



# Warner Board of Selectmen

## Meeting Minutes

### Tuesday, March 26, 2019

#### APPROVED

**1. Open Meeting:** Chairman Edelmenn opened the meeting at 6:05 pm

**2. Nonpublic Session**

Members Present: Clyde Carson   X    
Judy Newman-Rogers   X    
Kimberley Edelmenn   X  

Motion to enter nonpublic session made by Selectman Carson.

Specific statutory reason cited as foundation for the nonpublic session:

  X   RSA 91-A:3, II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant. Selectman Newman-Rogers seconded the motion.

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

Entered nonpublic session at 6:05 pm

Other persons present during nonpublic session: Town Administrator - Jim Bingham, Marianne Howlett and Barbara Strickland

Description of matters discussed and final decisions made: Brenda Strickland is working with the Selectmen to work out a payment plan regarding a property that was tax deferred. The proposal is to pay the back taxes over so many years and keep the current taxes current and pay the town \$400 per month for five years.

Marianne said the 2018 second tax bill is not in the deferral and is moving towards the lien process for those taxes. Marianne feels it would be wise, if the Board is making an agreement, to have Brenda pay those taxes [\$343] because if she doesn't those taxes unpaid will have a time limit of 2 years, and then the town would own the property.

Before the Selectman can react to this proposal they first need to seek Counsel advice plus advice pertaining to the number of liens attached to the property.

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

**3. Public Session Opened at 6:32 pm**

Attendance: Selectman Kimberley Edelmenn – Chairman, Selectman Clyde Carson, Selectman Judy Newman-Rogers and Jim Bingham - Town Administrator

Others present: Marianne Howlett, Kelly Henley, Police Chief Bill Chandler, Fire Chief Ed Raymond, Ginger Marsh, Chris Daniels, John Leavitt, Tim Allen, Michele Courser, Ken Cogswell, Deb Moody, Ed Mical

**4. Transfer of Surplus Funds**

Town Clerk, Michele Courser, presented a list of surplus funds that need to be transferred from the vote approved at Town Meeting. Judy said when ever money is moved from the general fund into a capital reserve fund at Town Meeting there is an RSA that requests the surplus be identified and given to the Selectmen who then ask the Treasurer to move that surplus into the capital reserve within 10 days of the adoption of the vote.

**5. Kearsarge Mt. Road Fire Station**

Fire Chief Ed Raymond is recommending to the Board to keep the fire house property located on Kearsarge Mt. Road for storage space as well as sharing the space with the Public Works Department for storage [sidewalk plow and material]. The building would be used as a first aide station during the Fall Foliage Festival as well. The Board had no objections. Judy suggested this topic be an agenda item in the future, so the townspeople will know it's something the Board has been discussing and this has been brought forward as a proposal.

**6. Recommendation for Chairman**

Selectman Edelman made a motion for Selectman Carson to be the Chairman. Selectman Newman-Rogers seconded the motion, the motion passed.

**7. Selectman Committee Assignments**

- Budget Committee - Judy
- Planning Board - Clyde
- Highway Safety Committee - Kimberley
- Nancy Sibley Wilkins - Judy
- Economic Development Advisory Committee - Kimberley
- Parks & Recreation Commission - Future discussion
- Conservation Commission - Future discussion
- Energy Committee - Future discussion

**8. Appointments to Expiring Terms**

Chairman Carson made a motion to appoint the following:

Appointed Position	Appointee	Term
Deputy Town Clerk	Kelly Henley	2021
CNHRPC Rep.	Ken Milender	2022
CNHRPC Transportation Advisory Committee Rep.	Benjamin Inman	Indefinite
Concord Regional Solid Waste Rep.	David Hartman	2021
CRSW - Alternate	Tim Allen	2021
Conservation Commission	Doug Allen	2022
	Susan von Ottengen	2022
	Alice Chamberlain	2022
Conservation Commission - Alternate	Scott Warren	2022
Health Officer	Peter Wyman	2022
Parks & Rec	Apryl Blood	2022
Planning Board	Donald Hall	2022
	Benjamin Inman	2022
Planning Board - Alternate	Romeo Dubreuil	2022
Zoning Board	Howard Kirchner	2022
	Samuel Bower	2022
Energy Committee	Sue Hemingway	2022
	Peter Ladd	2022
Economic Development Advisory	Charlie Albano	2022
	Emma Bates	2022
	Sarah Hansen	2022
	Vacant	2022
EDAC Planning Board Rep.	Vacant	2021

Selectman Edelman seconded the motion, the motion passed unanimously.

