



# Warner Board of Selectmen

## Meeting Minutes

### Tuesday, May 7, 2019

#### UNAPPROVED

#### **1. Open Meeting:** No opening stated.

Attendance: Selectman Clyde Carson – Chairman, Selectman Kimberley Edelmann, Selectman Judy Newman-Rogers and Jim Bingham - Town Administrator

Others present: Jeremy Murphy, Martha Mical, Tim Allen, John Leavitt

#### **2. Brigade Fire Protection - Sprinkler System in Town Hall**

Note: The recorder was started at an unknown point in the presentation. Jeremy Murphy was the presenter.

**A.** Jeremy said the only places he is putting a dry system is the cold spaces, the remainder will be a wet system. He said the problem making the entire system a single zone dry system is the hydraulics start to suffer. He said the water gallons per minute is sufficient for a system. A dry system includes larger pipe sizing (4"), the wet system has better hydraulics and smaller piping sizing. Clyde's concern is the town records and what a wet system would do to those records. Jeremy said the other option is a gaseous system or a pre-active system. The cost for gaseous systems is Jeremy's cost for a wet system for the entire Town Hall (about \$55,000), but will only do one room.

**B.** Brigade has been in business for 21 years and Jeremy works alone. He said a design of the system would take about 4 weeks to complete, installation would take about 2 months. Clyde asked the Board if they want Jeremy to work up a new quote that includes a gaseous system where there is record storage. Judy said if the Board is going to rearrange offices and create a record space, does the Board know where the records are going to go? Clyde said we don't at this point. Judy said the records are stored in a few different places. Jeremy said at the time when a space is established you can make changes to the system. Jeremy will be updating his quote to include a gaseous system where there is record storage. Kimberley asked if the gaseous system needs to be recharged on a regular basis. Jeremy said they need to be inspected and maintained, and he does not maintain them. Kimberley wants to know that cost as well.

**C.** Jeremy said the best system is a wet system from a maintenance standpoint, it's a safer, less expensive, faster acting and a better system. Dry systems no matter what piping is used, black iron or galvanized, they both will corrode and rot over time especially if they are not maintained properly. Kimberley asked what are the chances of a system going off for no reason what so ever. Jeremy said a sprinkler head doesn't go off without a reason, usually it's heat, fire or damage. Jeremy will work up a new cost.

#### **3. Public Works Department**

**A.** Tim Allen, Director of Public Works, said he has paving jobs planned for 2019, Dustin Road, Iron Kettle, Courser's Corner and Tory Hill from Latting Lane to where the State started their overlay. Tim would like to grind that section, do the drainage and base coat this year. The remainder of the funds he would like to hold in reserve for now until what is decided to be done at the Town Hall (re-do driveway). Paving Dustin Road, Iron Kettle and Tory Hill are scheduled for the first part of June. This paving will be paid from encumbered funds and the operating budget.

**B.** Pumpkin Hill Road is planned for late summer and early fall paid from the capital reserve.

**C.** Tim is waiting to hear back from Eversource regarding the power line to the Town Hall. Tim can't finalize the cost for the driveway and waterline to the Town Hall for the sprinkler system until he hears back from Eversource. Tim said the basic work to get the water to the Town Hall is \$57,000-\$60,000 which includes a line tap on Main St. to come up the driveway, fixing the drainage issue by the side door and setting a catch basin. But until Eversource gets back to the town, it makes a difference where the water line is actually going to go because it is not known where the power is going to go. Clyde asked if Eversource could impact the cost and Tim said it could.

### **Board Action**

Chairman Carson made a motion to provide clarity by saying any water work coming in from Main Street to the Town Hall will come up the driveway to do all the projects the Selectboard has been talking about doing so the DPW can plan in the most cost effective way. Selectman Newman-Rogers seconded the motion, the motion passed unanimously.

**D.** All the work scheduled for 2019 can be completed, but, rainy weather could play in as a factor. There will be notices placed on the website when the road work is ready to begin.

