



**Warner Board of Selectmen  
Meeting Minutes  
Tuesday, August 27, 2019  
APPROVED**

**1. Open Meeting** Chairman Carson opened the meeting at 6:36 pm.  
Attendance: Selectman Clyde Carson – Chairman, Selectman Kimberley Edelmann, Selectman Judy Newman-Rogers

**2. Nonpublic Session**

Motion to enter nonpublic session made by Chairman Carson, seconded by Selectman Newman-Rogers.  
Specific statutory reason cited as foundation for the nonpublic session:

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

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

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

Entered nonpublic session at 6:36 pm.

Other persons present during nonpublic session: Marianne Howlett

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

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

**3. Public Session**

Chairman Carson opened the public session at 7:03 pm.  
Attendance: Selectman Clyde Carson – Chairman, Selectman Kimberley Edelmann, Selectman Judy Newman-Rogers

Others present: Peter St. James, Deb Moody, Kelly Henley, Martha Mical, Varick Proper

**4. Sealed Minutes**

A motion was made and seconded to seal the August 27, 2019 minutes permanently. Motion was seconded by Chairman Carson, the motion passed.

**5. Permission to Hunt**

**A.** Peter St. James met with the Board and first pointed out on the agenda it states he is looking for permission to hunt. Peter clarified that by saying he's not asking for permission to hunt because the Town Forest and Chandler Reservation are not posted, anyone can hunt. What he is looking for is permission to cut a branch because in the Fish & Game's administrative rules, RSA 207:36-a says "No person shall cut any tree in connection with any of the activities regulated under this section without the express written permission of the property owner or designee". Peter is asking the Board to sign a Permit to *Place or Use Blinds/Stands* from Fish & Game as the property owner in case he has to cut a branch. Peter is complying with the regulations. Clyde signed the permit.

**6. Transfer Station - Expense Review**

**A.** Transfer Station Foreman, Varick Proper, met with the Board to review his expenses up to the end of July. Clyde asked Varick if there is anything outstanding. Varick said some of the things he's watching out for is what effect

wage adjustments would have, same for the disposal costs. In comparing last year's year to date to this year, less has been spent this year. Varick said wages are higher than last year. Clyde asked the reason for that. Varick said we are not expending at the same rate as last year and he thinks the labor projections are right where he thought they would be.

**B.** When budgeting, the disposal costs are unknown, the cost was increased to \$11,000 for the 2019 budget. What was factored in was the cost of disposing a year's worth of mixed paper at the rate the town disposes of it at the incinerator which is around \$69.00 per ton. By budgeting this way it allows the option to continue recycling. Varick said the two mixed paper releases into the market this year have been under the \$69.00 per ton. The cost is about \$27.00 per ton to sell the mixed paper. There is still a market for recyclables. The revenue is lower than last year due to the nature of the economics of recycling.

**C.** Other highlights:

- Transportation costs are lower this year compared to last year
- Demo tipping fee's are down
- Spending about the same for Wheelabrator

**D.** Varick said typically much of the Transfer Station expenditure's happen closer to the end of the year. This year the activity at the Transfer Station is pretty subdued. Kimberley asked if there is any action he can take that can get people back to the Transfer Station. Varick said there can be a lot of activity at the Transfer Station with little trash disposal, it's a place for people to come to see what's free, and a community center. Varick said the screened compost has been a big draw and he has used it for landscaping around the facility as well.

**E.** Clyde said he spoke to the Executive Director of NH the Beautiful who told Clyde the organization has made several donations to the Transfer Station. Varick said the only thing he is aware of is the grant program that paid for a storage container. They also have a sign program. Varick understands NH the Beautiful was a way to keep the Bottle Bill out of New Hampshire by giving road side clean up bags and providing signage to Transfer Stations. Clyde asked if there will be a Hazardous Household Waste Collection Day this year. Varick said no, that takes place every other year. Judy asked Varick if he thinks items typically dropped off for a fee are now being disposed of in the compactor. Varick said some fee's for electronics have been waived because the size and weight is shrinking also the big heavy TV's are decreasing. Judy then asked Varick if he thinks there is any benefit to reissue the Transfer Station decals. Varick said at some point yes. Clyde asked if there are people who moved out of town that are still using their sticker? Varick said no, they keep an eye on that. Clyde doesn't understand the benefit of reissuing stickers. Varick said it would create a benchmark. Martha Mical said she knows of people on Tucker Pond, which is not in Warner, that use the Transfer Station, are they paying? Varick said arrangements have been made as well as other's from seasonal places.

