



# Warner Board of Selectmen

## Meeting Minutes

### Tuesday, March 17, 2020

#### APPROVED

**1. Open Meeting** Chairman Carson opened the meeting at 7:07 pm.

Attendance: Selectman Clyde Carson – Chairman, Selectman Judy Newman-Rogers.  
Selectman Jonathan Lord - by teleconferencing

Town Administrator - Diane Ricciardelli,

Others present: Martha Mical, Kelly Henley

### **2. Board Appointments**

**A.** The following Board members will represent the Board of Selectmen as follows:

Board of Selectmen Chair - Clyde Carson  
Representative to the Budget Committee – Jonathan Lord  
Representative to the Energy Committee – Clyde Carson  
Representative to the Planning Board – Clyde Carson  
Representative to the Nancy Sibley Wilkins Advisory Committee – Judy Newman-Rogers  
Representative to the Parks and Recreation Commission – Judy Newman-Rogers  
Representative to the Highway Safety Committee -Judy Newman-Rogers  
Representative to the Mural Committee -Jonathan Lord

**Unanimously approved** by the Board of Selectmen.

**B.** Representation to the Mink Hills Committee is postponed until additional information is received.

### **3. Horne St.**

Judy reported that work is still in-progress.

### **4. Old Window Restorers**

Clyde communicated with the business owner who indicated he would like to purchase the building. Further discussions will take place in a nonpublic session.

### **5. Meeting Schedule**

The Selectman's meeting schedule was originally arranged to accommodate voting on the manifest for the payroll cycle. Does the Board want to be on that schedule? Clyde doesn't feel payroll should be the drive for when the Board meets. Judy feels payroll is more consistent than accounts payable, she feels the Board reviewing the accounts payable in a meeting where the Board can have questions answered makes more sense. The Board decided to meet every other week starting from March 17, the next meeting will be March 31.

### **6. Zoom - Teleconferencing**

The Board is using an application called Zoom, it allows the meetings to be on-line, teleconferencing, and recorded. We have one host at this time and requests for hosting a zoom call, for business of the Town Hall, should come through the Town Administrator for access.

### **7. Safety Policy**

Jonathan needs time to review the policy before the Board approves it.

## **8. Other Business**

**A.** The Board was presented with a Budget Committee meeting schedule for 2020/2021, Clyde said the Board needs time to review the schedule. Martha Mical encouraged the Board to approve the schedule at their next meeting.

**B.** Clyde talked about Warner Power and the judgment against the Town regarding Warner Power's property tax. The Town has filed an extension to reach an agreement with Warner Power on how to pay. Clyde will talk to Warner Power to see if the first payment can be made by deductions on their June tax payment.

**C.** Clyde said the Town has a tax abatement challenge from Market Basket as well.

## **9. Town Administrators Report**

1. Tonight's meeting is being videoed.

2. Microsoft Suite (including MS Word, Excel, and Publisher) was purchased in order to create the Town Report in Publisher. Adobe Pagemaker was being used, but is no longer compatible with Windows 10.

3. Suffrage flags will be displayed on the Town Hall front lawn. Diane showed the Board pictures of the flags and banners. The flags will be displayed in front of all the businesses as well. They will be on display for Spring into Warner and for the month of August and possibly during the upcoming elections.

4. Diane was registered for several DRA, NHMA, and DOL training, all of which have been postponed to a later date, due to the COVID-19 virus.

5. Cap Building: A back flow valve is required costing \$4,188. Diane is looking into the Community Development Finance Authority grant.

6. Room Clean-up: Building Maintenance will soon begin revamping an empty office space in the Town Hall. Later, there will be discussion about rearranging the offices. Diane reported that Tim Hayes will remove the rug, paint the walls and replace the ceiling tiles. A decision about a floor covering will be made following the removal of the existing carpet. If Marianne (Tax Collector) occupies the space, she would prefer the hard floor to a rug. No decisions have been made about office moves at this time.

7. Salaries: Diane is requesting the Board vote to process the change in pay for salary employees. Paperwork is complete and a letter can go out this week to employees for the first April paycheck.

