



# Warner Board of Selectmen

## Meeting Minutes

### Tuesday, July 16, 2019

#### APPROVED

#### **1. Open Meeting** Chairman Carson opened the meeting at 7:02 pm.

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

Others present: Ed Mical, Tim Allen, Bill Chandler, Ed Raymond, Varick Proper, Kelly Henley, Martha Mical, Deb Moody, Michele Courser

#### **2. Hazard Mitigation Plan**

**A.** Emergency Management Director, Ed Mical, reported formal approval of the Hazard Mitigation Plan from the State has been received dated June 25, 2019 and is good until June 24, 2024. The approval allows the town to apply for Homeland Security and Emergency Management Mitigation Grants administered by FEMA. Ed is also working with the Director of Public Works looking at the possibility of applying for a grant for culvert replacement.

Ed said he will be meeting with the Selectboard again to establish a formal committee to continue annual reviews of the Hazard Mitigation Plan. Projects have been identified as part of the Hazard Mitigation Plan and Ed will be meeting with the Planning Board to accept the plan as an addendum to the Planning Board's Capital Improvement Program.

The plan will also be visible on the town's website once the final version is received. Copies of the plan will be available in the Selectman's Office, Land Use, Public Works Dept. and Ed will have one.

**B.** Ed said he talked to the Board about 3 weeks ago about the E911 system and sent the Board an email with information about the new set-up. A new Code Red has been adopted as the reverse 911 system which is suppose to be more user friendly. There are 2 phases, one is for emergency notification and the other for non-emergencies. In order to use it you have to be designated, and at the meeting 3 weeks ago the Board put Ed as the direct point of contact for the system. The next step is to designate users for the emergency access part of it. The users will be the Police Chief, Fire Chief, Deputy Emergency Management Director, Emergency Director and Selectman Edelman, others can be added at any time. Ed will send who the users are to the State, after, an email will be sent to the users for on-line training as well as training with an E911 Coordinator. Clyde asked once a name is on the list what does that imply. Ed said the system allows emergency notification to those who have a land-line phone and to those who have signed up with a cell phone. Kimberley asked Ed if the people who have signed up for Code Red are they automatically signed up for the new system? Ed said yes, as far as he knows. Clyde asked if there is ability through TDS to send a message out to TV's and the internet? Ed doesn't believe so.

**C.** Ed said Stephanie Alexander from Central NH Regional Planning Commission sent Ed a letter regarding culvert study for a couple of culverts in Warner. Ed and the Director of Public Works looked at what culverts were chosen and didn't agree and chose the 2 culverts on Red Chimney Road and one on Poverty Plains Road. CNHRPC with the Department of Environmental Services are unable to do the one on Poverty Plains because there are wetlands involved, they can do the 2 on Red Chimney Road. There will be a letter generated and sent to the landowners asking permission to cross over property. Tim Allen explained the reason he chose the 2 culverts on Red Chimney is because each culvert (concrete structure) would cost about \$72,000 to replace. There is a tremendous benefit of the study when it is completed because in order to spec the culverts an engineer must complete the same water water study. Tim said when these 2 culverts were discussed it was determined that there is a benefit getting help with the culverts and get the those culverts back in the plan to get them completed. Clyde asked if the Conservation Commission will be involved. Both Ed and Tim didn't believe so. Ed said the Conservation Commission was involved in the Hazard Mitigation Plan update which included the 2 culverts that were identified. Tim said because the culverts are less than 10' wide they do not qualify for Bridge-Aid, any help the town can get will be beneficial.

**D.** Ed talked about the Emergency Management Planning Grant for Emergency Operation Center, he is completing a quarterly report as part of the final close-out and will be submitting the funds for the final reimbursement by the end

of next week. Ed said the New London Town Administrator and Emergency Management Director will meet with him this coming Thursday for a tour of the Emergency Operation Center.

### **3. Budget Review - Public Works Department**

Director of Public Works, Tim Allen, reviewed his budget expenses.

