



# TOWN OF WARNER

PO Box 265  
Warner, New Hampshire 03278-0265  
Telephone: (603) 456-2298 Fax: (603) 456-2297  
warner.nh.us

Board of Selectmen  
Clyde Carson, Chairman  
Sam Bower  
Christine Frost  
selectboard@warner.nh.us

Diane Ricciardelli,  
Town Administrator  
administrator@warner.nh.us

## BOARD OF SELECTMEN

July 6, 2021 **DRAFT** MEETING MINUTES Tuesday, 7:00 pm

### I. Roll Call / Attendance

**Present:** Clyde Carson, Chairman; Sam Bower, Selectman; Christine Frost, New Board member.

**Also present:** Director of Department of Public Works (DPW) Tim Allen; Emergency Management Operations Director Ed Mical; Tax Collector Marianne Howlett; Alfred Hansen; Martha Mical; John Leavitt; Lucinda McQueen; Town Administrator Diane Ricciardelli. (Minutes by Recording Secretary Ray Carbone).

#### a. Announcements

At 7:06 pm., Chairman Clyde Carson called the meeting to order and made two announcements:

i. Due to the recent resignation of former Board member Jonathan Lord, the Board has been working on filling out the current year of his term, which will end in March 2022. Carson introduced Christine Frost who will begin officially serving on the Board at this meeting. Acting under the Board's authority, Chairman Carson swore Frost in.

ii. Carson also announced that William (Bill) Chandler, the Town's long-time Chief of Police, has informed the Board that he will be retiring in August. Chandler has served in the office for 33 years and the Board thanked him for his service. In addition, Chandler will continue to serve in a part-time position as Chief until a new person is chosen to take over the role.

### II. PUBLIC HEARING

To hear public testimony and information on the request to spend up to \$34,000 (Thirty Four Thousand Dollars) from the Highway Equipment Capital Reserve Fund on an unanticipated purchase of a John Deere mowing tractor, 6410 4-wheel drive with 20-foot Boom mower.

#### a. Open the Public Hearing

Chairman Carson asked Tim Allen, Director of the Department of Public Works (DPW) to address the proposal.

Allen said that Owens Leasing, company that the Town has been using to get roadside mowers in recent years, is going out of business and the company has offered to sell a 1996 John Deere 610 tractor (and some supplemental equipment) to the Town for \$43,000. Allen's research suggests that the Town should counter with an offer of \$29,000-\$30,000. The machine, which

Allen has operated, is mechanically in “pretty good shape,” he said; some body work may be needed, he said.

Allen added that other leasing companies charge between \$13,000 and \$16,000 per month to mow the Town properties. The Town has sometimes done the work with DPW workers using two leased mowers but that costs approximately \$19,000 per month. Right now, it takes about 6½ weeks every year to do all mowing of the Town.

If the Town decides to use rental equipment, Allen recommends only mowing one-half of the properties annually, although that inevitably leads to problems. Two outside contractors (who do the mowing) could cost between \$12,000 and \$25,000 annually, depending on the amount of required supplemental work, he said.

When the Town rents equipment, it is usually on a monthly basis. Years ago, if an emergency arose that required the DPW’s immediate attention, rental companies would make allowance for the days its equipment wasn’t used; that doesn’t happen anymore, Allen said.

Taken all together, buying the available second-hand tractor is a “better deal for cost, because we’d have the machine,” the Director said. It would allow for more flexibility and, during wild winter weather, it could also be used in “back roads” areas, e.g., Horne Street. “I think it would be a good deal in the long run,” he concluded.

Chairman Carson said that the Town would be looking at the tractor to last five or more years. A conservative analysis of the situation over that time, he said, would result in “far lower” costs to the Town than the other options Allen discussed.

Frost asks if the mower could be rented to other municipalities if the Town makes the purchase. Allen said he would want to send Town employees out with the machine in such circumstances.

Frost also asked about replacement costs. In response, Allen said that an estimated cost after five years would be between \$130,000 and \$150,000.

**b. Open the Public Hearing for Public Input**

Chairman Carson opened the hearing up to the public.

Alfred Hansen asked if the mower purchase was in the DPW’s Capital Improvement Plan (CIP); Allen said it was not. Hansen said that the mower being considered is high maintenance equipment that will be costly to maintain and/or eventually replace. He asked if the cost of the mower is roughly the same as hiring an outside contractor to do the work, what is the advantage of buying a tractor that is more than 20 years old.

