



Warner Board of Selectmen

Meeting Minutes

Tuesday, April 23, 2019

UNAPPROVED

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 Jim Bingham - Town Administrator

Others present: John Leavitt, Ed Raymond, Martha Mical, Natalie Wells, Anthony Mento, Marianne Howlett, Deb Moody

2. Fire Equipment Dryer

A. Fire Chief, Ed Raymond, requested from the Board of Selectmen funding for a new equipment dryer. Currently they could use an electric equipment dryer on a trial basis for 30 days that doesn't need a ventilation system like the current dryer and can dry 4 sets of gear at a time versus the current one can only dry one set at a time. The cost is about \$9,000. The difference between a commercial dryer and a equipment dryer is the venting. This new dryer is portable, electric and doesn't need venting. Ed would also like to purchase a residential dryer for blankets and towels that they use and would like to draw the funding from the Forest Fire Expendable Trust. Martha Mical said that Trust can only be used for forest fires.

B. The current washer and dryer cannot be used in the new station due to the design on how the dryer would hook up, the venting doesn't meet the requirements for the current dryer. Judy asked if there is any recourse from the contractor. Ed is not aware of any. Kimberley said there was some confusion during construction because there was discussion about upgrading the dryer so the building was built with the upgrade in mind. John Leavitt suggested purchasing draft inducing fan for a few hundred dollars. Ed said it may be too much because the venting is going from 8" to a 10" hole. John Leavitt said that is what a draft inducing fan is for.

C. Ed said during the construction North Branch went through several Supervisor's. The problem with the venting was pointed out to North Branch on at least 3 separate occasions. Judy asked if North Branch would pay for some of the dryer costs. Ed did not know. Kimberley recommends speaking with North Branch at their next meeting again, the problem is she thinks communication was confused because there was discussion about getting a new washer and dryer. John Leavitt said you have to play tough with them. This topic will need further discussion after meeting with North Branch. At this time the gear is being washed and dried or line dried on their own. The washer needs to be bolted to the floor and depending on the radiant floor, a pad may be needed to bolt the washer down. Anthony Mento said he is pretty confident, based on photo's, where to bolt, but nobody wants to drill in the wrong spot. Kimberley said there are two options, x-ray the cement and the other is thermal imaging. Anthony said the radiant heat is below 4" of rigid insulation underneath the slab, he doesn't think drilling into the top of the concrete will hit anything, he just wants to confirm it. Worst case, 2" can be added to the slab.

D. Ed is looking for \$10,000 in total for a new equipment dryer and a new standard dryer. Jim said there is \$33,000 in the Fire Equipment Capital Reserve. Ed said he has spent \$18,000 of the \$33,000 for gear. Jim said there is also \$25,000 in Ed's operating budget. Ed said there are other things he needs to purchase with that money.

Board Action

Chairman Carson made a motion to authorize the Fire Chief to spend up to \$10,500 for a new dryer unit and a standard dryer unit to come from the Forest Fire Expendable Trust Fund with the proviso that we look at seeing if we can get the contractor for the fire station to absorb some of the costs because we had a lot of confusion on it. And also with the proviso that we sell the existing dryer to someone. Selectman Newman-Rogers seconded for discussion. Martha Mical said again, the Forest Fire Expendable Trust is for forest fires only. Clyde asked how can we confirm the use of the Forest Fire Expendable Trust. Judy said she will research the history. Kimberley said can the Board authorize the Fire Chief to take the 30 day trial period for the equipment dryer? Clyde said let's go for the 30 days and figure it out. Martha Mical said there is still the Fire Equipment Capital Reserve that can be used. Clyde asked Ed what would happen if the Fire Equipment Capital Reserve is used. Ed said he won't be able to replace some of the things we found that we are trying to repair, we have to replace (not audible) on Engine 2.

Chairman Carson amended his motion to say if we are not allowed to use the Forest Fire Expendable Trust Fund for this purpose we will go back and use the Fire Equipment Capital Reserve. Selectman Newman-Rogers seconded the amended motion, all were in favor, the motion passed.

