



Warner Board of Selectmen

Work Session Meeting Minutes

Monday, October 21, 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

Others present: Tim Allen, Tom Baye, Kelly Henley, Apryl Blood, Martha Mical, Marianne Howlett, Nancy Martin

2. 2020 Budget Review

1. Tax Collector - No change in the 2020 budget. Marianne Howlett said she needs to check on software support, she believes there will not be an increase.

2. Town Hall - Tim Allen, Director of Public Works, said the budget for the Town Hall is basically the same as last year. Clyde asked Tim where the irrigation in the front lawn stands. Tim asked where the funding will come out of, the maintenance budget for the Town Hall or the Beautification Fund. Clyde said the Beautification Fund. Tim said he talked to Steve Bridgewater who is the installer and discussed the best time to do the rest of the system. Tim said he will create a plan for next year. The irrigation is already hooked up and outside, what is left to do is determine where the sprinkler heads will be.

Judy said to Tim there doesn't seem to be much spent under the sprinkler/fire alarm, \$180 was spent for the Town Hall and nothing spent at the Old Graded School. Tim said there are invoices that haven't been paid yet, one for \$500 for the Old Graded School and another from Cintas for \$500 that needs to be broken out.

When Tim has the final cost for the work done on the driveway for the interior sprinkler system at the Town Hall, Tim will meet with the Board. Marianne talked about the sprinkler system, she said she voiced her concern at the Budget Committee meeting last Thursday night. She said in August, Tim talked about the prices to complete the sprinkler system in the Town Hall, it was approximately \$152,000 and Tim was going to take \$30,000 from paving and \$120,000 from a capital reserve. Marianne said it's going to be very tight and close, she thinks the Board needs to think about that when planning for 2020 so the project could be completed.

Nancy Martin asked about the Christmas tree on the front lawn of the Town Hall, it has one year left to live? Clyde said the tree is on borrowed time, it should have been replaced about 2 years ago with a different tree. When the tree grows it becomes difficult to decorate. The tree will be replaced with a slower growing tree.

3. Old Graded School - Tim Allen said during the Primex building inspections it was noted the fire escape needs to be scraped and painted. The rest of the expenses for the building will remain the same. Clyde said there are known issues with the handi-cap ramp keeping the ice off of it, he asked Tim if there is anything that needs to be done with the ramp. Tim said it can be looked into to put some kind of matting on the ramp and just keep better track of the ramp during the winter months. Judy asked Tim about the supply line for the Old Graded School, no money was budgeted for 2019, but money was spent in 2019, should money be added for 2020. Tim said typically the tenants purchase paper towels and toilet paper, but for some reason there was a need for those supplies so the town purchased them. Kimberley said a coffee maker was also replaced.

4. Old Fire Station - Tim asked to raise the amount budgeted from \$400 to \$800 for general maintenance.

5. Building Inspector - Tom Baye said his budget should reflect no changes. Tom is paid for the inspections at \$30 per inspection and mileage. Tom requested to increase the reimbursement rate.

6. Parks & Recreation Commission - Apryl Blood said an underground pipe needs to be replaced at the lake and budgeted \$500 for that. The batting cage screen needs to be replaced, the screen costs \$185. A drag for the softball field and all the fields is needed, that cost is \$230, at this time they are using a piece of fencing. The Riverside building, the wood portion, needs desperate repairs, \$8,000 has been budgeted, and a plumbing access in the

bathrooms needs to be completed, Apryl obtained a quote in the amount of \$1,500. Clyde asked if we should be thinking of just building a new snack shed. Apryl didn't think so, the money budgeted includes what is needed for the shack. A separate equipment shed is needed at Riverside for \$13,769. To add irrigation to the football field will cost about \$8,800. What is strongly needed is a new tractor, Apryl obtained a cost from Knoxland, \$11,809. Clyde asked how often will the tractor be used. Apryl said they have been using Alan Piroso's personal tractor which has racked up over 80 hours. The tractor would be stored in the shed that is being added. A new back-pack blower has also been budgeted for \$600, the current blower is 12 years old and not working well. Apryl said Primex did an inspection and now 3 items need to be updated, a new GFI in the snack shack, which will be completed this year. The swing and mulch did not meet Primex criteria so the Highway Department will dig the area out and level it. The mulch area needs to be 14' front and back and 9" deep for mulch, the cost will about \$1,050. Primex also said 3 swing seats need to be replaced which will cost \$105. Kimberley asked Apryl if she has prioritized this list. Apryl said the building and the tractor are the priorities.

