



**Warner Board of Selectmen**  
**Work Session Meeting Minutes**  
**Tuesday, June 11, 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

**2. Nonpublic Session**

Members Present:      Clyde Carson                      X    
                                 Kimberley Edelmann              X    
                                 Judy Newman-Rogers           X  

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, Edelmann - Yes, Newman-Rogers - Yes

Entered nonpublic session at 7:01 pm

Other persons present during nonpublic session: Police Chief, Bill Chandler

Description of matters discussed and final decisions made: Minutes have been sealed.

Motion to leave nonpublic session and return to public session by Chairman Carson at 7:29 pm, seconded by Selectman Edelmann. Roll call vote: Carson - Yes, Edelmann - Yes, Newman-Rogers - Yes.

**3. Motion to Seal**

Motion made by Selectman Edelmann for the June 11, 2019 nonpublic meeting minutes to remain sealed permanently. Motion was seconded by Chairman Carson, the motion passed unanimously.

Roll call vote to seal minutes: Carson - Yes, Edelmann - Yes, Newman-Rogers - Yes.

Motion: **PASSED** / DID NOT PASS

**4. Board Action**

Selectman Edelmann made a motion to increase the rate of pay for C. J Fitzgerald having completed the academy successfully to Grade 7 Step 11 at \$23.58 per hour effective next pay cycle. Chairman Carson seconded the motion, the motion passed unanimously.

**5. Nonpublic Sessions**

Clyde talked about making it policy to have all nonpublic minutes sealed until the regular public meeting and then the Board will deal with them. Judy agreed. Kimberley wants to check if that is legal to do.

**6. Nonpublic Session**

Members Present:      Clyde Carson                      X    
                                 Kimberley Edelmann              X    
                                 Judy Newman-Rogers           X  

Motion to enter nonpublic session made by Chairman Carson, seconded by Selectman Newman-Rogers.

Specific statutory reason cited as foundation for the nonpublic session:

X  RSA 91-A:3, II (b) The hiring of any person as a public employee.

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

Entered nonpublic session at 7:33 pm.

Other persons present during nonpublic session: Darryl Parker

Description of matters discussed and final decisions made: Minutes are sealed.

Motion to leave nonpublic session and return to public session by Chairman Carson at 7:49 pm, seconded by Selectman Edelman. Roll call vote: Carson - Yes, Edelman - Yes, Newman-Rogers - Yes.

### **7. Motion to Seal**

Motion made by Selectman Edelman for the June 11, 2019 nonpublic meeting minutes to remain sealed permanently. Motion was seconded by Selectman Newman-Rogers, the motion passed unanimously.

Roll call vote to seal minutes: Carson - Yes, Edelman - Yes, Newman-Rogers - Yes.

Motion: **PASSED** / DID NOT PASS

### **7. Public Session**

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

Others present: Bill Chandler, Ed Mical, Ron Piroso, Ginger Marsh, Michele Courser, Kelly Henley

### **8. Hazard Mitigation Plan - Adoption**

**A.** Emergency Management Director, Ed Mical, explained the Hazard Mitigation Committee started back in October of last year updating the plan. Since the last plan was approved there has been 2 changes and the plan has been revised to reflect the current FEMA standards. The meetings were publicly noticed, an information meeting was held during a Selectman's meeting March 26, 2019. The plan was then submitted to Homeland Security on April 2, on May 29 of this year approval was received pending adoption. Once adopted the plan will be sent to the State and then on to FEMA, once the letter of approval is received from FEMA the plan is good for the next 5 years. After, the committee will meet once or twice a year as part of the plan process. Ed thanked all the committee members (not identified) for being present tonight. Ed said there was a press release sent out advising citizens about this meeting, posted notices at the Town Hall, Post Office, Market Basket, Kiosk at the Town Hall and emails to the Board and committee. The Board needs to sign 3 copies of the plan.

### **Board Action**

Chairman Carson made a motion saying the Resolution Adopting the Warner Hazard Mitigation Plan Update 2019 be included with the meeting minutes. Selectman Newman-Rogers seconded the motion, the motion passed unanimously.

