



Warner Board of Selectmen

Meeting Minutes

Tuesday, August 13, 2019

APPROVED

1. Open Meeting Chairman Carson opened the meeting at 7:00 pm.

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

Others present: Tim Allen, Ken Cogswell, Marianne Howlett, Ed Mical

2. Public Hearing - Pumpkin Hill Road Construction

A. Chairman Carson closed the public session and opened the public hearing at 7:03 pm for public input on expending Road Construction funds to be used to reconstruct Pumpkin Hill Road from Map 19 Lot 26 (624 Pumpkin Hill Road) to the Town Line. Public notice was posted in the Intertown Record on July 23, 2019.

B. Tim Allen, Director of Public Works provided a brief summary of the project. There has been 3,600 feet of Pumpkin Hill Road that has been on the list of roads the Road Committee developed back in 2008. This is one of the top 10 roads listed to be addressed. The construction will be a complete rebuild. Tim provided a break-down of materials needed for the project. The project will be completely paid from the Road Construction Capital Reserve Fund. Tim is trying to get away from co-mingling operating budget funds and Capital Reserve Funds for better tracking. Since Tim has been DPW, Waldron Hill Road has been taken off the road list, part of North Village Road and part of Pumpkin Hill Road has been done. The remaining sections to be done on Pumpkin Hill Road are from Mason Hill Road to Pumpkin Blossom Farm and from Duck Pond Road to the section that is being done this year.

C. Weaver Brothers has been contracted for this project. The hot top will be taken off and saved and will be used as material to build the road, there are several pipe crossings that will be replaced and drainage issues addressed. The project is a 4 to 5 week project, Tim is hoping to start the week after Labor Day. Clyde asked if the part of Pumpkin Hill Road where it has the sign that says "Bump" part of the project? Tim said no, that part is State maintained and there is suppose to be a shim crew (State) on Wednesday, Thursday and Friday of this week that will be working from exit 9 to Bradford and Tim was told the State will shim the section over the bump on Pumpkin Hill Road.

D. Clyde asked the Board members if they had any questions. Kimberley asked about equipment and labor. Tim said that falls under Weaver Brothers. Tim said his crew will brush cut the section that's being rebuilt and everything else is contracted. Judy asked if there is enough money in the Road Construction Capital Reserve, \$501,680. Tim would like to go as far as they can on Pumpkin Hill Road with the funds that are available.

E. Public Comments:

Ken Cogswell: Tim, the beginning and ending of this project that Weaver Brothers is going to do, how far are they going to set back the start of the excavation.

Tim Allen: You mean as far as from where we start and stop? The project will basically start at the town line, by your house, that section that was rebuilt and tarred. The excavation will start just before you get to that seam. The base hot top will start back 10 to 15 feet on to the old section.

Ken Cogswell: That's what I wanted clarified, because Allan Brown did about 10-15 years ago coming down the hill, I wanted to make sure you match that and not leave a gap. Is that culvert going to be replaced. Tim said yes.

Tim Allen: My plan is we will put the base hot top on this year. Next year my plan is to tear the piece up from the snowmobile trail back beyond Duck Pond to where the driveway is up to the house that Allan Brown built, re-do that piece, put the base on that, and then I would like to possibly grind those 2 short pieces that Allan and Phil did and overlay from the Buffalo Farm to the town line so everything that we work on has a consistent top.

Ken Cogswell: That is good news, I hope you can do that with your funds. I'm all for that.

Kimberley Edelmann: Is there anything the neighbors need to know on that stretch of road?

Tim Allen: I'm hoping before any works starts I'm able to locate whatever boundary pins I can find. It's laid out right now. Weaver Brothers has run a center line and staked the center line. I've discussed with Martha and Ed, there are some trees issues. I have to speak to Ken about a tree, but basically....

Kimberley Edelmann: Mail boxes are all safe?

Tim Allen: Yes and no, what I would really like to do is touch base with everyone before work starts to make sure everybody is aware of what is going to take place. I haven't had a chance yet, but I'm going to try to make that happen before work begins.

Kimberley Edelmann: With a letter or something?

Tim Allen: I will, but I will knock on doors too.

Ed Mical: I'm glad to see this is going to finally happen, it's been a long time and I thank you for doing it.

Not Identified: Any impact on the flow of traffic?

Tim Allen: It's going to impact the flow of traffic, but there will always be single lane for traffic. We are going to maintain traffic at all times. That's the plan right now.

Not Identified: Could you explain to me, you said the "bump" is State maintained? How much of the road is State maintained.