- Overtime and part-time labor is getting tight. Tim said he overspent both lines last year and expects the same will happen this year.
- An extra 1,800 yards of sand was purchased as well as 1,300 yards was purchased during the winter, this line is overspent.
- Overall, Tim said he doesn't have any issues unless there is an unforeseen event which would tighten up his budget even more.
- The budget is 43% spent at the half year mark. Clyde said sitting at 43% and managing to the bottom line of the budget, he asked Tim if he see's any issues staying within that budget up to the end of the year. Tim said he see's no issues.
- Judy asked if there were encumbered funds for paving this year. Tim said there was. Judy asked if the encumbered funds are included in the budgeted amount. Tim said no, encumbered funds are not included in the operating budget. Paving money was encumbered (about \$62,000) for Dustin Road and Iron Kettle Road. Tim is moving forward paving Dustin Road, he doesn't feel the paving will impact what the State is doing with the Route 127 Bridge. Information from the State said the Route 127 bridge construction is two years out.
- Another project for this year is paving Kearsarge Mt. Road from Latting Lane to the State marker.
- Judy asked Tim if he is aware of how much money is outstanding. Tim said yes he is, there is also a couple of credits as well.

### **4. Budget Review - Fire Department**

Fire Chief, Ed Raymond, reviewed his budget expenses.

- 47% of the budget has been spent.
- Fire Equipment Maintenance is overspent by \$4,300 because the oxygen system was scheduled to be moved to the new fire station last year but the station wasn't ready, Ed was hoping to pay for the move from his 2018 budget. The system was moved at the beginning of 2019 instead.
- Clyde asked Ed if he see's any future expenses related to the new fire station that may impact him negatively. Ed does not see any future expenses.
- Ed is concerned about vehicle maintenance because this is the year all the vehicles are serviced and could cost \$1,000 per vehicle plus they all need to be inspected.
- Clyde asked Ed if he see's any issues staying within the bottom line of his budget. Ed said he doesn't see any issues, but there is always the unforeseen.
- Propane usage will be monitored this year. The yearly usage is unknown at this time, the Engineers provided an estimate, but Ed feels the estimate is too high, it was for a full-time station.
- Judy asked Ed if he has anything that uses electricity on timers. Ed said the lights in the building are all LED efficient, the lights turn on with movement and then go out when there is no movement. Ed keeps the exterior lighting to a minimum because of neighbors. Judy asked if the thermostat is on a timer. Ed said the thermostat is run by computer set by the engineers. Kimberley said because it is unknown when the staff will be at the station the station is at a constant. The envelope of the building is extremely insulated. In the summer the thermostat is set at 68 degrees.
- Clyde asked about the recent garbage truck accident on I-89 if there was any follow-up. Ed said once it was determined there was no fire danger the Department of Transportation and the Department of Environmental Services took over the clean-up.
- Judy asked Ed what the dryer situation is. Ed said he is doing a field test from a company out of Londonderry NH for 30-days. The old dryer is in storage and Ed has reached out to area departments to see if there is any interest in the dryer.

### **5. Budget Review - Police Department**

Police Chief, Bill Chandler, reviewed his budget expenses.

- 47% spent as of the end of June.
- Overtime is running high, \$1,000 was cut last year. Bill is not overly concerned yet, unless something happens out of his control.
- Office supplies is high because new tables were purchased for the meeting room.
- The remainder of the budget is in-line.

- Clyde asked how will the retirement of an officer impact his budget. Bill said he will be discussing the impact with the Board in August after the pay-out is completed. Bill said he would like to stand fast for 3 to 4 months to re-coop the pay-out. The overtime may be impacted by this as well.
- Judy asked if there are any outstanding bills. Bill said no, not at this time.

## **6. Budget Process**

**A.** Clyde said the thought is to use the Munismart software to develop the budget sheets. Kimberley offered to make the excel spreadsheets for the budget process. The Board is going to try to use the same procedure as in the past. Clyde suggested establishing a time table for getting it done using the Budget Committee meeting calendar.