3. Fire Suppression System

A. Clyde said there are 3 proposals to consider. Clyde asked the Fire Chief if he has looked at the proposals. Ed Raymond said he did and recommended Carter who he considers reliable because he is familiar with the company. All proposals are based on National Fire Protection Association guidelines, a combined wet/dry sprinkler system. Brigade is another that submitted a proposal. Jim was the one that went through the Town Hall with Brigade and found them extremely thorough. Brigade has also been used by the town to conduct repairs on the Old Graded School and the Police Department and was very effective. Clyde proposes inviting both Brigade and Carter at the Boards next meeting.

B. Jim said Brigade's proposal is for a NFPA 13 combined wet/dry sprinkler system for \$54,988.00. Carter quoted \$90,560 plus another \$10,200 to put in a nitrogen generate system for a total of \$100,760. The third quote from Capital Fire Protection amounts to \$99,335 (no nitrogen generate system).

C. John Leavitt said just because you have 3 bids doesn't mean they are competitive bids. John said the low bidder is the hungriest of the 3 bids. Anthony Mento said all 3 bidders are very reputable and has worked successfully with Brigade on several occasions. Brigade has low overhead costs, that's why they can bid low.

D. Ed Raymond said year's ago the town went with the low bidder at the Old Graded School and that system has never worked right and the company he recommended has a great reputation that goes back many years.

4. Changing Payroll to Thursday

Clyde thought this topic was already discussed. Jim said yes, it was discussed, the Board needs to schedule a discussion so the Treasurer can explain because there was some questions about the 26 pay periods in 2019 versus 27 and if the day is moved how does that affect the pay periods in 2020. Judy asked why this is necessary. Clyde said if the pay day is not changed there will be an extra pay period in 2019 that was not budgeted. The Board wants to meet with the Treasurer at the next Selectman's meeting. Marianne suggested checking with the auditor as well before making a decision.

5. Review Year to Date Expenses

This review will take place at the May 7 meeting.

6. Hardship Abatement Consideration

Tax Collector, Marianne Howlett recommends what ever the decision, it is placed in writing. The Board agreed.

Board Action

Chairman Carson made a motion to abate the taxes on Map 31 Lot 60 in the amount of \$2,905.73 on the basis of a hardship situation for half of 2018. Selectman Edelmann seconded the motion, the motion passed.

7. New Fire Station

There is a meeting this coming Friday that will be rescheduled. Clyde asked to have the Board updated after that meeting.

8. Old Fire Station

A. The Board is actively working with Old Window Restorers who wants to lease the property at 27 E. Main St. with an option to purchase. Clyde said Old Window Restorers go before the Planning Board in May and if approved and the Board agrees to a lease arrangement the Old Window Restores would move in on June 1st and will start paying rent in excess of what the town would receive in taxes. Clyde feels this business is a good fit for Main Street. Clyde said someone else expressed interest in the building and the sense of the Board is it would be unfair to talk to them until the Board knows how the current proposal falls. Kimberley feels a letter should be sent to the second interest explaining the Board is currently in active discussions and if it falls through then the Board would begin discussions with them.

9. Sale of Land to the Water District

Clyde reported the town is waiting for the right-of-way documents to return and once returned the property can be turned over to the Water District.

10. Minutes

Selectman Edelmann made a motion to approve meeting minutes dated April 2 public and nonpublic and April 3 public. Chairman Carson seconded the motion, the motion passed.

11. Town Administrator's Report

Management Software for DPW Dept.: On April 10, Tim Allen and I viewed a web presentation from iWorQ Systems, a company that offers Web based software solutions to government agencies. The particular software program reviewed is a cloud based Applications and Services program for Public Works Departments designed to manage inventories and project costs for road and facilities operations and projects. The company has provided an opportunity for Tim to practice using the program on a trial basis to become more acquainted with the program's features and abilities, which Tim is currently doing. Kimberley asked what is the plan on this. Jim said he wanted the DPW to get comfortable with it. The initial impression is this is something the DPW looking for to help him contain and identify costs on a per project basis. The module that is being looked at was about \$3,500 with an annual maintenance fee.

