

**Warner Board of Selectmen**  
**Work Session Meeting Minutes**  
**Tuesday, May 14, 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

Others present: Nancy Martin, Martha Mical, Tim Blagden, Ben Frost, Ken Cogswell

**1. Knoxland Easement**

**A.** Nancy Martin, Conservation Commission Chairman is before the Selectmen regarding an easement that has been given to the town. Nancy explained about 2 years ago Mike Jones, the owner of Knoxland Equipment, wanted to expand his business, but the expansion was limited by the surrounding wetlands. Mike wanted to create an area to display his equipment and because all he had left on the property was wetlands, it involved filling in some of the wetland area. When wetlands are filled in you then have to pay a mitigation fee which can be expensive. Mitigation fee's go to the Aquatic Resource Mitigation Funds which is a pool of money contributed by people who are doing something with wetlands that need to be mitigated, it's mitigated in dollars most of the time. With negotiations, Mike Jones, wouldn't have to pay the fee's but instead the mitigation turned into an easement because there is 13 acres of poplin forest which Mike Jones offered to the town and he also offered to pay \$7,500 to support the monitoring which is done on an annual basis.

**B.** Nancy is asking the Board to sign the conservation easement for 13 acres of poplin forest that is surrounded by wetlands. The Conservation Commission feels it's a great bargain because it expands one of the town's growing businesses. The property is located at exit 7 behind Madgetech, rectangular in shape with the Knoxland establishment located at the lower left corner close to the highway, Map 3 Lot 36. There are no limitations to pedestrian traffic in the easement in relationship to the rail trail. Tim Blagden was able to show the Selectmen where the easement area is in relationship to the rail trail and the snowmobile trail from Google maps. Ben Frost, Planning Board Chair, said Knoxland Equipment would need to go before the Planning Board as well before any expansion can be done. Judy asked if filling in the wetlands is part of the Planning Board. Ben said yes, if it is part of the expansion, the current site-plan would need to be updated. Clyde asked Nancy if Mike Jones is aware that he needs to go before the Planning Board. Nancy didn't believe so. Kimberley suggested to Nancy to contact Mike Jones to let him know the Planning Board conversation took place and does he want the Board to continue and sign the easement knowing that he needs to go to the Planning Board. Nancy will contact Mike Jones for his feedback. Clyde said what the Board can do is we can agree, depending on Mike's feedback, the Board can sign the easement tonight if he says he wants to move forward with the easement, then the signature's could be notarized.

**Board Action**

Selectman Edemann made a motion to sign the easement for Knoxland Equipment contingent upon the owner's response to a phone call about the Planning Board obligations he must meet. Chairman Carson seconded the motion, the motion passed. Nancy will hold onto the documents until confirmation is made with Mike Jones.

**C.** Nancy returned to the meeting informing the Board that Mike Jones was aware that he would need to go to the Planning Board but first he wanted to make sure he had the permitting from the Department of Environmental Services. The Board signed the easement documentation. Martha Mical mentioned that the document needs to be registered at the Registry of Deeds as well. Tim Blagden notarized the documentation.

**2. Friends of the Mink Hills**

Nancy Martin showed the Board a picture of a sign the Friends of the Mink Hills would like to post at the intersection of Henniker Road and Schoolhouse Lane which is a multiple use sign. The group wants to encourage other uses. The only signage in that area right now pertains to OHRV's and ATV's. Nancy said she was told by the Police Chief she should get permission from the Selectboard. The Board agreed on the signage and asked Nancy to contact the Director of Public Works for installation and placement.

### **3. Town Administrator Position**

**A.** Clyde said the Board needs to come together as a Board and decide how to move forward. Right now there is not an agreed upon plan. Clyde went over again the direction he wants to take:

1. Review the job description and revise it if necessary.
2. What are the qualities the Board wants from their perspective. Strong budgetary skills and customer service.
3. Identify potential candidates for the search committee.

**B.** Judy asked Clyde if he is looking at the job description to include how the position will be structured as far as in tiers. Reason being when the first Town Administrator was hired, a flow chart was handed out on how the position related to each other with the Board of Selectmen on top and the Town Administrator on the next level below. When Judy thinks about the Town Administrator position that's how she always thinks of it. When there is a position that reports to the Board, Judy asked is that the direction the Board wants to continue in when they structure the job description. The Town Administrator will report to the Board, receive assignments from the Board and then use their skills to complete and return to the Board with what they found. And also be the go between, the employee's and Department Head's can filter through, work with, and go to Board of Selectmen with the Town Administrator or stop at the Town Administrator. That is the structure Judy is thinking of. Kimberley asked Judy about the word filter that she used because that was the one thing she was against. Judy said your right, she is more of a window person and that is what the Town Administrator would be, wouldn't be the filter, but the window.

