne Howlett, Paul and Pat Goneau

#### **2. 2019/2020 Revaluation**

**A.** Dave Marzaroff from M & N Assessing and Sam Greene from the Department of Revenue met with the Board to go over the revaluation process. Dave explained that his firm has started visiting properties in Warner to gather accurate property information for the required 2020 property revaluation which is on a 5 year cycle. Dave provided copies of the contract between Warner and his firm. Dave then passed out a copy of the Department of Revenue Administration's current ratio showing the level of assessment in Warner to be 85.6%, this ratio is based on sales. Home sales in Warner have risen since the last revaluation which means property values will increase overall. The property tax impact will be in December 2020.

**B.** A notice will be placed in the upcoming Newsletter:

***Assessors are on the way!***

The Town of Warner will be completing the on-going assessing process of properties beginning March 2019. The Reassessment of the town is scheduled to be completed later in tax year 2020.

Residents can expect assessors from M&N Assessing Services, who will be wearing identification badges to come to their doors and ask to perform an exterior and interior inspection.

The inspection should take less than 10 minutes and assessors can only be let in by a resident 18 years or older. If the owner is not home, the assessor will leave a card advising of their presence on your property.

**C.** Sam explained DRA will also monitor 36 random properties in town, it's an audit on Dave's work. When new values are set DRA will look at M & N analysis. DRA will also review the resident review process for their property.

**D.** The properties reviewed by M & N should be completed by December, 2019. The hearings for property owners to review their new assessments will be held about late spring, early summer (2020). DRA will attend the hearings as well. Dave suggested the Board reads the manual that is in the Assessing Office.

**E.** George Sansoucy firm will be doing the utilities for Warner. There is on-going Legislature on how utilities are valued with a 5 year implementation. Martha Mical asked Sam if the State still does the utilities. Sam said yes. Martha said the town could switch to take the State values rather than using Sansoucy. Sam said the town could, but, the phase-in may be the better route. The State is required by statute to provide utility values.

**F.** Sam talked about the DRA's assessment review that takes place every 5 years. It is a review of the town's assessment practices. Part of this review is a sampling of the building permits to make sure the information reflects values as of April 1, about 100 properties will be checked, properties in current use are reviewed and exemptions are reviewed as well.

#### **3. Changing the Pay Day**

Treasurer, Ginger Marsh began by saying that she doesn't care if the payroll date is changed, it doesn't affect her or the employees, it only affects the Bookkeeper. It will be a moot issue if the Board decides to use Paychex. The issue this year is there's an extra payroll that was not budgeted (27 pay periods), typically there are 26 pay periods in a calendar year. Pay periods total approximately \$35,000 and this extra pay period happens every 5 to 7 years. The one benefit to changing the pay day to Thursday is 90% of holidays fall on a Monday, the bank truly needs 48 hours for the money to be in the account for the bank to do ACH (direct deposit). Ginger is recommending if the

Board changes the pay day to Thursday to send a letter to the employee's 2 months before the implementation. Judy recalled the pay day was on Thursday 24 years ago and over time it was changed to Wednesday. Kelly Henley said the Department of Labor will need to be notified as well. Ginger said the D.O.L had been contacted in January for information, they will need to be notified if the change takes place. Ginger suggested advising employees to talk to their tax adviser about their W4 as well.

### **Board Action**

Chairman Carson made the motion to start the process of moving to 26 pay periods for 2019 to be paid on Thursday's. Implemented over the next 2 months. Selectman Edelman seconded the motion, the motion passed unanimously.

### **4. Bookkeeper**

Clyde said to Ginger Marsh that the Board still wants to make some progress on the Bookkeeper job description. Ginger advised the Board to figure out what they are going to do with the Bookkeeper's position and Paychex. Knowing if the Board is going to use Paychex will effect the job description because most Bookkeeper's do not know how to do payroll. Ginger thinks if payroll is included in the job description the Board will have a difficult time filling the position. Kimberley said the Board also needs to figure what the work hours are if the Bookkeeper is not doing payroll. Ginger said yes, but the Bookkeeper will still be in charge of gathering the payroll information to send to Paychex. Ginger said Kelly (current Bookkeeper) needs time to figure out what actually needs to be done that is truly bookkeeping before a job description can be created.

