



# Warner Board of Selectmen

## Meeting Minutes

### Tuesday, May 21, 2019

#### APPROVED

#### **1. Open Meeting** Chairman Carson opened the meeting at 6:30 pm.

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

Others present: Tim Allen, Rick Bixby, Alfred Hanson, Jonathan Lord, Martha Mical, Ed Mical, Ken Cogswell, Michele Courser, Kelly Henley, Alice Chamberlain, Anthony Mento, Nancy Martin, Charlie Albano, Deb Moody, Marianne Howlett, Charlie Albano, Brian Carter

#### **2. Agenda**

Chairman Carson noted changes to the agenda. At 7:30, the board would go into nonpublic. After that, remaining topics would be covered.

#### **3. Public Hearing**

**A.** Chairman Carson opened the public hearing at 6:35 pm for public input regarding the planned equipment purchase. Public notice was posted in the Intertown Record on May 14th. Clyde turned the hearing over to Public Works Director, Tim Allen, to talk about a new loader.

**B.** Tim described how the Town's current 2007 Komatsu loader was at Anderson Equipment, all apart. The hydraulic pumps need to be replaced, a \$20,000 repair. Last year, they spent \$16,000 on the loader to do the same repairs minus one pump. The one pump that was not fixed faulted. Pieces came out of it, into the system, and into the pumps already replaced. Tim does not want to spend any more money on the machine and believes the Town should have gotten rid of it 3 years ago.

**C.** When Tim put together the department's 2017 CIP, he had 3 pieces to deal with, 2 trucks and a loader which he felt were candidates for the CIP. He had Anderson Equipment come evaluate the loader at a cost of about \$890 to tell him how it was mechanically. With everything they went through, including pump pressures and cycle times, they told him it was on the high side of average. Probably they could get another 1800 to 2000 hours out of the loader. With that information, Tim moved the loader out a year and put a dump truck into the CIP to replace. Last year, the power steering pump went. With that going to pieces, pieces went into the hydraulic pump. They had to go through the process of fixing it.

**D.** Tim has looked at 3 machines. A Komatsu loader to replace the one they have. They don't make the 250 anymore, it's a 270. It's a 3 yard machine. He looked at 2 different sized Caterpillar loaders, 926M (2.5 yards) and a 930M (3 yards). The Komatsu quote is for \$182,500. In that is a 5 year / 5,000 hour warranty. There is a 5,000 hour maintenance program. They do the oil changes and filters. The coupler on the end of the boom can adapt for the implements they have. They have a road broom, 5 ft forks and a 3 yd bucket. That's all included in the \$182,500.

**E.** The 926M Caterpillar is a little bit smaller than the Komatsu 270. It's around \$173,000. It includes a 5 year / 5,000 hour warranty. It does not include a maintenance program, so Tim included \$13,570 which is the cost to maintain the machine for 5,000 hours. Also not included is travel time which is an unknown.

**F.** The 930M Caterpillar is comparable in size to the Komatsu 270. That machine is \$192,570. Same 5 year / 5,000 hour warranty. Tim included the same \$13,570 maintenance cost.

**G.** The Komatsu quote falls between the two Cat quotes.

**H.** The issue Tim has is we have a machine sitting at Anderson Equipment which is all apart. Caterpillar won't give a trade-in value for the loader until it is up and running again. Tim recommends we lease a Komatsu loader for 5 years. Clyde disagrees. They will give us \$15,000 for our loader as it sits. Tim has discussed this with Dennis Inman and another guy in Henniker. To bring the machine home, get whatever he can out of it, salvage some of what he's put into it. They are receptive to that, but in the end, we would still only end up with \$10,000 or \$15,000.

If we can get \$15,000 for the current way it is set, go with a 5 year lease with the Komatsu and take a look at the machine at the end of 5 years because Tim has been told the machine will be worth \$90,000 to \$100,000 at the end of 5 years. Tim has been told the 926 Cat will be worth about \$100,000 at the end of 5 years and the 930 between \$130,000-\$135,000.

