



Town of Warner

Board of Selectmen

APPROVED – Meeting Minutes

September 1, 2020, 7:00 PM,

No physical location for this meeting; it was conducted via Zoom.

MEETING ANNOUCEMENT/ROLL CALL

At 7:00 p.m., Chairman Clyde Carson called the meeting to order and made this preamble statement: “As Chair of the Board of Selectmen, I find that due to the state of emergency declared by the governor as a result of COVID-19 pandemic, and in accordance with the governor’s emergency order number No. 12 pursuant to Executive Order #2020-04, I’m invoking the provisions of RSA 91-A: 2,III (b). I also find that this meeting is imperative to the continued operation of the Town of Warner government and services which are vital to public safety and confidence during this emergency. As such, this public body is authorized to meet electronically, and this meeting will be conducted electronically via Zoom 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, either on Zoom on by phone, with the number available on the town website. Please note that all votes at this meeting will be done by a roll call vote.” In addition, a roll call vote will be taken of board members who are present, with each member stating whether there are other people in the room at the time of the meeting, as required by the state’s Right-To-Know laws.

ROLL CALL: Clyde Carson, Chairman, no one else present; Judy Newman-Rogers, no one else present; Jonathan Lord, no one else present.

Also present: Tim Allen, Director of Public Works; Tim Blagden (associated with the Concord-Lake Sunapee Rail Trail); Diane Ricciardelli, Town Administrator; Ray Carbone, Recording Secretary.

I. Appointments/New Business

- Map 3/Lots 33 & 34

Town Administrator Diane Ricciardelli told the board that it needs to address an issue regarding a building permit that was issued to MadgeTech, the high-tech company, that's in the midst of constructing an addition on to its building.

Chairman Carson explained that the town's had approved a building permit last year but the project had been delayed due to concerns the company had about some engineering issues. In May, the business had requested an extension of the 180-days permit allocation and the Select Board had approved the request.

But later in the year, the town learned that the state legislature had voted in the time between the original approval and the extension request to change from the 2009 International Building Code to the 2015 code. Chairman Carson said the problem is that the town does not on its record a statement that the Select Board members approved the extension utilizing the 2009 code, not the 2015. He said that the board members have to take a formal vote to affirm their intention.

Ricciardelli read a formal motion, which was immediately proposed by Chairman Carson:

"Whereas building permit 2019-44 would expire after 180 days.

"Whereas the Town did not have a mechanism for extending a new permit, the Select Board and Town Building Inspector believes resubmitting a request for a building permit for a previously approved building was a formality.

"Whereas MadgeTech needed an extension to put together a team of builders.

"Whereas the plans were properly approved with 2009 codes, the Town believes that 2009 codes apply.

"Therefore, the board accepts that:

"The 2009 codes should apply to this project."

Jonathan Lord seconded the motion. ROLL CALL: Chairman Carson, yes; Jonathan Lord, yes; Judy Newman-Rogers, yes; Motion passed unanimously.

Chairman Carson asked Ricciardelli to send a copy of the board's ruling to Fire Commissioner FRESE(??)

II. Old Business/Projects

None.

III. Town Administrator's Report

- Administrative Assistant Position, Update

Town Administrator Ricciardelli said that the hiring process is continuing to move forward. She said she had interviewed two prospects and sent a link to the interviews in an email to each of selectmen. The next step will be up to the selectmen.

Chairman Carson suggested that the board members watch the interview videos as soon as possible, so that the board can schedule its whatever follow-up interviews it deems necessary to move forward with filling the position. Judy Newman-Rogers asked if there was an ending date for the advertisements announcing the vacant position and Ricciardelli said there are announcements the Stone Bridge Post weekly newspaper, which will run this week, as well as a post on the New Hampshire Municipal Association's website, set to run for one month, and one on the town's website.

- Primex check request (from Diane to Primas)

- Regrading an issue that was discussed in July, Ricciardelli said she needs permission from the Select Board to send a letter to Primax, the insurance company, requesting two checks, \$5,718.27 and \$385.24. The funds should be available in October and would be entered as revenue, not "unanticipated funds." The payments are related to a Credit Balance related to "Premium Holidays," the administrator explained. After reviewing the issue, Chairman Carson instructed Ricciardelli to write a letter to the company requesting that the checks be written and sent to the town.

