



# Warner Board of Selectmen

## Work Session Meeting Minutes

### Tuesday, January 28, 2020

#### 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 and Town Administrator, Diane Ricciardelli

Others present: Martha Mical, Kelly Henley, Marianne Howlett

#### **2. Motions to Hire**

Clyde said it was pointed out to the Board today that they made a couple of appointments that were not announced in public and would like to correct that this evening.

#### **Board Action**

Chairman Carson made a motion that is effective on January 1, 2020 hiring Diane Ricciardelli as Town Administrator at Grade 17 Step 1 at an annual rate of \$78,852.80. Selectman Edelmann seconded the motion, the motion passed.

Chairman Carson made a motion that is effective on January 1, 2020 for Deb Moody to assume the role as Assessing/Landuse Administrative Assistant at her current grade and step for 35 hours per week which amounts to \$33,774.00. Selectman Newman-Rogers seconded the motion, the motion passed.

#### **3. Circle of Friends Request**

The Circle of Friends from the Pillsbury Free Library submitted a request to serve wine at their fundraiser on March 14th. Clyde said the Circle of Friends has successfully done this in the past without any incidents, but, they need the Selectman's approval.

#### **Board Action**

Selectman Edelmann made a motion to approve the request from The Circle of Friends to serve wine on March 14, 2020. Chairman Carson seconded the motion, the motion passed.

#### **4. Request from the Budget Committee**

The Budget Committee asked for a break down on the funding for the new fire station. Kimberley said she is working on that and can have the report ready for the Budget Committee on Thursday. Clyde would like to see some landscaping accomplished at the Fire Station as well.

#### **5. Meeting Schedule**

The Selectmen will meet again on February 4 instead of February 11 (State Primary).

#### **6. Salaries**

Diane talked with the Department of Labor today and she said the Tax Collector had a suggestion instead of doing semi-monthly to stay on bi-weekly and adjust the salary amounts. The Department of Labor said the Town can do that but needs to provide a pay period's notice in writing to the 4 salary positions. The Bookkeeper, Kelly Henley asked a question that was not audible. The answer to her question from Clyde is we can set it up for just about any time we want so there isn't an issue at the end of the year. Kimberley said she didn't understand and asked how will the salaries being adjusted. Diane said you take the yearly salary, minus what they have been paid so far and divide the rest of the salary by the number of pay periods left in the year. Kimberley asked if that includes the 27th pay period, are the salary people getting paid for 12 months or 12.5 months. Clyde said they will get paid an annual salary. Kimberley said annual is 12 months not 12.5 months and will continue to argue that you can't pay people for 52 weeks of work when they are working 54 weeks. Clyde said he would maintain that if someone makes a salary in the amount of \$52,000 per year, they get paid \$52,000 a year whether it's 26 pay periods or 27 pay periods. Judy asked where do those extra 2 weeks come from, out of 2019 or 2021? Kimberley said that's a great question but that is an accounting question, not a fairness to the employee question. Kimberley is saying it's unfair to pay people 12 months salary for 12.5 months of work and because of the 27 pay periods, it inflated the wages by 4% and nobody liked the numbers from that. By not paying people the extra pay period you are reducing everybody's pay

by 4%. Judy said it's just the salary employees. Clyde said the salary employees will receive their annual pay from January 1 up to December 31. Kimberley asked is that true. Kelly Henley said the first 2 pay periods in this year, were 2019. The first pay check on January 1 was totally 2019 hours for everybody. The second paycheck paid on January 16 had two days from 2019 included in it. Kimberley asked how does this turn into a 27 pay period situation, what is the last pay date in 2020. Kelly didn't remember the date of the last pay period, she thought it was pretty late. Judy said to Kelly if the first pay period in January the salary people got the last of their 2019 salary in January 2020, those earnings are going into 2020 so that means for 2019 the Town shorted them and did not earn their annual salary in 2019. Their last pay stub in 2019 will not show their annual salary. Kelly said it did, if you're salary, every 12 years you loose 2 weeks, you loose a day or two between leap year and not having exactly 26 pay periods in every year. Clyde said the salaries will be adjusted to reflect being paid from January 1 to December 31.

## **7. Town Administrator's Report**

1. The budget is ready for the Thursday meeting with the Budget Committee that is showing a 5.23% increase.
2. The warrant articles are prepared showing the amounts remaining in each fund. Diane asked if it is allowed to include the balances for each article. Kimberley told Diane to check with the Department of Revenue.
3. The 2019 Town Report is being created. This is the last year the Town will be using Adobe Pagemaker to create the report because the software is no longer supported. A new application will be researched for next year. Clyde will create the In Memoriam, Kimberley is working on the Dedication and Judy will create the Selectman's Report.
4. Diane said she had some administrative training with Health Trust last Friday that went well. Clyde asked if anyone signed up for the flex spending and was told no one did. Kimberley said the IRS sent out notification to business owners that it is a wise idea to have people fill out the new W4 form because the tax tables have changed.

