

Warner Board of Selectmen
Meeting Minutes
Tuesday, September 10, 2019
UNAPPROVED

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

Other persons present during nonpublic session: Bill Chandler and Peter Wyman

Description of matters discussed and final decisions made: Minutes are sealed for 3-years.

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.

Sealed Minutes

Chairman Carson made a motion to seal the September 10, 2019 minutes for 3 years. Motion was seconded by Selectman Edelmann, the motion passed.

3. Public Session

Chairman Carson opened the public session at 7:02 pm.
Attendance: Selectman Clyde Carson – Chairman, Selectman Kimberley Edelmann, Selectman Judy Newman-Rogers

Others present: Nancy Martin, Richard Senior, Ed Mical, Tim Allen, Deb Moody

4. Acquiring Map 16 Lot 24 from the State

A. Conservation Commission Chair, Nancy Martin, explained the parcel, Map 16 Lot 24 is near Lainge Bridge on Route 103 on the Warner River which is owned by the State of NH. This is one of 2 State parcels that the Conservation Commission has been negotiating with the State for almost 3 years. This parcel is 4.67 acres, the second parcel is 9 acres and landlocked on the Warner River located on the other side of the Bagley Bridge. Nancy received a letter from the State regarding Map 16 Lot 24 saying that the parcel is up for sale. The Department of Environmental Services Rivers Committee recommended when the parcel is sold it should have a deed restriction for recreational use only and not sold as a building lot. The State's assessment of the property is \$15,000, along with and additional administration fee in the amount of \$1,100, bringing the cost up to \$16,100.

B. Nancy explained the State could not identify who owned a small parcel that is between the old Route 103 and the river and she is cautious about purchasing a piece of land that may not have access to the river. So the

Conservation Commission hired a surveyor (map provided) who shows the acreage as 4.7 instead of 6 acres as the State first thought. The old Route 103 was also turned over to the town and never discontinued, it is still a Class VI road, and there is no ownership of the parcel between the river and the old Route 103 so there is access to the river from the parcel that is being sold.

C. Nancy is before the Selectmen asking if they are willing to pay \$13,500 with an administration fee of \$1,100 or should she negotiate with the State. Clyde asked who owns the land surrounding the parcel. Nancy said Peter Ladd and Todd Wells. Judy asked if the abutter's do not want any usage on their land, who puts the signage up. Nancy didn't know the details and thinks it will be negotiated with the abutters. Nancy said one of the interests for the town owning this parcel is for the rail trail. Keeping people off of private property and on the rail trail will be part of negotiating where the public is allowed. The Board recommends negotiating with the State and Nancy will proposed offering \$8,000 plus the State's administration fee of \$1,100. Clyde asked Nancy what the town's value is for the property. Nancy did not have that information. After looking it up in the town website, Judy said the town has it assessed at \$15,000. Richard Senor asked if you put a conservation easement on a piece of property.... Nancy doesn't believe an easement is necessary if the town owns it.

D. Kimberley said if the rail trail wants this parcel for their use, why don't they go to the State and negotiate. Clyde said it's not a piece of property that can be developed and having land along the river for recreational purposes is a value to the town. Kimberley said that doesn't answer her question, why doesn't the rail trail work with the State. Clyde said there is more value than just the rail trail, it is also a kayaking area. Kimberley asked Clyde if what he is saying is the town can't use the property for those purposes if the State owns it? Nancy said her first reaction is if the rail trail is struggling to complete the rest of the trail and if we can help, it would be an asset to the town. The town helped with the trail crossing the Bagley Bridge. Clyde said the funds to pay for this parcel are from the Conservation Commission Fund. Judy said if the rail trail pursued it, the State would still own it and the rail trail could have an easement across, and if it is still State property the parcel still could be used for recreational purposes, she asked if that is correct. Nancy did not know that answer. Clyde said given the mission of the Conservation Commission he thinks the purchase is consistent to what their Charter is. Kimberley said some people in town are going to ask why is the town buying more land to be used basically for the rail trail. Nancy said because river front property has value. Nancy also has a deadline to meet for this parcel, she will talk to Tim Blagden from the rail trail to see what he has to say about it. Clyde went on the record supporting the purchase of Map 16 Lot 24. Ed Mical commented the town should offer \$6,000 instead of \$8,000 and ask the rail trail if they are willing to contribute. Ed also commented that these trails also need to be maintained. Nancy will talk to Tim Blagden on what the rail trail can contribute and then will talk to Philip Miles at the Department of Transportation.

