TOWN OF WARNER

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Select Board: Alfred Hanson, Chairman
Rick Bixby, Vice Chair
Michael J. Smith

Select Board Public Meeting Minutes
August 25, 2026 6:00 PM

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I. Open meeting Roll Call/Attendance and Pledge of Allegiance

Chairman Alfred Hanson called the public meeting to order at 6:00 PM. The Pledge of Allegiance was recited.

Select Board present: Chairman Alfred Hanson, Vice Chair Rick Bixby and Michael Smith
Public present: Judy Newman-Rogers, Herm Blanchette, Clyde Carson, Ed Mical, Sara McNeil, Kathy Carson, Varick Proper

The Select Board considered the following tax deed waivers.

Alfred Hanson made a motion seconded by Rick Bixby that a tax deed waiver be granted to Map 01-03 Lot 024-44PLE. Roll Call Vote Hanson YES Bixby YES Smith YES

Alfred Hanson made a motion seconded by Mike Smith that a tax deed waiver be granted to Map 03 Lot 014. Roll Call Vote Hanson YES Bixby YES Smith NO

Alfred Hanson made a motion seconded by Mike Smith that a tax deed waiver be granted to Map 34 Lot 026. Roll Call Vote Hanson YES Bixby YES Smith YES

Alfred Hanson made a motion seconded by Rick Bixby that a tax deed waiver be granted to Map 16 Lot 041. Roll Call Vote Hanson YES Bixby YES Smith NO

Alfred Hanson made a motion seconded by Rick Bixby that a tax deed waiver be granted to Map 26 Lot 003. Roll Call Vote Hanson YES Bixby YES Smith NO

Alfred Hanson made a motion seconded by Mike Smith that a tax deed waiver be granted to Map ON - 03 Lot 024-54PLE. Roll Call Vote Hanson YES Bixby YES Smith YES

II. Select Board Business: Departments

a. **Highway**

1. Update on the Highway Garage

Herm Blanchette advised the Select Board that the insulation will be delivered on Monday. He stated that the exterior panels and existing insulation will be removed starting on Tuesday. He explained that the electrical and plumbing has been roughed in.

2. Street Sweeper – Replacement

Alfred Hanson explained that a public hearing will be scheduled for September 15, 2026 to discuss purchasing a street sweeper.

3. Sealed Bid Opening for Highway Equipment

Alfred Hanson asked if any bids were received. Judy Newman-Rogers stated that one bid was received. Rick Bixby unsealed and read the bid received in the amount of $5,150.55 for the fire truck.

Mike Smith made a motion seconded by Alfred Hanson to accept the bid for the fire truck in the amount of $5,150.55. Roll Call Vote Hanson YES Bixby YES Smith YES

Herm Blanchette stated that he will contact the auctioneer for the dump truck.

The Select Board discussed when each member would be present at the upcoming election. Mike Smith will be present in the morning, Alfred Hanson will be present for the next shift and Rick Bixby will be present in the third shift.

b. **Transfer Station**

1. Out of Town Users

Alfred Hanson explained that recently a property owner on the town line of Sutton came to Select Board for clarification on an agreement that was in place between the town and the previous owner of his property to use the transfer station. Varick Proper explained the usage was granted back in the 1990's. He is unaware of the reasoning of the town in granting the previous owner usage of the Warner Transfer Station. Varick Proper advised the Select Board that granting this property permission to utilize the transfer station is a contravention of the State permit and the solid waste ordinance. Varick Proper referenced the permit noting that it specifies that only waste generated within the town of Warner is allowed. Alfred Hanson stated that he has not seen and has been unable to locate the agreement. Varick Proper explained that he has only seen a letter from the Town of Sutton asking about an agreement.

Alfred Hanson stated that he views this matter as cut and dry. Varick Proper agreed. Varick Proper requested the Select Board reconsider the agreement with four other parties who in the past to use the facility.

Alfred Hanson made a motion seconded by Rick Bixby that the Warner transfer station does not accept trash/waste that was generated out of town. Roll Call Vote Hanson YES Bixby YES Smith YES

c. **Finance Director**

1. Presentation on Outsourcing Payroll

Clyde Carson presented the information on outsourcing payroll. He explained that he approached four companies: MRI, Check Mate, Paychex and ADP. Clyde Carson informed the Select Board that MRI is the financial vendor currently used for finance software Municipal Technology Systems (MTS), CheckMate is located in Concord and services other municipalities. He stated that Paychex was unable to provide names of other municipalities and ADP did not respond to the request. Clyde Carson explained that if the payroll functions are outsourced there will still need to be an administrator to handle new hires, wage changes, insurance enrollments, insurance changes, special deductions, retirement system interface and unemployment insurance. He advised the Select Board that those functions do not go away.