**C.** Clyde thought Judy's comments were good and he thinks one of the things that is incumbent upon the Board is to set priorities for the Town Administrator. To do that the Board needs to have a good understanding of what the needs are of the various departments. Kimberley said if the town hires a new Town Administrator the Board must take the responsibility for making sure they do not put too much on the Town Administrator's plate. Clyde said he has heard that the Town Administrator had too much on his plate because certain things were not getting done. And no matter how you structure the position, it is up to the Selectmen to set the priorities and listen to the Department Heads to understand what they are working on. The Town Administrator doesn't have to do everything, but Clyde thinks that will mean giving more responsibilities to the Department Heads which may be welcomed by the Department Heads.

**D.** Kimberley said she has not heard back from Varick Proper who made the comment that he felt the Selectmen were derelict in their duties handing off too much work to the Town Administrator. Kimberley wants to know what Varick was seeing that he doesn't want to see again. Kimberley will contact Varick for more conversation. Kimberley feels the Board needs to take back some of the work or complete an analysis on what has been going on that this Board felt was over reach on the part the Town Administrator and should have been the Selectman's job to do instead. Clyde doesn't feel the Board needs to take work on but to set the priorities and to direct the Town Administrator.

**E.** Clyde said in looking at the Town Administrator job description, trying to embody that spirit into the job description would be a goal. Judy said she reached out to the employee's and anybody they wanted it forwarded to and asked for their input. Judy said John Leavitt, Janice Cutting, Martha Mical, Ed Mical shared their input with Judy. Judy will share that information with the Board as well.

**F.** Clyde wants the Board to look at the current job description over the next week and make and incorporate any changes wanted for discussion at the Selectboard's next session. The next step is to think of the qualities wanted in the next Town Administrator and how will the town search for one. Clyde said he has talked to representatives from Henniker, they advertised for a Town Administrator with the intent of using a service if the advertising results didn't pan out. Kimberley said the first question that needs to be answered is does the town want to hire a Town Administrator and until that is known all that can be done is revising the job description. Clyde is in favor of hiring a Town Administrator. Kimberley said if it is a strip down version of what the town has had in the past that decision needs to be made first. Judy feels it is not time to eliminate the position, it's time to review the position.

**G.** Kimberley said there are 2 things missing for the Board that she feels are critical are:

1. The ability to seek out grants to financially help the town.
2. An understanding of the RSA's and keeping the town out of trouble and has municipal skills.

**H.** The next work session to hammer out the job description will be on Monday, May 20th beginning at 6:30 pm.

**4. Nonpublic Session**

Members Present:	Clyde Carson	<u>  X  </u>
	Judy Newman-Rogers	<u>  X  </u>
	Kimberley Edelmann	<u>  X  </u>

Motion to enter nonpublic session made by Chairman Carson. Seconded by Selectman Newman-Rogers.

  X   RSA 91-A:3, II (d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

Roll call vote to enter nonpublic session: Carson - Yes, Edelmann - Yes, Newman-Rogers - Yes

Other persons present during nonpublic session: None

Description of matters discussed and final decisions made: Meeting minutes are sealed for 3 months.

Chairman Carson made a motion to leave nonpublic session and return to public session at 8:57 pm. Roll call vote: Carson - Yes, Edelmann - Yes, Newman-Rogers - Yes.

**5. Public session re-opened at 8:57 pm.**

Attendance: Selectman Clyde Carson – Chairman, Selectman Kimberley Edelmann, Selectman Judy Newman-Rogers

**6. Motion to Seal**

Motion made by Selectman Carson for the May 20, 2019 nonpublic meeting minutes to remain sealed for 3 months.

Roll call vote to seal minutes: Carson - Yes, Edelmann - Yes, Newman-Rogers - Yes.

Motion: **PASSED** / DID NOT PASS

**7. Welfare Officer**

The town needs a Welfare Officer and will post the position on the town website and the NHMA website and it will be fanned out to the employees and other town contacts.

**8. Adjourn**

Meeting adjourned at 8:58 pm

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

Recorder of the Minutes: Mary Whalen