**9. Town Meeting Budget Reduction**

The Board will meet on Tuesday, April 2 beginning at 7:00 pm to tackle the required budget reductions.

**10. Selectman's Meeting Start Time**

Clyde is recommending the Selectman's meetings begin at 7:00 pm instead of 6:00 pm and makes that a motion effective April 2. Jim reminded the Board that will mean later meetings and suggested any nonpublic sessions begin at 6:30 pm. Selectman Newman-Rogers seconded the motion. Judy agrees with the nonpublic sessions beginning

earlier than 7:00 pm if the Board decides that and also agrees with addressing the agenda and establishing a Thursday deadline so the Selectmen have the time to review the documents that are associated with the agenda. If something comes up between the deadline and the meeting, have it be on the agenda as a presentation and if it needs further discussion add it to the following agenda so the public is aware it will be discussed. Kimberley said that's a good goal to shoot for, but she doesn't want to slam the door when any of the employees need to come to the Selectmen on short notice. Clyde said we could support that for appointments. Selectman Carson called for a vote on the motion, all were in favor, the motion passed.

The Board will meet on April 2 beginning at 7:00 pm to talk about the budget reductions. Department Heads will be asked to forward their suggestions and are invited to the April 2 meeting.

### **11. Hazard Mitigation Plan Information Meeting**

**A.** At 7:00 pm the information meeting began which was lead by Emergency Management Director, Ed Mical. Ed is soliciting public in-put on the updated Hazard Mitigation Plan. The plan is required to be updated every 5 years. The existing plan expired on March 9, 2019. Central NH Regional Planning Commission helped the Hazard Mitigation Committee update the plan in an accelerated time-frame. Ed asked for the attending members to sign an attendance sheet.

**B.** The plan is required by FEMA and Warner's plan was approved back in 2003 which was one of the first communities in the State to have an approved plan. This plan is needed when there is disaster declaration claimed. By having an approved plan the town is able to participate in hazard mitigation funding projects which is usually a 75/25 match.

**C.** A Hazard Mitigation Plan does not address actions during a disaster, that is addressed in the Emergency Management Plan.

**D.** The Hazard Mitigation Committee is made up of the Emergency Management Director, Deputy Director, Fire Chief, Police Chief, Director of Public Works, Selectman's Rep., Town Administrator, Health Officer, Water District participation, Planning Board, Parks and Recreation Commission, Budget Committee and from the general public, Ginger Marsh, Chris Daniels and Dr. Tim from Simonds School. Over the course of 6 months there were 8-10 meetings all 2-hour sessions. This project was a \$7,500/\$2,500 in-kind match [town portion] which includes the meetings and attendance etc. The towns match totals \$4,200 and Ed expects when everything is done the match will be up to \$8,000.

**E.** Ginger explained the Hazard Mitigation goals the Committee had was to reduce risk and injury at the loss of life in the town from a natural disaster/hazards and secondary hazards, human and technology. These types of disasters are defined in the plan. It also reduces the risk of potential damages to the town, private and public property, critical facilities, infrastructures, historical resources from all natural hazard disasters and to promote public awareness of the Hazard Mitigation Planning and activities to the town residents, school, visitor's and businesses.

**F.** Time was spent on how to get this information out to the public whether it's through the Newsletter or meetings. The completed plan is on the town website and a copy is available in the Selectman's Office. Time was spent on trying to figure out where all the disasters could happen from the rivers to driving on I-89. There were 13 natural hazards identified which were combined into 9 basic categories.

