



# Warner Board of Selectmen

## Meeting Minutes

### Tuesday, November 5, 2019

#### APPROVED

**1. Open Meeting** Chairman Carson opened the meeting at 7:06 pm.

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

Others present: Deb Moody, Michele Courser, Martha Mical, Jonathan Lord, John Leavitt

#### **2. Public Hearing - Unanticipated Funds**

**A.** Chairman Carson closed the public meeting and opened the public hearing at 7:08 pm for public input on the town receiving municipal aid in the amount of \$37,850.20. This money came about as a budget agreement on the State level. There was extra money allocated to municipalities. The School District will also be receiving aid from the State. A similar payment will be made to the town in the next year of the biennium. There are no restrictions on the aid and is for the town as they best see fit. The expectation is to use the money to cover operating expenses in 2019.

#### **B. Public Comments**

1. Martha Mical - What are the expenses you want to cover with the money.

Clyde - The Board hasn't had a discussion on that. Clyde suggested in an email to use the money towards the sprinkler system and completing the offices in the Town Hall.

2. Martha Mical - So you really don't know what you're going to spend the money on?

Clyde - We started the year with a reduced budget from what the Board presented. The sprinkler system and office rearranging is a one time cost and he feels they are items that will benefit the community. But, the Board has not had that discussion.

3. Martha Mical - I would request that when you make the decision on what you are going to spend it on that you make the list public.

Clyde - Absolutely.

4. Jonathan Lord - You can't apply it to the principal for the Solar Array and knock off a couple of years? Is that a bond or a loan?

Clyde - We could do that; that's one possibility.

5. John Leavitt - The concern I have, and it is just coincidental, \$37,000, which is almost exactly what the town voted to reduce the operating budget by last year. If you're using it to spend on items that would've come out of the operating budget, that's actually supplementing the operating budget and going against what the town voted on. The voters voted to give you an operating budget to work with, by putting this towards expenses in the operating budget, it's negating what the town voted the Selectmen to do. Jonathan's suggestion about the Solar Array is excellent; it's not part of the operating budget. I have a concern that it's disregarding what the public voted on at last Town Meeting.

Clyde - We will accept that statement. These are unanticipated funds and they are over and above what was expected. These are projects that are not normally in the operating budget; the sprinkler was in the capital budget not the operating budget and the Town Hall office expansion wasn't in any budget. I hear what you're saying; my thought is that these things are over and above what was included in the operating budget.

6. Jonathan Lord - How short are we on the capital reserve for the sprinkler system?

Clyde - We are waiting for Tim to come in with the final numbers. The thought is, with this, we might be able to get the sprinkler system and the offices done this year.

7. Martha Mical - I have heard we're short for the sprinkler system for about \$9,000. That is considerably less than \$37,000. Clyde - We have not seen the final numbers yet.

8. John Leavitt - We don't know if we don't have enough money for the sprinkler system at this point? Clyde - We expect we do not have enough money. The question is how much are we short.

John Leavitt - Tim was a little unclear when he presented it to the Board, I happened to be there that night. He said he didn't have all the numbers, he estimated it could be \$9,000 or \$10,000, he said he wouldn't exceed that.

Clyde - I'm not sure he said that.

John Leavitt - He didn't have the final number from the electric.

Clyde - I think it's all speculation until Tim says what the final reconciliation is.

John Leavitt - That's correct.

9. Martha Mical - Is he going to have those numbers before you start doing it?

Clyde - That's the expectation. The thing about this project is we didn't know what we would find outside, and we found some things that were not expected and that part of the project cost more than what he planned. When Tim gets all those numbers together coupled with the cost of doing the sprinkler system, that will tell us where we are and what we need to do.

10. Judy - I don't think the municipal aid should pay for anything the townspeople didn't want us to do because, like John said, the townspeople did reduce the budget and these are outside of what we would have done, except the sprinkler system. To get it done this year from that money, I thought was a good idea rather than try to get money to put away for next year. And the offices are a worthwhile project because it ties in with the sprinkler system and it also gets the record preservation area created.

