



Warner Board of Selectmen
Work Session Meeting Minutes
Tuesday, May 28, 2019
APPROVED

1. Open Meeting Chairman Carson opened the meeting at 7:02 pm.

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

Others present: Hastings Rigollet

2. 110 Red Chimney

A. Hastings Rigollet met with the Selectmen to inquire about a studio which is going through a change of use. It was an art studio and now the owners plan on using it as a residence. Hastings asked if the property owners are required to notify the abutter's. Kimberley asked what the address of the property is. Hastings said 110 Red Chimney Road. Hastings said the roof has been torn off completely, they did some sill work and excavated in front of the building. The property owner does have a building permit, Hastings question is, are they required to have a septic design and septic system before they move in, does the well have to be inspected. Clyde said it depends on what has been approved for that lot already. Judy said she is going to guess because it was a studio, and if they are going to make it a second dwelling, that's not allowed, it's a Planning Board situation, 2 residences on one property is not allowed. Hastings thought that was changed. Kimberley said it's an accessory building. Judy thought the building needs to be attached to the main dwelling. Clyde said not necessarily. Kimberley is pretty sure the zoning ordinance was changed. Clyde said the Board will look into it and get back to Hastings. Hastings believes there is a change of use, he is under the impression that you could have a second dwelling but you have to go through the same procedure as a primary residence which means the well has to be inspected with an approved septic system. Clyde said that would normally be part of the building permit process.

B. Judy learned during this discussion that the Building Inspector, Tom Baye, would not be available for inspections until June 6 and that Peter Wyman covers for Tom when Tom is not available. Judy was not aware of this and said the Board should be notified when anyone is not available.

3. Nonpublic Session

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

Motion to enter nonpublic session made by Chairman Carson at 7:13 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: None

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

Chairman Carson made a motion to leave nonpublic session and return to public session at 7:35 pm. Selectman Edelmann seconded. Roll call vote: Carson - Yes, Edelmann - Yes, Newman-Rogers - Yes.

4. Public Session Re-opened

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

Others present: None

5. Board Action - Lease Agreement

Chairman Carson made a motion for the Selectmen to accept the lease as prepared by the town attorney and accepted by the Board of Selectmen and Olde Window Restorer's to lease the fire station (27 E. Main St.) for \$1,500.00 per month for a one-year lease renewable in 12 months per the terms of the lease which includes a security deposit in the amount of \$1,500.00 effective June 1, 2019. Selectman Edelmann seconded the motion, the motion unanimously passed. A copy of the lease will be maintained in the Town Clerk's office and a copy provided to the Leasee.

6. Bookkeeper

Clyde said the town still needs to advertise for the Bookkeeper position. Ginger Marsh was going to renew the job description but hasn't had the time. Judy asked if Kelly, the interim Bookkeeper, has looked at the job description to edit it. Clyde said a sub-committee was put together that included Kelly Henley, Ginger Marsh and Jim Bingham. Jim has since retired and Clyde said the question is do we know enough at this point to say this is what I would recommend we talk about doing. The Selectmen think the sub-committee only met once. Clyde said Ginger is on the meeting agenda for June 4, at that time the Board will talk to her. Clyde said he also spoke with Kelly about coming up with a new date for the annual audit. Clyde said Kelly confirmed she is ready for the interim audit for this year from January to March. Clyde feels the Board needs to begin advertising for a Bookkeeper soon, but first the specifics need to be worked out, hours, rate of pay, duties and job description.

7. Town Administrator

Clyde asked the Board where are they in terms of what they want for a Town Administrator. Judy said did we talk about having the secretary pick up some of the work? Kimberley said the secretary told her so far she is not feeling an impact to the point of needing additional hours. Clyde said he feels the impact, he said he has been putting more into the job than he has in a very long time. Clyde has been addressing every day items as they come up, things a Town Administrator would address. Kimberley said for example the secretary could have called the Police Chief regarding the travel trailer complaint that came in. Clyde said we need to start gearing up for the budget season and we are no where near prepared for budget, that's something the Town Administrator does. Kimberley asked how was the budget process completed before the town had a Town Administrator. Judy explained the Finance Director did things that coordinated with the departments, made calls, researched things and put budgets together. Clyde is going on record by saying we can't survive without a Town Administrator, we need someone who is reviewing the operating budget for things the Board needs to be looking at and Clyde knows he does not have the time to do that.

Kimberley said the secretary sent an email to the Board with meeting minutes from June 28, 2005 work session that talks about why the town needs a Town Administrator. Clyde said if there was justification in 2005 he can't believe there is less justification now, things have gotten even more complicated since 2005. Kimberley said then why is it there are so many citizens that believe the town doesn't need one at all. What Kimberley is concerned about is bringing in a new Town Administrator who will have darts thrown at them all the time because there are certain people who believe there is no need for a Town Administrator. Clyde doesn't discern that. Kimberley suggested the Board needs to have a compelling story of why the town needs another Town Administrator. Clyde feels the people opposed are smaller group compared to the vast majority of the people that won't volunteer to be a Selectman because it's too much work. Kimberley asked what does the Budget Committee think. Clyde said that doesn't matter what they think. Kimberley said it does matter, they are our constituents too. Judy thinks it's important for the department heads and employee's to have input as well because what the position does should be clearly defined. Judy said we need something firm, not a Board that's going to say thank god we have someone to do this stuff. Judy is saying that's where it started, we had full time people that knew their job and did it, the Finance Director was a lot of the Town Administrator's position. Clyde said it's up to the Board to decide what they want and in his mind there is no question that the town needs somebody and it's up to the Board to give the direction, he believes the town had a Town Administrator that viewed themselves as a Town Manager as opposed to a Town Administrator.

