



Warner Board of Selectmen

Meeting Minutes

Tuesday, May 26, 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: Tim Allen - Director of Public Works, Ed Mical - Emergency Management, Terry Hathaway - Library Trustee, Nancy Ladd - Librarian, Michele Courser - Town Clerk

Crosswalks - Village Area

Tim Allen, Director of Public Works, reported on the crosswalks in the village area the State is working on. Most will remain in the same spot with slight alterations. The State will be eliminating the crosswalk in front of the Bank. There is 2 parking spaces that will be lost near the Town Hall. Tim has placed a call to Mike O'Donnell from the Department of Transportation to ask if removing the parking spaces is definite or can the Town have a say? Tim is still waiting to hear back from DOT.

Board Action

Chairman Carson made a motion providing authority for Tim Allen to sign the necessary documents for proceeding with the crosswalk changes provided by the State. Selectman Lord seconded the motion. Roll call vote: Carson - yes, Newman-Rogers - yes, Lord - yes.

Aquatic Resource Mitigation Fund

Tim Allen said there is \$3,000,000 available for 2020 from the ARM fund. It is a fund that is available to municipalities for upgrading fish crossings that use culvert pipes. It is a joint effort between Fish & Game, the Conservation Commission and the Warner River Local Advisory Committee. Fish assessments have been completed throughout the Town. Tim is submitting an application to ARM for culvert replacements on Red Chimney and East Joppa over the Ballard Brook. Tim is looking to have the design work completed on three culverts, and is hopeful to get one of the culverts installed from the ARM fund. The Conservation Commission is in favor of this project, plus it plays into road construction plans on Red Chimney Rd. There is a little over \$300,000 available for this region. The estimated cost for the 3 culverts is \$2.8 million which was provided by the State of NH as part of their project on I-89. Tim said the Highway crew would complete the work as an in-kind match. Clyde asked what the difference in cost would be if the Town completed normal culvert replacements. Tim said if the Town does the work themselves he estimated \$300,000 for each crossing, but without the actual drawings it's hard to say. Tim would like to have

the design work completed and all the permitting done, as well, because it has a 5-year time limit along with completing one of the culverts using ARM funds.

Ed Mical said the pre-proposal deadline is Friday, May 29th, proposals will be ranked, then the full application process is due August 31, 2020 and the award will take place on December 1, 2020. As part of the pre-application process there is a scoring criteria, one thing that would help that process is a partnership amongst the stakeholders and acknowledge they are in agreement, such as the Selectmen stating in a meeting they are moving forward with the project. Clyde asked the Board if they support a letter to go with the application.

Board Action

Chairman Carson made a motion saying the Board goes on record supporting the ARM grant application for culverts, a letter will be created to accompany the application. Selectman Lord seconded the motion. Roll call vote: Carson - yes, Newman-Rogers - yes, Lord - yes.

Junk Yard License Renewal

Warner has 2 junk yards that are licensed which are renewed annually. The Board, before signing the renewals, will arrange a site visit for each junk yard. One is located on Chemical Lane, the other on Couchtown Rd.

Motion for Covid-19 Payroll Bonus for Police and Fire Personnel

Diane is still gathering the total cost for the motion to be made by the Board. The Board will meet via Zoom on Thursday, May 28 at 5:00 pm. The motion needs to be made by June 1.

Diane said she has been talking with FEMA about the Governor's Office for Emergency Relief and Recovery (GOEFER), you need to have \$3,300 in FEMA grant in order to get money from GOEFER. FEMA has asked the Town to put all the COVID costs into the State grant (GOEFERR) so the Town would get it all, and assuming we did not have \$3,300. However, the dates do not match up there is still some review that Diane is working on to be sure we are getting the money from the correct grant. The FEMA request can be submitted later. The deadline for GOEFER is June 1, for the first round, and July 15 for the second.

Pillsbury Free Library

Pillsbury Free Library Trustee, Terry Hathaway said she was sent some questions, from the Town Administrator, on how the Library is operating during covid-19. The Trustee's met on May 19th where they discussed and answered the questions they could do.