11. Jonathan Lord - You found surprises on the outside, you may find surprises on the inside when you start piping in.

Clyde - That is always possible.

**C.** Chairman Carson closed the public hearing at 8:16 pm

### **Board Action**

Chairman Carson made a motion to accept the unanticipated funds from the State Municipal Aid in the amount of \$37,850.20. Selectman Edelman seconded the motion, the motion passed.

### **3. Health Trust**

The representative from Health Trust needed to reschedule. Judy will contact Health Trust to arrange another presentation on Tuesday, November 12th beginning at 7:00 pm

### **4. Town Hall Offices**

Town Clerk, Michele Courser, provided an alternative solution for rearranging the offices after learning about some public concerns. The staff met and came up with the Tax Collector would move into the office space under the Town Clerk's Office. The space will need to be cleaned and painted, replace the ceiling tiles, remove the rug and paint the floor. At the front part of the lower meeting room (facing Main Street) a wall would be built across the room making two spaces, one room would be for file cabinets for the Tax Collector, Landuse and Assessing and the other room for nonpublic sessions. Assessing and Landuse would be in the current Landuse Office. New signage will be needed in the Town Hall directing the public to the new office spaces. Clyde said when the Men's Club meets they typically use the closet to hang their coats and asked if a closet could be added as well. Kimberley asked what happened to the concept of the Tax Collector and the Assessing Clerk being side by side so they can work together? Assessing Clerk, Deb Moody said yes it's important but, we can work it out. Judy asked if the Landuse Office will be open to the file cabinets. Michele said no. Kimberley wants to understand, we are doing this redesign because of 1 person that came to the Board? Michele said she has heard from 4 to 5 others who didn't like the first plan. Kimberley asked do they work here? Michele said no. Judy said the two people that commented in an email came after the first person, she brought it up with Michele that the record preservation group should get together and definitively decide what is the best thing, and that will be it. If people are coming to the Board at the ninth hour to say they don't like that, then they will know all the options were explored, which she felt they already were explored.

Kimberley asked how does not using the original space in the lower meeting room but using another area in the lower meeting room instead change the fact that space is being taken away in the lower meeting room? Clyde said at least 2 people commented to him about having offices without windows was not a good way to treat the

employees. This plan everyone has a window. Kimberley agrees the office space below the Town Clerk needs to be updated before anyone else uses it as an office. Kimberley asked what is the difference in square footage. Michele said 5 square feet less. Kimberley asked Michele if she ran this idea by those who opposed the first idea, maybe we should to get their feedback. Clyde said he thinks this plan takes off a narrow part of the room versus the original plan to take off a broad part of the room, it leaves a bigger open area. Kimberley said if we are changing plans based on outside feedback, we need to let them know and get their feedback. Clyde is not sure we can go for feedback anymore. Kimberley said we just changed the plan based on feedback. Clyde agrees with Judy on this one, you will always have concerns. Judy said this discussion is on the agenda and has been posted, if there was any comments they could have responded before tonight's meeting. Clyde said based on the feedback he received, this solution will work.

John Leavitt said you're not making changes because you got some negative feedback. He thinks you're making changes because some of the negative feedback made sense. John's biggest concern is the heat in the lower meeting room, will there be too much heat in the rooms that are being created and will there be enough heat in the lower meeting room after the rooms are created. Clyde said he thought of that himself and what he has heard is that the heat in the corner offices are not controllable, so that will need to be looked at as well.

Martha Mical said she thinks the Tax Collector would like the ceiling tiles removed from the office below the Town Clerk. Michele said there are too many wires. Clyde said the goal is to make good employee spaces.

### **Board Action**

Chairman Carson made a motion to give the green light to the current plan taking into consideration some of the comments that were made tonight particularly the heating and the electric, and work up a budget to get the project done this year. Judy said she is assuming once the spaces are built the moving can happen. Selectman Edelman seconded the motion, the motion passed. Clyde said to Michele, once the details are learned, to report back to the Selectmen.

