



# Warner Board of Selectmen

## Meeting Minutes

### Tuesday, April 14, 2020

#### APPROVED

#### **1. 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.

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

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

Others participating: Kelly Henley (Bookkeeper), Ed Mical (Emergency Management)

#### **3. Year to Date Expenses**

**A.** The Board was provided year-to-date expenses for their review. Diane said overall about 20% of the budget has been spent. Clyde said there are efforts on the State level to make sure the State budgets are back-filled with some of the Federal funding (1.2 billion). If the State budgets are back-filled, that would ensure the money for municipalities is kept whole. Clyde said another thing he heard is efforts to help municipalities with regards to short falls on tax receipts is being talked about on the State level; no decisions have been made yet. Clyde said in the short-term, until the Town knows some specifics on the State level, the Town should go slow on the operating budget expenses at least until July. He said capital purchases that have available funding can move forward, any capital purchases that are scheduled that require money from taxation should remain on hold. Both Judy and Jonathan agreed.

**B.** A revenue report has been generated as well. The revenue is less than this time last year due to a decrease in vehicle registration, a decrease in Transfer Station fees, Timber tax, and other fees. The Board will review again next week.

#### **4. Cell Phone Expense**

The Board will sign an updated cell phone reimbursement expense for Tim Allen (Director of Public Works).

#### **5. New Business**

**A.** The Town Administrator is gathering data from municipalities regarding the Town's COVID-19 expenses. The data collected will assist NHMA in advocating for financial assistance and funding for towns and cities. The results of the survey will also be presented in summary form to the Governor's Office for emergency relief and recovery. The deadline is April 17th. Clyde feels it will be difficult to estimate future COVID-19 costs as well as pulling all the

information together within a very short time period. The Town, currently, is tracking associated COVID-19 costs. Judy asked if Ed Mical (Emergency Management) has anything to say about Emergency Management expenses. Ed Mical said he did apply for the FEMA Disaster Declaration. There is a 75% federal match. The Governor held a conference call and indicated that he is trying to get the federal match increased. Ed said he is waiting to hear back on that effort, he also said at this time it is not well defined what will be included in the expenses. Ed suggested the Town begin tracking the Transfer Station fees. (They are currently being report by Varick.) Judy said she was at the Transfer Station this past weekend, and since the Board decided to waive all fees, there has been an increase on items that would typically have an associated fee. Nancy Ladd (Librarian) said Varick Proper (Transfer Station Foreman) told her the staff is documenting as much as they can and taking photos of each day's pile. Clyde suggested reviewing the decisions that have been made in a couple of weeks.

The Town Administrator will complete the survey to submit by the 17<sup>th</sup> and has requested information from each department.

**B.** Judy said she has a document from the State that could be used as a model for the Town for employees that are working at home during the COVID-19 time. Judy suggested having a policy for working at home to make sure the employee and equipment is protected, and the work is documented. Diane said there are a couple of people that are working from home, but not exclusively, and she knows what equipment they have in their possession (Dan Watts keeps a spreadsheet) and on which projects they are working. To clarify, Judy thought a policy should be created for an employee that would need to work at home exclusively during COVID-19. Judy said she will forward the State document to the Board and Diane to see if it applies.

**C.** Diane said a time-off document was created and will be posted about employees being covered 100% for COVID-19.

## **6. Other Business**

Jonathan said he was contacted by Charlie Albano (Economic Development Advisory Committee Chair) about the Masonic building. Jonathan said Charlie feels a warrant article needs to be presented before the building is sold. Clyde said the building is not owned by the Town. Jonathan said he will let the EDAC know that. Apparently, there is some interest for the building.

## **7. Horne St. Property**

Judy said she has gathered the legal costs associated with the property. The other costs associated will be back taxes. The next step is for the Board to decide what the minimum bid will be. Clyde asked the Board what they think during this emergency status. Jonathan would like to move forward with selling the property. Judy agrees with moving forward with the sale because it will be a bid process. Clyde's thought is people are being cautious about spending. Clyde suggested first sending a letter to the abutter to see if they have any interest in the property. Judy said all the abutters will be noticed individually. Judy will provide the notice for bidding for the Board to review.

## **8. Public Comments**

Ed Mical said the March 31 minutes reflect the approval of the purchase of an F-550 by utilizing the capital reserve funds. Ed said a public hearing is required for any Highway Department equipment purchase. Clyde said the public hearing part was discussed but was not reflected in the minutes. There will be a public hearing.

## **9. Consent Agenda**

The April 14 consent agenda will be approved at the next meeting after the Board reviews and signs the documents.

Chairman Carson made a motion to approve the Consent Agenda for April 14, 2020 for items that were previously signed as follows:

1. Solar Exemption for Map 8 Lot 006-113LAT
2. Building Permit for: Map 6 Lot 36
3. Reimbursement requests (4)
4. Request for funds for the Property Revaluation Capital Reserve
5. Tax Deferral Releases

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

## **10. Manifest**

Chairman Carson made a motion to authorize the Selectmen to approve previously signed manifests and order the Treasurer to sign Payroll check numbers 6279-6290 in the amount of \$35,437.42 (this includes 23 direct deposits), Accounts Payable check numbers 57404-57447 in the amount of \$682,995.38 (This includes \$611,051.00 for the April & May KRSD Payments). Also, an automatic withdrawal for payroll taxes for \$9,923.71. Parks & Rec Revolving Acct check number 1017 in the amount of \$208.04. Selectman Lord seconded the motion. Roll call vote: Carson - yes, Newman-Rogers - yes, Lord - yes.

## **11. 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) personnel. Roll call vote to enter nonpublic session: Carson - Yes, Newman-Rogers - Yes, Lord - Yes

Other persons present during nonpublic session: Diane Ricciardelli

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

## **12. 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