



# Warner Board of Selectmen

## Meeting Minutes

### Tuesday, October 8, 2019

#### APPROVED

**1. Open Meeting** Chairman Carson opened the meeting at 7:00 pm.

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

#### **2. Nonpublic Session**

Members Present: Clyde Carson, Kimberley Edelmann, Judy Newman-Rogers

Motion to enter nonpublic session made by Chairman Carson, seconded by Selectman Edelmann.

Specific statutory reason cited as foundation for the nonpublic session:

X  RSA 91-A:3, II (c) Reputation

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

Entered nonpublic session at 7:01 pm.

Other persons present during nonpublic session: Peter Wyman

Description of matters discussed and final decisions made: Permanently sealed.

Motion to leave nonpublic session and return to public session by Chairman Carson, seconded by Selectman Edelmann. Roll call vote: Carson - Yes, Edelmann - Yes, Newman-Rogers - Yes.

#### **3. Public Session**

Chairman Carson opened the public session at 7:17 pm.

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

Others present: Charlie Albano, Martha Mical, Kelly Henley, Ed Raymond, Ed Mical, John Leavitt, Marianne Howlett, Deb Moody, Michele Courser

#### **4. Sealed Minutes**

Chairman Carson made a motion to seal the October 8, 2019 nonpublic minutes permanently. Motion was seconded by Selectman Newman-Rogers, the motion passed.

#### **5. Mural**

**A.** Charlie Albano, Chairman of the Economic Development Advisory Committee, came to provide an update to the Board on what the EDAC has been doing, progress can also be followed on the town's website. The EDAC also contributed towards the town website being updated which was recommended by State agencies.

**B.** About a year ago, Charlie met with Bog Egan and Rhonda Rood and asked permission to use the side of their building for a mural which they agreed to. Mural's are another part of an economic development activity where people would like to come to town to see. A sub-committee of the EDAC was developed to create the mural. They are ready to send out request for proposals, Charlie passed out a copy of the RFP. The EDAC would like to send the proposals out in October. Charlie will obtain written permission from the owners of the building, the EDAC also has permission from the Warner Historical Society to partner with them being a fiscal agent for the money that is going to be raised for the mural privately. The cost for the mural is estimated at \$10,000. The mural will not be painted on the wall, the mural will be in 6 sections and will be hung on the side of the building. The theme is based on Warner's 250th anniversary. Charlie asked the Board if they have any questions. Clyde said his questions were answered, the budget and the ownership of the mural. The hope is the mural will be completed before the Fall Foliage Festival in 2020. Judy asked if the mural will be paid for by funds being raised. Charlie said yes, he has

asked for a donation from Sugar River Bank, there is also a grant that will be applied for with a range of \$5,000 to \$7,000, and plans to ask area businesses for contributions. Judy asked if there will be any fund raising. Charlie said if he could raise a few thousand dollars from local businesses and then the balance would be in the grant application, he has also submitted an application to the Fall Foliage Festival.

## **6. Fire Truck Purchase**

**A.** Fire Chief, Ed Raymond, came to provide an update on the new fire truck that was proposed at Town Meeting. Ed said a committee was established at the Fire Department who came up with a quote to purchase a new Pierce truck, the same Pierce truck as they have now. The only difference from what they have now, is the compartment is made different. This vehicle will be a combination of a pumper and a rescue vehicle and will be the primary vehicle that goes out on to the interstate and first in line for house fires. The prepay for this vehicle will be \$527,000. Clyde asked Ed how that price compared to what he thought it would be. Ed thought it would be about \$500,000. The price is down by \$16,000, if you prepay up front, the actual cost is \$543,000. The quote is good for 30-days (starting today), once the contract is signed to build the truck, the prepay needs to be made within 15 days, delivery would be sometime in June. Ed said he is talking to Pierce about trading Engine 1 because he is not sure there are resources available to sell it on its own. The best price will be around \$5,000 and that would go towards the cost of the truck being purchased.

**B.** Clyde said in his mind this was going to be a 2020 purchase. Ed said the truck will be ordered in 2019 delivered in 2020. Clyde asked Ed how did this truck show up in the Capital Improvements Program. Ed said the truck is listed in the CIP. Judy asked if there is enough money to purchase the truck in the capital reserve fund, and Ed thought there was. Clyde asked what is the next vehicle. Ed said for the next vehicle, he is going for \$150,000 in 2020 and the same amount the following year for a Rescue 1.