**I.** Tim's recommendation is lease the Kamatsu for 5 years and leave the town's machine where it is. Address it again in 5 years so the town can take full advantage of the value of the machine to look at trading it in or keep it another year and then trade it. Tim said if we go with the 7 year lease he is afraid when at the 7 year period, it will be said to try to get another couple of years out of it getting into the same situation we are in now. Leasing the Kamatsu for 5 years with a \$15,000 trade the lease amount would be about \$37,208 annually, ownership after 5 years.

**J.** There is about \$300,000 in the Highway Equipment Capital Reserve. Tim said if the town leases the Kamatsu, that allows him the ability to address one of the truck issues. For a cab & chassis, the cost runs from \$106,000 to \$127,000. Then another investment of up to \$62,000 for plow equipment, dump body and sander. Tim said the first lease payment would come from the capital reserve fund, the remaining payments will be paid from his operating budget so Tim can still order a vehicle funding it from the Highway Equipment Capital Reserve fund. Tim said he will be spending money on new ware, and not old.

**K.** Chairman Carson opened the Public Hearing for **public comments:**

- Ed Mical said he had 2 items: 1. the loader was not scheduled for this year in the Capital Improvement Program and asked if that is correct. Tim said no. Ed said that would generate an emergency situation for doing the loader this year which is authorized under emergencies in the CIP. 2. Ed said he understands anytime the town has done a lease it was brought before the voters. Clyde said he is not sure that is the case because the town leased a fire truck under an emergency situation. Ed doesn't believe the Board can commit funds for 5 years without voter consent. There is enough money in the capital reserve fund to purchase the loader. Clyde recalls a couple of situations where a lease was needed to be done and the Board did it before Town Meeting. Judy said a Special Town Meeting could be held. Ed is in favor of the loader if purchased, not leased.
- Clyde said Tim's concern is the town is always under budget in the capital reserve fund for purchasing the next piece of equipment and then he ends up extending the life of the equipment an extra year or two. Clyde said his concern is the cost for leasing, \$13,000 in interest.
- Alfred asked Clyde where would the savings be. Three years ago the town decided to lease a grader because of the cost and if the town purchased the grader the town would be in twice as worse shape than it is now (regarding the capital reserve fund). The lease idea for heavy equipment is a great idea, companies are doing it every where. The \$13,000 in interest for the lease needs to be compared to repairs over a 5-year period.
- Clyde said whether you buy or lease, after 5 years you can still make a decision to lease or purchase the next piece of equipment because you will own it. Purchasing the Kamatsu saves on repair costs because it's new and it saves \$13,000 in interest. Clyde see's purchasing as a savings and is concerned about adding another \$37,000 to the operating budget for five years and the voters don't have a say.
- Charlie Albano thanked Tim for his explanation.
- Tim's biggest concern is getting out of the situation that he is in.
- Charlie thinks what would be helpful is charting the options, he would like to see the average cost for repairs every year. If repairs run from \$10,000 a year or more then leasing makes sense. Also charting all the equipment, the life expectancy's, work out what needs to be replaced in a logical way to get on a system so you see where you are, a plan.
- Clyde asked Tim is the warranty the same whether you buy it or lease it? Tim said this lease is for 5 years (or 5,000 hours), the only things that the town will need to pay for is normal wear items, tires, windshield wipers, bucket cutting edges, everything else is covered 100% plus the service up to 5,000 hours. Clyde asked Tim what if you buy it? Tim said, same thing.
- Martha Mical encouraged the Board to go with Tim's recommendation and get this thing done because right now the town is without one.
- Alfred thinks somewhere along the line there are many programs out there for the depreciation factors in the wear and tear on such machines. What has gotten this town in trouble is hanging on to equipment too long.
- Clyde said to Alfred if he agrees with Alfred and if the town buys or leases, that same decision can be made after 5 years. Alfred agreed. Clyde said a replacement program should be developed with the right optimal time of trading equipment in, he doesn't know if that makes the decision for leasing or purchasing.

