



# Warner Board of Selectmen

## Meeting Minutes

### Tuesday, March 31, 2020

#### APPROVED

#### **1. Nonpublic Session**

Clyde said the Board was previously in a nonpublic session, and made a motion to close the nonpublic session at 7:03 pm. Selectman Lord seconded the motion. Roll call vote: Carson - yes, Newman-Rogers - yes, Lord - yes. Chairman Carson also said the nonpublic session will be continued. Chairman Carson made a motion to seal the nonpublic minutes from March 31st permanently. Selectman Lord seconded the motion. Roll call vote: Carson - yes, Newman-Rogers - yes, Lord - yes.

#### **2. Public Session**

Attendance by teleconference: Selectman Clyde Carson – Chairman, Selectman Judy Newman-Rogers, Selectman Jonathan Lord and Town Administrator - Diane Ricciardelli

Others participating: Marianne Howlett, Tim Allen, Mike Cutting, Kelly Henley

#### **3. Preamble**

Chairman Carson read the following into the record:

Good evening, as Chair of the Selectboard, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of Town of Warner government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

Please note that all votes that are taken during this meeting shall be done by roll call vote.

#### **4. Highway Department - Purchasing Schedule**

**A.** The purpose of this meeting is to discuss possibly changing the purchasing schedule (see the chart below). The Board and Tim discussed leasing the equipment but decided it would be best to purchase instead. For 2020 Tim would like to auction off the 97 Mack or another way to get the best dollar for the vehicle. Tim then wants to purchase a new 10-wheeler with a new snow plow set-up with a flow and dump body on it.

**B.** Clyde is in favor of Tim's proposal, but, his concern is cash flow in the upcoming months and the impact of Covid19 may have on the taxpayers as well as the settlement with Warner Power. Clyde recommends purchasing the F-550 and holding off on the 10-wheeler until the cash flow is known.

#### **Board Action**

Chairman Carson made a motion to approve the purchase of the F-550 and hold off on the 10-wheeler until the cash flow is known. Selectman Lord seconded the motion. Roll call vote: Carson - yes, Newman-Rogers - yes, Lord - yes. Judy confirmed the new F-550 will replace the old the F-550, the old one will be sold. The Board also acknowledges that a public hearing will need to be held once Tim finalizes the cost information.

Highway Department Equipment Capital Reserve					
	Beginning Balance 12/31/19	2020	2021	2022	2023
Per 2019 CIP					
<b>Funding</b>	<b>\$158,781</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>
04 Mack D - replace w/same, 40K GVW		\$185,000			
06 Mack D - replace w/10 wheeler			\$200,000		
97 Dump retire & replace w/new F550 #2				\$65,000	
Replace 2013 10-wheeler					\$200,000
<b>Balance</b>	<b>\$158,781</b>	<b>\$98,781</b>	<b>\$23,781</b>	<b>\$83,781</b>	<b>\$8,781</b>
Tim's Proposal					
<b>Funding</b>	<b>\$158,781</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>
Replace 97 dump w/10 wheeler		\$187,331			
Replace 60 Mack w/6 wheeler				\$200,000	
Replace current 550 w new F550 #2		\$65,000			
Replace 2013 10-wheeler					\$200,000
<b>Balance</b>	<b>\$158,781</b>	<b>\$31,450</b>	<b>\$156,450</b>	<b>\$81,450</b>	<b>\$6,450</b>

### **5. Central NH Regional Planning Commission - Re-appointment**

Selectman Lord made a motion to re-appoint Ben Inman to a three-year term ending April 1, 2023 as a representative to the Central NH Regional Planning Commission. Roll call vote: Carson - yes, Newman-Rogers - yes, Lord - yes.

### **6. Horne St. Property**

Judy said she is now gathering the expenses that are related to the property.

### **7. Safety Policy**

Selectman Newman-Rogers made a motion to approve the Safety Policy with the condition it will be revisited if any Covid19 information is needed to be added. Selectman Lord seconded the motion. Roll call vote: Carson - yes, Newman-Rogers - yes, Lord - yes.