### **5. Town Hall Office Plan**

**A.** Town Clerk, Michele Courser, provided a cost from Dan Watts, the town's IT person, for setting up the internet when the offices move around. Michele spoke with the Town Hall staff who are supportive with the change of the offices. Michele spoke with the Public Works Department and learned they would need a one week notice. Clyde asked about the safe in her office and Michele said the safe can stay where it is.

**B.** The office rearrangement would consist of the Bookkeeper moving to the office above the Town Clerk, the Town Clerk moving into the Selectman's office, using the back office for record storage. The Selectman's Secretary would move into the Town Clerk office. Landuse will move back to where the Bookkeeping office and the property card room would be cleaned up and the Supervisor's of the Checklist and the Water District would use that room. Michele wants the property cards moved into the record room as well. Clyde asked if the Supervisor's could be in with the Town Clerk and Michele said yes, that's another option. Kimberley said coordination needs to be considered with the sprinkler system installers so no one will need to move twice.

**C.** Clyde said everyone agrees that the back office in the Selectman's office is the place where the records will be stored and the front office will be the Town Clerk's office. The vacated Town Clerk's office will be the place for the Town Administrator and secretary. Clyde said the Board needs to make decisions regarding the sprinkler system, but, in the short term Clyde recommends moving Landuse and the Bookkeeper immediately knowing the Bookkeeper may need to move again.

**D.** Marianne Howlett asked the Board if they plan on doing the sprinkler project this year. Clyde said the way it was left was new quotes need to be obtained now that we now know what we want to do and once those quotes are received the funding will be looked at. Ken Cogswell asked the status on the water main. Clyde said the Director of Public Works is organizing that, he needs to know which sprinkler vendor he will be working with. Marianne asked where will the water come into the building. Clyde thought the back of the building. Marianne asked if the water is coming in the electronics room? Clyde didn't know if the Director of Public Works knows that answer yet. Michele will contact Public Works to begin moving Landuse and the Bookkeeper.

### **6. Corporal Job Description**

Not all have read and compared the job description. Discussion was tabled.

### **7. Recording Secretary - Budget Committee**

Clyde said the question is how do we pay for the Recording Secretary for the Budget Committee because no money has been budgeted in 2019. The Board agreed to continue with the current Recording Secretary at this time, monitoring the cost, which will be paid from the Selectman's budget.

### **8. 2019 Budget - Open Items**

Kimberley said she was going to review meeting minutes to document what the Board has committed to financially.

## **9. Travel Trailer**

Paul and Pat Goneau met with the Board about a travel trailer located at 157 Waterloo St. They feel the travel trailer is too big for the neighborhood and is parked too close to road. The Goneau's pointed out in a letter they sent to the Board that the travel trailer is in violation of the zoning ordinance due to the size and weight (the weight and size has not been confirmed). Pat said in the zoning it says *provided further that the location and condition of such trailer is not detrimental to the neighborhood or to property in the vicinity*, she asked what defines detrimental, these are homes of historic value and close together in this neighborhood. She said consider if every resident on Waterloo St. did the same thing it would be called Waterloo Campground. The Goneau's find the travel trailer to be very objectionable and others that live on the street have commented about the travel trailer as well. Clyde said the Board will invite the property owners to talk to them. John Leavitt said the zoning ordinance doesn't stipulate setbacks for a travel trailer. Pat read the zoning ordinance as follows: *Travel Trailer-A mobile home designed to be used for temporary occupancy for travel, recreation or vacation use; with the manufacturers permanent identification "Travel Trailer" thereon; and when factory equipped for the road, being of any length provided its gross weight does not exceed forty five hundred (4,500) pounds, or being any weight provided its overall length does not exceed twenty eight (28) feet*. Marianne suggested the Board may want to research where the right-of-way in the road is as a reason the travel trailer should be moved.

## **10. Welfare Officer**

The Board will interview a candidate on June 11.