**E.** Tim said the 2007 loader is at Anderson Equipment all torn apart and Tim doesn't want to fix it because the repairs will cost \$22,000 and the machine is worth \$25,000. Also, the \$16,000 worth of work that was completed last year, Tim feels all that work has been contaminated by the recent damage. Once Tim gets to the point where he can make a final recommendation, he wants to meet with the Board again.

### **Board Action**

Chairman Carson made a motion to post/notice a public hearing for May 21 for Highway Equipment purchase beginning at 6:30 pm. (No further action taken on the motion)

**F.** Clyde said one thing he picked up from the Planning Board meeting last night is the town has to notify the Department of Transportation about the traffic count. The Planning Board agreed with Tim's recommendations. Clyde said he has seen the recommendations but the other Board members have not. Tim reviewed his recommendations which he completed with the Police Chief as Denny Hill Road, Old Main St., Schoodac Road, North Village Rd, 103/East Main. The five fill-ins are Route 103 by Stevens Brook, west of exit 9, Newmarket Road, West Joppa (both by the covered bridges) and Henniker Road. Clyde asked because the I-89, exit 5 detour going on until July, can the town have a say on when the counts are done. Tim said yes he can ask that question.

### **Board Action**

Chairman Carson made a motion to accept Tim's recommendations for the traffic survey. Selectman Edelman seconded the motion, the motion passed unanimously.

### **4. 27 East Main Fire Station**

There is a drain that goes into the storm sewer and Clyde asked Tim if he knows how to seal it so no drainage goes into the storm sewer. Tim said what needs to be determined is if the drain needs to be water tight or covered. This will prevent any fluid running into the Warner River. Tim recommends welding the drains shut.

### **Board Action**

Chairman Carson made a motion to weld the drain shut by the end of May. Selectman Newman-Rogers seconded the motion. The motion passed.

### **5. Quotes for 27 E. Main Fire Station Building Damage**

The quotes from low to high are \$2,250.00, \$4,200.00 and \$10,175. The quotes were sent to the insurance adjuster who estimated the cost to be \$6,600 and chose the \$4,200.00 quote. If the repairs run over the \$4,200 the town can apply for the difference. A proof of loss statement needs to be signed and notarized by the Chairman. Jim will contact the contractor to see when he is available to begin repairs.

### **Board Action**

Chairman Carson made a motion to accept the \$4,200 estimate from Gary Gilbert Masonry to repair the damage at 27 E. Main Street. Selectman Edelman seconded the motion, the motion passed unanimously.

### **6. Year to Date Expenses**

Clyde said he spoke with the Bookkeeper, Kelly Henley, there are a lot of expenses that didn't get posted so the value of the year to date expenses through April 23 is not complete yet. Clyde suggested letting Kelly complete that work so there is a complete YTD expense report. The Board agreed. Clyde said talking with Kelly she still needs to complete bank reconciliation for March and April, she has been doing a lot of postings of payables that go back to the early part of the year and both Tax Collector and Town Clerk receipts have not been posted going back for a little while. Kelly told Clyde if the Board wants to get all those things posted she may need to put in extra hours which Clyde is recommending the Board approves. All these items need to be up to date so the auditor's can come in and do a reconciliation from January up to the end of March and to make sure the Bookkeeper is doing things the way it should be done moving forward. Clyde recommends authorizing 30 hours per week for the Bookkeeper.

Clyde said Kelly reviewed the Vachon Clukay engagement letter and said it's a good letter, the issue is Kelly has a lot of work to do to get ready for the auditor's to complete the reconciliation.

### **Board Action**

Chairman Carson made a motion to increase the Bookkeepers hours to 30 hours per week to prepare for the Vachon Clukay reconciliation. There was a second to the motion, the motion passed.

### **7. Olde Window Restorers'**

Clyde reported the Planning Board approved Olde Window Restorers' application and will be able to move into the fire station at 27 E. Main St. The next step is for Board to work out a lease option. Clyde would like to do this at a work session on Friday, May 10 beginning at 7:00 pm. and then again on Tuesday, May 14 at 7:00 pm.