- Alfred said the only difference is the interest on the lease which can be compared to what it's costing Tim to the point of where he is now.
- Rick Bixby asked if the first lease payment would come from the capital reserve fund and Clyde said yes. Clyde has a concern about paying the remaining payments from the operating budget.
- Alfred said pay the first year from the capital reserve and then work the remaining payments into the operating budget. He said the town didn't get stung that bad when the grader was leased.
- Tim said leasing the Kamatsu would reduce his operating budget in other areas such as maintenance and down time.
- Alfred said down time is the most costly.
- Martha Mical encouraged the Board to follow what the Department Head is suggesting, he is the one that knows about the equipment and what needs to be done. Clyde said he supports Tim on his selection and the 5 year replacement plan. The question is for the Board to decide if they want to purchase or lease.
- Tim asked is the only option putting the lease payment in the operating budget or can the payment be presented in a warrant article every year. The risk is the warrant article is voted down. Tim said then the loader goes back with no penalty.

**L.** Chairman Carson **closed the public hearing at 7:04 pm** and opened the public session.

**M.** Judy asked Tim if he saw savings in his budget when he leased the grader. Tim said there is savings in down time, as far as he is concerned he doesn't think there is a actual cost that you can see other than being more productive. Tim thinks last year between all the pieces of equipment in maintenance and sub-contract work the cost was about \$127,000. Tim would like to cut that number in half and invest in new, that way he will be ahead of the game. Tim see's savings in service parts and dependability in leasing the Kamatsu.

**N.** Judy views a lease as we don't have to fund the capital reserve as heavily as it has been. Kimberley added the capital reserve would not be depleted as quickly. Judy said the capital budget would be reduced and the operating budget would increase.

**O.** Clyde said his concern is the town has had a strategy that says we are going to save for the equipment and pay for it. The fear Tim has for the capital budget, Clyde has the same fear for the operating budget. If you add \$37,000 to the operating budget that is already a 1% increase from last year. Then the Budget Committee says the operating budget can't increase by more than 1% in 2020. The budget is tight this year, 1% doesn't give the Board much room to work with, with an additional \$37,000 added for the next 5 years. Right now there is enough money in the capital reserve to purchase the loader. Next year the reserve can be funded to purchase the truck and there won't be an increase to the operating budget. Judy asked if that will deplete the capital reserve. Clyde said it will deplete it but that's why the money is saved in the reserve, it's meant to be used.

**P.** Kimberley said if you take money out of the capital reserve fund, then you get to Town Meeting and the next thing you want to do is add money to the capital reserve fund, if you lease it, you take the money out of the operating budget, either way you are still spending the money. When you add the two things together, it's not just the operating budget you have to worry about, it's how much is being put into capital reserves each year. Those 2 things together are the whole budget that impacts taxes. The first thing that needs to be done is to find out if the town can enter into a lease before Town Meeting.

**Q.** Tim said a decision needs to be made soon, to him the lease makes sense. Right now the equipment is more vital than the dump trucks. Tim will worry about replacing the truck with what funds are remaining, he has options to make it work.

**R.** Kimberley said the Board has discussed this need a few weeks ago and Tim was favoring a different loader. Tim said his problem with that situation is our own machine that's in pieces. It's worth nothing to Caterpillar unless we put it back together. We either need to do that ourselves or hire Caterpillar and spend the \$20,000 and put it together, turn it into Caterpillar for \$25,000 resulting in \$5,000 off the price. Tim said he does not have the time to do that. Kimberley asked Tim if he is going to regret choosing Kamatsu. Tim said he only has to deal with it for 5 years, he has nothing against a Kamatsu loader.

**S.** Clyde asked the Board if they want to wait to hear on the determination regarding the lease, Clyde is willing to go either way. Judy is very supportive of what Tim says and trusts his opinion and feels the Board should let him do it. Clyde asked lease or purchase. Judy said it sounds like Tim prefers the lease. Tim agrees, but if he can't do a lease until Town Meeting then what does he do in the interim. Kimberley said we need to find out if the town can enter into a lease, if not, buy it.