## **A Resolution Adopting the Warner Hazard Mitigation Plan Update 2019**

WHEREAS, the Town of Warner has historically experienced severe damage from natural hazards and i continues to be vulnerable to the effects of the hazards profiled in the **Hazard Mitigation Plan Update 2019** including but not limited to flooding, high wind events, severe winter weather, and fire, resulting in loss of property and life, economic hardship, and threats to public health and safety; and

WHEREAS, the Town of Warner has developed and received conditional approval from the NH Homeland Security and Emergency Management (NHHSEM) for its **Hazard Mitigation Plan Update 2019** under the requirements of 44 CFR 201.6; and

WHEREAS, public and Committee meetings were held between **October 2018** through **February 2019** regarding the development and review of the **Hazard Mitigation Plan Update 2019**; and

WHEREAS, the **Plan** specifically addresses hazard mitigation strategies, and Plan maintenance procedures for the Town of Warner; and

WHEREAS, the **Plan** recommends several hazard mitigation actions (projects) that will provide mitigation for specific natural hazards that impact the Town of Warner with the effect of protecting people and property from loss associated with those hazards; and

WHEREAS, adoption of this Plan will make the Town of Warner eligible for funding to alleviate the effects of future hazards; now therefore be it

RESOLVED by Town of Warner Board of Selectmen:

The **Hazard Mitigation Plan Update 2019** is hereby adopted as an official plan of the Town of Warner; The respective officials identified in the mitigation action plan of the Plan are hereby directed to pursue implementation of the recommended actions assigned to them;

Future revisions and Plan maintenance required by 44 CFR 201.6 and FEMA are hereby adopted as a part of this resolution for a period of five (5) years from the date of this resolution; and

An annual report on the progress of the implementation elements of the Plan shall be presented to the Board of Selectmen by the Emergency Management Director or designee.

IN WITNESS WHEREOF, the undersigned have affixed their signature and the corporate seal of the Town of Warner this 11<sup>th</sup> day of June, 2019.

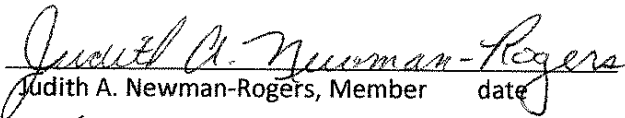
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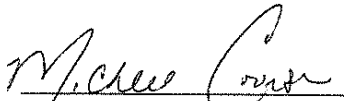
Board of Selectmen


SEAL

  
Clyde Carson, Chairman 6-11-2019  
date

Town Clerk

  
Judith A. Newman-Rogers, Member 6/11/19  
date

  
Michele Courser, Town Clerk

  
Kimberley Edelman, Member June 11, 2019  
date

**B.** Kimberley said between Ed Mical and Stephanie Alexander from Central NH Regional Planning Commission, they did a great job leading this project. The committee involved put a lot of time into the plan and the attendance was excellent. Clyde said when you go around the State, Warner is held up as the example on doing things the right way when it comes to Emergency Management. Someone in the audience said she drove by the Fire Department one day and all the doors were open with all the equipment showing, she said she could have popped her buttons because she was so proud, a job well done.

**Board Action**

Chairman Carson made a motion to approve and accept the Hazardous Mitigation Plan update of 2019. Selectman Newman-Rogers seconded the motion, the motion passed unanimously.

**9. Code Red**

**A.** Ed Mical explained the State has a package available for the community to go through the process and use the Code Red Emergency System for emergency and non-emergency situations at no charge to the community. There is training involved but someone needs to be designated as the primary point of contact for the community and then designate emergency contacts and non-emergency contacts. Ed said the non-emergency contacts cannot send emergency messages and the emergency contact can't send non-emergency messages, you can't use the same person for both rolls. Ed said this system will allow the set up to be used for broadcast, voice, text messaging and email. Bill Chandler said it is similar to what he has now with the Police Departments and the School District. Any emergency that happens at the schools the Police Department is notified immediately with the vital information.

**B.** Ed is before the Board for a designation of a primary point of contact and from there that primary point of contact can set up as many as wanted for the emergency access and the non-emergency access. Deputy Director, Ron Piroso said he and Ed are set up to receive alerts on weather through Homeland Security/FEMA. Ed Mical said he is

willing to be the point of contact. Ed recommended designating Ron Piroso and Ed as the emergency contact, Police Chief, Fire Chief and a Selectman for emergency access and the Director of Public Works as non-emergency access and a couple of others as well.

### **Board Action**

Chairman Carson made a motion to designate Ed Mical as the primary point of contact for Code Red, Ed will complete the necessary paperwork for the Chair to sign. Selectman Newman-Rogers seconded the motion, the motion passed unanimously.

