



Warner Board of Selectmen

Meeting Minutes

Tuesday, April 28, 2020

APPROVED

Preamble

Chairman Carson read the following into the record:

Good evening, as Chair of the Selectboard, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of Town of Warner government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

Please note that all votes that are taken during this meeting shall be done by roll call vote.

Public Session

Attendance by teleconference: Selectman Clyde Carson – Chairman, Selectman Judy Newman-Rogers, Selectman Jonathan Lord and Town Administrator - Diane Ricciardelli

Others participating, Sean Toomey – Fire Chief, Kelly Henley – Bookkeeper, Tim Allen – Director of Public Works, Andy Duncan – resident, Nancy Martin – Conservation Commission, Varick Proper - Transfer Station Foreman, Kimberley Edelmann - Trustee of the Trust Funds

Nonpublic Session

Chairman Carson said the Board held a nonpublic session at 6:30 pm.

Board Action

Chairman Carson made a motion to appoint Elizabeth Labbe as the Welfare Officer for a term that expires on April 1, 2021. Selectman Lord seconded the motion. Roll call vote: Carson – yes, Newman-Rogers – yes, Lord – yes.

Fire Department – Warranty Issues

Fire Chief Sean Toomey said he has been working on some on-going issues at the Fire Station.

- Fire alarm is being triggered from the heat in the women's bathroom.
- The bay area slab heating, in January the electric bill was \$500, which was more than anticipated.
- The phone system, the fire department does not have the ability to make changes, such as changing the names on the phones when there are staff changes.
- The heating system set points need to be adjusted for when it is occupied and unoccupied.
- The sensor on the oil/water separator tank stopped working.

Sean said he emailed North Branch back in March and Sean was told basically the warranty period had ended and the job was closed. North Branch originally hired Irish Electric to do the work on the alarm system. Sean has contacted Irish Electric to come out and look at the situation. Irish did say they would honor the fire alarm issue. Also, Sean said the back lights in the parking area have stopped working. But, since the Covid19 situation, Sean has not been able to connect with Irish Electric but will continue to follow up. Sean said the fire alarm system is functioning, it is just being triggered by the heat in the women's bathroom. Sean said he is frustrated with North

Branch for leaving these issues open ended, some of the issues were happening during the warranty period but never resolved. Clyde said he would be willing to talk to the new President of North Branch to work on a resolution.

Sean contacted J Lawrence Hall regarding the radiant floor in the bay who was able to make corrections remotely. Sean is monitoring the radiant floor and the correction that was made seems to be working. J Lawrence Hall will also monitor the floor remotely for a few weeks. Clyde asked if J Lawrence Hall will be needed on a regular basis to monitor the floor or can someone within the Town know how to make those changes. Sean said once the Covid19 passes he wanted J Lawrence Hall to train 3 of the staff members specifically on the radiant flooring system. They can monitor and correct now.

Sean said the phone system was part of the Emergency Operation Center grant. Sean will follow-up when things ease up on Covid19.

Sean feels the heating system set points have been corrected. In the future, Sean will arrange a review of the system.

Sean will also talk to Irish Electric about sensor on the oil/water separator. Clyde asked Sean to provide an update in two weeks.

Diane asked Sean if he uses the fax line at the station regularly. Sean said no, both he and Diane will talk during office hours about disconnecting his fax line off.

Fire Department Monthly Report

Sean said there were 33 calls for the month of March. He is seeing a decline in calls. In January there were 36 calls, February 40, March 33 and so far in April 22 calls. Brush has seen an increase in forest fires, there was a tree down on Schoodac Road, gas in a building, fire alarm troubles/activation. Three calls were coded as Covid19 and none of them turned into Covid19 calls. At this point the Fire Department is not doing any trainings or meetings.

At this time burn permits are required for any outside burning. Sean is pushing the on-line system with the State, there is a small fee associated with the permit. A burn permit can also be obtained from the Deputy Wardens in Town which are listed on the Town's website.

Engine 1 is in process of being built and the rescue 1 vehicle is out of service; Sean is obtaining a second opinion on the vehicle.

Pillsbury Free Library Alternate Trustee

Selectman Lord made a motion to appoint Mary Pelkey as a Pillsbury Free Library Alternate Trustee for a term ending on April 1, 2021. Selectman Newman-Rogers seconded the motion. Roll call vote: Carson – yes, Newman-Rogers – yes, Lord – yes.