5. Hazard Mitigation Grant Programs

A. Emergency Management Director, Ed Mical, informed the Board there are 3 Hazard Mitigation Grant programs that are becoming open. One is the Hazard Mitigation Grant program for the recent disaster proclamation and as part of that communities are eligible for hazard mitigation projects associated under the disaster proclamation. There is also a pre-disaster hazard mitigation program and the flood mitigation program. Ed has talked with Tim Allen (Director of Public Works) about looking at a couple of projects. The Hazard Mitigation Plan identified culvert repair/replacement, one being on Red Chimney Road. Clyde said he remembers giving the Department of Transportation a list of projects in town. DOT was going to compensate the town and was to choose from a list that was created and Clyde asked if DOT has chosen from that list. Ed said he understands DOT worked with the Conservation Commission and identified culverts on East Joppa Road and Red Chimney Road.

B. Ed said as a follow-up, ARM (Aquatic Resource Mitigation) Funds are available through the Department of Environmental Services to do upgrades on culverts etc. Ed said he and Tim had a meeting with Fish & Game and DES, it looks like funds may be available next year and Warner may be a good candidate and suggested putting in for the Red Chimney Road project under the ARM application. Tim explained further, the State as he understands it, in the mitigation for the I-89 project, they are going to do a pre-design for the 2 culverts on Red Chimney which are 5 foot pipes that would blend in with the work schedule. Those designs will give Tim a good idea on what needs to be replaced. DOT also agreed to do a design on a culvert on East Joppa. These 3 projects qualify highly for the ARM funds. Clyde asked how are the funds applied for. Ed said he has to wait for the application period to open and DES they also said something about those funds being Federal Funds and the town could apply for other grants. Ed thought he would look at the Hazard Mitigation Grant Program, submit a letter of intent to the State saying the town is looking at doing the Red Chimney Road project and combine all three together so that if the town doesn't get one under the ARM the town might be able to get funding under the Hazard Mitigation Program.

C. Another project Ed and Tim talked about is North Village Road. Tim said this is another project to look at if the funds are available and to replace the culvert rather than put an invert in. Ed said this project is identified in the Hazard Mitigation Plan and he would submit a letter of intent as a separate project and start that process. Clyde asked when are the grants awarded. Ed said probably in 2020, the letter of intent needs to be submitted no later than October 4, 2019. Kimberley asked if Engineers will be needed to help with the estimates. Tim said the 2 culverts on Red Chimney and the one on East Joppa he will already have been completed by the State. The North Village project already has permits in place with a cost estimate. Judy said what she doesn't understand is, when Tim said the State is doing the design work for the culverts in mitigation of the I-89 project, is that a trade off? Tim said yes, the State needed permits to work in the wetlands.

D. Clyde talked to Tim about the work that is being done on I-89, which includes clearing 4 acres in the median. Is there a contact to reach out to to say leave a few trees? Tim said he will find out the reason for the clearing.

6. Route 127 Bridge

Clyde asked Tim and Ed if they have met with the State DOT regarding the Route 127 bridge. Tim said not yet, the last time he talked to DOT the design work would go into next year. Clyde asked if DOT has decided which approach they are going to do on the bridge. Tim said not as of 4 weeks ago.

7. Pine Rock Manor - Shelter Agreement

A. Ed Mical said the Board should have received an email from the Selectman's Office about an Alternate Temporary Shelter Agreement for Pine Rock Manor. Ed asked the Board if they have any concerns. Judy asked Ed to explain it a bit more, is it new? Ed said there was an informal arrangement between prior Boards and Pine Rock to utilize the Town Hall as a temporary area for the Pine Rock residents if they needed to evacuate until transportation is arranged to another facility. Ed said he knows that the State came in and Pine Rock is currently writing a new emergency plan and this is one of the items associated with the plan. In the past, both Ed as Emergency Management Director and the Fire Chief signed off on the plan Pine Rock created as designated in RSA's. Clyde said the concern is if there was a town wide emergency, could the Town Hall, because it's also a warming shelter for the community, handle both populations at the same time. Ed noted that adding offices in the lower meeting room also impacts the usage as an emergency shelter. Judy asked what is the town's liability if the agreement with Pine Rock is approved having both the community and Pine Rock residents. Ed said as part of the agreement, Pine Rock will have staff on hand, and the Town Hall is only temporary for up to 24 hours so Pine Rock can make arrangements to transfer their people to another facility. Clyde asked what are the other options. Ed said the other possibility is the Old Graded School. Someone mentioned the school gymnasium. Ed said he has stayed away from using the school because it's a regional school district. Someone else mention the Fire Station and Ed said no because it's an Emergency Operation Center. Judy asked if Pine Rock is suggesting the Town Hall. Ed said yes, and other Selectboard's have agreed to let Pine Rock use the Town Hall as a temporary shelter. Kimberley asked over the years, how many times has Pine Rock used the Town Hall, the answer was never. Judy's concern is having the community and Pine Rock residents in the same area. Kimberley understands that, but the people that live at Pine Rock are citizens of the town. Judy agreed said she understands that but wouldn't want harm to either party because they are in a different environment and that's why she asked if the Pine Rock staff is comfortable with having their clients in the Town Hall. Richard Senor said it may be good to pursue the school as one of the warming centers and ask the question about liability between the schools in the district.