## **8. Old Business**

**A.** Horne St. Property: Judy created a notice for advertising and will send it to Diane for her review. Judy noticed the property is assessed for \$120,750 which she was surprised. Martha Mical said there is probably over \$30,000 in fee's too. Judy asked can the Board ask for that price? Martha Mical said the Board can do what ever they desire. Marianne said a neighbor on Horne St. was inquiring about the property. Judy will return to the Board with a recommended price.

**B.** Welfare Director: The Town is in need of a Welfare Director. The position has been posted resulting in no response. Diane asked the Board if they want her to be involved and interview people, she knows of some people that do that kind of work and will approach them.

## **9. Selectman's Other Business**

**A.** Clyde reported there was an Energy Committee meeting this past week and they may be looking at taking the electrical demands for the entire Town and go out and shop for a better price for the residents. Clyde said an informational table will be set up either at the Town election or Town Meeting. Martha Mical asked if the Town chooses a different company can people stay with their current provider. Clyde said yes, they can opt. out.

**B.** Clyde said there will be another round of Weatherize Kearsarge where people can have an energy audit completed along with special deals on weatherizing their property. Marianne Howlett said she had the audit completed, the cost is about \$100 and the company that did the audit also did the work. Clyde said the price on the work is at a discount as well. Marianne said you can also get a matching grant from Eversource.

## **10. Abatement**

Marianne said there is a taxpayer that lives in the Bahamas and it took 6 weeks for his tax payment to arrive due to hurricanes. Marianne told the taxpayer she would ask the Board if the interest could be abated. The letter was post marked December 10, 2019, Marianne received it on January 27th.

## **Board Action**

Selectman Newman-Rogers made a motion to abate the interest on the tax payment received for Map 16 Lot 032 in the amount of \$38.38. Selectman Edelmann seconded the motion, the motion passed.

### **11. Microfilm Reader**

Michele learned from the Librarian that the computer they had for the new Microfilm reader is not compatible. Michele doesn't have a price yet, but there is enough money in the capital reserve to purchase a new computer. The Board provided their unanimous approval.

### **12. Minutes**

Judy said she needs time to review the meeting minutes from December 10 on.

Chairman Carson made a motion to approve September 10 public and non-public, September 18 public and non-public and September 24 public and non-public, October 5 non-public, October 8 public and 3 non-public's, October 15, October 21, October 22 public & nonpublic, October 29, October 31, November 1, November 5 public & nonpublic, November 12, November 19 public & nonpublic, November 26, December 3. Selectman Edelman seconded the motion, the motion passed.

### **13. Consent Agenda**

Chairman Carson made a motion to approve the Consent Agenda for January 28, 2020:

To be signed by the Board:

1. Town Administrator's Time Sheet
2. Intent to Cut for Map 19 Lot 8-1
3. Building Permits for: Map 25 Lot 1, Map 15 Lot 50, Map 10 Lot 26-1 and Map 3 Lot 10

Selectman Newman-Rogers seconded the motion, the motion passed.

### **14. Manifest**

Selectman Newman-Rogers made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 6189-6200 in the amount of \$38,340.67 (this includes 22 direct deposits). Accounts Payable check numbers 57149-57242 in the amount of \$743,973.82 (This amount includes an automatic withdrawal for payroll taxes for \$11,104.37). Selectman Edelman seconded the motion, the motion passed.

### **15. Nonpublic Session**

Motion to enter nonpublic session made by Chairman Carson at 8:18 pm, seconded by Selectman Edelman. Specific statutory reason cited as foundation for the nonpublic session: RSA 91-A:3, II (c) reputation  
Roll call vote to enter nonpublic session: Carson - Yes, Edelman - Yes, Newman-Rogers - Yes

Other persons present during nonpublic session: Diane Ricciardelli

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

Motion to leave nonpublic session at 8:48 pm and return to public session by Chairman Carson, seconded by Selectman Edelman. Roll call vote: Carson - Yes, Edelman - Yes, Newman-Rogers - Yes.

### **16. Public Session**

Chairman Carson opened the public session at 8:48 pm.

Attendance: Selectman Clyde Carson – Chairman, Selectman Kimberley Edelman and Selectman Judy Newman-Rogers and Town Administrator Diane Ricciardelli

### **17. Sealed Minutes**

Chairman Carson made a motion to seal the January 28, 2020 nonpublic minutes permanently. Motion was seconded by Selectman Newman-Rogers, the motion passed.

### **18. Adjournment**

A motion was made and seconded to adjourn the meeting at 8:48 pm

Board of Selectmen  
Clyde Carson – Chairman  
Kimberley Edelman  
Judith Newman-Rogers

Recorder of the minutes: Mary Whalen