Bower said that Hansen’s comment wasn’t accurate, but Hansen said the Board should review the meeting’s recording.

Ed Mical asked how much money is currently in the budget for roads; Allen said it was \$215,000.

Hansen noted that the DPW purchased a 10-wheel dump truck and a Ford 550 pickup truck last years. He said he would prefer to see the funds go towards heavy-duty trucks than a mower that would only be used for approximately six weeks annually.

Allen said there is \$215,000 in capital reserve and \$311.78 in the department’s equipment fund. The new 10-wheeler is roughly \$190,000 and the truck is “not done yet... Once that is paid, we have \$24,311.78, with the \$125,000 additional funds approved at this year’s Town Meeting.

Hansen noted that the lease on the DPW's grader is coming up soon, and Allen admitted he did not have a plan in place at this time for how to deal with that. Ed Mical then asked if the DPW was planning to make any other purchases this year, and Allen said he hoped to. "There's a whole bunch of stuff happening here that needs to be reviewed before we purchase another vehicle that we use six weeks out of the year," Mical said.

The Director said he agreed with Hansen that he would rather purchase a single-axle dump truck, but the Town properties still need to be mowed.

Hanson said that if the Department runs into any unexpected costs, it will have to ask the Town to increase the Capital Reserve Equipment Fund. Allen agreed that the Town would have to either increase the fund or the DPW's Operating Budget.

Marianne Howlett asked if the DPW was doing trim work in Town this year. "We only had a tractor for a month, and we did two-thirds of what needed to be done," Allen said. "Collins Road, the Class VI roads - we did not do."

Hansen said it would be better to hire an outside contractor than to purchase the tractor. "You will have to replace this with a \$150,000 piece of machinery for six weeks out of the year," he said.

**c. Close the Public Hearing to Public Input**

Carson closed the public portion of the hearing and returned the issue to the Board for consideration.

**d. Selectmen Discussion**

Chairman Carson told the Board that it could ask Allen to go back to Owens Leasing to see if the mower sale price could be lowered; it could give him permission to purchase the equipment, with a preset limit on the price; or, it could decide to not buy the mower and either hire a contractor or rent equipment to mow the Town's properties.

**e. Action- Decision: Approve/Deny/Delay**

After some discussion among the Board members, Carson made a motion to approve the purchase of the mower by DPW Director Allen based on the following conditions: Allen will attempt to negotiate the price to \$34,000 or less; he will attempt to get a mechanical assessment; and he will look for more specific information on the tractor's hours of use. Bower seconded the motion.

**ROLL CALL: Carson, yes; Bower, yes; Frost, yes. Motion passed unanimously.**

**III. Ed Mical – Town of Warner 2021 Emergency Operations Plan (EOP)**

Director Ed Mical presented the Board with a Certificate of Adoption and Approval regarding the Town's Emergency Operations Plan. He said he's spoken (by Zoom) with all the heads of the Town's departments and has their cooperation. If the Board will review and sign the certificate, he will have it printed and relevant copies made.

**a. Action – Approve by signing/Deny/Delay**

Chairman Carson made a motion to approve the certificate, below:

*Whereas the Town of Warner has historically experienced damages from hazardous events and continues to be vulnerable to natural, technological and human-caused incidents which could potentially result in the loss of life, damage to property and the environment, economic hardship, and threats to public health and safety;*

*Whereas the Town of Warner Emergency Operations Plan provides a mechanism for effective responding to and stabilizing incidents involving natural, technological, and human-caused incidents;*

*Whereas this Plan is prepared in acceptance of NH RSA 21-P: relative to the incorporation of the Natural Incident Management System and utilizing a town-wide incident Command System;*

*Whereas the stated purpose of this plan and associated supporting documents is to identify and implement a system of management and coordination for the prevention, mitigation, protection, response, and recovery activities associated with all hazards;*

*Whereas this plan represents the Town's best intention to manage incidents within the framework of town-wide cooperation and coordination;*

*Whereas the Town of Warner's Emergency Management Program encompasses all departments, organizations, agencies, and individuals having responsibility for the activities contained in this plan;*

*Now therefore, the Town of Warner Board of Selectmen do hereby declare the adoption and approval of the Town of Warner's Emergency Operations Plan 2021.*

*It is hereby ordered to all respected departments, organizations, and officials identified within this plan are directed to pursue the actions assigned to them to protect lives, property, the environment, limit economic impact, stabilize the incident, and begin the recovery process following an incident. This plan nullifies and supersedes all previous versions of the Town's Emergency Operation Plan.*

Bower seconded the motion. Frost was recused.