New England Document Systems: I met with David Febonio from NE Document Systems to learn of the document management services that his company provides to government and businesses. Presently David is working with the Town of Hopkinton in scanning and storing nearly all their assessing documents and NE Document Systems are scanning and storing vital records for the Town of New Boston. Scanned documents are securely stored on a cloud based system call Image Silo.

His company also provides highly secure, environmentally constant storage of physical records for medical facilities and law firms as well as government agencies and businesses. The company charges 45 cents per container per year.

Old Fire Station: Tim and I have contacted several masons for quotes on repairing the damaged wall at the old fire station. When sufficient number of quotes are received these will be presented to the Board for review. Ed Raymond asked if anything will be done about the new fire station, that too was damaged by plowing. Jim said he will need an incident report so a claim can be submitted.

12. Budget Committee

Jonathan Lord will be filling the open position on the Budget Committee until the next election.

13. Manifest

Selectman Newman-Rogers made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 5825-5839 in the amount of \$34,620.87 (including 23 direct deposits). Accounts Payable check numbers 56262-56342 in the amount of \$417,777.12 (including a check to KRSD in the amount of \$268,088.33). Parks and Rec revolving account check #1009 in the amount of \$1,123.60. Chairman Carson seconded the motion, the motion passed.

14. Consent Agenda

Selectman Edelmann made a motion to approve the Consent Agenda for **April 23, 2019:**

Previously signed by the Board:

1. Building Permit for Map 13 Lot 18-3-1
2. Certification of Yield Taxes Assessed for: Map 7 Lot 64, Map 14 Lot 56, Map 7 Lot 65 and Map 13 Lot 39
3. Solar Exemption for Map 19 Lot 16-1
4. Intent to Cut Map 3 Lot 94

To be Signed by the Board:

1. Budget Committee appointment
2. Payroll Change Form
3. Building Permit for Map 18 Lot 15 & Map 3 Lot 84-6
4. Junk Yard Permit

Chairman Carson seconded the motion, the motion passed.

15. Other Business

A. Judy reported that Jonathan Lord was appointed as a full member on the Budget Committee on Thursday, April 18. The Budget Committee is asking the Selectmen to review the meeting schedule. The Budget Committee wants the audio's to be saved longer than what they are now, and Janice Loz creating the minutes, it wasn't clear where she is being paid from because Janice is contracted working without a contract. Clyde said the Board needs to meet with the Budget Committee regarding Janice because there is no money budgeted to have an outside person create the minutes. Martha Mical who is the Vice-Chair on the Budget Committee said it is not the choice of the Budget Committee, it is the Board of Selectman's choice on who will be creating the minutes. Clyde said he still feels a discussion is needed with the Budget Committee. Judy also reported the Budget Committee would like the Department Heads and the Committee Chair's to attend the May 9th meeting to have a discussion so that everyone has the same directions on what the Budget Committee wants presented to them during the budget process.

B. Kimberley read the following into the record because it has not been discussed in a public meeting. Jim's contract is up for renewal for May 9th:

DATE: April 15, 2019

TO: Warner Board of Selectmen

FR: Jim Bingham, Town Administrator

RE: TA Employment Contract

After much consideration, I think it best to finish my work with the Town of Warner in order to pursue other interests and opportunities. With the board's support, I would like to propose an extension of the existing contract for approximately ninety days for the purpose of ensuring a smooth transition for the hire of the next town administrator and bookkeeper. This would set my last day of work to July 24th, the close of that pay period. It will also provide ample time for the board of selectmen to organize a search committee for the new town administrator. During this ninety-day extension, I will continue to bring closure to the following tasks and projects:

1. Assist in Staffing Finance Office
 - Update job description
 - Make preparations for financial audit in June
 - Coordinate functions to be outsourced
2. Town Hall fire suppression sprinkler system - Complete contract, review scope of work and schedule work timetable with vendor.
3. Old fire station – develop and finalize lease / purchase agreement, finalize repair of building.
4. Conclude sale of East Main St. property to the Water District
5. Begin CIP updates with dept heads -
6. Assist in orientation of next town administrator as needed -
7. Assist in finishing punch list tasks for new fire station.