Clyde said the Board is thinking of establishing a capital reserve fund for Parks & Recreation Commission for future expenses. Apryl agrees to that moving forward, but the work listed for the 2020 budget can't be pushed off any longer, it will cost more in the long run. Judy asked Apryl what if a warrant article was presented with a project that didn't have to happen in 2020 to bring it to the attention of the voters so they understand there is a lack of volunteers compared to the volunteers in the past that helped with Parks & Rec. and maybe there will be people in the audience that could volunteer. Apryl said she can wait on the irrigation for the football field, but even if there were volunteers, the materials still need to be purchased. The total for the maintenance and projects is \$39,805. Apryl understands the budget for 2020 is much higher, the goal is to catch up on maintenance that's been continually put off. In planning ahead the lake needs to be pumped in 2027 and the tennis courts will need to be resurfaced in 7 to 10 years. They are doing their best to keep to keep everything maintained to limit any big surprises. Kimberley said to Apryl having seen her work, knowing what Apryl has done in terms of managing, she does a great job and is stunned Apryl does not get paid. Apryl said she is happy to volunteer, she has an interest in the fields. She always hears compliments on how great the fields look.

Clyde asked for a status on the ice rink. Apryl said the liner was replaced last year and should be replaced every 3 years. Kimberley offered to Apryl a liner she has, it can be used for repairs.

7. Nancy Martin, Chair of the Conservation Commission offered no changes to her budget, same as last year, \$1,038, which covers membership dues, public notices and seminars. Clyde asked if there is money in the budget for signage. Nancy said there are medallions that are posted on trees along conserved areas. But as far as signage, there is no money in the budget. Nancy said the Commission did purchase signs last year for Children's Brook for the annual fishing derby so everyone would know the land around the stream is conserved. Nancy said she doesn't foresee the need for signage in 2020.

3. Tax Rate Setting

Marianne Howlett, Tax Collector, reminded the Board on their availability when the tax rate is ready to be set, to meet within 24 hours. Kelly Henley (Bookkeeper) said the MS-535 will be available by the end of this week for the Board to sign and then the form can be uploaded through the Department of Revenue Administration portal. Marianne said in conjunction with that, she knows the Board settled with Eversource for 3 years (2014-2016). The years left in Litigation are 2017 & 2018, what will the Board want to use for overlay. She also requested if the Board is going to make the payments to Eversource by using credit on the tax bill to be prepared to do that soon in the process because she would want to write them on the bills themselves. Clyde said so far Eversource has not accepted the towns offer, there are other towns involved as well. Warner opted to pay over a 3 year period (6 payments), the first payment will be a credit on the tax bill. The town is waiting to hear back from Eversource. Judy asked how will 2017 & 2018 be calculated. Clyde said through the courts.

4. Town Hall

Marianne Howlett is requesting a procedure to be established for maintenance projects at the Town Hall. She thinks between the age of the building and usage there needs to be a dedicated procedure to maintain the building. For example, she noticed there are two open windows in the front of the building and tried to close them herself but was not able to. She told the Selectman's secretary who told Building Maintenance, Marianne checked tonight and the windows are still open. She also asked Building Maintenance to secure the computer room and that still hasn't happened. Marianne said if she is missing something in these steps she wants someone to tell her. Clyde said he didn't know of a formal procedure. Kimberley said Marianne's feedback about the computer room was taken.

Building Maintenance came to Kimberley and both went down to look at the room. What will happen is the rooms will be switched and the computer room will be secured. Clyde said it's a good suggestion, but it needs to come to the Selectboard for discussion on how to allocate the space. Marianne said that is what she is asking, to develop a procedure. She said another concern is when the air conditioners were put in, the one in her office kept tripping the circuit. Primex had said there is an issue with electricity in the Town Hall. Correcting the electricity was not the solution that was used, the solution that was used was a smaller air conditioner was put it. She said it pays to do things correctly in the end. Kimberley said Tim Allen is aware that more focus is needed for building maintenance which will be presented in his budget presentation. Martha Mical said there use to be maintenance request forms. Marianne said who would you give them to, the Director of Public Works or Building Maintenance, she still feels a procedure is needed.

5. Health Insurance

Judy said she emailed the towns representative from Health Trust to have someone come to explain the different costs and is waiting to hear back.

6. NHMA Conference

Kimberley talked to the Board about the cost for the NHMA conference which is \$110 per day. Kimberley signed up and paid the fee herself for 2 days. Clyde asked the Secretary to sign him up for the conference which the town is paying for. Kimberley wanted to know the process because David Hartman requested the town pay for his attendance at the NRRRA conference (\$30), then Charlie Albano asked if he could attend the Tourism Conference which was around \$100 and was denied. In general, Kimberley wants to know should we ask the Board when we want to spend money out of the budget. Clyde said if it someone who is not directly a town official like David Hartman and Charlie Albano, if it's a town official, it's part of the budget process. Kimberley said the Board is made up of 3 people, shouldn't we discuss it because the budgeted amount could end up being overspent if we send emails to the Secretary saying book me. Kimberley feels the Board should discuss their expenditures.

7. Adjournment

Motion was made and seconded to adjourn at 8:07 pm.

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

Recorder of the minutes: Mary Whalen