**ROLL CALL:** Carson, yes; Bower, yes. Motion passed unanimously.

Mical said the Town's Emergency Management Plan is updated approximately every five years; Warner's last plan was approved in 2016. A couple of years ago, the Town reviewed its Hazardous Mitigation Plan, which coordinates with the Emergency Management Plan, he added.

Carson said this approval will allow the Town to apply for certain grant programs. Carson asked Director Mical if the Town can now participate in an emergency exercise. Mical said that he recently had a meeting with the regional representative of the NH Department of Safety's Division of Homeland Security and Emergency Management. The group was unable to do any exercises last year due to the COVID-19 emergency. With that threat lessening, the hope is that the State agency could do a tabletop exercise in Town soon, and a more vigorous functional exercise later in the year; that will be especially helpful for seeing how the new Emergency Operations office, now located in the Fire & Rescue Department station house, will operate in an emergency.

#### **IV. OLD BUSINESS**

##### **a. Abatement Requests**

Chairman Carson noted the board has “a book of (property tax) abatement requests” to consider. The Board will study these and make decisions at its next meeting.

Martha Mical noted that decisions on the abatement requests were due on July 1. Carson said the Board members only received the materials (in book form) today.

“Timeliness is important,” noted Tax Collector Marianne Howlett. “We have had a tax bill that was sent out. It was incorrect. It was billing someone for \$800 when they only owned \$400. They talked to our assessor who never got back to them... We need to be better at getting back to people in a timely manner.”

##### **b. Hybrid Meetings – Status**

Chairman Carson asked this item be moved to the next meeting’s agenda for an update.

##### **c. Selling Town Properties – Status**

Carson said the Board has received information back from the Conservation Commission and not the Planning Board yet regarding Town-owned properties that the Board is considering selling. He noted he thought there were six properties on the original list but that there were only four on the list in front of the Board tonight.

Bower said he would sit in on the Planning Board’s next meeting on Monday, July 12, 2021. Carson said that whatever properties have been considered by the Conservation Commission should also be reviewed for possible value/use to the Town by the Planning Board.

#### **V. NEW BUSINESS**

None.

#### **VI. TOWN ADMINISTRATOR’S REPORT**

##### **a. Hybrid Meetings**

Town Administrator Ricciardelli updated the Board on efforts to begin having its public meetings available for public participants, both in-person and remotely (as was done via Zoom during the pandemic restrictions). She outlined three options:

**Option 1** - Private contractor (Townsteam.com. Local company), would provide:

- steaming service;
- a screen;
- a camera in the meeting room to capture individual speakers and people in the audience;
- a “giant” screen will show what the meeting host would see (and what people can view remotely via the Town website or some other link);
- Company sets up and removes the equipment,
- the company will do any necessary repairs at no cost.

Costs:

\$250 per month (\$3,000 per year)  
Monthly agreement.

“Anything short of that (setup) is not what we had before with Zoom,” Ricciardelli said, adding that several residents have expressed a strong desire for the Board to return to having that remote meeting feed available again.

**Option 2** ZOOM would provide:

- a similar operation
- all set-up and take down
- Zoom would replace the equipment every three years.

Costs:

\$170 per month (Approximately \$2,100 per year)

**Option 3** One-time cost to purchase equipment the Town would own

- OWL (360 degree camera)
- 100” diagonal portable screen
- short throw projector, (such as LG Minibeam Ultra Short Throw Projector) placed about 12 inches in front of screen
- If the Town purchases the equipment, Town Webmaster Dan Watts will oversee it.

Costs:

Total: \$2,700:

\$1,000 (OWL)

\$ 300 (Screen)

\$1,400 (Projector)

\*\*\*\*\* All three options require a Zoom account.

Chairman Carson suggested, the Town could purchase the equipment. It was said that Town Webmaster Dan Watts, did some research and agreed the Town “would do better,” with that option. Ricciardelli said she also agreed, “with a one-time cost of \$2,700.”