### **5. Resignation - Welfare Officer & Almoner**

Darryl Parker emailed his resignation to the Board from being the Welfare Officer and an Almoner.

### **Board Action**

Chairman Carson made a motion to accept the resignation of Darryl Parker from being the Welfare Officer and an Almoner effective October 24, 2019. Both positions will be posted on the town website. Selectman Edelman seconded the motion, the motion passed. Any future applications will be processed by the Selectman's Secretary until the Welfare Officer position is filled.

### **6. Energy Committee - Interest**

David Bates has expressed interest in becoming a member of the Energy Committee. David was one of the original members when the Committee was first formed. Clyde said David is willing to meet with the Board on November 19. Both Judy and Kimberley didn't feel the meeting was necessary.

### **Board Action**

Chairman Carson made a motion to appoint David Bates as an Energy Committee member for a term that expires on April 1, 2021. Selectman Newman-Rogers seconded the motion, the motion passed.

### **7. Town Administrator**

Clyde provided an update. The Interview Committee interviewed 6 applicants, of those 6, 3 were recommended to the Board. The next step is to identify an Employee Interview Committee and schedule interviews with the Board and the Employee's Committee. The 3 candidates are aware they have made it to the second round and all 3 are still interested. Letters have been sent to those who were not selected for an interview. Kimberley asked when is the goal for having a Town Administrator on board. Clyde said from his perspective, by the end of this year.

### **8. Board of Selectman's Budget for 2020**

**A.** Clyde said the Board doesn't know what the salary will be for the new Town Administrator and no decision has been made for the Board of Selectman's Secretary salary.

**B. IT has sent to the Board 5 pages of proposals:**

1. Overall IT budget falls under the BOS budget. On January 14, 2020 security updates for Windows 7 will end, everyone will need to be upgraded to Windows 10. The cost for upgrading a PC is about \$127 for Windows 10 home license for IT to perform the upgrade and to get the PC back to a useful condition.
2. The firewall is outdated at the Town Hall.
3. Software licenses.

Clyde recommends asking Dan Watts to meet with the Board for further understanding on the IT needs. Kimberley will achieve a cost from Dan on all the IT needs. Judy asked if there was any update on the location of the equipment in a more secure room. Kimberley said no that cost is not included.

**C. The Newsletter will be budgeted for 4 issues in 2020. Postage needs to be clarified, is the postage included in the billing for the Newsletter or is the postage billed separately.**

**D. Temp. Services** was budgeted for \$800 in 2019. Year to date spent amounts to \$2,223. Temp. Services covers for the creation of the Budget Committee meeting minutes. Clyde feels there should be a separate Budget Committee minutes line and budget accordingly based on the information the Budget Committee needs to provide to the Board and then keep the Temp. Services line budgeted as it has in the past. . Judy said the Budget Committee Chairman is tracking that cost up to now, he doesn't have a full year of expenses to base a figure on.

**E. Office Supplies** was budgeted for \$2,500 in 2019, in 2020 \$3,100 has been spent to date. Kimberley said this line has been consistently over spent. Judy said we don't know what is in that line. Kimberley said it is for office supplies, paper, folders, etc. Judy said she would like to see the Office Supply and Equipment lines broken down and evaluated so the Board can see how much is spent and what is being purchased to see if there is a bulk purchase that can be done less expensively. Judy would like the Selectman's Secretary to look into this. Office Supplies has been increased to \$3,000.

**F. Dues & Subscriptions**, Judy asked what makes up that line. The line covers the membership to the Municipal Association and the Municipal Management Association. Kimberley said the line is 94% expended and she feels \$2,750 is a safe amount for budgeting in 2020; Clyde and Judy agreed.

**G. Public Communications** is budgeted for \$2,000 for the Economic Development Advisory Committee, clarification for the expense is needed. Kimberley said the website maintenance needs to be verified as well.

**H. The Board will re-review the Selectman's budget with updated numbers on Tuesday, November 12.**

**9. Horne St. - Town Property**

No report.