**G.** John Leavitt said the Committee went through the list of potential hazards, rated and scored them. The Committee decided winter weather was ranked the highest, followed by high wind events, extreme temperatures, drought, public health, flooding and wild fires, in that order. The Committee spent a lot of time evaluating each category. John said he learned a lot from this Committee, there is a lot of knowledge on the Committee about the town over the past 50 years. The risk assessments are covered on pages 25 to 154 in the plan. The past hazards were identified and what the town did to mitigate those hazards to keep the town safer in the future. Other high risk areas in town are identified and the Committee discussed the towns ability to address it monetarily. Potential future hazards, local climate changes and extreme weather and how they effect Warner is addressed in the plan. The towns vulnerability to human and technology disasters the Committee feels this should be looked at because technology is constantly changing.

**H.** Chris Daniels spoke as the public member on the Committee. Chapter 5 highlights the critical facilities which include the Town Offices, Fire Department, Police Department, Public Works Department, Water District, cistern systems, culverts, dry hydrants, pump stations, water/sewer lines as well schools, clinics and emergency shelters. The Committee evaluated each of the facilities and discussed potential mitigation actions. Chapter 5 updated town

owned culverts and identified those that need to be upgraded to protect the town from flooding. The table in Chapter 5 may help the town in the future to develop a formalized culvert upgrade and maintenance plan. The Committee addressed one egress roads in the town [pg.168]. There is over 15 miles of mostly town maintained Class V roads that are dead ends or has a culdesac within the town. These roads contain an estimated 276 homes, these roads were identified as high priorities one being Kearsarge Mt. Road. Ed believes there is a total of 50 roads in town that have one egress.

**I.** Chris talked about potential loss from a natural disasters. Pages 174-187 call out specific values and calculations that relate to economic loses within Warner based on the number of properties that would be exposed as well as the form of disaster. The total assessed value of residential and non-residential structures is over \$217,000,000. In the flood hazard area alone the values are over \$6,000,000 and only 11 properties out of 1,847 properties in the floodplain actually have flood insurance.

**J.** Chris said Chapter 6, Planning and Regulatory, Table 39 on page 190 shows the Warner plans and planning documents. These are plans, policies, codes and ordinances that reduce the risk of impacts upon hazards in the town. In terms of business preparedness plans, the number of departments and committee's are outlined with those plans established to help preserve the well being of the town, population and their resources whether man made or natural. The administrative and technical aspect within Chapter 6 shows the towns administrative and technical capabilities which includes policies, mutual aide agreements, partnerships, standard operating procedures, training, skills, and tools that can all be used for loss mitigation. Financial resources are typically available by way of application funding requests and budgeting for the hazard mitigation projects.

**K.** Table 42 on page 216 identifies the town departments and the mechanisms that have public outreach ability, educational activities and notification capabilities that are already in place within the town and those that could be implemented in the future.

**L.** Tim said the amount of information in the plan is amazing. The plan is a very good work piece of information for him because the actions listed in the plan is a work schedule for the highway department and himself. If that's all the highway department worked off of and reviewed it a couple times each year, it's a perfect work tool. The plan has changed the way Tim thinks and his approach on different projects.

**M.** Ed said Tim has identified a number of items included in the plan from Simonds School perspective that could allow for funding for the school such as security measures.

**N.** The purpose of this presentation was to provide information to the public. The Committee will collect any suggested changes to the plan, if there are any changes they will be made and then the plan will be submitted to Central NH Regional Planning Commission to the State, Homeland Security and Emergency Management where they will conduct a review of the plan. Once approval is received the plan will come back to the town for the Board of Selectmen to adopt the plan in a public meeting. After adoption the plan is sent to Homeland Security and Emergency Management and on to FEMA for a formal letter of approval. After approval the plan is good for 5 years.

**O.** Clyde asked if there are top 3 items identified that the town needs to focus on? Ed said Chapter 8 lists the projects that goes from 3 to 5 years along with associated costs. The Committee will also meet 2 to 3 times a year to review the plan. The plan also calls for Hazard Mitigation representation during the Capital Improvements Program update. Kimberley said she would like to stay on the Committee.

**P.** Jim said the key advantage of having and utilizing this plan is to identify improvements that have in the past been a chronic hazard because there is money available from the Federal Government based on a percentage of money that was paid out to fix problems from a prior disaster and as a town, it needs to be more aggressive in obtaining that money.