### **8. Paychex - Proposal**

**A.** Kimberley wants to see a comparison, the amount of time the town puts towards payroll and what that dollar amount is to compared to the cost of Paychex service. Clyde spoke to this as the person who does the payroll for the College which uses Paychex services. There is work involved in gathering the data that is sent to Paychex, but after you send the data to Paychex, they get it right, they do all the reporting for you, and you have no issues to deal with, that's the value of the payroll service, it's hard to put a value on that and people get to trust it. Clyde said another thing Paychex can do is the time and attendance piece where the town could use time clocks and the information would be sent directly to Paychex. Kimberley said that's a great sales pitch but she would like to be able to answer the citizens when asked why did the town switch over and to be able to present the cost savings for the switch. Kimberley wants a cost analysis on how much time is spent on payroll and the reporting.

**B.** Jim said the biggest part of payroll is making sure the time sheets are correct, after that it takes anywhere between 3-5 hours, except the NH Retirement reporting takes about an hour. Paychex would not complete the NH Retirement reporting. Kimberley wants to know how much time can be pulled from the Bookkeeper position if the town switches to Paychex. Clyde said if you don't have the time clocks feed the payroll system directly you won't achieve the full value of Paychex. Without the time clocks the cost would be about \$180.00 per pay period. To add time and attendance (time clocks) would be an additional \$80.00 per payroll period. Martha Mical asked if that cost includes stipend positions. Clyde said the quote includes all those different features, what is not included is the annual end of year reporting, that is the only add on that comes with Paychex. Martha Mical asked if Paychex charges for direct deposits and Clyde said no. Kimberley asked if there are fee's for any changes such as deduction changes in payroll. Clyde said he forwards any changes by email and it doesn't impact the cost, it's part of the service.

**C.** Jim asked about time and attendance, would that require much change to the employees filling out time sheets? Clyde understands it would be time clocks not time sheets. The time clocks would address the labor issue with time sheets and the errors that come with manual time sheets. It also provides the ability for the employee to log in and confirm the information as well. Clyde is advocating to start with the \$180 per pay period proposal and work up to adding the time and attendance cost in the future. Clyde said when the town hires a new Bookkeeper they won't need to deal with payroll. The town would save on training and wouldn't need payroll back-up. Judy said she found it interesting that when the Board interviewed 2 people for the Bookkeeper position, both said payroll was separate. Clyde said his question is not for a decision tonight but to say what do we want to have as the next step toward using Paychex to be if the Board wants to move in that direction. The next step is a cost analysis.

### **9. Corporal Job Description**

Clyde asked if there is a Corporal job description. Kimberley said she asked the Police Chief to create a Corporal job description and he has not come back to her with anything yet.

### **10. New Fire Station**

Kimberley reported the spring punch list was reviewed. Clyde recommended meeting with the Fire Chief in the near future to provide a briefing on what's going on at the new station and talk about the open house and anything dealing with the new building.

### **11. Selling Town Parcels (that turned into a discussion about the Town Administrator)**

**A.** Clyde said he was approached by someone at the State House about Map 11 Lot 15. Kimberley feels this is a lower priority than figuring out if we are going to hire a Town Administrator. She asked why is the Board putting off the hard discussions to talk about a piece of land someone wants to purchase. Clyde said we aren't, we are meeting on the 14th to discuss the Town Administrator position. Kimberley feels the Town Administrator is time critical and one of the high priorities. Clyde said he is happy to sit here until 10:00 pm to talk about it tonight. He feels a

search committee needs to be put together, candidates for the committee need to be identified, the job description needs to be reviewed, determine the qualities the Board wants in the next Town Administrator, decide how to do the search committee, also there is the ability to use Municipal Resource Inc. Clyde asked if the Board wants to start the discussion tonight or during the work session. Judy would prefer to begin discussion at the work session when there is more time to dedicate to the discussion.