## **Board Action**

Selectman Lord made a motion to process the change in pay for salaried employees. Chairman Carson seconded the motion, **the motion passed unanimously.**

8. Town Hall Closure: Diane read the following into the record:

*Governor Sununu issued a state of emergency for the State of New Hampshire on Friday evening, due to COVID-19. The Governor also directed all schools to close and work toward a virtual environment at least until April 6<sup>th</sup>. Official of the Town met with departments to discuss our plans mover forward through this crisis.*

***EFFECTIVE WEDNESDAY, MARCH 18, 2020, the Town Hall will be closed to the public until further notice.***

*We will still be working to serve the residents of Warner, and employees will be in the building as a "Virtual Town Hall." Many of the transactions can be done on-line or arranged by phone, email or drop box. Resident questions can, and will, be answered by phone or email. As a last resort, you may schedule an appointment at Town Hall with the appropriate Town personnel to complete your transaction. Our Town Hall employees will be working both remotely and on-site, and we will continue to be at your service.*

Below will be added to the website:

**PUBLIC LIBRARY:** Closed as of March 18, 2020.

**PUBLIC MEETINGS: Non-essential board and Selectmen Committee** meetings in March will be up to the discretion of the Board of Selectmen, and will be **determined on a weekly basis**. Those include The Economic Development Advisory Committee (canceled for March), The Energy Committee, and Warner River Advisory Committee (canceled for March.)

**Essential Meetings of Board of Selectmen, Planning and Zoning Boards**, will continue as scheduled utilizing teleconferencing, unless canceled by the Chair. Board of Selectmen will take place in the Town Hall, and chairs will be at least six feet apart. Limit 10 people in the room at a time. Meetings will be available by video-conference, and linked from the agenda of the meeting on the website. Go to the [warner.nh.us](http://warner.nh.us) homepage, and click on the link provided. Clyde said the Chairs need to be talked to about video-conferencing and if agreed, standardize one format.

### **MUNICIPAL FACILITIES – EVENTS CANCELLED**

**TOWN HALL BUILDING** – Due to the need to protect our citizens from undue exposure to the coronavirus and our inability to completely disinfect the building in between uses, all public and private functions scheduled at the Warner Town Hall are canceled until further notice, but not sooner than April 15, 2020. We will review at that time.

### **HOW TO COMPLETE TOWN HALL TRANSACTIONS:**

**TOWN CLERK'S OFFICE** – <https://warner.nh.us/departments/townclerk/>  
(603) 456-2298 extension 5 or 6.

Car Registration renewals can be completed on-line.

**In an effort to help limit the spread of the coronavirus contagion, starting March 18, 2020 the Town Clerk's office will be open to the public by appointment only.** Renewals can be processed online or thru the mail. We have a secure White Drop Box located at the front entrance of the building that may be utilized as well. **(NO CASH PLEASE)**

If you have 20 day plates that were issued on March 1, 2020 or later, the 20 day plates are good until April 30, 2020, per the Governor. **Again, if you need to come into the office to process a transaction, please call and make an appointment. (603) 456-2298 ext 5 or 6.**

### **TRANSACTIONS WHERE YOU NEED TO MAKE AN APPOINTMENT TO COME INTO THE OFFICE INCLUDE:**

Marriage Application  
Transferring of plates  
New registrations  
New dogs  
Notary Services  
Voter Registration

### **TRANSACTIONS YOU CAN PROCESS ONLINE**

#### **VEHICLE RENEWALS:**

<https://www.eb2gov.com/scripts/eb2gov.dll/ereg/main?towncode=750>

#### **COPIES OF VITAL RECORDS:**

<https://www.eb2gov.com/scripts/eb2gov.dll/Vitals/Maintowncode=750&source=VR>

**DOG RENEWALS:**

[https://www.eb2gov.com/scripts/eb2gov.dll/Dogs/Maintowncode=750&source=DL\\_\\_](https://www.eb2gov.com/scripts/eb2gov.dll/Dogs/Maintowncode=750&source=DL__)