**10. Other Business**

**A.** Judy said the Budget Committee had some questions about the account for the Solar Array. Has the revolving account been opened and are there revenues being deposited into the revolving account? Clyde said the account has to be established starting in January 2020 and he will be working with the Bookkeeper to get the account set-up.

**B.** Judy said the Budget Committee had a lot of discussion about whether the Departments should have a budgeted electric line instead of off-setting it with the revenue's the town gets from the Solar Array. Clyde said the way it works is where there is a meter the town gets billed and the bill is paid by the town. Whatever is produced at the Solar Array goes into the grid and Eversource measures how much was given to the grid and then Eversource sends the town a check for what was produced. Judy asked if that is done quarterly. Clyde wasn't sure. The checks received by Eversource are deposited into the General Fund. In 2020, the revenue will be placed in the revolving account. Any credits that are sold in 2020 would also be place in the revolving fund, currently the credits are deposited in the General Fund. Judy asked if there is someone that handles the credits. Clyde said yes, he also said from the revenue generated the principal and interest for the Solar Array would be paid, once the revolving account is established.

John Leavitt asked if the revolving account is established in 2020 and the funds being used to pay off the debt for the Solar Array, doesn't that mean the debt for the Solar Array in 2020 should be eliminated or reduced substantially? Clyde said he needs to do some research on how that would work with revolving accounts. John said this was voted on in March, there should be some answers on how a revolving work. Clyde said the town has a new Bookkeeper who has been figuring out the bookkeeping and hasn't had time to focus on the revolving account.

**C.** Judy said the Budget Committee wanted to know if the Board will be funding Riverbend again. Judy feels the expense should go before the voters again asking the voters if they want funding to be annual. Kimberley agrees it should be a warrant article again, including the question of it being annual.

John Leavitt thinks at Town Meeting the vote was on changing the operating budget proposal. The warrant article came up to increase that line, if that line stayed at \$2,500 this year you wouldn't need a warrant article because it would be in the budget. Last year there was a warrant article presented after the operating budget was approved by the Budget Committee, the warrant article was to increase that one line, that was his recollection.

Kimberley said that line did not exist in the budget until this year, it was strictly a warrant article, then the Department of Revenue Administration said the town would need to add a new line in the budget under Welfare. The town voted to add \$2,500 but it was never discussed at Town Meeting, should the funding be annual. Leavitt said you can't vote on a warrant article with a dollar amount for future years. Kimberley still feels the voters need to be asked and she will ask DRA about it. Judy said she wondered why DRA did that, what if the town just wrote a check for \$2,500 and mail it to Riverbend. Clyde said the cost has to be somewhere in the budget. Judy said it could have been paid from the donation line as a one time payment a well.

**D.** Clyde said there was recently a piece of Legislation signed into law which gives municipalities a tool in terms of looking at how they want to handle their electrical usage for the entire town. The Energy Committee would like to look at this to see if there is anything the town could utilize. Kimberley said the Committee would be shopping for her electricity? Clyde said yes, for the entire town, it's an interesting concept. A vote would be needed by the town. Clyde provided an example: The town of Hanover has decided to look for the lowest cost supplier of electricity for the town but they also want to use wind power. This Legislation allows Hanover to put out a bid, using the buying power of everyone in the town to negotiate a better price. Kimberley asked town's have done this? Clyde said this Legislation allows towns do it much better than in the past, he knows of several towns that are doing this. Kimberley said Eversource owns the poles, does the wiring change? Clyde said there are approved buyers on the Public Utilities Commission website where you can buy your electricity from another vendor. Jonathan Lord said he does that now. Eversource distributes, they do not produce power anymore.

John Leavitt asked would that require everyone in town to use an electric company the town negotiated with? Clyde said the way that it works is a proposal would be created, then you would go to Town Meeting, if approved, residents and commercial properties would have the option to opt out. Martha Mical said she would be concerned if you start taking stuff away from Eversource that when there is a power outage, you're not going to get the service that the town gets now. Clyde said Eversource has agreed with the Legislation. The Energy Committee will be looking into this.