1. Is the Library open and are people working?

Answer: The Library was closed on March 19th due to covid-19 concerns. Curb side pick-up by reservation was offered for one week and ended on March 24. All staff, but one, have been working their normal hours providing service during adjusted work hours by phone, social media and by email from both home and in the building to communicate and connect people to the library's remote on-line services and to create new and enhanced access and content in digital materials as well as provisions of live and recorded virtual programs for children.

Abiding by social distancing recommendations each staff member has been working in different parts of the Library with their own computers, work stations and phones. Shared areas such as the bathrooms and printers are cleaned frequently, hand washing and face coverings and gloves are used as needed. Discussion is done by sometimes done using Zoom or intercom as needed.

Due to the flexibility of staffing in a closed building and the actual number of staff available is greater than normal because there's no need to overlap to cover for meal breaks.

2. If an employee is not working are they furloughed?

One part-time person elected to take leave without pay. That person is not officially furloughed.

3. If employees are working, on what are they working? Are there specific projects and measurable outcomes?

For the first week after closing the library, the library operated a curbside pick-up. The staff worked by phone or email and packaged what was requested for outside delivery. This service has been restarted since May 18. It is

much more time consuming than having each person bring their own selections to the desk. The public is not allowed in the building during this phase.

The book drop has remained open during this time, the cart is full most days. Books that are returned are quarantined for 3-days and wiped down.

Two staff members that were recently hired have been completing their basic library training on the Zoom platform with the Librarian.

All staff have been learning our new on-line resources and then developing poster, webpages, and instructional materials on them for public distribution. The staff has been weeding out the nonfiction collections both adult and children. Ordering and processing new books and videos so when lending restarts new material will be available.

The Library Director and Children's Librarian have been attending professional librarian Zoom meetings to keep up with ideas and safety requirements. The Children's Librarian is creating virtual programs and sharing them on-line. Children's room shelving has been reconfigured. All the children's furniture and toys have been cleaned and put in storage.

Additional Library Director duties are:

- Conducting staff and public technology training for resources and software as mentioned above.
- Researching in preparation for writing Pandemic policies and reopening plans
- Conducting lots of research and participating in State library Zoom meetings, so that when the library does open up services it will be done safely for the staff and patrons.
- Attending the town's weekly Emergency Management Meetings, and Town Department Head meetings (by Zoom)
- Assisting the Town Manager with Zoom instructions and coordinating the delivery and funding for the new commercial dishwasher at Town Hall.
- Working with contractors, (plumber, stained glass restorer, HVAC project bidders, etc.)
- Handling all bookkeeping data entry, check printing, deposit preparation and financial reports for delivery to the Treasurer.
- Attending Library Trustee virtual meetings (regular and committee), including the Library Reopening Task Force committee
- Ordering new books and COVID supplies for reopening
- Maintaining Computer updates
- Reports for State, Trustees, and Town Bookkeeper (Employee payroll)
- Staff Meetings and training (virtual)
- Creating procedures for employee health screenings and general safety protocols.
- Updating website to incorporate changes in access to online resources, general information, and COVID resources.
- Monitoring staff hours, accomplishments and training needs.

On May 14th the Library's Re-Opening Task Force presented the Board of Trustees with a plan for a first step in reopening library services. The board approved the plan to restart curbside pickup of library material beginning the week of May 18th. The Task Force does not feel that it is safe to open up the building to Patrons at this time.

Since the first announcement of the restarting of curbside pick up there has been a surge of non-stop phone calls, email, etc, of patrons asking for their Library passwords and instructions on how to access the library's catalog to reserve books. This is in addition to the previous requests inspired by needing access to digital resources.

4. *There was an additional \$3,300 provided from the Town to the Library for 2020, could that money come back to the Town? The Town is looking at places to spend less.*

The Finance Committee met, there is no firm decision yet, but, there is a good chance the money will be returned to the Town. The Library has lost a lot of donation money and would like to put the decision off until December. Nancy Ladd said more will be known later in the year, depending on the book sale which has been budgeted. Judy asked if the Town approved the \$3,300 because of the extra payroll in 2020? Clyde recalled the same. Nancy said the Library has a fixed amount paid by the Town annually and it wasn't enough to cover the extra pay period.