**Any questions, Please do not hesitate to contact this office:**

**EMAIL** [townclerk@warner.nh.us](mailto:townclerk@warner.nh.us) or call 603-456-2298 ext 5 or 6, or  
mail: P.O. Box 265, Warner, NH 03278

*Office Hours: Monday – Thursday 8:00 am – 3:00 pm, **NO SATURDAYS. Closed Tuesday evening. To schedule an appointment, call during OFFICE HOURS or email.***

**ASSESSING AND LAND USE OFFICE:** [assessing@warner.nh.us](mailto:assessing@warner.nh.us)  
**(603)456-2298, ext 3**

**Email request for information or call during office hours.**

*Monday, Tuesday, Thursday, 8-4.*

*Wednesday 8-noon.*

**JUNE 1, 2020 - EXTENDED DEADLINE FOR APPLYING FOR ELDERLY, DISABLED, BLIND PROPERTY TAX EXEMPTIONS AND OPTIONAL VETERANS', ALL VETERANS', AND DISABLED VETERANS' TAX CREDITS**

**72:33 Application for Exemption or Tax Credit. –**

I. No person shall be entitled to the exemptions or tax credits provided by RSA 72:28, 28-b, 28-c, 29-a, 30, 31, 32, 35, 36-a, 37, 37-a, 37-b, 38-b, 39-b, 62, 66, and 70 unless the person has filed with the selectmen or assessors, by April 15 preceding the setting of the tax rate, a permanent application therefor, signed under penalty of perjury, on a form approved and provided by the commissioner of revenue administration, showing that the applicant is the true and lawful owner of the property on which the exemption or tax credit is claimed and that the applicant was duly qualified upon April 1 of the year in which the exemption or tax credit is first claimed, or, in the case of financial qualifications, that the applicant is duly qualified at the time of application. The form shall include the following and such other information deemed necessary by the commissioner:

**I-a. If any person, otherwise qualified to receive an exemption or credit, shall satisfy the selectmen or assessors that he or she was prevented by accident, mistake, or misfortune from filing a permanent application or amended permanent application on or before April 15 of the year in which he or she desires the exemption to begin, said officials may receive the application at a later date and grant an exemption or credit for that year; but no such application shall be received or exemption or credit granted after the local tax rate has been approved for that year.**

BTLA Administrative Rule Definition: Tax 102.02 "Accident, mistake or misfortune" means something outside the party's own control and not due to neglect, or something that a reasonably prudent person would not be expected to guard against or provide for.

DRA Administrative Rule Definition: Rev 401.01 "Accident, mistake, or misfortune" means something outside a person's control, or something which a reasonably prudent person would not be expected to guard against or provide for.

*Planning and Zoning documents can be mailed to the Town Hall, or sent by email if they do not require an original signature. Please call to determine if you can email or snailmail your documents.*

**BUILDING PERMIT APPLICATIONS – available at [www.warner.nh.us](http://www.warner.nh.us). Questions can be directed to Tom Baye at 848-5750.**

**TAXATION:** Please mail or usps mail your documents to Marianne Howlett, PO Box 264, Warner, NH.  
Call: (603)456-2298 x 4  
Email: [tax@warner.nh.us](mailto:tax@warner.nh.us)

**A.** Clyde said the Town should stay consistent with the State and use the April 10 date which will be reviewed as time goes by.

**B.** Clyde said he wants to see up front on the notice the following so there is clarity for the citizens: **The Town offices closed to the public except by appointment until April 10, details to follow below.**

**C.** Judy wants added to the notice **call for emergencies only.** Appointments should be for urgent business only.

**D.** Martha Mical asked the Board if the senior exercise class can meet tomorrow because the Board is making this decision tonight and there is no notice to the seniors that exercise. Diane said to Martha that the message has been made very clear that you are putting yourself and others at risk if you choose to be in close quarters with other people. Carriers of the virus are unknown, cases of the virus have doubled in the United States since last Friday, the seniors involved are at high risk because they are all over 60 years old. Judy feels the effective date of March 18 should remain, Diane agrees. Martha said all she was asking is for the seniors to be able to come and get their weights if they chose to. Diane suggested putting the weights outside for them to pick-up. Judy suggested they use the side door at the back of the Town Hall. Clyde said if the Board makes this decision tonight, there should be a little flexibility.