**T.** Martha Mical said if the Board goes with the lease tonight, Town Meeting happens before the first year is up on the lease so if the Town Meeting says no to the lease then Tim can return loader or get the town to vote to purchase the loader. Tim said there is no penalty paying off the lease.

### **Board Action**

Selectman Newman-Rogers made a motion to enter into a lease agreement for a Komatsu W270-A contingent upon the RSA's allowing the town to do that and if not it would be a purchase funded from the Highway Equipment Capital Reserve. Selectman Edlemann seconded the motion, the motion passed unanimously. Ed Mical asked if the purchase amounts could be specified in the motion. Clyde said as presented by Tim. Tim said \$187,368 minus \$15,000. Anthony Mento provided two RSA's to look at, 33:2 & 35:15 pertaining to the Board entering into a lease.

### **4. Economic Development Advisory Committee**

**A.** Charlie Albano, Chair of the EDAC said both Kimberley and Clyde have been involved with the EDAC for the last year or so. In regards to exit 9, Charlie received a call in March from the Landuse Secretary about a possible developer at exit 9. Charlie called the engineer to set up a meeting with the developer on March 27 at MainStreet Bookends and members of the EDAC, Selectman Edlemann, Anthony Mento, Alice Chamberlain and a few others attended. At that meeting goals and objectives were discussed to bring business to town that met the town's values and would provide a living wage. The developer was very open to what was said. The reason that Charlie invited the developer is so the town could be pro-active in what the town would like to see rather than reactive to what a developer may want to bring to town that didn't quite fit. At the meeting the Charrette was shared that was created in 2004. The developer appeared to be impressed. At that meeting Charlie shared with the developer that there has been contact with Concord Hospital regarding their interest in expanding the health services they have in town. Paul Kneeland (the developer) from Channel Building out of Massachusetts said at the meeting he received a call from the hospital with the same interest at exit 9. Charlie said the point of this meeting is to bring this information to the public and to engage the Selectboard to work with EDAC to bring the key players, Concord Hospital, Market Basket, and the developer at exit 9 together to find out officially what their interest is and can we guide what may be located at exit 9. Charlie shared with the developer the survey the EDAC did as well. The priorities in the survey are restaurants, retail, hotel and dental services. Dental services has come up in the last 3 survey's that the town has done. Charlie asked the Selectboard in response to this presentation to come up with a plan an identified time-line and identify contacts to organize a response to this opportunity.

#### Public Comments:

- Alice Chamberlain feels the exit 9 parcel is an extremely important parcel as are all of them at exit 9 & 7. Meeting Paul Kneeland, he is certainly a very able developer and whether exit 9 is on his back burner for him is hard to know unless we are in touch with him. Alice urged the town to keep up the communication.
- Anthony Mento added that the developer was some what surprised, in his years building projects around New England and mainly Massachusetts, he never saw a town reach out with so much energy and willingness to show what the town's interest and desires were. That motivated the developer to look closer. Anthony saw some surveyor's today looking at the property's which is encouraging. We have spoken with members of the hospital development team that have spoken about wanting to relocate the Family Physicians to larger facility. Anthony agrees with Charlie that having the Selectboard involved seems more real.
- Kimberley added that she asked Mr. Kneeland if his intention was to build, sell, and leave town and learned that Mr. Kneeland builds, owns and maintains and plans on staying in Warner. The long term commitment was impressive.
- Anthony added Mr. Kneeland did clarify that he does not own alone, he has a partner who owns Dunkin Donuts which is why he is familiar with the community.

