



Warner Board of Selectmen

Meeting Minutes

Tuesday, July 30, 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: Tim Allen, Ed Raymond, Kelly Henley, Martha Mical, Deb Moody, Marianne Howlett, John Leavitt, Ed Mical, Nancy Ladd

2. Town Hall Sprinkler System

A. Director of Public Works, Tim Allen, met with the Board to present his recommendation for the sprinkler system at the Town Hall. The 2 quotes that Tim has does not include the cost for the electrical connections (fire alarm connections or changes that will need to be made). The fire sprinkler plans need to be created in order to come up with those electrical costs, Tim did speak to the companies that provided quotes plus one other fire person, those electrical costs could be as much as \$10,000 extra. Tim's main concern is the Board needs to choose a vendor so the design work can be completed, the plans approved by the Fire Department and stamped, so Tim can have the information to create the cost for the electrical and fire alarm connections.

B. The quotes range from \$55,000 to \$91,000, Tim doesn't have an answer for the Board regarding the ranges in the pricing. The only difference between the specifications provided is one company is requiring an 8" pipe to hook into, the other a 6" pipe, the rest of the proposals are basically the same. Tim thinks the difference could be overhead costs. Also, the Carter proposal has a stipulation that is not included in the price, there will be a cost for making more trips to the project than they have planned if there is something the town has caused to shut down the project.

- Brigade \$55,000 (plus an estimated \$10,000 for electrical costs)
- John Carter \$91,000 (plus an estimated \$10,000 for electrical costs)

C. Tim talked with both companies and he doesn't have any issues going with the lower cost, both are capable. Clyde asked if those costs are just for a wet system or does the cost include the gas system. Tim said the cost is for the system they both proposed to the Board, a wet system through out the Town Hall except where the temperatures are lower than 40 degrees (dry system that only has water in it when it goes off) and a concealed system in the auditorium. No gas suppression system in the records room.

D. Tim explained for him to carry on with this project to get the outside work done the Board needs to choose a vendor so the vendor can verify if there is an adequate water supply to the Town Hall and create the outside design work as well as the inside design work, approved and stamped.

E. To have a gas system in the records room the cost would be an extra \$20,000 more from Brigade and \$23,000 more from Carter (over an above the quotes supplied). The room needs to be air tight so when the system goes off it smothers the air in the room. The attic storage area above the records room, Brigade quoted \$40,000 and Carter about \$44,000 (over and above the quotes supplied). The attic storage area is not a sealed room, and work is would be needed before a gas system can be installed, it needs to be sheet rocked and sealed so the area is air tight which will cost another \$16,000 (over and above the quotes supplied). Tim said both companies are telling Tim to stay away from the gas systems because they feel the cost of the gas system, that money could be invested in the records room itself to waterproof where the records are stored. However, Tim feels the attic storage area should still be finished off with partitions as fire stops if that area is going to be used for other record storage. Tim asked how much area is needed for record storage. Martha Mical said she was in the attic today and thought the area gained a lot of boxes. Marianne Howlett said some of the boxes may need to be disposed of based on the record retention schedule, also there are some items such as the aerial photo's that should not be stored in the attic but stored permanently, time needs to be devoted towards cycling the records.

F. Clyde said what he is hearing from Tim, is Tim would like to complete the site work this year and to do so the Board needs to identify who will be installing the sprinkler system. Tim agreed. The Board and Tim talked over the options that have been presented. The Town Hall Improvements Capital Reserve has a \$120,000 balance. The

Board determined moving the offices, record storage and the sprinkler system, one is not dependent on the other. Kimberley said the Board should choose a vendor for the sprinkler system so Tim can begin with that project, and then Board still has the other project of moving the offices and figuring out what records need to be moved into the new area. Kimberley and Judy are both in agreement to go with the vendor of Tim's choice, Clyde is as well but would like to see the cost of everything and how everything will be paid.

Board Action

Chairman Carson made a motion to accept the quote from Brigade for the fire suppression system at the Town Hall. Tim will present a budget at the next meeting showing the payment source, knowing that some costs may be dependent on the 2020 budget. Selectman Newman-Rogers seconded the motion, the motion passed.

