



Warner Board of Selectmen

Meeting Minutes
Tuesday, May 26, 2015
APPROVED

Chairman Hartman opened the meeting at 4:00 pm.

In Attendance: David Hartman – Chairman/Selectman, Clyde Carson – Selectman, Allan N. Brown – Selectman

Others present: Gene McCarthy – McFarland Engineering, Doug Evans – President/Shell Station, Randy Lewis - Retail Operations Supervisor, Bill Chandler – Police Chief, Ron Carter – Sargent

1. Roundabout

- A. Gene McCarthy from McFarland Engineering said the two driveways at the Shell station have always been a hot topic due to access issues for fuel deliveries and for patrons entering and exiting the site. The current proposal retains both driveways, however, Gene has limited the type of access that would occur at the most eastern driveway. The main concern is the large delivery trucks and how best to accommodate them on a fairly shallow site. A textured island has been added along with signage telling drivers that there is a two-way road; the reason the textured island is not raised is for the large trucks.
- B. Gene presented a graphic that showed where all the signs will be. Gene said before this proposal goes before the Department of Transportation, he wants to make sure everyone is on the same page and how they worked through many options to accommodate the large delivery trucks.
- C. Chairman Hartman said it has been demonstrated to him that delivery trucks can make their deliveries by turning into the westerly entrance, going under the canopy, backing up to the tanks and then exit from the westerly entrance. Chairman Hartman learned that Doug Evans does not like that scenario. Chairman Hartman said he would like to know why that scenario is not a reasonable solution to take care of his problem with the driveway that he sees as a collision factor at some point. Doug said he considers it more a safety hazard. He said a forward drive in with a single back-up makes less congestion and is able to leave without backing up again. His main concern is having the fuel delivery trucks making too many movements in the parking area. Chairman Hartman said he would like to know, when the proposal is presented to the State, about any of their objections. Gene said he wants to make sure the Selectmen are comfortable enough, and that this is still the preferred lay out and it will be explained to DOT how potential issues will be minimized because the project will not be able to proceed until everyone is comfortable. Chairman Hartman said at this time he sees a 2-1 vote of the Board, but all the DOT needs to know is the Board is in agreement and at sometime the Board needs to meet a consensus, Chairman Hartman is not in agreement with the proposed plan for the Shell Station. Chairman Hartman feels the roundabout solves the Market Basket side, he feels the way the drives at the Shell station are presented are just as complicated as they are now. Chairman Hartman proposes eliminating one of the accesses, he asked why DOT doesn't have a problem with the Park & Ride exit that is close to the roundabout. Gene said because it is an exit only, right turn with very little traffic.
- D. Doug said too much movement in the yard is a safety factor, and an inconvenience factor also impacts a business. Doug is in favor of what is being presented to the Board which involves the two drives.
- E. Gene has landscaping options available but would like to first meet with DOT before bringing those options forward.
- F. Gene feels the Town has lost the opportunity to have the roundabout built this year. The design will be completed this year and then send the job to bid early next spring. The time frame for construction is about 2 months.
- G. As soon as the Board decides upon the plans, a meeting can be arranged with DOT.

2. Recess

- A. The Selectmen recessed at 5:13 pm.

3. Meeting Reconvened

Chairman Hartman re-convened the meeting at 6:00 pm.

In Attendance: David Hartman – Chairman/Selectman, Clyde Carson – Selectman, Allan N. Brown – Selectman, Tracey Hallenborg – Bookkeeper/HR Administrator

Others present: Bill Chandler, Nancy Martin, Brian Hotz, Lois Lord, Jonathan Lord, Judy Newman-Rogers, Rick Davies, Varick Proper, Martha Mical, John Leavitt, Barbara Annis, Bob Irving

4. Conservation Commission – Wiggins Easement

- A. Conservation Commission Chair, Nancy Martin, and Brian Hotz from the Forest Society met with the Selectmen and resented a corrected easement deed (98 Howe Lane) with correct map and lot numbers for the Selectmen to sign.