**B.** Ed Raymond said he completed his Capital Improvement Program, he thought that process was going to be stream-lined, it's back to 7 pages. Some of the projects are redundant because some projects are year after year after year. Bill said the Planning Board added questions, in the past an overview was done for the reasons for the submitted CIP. Bill said it's unfortunate the Planning Board has added another questionnaire where the Department Heads reasoning, back-up and support is the same as it has been for the last several years. Bill said there was a conversation during a Budget Committee meeting and the Department Heads voiced how they liked the previous format. Clyde said he will contact the Planning Board Chair for clarification.

## **7. Fire Suppression System**

**A.** Tim Allen provided an update. As far as the suppression system itself, Brigade will meet with Tim on Monday to look at the storage area and will have a quote for Tim on Tuesday. Tim said he did receive figures back from Carter which will add \$20,000 for the dry system.

**B.** The State sent Tim the paperwork for a permit to dig up Main St. and he needs to complete easement paperwork for crossing the property owned by Nate Burrington. Tim said what would help him in deciding where we are going to go with this is the Board making a decision on what vendor the Board chooses. Outside design work needs to be done and a water flow test. Tim said the outside work will cost about \$85,000 which he would like to complete this year before school starts and the sprinkler system next year after the Board makes a decision. Clyde asked Tim if he has paving money for this project. Tim said he could use the paving money he was going to use on the Courser Corner on Schoodac Road. Tim will move forward and will complete the outside work. Tim said the Board will need to choose a vendor after he receives the quotes because 7% of their cost is doing the design work for outside. Clyde said the vendor that is chosen also needs to know that the cost needs to be good up to Town Meeting. The Board will meet with Tim again on July 30 to choose the vendor.

## **8. Tri-town Bidding for Heating Oil & Propane**

Chairman Carson made a motion, Warner will be joining Bradford and Sutton for fuel bids, Bradford will be organizing the bidding this year. Selectman Edelman seconded the motion, the motion passed.

## **9. Deputy Town Clerk**

Town Clerk, Michele Courser, made an offer of employment to Darcie Buskey as Deputy Town Clerk which Darcie accepted and will start July 29.

## **Board Action**

Selectman Edelman made a motion to hire Darcie Buskey at Grade 6 Step 1, \$17.87 per hour, 30 hours per week starting on July 29 and and appoint Darcie thru to 2021 as Deputy Town Clerk. Selectman Newman-Rogers seconded the motion, the motion passed unanimously.

## **10. Economic Development Advisory Committee - Chamber Membership**

Clyde said he spoke with the EDAC Chairman who told Clyde he did not request the membership. Clyde said since this hasn't been done in the past and there is no budget for it he made a motion to deny the request. Selectman Newman-Rogers seconded the motion, the motion passed.

## **11. Adding Addiction Information to the Website**

The Board wants more information about the addiction information. Judy said she looked at the link and it appears to be informative, but she didn't know where the group is out of.

## **12. Inventory Form PA-28 Form**

Martha Mical said a motion was made last year or the year before to not do the form until it is decided to do it again.

### **13. Retirement**

Clyde said the Board received a letter from Sergeant Ron Carter informing the Board that he is retiring July 31, 2019.

### **Board Action**

Chairman Carson made a motion to accept the resignation of Ron Carter and extended a grateful thank you for his 26 year's of service. Selectman Newman-Rogers seconded the motion, the motion passed.

### **14. Public Utilities Commission**

Clyde explained the Selectmen received a letter from the PUC asking if the Board objects to the release of information regarding the solar array. The Board has no objections to the release of information.

### **15. New Fire Station - Budget Status**

Kimberley will have a report ready for the July 30th meeting.