**Q.** Clyde asked is the town's plan compared to other town's like Bradford and Sutton for coordination purposes? Ed said there was a notice published in the Intertown Record, plus he sent out a notice to Bradford, Sutton, Andover, Henniker, Hopkinton, Salisbury, Webster so those communities are aware and he receives the same from those towns.

**R.** Kimberley thanked Ed for the amount of effort he has put into this updated plan and thanked the Committee. Ed said it was a group effort from the Committee.

### **12. Insured Cash Sweep Program at Sugar River Bank**

Ginger Marsh from Sugar River Bank said the town has more than \$250,000 in the bank, in order to insure that, the bank has pledged funds that are kept on hold at the bank. Because there are two signers for the accounts the town is insured up to \$500,000 and the Trustee's of the Trust Funds, \$750,000. The bank has partnered with CSI which automatically does the funding for the bank that is kept on hold. Ginger said there is no fee for the town and she feels it is a better way for the town to be covered and encourages the town to join the program. Clyde said he attended the presentation at the bank about this program along with Jim and Kimberley and it made sense to him. Clyde said on the State level there was a proposal to allow towns to do business with credit unions, and as part of that process the Sweep Program was discussed and it seems it's where the town wants to be.

#### **Board Action**

Chairman Carson made a motion for the town to sign up for the Cash Sweep Program. Selectman Edelman seconded the motion, the motion passed.

### **13. Changing the Wednesday Payday to Thursday**

Town Treasurer, Ginger Marsh, explained to the Board that this year if the Wednesday payday is not changed to Thursday, there will be 27 pay periods instead of the usual 26. It would cause tax issues for most people so Ginger is proposing to change the payday to Thursday to alleviate the extra pay period. Having payday on Thursday will help out the Bookkeeper when there is a Monday holiday to meet deadlines in a timely manner. Jim said part of the issue is the town has to comply with both the IRS and Department of Labor. If a payday falls on a holiday such as Wednesday, January 1, 2020 and the banks are closed, the town cannot meet the required obligations. Judy asked if there is an exception because payday falls on a holiday and Jim said no. Judy then asked how are the salaried employees getting paid this year, based on the 27 pay periods or 26. Jim, said 26 pay periods have been budgeted for 2019. Ginger said if the Board changes the payday she suggested giving the employees a month advance notice. Verification is needed on the number of paydays in 2019. This topic will be placed on the next Selectman's agenda.

### **14. Custodian Vacancy**

The Library Custodian is interested in the vacancy.

#### **Board Action**

Chairman Carson made a motion to authorize the Town Administrator to fill the position with the Library Custodian. Selectman Newman-Rogers seconded the motion, the motion passed.

### **15. Northeast Resource Recovery Association Annual Conference**

Concord Regional Solid Waste Representative, David Hartman, submitted a request to attend the annual NRRA Conference costing \$135.00.

#### **Board Action**

Selectman Edelman made a motion to approve the \$135.00 expense associated with the NRRA Conference. Chairman Carson seconded the motion. Judy asked what is learned from the conference. Clyde said it keeps the town connected with the whole process and is useful for the town. Kimberley said the Board can ask David to meet with the Board after the conference to share some highlights. Chairman Carson called for a vote on the motion. Selectman Newman-Rogers abstained. Motion passed 2-1.

### **16. Tourism Conference**

Charlie Albano, Chairman of the Economic Development Advisory Committee submitted a request to attend the annual Governor's Conference on Tourism on April 22, 23 and 24th. Charlie attended last year and found the Conference very informative. The request is for a one-day registration in the amount of \$175.00. Judy asked how this would benefit the town, and her questions are coming from finances. If there are other sources such as scholarships or other sources of funding available it should be looked into or attend every other year. Clyde said this Conference provides ideas on how to promote the town, and Charlie came back with ideas last year and Clyde feels those ideas should be implemented. Judy said the town didn't want to spend \$2,000 for a brochure, and are the voters saying don't spend money on that kind of stuff. Clyde said the voters said to raise the money privately and feels the Board should re-look at this next year.

#### **Board Action**

Chairman Carson made a motion to not fund the request for the Tourism Conference this year. Selectman Edelman seconded the motion. The motion passed 2-1, Selectman Edelman is against it.