3. New Fire Station Construction Budget Status

A. Kimberley created a spreadsheet showing the guarantee maximum price of \$2,610,496.00 with North Branch. The town has paid applications 4 through 14, the first 3 applications were during the design phase. Application number 15 has not been paid and will not be paid for a while. The owners contingency in the amount of \$67,190.00 grew to \$74,685.22 of which \$3,500 should have gone towards the utility costs. The owners contingency allowed for the items that were removed from the budget to be brought back in. There were some no charges and some charges were refused to be paid because permission was not granted. Testing was budgeted for \$8,500, so far \$3,366.91, more will be spent later. Utility costs and fee's was estimated at \$15,000 and about \$9,000 was spent. The legal fee's were more than expected because the voter's changed the warrant article which resulted in more legal work. The Architect fee's was budgeted in the amount \$47,310, \$44,962 was spent. The Architect firm will be invoicing the town again because without a Town Administrator the firm has been helping in ways the Town Administrator would have helped with some of the finances and issues that are going on with the project. Kimberley told the voters the town would spend \$2,748,496 and less than that amount has been spent. The town also earned over \$7,000 in interest, current balance returning to the town is \$17,639.86 (as of today).

B. Clyde asked the Fire Chief, Ed Raymond, what the status is on the dryer. Ed said he completed a test for a dryer that can handle 4 sets of gear for 30 days, now he is testing a dryer for 30 days that handles 2 sets of gear. After the 2 gear test Ed will make a decision. The cost of a new dryer will be between \$6,000 and \$9,000. Ed said the town of Webster is interested in the old dryer, Ed will be following up on that interest. Clyde asked if there is a plan for landscaping. Ed said no money was budgeted for landscaping, he plans addressing the landscaping next spring. Clyde suggested not closing the project until it is learned if some of the savings could be used for the landscaping. Judy said she was wondering if there's anything that was paid for in the Fire Department operating budget, that the balance returned to the town could pay for. Ed said from his 2018 operating budget he purchased a refrigerator, range and dishwasher. Kimberley said this is a construction budget only, whatever is left must go back to the general fund. Kimberley will check with the Department of Revenue for clarity.

C. Ed Mical said there is still an issue with the outside lighting at the new fire station at the back of the building. Kimberley said that was one of the things that was taken off the budget. There are some things the Fire Department needs to decide whether they want to fund as part of the construction of the fire station, the back lighting can be one of them.

D. Ed Raymond spoke about an email that was sent to him by Judy. Apparently someone heard Ed say on the radio with Peter St. James that the Fire Station is not a public building. Ed doesn't remember saying that and it could have been taken out of context and would like to speak to the person. Marianne Howlett said she was the one that said that because Mr. St. James said it to her and he was quite surprised about Ed saying the fire station is not a public building. Ed said the fire station is a public building, it's owned by the town of Warner. When the staff is there the building is open to the public. Ed said he will talk to Peter St. James. Judy said Peter is a friend of hers and she did ask him about it. She said she sent an email to the other two Selectmen with a CC to the Selectman's Secretary about 3 issues with a request for discussion at the next Board meeting. Ed said the other question in the email was about a private party to be held at the fire station. Ed said he was asked last spring from the Indian Museum if they could auction off a touch a truck on a Saturday or Sunday, this has been done in the past for children's groups and birthday parties where the children can have cake upstairs. Judy said it was brought up at the last Budget meeting that a private party to be held at the new Fire Station was an suction item at the Kearsarge Trail Snails Snowmobile Dinner. Judy said she answered as the Selectman's Representative to the Budget Committee that she did not have information about that but would look into it and that is what she was doing by asking if the issue could be on the meeting agenda.

Kimberley said she has said the fire station will not be open for public meetings unless invited. She asked Ed if he is planning CPR classes and blood drives. Ed said the CPR classes are for the staff, he doesn't think holding a blood

drive is a good idea. Ed is experiencing problems people driving in and around the building during the day. Ed will talk to Tim Allen about signage.

John Leavitt said it sounds like a miscommunication about the building being public or not open to the public for public use is not hard to go to it's not a public building. Judy said that's why bringing it up at a meeting, having this discussion at a meeting and asking in an email if we can have the discussion at a meeting, to her seemed appropriate. Judy also said, the Department Heads should come to the meetings and tell the Board what's going on everyone is all together and is told the same thing. Communication is improved by asking questions, by not being defensive and coming forward with the information because most likely, once it's clarified misinformation stops. And if it's not clear in the minutes, the Board will make sure it is. Judy appreciates Ed coming to the meeting and talking to the whole Board. Marianne Howlett said coming to the meetings is one of the things we take on as a responsibility of the job. (Emails on file with these minutes)

4. Town Hall Emails

Kimberley said this is about Judy's email query about how to change the email structure. Dan Watts (IT) responded that there was a limited number of emails available to the town with TDS. Clyde said Dan looked into it further and found there is no danger of using up all the emails. Judy said her request for information in an email to Dan was acted upon as if it were a request to make a change to the emails by Dan. Judy said she is aware that 1 Selectperson does not have any authority to direct change or put an action into motion without a decision or motion of a majority of the Board. Dan emailed back apologizing because he misunderstood Judy's request for information. Clyde said he misunderstood as well, but thought it was a good idea. Clyde asked Dan to put Clyde's town email address on the website, Judy's is on the website as well and Kimberley uses the Selectman's Secretary for her emails.