**C.** Kimberley asked what if the town makes payments? Ed said the price will increase by \$16,000. Ed is recommending the \$527,000 prepay. Clyde asked if a public hearing is needed before purchasing the vehicle and the answer was no, a hearing is not required.

**D.** The vehicle being traded will be stripped of all equipment and radios, that will happen when the new truck is received. Judy said she is not familiar with Ed's vehicles, it would be easier for her to visualize if she could see what it is, it's really difficult to comprehend what Ed is saying for that amount of money, and she also said, about the public hearing, isn't that the Town Meeting? Judy asked if what was proposed at Town Meeting being purchased here. Ed said yes. Judy said to Ed, the committee, you said put together this quote? Ed said the committee sat down with the salesman and went over the specs and what the Fire Department wanted. Judy said so the committee created the specs and did the committee go out for different quotes from different vendors? Ed said no, they stayed with Pierce because we like the way the pump is set up, everyone is familiar with it and it runs really good and Pierce backs their product. Judy said this made her think of the bid process the town has. Ed said the reason we didn't do that is because the staff is very familiar with this new engine made by Pierce, they felt if they got another one just like it...Kimberley said it's also safer to have the staff working around identical equipment. Ed said the new one is colored coded the same as the other engine. Judy asked the Board, for procedural reasons, do we want to use Ed's explanation to say we are not going to use the bid process? Ed said there are other sources to choose from, and most likely the costs will be close or higher, but Pierce is the brand we are familiar with and the staff really likes. Judy said to Ed that it would be on the record, his reason to request a waiver to the policy. Ed said, that's what he would say. Clyde asked if there is any State contract for these trucks. Ed said no, smaller vehicles yes.

### Questions/Comments:

1. John Leavitt said the truck Ed is talking about is not the truck that was presented to the Budget Committee last year. The vehicle didn't come up until Town Meeting and it caught the Budget Committee by surprise. Nobody suggested it wasn't a good idea, but this wasn't the vehicle discussed during the budget process last year. John said it's not a bad idea, he just wants that clarified. The concern John has, is now Warner will be supporting 3 rescue vehicles. John asked which rescue vehicle will be retired. Ed said the big rescue vehicle, in 2 years it will be out of service and replaced with a support vehicle that will carry equipment.

2. Charlie had two comments, one addresses Judy's concern about having another bid. Based on what Ed is saying this looks like a single source bid based on the relationship the Fire Department has with Pierce that builds these engines. It's a company that focuses specifically on what that need is. Charlie's second question, is there another

fire engine Ed will be needing in the next 2 years. Ed said another engine, no. Charlie asked is there another fire vehicle in the next 2 years. Ed said yes, the support vehicle that will take the place of the rescue vehicle, and it should cost around \$300,000.

3. Ed Mical asked if the vehicle will have foam on it. Ed said yes, there will be a foam indicator on it. Ed Mical also said the capital reserve fund for this purchase, he believes the purchase is based on the money approved this year to pay for it and he is unsure the Board has voted to add that money to the capital reserve. Clyde said we will check on that. Kelly (Bookkeeper) said in March when the Town Clerk provided the warrant article amounts to the Board, is that when they are approved to transfer the money, she is not clear on this yet. Judy said if the money approved was surplus money, it would need to be moved 10 days after Town Meeting. The warrant articles that approved funding from taxation, that money needs to be moved by December 15. Kelly told the Board there is a couple of checks in the manifest that will be funding capital reserves. Ed Raymond asked Kelly if she knew what the balance is in the capital reserve for Fire Department Vehicles. Kelly did not know, from what she has heard Ed will need what was voted, placed in the capital reserve.

**E.** Clyde said he and Judy would like a tour of the vehicles and that would give Ed time to negotiate the trade-in and the Board can take this up at the October 22 meeting. Ed said that would be fine as long as it's within the 30 days and we can make the full payment within 15 days from the time the contract is signed. Judy and Clyde will visit the Fire Department independently.

## **7. Emergency Management**

**A.** Emergency Management Director, Ed Mical, said there are funds available from Homeland Security in Emergency Management. The Emergency Operation Plan created in 2016 is now outdated due to the new Fire Station and the updated Emergency Operation Center. Homeland Security is also looking at emphasis on plans. The Emergency Operation Plan and Hazard Mitigation Plans were completed last year, and are good for 5 years.