### **10. System for Awarding Management (SAM)**

Ed Mical explained that SAM is expiring and the town needs to re-register by September 12, 2019. If the town does not register the town will not be able to apply for federal grants. Currently SAM was set up through the Town Administrator, Ed offered to re-register and keep it as the Town Administrator.

### **Board Action**

Chairman Carson made a motion to have Ed Mical re-register SAM by the September deadline. Selectman Newman-Rogers seconded the motion, the motion passed.

### **11. Work Session**

The Board will meet on June 17, 2019 at 7:00 pm. for a work session to work on job descriptions.

### **12. Right to Know Request**

An email was received from Right to Know NH:

Dear Administrator,

Pursuant to RSA 91-A, we request access to any records that specify any charges, including costs and fees, for copies of records. We are requesting records including, but not limited to, policies, guidelines, regulations, memoranda, or similar records, on this subject. Please send us copies of these records in electronic form by email.

Thank you,  
Right to Know NH

Clyde said as far as he knows all the town has is the sign over the copier in the Selectman's Office, the response can be as simple as taking a picture of the sign and send it to them.

### **13. Bookkeeper Office**

Clyde said he spoke with Kelly (Bookkeeper) and learned there are certain activities that she is not able to get to in this point in time and they involve filing and researching the payroll records to make sure the files are complete, Clyde asked if we want to get some part time help with the filing until everything is caught up. Judy volunteered to help on Thursday mornings.

### **14. Newsletter**

The Board reviewed the final Newsletter, edits were provided. The Newsletter will be sent to the printer after the edits are completed.

### **15. Paychex**

**A.** Kelly Henley sent the Board an email showing the towns cost for Paychex based on the quote Paychex provided:

I had a chance to run some of the numbers from the quote to see what their base rate would be based on what we usually run for payroll. Our normal biweekly pay runs are about 35 employees. The Paychex quote was based on 26 employees. Also the first payroll of the month has 5 additional employees and the quarterly runs add another 36 employees to our base run of 35.

Based on these numbers it looks like the base rate would be \$210.77 for the 14 regular biweekly runs, \$226.07 for the 8 Monthly runs, and \$320.93 for the 4 Quarterly runs for a total of \$6,041.06 for the year. This total includes the deliver fee for the printed checks but does not include Flextime (\$2,095.60/year), W2 processing (\$581.25/year) or some of our payroll reporting.

Also keep in mind every payroll will have to be manually entered into MuniSmart as a biweekly journal entry and someone will still have to be responsible for collecting and submitting all time sheets. It also sounds like some of the payroll reporting will still be have to be done by us still. Let me know if you have any questions on how I came up with these numbers.

Kelly Henley

**B.** Kimberley said we don't know what Paychex charges to do the 941's. Clyde said the 941's are included. Kelly asked which reports are not included. Clyde said Paychex does everything for the College, the only extra cost the College pays for is for W2's at the end of the year. Kelly said Paychex doesn't do the 941's, employment services or the retirement which would still need to be done on a monthly basis.

**16. Nonpublic Session**

Members Present:      Clyde Carson                        X    
                                 Kimberley Edelmann                X    
                                 Judy Newman-Rogers              X  

Motion to enter nonpublic session made by Chairman Carson, seconded by Selectman Newman-Rogers.

Specific statutory reason cited as foundation for the nonpublic session:

  X   RSA 91-A:3, II (b) The hiring of any person as a public employee.

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

Entered nonpublic session at 8:26 pm.

Other persons present during nonpublic session: None

Description of matters discussed and final decisions made: Minutes are sealed

Motion to leave nonpublic session and return to public session by Chairman Carson, seconded by Selectman Edelmann. Roll call vote: Carson - Yes, Edelmann - Yes, Newman-Rogers - Yes.

**17. Public Session**

Chairman Carson opened the public session at 8:45 pm

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

**18. Motion to Seal**

Motion made by Selectman Edelmann for the June 11, 2019 nonpublic meeting minutes to remain sealed permanently. Motion was seconded by Selectman Newman-Rogers, the motion passed unanimously.

Roll call vote to seal minutes: Carson - Yes, Edelmann - Yes, Newman-Rogers - Yes.

Motion: **PASSED** / DID NOT PASS

**19. Adjourn**

Motion was made and seconded to adjourn at 8:45pm

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

Recorder of the Minutes: Mary Whalen