Tim Allen: The State section of the road starts at Dave Hartman's house and goes to Mason Hill Road. That piece of road will be maintained in the winter time by the town and technically it's the State's maintenance in the summer time.

Marianne Howlett: How much is in the Road Construction Capital Reserve Fund.

Tim Allen: Right now there is \$350,000, and another \$153,000 will be added by the end of this year.

Marianne Howlett: This project will take that fund to \$0.

Tim Allen: I'm not going to take it to \$0, but it will be close.

Chairman Carson closed the Public Hearing for road construction at 7:15 pm. and opened the public session.

3. Public Session

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

Others present: Tim Allen, Ken Cogswell, Marianne Howlett, Ed Mical, Michele Courser, Deb Moody, Judy - Cyr Lumber, Tim Blagden, Martha Mical, John Leavitt

4. Pumpkin Hill Road Construction

Clyde confirmed this project will wait until after Labor Day. Tim said Weaver Brothers is waiting for him to get everything done before Weaver Brothers starts. Tim will be talking to Weaver Brothers tomorrow.

Board Action

Chairman Carson made a motion for the Director of Public Works to proceed with the Pumpkin Hill Road project. Selectman Edelmann seconded the motion, the motion passed unanimously. Ed Mical said a figure should be specified. Chairman Carson amended the motion to not exceed \$501,680. Selectman Edelmann seconded the amendment, the amendment passed.

5. Cyr Lumber - Temporary Storage

A. Clyde said at the Planning Board meeting on August 5, Cyr Lumber indicated they are looking to do some expansion and are first getting a feel for if the expansion makes sense. To do that, Cyr would like to have a temporary trailer on site for a year. If it does make sense to expand then there may be an expansion of the business in the future. Clyde stopped by Cyr Lumber and looked at the trailer and shared some pictures with the Board. The Planning Board said there is nothing in the regulations that covers a temporary trailer so the Planning Board said the Selectboard would need to approve a temporary situation for up to one year.

B. Judy from Cyr Lumber explained they would like to expand the business, hopefully, with kitchen design and the owner's of Cyr Lumber would like to see how it works out first. Clyde said the trailer is strictly for office space, there is no plumbing requirements and sits behind the main building, very unobtrusive. Kimberley asked how many doors are there on the trailer and if there are smoke detectors. Judy (Cyr Lumber) said there are 2 doors and the smoke detectors will be added and a fire extinguisher. Judy (Selectman) asked how long is the need for the trailer. Judy (Cyr Lumber) said the plan is for one-year and within the year Cyr Lumber will know if they will move forward with permanent expansion and she may need to meet with the Selectmen again for an extension. Clyde said the Planning Board may be looking at proposing an adjustment to the zoning regulations to accommodate this type of need. Clyde opened the discussion for public comments, no comments were received.

Board Action

Chairman Carson made a motion for the Selectboard to approve the request from Cyr Lumber for a temporary office for up to 12 months for potential business expansion. Selectman Edelmann seconded the motion. Kimberley recommended the Fire Department look at the trailer before it is open for public use. Judy from Cyr agreed. Selectman Newman-Rogers suggested issuing a formal document. Chairman Carson said we have to document it. The motion passed unanimously.

6. Complete Streets

A. Tim Blagden introduced the Board to the concept of Complete Streets using visual aides. Tim serves as the town's representative on the Transportation Advisory Committee at Central NH Regional Planning Commission and also serves as a member on the Parks & Recreation Commission. On the State level Tim serves on the Complete Streets Advisory Committee at the Department of Transportation, he serves on the Highway Safety Commission with the Department of Safety and he is on the State Trail Advisory Committee at the Bureau of Trails. Tim said he spends a lot of time trying to figure out how people can get around using their own power.

B. Complete Streets enables safe and convenient access for pedestrians, bicyclists, motorists, transit riders etc. Tim talked about the benefits of making a community more walk-able and bike-able, one is increased retail sales, increased property values, increased safety, attract more working age residents, supports the aging population and improves the overall health of a community. Tim said he has been to the Department of Transportation's training on Complete Streets, DOT prefers to deal with communities that have adopted Complete Streets, that have spent the time learning about it and to adopt a resolution supporting Complete Streets because it means the town is really thinking about how the town wants to manage its public right-of-way. Concord, Portsmouth, Dover, Keene, Lebanon, Swanzey, Troy, Hindsdale, Jaffrey have adopted Complete Streets. Tim said the Master Plan for the town says the following: Encourage a system of transportation and mobility needs of all residents. The objectives listed in the Master Plan are, we shall facilitate the creation of pedestrian infrastructure network.