Warner Power – Board to Tax & Land Appeals Ruling

Clyde said Warner Power appealed to the Town for tax years 2017, 2018 & 2019 which was denied by the Town. Warner Power then appealed to the Board of Tax & Land Appeal which ruled in favor for Warner Power. The ruling left the Town owing about \$24,000 for each of the years, plus interest. Clyde contacted Rand Power in Michigan, owner of Warner Power, and negotiated payments by lowering their tax bill over 3 billings to achieve the amount the Town owes. Rand Power was agreeable to the terms and Clyde told Rand Power he would bring the negotiation status back to the Board of Selectmen for approval. If approved by the Board, Clyde will formalize the agreement with Rand Power to abate the June and December 2020 billing and the first billing in 2021. Clyde asked for questions from the Board.

Judy said because of the Covid19 situation the Town is in, do you think the Town can afford to abate about \$24,000 on each tax bill right now? Clyde said the way he understands it is the money will come out of the fund balance instead of the operating accounts. Judy would be more open to splitting what is owed back to Warner Power in two payments, one this year and the balance in 2021. Clyde will contact Rand Power to see if they will accept Judy's recommendation. Clyde said the Town will need to pay 6% interest as well. Before Clyde contacts Rand Power about the two payments, he will first figure the interest cost.

ATV Damage in the Minks

Clyde was copied on an email from Andy Duncan regarding ATV damage in the Minks. Clyde said during this time of year wheeled vehicles are not allowed on Class VI roads. Pictures were also included in the email. Clyde asked Tim Allen for his opinion. Tim said the roads are posted for no wheeled vehicles and he knows there is a lot of vehicle activity happening since the middle of March. At this time Tim will not be lifting the ban for another couple of weeks, the roads are soft. Andy Duncan said the damage he saw was on conservation land, not on the Class VI road and the damage is the worse he has seen in 10 years and he is sure it is from ATVs. Clyde said he has been in contact with the Police Chief who has been in contact with the Forest Service for help. Clyde suggested a follow-up meeting with the Police Chief, Tim Allen, Town Administrator and Nancy Martin (Conservation Commission Chair) to talk about some actions the Town can take. The Town by statute cannot repair Class VI roads. Nancy Martin said property owners would be willing to fix the roads if they know the roads will not get torn up again. Diane said she will arrange a meeting. Nancy Martin asked if Bret Ingold could be contacted as well; his family is the most impacted.

Financial Review

Clyde talked about the expected revenue that comes into the Town annually is at best questionable at this time. Clyde feels that some expenses should be placed on hold until the Town knows how revenue receipts are coming in. Judy agrees, the Board should plan for less income from the usual revenue sources. Jonathan agrees as well, the Board will have a better idea about the revenue stream in July. Clyde suggested the Department Heads look at their operating budget for funds that can be held back on. Judy agreed, the Department Heads are always willing to help out. Clyde asked Tim for his opinion and Tim agreed as well, but his concern is putting a project off today that will cost more next year. Diane will work with the Department Heads to identify items that can be held off and present the cost per department at the next Selectman's meeting. Judy asked Clyde if the Town will be receiving any money back from the School District because schools are closed for the rest of the year. Clyde didn't know the answer to Judy's question. Judy feels the School District Representatives should be pushing for reduced cost to the Town for this school year. Clyde suggested the Board begin reviewing revenue and expenses at the end of each month.

Varick Proper, Transfer Station Foreman asked the Board how he should proceed in regard to household hazardous waste collection. There is \$8,000 budgeted for the collection. Varick said the agency that holds the collection will need an answer this week. Clyde asked if the cost is shared with any other Town. Varick said in 2018 Sutton participated and contributed \$1,000 towards the total cost of \$6,000. Clyde asked what the risks are if the collection is held off for one year. Varick said the cost to clean up material that has been disposed of improperly is far more than the cost for the collection. The Town has already made a change from annual collections to every other year and it's been two years since the last collection. Clyde suggested approaching area towns to share the cost of the collection. Varick and Diane will see if other Town's would like to participate in a collection. Varick also told the Board that there could be other increases in the Transfer Station budget as well, such as disposal costs. There will also be a reduction in revenue. Varick said there will be a savings for construction material, there is about \$7,000 left. Varick is sending those with construction material to Naughton & Sons.

It is the sense of the Board to move forward and hold a collection day this year with hopes of neighboring towns joining in.

Phone & Fax Lines

Diane is working towards reducing the cost for the TDS phone bill. Some phone lines were disconnected and now Diane is looking at who is using their fax line and who is not. Unused fax and phone lines will be disconnected.