Sincerely,
James J. Bingham
Town Administrator

Kimberley said the Board received this letter from Jim on April 16 via email, the Board has had a couple of discussions about it.

C. Clyde said the Board has made arrangements for the Deputy Town Clerk, Kelly Henley, on an interim basis, to act as the Interim Bookkeeper. Kelly Henley, who is actively working in the position as Bookkeeper is working with Munismart and is moving in a positive direction. This arrangement will stay in place until a Bookkeeper is hired and

in place. During the interim period Kelly will be paid \$20.12 per hour and if she is needed in the Town Clerks office to help out the hourly rate will be the same as her Bookkeeper rate.

Board Action

Clyde made a motion to pay Kelly Henley as Bookkeeper at the rate of \$20.12 per hour, grade 6 step 7. Selectman Edelmann seconded the motion, the motion passed unanimously.

D. Clyde reported he met with the auditor's who will be submitting an engagement letter for management consulting to make sure the books balance as of the end of March and will also look at what has been done since March.

E. Clyde said he received the proposal from Paychex and needs time to look at it and will send the information on to the rest of the Board and will talk about it further at their next meeting.

G. Clyde said last year there was a presentation at the Town Hall on historic fountains of NH by Larry Sullivan. The Historical Society created a book on fountains which a copy has been provided to the Selectman's Office.

H. Clyde reported the Kearsarge Indian Museum will hold Founders Day at the Town Hall on Sunday, April 28 from noon to 4:00 pm honoring Bud and Nancy Thompson.

I. Jim said the Bookkeeper Job Description Committee met today and talked over some aspects of it. Committee members are Jim, Kelly Henley and Ginger Marsh. It was recommended the Board provide some time for Kelly Henley to come to talk to the Board about her experiences as interim Bookkeeper and working with the software. The consensus is the Committee can't move along to much further until the Board makes some decisions regarding outsourcing payroll and to what degree.

16. Public Comments

A. John Leavitt asked if the letter Jim submitted to the Board has been acted upon. Clyde said the Board will discuss the letter in a nonpublic session.

B. Anthony Mento said it is unfortunate to hear the letter read and wanted to state on a professional standpoint our work with the Board, Kimberley specifically, and more importantly Jim through out the Fire Station project has been beneficial, professional and always had the town's best interest in mind. Anthony thought working with Jim was a pleasure and would hate to see the town lose him, but respects to his desire to retire. Anthony thanked Jim for all his work. Ed Raymond seconded that as well.

17. Nonpublic Session

Clyde recessed the meeting until 7:00 pm tomorrow evening (April 24) for nonpublic purposes.

18. Nonpublic Session Wednesday, April 24 beginning at 7:00 pm

Clyde reported the Board went into nonpublic session under RSA 91-A:3 II (a) hiring at 7:07 pm. In the nonpublic the Board talked about the Town Administrator's contract whether to renew it or not. The Board came back out of nonpublic at 7:28 pm. As a result of the nonpublic the Board decided not to renew the Town Administrator's contract. Jim will work through the end of the pay period that includes the May 9th end of contract date. Jim will complete an accounting of his accrued time that needs to be paid which will be included in his final paycheck, May 16 is Jim's last day. During the interim time the focus will be on transitioning, getting information and completing the lease agreement for the fire department.

19. Adjourn

Meeting adjourned at 7:31 pm

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

Recorder of the Minutes: Mary Whalen