B. Kimberley said she has no problem signing the shelter agreement since it has never actually been used, but by letting Pine Rock here we are limiting how many people have access to the Town Hall in case of an emergency. If it's a town wide emergency, doors will be open all over town and the Town Hall will be one of those places. Clyde said he thinks it's worth while asking this question, if there was a town wide emergency and two populations are coming to the Town Hall, what do we do. Ed said the alternate location is the gym area at the college. Richard Senor noted that the school is closer to the Town Hall than the college. Ed said the United Church of Warner is working on installing a back up generator, plus they have cooking facilities. The Church is on the Hazard Mitigation Committee as well.

Board Action

Chairman Carson made a motion to approve the alternate temporary shelter agreement with Pine Rock Manor effective today for a 3-year period which can be terminated with a written 30-day notice by either party. Selectman Edelmann seconded the motion, the motion passed. (Agreement on file)

C. Ed said he will continue to work with others in the community. In his 2020 budget will be the update of the Emergency Operation Plan from 2016 and there may be grant monies available to help with the update.

8. Transfer Station

A. Richard Senior said he would like to see the Transfer Station Foreman, Varick Proper as a separate Department and Department Head. Richard said Varick is really the only one that makes money for the town. Varick checks the market for the best prices, and he deserves this. Kimberley asked Richard if he is saying a separate department not under Tim but beside Tim? Richard said no, a separate entity. Clyde said it's a good request and the Board should take it into consideration.

B. Richard also said the signage at the Route 103 entrance at the Transfer Station needs to be updated.

9. Tia Chi Classes

The Board reviewed a request to have Tia Chi Classes for seniors at the Old Graded School but did not have much information, as well as the Senior Yoga Classes. Kimberley said she was knowledgeable about the class and the instructor and she and the Selectman's Secretary went to the Old Graded School to look at the spaces that is could be suitable for the classes. The classes have a small attendance and there are multiple rooms available. Clyde likes the idea of having those sessions at the Town Hall until the Board has a discussion on how to use the Old Graded School.

10. Gear Up!

The Board approved the use of another room for Gear Up Home Schoolers at the Old Graded School. The CAP Agency is fine with sharing the room with Gear Up. Judy said the only thing she hasn't heard back on is how current Gear Up is with their annual payment. There was also a security deposit found which should have been placed in an escrow account. Arrangements will be made with Sugar River Bank for the escrow account to be established and will figure how much accrued interest there should be in the account that will be paid by the town. Judy has contacted Elizabeth Labbe from Gear Up to ask about the payments being up to date. Ed Mical asked the Board if they are aware one of the rooms in the Old Graded School was designated as an off-site location for Simonds School in an evacuation situation, the other site is the United Church of Warner. The Board was not aware. Kimberley thought it was interesting the school uses a town building as a back-up building but the town doesn't get a reciprocal and is it any specific room or is it the building. Ed thinks the school looked at one of the rooms on the main floor. Clyde asked Ed if the Simonds School is aware of this and Ed said yes.