5. Central NH Regional Planning Commission Representative

- A. Jonathan Lord met with the Selectmen regarding his interest in becoming a CNHRPC representative. Rick Davies term is expired and Rick has no desire to serve another term. Jonathan has extra time on his hands and would like to begin participating in the Town. Selectman Carson asked Jonathan if Un Agenda 21 means anything to him and Jonathan said no. Selectman Carson said there's a lot of people that come to his committee at the State House that want to do a lot of changes to landuse laws and want to de-fund the regional planning commissions. He asked Jonathan to pay attention to the Un Agenda 21.

Board Action

Selectman Carson moved to appoint Jonathan Lord to a two year term as the representative to the Central NH Regional Planning Commission expiring April 1, 2017. Selectman Brown seconded the motion, motion passed 3-0.

6. Abatement Request

A. Board Action

Selectman Brown moved to deny the abatement for 23 Red Chimney Road. Chairman Hartman seconded the motion; motion passed 3-0.

- B. Assessing Clerk, Martha Mical, presented an abatement request for a property that sustained substantial damage from a fire in the amount of \$1,727.64 which is the first tax bill of 2015 for 112 Riga Lane because the building was totally destroyed.

Board Action

Chairman Hartman moved to abate \$1,727.64 which is the first tax bill of 2015 for 112 Riga Lane. Selectman Brown seconded the motion; motion passed 3-0.

7. Transfer Station Capital Expense

- A. Transfer Station Foreman, Varick Proper, is requesting the Selectmen approve paying for the repairs to the Philadelphia baler in the amount of \$10,400 from the Transfer Station Equipment Capital Reserve. Chairman Hartman asked Varick why he would like this repair paid from the reserve. Varick said the repair falls under the category of capital improvements, plus the operating budget only has \$5,000 when there is another outstanding invoice in the amount of \$1,100 for repairing the container that was damaged from a fire this past winter. Selectman Brown asked if there was an insurance claim and Varick said the deductible is \$1,000. Selectman Carson asked how this expenditure would impact any future plans for the capital reserve. Varick said there was a schedule laid out for the reserve which was followed only for the first 2 years. The plan was to replace the Philadelphia down stroke baler in 2013 and one of the bobcats in 2015. Due to the nature of the funding, those goals were not reached, so now the Transfer Station is in the position of extending the life of the equipment which Varick feels could be another 10 years.

Board Action

Selectman Carson approved the expense in the amount of \$10,400 be paid from the Transfer Station Equipment Capital Reserve. Selectman seconded the motion, motion passed 3-0.

8. Police Station – Siding

- A. Police Chief, Bill Chandler, presented 3 quotes for siding the Police Station. At the end of last year money was encumbered based on one quote. The quote before the Selectmen is more than what has been encumbered. Bill is increasing the cost by adding new siding on the storage/kennel building and shutters on the Police Department. The original quote amounts to \$8,675 and with the additional work the amount increased to \$9,875. Bill spoke with the Town Administrator previously who said some of the other encumbered projects have been underspent indicating that money could cover the difference.
- B. Chairman Hartman said the Board needs to consider going out to bid or accepting the current 3 quotes.

Board Action

Selectman Carson moved to waive the bid process and accept the quote submitted in the amount of \$9,875 from Danher Construction for siding the Police Department, shed/kennel, including shutters for the windows. Selectman Brown seconded the motion; motion passed 3-0.

- C. Martha Mical confirmed with Bill that the siding will be white with black shutters. Bill said the reason for white with black shutters was hopefully to appeal to the largest majority of the Town, colonial orientated. Martha asked the Board to make a motion on the colors.

Board Action

Selectman Brown moved to approve white siding with black shutters for the Police Department and shed/kennel. Selectman Carson seconded the motion, motion passed 3-0.