Clyde Carson explained that electronic time collection (time and attendance) was only included in the Paychex proposal. He stated that CheckMate does not do that and MTS did not want to bid on that. Clyde Carson advised the Select Board that Paychex will charge an additional $4,116 per year. Clyde Carson

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explained that currently time sheet entry is done. He explained that if outsourcing is pursued time sheets would need to be scanned and sent to the vendor to enter. Mike Smith noted that last year CheckMate offered the service and a manager would be required to approve the time sheet.
Clyde Caron explained that the bi-weekly and quarterly payroll processing and federal reporting are services that each vendor can provide. He advised the Select Board that each vendor charges for check printing, envelopes and delivery unless printed locally.

Clyde Carson spoke about the importance of reporting the NH Retirement. He stated that MTS and CheckMate are familiar with NH Retirement reporting. He stated that Paychex indicated that they could do but did not provide a reference. Clyde Carson stressed the importance of interfacing with the Town's current financial system (MTS). CheckMate has indicated they could interface with MTS. Paychex indicated that as of today they do not have that but they could provide that service.

Clyde Carson spoke about the importance of retaining payroll history. He stated that if MTS is selected the Town would not lose the history. He explained that the town would lose the payroll history if CheckMate or Paychex is selected. Clyde Carson explained that MTS would not charge a one time fee because the Town currently uses MTS and if selected the annual cost would be reduced by $500. Clyde Carson stated that the one time fee for CheckMate is $750 and Paychex is $241. He stated that the annual cost for MTS (not including time and attendance) would be $13,750. CheckMate $8,062 and Paychex $5,570

Alfred Hanson stated that he is currently not prepared to make a decision tonight. He would like to see the impact on the operating budget for outsourcing payroll. Rick Bixby is comfortable holding off on a decision, his preference would be to move forward with CheckMate. Mike Smith explained that he went on the CheckMate website and they do offer time clocks. Mike Smith stated that in the past he contacted APD but they fees were much higher. He appreciates that CheckMate is local and they seemed to be the best choice. Clyde Carson stated that CheckMate is at $8,800 and they are basically doing what town staff is currently doing. He questioned the value to the Town of going with any of the three. Mike Smith explained that this was a decision made at town meeting he stressed that they do not have a choice. Alfred Hanson explained that the Select Board is the body that makes the final decision. Alfred Hanson questioned if they switched to CheckMate or Paychex what would the Town lose. Clyde Carson explained the Town would lose the payroll history. He spoke about the importance of interfacing smoothly.

Alfred Hanson stated that he will provide copies of the budget to the Select Board in the next few weeks and they can revisit this discussion. The Select Board agreed.

Alfred Hanson called a two minute recess at 7:09 PM

d. **Tax Collector (*Not present)***

1. Refund Request

Alfred Hanson made a motion seconded by Rick Bixby to approve the Tax Collector's request to refund an over payment of 2026 taxes for Map 7 Lot 23 and Map 10 Lot 78 in the amount of $6,694.18. Roll Call Vote Hanson YES Smith YES Bixby YES

III. Select Board Other Business

a. **Beautification Group, Town Hall Lighting**

Sara McNeil advised the Select Board that one panel is missing from the Town Hall Kiosk. She was told that it would cost $700-800 to make the repairs. She found a replacement at Home Depot for $200. Mike Smith stated that there is enough in the building maintenance fund.

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Mike Smith made a motion seconded by Rick Bixby to ask building maintenance to order and install what is needed to repair the broken kiosk. Roll Call Vote Smith YES Bixby YES Hanson YES

Sara McNeil explained that the location of proposed new lighting fixtures. She presented a sample lighting fixture. She stated that the LED bulbs are inexpensive. She explained that the archway on the right needs electrical work to install electricity, the middle archway and the archway on the left have lamps that will be replaced. She informed the Select Board that lights would be controlled by a timer and light switch.

Mike Smith asked for clarification on the photo provided of the flag pole light. Sara McNeil explained that two quotes were submitted 1) $2,250 and 2) $7,686. She stated that the first quote is for the three archway lights. Sara McNeil explained that currently there is a flood light that shines on the building and it is too strong. She requested a separate quote to remove the floodlight and install a new fixture (spotlight).

