



# TOWN OF WARNER

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Select Board: Harry Seidel, Chairman  
Alfred Hanson, Vice Chair  
Michael J. Smith  
Kathleen Frenette, Town Administrator

## Select Board Work Session Minutes December 4, 2025 9:30 AM

### I. Open the Public Meeting / Roll Call / Pledge of Allegiance

Chairman Harry Seidel called the meeting to order at 9:44 AM. The Pledge of Allegiance was recited.  
Select Board present: Chairman Harry Seidel, Vice Chair Alfred Hanson and Mike J. Smith via Zoom.  
Public present: Elizabeth Labbe, Police Chief Bill Chandler, Judy Newman-Rogers, Michele Courser, Clyde Carson

### II. Select Board Business

#### a. Employee Personnel Policy and Updated Wage Chart

Employee Personnel Policy: Harry Seidel stated that the Employee Personnel Policy has been initiated by department heads and the Select Board has a draft to review. Michele Courser reviewed the various changes throughout the document and additional corrections were made during the review. There was a discussion regarding changing the length of an employee's probationary period from 6 months to 3 months. The decision was made to keep the 6 month probationary period. There was a discussion regarding the need to extend a probationary period in certain circumstances. The group discussed the importance of including all hiring agreements in writing.

There was a discussion regarding the posting of open positions. The decision was made that the posting of open positions is the responsibility of the Select Board. There was a discussion regarding who has the authority to hire part-time employees. The decision was made that the Select Board is final approval on hiring of part-time employees. The group discussed the hypothetical situation when an employee is promoted to another position and it does not work out. The decision was made to strike the sentence regarding the promotion to higher classification by striking "*If an employee does not earn the status of being taken off probation in the higher classification, the employee will revert to his/her previous or a similar classification*".

There was a discussion regarding the payment of overtime to part-time employees. There was a discussion regarding the change of Columbus Day to Indignant People Day and adding Juneteenth Day for the Select Board to approve. There was a discussion regarding comp time and the importance of Department Heads not allowing comp time to add up.

Harry Seidel called a brief recess at 10:59 am. The meeting resumed at 11:05 AM.

There was a conversation regarding the conflict in the severance paragraph relating to the payment of accrued vacation, the decision was made to correct the conflict by approving 4 weeks of accrued vacation and 30 days of sick time for employees hired before January 1, 2011. Employees hired after January 1, 2011 are not entitled to the 30 days of sick time.

The Select Board discussed the accrual of vacation time hours versus days and the number of weeks allowed based the number of years of employment. There was a conversation regarding increasing the number of

1 weeks permitted based on the years of employment (suggested increase, 3 weeks, 4 weeks, 5 weeks and 6  
2 weeks). They agreed to insert a conversion table from the finance department.

3  
4 Harry Seidel called a 5 minute recess at 11:36.

5  
6 There was discussion regarding carrying over unused vacation. The decision was made to allow unused  
7 vacation time to carry over. The group discussed and decided to incorporate language that states “*Years of*  
8 *Service 0-5 years you will accrue 3 weeks per year. The agreed to add language that states you will accrue*  
9 *your time based on the number of hours worked per year”*.”

10  
11 There was a review of the language relating to personal time. There was an agreement to revise the language  
12 to reflect that *all* town employees (full and part-time) will receive 3 personal days per year and employees  
13 are permitted to carry over one personal day.

14  
15 Sick time was reviewed and revised to reflect that all full time employees are entitled to 8 hours of paid sick  
16 time per month part-time shall receive 4 hours of paid sick time. There was a discussion regarding the  
17 accrual of time during a leave. FMLA covers a medical or qualifying personal leave. They discussed  
18 administrative leave and accruing time. The decision was made to include language to reflect; *if it is paid*  
19 *leave the employee will accrue leave if it unpaid leave employees will not accrue time.*

20  
21 The group agreed to review the final draft on Wednesday December 10, 2025 at 9:00 AM.

22  
23 Updated Wage Chart: The Select Board reviewed the current and proposed wage chart. Michele Courser  
24 explained that there is a 2% increase between each step. Clyde Carson cautioned that COLA will impact the  
25 figures. He suggested utilizing a range of pay. Bill Chandler cautioned that could cause an issue if personal  
26 feeling come into the process. There was a conversation regarding the fairness of the step compensation  
27 program. Bill Chandler suggested placing on employees on the step scale after considering their  
28 performance and years of service and that would be their starting point. Clyde Carson explained that the  
29 operating budget does not account for step increases. Bill Chandler acknowledged that this is a good starting  
30 point and give the budget this may need to be implemented for 2027. The Select Board thanked Michele  
31 Courser for her efforts.

32  
33 **III. Select Board Other Business**

34 The Select Board discussed posting Tim Allen’s Director of Public Works position and the Human Services  
35 position.

36 **Harry Seidel made a motion seconded by Mike Smith to post the position of Department of Public**  
37 **Works Director internally for five days today with the Select Board to review application on December**  
38 **16, 2025. Roll Call Vote Hanson YES Smith YES Seidel YES**

39  
40 **IV. Non-Public Session** if needed (RSA 91-A:3 II (a,b,c,d,e,f,g,h,i,j,k,l,m) ) None

41  
42 **V. Adjournment**

43 **Alfred Hanson made a motion seconded by Harry Seidel to adjourn the meeting. Roll Call Vote**  
44 **Hanson YES Smith YES Seidel YES**

45  
46 The meeting adjourned at 12:49 PM  
47 Respectfully submitted on 12/8/25 by Tracy Doherty  
48