**E.** Clyde said if there is a meeting, the Town Hall must be open to the public. The Town Hall will be locked, service by appointment only. Judy said it's necessary to be severe now rather than to be weak. We have to say "no" while the virus is spreading. If the doors are locked at the Town Hall with displayed notices on the doors with procedure in place, everyone will have to follow them, no exceptions. Clyde asked Jonathan what he thinks. Jonathan agreed with Judy and Clyde said he will go along with it as well with further review on April 10.

### **10. Public Comments**

Diane received some messages from viewers on-line through Zoom. Dan Watts sent a message saying he agrees the Town Hall should be closed, no exceptions.

### **11. Minutes**

Chairman Carson made a motion to approve the public and nonpublic meeting minutes from March 3, 2020. Selectman Newman-Rogers seconded the motion, the motion passed unanimously.

### **12. Manifest**

Selectman Newman-Rogers made a motion to authorize the Selectmen to approve the previously signed manifests for March 10, 2020 and order the Treasurer to sign Payroll check numbers 6226-6236 in the amount of \$33,835.46 (this includes 25 direct deposits). Accounts Payable check numbers 57353-57365 in the amount of \$184,349.24. Also an automatic withdrawal for payroll taxes for \$9,360.15. Chairman Carson seconded the motion, the motion passed unanimously.

Selectman Newman-Rogers made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Accounts Payable check numbers 57366-57397 in the amount of \$45,211.74. Chairman Carson seconded the motion, the motion passed unanimously.

### **13. Consent Agenda**

Chairman Carson made a motion to approve the Consent Agenda for March 17, 2020:

Previously signed by the Board:

1. Solar Exemption for Map 33 Lot 008
2. Building Permit for: Map 6 Lot 002

To be signed by the Board:

1. Payroll Change Forms - on hold for a work session

2. Letter to NH Retirement
  3. Building Permits for: Map 31 Lot 001
  4. Capital Reserve request for the Employee Expendable Health \$773.62
- Selectman Newman-Rogers seconded the motion. The motion passed unanimously.

#### **14. Fire Department Monthly Report**

Diane read the following report into the record that was submitted by Fire Chief Sean Toomey:

*Warner Fire Rescue responded to 40 calls for service in the month of February 2020.  
A highlight of some of our calls include:*

- 1. A fire on Pleasant Lane with occupants trapped, one of which was transported to a Boston hospital due to significant burns*
- 2. 3 motor vehicle accidents*
- 3. A minor fire at Market Basket*
- 4. A water problem at a residence on Newmarket Rd*
- 5. A tree down with wires on Newmarket Rd*
- 6. A fire alarm trouble issue*
- 7. Many medical calls*

*EMT Lauren Gibbons resigned her position as she has moved out of state.*

*We submitted the grant close-out documentation for our 2016 SCBA grant.*

*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.*

*Diane said there is an Emergency Management meeting tomorrow at 9:00 am located at the Fire Department.*

#### **15. Fire Department - Payroll Changes**

Judy's understanding of the payroll changes for the Fire Department is the staff would be paid for training and for hours they were supposed to be getting paid for that they had not been getting paid for and the pay increases would follow next year. Kelly Henley said in the March 3 minutes it was stated to move forward and create the Payroll Change Forms. Clyde suggested meeting with the Fire Chief for further discussion. Diane asked Judy if the amounts are not what she thought they should be? Judy said she is looking at an hourly rate that is applied to all the hours worked, rather than the hourly rate that was used to come up with the stipend. Clyde said he has that question as well. Judy said she also doesn't know where the numbers came from because the Fire Department was not involved in the Wage Study. Diane will schedule a meeting for this week with Chief Toomey.

#### **16. Adjourn**

A motion was made and seconded to adjourn at 8:56 pm.

Board of Selectmen  
Clyde Carson – Chairman  
Judith Newman-Rogers  
Jonathan Lord

Recorder of the minutes: Mary Whalen