



Warner Board of Selectmen

Meeting Minutes

Tuesday, March 3, 2020

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 and Town Administrator - Diane Ricciardelli

Others present: Ray Martin, Sean Toomey, Martha Mical, Ken Clogswell, Jonathan Lord

2. Town Meeting

A. Moderator, Ray Martin, and the Board, talked about the sequence of events that will happen at Town Meeting on March 11 and who will be speaking on particular warrant articles. The Budget Committee will be presenting a budget to the voters that is \$12,785 less than the Selectman's budget. The Budget Committee made cuts in the Highway Department, Assessing and Landuse, any amendments can come from the Town Meeting floor.

B. Ray said if the corona virus becomes a real issue between now and up to Town Meeting, he will wait to hear from the Attorney General. Ray said he cannot deny anyone the right to vote, if people are concerned, they can vote by absentee ballot, but, that doesn't apply to Town Meeting.

3. New Fire Station Project Expenses

A. Kimberley said there is a report in the 2019 Town Report on page 22. Changes were made on what would be spent on contingencies, material testing, utilities and the architect fees. There were 35 owner contingencies (changes) from what was originally planned that adds up to \$71,000. The biggest one was for \$40,000 which was for the soil. The soil on the site was not suitable for building the fire station. The soil that was removed can be used by the Public Works Department. The door openers were upgraded based on information provided by the contractor. Some changes were made on the carpeting, these decisions were made during the building process. The original contingency budget was for \$67,000, and extra \$4,000 was spent.

B. Material testing was estimated for \$8,500 and in the end, the Town was charged \$1,000 less.

C. Utility costs were estimated for \$15,000 which came in under \$7,000, but, a new dryer was purchased for \$8,000.

D. SMP Architects quoted \$47,000 to work through the construction project with the Town and \$45,000 was the final cost.

E. Emergency Management planned on spending \$85,773 which was matched by a FEMA Emergency Management Performance Grant and was spent to the penny.

F. Kimberley said the voters were told \$2,748,496, and what was actually spent was \$2,747,690 (\$806 difference). The interest earned was just over \$7,000 which will go back to the Town.

G. Fire Chief, Sean Toomey, talked to the Board about what is wanted for landscaping at the fire department. Kimberley learned at a recent Farm Expo in Manchester, NH that the NH State Lilac Association will give the Town 12 lilacs for the fire station. Clyde said the sentiment of the Town is they want the building to fit into the neighborhood.

Board Action

Selectman Carson made a motion for the fire department to spend up to \$806 on landscaping. Selectman Newman-Rogers seconded for discussion. Judy asked for an explanation for a \$5,152 landscaping line. Kimberley said she would need to look it up for Judy, but, she did know it was not for landscaping in the sense the Board is talking about. She thinks it could be for moving the rocks on the property. Kimberley said trees cannot be planted in the front of the building because there is a pond and a major water retention system under the front of the building. Clyde said a consultant can be sought. Chairman Carson called for a vote on the motion. All were in favor, the motion passed.

H. Judy asked what the status is on the old dryer. Sean will get that information. Judy also asked in the beginning there were rebates for energy efficiency and for the appliances. Kimberley said she has started to apply for the Eversource rebate and is on her fourth contact and is still working on it. Judy asked if there is a plan for the old dryer that is being stored at the Kearsarge station. Several sources were provided for selling the dryer.

4. Selectman's Meeting Schedule

The Board's next meeting will be March 17th and then every other Tuesday to accommodate payroll and accounts payable schedules, an to allow time to review accounts payable. Clyde is in favor of picking a meeting schedule for the Board and then dealing with the required signatures for payroll and accounts payables as needed. Further discussion on the meeting schedule will take place on March 17th.

5. Monthly Report to the Board of Selectmen - January 2020

A. Fire Chief, Sean Toomey, highlighted the following monthly report.

The following is the slate of officers for 2020:

Sean Toomey, Fire Chief	Jon France, Deputy Fire Chief
Ed Raymond, Deputy Fire Chief	Brian Monaghan, Captain
Kalvin Rogers, Captain	Dan Fisher, Captain
Mike Henley, Lieutenant	Paul Raymond, Lieutenant
Steve Raymond, Lieutenant	Rich Colfer, Rescue Lieutenant

Warner Fire Rescue responded to 36 calls for service in the month of January 2020, including a motor vehicle accident with reported ejection on Interstate 89, 2 chimney fires, an appliance fire, 2 carbon monoxide incidents, 2 fire alarm activation's and many medical calls.

Firefighter Dakota Poole passed his testing to become an EMT.

We held a joint training with neighboring departments on initial fire investigations and arson awareness. District Chief Fanjoy with K9 Anthem and Investigator Booth from the State Fire Marshal's Office presented the course which included classroom training and a demonstration of the capabilities of the accelerant detection K9's.

Our Unit Provider License with the State of New Hampshire Bureau of EMS has been renewed until December 31, 2021.

The new Engine 1 has an expected delivery date of late July or early August 2020. Rescue 1 continues to be out of service with a mechanical issue.