## **7. Pay Day Change**

Varick asked if there was a decision made regarding the number of pay periods in 2019. Judy explained the Board decided on 26 pay periods for 2019 because the 27th pay period wasn't budgeted. The pay day change will be coming soon and a notice will be sent out to all the employee's. Next year 27 pay periods will be budgeted.

## **8. Review Revenue for the MS-434**

Kimberley and Kelly Henley (Bookkeeper) have been working on the estimated revenues and their numbers match, \$1,100,242. Kelly said she is working on what was included to make up a \$72,000 estimate for 3401-3406 accounts. Right now she is finding it's over estimated, currently Kelly is at about \$22,000 for those accounts. Kelly also has to research what makes up the miscellaneous accounts. For accounts 3401-3406 Clyde recommends changing the estimate to \$38,000 based on annualizing the \$22,000. Kimberley said to Clyde that he is assuming there is going to be the same amount on a monthly basis, you don't want to over estimate the revenues. Kimberley asked Judy for her thoughts. Judy said she's genuinely concerned about the \$72,000 estimate, that it's so high and would like to know why it is so high. Last year the accounts were estimated at \$66,000 and the actual was \$63,000. Kelly is going to do more research on the 3401-3406 accounts. The Board decided to be conservative and will use \$30,000 for the 3401-3406 accounts. Kimberley will submit the MS-434 to the Department of Revenue Administration tomorrow.

## **Board Action**

Chairman Carson made a motion to accept the estimated revenue in the amount of \$1,100,200, adjusted downward from Income from Departments \$72,000 to \$30,000. Selectman Edelman seconded the motion, the motion passed.

## **9. Town Administrator**

The position will be posted on the town website and is posted on the NH Municipal Association website. Clyde asked if the Board want to advertise anywhere else. Varick asked if the town has considered advertising in neighboring States. Clyde said he thinks people do look at the NH Municipal Association site because the first resume received is from someone who lives in New York. Judy recommended sending an email out through the Municipal Management Association of New Hampshire that Town Administrator's use. Clyde said he has started talking to the individuals selected to be on the selection committee.

## **10. Horne St.**

Judy asked if the property has been inspected for hazardous material. Clyde was not sure if the property was inspected for that. Judy said once that is cleared-up then it could be sold by sealed bid setting a minimum amount. Judy was wondering if the Building Inspector would be capable of doing a hazardous material inspection. Clyde said a base price will need to be established that includes all expenses incurred and the back taxes. Judy said she will gather all the information and put in in a format to follow that includes all the expenses. Kimberley asked where will this be advertised. Clyde said the Intertown Record, town website and municipal website.

## **11. Budget Process**

Kimberley explained how she created the spreadsheets for the budget process. She sent the format to the Budget Committee Chair and Vice Chair. The Budget Committee Chair liked the format. Kimberley asked Clyde and Judy if they had seen the report. Clyde said he had not and Judy said she say an email from Kimberley, today, late afternoon but did not have time to read it. Kimberley commented that it was labor intensive to create the report format that includes previous budget years because account numbers have been added and discontinued over the years. In the spreadsheet Kimberley highlighted the numbers in the previous year's that changed after the audit. The 2018 adjusted numbers have not been received yet from the Auditor. Judy thinks it's important to maintain the budget that was presented to the voters as well. Clyde said the Auditor's don't adjust the budget, they adjust the actuals. The budget sheets will be sent out to the Departments. Judy said she created a budget schedule for the Selectboard, she will email it. Martha Mical said Parks & Recreation Commission meeting date with the Budget Committee has changed to November 7.

## **12. Gear Up!**

Gear Up!, Homeschoolers which uses the Old Graded School on Friday's would like to use the vacant room as well that is located on the middle floor. Judy said she would contact Gear Up! and the Community Action Program to discuss the two groups sharing the office space would not cause a conflict and will report back.

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

**A.** Clyde reported the sign for the Barbara Annis Roundabout is moving forward. There is an approved layout and the Department of Transportation can produce a nice sign for about \$100.00. The sign will say Barbara J. Annis Memorial Roundabout with a State seal roughly 3' high.