## **11. Bookkeeper**

**A.** Clyde said before the Board can begin looking for a Bookkeeper the Board needs to make a decision on sourcing out payroll to Paychex. Judy said during the last conversation the Board had about Paychex they needed to know how much time payroll takes to do in-house. Clyde said time is one component, the other component that he feels is valuable is the confidence that Paychex does a payroll and they get it right and they keep all the data accurate. What also comes with Paychex is the ability to have time clocks which will eliminate processing the time sheets. And in using the time clocks employee's would be able to log into the system and track their earned time. Judy feels that is very valuable as well. Kelly Henley said accrued time usage is on every pay stub now.

**B.** Kimberley asked what the total cost is for the Paychex contract. Clyde said it's not a contract, the cost looked like it was going to be very comparable to what he is used to at the College, \$160 to \$180 per payroll. Kimberley said to approve this option the Board needs the financial details, a spreadsheet showing the actual costs versus Paychex. Kimberley asked if the Paychex cost will come out of the Bookkeeper budget. Clyde said yes, it would have to come out of the Finance Office budget. Kimberley said so less hours for the Bookkeeper? Clyde thinks this year is going to be a unique year that way. Kelly Henley encouraged the Board to make a decision about the Bookkeeper because she is working in the position on a temporary basis. Kimberley said the most compelling thing she heard tonight was from Ginger, and that was if we want to hire a Bookkeeper with payroll experience, it will be harder to fill and they will probably want more money. Judy said the individuals that were interviewed for the interim Bookkeeper all said that payroll is usually separate from bookkeeping. Kelly said she knows a lot people that do payroll with bookkeeping and the current software (Munisart) has a payroll module that is capable of doing W2's, quarterly reporting, end of year reporting etc., it's a matter of certain things not set up correctly, so it's a little harder to get the data, but it is possible, there may be a cost associated to get the system set up correctly. Clyde said to Kelly that it sounds like an argument to keep payroll in-house. Kelly is not sure, it depends on what the plan is for the Bookkeeper position, payroll could be kept in-house. Clyde thinks the other features of using time clocks and some of the things we aren't doing today, gives some value to Paychex. Kimberley asked which department wants to switch to time clocks, have we talked to our Department Heads about that? Clyde said the time clocks is an added feature that can be considered after using Paychex. Ken Cogswell said when he worked for the DOT they all had to do their own entry into the computer, if you didn't, you didn't get paid. Clyde will have the cost for Paychex at their next meeting.

## **12. Work Session**

The Board will meet on June 11 beginning at 7:00 pm for a work session. The Board will work on Paychex, Town Administrator job description, the Police Chief wants to meet with the Board, Welfare Officer interview and sprinkler system for the Town Hall.

## **13. Minutes**

Chairman Carson made a motion to approve public and nonpublic minutes dated May 20, 2019. Selectman Edemann seconded the motion, the motion passed.

#### **14. Public Comments**

Martha Mical commented that the M & N Assessors are measuring and listing the properties around Tom's Pond and Pleasant Lake at this time and that bothers her because those areas have summer residents and the assessors are not being let in to view the dwellings.

#### **15. Other Business**

**A.** Martha Mical talked about the appeals process going on with Eversource, there are 8 years worth of appeals, she said the town should use the State value on the condition that Eversource will drop the lawsuits. Clyde said what the Legislature has passed and becomes effective next year is there is a State wide agreement on how all the assessing will be done.

**B.** Chairman Carson reported the Planning Board approved the micro brewery pub to be located on Depot St. and final approval was given to Norm Carlson for the addition to Madgetech.

**C.** Kimberley spoke to a representative from the Department of Revenue Administration and the Board needs to decide which Selectman will be the contact for the finance data base at DRA. The communication between the Selectmen and DRA is done through a portal. Kimberley will ask for individual contact information for each Selectman.

#### **16. Manifest**

Selectman Newman-Rogers made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 5866-5910 in the amount of \$46,189.00 (including 27 direct deposits). Accounts Payable check numbers 56440-56478 in the amount of \$136,735.61. Selectman Edelman seconded the motion, the motion passed.

#### **17. Consent Agenda**

Selectman Newman-Rogers made a motion to approve the Consent Agenda for June 4, 2019:

1. Building Permit for Map 32 Lot 28
2. No-Fee Post Office Box - Renewal

Chairman Carson seconded the motion, the motion passed.

#### **18. Adjourn**

Meeting adjourned at 9:37 pm

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

Recorder of the Minutes: Mary Whalen