C. Tim said the Economic Development Advisory Committee in their report from 2017 listed a goal to provide the necessary tools and supports to assist businesses to thrive and helping businesses be successful, one of the EDAC tasks was to increase the walk-ability of Warner by supporting Complete Streets and trail development. The Energy Committee has as a long range goal, all aspects of community; transportation, food, health and wellness, buildings, economic, land use, business, energy conservation, education, etc. will have energy and community resilience as a pillar. And a short range goal was Complete Streets, walk-ability and bicycling.

D. Tim said the EDAC and the Energy Committee has their eye on Complete Streets, the Planning Board is kind of moving in the same direction and Tim is before the Board to see if there is any interest in moving forward with Complete Streets. Clyde said he went to a forum in Swanzey which has adopted Complete Streets and is a very walk-able town for a small town. What Clyde learned from the forum is the town needs to have a plan for the different sections in town. Tim agreed the town would need a plan and there is a lot of examples to pull from. Judy asked if Complete Streets is something the town commits to. Tim said the town is declaring that you're treating the public right-of-way as a public right-of-way. Expertise can be found at Central NH Regional Planning Commission, Smart Growth America, the National Complete Streets Coalition, AARP, American Heart Association.

E. Clyde said as a Selectboard we could say as part of our thinking when it comes time to redo a section of a road, take some of these concepts to see if they apply to the section of road that is being worked on. Judy asked why does the town need to be part of Complete Streets to do that. Tim said the benefit of having a town policy for Complete Streets is so the town doesn't forget, and Clyde added the town is adopting a strategy, helps when applying for grants, and it says what we think about our town. Tim said if the town needs to negotiate with DOT, it shows the town has put a lot of effort into managing the public right-of-ways. Tim said his goal tonight is to see if there is any interest in starting a committee to look at it.

F. Clyde asked for comments from the Board. Kimberley said she attended the New Hampshire Municipal Association seminars and someone from Complete Streets did a presentation, she handout she can share with Tim.

G. Public Comments:

1. John Leavitt said when anything is proposed through the center of town, it addressed all those issues. The roundabout, there was a lot of discussion on where the cross walks and sidewalks would be. John doesn't see the advantage of Complete Streets. Tim said the policy will say the town is going through the process of thinking what is the right thing to do, it puts a little bit of teeth to help the town move forward in being more walk-able and bike-able. Clyde said when towns are going for projects, the town that has adopted some of these policies are ranked higher. John doesn't feel that is fair, he's not opposed to it, he's just concerned about it.

2. Martha Mical asked if there is an existing road that doesn't have walking access and it takes up the full right-of-way, can you take people's land to do Complete Streets? Tim said not easily, that is not the goal of Complete Streets.
3. Marianne asked if Tim Allen has any comments about Complete Streets.
4. Tim Allen said his thoughts about Complete Streets, is he thinks the town should look at the benefits for the cost. Tim said he is all for it but, when he puts his budget together, and your talking \$160,000 to rebuild a section of brick sidewalk that we already have, that's a cost with a benefit. Tim Blagden said good point, is what you get when you do a Complete Streets project worth the extra cost.
5. Kimberley said when she lived in California, in the neighborhood she lived in they were very conscience of roads being shared with cyclist, equestrians, walkers etc. The concept of Complete Streets is great, but what are the pro's and con's.
6. Martha Mical encouraged the Selectmen to let the voter's decide.
7. John Leavitt said the town's that have adopted Complete Streets, he feels the State will be watching those town's seeing how they implement Complete Streets.
8. Kimberley doesn't like the term Complete Streets, it should be shared streets.
9. Judy asked if the town adopted Complete Streets, would a project like Pumpkin Hill Road have to be reviewed under Complete Streets? Tim said because the road is way out of town, probably not. Complete Streets is for traveling closer to town. The policy is a mind-set.
10. Tim Blagden asked the Board what the next step is. Clyde said Complete Streets is a subject the Board wants to bounce around, the discussion was one that was needed.