5. Moving Town Hall Offices

A. The plan is the Town Clerk's office would move into the Selectman's office using the back office for record storage. The Selectman's Secretary would move into the Town Clerk's office, office space for the Tax Collector and Assessing Clerk would be created in the lower meeting room and the current Tax/Assessing office as the Town Administrator's office. The room off of the lower meeting room would be used as a conference room and for the Supervisor's of the Checklist. Clyde feels this layout makes all the town offices accessible to the public. Tim Allen is pulling together the cost and will present the cost at the next Selectman's meeting. Tim doesn't see the office construction as a major expense, he has material left over from the Fire Station that can be used. If the move doesn't happen in 2019 it will be stalled until 2021 because in 2020 there are 4 elections and it's a revaluation year. Kimberley feels it's a good winter project once the cost is known and it should be done this year. Clyde would like to see it done this year as well, but he would like to see the cost first. Kimberley talked about a flooding concern in the basement. Tim said the basement hasn't flooded since the drainage was corrected on Main St.

B. John Leavitt said in the new Selectman's office, he hasn't heard any discussion about increasing the public area so the public can review documents and sit down and fill out paperwork. He also commented having an office in the lower meeting room will change the layout for the sprinkler system as well.

C. Clyde asked the Board if they want to move in the direction of creating office space in the lower meeting room. Both Judy and Kimberley were in agreement. Ed Raymond said the lower meeting room capacity will be lowered after the office is built. Ed Mical asked where will the Selectman's meetings be held. Clyde said in the lower meeting room.

Board Action

Chairman Carson made a motion for the Director of Public Works to create the plans and budget for the new office. (no second to the motion)

6. Town Administrator's Job Description

A. Clyde turned the discussion over to Judy who has been revising the Town Administrator job description. Kimberley said she was not ready to discuss the TA job description, she said she received a copy of the revision but then it was sent out to the employee's before the Board had a chance to review it so she isn't sure what the differences are between what the Board was working with and what was sent to the employee's. Judy apologized saying if she had known that, she would have sent Kimberley the working document that has the changes. Clyde said the concern is the Board needs to find a way to bring this to a closure and come up with a job description. The goal he would like to set is no later than a work session meeting next Tuesday night. Judy agreed.

B. Judy said she did get one response from the employee's. She wanted to make sure the employee's were involved with having some in-put. Judy said she believes the edits she made to the Town Administrator's job description resulted in a job description for a Town Administrator who work for the Board of Selectmen, the employee's and townspeople.

C. At this point Judy questions if it is a Town Administrator the town really needs. What hasn't been getting done or what's been getting done poorly since the town hasn't had a Town Administrator. What is it the Board wants that position to do. At this time the Department Heads seem to be comfortable coming to the Board and talking to the Board directly about what's going on. As far as the position being called Town Administrator, the title doesn't necessarily define the position. The job description and what the Board wants the position to do will, but, when advertising for as a Town Administrator there will be certain person who will apply who would not apply for a Professional Administrator position. They could be doing the same job but, a Town Administrator will cost the town more money. Judy is not convinced the town needs a Town Administrator.

D. Clyde feels fairly strongly the town does need a Town Administrator because not all Board's are going to be the same moving forward. If there is a time to be without a Town Administrator, this was the best time of year for that to happen. His perspective is the Board has put a lot of things down on paper that the Board would like this person to do and should be moving forward in trying to find a replacement. Judy suggested if the Board advertised for a position less than a Town Administrator and it doesn't work out the Board can always make a change. Kimberley needs to first look at the two job descriptions to see what the differences are. Clyde asked to have a work session on August 6 beginning at 7:00 pm, with the goal of coming to a conclusion. Kimberley and Judy agreed.

7. Horne St. Property

Judy said she is working on the RSA's trying to understand them and it's pretty clear once the property is deeded to the town it can be sold or auctioned. She said the town can sell the property as long as the town adopted a certain RSA, that she hasn't found yet. Clyde said the town has deeded this property and is owned by the town. The question is has the town held the property long enough so the town can sell it. Judy said if so then the Board needs to decide how to sell it, and that can be on the next agenda.