### **17. Fire Station**

Fire Chief Ed Raymond reported the station is fully occupied as of February 19 and are working on getting organized in the new space. Landscaping still needs to be completed. There have been no complaints from the neighbors.

### **18. Selling Town Parcels**

**A.** The town is working on selling two parcels, one located at Map 29 Lot 001 for the Water District to purchase and the other is the old fire station. Details are being worked out. The Board will meet with the interested parties for the fire station during the April 9 meeting. They still need to finish the Planning Board process.

**B.** Ed Mical asked what the status is regarding the damage to the old fire station. Tim said he has one cost so far, and the town is waiting to hear back from insurance.

### **19. Minutes**

Selectman Edelman made a motion to approve meeting minutes dated February 13 & 26 and March 12 & 19. Chairman Carson seconded the motion, the motion passed.

### **20. Manifest**

Selectman Edelman made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 5794-5810 in the amount of \$39,663.02 (including 25 direct deposits), Accounts Payable check numbers 56204-56257 in the amount of \$90,801.95 Fire Station Loan check numbers 139-140 in the amount of \$101,062.88. Selectman Newman-Rogers seconded the motion, the motion passed.

### **21. Consent Agenda**

Selectman Newman-Rogers made a motion to approve the Consent Agenda for **March 26, 2019**:

1. Building Permits for: Map 3 Lot 5 and Map 20 Lot 5
2. Veteran's Tax Credit for Map 32 Lot 36
3. Raffle Permit for Mt. Kearsarge Indian Museum

Chairman Carson seconded the motion, the motion passed.

### **22. Selectman's Other Business**

**A.** Judy said she doesn't want to get on the wrong foot with anybody and as far as the fire station building goes, she is just presenting what people have told her. One of things people have said to her is they don't know what's going on. Adding something to an agenda where they are noticed, then they can't say they didn't know about it. Judy doesn't disagree with the suggested use of the building, she just thinks there has been other ideas about it, especially tiny houses around here. Fire Chief Ed Raymond said he heard other stories and that is why he came to the Board and didn't want to surprise anybody.

**B.** Clyde reported there will be a Founders Day Event on April 28 for Bud and Nancy Thompson of the Mt. Kearsarge Indian Museum from 1:00 to 4:00 pm at the Town Hall.

### **23. Bookkeeper**

Clyde proposed the Board review the job description for the Bookkeeper and suggested a small Committee work on the job description and come back to the Board with their defined suggestions. Clyde asked Ginger Marsh who said she would, a Selectman and one other person. Judy asked Clyde if he is talking about job description parallel to hiring an interim Bookkeeper. Clyde said yes, and he thinks the Board needs to understand what needs to be covered, who is covering now. Judy asked Jim if there was a written procedure. Jim said there is a procedure for accounts payable only, the revenue procedure was stalled. There are procedure's on how to use munismart. Clyde proposes to talk about this on April 2. Jim said the Bookkeeper job description outlines all the duties of the position.

### **24. Public Comments**

**A.** Marianne asked if Judy could share her email contact, Judy said she would forward it on to her.

**B.** Ed Mical also needs Judy's contact information.

**C.** John Leavitt said 2 people requested funding to attend conferences and doesn't feel it would be an unusual request to the requester come to the Selectman's meeting and explain how it benefits the town. John asked what is the town doing to put the audios on the website. Kimberley said the EDAC is looking at turning them into pod casts. John said the town directed the Selectmen to put the audios on the website, if the Board is going to deviate from that it needs to get to Town Meeting. Kimberley is working on finding a better solution, at this time the website is not in the position to retain audio's. John said the website can maintain the audio wave files. Clyde said that vote

took place several year's ago, at that point the town couldn't afford to put enough space on the website to do it. In the meantime technology is changing, but at the same time the town voted to reduce the operating budget by \$34,000 which means there is no money in the budget to purchase recording equipment and what goes with it. Kimberley said the website committee is working on it. Clyde would like an update presented to the Board regarding the website development.

**25. Adjourn**

Meeting adjourned at 9:55 pm

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

Recorder of the minutes: Mary Whalen