Clyde asked if there is any COVID grants for Libraries for which Nancy can apply. Nancy said she missed the deadline for a grant for which she could have applied, and will look at expenses she has to submit for the grant for which Diane is applying which is due June 1.

Horne St. Property

Diane and Tim Allen visited the property as well as the Assessor. Tim feels the structure can be saved. The Town will move forward with a bid process. Clyde asked the Board to also consider selling by bid Map 11 Lot 15.

Town Hall Sprinkler System

No change in status, Tim Allen is waiting on the final plans from the designer. The next step would be approval of the plans from the Fire Chief.

27 E. Main Fire Station

Clyde said he talked to the tenants that are interested in purchasing the building based on the non-public the Board had and is waiting to hear back from the tenants.

Travel Trailer Complaints

Town Administrator, Diane Ricciardelli, read the response she wrote to the concerned citizens about a travel trailer in their neighborhood.

Thank you for your kind words. I enjoy the new position and am grateful to serve the public, especially during such challenging times for everyone.

We researched the trailer in question and found that it is not in violation of our policy for keeping a trailer on your private land. Tim Allen visited the property and spoke to the owners who were very gracious. They were asked to make changes to the driveway and they addressed that quickly, filling in what was once a driveway. We do not agree that your neighbors are violating the Zoning Ordinance; they are not living in the trailer nor is anyone else staying in it. People are permitted to keep trailers on their property in Warner. We understand that this is frustrating for you but residents are permitted to keep a trailer on private property. We feel we have addressed this matter, and the neighbor responded to our request to make changes to the driveway.

*Respectfully yours,
Diane*

Recreation Plan for the Minks

Clyde is starting to identify people who would sit on the Committee. Clyde has also identified someone on the State level who is the best resource for municipal trails. Clyde would like to invite this person to a future Selectman's meeting to give tutorial on municipal trails, what can be done, what can't be done etc.

Economic Development Advisory Committee

Chairman, Charlie Albano will provide an update to the Board at their next meeting via Zoom.

Town Clerk Office

Michele Courser, Town Clerk, reported her revenue is down by \$11,000 compared to last year. Total shortfall is just over \$40,000.

Warner Power - Abatement

Diane has created the letter regarding Warner Power and the proposed abatements for the Board to sign. The abatement schedule agreed to by Grand Power Systems, the parent of Warner Power, is the following:

2020 1st tax bill - abate the 2017 amount of \$25,137.74
2020 2nd tax bill - abate the 2018 amount of \$24,460.53
2021 1st tax bill - abate the 2019 amount of \$24,501.34

The Board will need to make a decision on how the first abatement will be handled. The first abatement is in the amount of \$25,137.74 that was approved on May 12. The 1st tax bill amount \$23,422.80, the question is how will the difference be paid.

Board Action

Chairman Carson made a motion to issue the difference owed to Warner Power by check. Selectman Newman-Rogers seconded the motion. Roll call vote: Carson - yes, Newman-Rogers - yes, Lord - yes.

Clyde said the agreement to pay also needs to be put into a legal document.

Diane read the following into the minutes for the Board to sign from the Assessing Clerk:

Please abate the \$25,137.74 due to the recent BTLA decision in favor of Warner Power, LLC, Map 32 Lot 1. Warner Power LLC has accepted the payment terms the Town of Warner has proposed beginning with the first tax billing in June 2020. This motion was made and approved at the May 12, 2020.

Town Hall Offices

An estimate was obtained to make the lower meeting room door handi-cap accessible, the quote for the door is for \$2,845.00. Diane recommends obtaining 2 more quotes.

Clyde asked if there is still a concern about moving the offices during a busy election year. Diane said the next election is in September, this move would need to happen by August. With the Town Hall being closed it would be easier to move the offices. Michele agreed with Diane about working around the elections as long as the Town Hall is closed.