- Peter Anderson requests two book exchange boxes

Ricciardelli said she had heard from Peter Anderson requesting permission to set up two small, wooden "book exchange" boxes in front of the Town Hall – one for children and one for adults. The idea is that people can drop off unwanted books and leave them for someone else to enjoy at no cost. Likewise, anyone can pick up a book in the exchange box to read and enjoy.

The town administrator said that other communities, including Concord, have employed book exchange boxes for some time now and they're popular; they also foster a sense of community by allowing books to bring joy and edification to neighbors. There are more than 50 in the city, she said, and there is a map of them available. Anderson is ready to build and set up the two new boxes, Ricciardelli said.

Chairman Carrson said that he was hesitant to add any kind of structure to the area in front of Town Hall because the space is used for a variety of activities during the year, including vendor tents at the annual Warner Fall Foliage Festival. Jonathan Lord suggested that one exchange box could be placed near the water fountain close to the sidewalk, but the chairman said he didn't think there was enough room available there.

Chairman Carson suggest putting the children's book box exchange box near the side entrance of the Pillsbury Memorial Library, closest to the children's room. Carson also

suggested having one near the town's transfer station, since some residents are used to dropping off and picking up books there. Newman-Rogers asked if one could be popular if placed by the Warner Community Center ("old graded school"). Other ideas for possible locations that were raised the group included near the Warner Historical Society building on Main Street, the New Hampshire Telephone Museum (which attracts children) and the Sugar River Bank.

Chairman Carson said that the town recently agreed to move the kiosk that's now in front of the Town Hall to the Simonds School property to help clear space in front of the town building. The kiosk would be used by the Parent-Teachers Organization, and the town can make more use of the bulletin board near the Warner Pharmacy, he explained. The chairman suggested that Ricciardelli consider locations other than his Town Hall proposal. "I think the Town Hall lawn should stay as open as possible," he said.

Ricciardelli said she sent out notices to all Main Street businesses today asking them not to park on Main Street from School to Mill streets this coming Wed. and Thur. (Sept. 3 and 4), in anticipation of the street paving project; in addition, Deb Moody, Lane Use Administrator, followed up by going door-to-door handing out the same notices.

- Additional Information

Ricciardelli said that 66% of the year 2020 is now over and the town has spent 60% of its annual budget.

IV. Select Board/other business & committee reports

Tim Allen, Director of Dept. of Public Works/Road Agent

- ***Rte. 103/Main Street road paving in downtown.***

Tim Allen reported that road work would be taking place in the downtown area of Main Street beginning tomorrow, from the Children's Brook Bridge to 300-feet beyond Mill Street. "It's going to be crazy for a while but in the long-run, it will be worth it," he said. Roadwork is scheduled to begin tomorrow (Sept. 2), at 6:30 a.m. During that time, parking restrictions will be in place in areas in front of businesses, but plans call for one area to be done, curb-to-curb, at a time, so the project will move along the road and no business will be unfairly disadvantaged.

Chairman Carson said the town had received an email from someone involved with the Kearsarge Region School District, asking why the project had not been done during the summer, since it will be an inconvenience for traffic related to the Simond School. But he noted that the town didn't have control over the timing. Allen agreed, noting that the project was scheduled to begin in July 13 but was pushed back by the NH Department of Transportation (DOT).

Allen said that the work is scheduled to be done this week, Tues, Wed. and Thur., and then be halted in anticipation of the Labor Day weekend. It would then resume on Tuesday, Sept. 8, the day following Labor Day. Chairman Carson reminded the director that Tuesday, Sept. 8, is primary election day so the street needs to be as accessible as possible. Alen admitted that he'd forgotten about the election; before the meeting ended, he connected with others involved with the project and assured the board that there would be no major work on Main Street on election day.