## **14. Public Comments**

**A.** Martha Mical said the Town Hall needs replacement tables. There was 34 and now there is 22. Clyde suggested asking the Fall Foliage Festival for a donation.

**B.** Deb Moody, Assessing Clerk, asked the Board for an extension for the MS-1 form (Summary Inventory of Valuation) that is due on September 1. Deb is off by about \$15,000 between her system and the Tax Collector's system. Kimberley said she would stop by and help Deb. Kimberley said when you know what the difference is and when you add up the numbers of the difference, if it totals 9, most likely it's a data entry error.

## **Board Action**

Chairman Carson made a motion to grant an extension for the MS-1 submission in order to find the discrepancy. Selectman Edelman seconded the motion, the motion passed.

**C.** Deb Moody talked to the Board about a property owner who disagrees with the Assessor's value of his house. Clyde said he will call the property owner.

**D.** John Leavitt talked about item VIII on the agenda, motion to unseal minutes, why do minutes have to be unsealed? Clyde said because they are usually sealed for a certain period of time. John said once that time is expired they are no longer sealed. John said the Board needs to make a motion to reseal the minutes before the time is expired. Kimberley said to John that he has brought this up before and what we really need is a better management system for sealed minutes. Clyde said the minutes that are on the agenda is an attempt to catch up on what should have happened with the sealed minutes.

### **15. Meeting Minutes**

**A.** July 30, August 6, August 13, August 20 public & nonpublic are slated for approval. Judy said in the July 30 meeting minutes the email she sent to Dan Watts was in the minutes when the email was never read into the minutes so it should not be included. Judy said the email can be attached to the minutes as reference and removed from the written minutes.

**B.** Judy then talked about how the minutes are amended, usually the amendments are part of the next meetings minutes. Clyde said in his mind if the changes are substantial then the Board shouldn't approve the minutes until the changes are reviewed, if it's grammar he feels the minutes can be approved with grammatical changes. Kimberley said according to the Municipal Association, draft minutes posted are just as valid as anything that's changed, both should be posted. When Kimberley learned that, that's when she recommended having the Selectmen review the minutes first before posting, a 24 hour window, if no changes are brought forward then the minutes are posted. Clyde said when minutes are changed, those changes are indicated in a motion and that's it, he doesn't know of any other town that does it differently than that. Judy said she will forward the edits she has for July 30 and August 6.

### **Board Action**

Selectman Edelmann made a motion to approve meeting minutes dated August 13 and August 20 public and nonpublic. Chairman Carson seconded the motion, the motion passed.

### **16. Manifest**

Selectman Edelmann made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 5974-5985 in the amount of \$30,576.78 (including 19 direct deposits). Accounts Payable check numbers 56701-56732 in the amount of \$683,065.89 (including a check to KRSD in the amount of \$575,000.00). Parks and Rec revolving account check #1014 for \$750.00. Chairman Carson seconded the motion, the motion passed.

### **17. Consent Agenda**

Chairman Carson made motion to approve the Consent Agenda for August 27, 2019:

To be signed by the Board:

1. 2019/2020 Heating Oil Contract
2. Letter to Liquor Commission granting permission for wine tasting at the Fall Foliage Festival
3. Request for funds in the amount of \$568.32 from the Town Hall Improvements Capital Reserve
4. Request for funds in the amount of \$3,750.00 from the Property Revaluation Capital Reserve
5. Intent to Cut for Map 8 Lot 11
6. Payment of approved abatement for Map 35 Lot 003
7. Building Permits for:
  - Map 33 Lot 002
  - Map 31 Lot 55
  - Map 32 Lot 28
  - Map 10 Lot 71
  - Map 11 Lot 56
  - Map 3 Lot 33 & 34 Madgetech
  - Map 14 Lot 40
  - Map 30 Lot 002
  - Map 19 Lot 16
  - Map 15 Lot 23

- Map 10 Lot 37-6
- Map 3 Lot 24

Selectman Newman-Rogers seconded the motion, the motion passed.

**18. Sealed Minutes**

Chairman Carson made a motion to unseal the following minutes May 23, 2006 - March 20, 2007 - May 12, 2009 - December 7, 2015 - March 7, 2016 - April 16, 2018 - April 17, 2018, - May 7, 2018 - November 20, 2018. Selectman Edelman seconded the motion, the motion passed.

**19. Adjournment**

Motion was made and seconded to adjourn at 9:07 pm.

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