### **16. Department of Transportation**

The DOT sent a letter to the Board regarding the work that is scheduled on I-89. If there are any concerns, those concerns need to be submitted in writing. Tim, Bill and Ed have no concerns. Tim will respond to DOT that the town has no concerns.

### **17. Selectman's Capital Improvement Program**

The Board needs to agree on the projects to submit to the Planning Board. The projects are sprinkler system in the Town Hall, design and construction of sidewalks from the Village area to Exit 9 and Property Revaluation. Kimberley will take on Property Revaluation, Clyde will take on the sidewalk project, fire suppression will be firmed up July 30. Clyde made some other suggestions, reorganizing Town Hall offices and record storage. Clyde asked the Board if they want to submit for a Geographical Information System (GIS). Kimberley will ask the Economic Development Advisory Committee if they will be submitting a CIP for the GIS. Tim mentioned there may be some work needed at the Old Graded School on the flat roof.

### **18. Town Clerk's Office**

Michele asked if the Town Clerks office will be moved this year, if not, she would rather move next year because there are 4 elections. Michele is also having a vendor coming on Monday regarding shelving. Clyde said to move forward and get that cost. Tim said there also needs to be space available for the bottles for the gaseous system. Clyde suggested moving forward with the move, but there are still a few decisions to make along the way. Kimberley asked what are the decisions. Clyde said the elimination of an office, what is the impact to the Water District and the Supervisor's of the Checklist and where will the Town Administrator's office be located. The office located under the Town Clerk's office needs to be painted and cleaned up too. Clyde said if there is a cost for moving the offices it will come from the Town Hall Improvements Capital Reserve, not a CIP request.

### **19. Paychex**

Clyde proposes not moving forward with Paychex at this time but include the discussion on how payroll will be done as part of a broader effort to decide to continue with Munismart or look at another financial software to be added to the 2020 budget.

### **20. Town Administrator Job Description**

Judy needed more time and has gone through most of the job description. Clyde said in terms of bringing this to a conclusion. Judy said considering what people have talked to her about, the concern is to not have what we had. When Judy is reviewing the job description those are the things she thinks about. She doesn't think it should be a position that is given some kind of vague authority because that tends to open the door for possible abuse. Judy thinks when the Board assigns authority it should be specific and that's the way she is approaching the job description. Who ever fills the position it should be very clear they work for the Board, Department Heads and employee's. Clyde asked Judy if she is making changes to the job description. Judy said yes. Clyde said the Board will talk further on July 30th.

### **21. Other Business**

Clyde said some active recruiting is needed to fill the vacancies on the Planning Board and some other committee's.

## **22. Minutes**

Selectman Newman-Rogers made a motion to approve meeting minutes dated June 24 public and nonpublic, July 2 public and nonpublic, July 9 public and nonpublic with changes. Chairman Carson seconded the motion, the motion passed.

## **23. Manifest**

Chairman Carson made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 5937-5948 in the amount of \$31,478.29 (including 22 direct deposits). Accounts Payable check numbers 56556-56590 in the amount of \$1,017,312.64 (including a check to KRSD in the amount of \$750,000.00). Parks and Rec revolving account check #1012-1013 for \$329.87. Fire Station Construction Acct check #141 for \$300.00. Motion seconded by Selectman Newman-Rogers, motion passed.

## **24. Consent Agenda**

Selectman Newman-Rogers made a motion to approve the Consent Agenda for July 16, 2019:

Previously signed by the Board:

1. Building Permits for: Map 10 Lot 53, Map 12 Lot 27 and Map 3 Lot 71

To be signed by the Board:

1. Corporal Job Description
2. Building Permits for:
  - Map 28 Lot 9
  - Map 12 Lot 44
  - Map 31 Lot 46
3. From the Tax Collector, request for \$111,707 to purchase the liens of May 3, 2019.
4. DRA Application for Reimbursement

Motion was seconded by Chairman Carson, the motion passed.

## **25. Adjournment**

Meeting adjourned at 9:30 pm

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

Recorder of the Minutes: Mary Whalen