Kimberley said she has friends telling her the town doesn't need a Town Administrator and she wants to be able to answer the reason why the town needs one. Clyde said there will always be people that you can't convince there is a need for a Town Administrator. Judy said if it is the right person, they themselves would convince the doubters. The person that fills that position will also have to sell the position and relate to the public in a positive way. Clyde said we need someone that can walk and talk budgets and strong in customer service. Kimberley added they also need municipal experience and knows the RSA's. Clyde said that can be learned. Kimberley said she has been a Selectman for 2 years trying to do that and she isn't ready to be a Town Administrator, she doesn't think that can be learned quickly. Judy said the resources and knowing where to find the answers are just as important as having the answers. Clyde said he wanted to go into nonpublic session for further discussion.

8. Nonpublic Session

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

Motion to enter nonpublic session made by Chairman Carson at 8:00 pm. Seconded by Selectman Newman-Rogers.

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.

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

Other persons present during nonpublic session: None

Description of matters discussed and final decisions made: The minutes are sealed

Chairman Carson made a motion to leave nonpublic session and return to public session at 8:20 pm. Selectman Edelmann seconded. Roll call vote: Carson - Yes, Edelmann - Yes, Newman-Rogers - Yes.

9. Public Session Re-opened

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

Others present: None

10. Motion to Seal

A. Motion made by Selectman Carson for the May 28, 2019 nonpublic meeting minutes (item 8) to remain sealed permanently. Motion was seconded, the motion passed unanimously.

Roll call vote to seal minutes: Carson - Yes, Edelmann - Yes, Newman-Rogers - Yes.
Motion: PASSED / DID NOT PASS

B. Motion made by Selectman Carson for the May 28, 2019 nonpublic meeting minutes (item 3) to remain sealed for 90 days. Motion was seconded, the motion passed unanimously.

Roll call vote to seal minutes: Carson - Yes, Edelmann - Yes, Newman-Rogers - Yes.
Motion: PASSED / DID NOT PASS

11. Town Administrator Job Description

The next step is working on the job description. It's important to Clyde that the Town Administrator is also the Human Resource person. Kimberley thought Clyde wanted the Board of Selectmen be Human Resources. Clyde said his concern was it was creeping towards the Bookkeeper's position. There are certain functions that need to happen, performance evaluations, and quotes for health care, these should be completed by the Town Administrator, not the Bookkeeper. Clyde said payroll functions and related is Bookkeeper, not payroll related falls under the Town Administrator. Judy said the personnel files should not be in the Bookkeeper's office, they should be in the Town Administrator office.

Judy said what she is hearing is the things that Clyde is doing in the absence of the Town Administrator, there would a central person be it a Town Administrator or an Administrator Assistant, that person would attend the meetings and know what needs to be done and take care of it going forward. Meeting preparation would also come from that person. Clyde agreed, and also the Board has to set the priorities that person will need to work on. And the Bookkeeper should just be the Bookkeeper. Clyde said the feedback he is getting from the Interim Bookkeeper is there is a lot to be done in the Bookkeeper office and it may be more hours than he originally thought it would be.

Clyde said in his mind the chain of command is everyone reports to the Town Administrator. Clyde would like to see the Director of Public Works appointed as Road Agent because that gives him independent responsibilities. Judy asked if a Road Agent is different from a Director. Clyde said yes, a Road Agent is a statutory position that all towns should have that gives that person independent activity to be able to do things by notifying the Selectboard,

he thinks it would improve the day to day operation. Judy said being organized with time management would help with the Department Heads do their job by still communicating information whether it's to the Town Administrator who lets the Board know or at a general meeting so that we are all there to hear it. Kimberley said Director of Public Works reports to the Town Administrator and the Police Chief reports to both the Town Administrator and the Board of Selectmen. Kimberley said the Director of Public Works has asked her who does he report to now, this needs to be clarified by the Board. Judy would like to change "reporting to", to "communication with the Town Administrator". Kimberley said then all the job descriptions would need to be changed. Judy said the job descriptions haven't been adopted, so the change can be made. Kimberley said the job descriptions have been adopted. Kimberley said the Town Administrator role needs to be clearly defined so the Board doesn't override decisions that the Town Administrator is making on a daily basis.

Kimberley suggested appointing the Director of Public Works as a Road Agent at the next June meeting. The Board talked about separating the Transfer Station from the Public Works Department as well.

Further discussion regarding the Town Administrator job description will take place at the June 11 work session.

12. Adjourn

Meeting adjourned at 8:50 pm

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

Recorder of the Minutes: Mary Whalen