Sara McNeil informed the Select Board that they are proposing to install a new fixture in the Town Hall front hallway. She noted that the area is very dim. Sara McNeil explained that the electrician would install the same style fixture in that area. She stated that when the hall light is turned on it also turns on the light in the Town Administrator's office.

Kathy Carson explained that there are two quotes for the Select Board to consider. 1) for the Beautification Committee to install three archway lights and 2) for the town of Warner to address the additional lighting repairs (two nonfunctioning lights on the front the Town Hall building). Kathy Carson explained that they requested the seconded quote to take advantage that the electrician would be on site. Kathy Carson pointed to the exposed wires that should be addressed. Sara McNeil stated that she would like to have this done by the fall festival. Ed Mical asked about motion detection. Kathy Carson stated that the lights can be motion detection. She stated that should be included in the quote.

Rick Bixby made a motion seconded by Alfred Hanson to authorize the expenditure of $2,250 from the Beautification Fund to replace and install light fixtures (three archway and one hallway) in the Town Hall entry way. Roll Call Vote Bixby YES Hanson YES Smith YES

Alfred Hanson addressed the second quote for the Town to remove the existing exterior fixtures and dangling wires. He requested a price quote to cap off the three lights. Kathy and Sara McNeil stated that they will speak to Irish Electric. Alfred Hanson explained that the second quote can be considered with that information at the next Select Board meeting.

b. **Adoption of New FEMA Flood Insurance Study Report and Flood Insurance Rate Maps,**

Ed Mical Emergency Management Director

Ed Mical presented the proposed language for the motion to adopt the New FEMA Flood Insurance Study Report and Flood Insurance Rate Maps.

Alfred Hanson made the following motion seconded by Mike Smith.
By resolution of the Town of Warner Select Board all land designated as Special Flood Hazard Areas by the Federal Emergency Management Agency (FEMA) in its flood insurance study for the county of Merrimack New Hampshire dated November 13, 2026 or as amended together with the Association Flood Insurance Rate Maps dated November 13, 2026 or as amended which is declared to be part of the Town of Warner's New Hampshire flood plain ordinance and are hereby incorporated by reference. Roll Call Vote Hanson YES Bixby YES Smith YES

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Ed Mical explained that the land use office will make the changes to the ordinance and then certified by the Town Clerk. He stated that once certified it will be sent to the State and to FEMA.

c. **Michael Simon, Library Trustee Resignation**

Mike Smith made a motion seconded by Alfred Hanson to accept the resignation of Michael Simon as Library Trustee of the Pillsbury Free Library effective date August 15, 2026. Roll Call Vote Bixby YES Smith YES Hanson YES

IV. Public Comment

Ed Mical asked for clarification on the tax deed waiver. The Select Board explained that they voted to waive the tax deeding of those properties for a year.

V. Consent Agenda: None

VI. Manifest: August 25, 2026

A motion for the Select Board to approve the following previously signed manifest;
Accounts payable checks 12856 through 12888 dated August 13, 2026 in the amount of $185,745.86
Accounts payable check numbers 12889 through 12891 dated August 18, 2026 in the amount of $62,584.55 for the August 20, 2026 bi-weekly payroll deposit.
Bi-weekly payroll check numbers 4296 through 4302 and direct deposit numbers EO3468 through EO3498 dated August 20, 2026 for a net payroll of $48,298.06
Accounts payable check number 12892 dated August 20, 2026in the amount of $271.00.

Alfred Hanson made a motion seconded by Rick Bixby to approve the August 25, 2026 manifest as read. Roll Call Vote Bixby YES Hanson YES Smith ABSTAIN

VII. Minutes: August 11, 2026 - Tabled

Mike Smith clarified the Election day schedule for the Select Board; Smith 7:00AM to 11:00 AM, Hanson 11:00 AM to 3:00 PM and Bixby 3:00 PM to 7:00 PM. Alfred Hanson will return at 7:00 PM for the signing. The Select Board agreed.

VIII. Non-Public Session if needed (RSA 91-A:3 II (a-m))

None

IX. Adjournment

Mike Smith made a motion seconded by Rick Bixby to adjourn the Select Board meeting. Roll Call Vote Smith YES Hanson YES Bixby YES

The meeting adjourned at 8:07 PM
Respectfully submitted on 8/31/26 by Tracy Doherty

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