**B.** Clyde brought up the land in terms of revenue, the land is landlocked and there are people interested in that piece (Map 11 Lot 15 assessed at \$35,000). Jim said tax deeded properties don't require a public hearing but the town can still hold one along with notifying the abutters. Clyde said the town could give the land to a Realtor to sell. Martha Mical said the cheapest way is sealed bid. Another property that could be sold is located on Horne St. No direction was determined by the Board.

## **12. Town Administrator**

Clyde went on record and thanked Jim Bingham for his 6 years of service to the town. Next Tuesday Clyde would like to do an exit interview with Jim.

## **13. Minutes**

Meeting minutes for April 16, 18 & 23 are on hold for approval. Jim said the nonpublic summary on the April 23 meeting minutes it was stated the Board did not renew Jim's contract. Jim clarified that he didn't want a new contract, he offered to extend it for the transition period and the Board decided not to take Jim's offer.

## **14. Manifest**

Selectman Edelman made motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 5840-5851 in the amount of \$34,911.72 (including 27 direct deposits). Accounts Payable check numbers 56346-56394 in the amount of \$344,744.79 (including a check to KRSD in the amount of \$268,088.33). Parks and Rec revolving account check #1010 for \$648.00 was voided. Kimberley said there was 2 checks missing and she made an adjustment to the manifest total. Selectman Newman-Rogers seconded the motion, the motion passed.

## **15. Consent Agenda**

Selectman Newman-Rogers made a motion to approve the Consent Agenda for **May 7, 2019:**

### **Previously signed by the Board:**

1. Intent to Cuts for: Map 7 Lot 60, Map 3 Lot 84-10A, Map 3 Lot 6
2. Certification of Yield Taxes Assessed for: Map 7 Lot 60, Map 11 Lot 63, Map 20 Lot 20, Map 7 Lot 4, Map 19 Lot 008-1, Map 9 Lot 009, Map 19 Lot 007
3. Abatement for Timber Tax for: Map 7 Lot 60, Map 11 Lot 63
4. Yield Tax Levy for: Map 7 Lot 60, Map 11 Lot 63, Map 20 Lot 20, Map 19 Lot 007, Map 9 Lot 009, Map 19 Lot 008-1, Map 7 Lot 004
5. Intent to Excavate for: Map 3 Lot 84-10-A and Map 3 Lot 59

### **To be Signed by the Board:**

1. Building Permit for Map 37 Lot 004
2. Letter to Wingdoodle LLC
3. Junk Yard License

Selectman Edelman seconded the motion, the motion passed.

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

**A.** Judy said the Landuse office needs help in the office because they are back-logged. Clyde said the Board needs to first get a sense how the expenses are running before the Selectboard can have that discussion. Judy said the request is to have someone finalize, edit and proof read the meeting minutes.

**B.** Clyde said the other Landuse request is they move back into their old office and the Finance office would move back upstairs. Judy said the Board should incorporate this request into a discussion surrounding the placement of all the offices in the Town Hall. Martha Mical said the Records Retention Committee will be meeting next week to continue discussion on where to store the records. Kimberley said the size of the room needs to be determined along with a reading area for citizens to review documents.

**17. Public Comments**

**A.** John Leavitt asked for a status on the Fire Department equipment dryer. Judy said she researched the Forest Fire Expendable Trust which was created in 2000 specifically for fighting forest fires, so that trust cannot be used to purchase a dryer. There was a meeting with North Branch construction as well and no money came out of that discussion. At this time the funding will need to come from the Fire Department operating budget or the Fire Equipment Capital Reserve. The Fire Chief was encouraged to sell the current dryer as soon as possible.

**18. Nonpublic Session**

Jim recommended tabling the nonpublic session because there was a tax payment plan regarding deferred taxes on a property and the property just changed executor's so everything is up in the air again.

**19. Adjourn**

Meeting adjourned at 9:45 pm

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

Recorder of the Minutes: Mary Whalen