



Warner Board of Selectmen

Meeting Minutes

Tuesday, May 12, 2020

APPROVED

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.

Public Session

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

Others participating, Sean Bohman - Fish & Game, Tim Allen - Director of Public Works, Deb Moody - Assessing Clerk, Mike Cutting - Budget Committee Chair, Dave Marzoroff - M & N Assessing, Martha Mical

Fishing Derby

Sean Bohman spoke to the Board about rescheduling and relocating the fishing derby for some time in October. The derby would take place at the Town beach located on Bean Road and Fish & Game will stock the pond with trout. Clyde suggested to first speak with Apryl Blood from the Parks & Recreation Commission to coordinate the derby. Sean will re-look at the situation in June and if the coronavirus is prevalent in June and up to August the derby may not happen.

Town Hall Offices

Diane explained where all the offices would be located as follows:

- Town Clerk will move to the Selectman's/Town Administrator office.
- Tax Collector will move to the office located down stairs on the east side of the building. To make the office handicap accessible a window will be added.
- Town Administrator will move to the Town Clerk's office.
- Selectman's Administrator Assistant will move to the Tax Collector's office.

At this time the room the Tax Collector is moving to is being renovated. The moving of the offices will be planned after the tax bills are issued and assessing slows down.

Clyde recommended obtaining a cost for the door to the lower meeting room so it can be changed to an automatic door for handicap accessibility. Clyde was also wondering if some activities would impact the Tax Collector downstairs. The Tax Collector wrote in and said she doesn't feel that situation would happen very often.

Horne St. Property

The Board individually visited the Horne St. property. Clyde questioned the condition of the house and whether it is safe to enter. Tim Allen said he was in the building about 5 years ago before it was boarded up and at that time he had no concerns about the structure. Tim recommends checking the building out on the inside so the Board can figure out how to proceed on presenting the property. The Assessor, Dave Marzoroff recommended having his firm complete an appraisal on the property as well. Tim Allen said he would arrange with the Assessing Clerk to open the house up for that appraisal.

Sprinkler System for the Town Hall

Tim Allen said he spoke with the contractor who said he would have the plans ready by the end of this week. The next step is for the Fire Chief to review the plans. Once approval is granted, the work can begin.

Village Area Paving

Tim Allen said the plan from the State is to relocate the crosswalks so they meet federal guidelines for future funding. The new locations will eliminate 4 to 5 parking spaces. Tim talked to the State concerning the parking spaces that will be lost and noticed the State adjusted one of the crosswalks, but, he hasn't seen any paperwork on it. In the plan the State will be adjusting all the catch basins so they are level with the road. The total project goes from exit 8 on route 103 up to the Bradford town line. Tim said a letter is expected to arrive from the Department of Transportation regarding the project in about a week to 10-days. Clyde would like to have a meeting with DOT regarding the parking spaces before the project begins.

Cell Tower - North Village Road

Jonathan said when the Board revisits the lease agreement, the Town needs to make sure there is a no-consent clause. Clyde talked about the revenue stream from the State may be less than other years because of COVID-19. The Town may want to revisit the revenue stream from the cell tower later in the year. If the Board decides to accept a buy-out, the Board can do so, but first they would hold a public hearing. Any changes to the lease agreement, would need to go before Town Meeting.

Permission to Hunt on Town Land

Judy said Peter St. James contacted her for permission to hunt on Town Land. Clyde said past Boards have granted the permission and asked the current Board members for their opinion. All Board members are in favor of granting permission, a letter will be created for Mr. St. James.

Warner Power

Clyde contacted the parent company of Warner Power; they have accepted the payment terms the Town has created beginning with the first tax billing in 2020. The Bureau of Tax and Land Appeals ruled in Warner Powers favor, the Town owes money back to Warner Power for tax years 2017, 2018 and 2019 for approximately \$25,000 for each year. The Tax Collector sent a note via Zoom saying the Board of Selectmen would need to grant a written abatement for each tax bill to Warner Power. Martha Mical said the abatement needs to be done before the tax bills go out.

Board Action

Chairman Carson made a motion to abate \$25,137.74 on the Warner Power June tax billing. Selectman Newman-Rogers seconded the motion. Roll call vote: Carson - Yes, Newman-Rogers - Yes, Lord - Yes.

Travel Trailers

Clyde said he was contacted about a non-conforming travel trailer being stored on a property. Particularly the length of some travel trailers are not conforming to the current zoning. Clyde is suggesting the Planning Board review the ordinance in place. Tim Allen addressed a complaint that was submitted to the Selectmen about a travel trailer being stored on Waterloo St. Tim found the trailer being questioned was over the weight limit and under the length limit. Tim also found the ordinance to be confusing as well. Clyde said the property owners that sent a complaint to the Board said they never received a response from the Board of Selectmen. Clyde asked Diane to create a response. Judy asked Diane to look at the past history as well.

Highway Department - Hours of Operation

Tim Allen would like to start working his crew 10 hour days, 4 days a week, beginning on Monday, May 18. Tim will continue to work 8 hour days, 5 days a week. The Board was in agreement with Tim.

Town Administrator's Report

Diane is working on getting a secure drop box for the Town Hall front door.

Diane is working on grants for COVID-19; data is being collected.