Carson noted that, whatever system is chosen, recordings of meetings would be available afterwards on the Town website. In addition, if someone (including a selectman) wants to take part in a meeting, it would be possible via the remote connection. Selectmen Bower confirmed that other Town boards could use the equipment if their meetings are held in the same Town Hall meeting room.

The Board asked that Watts be invited to the next meeting to review the details, maintenance issues, etc., with the Board.

#### **b. Town Phone System.**

Ricciardelli said she’s received estimates from TDS and from Crescendo, the two companies that are under consideration for updating the Town’s phones. Since the latter’s proposal is so

much better, Ricciardelli has asked TDS to see if they might respond with a similar proposal. She's waiting on a response but believes TDS will be able to match the cost.

**c. Grants.**

Ricciardelli said the grant processes continue to move forward. Rep Annie Kuster has announced that Warner's Rail Trail proposal has been chosen for a federal grant, and Sen. Jeanne Shaheen has announced that the Warner Interstate 89 exit 8 project has also been selected for a federal grant to fund necessary design work. Both of those will support the extension of the Concord-Lake Sunapee Rail Trail in Town.

**VII. OTHER SELECTMEN BUSINESS**

**a. Agricultural Commission & Zoning Board of Adjustment Candidates**

The Board discussed filling vacant seats on the new Agricultural Commission and on the Zoning Board of Adjustment (ZBA). Town Administrator Ricciardelli said that she spoke with Judith Newman-Rogers, Administrative Assistant to the Board of Selectmen, who indicated that one person who is interested in serving on the Commission is willing to come to a Board work session to discuss her application. The Board agreed to meet with the applicant on Friday, July 9, 2021, 7 pm., at Town Hall.

**b. Economic Development Advisory Committee (EDAC) – Update**

Chairman Carson said he was at a recent meeting of the Economic Development Advisory Committee (EDAC) and that the group has been approached by someone who is in the childcare business about starting a childcare center in the Warner Community Center. Carson said that such an operation would be helpful to residents. The earliest it could be operational would be fall 2022.

**c. Warner Community Power Group**

Carson discussed the Warner Community Power group. He said there is an established nonprofit (organization) that towns can join to (help) them develop their local Community Power program and Warner has been asked to join. There is no cost to join but someone from Town (probably a selectman) would have to sit on the group's board. To that end, Carson will be meeting with Henry Herndon of NH Community Power on Thursday, July 9; Carson plans to ask Herndon to sit in on the next meeting of the Warner Community Power group. The Chairman said that several larger NH communities are already in the nonprofit group, so Warner may be able to draw on their experience and expertise.

**VIII. PUBLIC COMMENT**

**a.** John Leavitt asked the Board about its recent meeting with Varick Proper, Foreman of the Town's Transfer Station, at that facility. Chairman Carson said the meeting was to gain a better understanding about how Proper would like to reconfigure and update the facility, including a proposal to add a second dumpster as well as what to do about the Swap Shoppe. The Town is now identifying engineering companies that could do the work. Leavitt asked if the Board is in favor of Proper's proposal. "I think we are," Carson answered.

Selectman Bower added that Proper explained how logical and safe transfer stations are setup, and how Warner's is "exactly backward. We're moving in reverse order." Carson said the Board is gathering information for the Capital Improvement Program.

b. Lucinda McQueen said she's interested in joining the ZBA; she said she's lived in Town since 1980, and has served on the MainStreet Warner, Inc. Board.

Carson said there seems to be a concentration of people interested in the open position of ZBA Alternate from the same area of Town, and that it might be beneficial to have representation from other areas of Warner. Bower said that made sense, but the Board can only consider people who've applied for the vacant ZBA positions; there are currently only two applicants so he suggested keeping the positions vacant for a little while longer to see if there was interest from people from other parts of town. McQueen said she lives on Pumpkin Hill Road but that it would be a mistake to assume that everyone who lives on that road holds similar views.

**IX. CONSENT AGENDA**

None.

**X. MANIFEST MOTION**

None.

**XI. MEETING MINUTES: June 8 & 22, Work Session Minutes: June 15 & 28**

a. Motion to Approve/Approve with Changes/Delay

Carson and Bower need more time to review.

**ADJOURNMENT**

Without objection, Chairman Carson adjourned the meeting at 8:37 pm.