Another plan, Continuity of Operations Plan which is new, it's for when something major happens, how will a community function through the disaster and move on. Ed said he has a contractor that is willing to go through and do both the Emergency Operation Plan update and the Continuity of Operations Plan for \$5,000. Ed said this will be done under the Emergency Management Performance Grant Program which Ed will apply to have EOP updated and the COP created. The grant is a 50/50 match, the in-kind match for the grant will be made up from attendance at meetings and exercises associated. Clyde asked when this would take place. Ed said next year, he needs to apply now, the funds will be awarded as the funds become available. Ed is hoping to get the grant in now for January 2020 approval. Judy asked if this is money that would need to be budgeted. Ed said there is a grant line in his budget for \$5,000 which would be a reimbursement to the town. Judy said the COP is a new plan that somebody thought of the town needs to have? Ed said the COP is not a new plan, it's a plan the Federal and State agencies want communities to move towards. A survey was recently completed of all the communities in NH, there is only about 10% of the communities that have a COP. Clyde said it seems like a good planning process to do, in terms of the Federal and State encouraging the town to do the COP, will the town get merits for doing the plan and demerits if the town doesn't? Ed said after having a COP, if something happened tomorrow the town would be better prepared in an emergency. At this time the COP will have no impact towards applying for assistance during a disaster, it may in the future. Ed is looking for approval from the Board to apply for the grant. The Board agreed.

**B.** Ed Mical said there is a Capital Improvements Program item that has been included under Emergency Management for about 18 years for an alternate route off of Kearsarge Mountain Road. Ed has met with Central NH Regional Planning Commission and looked at a couple of sites for an emergency access road. Ed provided a copy of a summary. Ed submitted a CIP item in for \$10,000 in 2020 to do a study to look at sites. Kimberley asked how will the \$10,000 be used. Ed said to look at potential sites/locations, and to come up with a proposal to generate an emergency access road. Kimberley asked who would be getting the money. Ed said an outside source, an engineering firm. Ed said he did have maps that identified 2 sites, from the water tank to North Ridge Housing and the other is up towards the College land to the town forest off of North Road.

## **8. 2020 Budget**

Clyde would like to establish a work session to go through the budgets. Both Tim Allen and Tim Hayes have been working on the budgets for the buildings. Kimberley said the January through September expenditure's will be updated and sent to the Budget Committee Chair who will distribute the update to the Budget Committee members.

Judy told Kimberley to check the Highway Department's budget because the lines are off, the numbers don't match the accounts. The Board will meet on Tuesday, October 15th for a work session.

## **9. Other Business**

**A.** Kimberley said the Fall Foliage Festival is this weekend, the Fire Station will be open for viewing.

**B.** Judy said she didn't get any responses to the request about using the Town Administrator email, she thought it was suppose to be closed down and everything forwarded to the secretary and the Town Administrator email would fade away. She said she gets very confused when emails are not signed coming from the Town Administrator. Kimberley explained two people are reading the Town Administrator's emails, whenever she sends out an email using the Town Administrator computer, she does sign the email and strips off the TA address. The secretary also reads the TA emails, emails are filed accordingly for the next Town Administrator. Judy said she was approached by a citizen who has been waiting for a response from the Town Administrator and they didn't get one. The citizen asked why is the email on the website if there is no Town Administrator. Kimberley said both her and the secretary read the emails that come in on the Town Administrator's email address and suggested to Judy to check with the secretary about it. Clyde said it would be clearer not to send anything from the Town Administrator email for now and use their own email addresses. Kimberley said she doesn't have a warner.nh.us email, the secretary forwards emails to her. Judy asked Kimberley if she has an email to receive emails. Kimberley said she has a private email. Judy asked Kimberley what does she use for the town. Kimberley said she uses the secretary's email address. Judy suggested linking Kimberley's name on the website to the secretary's email address.

**C.** Clyde said the Department of Transportation erected the two posts for the Barbara Annis sign at the roundabout. The sign has arrived and are now waiting on the Governor's availability.

## **10. Town Administrator Position**

John Leavitt asked for a status report regarding the vacant Town Administrator position. Clyde said the status hasn't changed much from the last time. An Interview Committee has been formed, John Dabuliewicz is Chairman. The Committee met last week and started organizing interviews. Interviews will begin right after the Fall Foliage Festival.