### **8. Tax Liens and Deeding**

The Board discussed having the Tax Collector move forward with the liens for 2019 and to hold off on the deeding to be consistent with the Governor's order.

### **9. Time off - Covid19 Related**

**A.** Two-weeks sick leave will be provided by the Town for the following circumstances per the Governor's order:

1. an employee subject to a state, federal or local isolation order related to COVID-19;
2. an employee who has been advised by a health care provider to self-quarantine related to COVID-19;
3. an employee who is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
4. an employee caring for an individual subject to an order described in (i) or self-quarantine as described in (2) above;
5. an employee caring for a child whose school or place of care is closed, or the child care provider of the child is unavailable, due to COVID-19 related reasons; or
6. an employee who is experiencing any other substantially similar condition specified by Department of Health & Human Services (DHHS) in consultation with the Treasury and US Labor Departments.

**B.** Verification will be needed for the time off. Reimbursement to the Town has not yet been figured. The Bookkeeper has set up a code in the municipal software for any Covid19 time-off, she is also tracking Covid19 expenses. If someone needs more time-off they can take up to 10 weeks with the Town paying 2/3rds of the employee's pay. To supplement the balance of their pay, an employee can use sick time for the left over 1/3rd.

## **10. Town Administrator's Report**

1. All the emergency orders from the Governor are posted on the website, and status of Town departments status with access hours, change to transfer station, use of on-line resources for processing forms/applications/registrations.
2. At this time the parks in Town will remain open, with playground equipment sectioned off with caution tape.
3. Social distance measures have been taken at the Town Hall, the copier and the mail folders have been moved to the lower meeting room.
4. New laptops have been purchased for the Director of Public Works and the Police Chief to allow participation in ZOOM meetings.
5. There is an expectation among municipalities that there will be a significant decrease in revenue this year. At the Board's next meeting they want to review year to date expenses and revenue.
6. Diane is training people to conduct Zoom meetings.
7. Diane is working with Eversource on the annual report for the Solar Array that is sent to the Public Utilities Commission. Clyde said the first check for the renewable energy credits should arrive in July this year. The system is monitored on the Town's website.
8. Diane will be following-up with North Branch Construction regarding the radiant floor at the Fire Department. The system needs to be re-programmed, the current program is causing high electric costs.
9. A meeting will be arranged with Warner Power regarding their abatement with Clyde Carson, Diane Ricciardelli, Deb Moody and Dave Marazoff.
10. Diane, Clyde and the Town Assessor will be meeting with the Market Basket attorney regarding their abatement request. Dave Marazoff to schedule the meeting.
11. The Assessing Clerk will be working with the Assessors to complete the software bridge between the Assessing Clerk and the Tax Collector.

## **11. Public Comments**

No comments received.

## **12. Manifest**

Chairman Carson made a motion to authorize the Selectmen to approve previously signed manifests and order the Treasurer to sign Payroll check numbers 6237-6278 in the amount of \$47,604.31 (this includes 23 direct deposits). Accounts Payable check numbers 57366-57403 in the amount of \$93,677.35. Also an automatic withdrawal for payroll taxes for \$12,358.64. Selectman Lord seconded the motion. Roll call vote: Carson - yes, Newman-Rogers - yes, Lord - yes.

## **13. Consent Agenda**

Chairman Carson made a motion to approve the Consent Agenda for March 31, 2020:

Previously signed by the Board:

1. Intents to Excavate for Map 7 Lot 60 & 64
2. Yield Tax Due for Map 7 Lot 64

Selectman Newman Rogers seconded the motion. Roll call vote: Carson - yes, Newman-Rogers - yes, Lord - yes.

**14. Adjourn**

A motion was made and seconded to adjourn. Roll call vote: Carson - yes, Newman-Rogers - yes, Lord - yes.

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

Recorder of the minutes: Mary Whalen