Audit

Diane said the Board needs to review a letter from the Auditor's about risk and fraud and answer some questions that go with it. Diane said she would review the document which requires signatures from the Board.

Public Comments

No questions

Manifest

Chairman Carson made a motion to authorize the Selectmen to approve previously signed manifests and order the Treasurer to sign Payroll check numbers 6315-6324 in the amount of \$32,543.42 (this includes 22 direct deposits). Accounts Payable check numbers 57522-57571 in the amount of \$375,826.33. Also, an automatic withdrawal for payroll taxes for \$9,138.79. Beautification Fund bank check number 290567 in the amount of \$1,050.00. Selectman Newman-Rogers seconded the motion. Roll call vote: Carson - yes, Newman-Rogers - yes, Lord - yes.

Consent Agenda

Chairman Carson made a motion for the following Consent Agenda items.

Signed by the Board:

1. 6 Reimbursements
2. 2 Requests to draw from a Capital Reserve Fund:
 - \$629.81 from the Employee Expendable Trust Fund
 - \$2,000 from the Property Revaluation Capital Reserve Fund
3. Building Permits for:

Map 3 Lot 100-1	Map 7 Lot 34	Map 15 Lot 32-1
Map 30 Lot 23	Map 10 Lot 55-3	Map 15 Lot 59
Map 7 Lot 57-1-1	Map 10 Lot 96	Map 15 Lot 25
Map 7 Lot 58-2	Map 3 Lot 33 & 34	Map 31 Lot 46-1
4. Agreement for payment in lieu of taxes - Kearsarge Elderly Housing, Inc.
5. Intents to Cut:
 - Map 8 Lot 11
 - Map 10 Lot 47
 - Map 9 Lot Lot 9-30 and Lot 9-30-1

- Map 23 Lot 1
 - Map 7 Lot 68,74 & 75
6. 2 Appointment Forms (Overseer of Public Welfare & Library Alt. Trustee)
7. Change of Use Tax for Map 7 Lot 60-1
8. Warrant for Landuse Change Tax
- Map 12 Lot 37
 - Map 7 Lot 37
 - Map 3 Lot 95-5-5
 - Map 10 Lot 30-2-6
 - Map 11 Lot 56
9. Eversource Abatement in the amount of \$153,474.00
10. Heavy hauling permit for Bog Rd.
- Selectman Lord seconded the motion. Roll call vote: Carson - yes, Newman-Rogers - yes, Lord - yes.

Non-public Session

Motion to enter nonpublic session made by Chairman Carson at 8:35 pm. Motion was seconded.
 Specific statutory reason cited as foundation for the non-public session: X RSA 91-A:3, II (b) Hiring
 Roll call vote to enter nonpublic session: Carson - Yes, Lord - Yes, Newman-Rogers - Yes

Other persons present during nonpublic session: Diane Ricciardelli, Bill Chandler

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

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

Public Session

Chairman Carson re-opened the public session.
 Attendance: Selectman Clyde Carson – Chairman, Selectman Jonathan Lord, Selectman Judy Newman-Rogers and Town Administrator Diane Ricciardelli

Others participating: Bill Chandler

Sealed Minutes

Chairman Carson made a motion to seal the May 26, 2020 nonpublic minutes permanently. Motion was seconded by Selectman Newman-Rogers. Roll call vote: Carson - Yes, Lord - Yes, Newman-Rogers - Yes.

Offer of Employment

Chairman Carson made the motion to provide authority to Bill Chandler to make an offer of employment for a full time officer starting at grade 9 step 6 (\$26.54 per hour). Selectman Newman-Rogers seconded the motion. Roll call vote: Carson - Yes, Lord - Yes, Newman-Rogers - Yes.

Discussion Items for May 28

Diane asked the Board if they can discuss beach opening and the process for the Fall Foliage Festival on May 28. Clyde would like the discussions to take place on June 9. Bill talked about the Fall Foliage Festival and is not in favor of having the festival continue this year.

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

Recorder of the minutes: Mary Whalen