## **11. Public Comments**

**A.** Martha Mical said the Church has received double the amount for Thanksgiving Baskets this year and the Church was wondering if the town would be willing to donate towards the baskets. Clyde asked if there is any precedent for that? Martha said the Church has never had to ask before, any amount would be appreciated. Last year the requests were for 75 baskets, this year it's for 150. Judy said the money can come from the municipal aid money.

## **Board Action**

Selectman Newman-Rogers made a motion to provide \$1,000 from the municipal aid fund to the United Church of Warner for Thanksgiving Baskets. Selectman Edelmann seconded the motion, the motion passed.

John Leavitt said he has no problem with what the Board just did. But, how is this different from Riverbend. Kimberley said because Riverbend is in the operating budget. Clyde said he agrees with John, you can do it without going to the town. Kimberley said Riverbend is next year's budget, we're talking about money that is being expended now. John said there is not a line in the budget. Kimberley said it can go under donations. John said the Board should be consistent with what they do.

## **12. Nonpublic Session**

Motion to enter nonpublic session made by Chairman Carson, seconded by Selectman Edlmann.  
Specific statutory reason cited as foundation for the nonpublic session:   X   RSA 91-A:3, II (b) Hiring

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

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

Entered nonpublic session at 9:02 pm.

Other persons present during nonpublic session: None

Description of matters discussed and final decisions made: Minutes are sealed permanently.

Motion to leave nonpublic session and return to public session by Chairman Carson at 9:10 pm, seconded by Selectman Edlmann. Roll call vote: Carson - Yes, Edlmann - Yes, Newman-Rogers - Yes.

## **13. Public Session**

Chairman Carson opened the public session at 9:10 pm.

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

Others present: None

## **14. Sealed Minutes**

Chairman Carson made a motion to seal the November 5, 2019 nonpublic minutes permanently. Motion was seconded by Selectman Edlmann, the motion passed.

## **15. Manifest for October 31**

Chairman Carson made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Accounts Payable check numbers 56870-56914 in the amount of \$308,402.06 (This includes 3 checks totaling \$244,961.18 for Capital Reserve Fund purchases that have already been reimbursed and deposited from the Trustees of Trust Funds). Parks & Rec Revolving account check number 1015 in the amount of \$2,660.29. Fire Station Construction account check number 144 in the amount of \$8,000.00. Selectman Edlmann seconded the motion and said the last construction check is for the new dryer.

## **16. Manifest for November 5**

Chairman Carson made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Accounts Payable check numbers 56915-56918 in the amount of \$40,490.34 and Payroll check number 6084-6097 (including 26 direct deposits) in the amount of \$31,680.56. Selectman Edlmann seconded the motion, the motion passed.

## **17. Consent Agenda**

Selectman Edlmann made a motion to approve the Consent Agenda for November 5, 2019:

To be signed by the Board:

1. 2 Payroll Change Forms
2. Letters to Town Administrator applicants who were not interviewed
3. Building Permits for : Map 14 Lot 38  
Map 18 Lot 15 Cell Tower Upgrades  
Map 14 Lot 36-1 Cell Tower Upgrades  
Map 18 Lot 19-1  
Map 33 Lot 001

Chairman Carson seconded the motion, the motion passed.

## **18. Pillsbury Free Library**

Kimberley said she learned the Library is revamping their Employee Policy and there is concern because if the Library staff are actual Warner employee's should they be operating under a different policy with different ways of handling payroll in terms of how they get paid? Clyde said the Library has always had their own policy. Kimberley said not in

terms on how payroll is done. Kimberley feels the Library needs to talk to the Selectboard. The Library is adding a benefit for employee's with low hours. Judy said it comes under the Trustee's to oversee, the Library runs their payroll through the town. Kimberley then asked both then you're not concerned? Clyde said if the change impacts the towns system then, "yes". Kimberley said what if it impacts the town employees by seeing other employees are being treated differently. Clyde does believe the Library can set their own policies.

**19. Adjournment**

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

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

Recorder of the minutes: Mary Whalen