11. Budget Process

Kimberley sent out the budget sheets she created to the Budget Committee members and then to Selectboard via email for comments back in August and since she didn't receive any comments from the Board that is the sheet she sent to all the Departments. Judy asked if commenting via email about the budget sheets constitute a discussion? Kimberley said then the Board shouldn't use email ever again because that's what they do, she asked for their thoughts. Clyde said if it works for everyone then use it. Judy agreed as long as the Department Heads don't have any issue with it, and asked if the plan is to give them the entire town budget report and have them input into it and maintain it. Clyde said let's ask the Departments to use it to supply their budgets and get the budgets back. Kimberley said what she said in her email to the Department Heads is they can do whatever they want as far as planning their own budget. The budget spreadsheet she created is the report that goes to the Budget Committee and the Selectmen. Those budgets the Department Heads create will need to be entered into the format Kimberley created for the Budget Committee that includes 2017, 2018 and 2019. There is no report that comes out of the town financial software, Munismart that does that, it has to be hand cranked. The Budget Committee is happy with this format. Clyde suggested using the form Kimberley created and establish a deadline. Judy asked are we planning on having the Departments input their information and getting it back to us or using it as a format, write it in and then the Board puts will enter the information in. Clyde said it has to come to the Board in a form so it can be entered into Munismart. Kimberley said no, it's a Libre format and she said she has no problem entering the budget information into the spreadsheet, it's quite similar to what the previous Town Administrator did. The past previous years information is from Munismart. Judy asked where audited is shown. Kimberley said these numbers are straight from Munismart. Judy asked when she looks at 2017 on the spreadsheet would that be the budget approved at Town Meeting. Clyde said auditor's don't adjust budgets they adjust actuals. Clyde asked if the spreadsheet has been distributed to all the Departments. Kimberley said yes, except she didn't have the email address for Parks & Rec. Judy asked audience member Deb Moody, Assessing Clerk, what she thought of the spreadsheet that was sent. Deb said she liked it and it is easy to work with. Clyde said the Board should set a

target date. Kimberley said what is the schedule Judy created, Kimberley was to do the spreadsheet and Judy the schedule. Judy said the schedule she created and emailed to the Board, was based on the Budget Committee schedule, setting meeting dates on topics for the Selectboard a few weeks before the Budget Committee had them scheduled. The Board decided to have all the budgets submitted to them by the end of September. Kimberley will update the the spreadsheet with year to date expenses through the end of August. Judy said since Munismart is not able to put expenses in the same format as the spreadsheet, how does the information get updated for 2019. Kimberley said the same way it has been done, she transfers the figures, copy and paste. The Board will meet on Wednesday, September 18 at 6:30 pm to work on their budgets as well as talking about the Town Administrator position.

12. Other Business

A. Kimberley provided a spreadsheet regarding wages for future discussion.

B. Kimberley said she received the final application for payment for the construction of the Fire Station. She is hopeful the Board can approve the payment on Wednesday when they meet again. Kimberley will be able tell at that time how much money will be coming back to the town. Clyde said his request is can some money be targeted for landscaping at the Fire Station. Kimberley said we can, but first we need to figure out how to buy a dryer. Judy asked if the old dryer was sold. Kimberley said not yet, she thinks the Fire Chief is still trying to find a buyer for it. Ed Mical said outside lights in the back are needed too.

13. Public Comments

Deb Moody said the Department of Revenue Administration will be checking records for the Veteran's Exemptions next September. Deb said she has to transfer the information from the DD214 to a worksheet. No DD214 should be kept on file. Deb created a report for the Board to sign of all the veteran exemptions that will have the data transferred which will be filed.

14. Manifest

Selectman Edlmann Motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 5986-6027 in the amount of \$42,205.19 (including 28 direct deposits). Accounts Payable check numbers 56733-56761 in the amount of \$566,594.47 (including a check to KRSD in the amount of \$472,994.00). Chairman Carson seconded the motion, the motion passed

15. Consent Agenda

Selectman Newman-Rogers made a motion to approve the Consent Agenda for September 10, 2019:

1. On the August 27 Consent Agenda Building Permit for Map 10 Lot 37-6 should have been Map 10 Lot 8
 2. Agreement for Payment in Lieu of Taxes - Kearsarge Elderly Housing - Chairman signature required
 3. Veteran's Credit Qualifications Worksheet
 4. 2019 MS-1 Summary Inventory of Valuation
 5. Intent to Cut for Map 10 Lot 22
 6. Elderly Exemption for Map 14 Lot 16
 7. Building Permits for : Map 21 Lot 10, Map 29 Lot 12, Map 30 Lot 31, Map 31 Lot 55, Map 10 Lot 96-1
- Chairman Carson seconded the motion, the motion passed.

16. 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 (a) Hiring

Members Present:	Clyde Carson	<u> X </u>
	Kimberley Edlmann	<u> X </u>
	Judy Newman-Rogers	<u> X </u>

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

Entered nonpublic session at (no time stated)

Other persons present during nonpublic session: None

Description of matters discussed and final decisions made: Permanently sealed.

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

Sealed Minutes

Chairman Carson made a motion to seal the September 10, 2019 nonpublic minutes permanently. Motion was seconded by Selectman Edelmann, the motion passed.

17. Adjournment

Motion was made and seconded to adjourn at 9:30 pm.

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