**B.** Charlie said the EDAC has been working on the website development for about a year. External organizations were brought in to assist the committee in identifying good economic development practices for a small town. They looked at the website and said it needed to be changed. The committee went through about a 6-month process in which they brought in external website developers. The Selectboard chose the current webmaster, Dan Watts. The EDAC has 2 pieces to the website development, an economic development site and a tourism site. Charlie is asking the Selectboard to come up with a calendar as to when the website will be completed with Dan Watts. Clyde said there hasn't been anything that has come back to the Selectboard on what the website is going to look like, Clyde feels this step is needed. Charlie said he had Dan Watts do a presentation to the EDAC on the website and there still needs a lot of work completed and as part of Charlie's original presentation he had said publicly at that presentation that we should have this done on or about Town Meeting. Other contractor's identified that they could create a new website in about 6 to 12 weeks. Charlie said that is the responsibility of the website developer to give

the Selectboard a planned outline. EDAC's part, which Charlie said in the beginning, is we are managing that, we are contributing the economic development part and tourism. Charlie is asking the Selectboard what is the website going to look like and what is the process and the deadline.

Kimberley said the time-line is different because our in-house guy is doing it. There is a committee (Kimberley is a member) working on surveying the town and employee's on their thoughts about the website the town now has and where should we go with the future one. The committee has talked about what are the critical elements, making the site easy to use. And then Charlie has said please make it look like the Hopkinton website. Kimberley said she was not aware that the Selectboard would want input on the design which can be arranged. Clyde agrees it would be a good idea to have a presentation. Judy asked if there is a contract with Dan. Kimberley said Dan has a one-year contract to do the website. Kimberley said a time-line will be established as well.

C. Charlie updated the Board on the rack-card. He obtained funding for 10,000 rack-cards to be placed in 131 locations in NH from the Nancy Sibley Wilkins Advisory Committee for \$1,500. Funding was denied at Town Meeting. The cards will be at the locations soon.

**5. Town Hall Fire Suppression System**

A. Brian Carter from Carter Fire Suppression Systems provided a proposal back in December for a fire suppression system at the Town Hall. Brian said they specialize in older buildings. A water line will be needed provided by the town, Carter would create a sprinkler design using auto cad, wet sprinkler coverage in the lower levels and then dry coverage in the attic because it gets cold. Clyde asked about areas where records are stored, how are the records protected. Brian said either way wet or dry, dry just means there is no water in the pipe under normal circumstances but when ever a sprinkler goes off water would flow to that pipe. He said records would be covered with a water base system as they are in almost every Town Hall. Clyde asked what can be done to keep the records dry. Brian said there are options for a gas system which is very expensive, about \$20,000 - \$30,000 for one room. There is also a pre-action system option that adds another \$15,000. Clyde said the town is working on getting all the records in one location, he asked Brian if he has worked with similar situations. Brian said he has installed sprinkler systems in many Town Halls and he can't think of a single one that didn't have normal water base coverage in the entire building. Brian can provide a list of the Town Hall's they have done. He said it is extremely rare not to use water base. Brian said there is a chance of a fire in the record room, but the more likely scenario is that a fire would happen somewhere else and the building would be a total loss without a sprinkler system. If there is a sprinkler system, typically the fire is put out with one to two heads with water going off. It would be a few hundred gallons versus the fire department applying tens of thousands of gallons of water or the building is a total loss. Judy said she would like the list of Town Halls so she can contact them to see if they have additional protection in the records room. Martha Mical asked Brian if he only does water systems. Brian said yes, any other system would be subcontracted. Anthony Mento from SMP Architectures said the Town Hall's that his firm has designed usually separate the records in two zones, the more historical documents are placed in large walk-in vaults built as a fire protected room and then the rest of the records would be in a different zone and never in a basement.

B. Kimberley said the Board met with another company and asked them to do an additional quote for a gaseous system, does the Board want to ask the same of Brian? Brian said he would need to know the size of the room. Clyde said the town doesn't have a central location for the records so the question for the Board is will a records room be determined first? Judy said the Records Retention Committee will be discussing that tonight. Martha Mical said the Board may want to suggest a quote for sprinkling everything except the new section including the attic. Clyde said to Brian the Board will get back to him with further details for the quote.

**6. Nonpublic Session:**

At this time the Board left the public meeting and went to the Selectman's Office for a nonpublic session.