B. Diane asked Sean if the wage increases he budgeted are for the entire year and would be retroactive back to January? Sean said the fire department is paid quarterly and he wanted to wait until after Town Meeting. The Payroll Change Forms need to be completed as well. Diane asked if the fire department can wait until March 26. Sean agreed and suggested asking the bookkeeper to prepare the forms so he can take them to a fire department meeting for signatures.

6. Horne Street Property

Judy emailed the Board a notice for their review. She said anything in red is what she wants an opinion on from the Board. Clyde is thinking the Board should consult with a local Realtor on the pricing. Owed taxes and fee's need to be calculated before moving forward.

7. Selectman's Other Business

A. Judy said it was good to hear a monthly report from the fire department. Last year she suggested having committee representatives meet with the Board quarterly to provide an informative report. Diane will provide a schedule for departments to provide reports to the BOS.

B. Clyde said he received a phone call from Dave Mazoroff today and told Clyde the Board needs to enter into discussions with Warner Power now that the Board of Tax and Land Appeals has ruled against the Town about how the Town will pay the abatement in arrears. Judy asked if the Town has any recourse with the decision made by the

BTLA. Clyde said unless they did something procedurally incorrect, Superior Court will defer to the lower court of Tax and Land Appeals.

8. Town Administrator's Report

NEWSLETTER BEFORE PUBLIC MEETING: contributions from Nancy Martin, Nancy Ladd, Ray Martin, Apryl Blood, Tim Allen. The newsletter will reach the voters before March 10. **Action:** Diane will send a copy to BOS.

RENTAL AGREEMENT WITH STACY SERZANS, CAP BUILDING, 2 WEEKS IN AUGUST: Stacy met with Tim Hayes to inspect the space. Primex contacted regarding insurance. Stacy will submit insurance binder for 20 children and 5 adults for 2 weeks, pre-kindergarten. Next step is to determine rental amount and complete the agreement provided by Primex. **Action:** Diane will invite Stacy to the March 17 BOS meeting so the Board can hear more about her program.

Suffrage flags for Spring into Warner in May and again in August. **Action:** Diane will email asking for size of flags, how they will be displayed. The Selectboard and members of the public in attendance all voiced support for the flags and look forward to seeing them on display. Martha Mical suggested that if they are placed next to the granite post, they can be secured with ties.

ATV NOTIFICATION OF POLICY FOR OTHER TOWNS – Letter is prepared for surrounding towns, NH fish and Game, Bureau of Trails, along with the new understanding of Class VI road use, and maps. New Maps provided by Nancy Martin & CNHRPC. Tim Allen spoke to Alan Piroso regarding signage as the ATV club had said they would mark the trails to notify anyone who is unaware of the change. The signs will be posted prior to anyone using the trails. **Action:** Letter will be sent from BOS and the Board, and the Board will develop a committee as was discussed at the public meeting.

RECEIVED SOLAR ARRAY CHECK for \$797 from Eversource. We requested re-issuance of the check to be made payable to Town of Warner, as the check they sent is made payable to the Transfer Station. The Treasurer is creating the revolving account.

WELFARE OFFICER POSITION – We currently do not have a job description but there are state guidelines by which we can quickly draw a description. There was discussion about a cell phone for the Welfare officer, and if we had a phone that the person carried, vs. a phone that rings to the person and the Town will reimburse. The board agreed that the phone number should be a Town phone. Kimberley suggested that Dan Watts may have some suggestions about having one number that rings to an individual cell phone and that number can be forwarded to whomever is holding the position. **Action:** Applicant will be scheduled to meet with the board. Diane will learn more about phone options for consistency and costs.

UPCOMING TRAINING for TA – (no charge)

March 17 - at Primex in Concord – Labor Laws & Required Posters

March 24 – DRA Labor law training - Compliance

April 7 – NHMA Local Officials Workshop training

April 23 - registered for Local Public Agency (LPA) training and certification. Bureau of Planning & Community Assistance. (required for managing grants.)

CAP BUILDING – Backflow valve required costing \$4,188. – Applying for CDFA grant, as we have only \$2,500 in that line item in budget. Diane was having difficulty accessing the CDFA account. Clyde confirmed that we have an account and a phone call may be necessary to gain access. We do not need to create a new account.

ROOM CLEANUP – Old Land Use Office, building maintenance will begin removing the rug, painting, fix ceiling, new rug.

ABATEMENTS - Board of Tax and Land Appeals - Warner Power Decision – Diane shared that she spoke to the Town's Legal Counsel and for future abatements, if there are large ones, he would work with the Assessor to prepare.

Market Basket – new abatement request. No requested amount. July 1 deadline.

POLICIES: ALCOHOL POLICY FOR LIBRARY FUND RAISER AND OTHER EVENTS IN TOWN BUILDINGS.