7. Budget Review

- A.** Tax Collector - Marianne Howlett is not expecting anything unusual with her budget.
- B.** Clyde talked about the staffing changes and how it will impact the budget regarding the Town Administrator and Bookkeeper. At the end of July there should be 42% left to spend.
- C.** Town Clerk - budget is running at 47% left to spend, should be at 42%, and because of staff changes the budget is in a favorable position.
- D.** Assessing - 38% of the budget is left to be spent, running a little high. Assessing Clerk, Deb Moody will double check on what has been spent for preparing for the revaluation.
- E.** Board of Selectmen - 39% of the budget is left to be spent. There was a benefit pay out when the Town Administrator retired and the BOS budget is absorbing the cost for the Budget Committee recorder of the meeting minutes.
- F.** Clyde said \$11,000 was budgeted for legal and \$12,000 has been spent. The bottom line of the budget is right in line, 44% left to spend.

8. 2020 Budget

- A.** Judy feels the budget process should be handled the same as in the past. The Department Heads present their budget to the Board. Clyde agrees, but in the past there was work done by the Town Administrator putting together the first round.
- B.** Kimberley said this has been discussed through email. The Selectboard is now responsible for doing the work the Town Administrator had been doing with the budgets. Clyde had recommended in his email that each Selectman separately work with 2 Departments each. Kimberley said if the Selectboard sits down with the Department Heads, it will be a posted meeting, and that way the whole Selectboard hears at the same time what the Department Heads need. It would also be helpful during these work sessions not to have public input. Clyde agrees with everything, but he doesn't believe there is enough time between now and October 17th. Judy feels if the Department Heads are

provided a schedule, they will do it. Judy agrees the Town Administrator was doing the work of the Selectmen, he was, and shouldn't have been. The Selectmen are in charge and Judy also agrees the work sessions should be public.

C. The Board asked Tim Allen, Director of Public Works his opinion. Tim said if the Board provides a schedule he will meet it. Tim thinks all the Department Heads are conscience about their budgets and doesn't feel it will take several rounds. Tim prefers to meet with the entire Board. Clyde said the total budget should be done before the first meeting with the Budget Committee on October 31, with the exception of salaries.

D. Judy volunteered to create a meeting schedule. Kimberley will create the spread sheets for the departments. Clyde requested that all Department Heads start thinking about their budgets for 2020.

9. MS-434 - Estimated Revenue

Kimberley said she went to the Department of Revenue site and pulled the 2019 estimated revenues and sent the estimates to the Department Heads for review. The Bookkeeper will be working towards entering all the revenue in the Munismart System and will be working with the Treasurer as well. The estimated revenue to be sent to DRA is due September 1. Marianne Howlett provided a schedule of other information that is also due to be sent to DRA on September 1. The MS-1 - Summary of Valuation that is completed by the Assessing Clerk. MS-535 from the Auditor's and the MS 9 & 10 - a report of Trust and Capital Reserve Funds completed by the Trustee's of the Trust Funds. A tax rate can't be established without all those forms.

10. Yoga Classes

The Board approved a Town Hall Rental Application for weekly Yoga classes beginning in September. Ed Mical commented that the Town Hall is listed as a shelter if ever the need arises and should take president over anything that is being held at the Town Hall.

Board Action

Chairman Carson made a motion to approve the request to use the Town Hall lower level for the purpose of Yoga classes. Selectman Newman-Rogers seconded the motion, the motion passed.

11. Town Hall Offices/Sprinkler System

A. Tim Allen provided a cost break-down for bringing water to the Town Hall for the sprinkler system and creating new office space in the lower meeting room.

1. Waterline to the Town Hall	\$58,495
2. Under ground utilities & move generator	\$4,500
3. Driveway grade change & utility trench	\$25,000
4. Fire Suppression	\$55,000
5. Electric and Alarm	\$10,000
6. Offices	\$5,000
7. Total	\$157,495
8. Hy-way Operating Budget (paving)	(\$30,000)
9. Total	\$127,495
10. Capital Reserve Fund	\$120,000
11. Shortage of Funds	\$7,495

B. Brigade was hired to install the sprinkler system. The calculations were completed and sent Tim in a letter stating the 8" line needs to go directly into the Town Hall. Tomorrow Weaver Brothers will be digging Main Street to locate the main so the correct material can be ordered.

C. The project is short by \$7,495, Tim has talked to Brigade who can start working downstairs and work his way up, using what funds are available. Tim feels the outside work needs to be completed first, that includes the utility issues as well as creating new office space and then sit and review what funds are left over.

Board Action

Chairman Carson made a motion to have Tim move forward with the outside work and the work needed to construct office space and the offices moved around in the Town Hall. Selectman Edelmann seconded the motion, the motion passed.

D. Tim said the outside work will begin next week. Martha Mical said there is a dinner scheduled at the Town Hall on August 30, there are about 100 people expected to attend. Tim said he will make sure everything is all set for the dinner.