- ***Aquatic Resource Mitigation (ARM) grant, update***

Tim Allen said he hand-delivered the grant request yesterday (Aug. 31), so the town should hear a response soon. He said he thought the town had a good chance of obtaining the grant money.

- **Town Hall Sprinkler system, update**

No action taken.

- **Tree Removal**

Judy Newman-Rogers asked Allen about the removal of a tree by the town's portion of the Concord-Lake Sunapee Rail Trail, since she understood that the trail would be at no cost to the town. Allen said there was a problem when a tree section fell in an area near Depot Street, close to both the trail and the town's property. He said the costs for removing the tree was about \$1,1,00 and was split between the town, the property and the real trail organization: the rail trail paid \$500, and town and the property owner each paid \$300. The director said he made the judgement that it was "cheap insurance" to free the town from any extended dispute regarding the problem.

- Chairman Carson noted that the Budget Committee is planning to meet with department heads soon to discuss preparing next year's budget. He said that the Select Board begin meeting with the department heads the week before to review the budget requests and suggested that separate work sessions would work best; Sept. 22 might be a good tentative date for a first meeting to consider: General Gov't Buildings – Old Graded School; General Gov't Buildings – Town Hall; Building Inspector; Health & Welfare. Jonathan Lord said that it might be a good idea to add 2% to all wages because of anticipated increases; he said the figure would have to be refined as the process moves forward but it would at least provide a broad indication to Budget Committee members. Judy Newman-Rogers said that another approach might be to separate all employee-related costs (salary, insurance, etc.) from all other department costs in the budget. The board members agreed that Newman-Roger's proposal would be used.

The chairman suggested that the board aim to meet with representatives from the Fire Department, Police Department and DPW in early/mid- October to review those budgets. Other department budgets will be reviewed before the department heads meet with the Budget Committee

- Chairman Carson reminded the other selectmen that at least one member of the board is required to be at the Town Hall voting site while the polls are open for primary elections on Sept. 8. He explained that a selectman can appoint a selectman pro tem to serve as a representative in his/her stead, if necessary. Carson said he expects to be at the polls at both the beginning and end of the voting process. Jonathan Lord said he would be available all day.
- Judy Newman-Rogers said she sent an email out to the other board members with questions and comments about some the board's plans, including an update of the town's building permit process. (Later in the meeting, Diane Ricciardelli, Town Administrator, said that she's begun putting together a committee to study the issue, as requested; it is tentatively to include Selectman Newman-Rogers, Planning Board Chairman Ben Frost, Fire Chief Sean Toomey, Building Inspector Tom Baye, and Town Administrator Ricciardell; she plans to schedule a meeting of the group soon.)
- Chairman Carson reminded the board that the Central New Hampshire Planning Commission had issued its 10-year infrastructure update, outlining various projects. The plan to extend and join the sidewalk extending East Main Street to the shopping area near Interstate 89's exit 9, the proposed expansion of the Park-and-Ride facility and the town's Concord-Lake Sunapee Rail Trail are included. The board needs provide some feedback to the NHHPC by the end of September, confirming the town's support or providing information about other projects.

The chairman noted that the Warner Fire Department recently received its new fire truck. Equipment will be removed from the apparatus that it's replacing and installed on the new vehicle, then the older one will be traded-in.

V. Public Comments

None.

VI. Meeting Minutes

To be considered: July 21, (nonpublic); Aug. 4, 10, 25.

Judy Newman-Rogers requested that action be postponed. The other board members agreed.

VII. Manifest

Chairman Carson made a motion to authorize the selectmen to sign the previously approved manifests and order the treasurer to sign payroll checks #6435 - #6444 in the amount of \$32,711.68; accounts payable checks #57834 - #57870 in the amount of \$ 58,536.42; and an automatic withdrawal for payroll taxes of \$8,813.10. Newman-Rogers seconded the motion. ROLL CALL: Chairman Carson, yes; Jonathan Lord, yes; Judy Newman-Rogers, yes. Motion passed unanimously.

VIII. Adjournment

Chairman Carson made a motion to adjourn to 8:06 p.m. The motion passed unanimously and the meeting adjourned.