Historically, some groups hire a police detail, and some do not. Primex recommends consistency across buildings. Building detail is a 4 hour minimum, or approx. \$140.00 minimum. Diane explained that this discussion about how requiring a police detail would impact the groups that use the buildings; they could not afford a detail as they don't have the funds. Martha Mical suggested that the Town could pay for police details. Kimberley is opposed to tax dollars being used to support police detail for alcohol consumption. Clyde inquired if we should have Bill Chandler involved and perhaps we need a policy. Clyde said that we are covered by our insurance whether we have a police detail or not. **Action:** Diane will begin a draft of a policy as she is looking at all the Town policies for updating/creating documents.

EMPLOYEE SAFETY POLICY - Per Nancy Ladd she is waiting for BOS approval. BOS will read through the document as all have an electronic copy. This document comes from the Joint Loss Management Committee, and they are listed on the website.

WAGES – The paperwork for the fire department wages that Sean reported on the budget for 2020 can be prepared by the bookkeeper, as well as the paperwork for the 4 salaried positions. The paperwork can be created now and employees notified at the March 10 period, that the change will be reflected in the payroll of March 26.

10. Public Comments

A. Martha Mical provided the meeting schedule for the Budget Committee for 2020/2021, any changes are to be sent to Martha. Diane will review to ensure the budget committee dates will allow the Town to meet the DRA requirements/deadlines.

B. Ken Cogswell asked Clyde if there is an update on the Davis Road issue in the Minks. Some abutters were concerned some ATVs were crossing a brook. Clyde said the Director of Public Works visited the location, and thought some changes were needed to protect the area. Ken said there is a concern that the Department of Environmental Services may visit the location. The old bridge abutment has been washed out and people have filled it in, diverting the water onto other properties. Ken thinks it will get more serious during the snow melt. Ken will talk to the Conservation Commission and then will follow-up with the Board.

11. Minutes

Selectman Newman-Rogers made a motion to accept meeting minutes dated December 11, December 27 public & non-public, December 30 public & non-public, January 7 public & non-public, January 14, January 21, January 28, February 4. Chairman Carson seconded the motion, the motion passed.

12. Manifest

Selectman Newman-Rogers made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign payroll check numbers 6201-6225 in the amount of \$75,115.67 (this includes 48 direct deposits and is for 2 payroll runs). Accounts Payable check numbers 57243-57352 in the amount of \$702,663.58 (including a check to KRSD in the amount \$325,000.00 and 2 automatic withdrawals for payroll taxes for \$10,507.02 and \$10,741.10). Selectman Edelmann seconded the motion, the motion passed.

13. Town Credit Card

Diane has been making purchases on a personal credit card for better pricing and free shipping, and has researched (with other Town Administrators) obtaining a Town credit card to allow for comparison shopping and bulk purchases.

14. Consent Agenda

Selectman Newman-Rogers made a motion to approve the Consent Agenda for March 3, 2020:

Previously signed by the Board:

5 formal requests for funds from the following Capital Reserves:

- \$6,692.50 from the Records Preservation Capital Reserve to pay an invoice from Image Tek
- \$12,000 from the Highway Road Construction Capital Reserve to pay an invoice from Weaver Bros.
- \$4,500 from the Property Revaluation Capital Reserve to pay an invoice from M&N Assessing, LLC.
- \$588.40 from the Employee Health Expendable Trust Fund.
- \$10,700 from the Property Revaluation Capital Reserve for an invoice from M&N Assessing paid out of the General Fund on 1/23/19, a request for reimbursement from the Capital Reserve was never made in 2019.
- Building Permits for: Map 14 Lot 14 & Map 31 Lot 12
- Intent to Cuts for Map 11 Lots 042-1, 042-2 & 042-2-1

To be signed by the Board:

1. Agreement with George Sansoucy
2. Elderly Exemption Map 11 Lot 60
3. Building Permit for Map 28 Lot 9
4. Intent to Cut for Map 10 Lot 96
5. Yield Tax for Map 3 Lot 39 & Map 7 Lots 7-68, 74 & 75
6. Raffle Permit
7. Veterans' Tax Credit for Map 11 Lot 39

Chairman Carson seconded the motion, the motion passed.

15. Nonpublic Session

Motion to enter nonpublic session made by Chairman Carson at 8:18 pm, seconded by Selectman Edelmann. Specific statutory reason cited as foundation for the nonpublic session: X RSA 91-A:3, II (a) personnel Roll call vote to enter nonpublic session: Carson - Yes, Edelmann - Yes, Newman-Rogers - Yes

Other persons present during nonpublic session: Diane Ricciardelli

Description of matters discussed and final decisions made: Minutes have been sealed permanently.

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.

16. Public Session

Chairman Carson opened the public session at 10:00 pm.

Attendance: Selectman Clyde Carson – Chairman, Selectman Kimberley Edelmann, Selectman Judy Newman-Rogers and Town Administrator Diane Ricciardelli

17. Sealed Minutes

Chairman Carson made a motion to seal permanently the March 3, 2020 non-public minutes. Motion was seconded by Selectman Edelmann, the motion passed.

18. Adjourn

A motion was made and seconded to adjourn at 10:02 pm.

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

Recorder of the minutes: Mary Whalen