## **11. Horne St.**

Martha Mical asked for an update on the town property located on Horne St. Judy said she reviewed the file of information from the Fire Department property when the house on the property was sold. She said she was a bit confused and asked if the town needs to notify the abutters. The answer was yes. She said there's another RSA that says the previous owner needs to be notified, does that apply in this case when the town owns the property. Martha Mical said no, because the town didn't take the property. That RSA is for if the town took the property because you didn't pay your taxes. Marianne Howlett, clarified, the Horne St. property was taken for taxes so the RSA would apply. Marianne added if the town receives more money than what is owed on the property, the previous owner must be contacted to come to an agreement with them. Marianne said all costs associated with the property need to be documented and included with the taxes that are owed on the property.

## **12. Manifest**

Chairman Carson made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 6039-6051 in the amount of \$32,489.95 (including 25 direct deposits). Accounts Payable check numbers 56805-56858 in the amount of \$1,061,646.78 (including a check to KRSD in the amount of \$450,000 and \$353,000 to fund Warrant Articles 8,10 & 15). Selectman Edelmann seconded the motion, the motion passed.

## **13. Consent Agenda**

Selectman Edelmann made a motion to approve the Consent Agenda for **October 8, 2019**:

To be signed by the Board:

1. Elderly/Disabled Tax Deferral Release
2. Response letter to Wendy Place
3. Health Trust - Authorized User
4. PA-28 Inventory of Taxable Property (DRA did not receive the first one signed)
5. Payroll Change Form
6. Intents to Cut for: Map 6 Lot 32 & Map 10 Lot 30-1
7. Veteran's Tax Credit for: Map 26 Lot 5 & Map 37 Lot 10

8. 2 Yield Tax Levy's

7. Building Permits for : Map 8 Lot 6-113-LAT, Map 33 Lot 1 & Map 19 Lot 2-1

Chairman Carson seconded the motion, the motion passed.

#### **14. Nonpublic Session**

Motion to enter nonpublic session made by Chairman Carson, seconded by Selectman Edelmann.  
Specific statutory reason cited as foundation for the nonpublic session:

X  RSA 91-A:3, II (b) Hiring

Members Present: Clyde Carson, Kimberley Edelmann, Judy Newman-Rogers

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

Entered nonpublic session at 8:47 pm.

Other persons present during nonpublic session: John Dabuliewicz

Description of matters discussed and final decisions made: Minutes were sealed indefinitely.

Motion to leave nonpublic session and return to public session by Chairman Carson at 9:04 pm, seconded by Selectman Edelmann. Roll call vote: Carson - Yes, Edelmann - Yes, Newman-Rogers - Yes.

#### **15. Public Session**

Chairman Carson opened the public session at 9:04 pm.

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

Others present: None

#### **16. Sealed Minutes**

Chairman Carson made a motion to seal the October 8, 2019 nonpublic minutes indefinitely. Motion was seconded by Selectman Edelmann, the motion passed.

#### **17. Nonpublic Session**

Motion to enter nonpublic session made by Chairman Carson, seconded by Selectman Edelmann.  
Specific statutory reason cited as foundation for the nonpublic session:

X  RSA 91-A:3, II (e) Legal

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

Members Present: Clyde Carson, Kimberley Edelmann, Judy Newman-Rogers

Entered nonpublic session at 9:06 pm.

Other persons present during nonpublic session: None

Description of matters discussed and final decisions made: Sealed until both cases are resolved.

Motion to leave nonpublic session and return to public session by Chairman Carson, seconded by Selectman Edelmann. Roll call vote: Carson - Yes, Edelmann - Yes, Newman-Rogers - Yes.

#### **18. Public Session**

Chairman Carson opened the public session at 9:15 pm.

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

Others present: None

**19. Sealed Minutes**

Chairman Carson made a motion to seal the October 8, 2019 nonpublic minutes until both cases are resolved. Motion was seconded by Selectman Edelman, the motion passed.

**20. Eversource**

Chairman Carson made a motion to accept the settlement offer from Eversource for assessment cases for years 2014, 2015 & 2016 in the amount of \$153,474 to be paid over a 3 year period with the first payment being due on December 2019 to be paid either out of the overlay or through and abatement on December taxes. Selectman Edelman seconded the motion, the motion passed.

**21. Adjournment**

Motion was made and seconded to adjourn at 9:18 pm.

Board of Selectmen  
Clyde Carson - Chairman  
Kimberley Edelman  
Judith Newman-Rogers