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

Motion to enter nonpublic session made by Chairman Carson at 7:55 pm. Seconded by Selectman Newman-Rogers.

  X   RSA 91-A:3, II (d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

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

Other persons present during nonpublic session: Dave Bower and another who was not identified.

Description of matters discussed and final decisions made: Clyde said he updated the lease based on their discussions yesterday. Clyde said he talked with Primex today and they sent him some language for the insurance which Clyde said he didn't have a chance to look at or incorporate into the lease. Clyde also tried to contact the town attorney who was in meetings all day but is available tomorrow. The question Clyde has for the attorney has to do with hazardous liability to the town. Any structural changes to the building needs approval from the Selectboard. The lease will be updated after Clyde talks to the attorney. Tentatively, the Board will meet again on Friday, May 24.

Chairman Carson made a motion to leave nonpublic session and return to public session at 8:09 pm. Roll call vote: Carson - Yes, Edelmann - Yes, Newman-Rogers - Yes.

### **7. Public session re-opened at 8:18 pm.**

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

Others present: Michele Courser, Martha Mical, Marianne Howlett, Deb Moody, Kelly Henley

### **8. Records Retention Committee**

**A.** Town Clerk, Michele Courser, said the committee met to reorganize the offices so the records can be stored in one location. The plan is the Selectman's Office would move to the Town Clerk's office. The Town Clerk would move into the Selectman's office and the Town Administrator's office space will be used for record storage as well as the attic area above. The Bookkeeper would move to the top floor in the office that is currently occupied by the Water District and the Supervisor's of the Checklist, Landuse would move into the office below the Tax Collector and Assessing. The Tax Collector and Assessing will remain where they are. The Town Administrator's office will be located on the top floor above the current Town Clerk's office. And the Water District and the Supervisor's would move to the lower level office that stores the property cards if they chose to.

**B.** Kimberley said the plan Michele presented is close to what she was thinking, however Kimberley had the Town Administrator in with the Selectman's Secretary. Michele and Martha both said if the Town Administrator had a separate office the interruptions that occur in the Selectman's Secretary office would not affect the Town Administrator. If the Town Administrator needed to meet with the public, that person could come down the stairs and meet with the public the secretaries office. Kimberley said a partition could be put up with a door, she feels both the Town Administrator and secretary work in sync so much that they shouldn't be separated.

**C.** Clyde said his concern is the Selectboard needs a place to meet and close the door. Michele said if the Town Administrator and secretary are in the same office then the office upstairs remains vacant. The property cards would remain where they are. Kimberley asked how is the committee prioritizing what goes into the record room. Martha said all the antique records and any other records that are in different locations in the Town Hall. Kimberley asked where would the Landuse records go. Martha said in the Landuse office. Kimberley asked about the Bookkeepers office. Judy said the Committee is talking about permanent record storage, some financials can be destroyed after a period of time. Kimberley asked if all the permanent records will fit in the proposed room and the answer was they believe so. The area of growth would be the attic. Kimberley asked if the attic would be emptied or will the space be used. Marianne Howlett said what would be ideal is the same situation the Historical Society has, a room within a room, she also said the hardest part of all of this is getting the storage organized in the attic. Marianne suggested make more office space in the lower meeting room. Judy feels once the records are in one area and identified some can be placed in PDF and then hard copy stored somewhere else.

**D.** Kimberley said go do it, and how would you implement the plan. Martha suggested talking to the staff first. There was discussion about the safe in the Town Clerk's office about moving it. Marianne said if this moving plan doesn't happen at least think about not using the property card room where the Landuse office currently is as public access, the Landuse office needs a better space. Kimberley said the Committee needs to create an action plan on what happens next, create a plan on what the next 4 steps are and return to the Board with that plan. Clyde said in the short term the Bookkeeper can move upstairs to the original office above the Town Clerk's office and Landuse can move to the office space below the Tax Collector's office. Kimberley wants to know how much time the moves will take.