12. Laing and Melvin Bridges

Tim said both bridges have been in the works to be painted for four years. Tim has asked for a cost to do both bridges at the same time. The town can save \$40,000 by doing both bridges together. The savings is in transportation. The cost for painting both bridges is \$110,000.

13. Fuel Bids

Warner partnered with Sutton and Bradford for the upcoming heating season. Kimberley recommended asking Rymes, the current provider for propane costs before accepting any bids.

Irving Heating Oil \$2.145 and propane \$1.075

Board Action

Chairman Carson made a motion to approve the cost provided by Irving unless there is a significant difference in the propane cost when Rymes is contacted. Ed Mical commented when you change propane vendors, tanks will need to be changed. The Board needs to know if the oil price is different if the town uses another source for propane and the status of the propane tanks that are in use now.

Selectman Edelman made a motion authorizing Chairman Carson to lock into the lowest cost for oil and propane after the research is completed. Selectman Newman-Rogers seconded the motion, the motion passed.

14. Town Administrator Position

A. Kimberley said she sent the Board the final version of the job description. Clyde said he was fine with it. Judy said she forgot to add that the Town Administrator is part of the Emergency Management team. Kimberley said if there is an emergency in multiple town you're forcing the Town Administrator to come to work. Judy said the Town Administrator was suppose to live in town. Kimberley noted that both Town Administrator's lived out of town. Clyde feels being a member of the Emergency Management team is different than responding in the terms of an emergency. Clyde recommended "participates in town committee's as designated by the Selectmen".

B. Kimberley asked if the Town Administrator has to be a resident of Warner. Clyde said legally, the town cannot require that.

C. Kimberley is creating the job advertisement.

15. Public Comments

A. John Leavitt said the Department Heads were asked to meet with the Board to get some in-put from them, and he didn't hear much from them, just a synopsis from the Chairman. In the future if you call in the Department Heads you should listen to what they have to say. John also talked about the budgets, he doesn't understand what the problem is and feels the Board can review 2 budgets a week. Kimberley said there are 17 different budgets. John still thinks it's do-able, and if not the Board should have started a month ago. John said in the past, the problem with the budgets that were presented to the Budget Committee was some budgets presented were different than what the Department Head thought it would be. Clyde said his point was not to rid the part when all 3 Selectmen sit down with the Department Head, it was to do preliminary work to help facilitate.

B. Marianne Howlett recommended talking to the Budget Committee, they may be willing to change their schedule a little.

C. Judy asked John if he felt the Board was not listening to the Department Heads? John said yes. Judy said it was year to date that was reviewed. John said it would be better to hear from the Department Heads. Judy said the percentages that were spoken about, the Department Heads agreed with.

16. Meeting Minutes

July 30 and August 6 meeting minutes were tabled.

17. Manifest

Selectman Edelman made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 5959-5973 in the amount of \$39,276.74 (including 24 direct deposits). Accounts Payable check numbers 56637-56700 in the amount of \$223,210.27. Chairman Carson seconded the motion, the motion passed unanimously.

18. Consent Agenda

Chairman Carson made a motion to approve the Consent Agenda for August 13, 2019:

Already signed by the Board:

1. Appointment Form for the Library Alternate
2. Payroll Change Form
3. Request to the Trustee's of Trust Funds for:
 - \$500.00 from the Rosa Valpey Memorial Fund
 - \$1,183.43 from the Employee Health Expendable Trust Fund
 - \$2,400 from the Property Revaluation Fund
4. Building Permit for Map 10 Lot 8

To be signed by the Board:

1. Health Officer Nomination Form from the State
2. 2 Payroll Change Forms
3. Payment of Approved Abatement
4. Building Permits for:
 - Map 33 Lot 008
 - Map 27 Lot 11-1
 - Map 3 Lot 51-1 (Cyr Lumber temporary office)
 - Map 7 Lot 4
 - Map 11 Lot 56

Selectman Edelman seconded the motion, the motion passed unanimously.

19. Landowner's Permission to Hunt on Town Property

Judy received a request to hunt on town property from Peter St. James who has received permission from the town in the past. Judy has a form she downloaded from Fish & Game. Kimberley asked which town property. Judy will find out what land from Peter.

20. Work Session

The Board will meet on August 20 at 7:00 pm to work on the Town Administrator position.

21. Adjournment

Meeting adjourned at 10:13 pm

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

Recorder of the Minutes: Mary Whalen