8. 2020 Budget Process

Kimberley will begin revising the budget sheets. Clyde said the Board needs to pay attention to the calendar. Judy asked if the other departments that the Board hasn't spoken to yet meet with the Board. Clyde said the next budget reviews will be on August 13 for Transfer Station and Town Hall budgets.

9. Capital Improvement Program - Selectmen

Kimberley completed the CIP for the revaluation which has been submitted to Landuse and the sidewalk project was submitted as well. A CIP was not completed for the Geographical Information System because the cost is less than \$15,000.

10. Other Business

A. Judy said the Board received an email request for time-off from the Bookkeeper and thinks for informational and record keeping purposes the Board should have a form the employee's fill out requesting time-off in case there is a conflict. Clyde thinks it would be great to have a form, but in this case, the request from the Bookkeeper, he is in agreement with it. Kimberley asked who would be reviewing the forms and approving the time-off requests. Judy wasn't talking about approval, just for information purposes. Kimberley suggested a live employee calendar that the Selectman's Secretary can maintain. Clyde said the long term fix is a time and attendance system.

B. Judy reported on the Budget Committee meeting that was held on July 18th. The Budget Committee asked if the Town Hall driveway would be lowered. Tim Allen was able to send Judy some information to forward to the Budget Committee. It was asked why the Election budget was not 100% spent and it was explained that the Supervisor's of the Checklist will be attending training classes.

C. Clyde said he has been in contact with the Department of Transportation with regards to a sign on the roundabout commemorating Barbara Annis. The sign placement will be visible traveling west toward the roundabout. DOT will provide a choice of sign formats to choose from.

11. Minutes

Selectman Newman-Rogers made a motion to accept meeting minutes dated July 16, 2019. Chairman Carson seconded the motion, the motion passed.

12. Waterloo Covered Bridge

Director of Public Works, Tim Allen, said he has a verbal quote for \$23,000 and a written quote for \$25,000 to repair 5 sets of cross ties on the bridge that hold the bridge straight that are in is need of repair. Tim would like to pay for this repair from the Bridge Capital Reserve Fund. The only concern from the Historical Preservation on the State level is there is no wetlands permitting required for the repair. Judy asked if this repair has been discussed in the past. Tim said he discussed it a couple of year's ago with the Town Administrator, and was going to look for grant money, but never happened.

Board Action

Chairman Carson made a motion to authorize the Director of Public Works to spend up to \$25,000 from the Bridge Capital Reserve Fund to repair the turn buckles on the Waterloo Covered Bridge. Selectman Edelmann seconded the motion, the motion passed.

13. Public Comments

A. Martha Mical said at the last meeting during the Town Administrator discussion, Kimberley made the statement about one of the things the Town Administrator should do is be the go between with the Department Heads and the Board as well as the public and the Board. Martha said that was the one thing when the town was originally looking to have a Town Administrator was not suppose to happen. A Town Administrator should not deter public or employee's speaking directly to the Board of Selectmen. Kimberley said to Martha that she did not intend to imply that the Town Administrator is the only channel of communication. The public and employee's can always speak directly to the Board of Selectmen.

B. Martha Mical also informed the Board about the USS Kearsarge sailors will be in Warner on August 30 & 31. There will be a dinner at the Town Hall on August 30 where Clyde will read a Proclamation.

14. Joint Loss Management Committee

Clyde asked Nancy Ladd (JLMC Chair) who has typically been on the Committee in the past. Nancy said per the RSA's, representative of all the activities of the town and has to be at least 50% non-supervisor people. Nancy said she needs a member from the Police Department and the Transfer Station.

15. Manifest

Selectman Edelmann made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 5949-5958 in the amount of \$31,169.34 (including 21 direct deposits). Accounts Payable check numbers 56591-56636 in the amount of \$328,782.54. Chairman Carson seconded the motion, the motion passed.

16. Consent Agenda

Selectman Newman-Rogers made a motion to approve the Consent Agenda for July 30, 2019:

To be signed by the Board:

1. USS Kearsarge Proclamation
 2. Payroll Change Form
 3. Yield Tax Levy in the amount of \$3,502.25
 4. Abatement for Timber Tax for Map 15 Lot 28-1
 5. Veterans' Tax Credit for Map 10 Lot 104-002-4
 6. Building Permits for: Map 10 Lot 94-1, Map 8 Lot 006-113 LAT, Map 15 Lot 37-6, Map 14 Lot 29-1-3
- Chairman Carson seconded the motion, the motion passed.

17. Adjournment

Meeting adjourned at 9:47 pm

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

Recorder of the Minutes: Mary Whalen