## **9. Tax Deeding**

Tax Collector, Marianne Howlett, said the deeding date was May 10. There are 2 parcels remaining on the list. One owner proposed a payment plan and the other parcel is a very small piece of land up above the State Park. Marianne is asking the Board if they will accept the payment plan and what they would like to do with the remaining parcel. All have received the appropriate notices. The small piece of land above the State Park only needs to pay \$41.67 to be removed from the deeding process, Marianne suggested sending a follow-up letter. The other parcel, the owner is maintaining the payment plan that includes a final payment date, the Board needs to agree with the payment plan.

### **Board Action**

Selectman Edelman made a motion to allow the owners of Map 14 Lot 001 to continue making payments as proposed in their letter dated May 1, 2019. Chairman Carson seconded the motion, the motion passed unanimously.

Selectman Edelman made a motion to request the Tax Collector to send another letter to the property owner of Map 22 Lot 005 to request payment. Chairman Carson seconded the motion, the motion passed unanimously.

## **10. Frederick Douglass - Speech**

The Warner Historical Society submitted a request for the Frederick Douglass speech to be read in front of the Town Hall on July 3 at noon time.

### **Board Action**

Chairman Carson made a motion to approve the WHS request. Selectman Newman-Rogers seconded the motion, the motion passed unanimously.

## **11. 2020 Census New Construction Program**

The Board will participate in the Census new construction program.

## **12. Newsletter**

Kimberley will write an article for the Newsletter. Some highlights will be the Route 127 Bridge construction and the property revaluation and items the Board is currently working on.

## **13. Minutes**

Approval of the April 16, 18 & 23, May 7, May 10 & 14 was tabled until the next Selectman's meeting. Judy had some grammatical corrections.

## **14. Manifest**

Selectman Edelman made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 5852-5965 in the amount of \$39,125.35 (including 23 direct deposits). Accounts Payable check numbers 56394-56439 in the amount of \$132,310.92 (Check number 56394 was taken off the last manifest by Selectman Edelman, resubmitting in this manifest). Parks & Recreation Commission Revolving Account check number 1011 for \$648.00. At this time Clyde thanked Kelly Henley for the coverage she is providing in the Bookkeepers office. Kelly is preparing for the audit. Motion seconded by Chairman Carson, motion passed unanimously.

## **15. Consent Agenda**

Selectman Newman-Rogers made a motion to approve the consent agenda for May 21, 2019:

1. 2 Municipal Work Zone agreements
2. Intent to Cut for: Map 16 Lot 85-1, Map 7 Lot 68,74,75 and Map 10 Lot 67-3
3. Building Permits for: Map 28 Lot 47, Map 6 Lot 54, Map 3 Lot 58, Map 3 Lot 17-3, Map 13 Lot 29-1

Chairman Carson seconded the motion, the motion passed unanimously.

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

**A.** The Board will meet on May 24 beginning at 6:30 pm and on May 28 at 7:00 pm.

**B.** Judy said according to RSA the Treasurer has the responsibility to deposit all monies received by the town, but then there is an RSA that allows the Treasurer to delegate that deposit authority to Town Clerk and Tax Collector that should be done every year. Clyde believes the Treasurer will be at their next meeting and they can organize it then. Judy recommended keeping it the same, Tax Collector, Town Clerk, Bookkeeper and Selectman's secretary.

**17. Resignation**

**A.** Judy read the following into the record:

Dear Board of Selectmen,

Please accept my resignation from the Records Preservation Committee effective May 22, 2019.

Sincerely,  
Martha Mical

**B.** Kimberley asked if Assessing Clerk Deb Moody will be stepping in? Judy believes Deb has been a part of the Committee. Kimberley thanked Martha for her service on the Committee who is nearby and will be watching the progression of the Committee. Martha said as Kimberley has stated earlier the Committee members should be made up of people that are currently working for the town.

**18. Adjourn**

Meeting adjourned at 9:33 pm

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

Recorder of the Minutes: Mary Whalen