



TOWN OF WARNER

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

Select Board Work Session Minutes July 21, 2026 4:00 PM

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

Chairman Alfred Hanson called the meeting to order at 4:01 PM.

Select Board present:

	In Person	Zoom	Absent
Chair Alfred Hanson	X		
V-Chair Rick Bixby	X		
Michael Smith	X		

Public present:

<u>In Person:</u>	<u>Zoom</u>
Judy Newman-Rogers	Michael Miller
Martha Mical	
Ed Mical	
Barb Marty	

II. Checkmate, Payroll Company Presentation

Clyde Carson introduced Casey Rollins and Josh Robinson of Checkmate. Josh Robinson explained that 80% of their clients are New Hampshire businesses. Clyde Carson asked if Checkmate had in the past been in contact with Warner. Mike Smith stated that a year and a half ago the previous Town Administrator had reached out to Checkmate. Josh Robinson explained that Checkmate is family owned business, started by his father in 1994. He explained that Checkmate provides comprehensive payroll services and technology. He stated that every three years the New Hampshire Retirement System (NHRS) audits their members and Checkmate plays a key role during that process.

Josh Robinson explained that municipalities often have various time off and approval rules that apply to their employees. He explained that Checkmate will accommodate those needs. Josh Robinson advised the Select Board that the system allows for reporting and exporting into the Town's accounting system. He stated that they handle all payroll deductions and track all leave balances. Josh Robinson stated that Checkmate has approximately 600 clients.

Rick Bixby asked if any of their clients are in the state retirement system. Josh Robinson stated that they have approximately 15 communities that utilize the NH Retirement System (NHRS). He outlined their collaboration. Rick Bixby asked how many NH municipalities are utilizing Checkmate. Casey Rollins indicated approximately 16. Alfred Hanson inquired about the other services offered by Checkmate. Josh

Robison explained that the technology is a big component, W2 generating, IRS communications. Clyde Carson asked about employee payroll history (wage adjustments). Josh Robinson confirmed. Alfred Hanson asked about year-end processes. Josh Robinson explained that payroll is required to be submitted to Checkmate no later than 72 hours prior to payday unless special circumstances arise. Clyde Carson explained that currently payroll is done in 48 hours. Josh Robinson stated that they could adjust the agreement to reflect 48 hours for pay day on Thursday. He stated that the Selectmen will need to actively log on to the system to review and sign off on the payroll total. Josh Robinson explained that if the Select Board opts for live checks to print that would require the print back system where the checks would be printed here for signatures.

Clyde Carson inquired about exporting payroll for bank reconciliation and ledger purposes. Josh Robinson explained the live check service/trust account service that would address the bank reconciling. Alfred Hanson inquired about the audit period and how that is handled. Josh Robinson explained that the information is always available to the Town for auditing purposes. He stated that they will generate the reports requested. Alfred Hanson requested a ballpark estimate of cost. Josh Robinson explained that they are very familiar with municipal budget requirements. He stated that the cost is \$11 per employee (\$5,000-\$6,000 annual expense). Casey Rollins explained that they have tried to make the fee structure extremely transparent for their budget focused clients. Alfred Hanson requested a quote from Checkmate next week. Rick Bixby questioned if employees would appreciate an electronic statement verses a paper paystub. Clyde Carson indicated that currently an electronic statement is not available and it would be a personal preference of the employee. Casey Rollins explained that the electronic statements can be sent to the Town to print for the employees but there would be an associated fee. Josh Robinson recommended after a few months advising employees that their statements can be viewed and retrieved online. Casey Rollins informed the Select Board that there is also a mobile app that can be utilized by employees.

Clyde Carson inquired about how time entry is done. Josh Robinson stated that was not included in the RFP. He explained that they do have a clock in/clock out service for an additional cost.

III. Select Board Other Business

a. Barbara Marty Zoning Board of Adjustment

Barb Marty explained that the Zoning Board of Adjustment is in a bizarre situation that is causing conflict for the new land use secretary because she is an abutter. Barb Marty stated that Alfred Hanson offered to have Judy Newman-Rogers step in for this case. She explained that the case is unique because the case is scheduled for the 45th day of the 45 day window. She stressed that there can be no wiggle room or mistakes with posting. Alfred Hanson asked if a continuance is possible. Barb Marty explained that continuing is an option once the meeting is opened. She informed the Select Board that tomorrow is the 3 week deadline for application submission for August 3rd. Barb Marty requested the case packet be sent out to the ZBA members sooner than later.

The Select Board agreed that Judy Newman-Rogers will step in for Peg Bastien. Barb Marty explained that she reviewed the Select Board's rules of procedures/conflict of interest. She suggested more definition regarding some of the language such as: *appearance of conflict of interest*; define *officers and agents of the town*. Alfred Hanson stated that the rules of procedures for the Planning Board and the ZBA are currently being reviewed by Town Counsel.

Alfred Hanson informed the Select Board that as of July 1st class VI roads are open to building. He would like all town departments to be aware and knowledgeable regarding waivers. He would like the Select Board to discuss this with the Fire, Police, Emergency Management, Highway, and Planning/Zoning. Elizabeth Labbe provided an update on the waiver. Judy Newman-Rogers asked for clarification on the

1 purpose of the waiver. Elizabeth Labbe noted that the waiver is from the property owner waiving their
2 expectations for town services.

3
4 Ed Mical explained that he reached out to the State's office of Planning and Development regarding
5 the FEMA floodplain study and maps. He advised the Select Board that the final approval letter was sent on
6 May 13, 2026. Ed Mical explained that the deadline for this is November 13, 2026. He provided the State
7 with Warner's floodplain development ordinance, site plan regulations and the subdivision regulations. He
8 informed the Select Board that the flood plain ordinance is compliant right now with one caveat; pending the
9 Select Board's action to go through and modify it with the new map date of November 13, 2026 and the
10 study. Ed Mical explained that the site plan regulations need to be modified by the Planning Board. He
11 stressed that the state would like this done sooner than later. Ed Mical stated that he would like to meet with
12 the Select Board at a meeting in August to take care of this. Ed Mical explained that pursuant to RSA 674:57
13 the Select Board does have the authority to change the ordinance relative to the map and the study. Alfred
14 Hanson clarified that the leg work has been done and the Select Board is being asked to review the revisions.
15 Ed Mical stressed the importance of the November deadline.

16
17 Clyde Carson explained that the InsureCom contract did not include the electrical contractors and the
18 plumbing contractors. He advised the Select Board that the electrical and plumbing costs have been added
19 back into the contract to eliminate payment issues. Clyde Carson asked the Select Board to resign the
20 contract that now reflects the electrical and plumbing costs.

21
22 **Alfred Hanson made a motion seconded by Mike Smith to withdraw the previous InsureCom contract**
23 **signed on July 7, 2026. Roll Call Vote Smith YES Bixby YES Hanson YES**

24
25 **Alfred Hanson made a motion seconded by Mike Smith to accept the InsureCom contract dated**
26 **July 20, 2026. Roll Call Vote Smith YES Bixby YES Hanson YES**

27
28 **IV. Non-Public Session if needed**

29 Non-Public Session, RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely
30 the reputation of any person, other than a member of the public body itself, unless such person requests an
31 open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a
32 fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

33 **Motion: Hanson**

34 **Second: Bixby**

35 **ROLL CALL VOTE: Bixby YES Hanson YES Smith NO**

36
37 Moved to non-public at 5:31 PM

38 Respectfully submitted on 7/24/26 by Tracy Doherty

39 Edit, Judith A Newman-Rogers, Select Board Admin Asst.