COVID money will be coming to fire and police for 8 weeks and 2 days. Full-time police qualify for \$300 a week, part time \$150 a week. Firefighters qualify for \$50 and EMTs qualify for \$150 (weekly as well). This money can be distributed to those who qualify in one lump sum. Diane said a Board vote is needed along with a form to sign. The Board can also opt out. The deadline for the form is June 1, 2020. Kelly Henley (Bookkeeper) said the Town is responsible for the payroll taxes. The Town can be reimbursed for the payroll taxes when the Town applies for the State grant.

In an effort to reduce the cost for telephones, the Town disconnected 6 lines that were unknown, then found out 2 of the 6 lines were associated with alarms. The Town now has a correct record of phone lines and their use.

The Board talked previously about having a policy when employees are working from home. Diane created a spread sheet that identifies who is working at home, what they will be working on, what other records exist in case something happens. Dan Watts (IT) keeps a record on who has what equipment as well.

At a previous meeting Judy asked if the Town would be receiving money back from the School District. The Kearsarge School District sent a letter to the Town thanking the Town for support. The School District anticipates spending 82% of their 2020/2021 fiscal year that is paid by the towns. In July over 20% will be expended for bond payments. Typically federal grant money is not received until October, at the earliest, and School District will still need to cover mandated payroll.

Operating Budget

Diane explained the operating budget is 34% spent. Diane presented the budget items that could be put on hold until August for further review. The total amount of those expenses is \$72,680. There was discussion about Parks & Recreation Commission and if work should continue. Tim Allen feels certain aspects of the maintenance should continue as well as mowing. Also, on hold is the purchase of a shed and repairs to the snack shack at Riverside Park. Clyde asked to add those two items to the list as well.

Not only will the operating budget be frozen in some areas, Diane will also look at ways to reduce costs. One area Judy spoke about is the cost of creating meeting minutes, specifically for the budget committee meetings. Diane created a new process for meeting minutes, similar to the Planning Board meeting minutes, which have been going well.

Revenue

Town Clerk's office revenue is down compared to this time last year overall by \$28,888. Overall revenue is down by about \$29,000 compared to this time last year.

ATV Meeting

Clyde said back in December 2019 the Board talked about establishing a committee to look at a recreation plan for the Mink Hills and will return to the Board with some of his ideas for a committee at the next meeting. Clyde is also coordinating a presentation about municipal trails; he has been in contact with someone on the State level that has expertise with municipal trails.

Clyde said some of the signage needs to be changed for the trails that no longer allow ATVs. The Board has also received several emails about the damage that is being done by wheeled vehicles on the Class VI roads. The question is how can this be changed.

Town Revaluation

Assessor, Dave Marzoroff said he is no longer completing interior home inspections because of COVID-19. There are about a dozen properties that called for interior inspections after the deadline. Those properties will be addressed once the limitations have been lifted in the State. The tax bills in June will not reflect any new values from the revaluation. There will be an insert in the tax billing explaining such. The letters for the new property assessments from the Assessor will be sent out after the June tax billing. A procedure will be created for the residents that have

questions about the new assessment. Deb Moody, the Assessing Clerk and Martha Mical will work with Dave to develop a procedure for meeting with residents.

Martha Mical asked Dave if he will meet the contract date of July 1. Dave said because of COVID-19 the July 1 date will not be met, but, the deadline date for the MS-1 form that is required by the State will be met (September 1). The goal is to keep everyone safe.

Market Basket

Clyde asked Dave Marzoroff when a meeting with Market Basket will take place. Dave said he has been in contact with Market Basket's tax representative. The appeal on Market Basket is the assessment has increased over several years. Dave said he has assessed Market Baskets in other communities which are all assessed the same. He feels the difference is the added value from the Liquor Store.

Public Comments

Martha Mical said when the Assessor is done, the Town's Assessing Clerk will need about 3 to 4 weeks to enter the information into the Tax Collector's computer. That's why Martha questioned Dave about the July 1 deadline, plus filling out the MS-1 form takes time as well. All this needs to be completed before September 1. Clyde asked if the bridge between the Assessing Clerk's computer and the Tax Collector's computer has been installed. Deb Moody said no, Dave wanted to do it for this billing but she was concerned some information would be lost. The bridge being installed would save a lot of time. Mike Cutting asked if there is a cloud backup in place so no information will get lost. Deb said the Town does have Carbonite back-up. Clyde expects some deadlines will be tight this year and to speak up if help is needed.

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 (D) sale of property.
Roll call vote to enter nonpublic session: Carson - Yes, Newman-Rogers - Yes, Lord - Yes

Other persons present during nonpublic session: Diane Ricciardelli

Description of matters discussed and final decisions made: Minutes are sealed for 1-year.

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.

Sealed Minutes

Chairman Carson made a motion to seal the May 12 nonpublic minutes for one-year. Motion was seconded by Selectman Lord. Roll call vote: Carson - Yes, Newman-Rogers - Yes, Lord - Yes.

Farmers Market

Diane informed the Board the Farmers Market will be opening this weekend with social distancing.

Town Hall

Grass planting will begin at the Town Hall. Areas will be taped off and the Farmers Market will be moved to another area between the Town Hall and Schoodacs Coffee House. Clyde would like to talk to Tim Hayes before the planting.

Shields

Jonathan said he will be picking up and donating 4 sneeze shields for the Town Hall.

Adjourn

A motion was made and seconded to adjourn 9:40 pm. Roll call vote: Carson - yes, Newman-Rogers - yes, Lord - yes.

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