Route 103 Paving

Tim Allen said work is scheduled for after June and he is waiting for information about the crosswalks and parking from the State. Judy asked if the Town needs to do anything to prepare for the road work. Tim said the work is all State work unless something changes with the crosswalks. Clyde asked Tim if the Town needs to approve the plan. Tim said when he met with the State in the fall it was to be a mutual agreement as he understood it, but Tim is not 100% sure of that. Tim is trying to get that answer and expects one in 5 to 7 days.

F-550

Tim is still gathering costs for a new F-550. Once Tim gathers the information, he understands a public hearing will be scheduled.

Town Hall Sprinkler System

Tim is still waiting for the final plans for the sprinkler system, once received the plans will be reviewed by the Fire Chief.

Cell Tower Lease Contract

Diane will be talking to the Department of Revenue Administration about receiving unanticipated funds, possibly, from the cell tower contract and if those funds could be applied differently. Typically, unanticipated funds must go directly to the general fund. The Town was provided with the option to buy out the contract. Kimberley Edlmann said this offer was made to the Town previously and was turned down by the Town because the long-term revenue stream would be lost.

Working from Home Policy

Judy would like to see a general policy in place for those times when an employee will need to work from home. Diane said all policies are being reviewed for updating. Diane said she will begin working on a Work at Home Policy.

Horne St. Property

Judy put together a notice for notifying the abutters. Clyde asked how will people view the property? The house is boarded and locked and is the structure safe to enter? Clyde said he is going to go and visit the property, Judy and Jonathan would like to see it too. The Board will visit the property individually.

27 East Main St. Fire Station

Clyde recommended talking further about the sale of the property in a nonpublic session at the next Board's meeting.

Other Business/Committee Reports

Chairman Carson made a motion to extend the **Stay at Home Executive Order** from the Governor until May 4 until after hearing what the Governor has to say. Selectman Lord seconded the motion. Roll call vote: Carson – yes, Newman-Rogers – yes, Lord – yes.

Kimberley Edlmann informed the Board the **Trustees of the Trust Funds** will be meeting Wednesday, April 29 at 11:00 am.

Town Administrator's Report

Diane Ricciardelli and Ed Mical are working on the FEMA grant information.

At the next Selectman's meeting Diane would like to talk about the Town Hall offices. Diane has created a timeline spread sheet for relocating the offices. At this time, the office located under the Town Clerk is being painted and updated.

Nancy Ladd is working on Zoom instructions. Kimberley Edlmann would also like to help with the instructions.

Public Comments

None

Minutes

Selectman Newman-Rogers made a motion to approve meeting minutes dated March 17, 20 & 31 with amendments and April 7 & 14. Chairman Carson seconded the motion. Roll call vote: Carson – yes, Newman-Rogers – yes, Lord – yes.

Manifest

Chairman Carson made a motion to authorize the Selectmen to approve previously signed manifests and order the Treasurer to sign Payroll check numbers 6291-6302 in the amount of \$34,272.06 (this includes 22 direct deposits). Accounts Payable check numbers 57448-57481 in the amount of \$131,934.45. Also an automatic withdrawal for payroll taxes for \$9,592.24. Selectman Newman-Rogers seconded the motion. Roll call vote: Carson – yes, Newman-Rogers – yes, Lord – yes.

Consent Agenda

Chairman Carson made a motion to approve the consent agenda for April 28, 2020.

Already signed by the Board:

1. Intents to cut for Map 7 Lot 60 and Map 20 Lot 20
2. 2 reimbursements
3. Solar Exemption for Map 10 Lot 94-1
4. Current Use Application for Map 21 Lots 4&5
5. Yield Tax Levy's for Map 4 Lot 17, Map 19 Lot 8-1, Map 12 Lot 49-1&2, Map 7 Lot 60
6. Building Permits for Map 10 Lot 17, Map 11 Lot 46 and Map 7 Lot 60-1

Selectman Newman-Rogers seconded the motion. Roll call vote: Roll call vote: Carson – yes, Newman-Rogers – yes, Lord – yes.

Adjourn

A motion was made and seconded to adjourn 8:50 pm. Roll call vote: Carson - yes, Newman-Rogers - yes, Lord - yes.

Board of Selectmen
Clyde Carson – Chairman
Judith Newman-Rogers
Jonathan Lord

Recorder of the minutes: Mary Whalen