9. Accounts Payable Policy

- A. Tracey Hallenborg – Bookkeeper/HR Administrator, explained the policy helps guide the Department Heads through the accounts payable process; the Department Heads also provided their input. Selectman Carson said the auditors recommended a full policy. Tracey agreed, but this policy was created for the Department Heads for clarification purposes regarding the process, there have some issues with expenses not being coded correctly and invoices not being paid on time. Selectman Carson wondered if a memo should be sent out regarding timely processing of invoices and in the mean time work on a full policy. Tracey said memos have been sent out and she agreed a full policy should be created, this is more of an administrative guideline for the Department Heads to fall back on.
- B. Chairman Hartman said he has not considered the Accounts Payable Policy in relation to developing an overall policy. Selectman Carson said in his mind a policy is something you want the auditor's to use when they evaluate the process and the auditor's are recommending to take the policy a step further, he too recommends moving in that direction. Chairman Hartman asked what the full policy would look like. Tracey said the policy would include the Treasurer's process up to approving the manifest. The Board agreed to have Tracey expand the policy to completeness.

10. Safety Program

- A. Tracey Hallenborg – Bookkeeper/HR Administrator, explained the Safety Program was updated through the employee Joint Loss Committee. In 2007 the State Labs were updated and was done again for 2015. The Joint Loss Committee through about 3 meetings went through the Safety Program to make the document flow better. They added a First Report Form on Town letterhead which it follows the Department of Labor and what the Town's insurance company requests. Another section added was outside service providers requiring a certificate of insurance. Tracey said the Department Heads have reviewed the document as well as Emergency Management. At the last Joint Loss Committee meeting the Committee voted to approve and submit the document to the Selectmen for their approval. Selectman Carson would like the Joint Loss Committee to meet with the Board for questions and recognition. Once the Selectmen approve the program, the Committee will then meet with the employees.

11. Sale of Map 29 Lot 001

- A. Chairman Hartman said the Board held the required 2 Public Hearings for the sale of Map 29 Lot 001. Per 2015 Town Meeting vote the Selectmen have until May 31 to place a "For Sale" sign on the property. Selectman Carson said what he feels he got out of all the public meetings is the Town should sell the property for at least what the Town paid for and if there is a broker fee that fee should be added on as well. The Board decided to place a "For Sale" on the property and also obtain prices from local brokers. John Leavitt feels the Board won't even achieve the cost for what the Town paid. Martha Mical recommended the Board contact the 2 local real estate agents for their input.

12. Other Business

- A. Selectman Carson spoke to the Board about the solar array project. The Energy Committee has been talking about having information ready for the 2016 Town Meeting. The Committee thought it would gain some experience from the Water District Solar Array project but for what ever reason, the Water District is still working on their proposal. The Energy Committee is concerned if they don't move forward quickly they won't have anything ready for Town Meeting. The request from the Energy Committee is will the Board of Selectmen grant permission for the Committee to put out a new RFQ for a solar array at the Transfer Station.

Board Action

Selectman Brown moved to have the Energy Committee move forward and create the RFQs for a solar array located at the Transfer Station. Chairman Hartman seconded the motion, motion passed 3-0.

- B. Chairman Hartman said the Board has a scheduled site visit on Tuesday, June 2 at 4:00 pm. for the Mitchell Barn Preservation Easement application on 82 Collins Road.

13. Odd Fellows Building – Bob Irving

- A. Proposed developer, Bob Irving said he has a page of information that doesn't really say too much and he doesn't have the schedule ready that the Board asked him for. Bob said he has no knowledge on how to apply for grants. He has worked up figures for the cost of renovating the building and parking area, he said his next question is what type of ownership has to move ahead with this project because grants are only available to municipalities, non-profits etc. Bob explained some of the improvements he would make to the building focused towards high-end residential units. Bob said in order for him to move forward he is looking for people who are proficient in grant writing, financing, public relations and help him administer the idea. Bob has also spoken with a previous developer, Christopher Closs, who Bob said still has an interest in the building. Selectman Carson said a time-frame should be created so the Board knows what to present at Town Meeting. Martha Mical said what bothers her about the project is the lack of money, it doesn't appear there has been any progress made in this area. Bob said that's why he is looking for expertise to help him in that area. He said he would like to set a meeting up in 2 weeks with as many versed people that he can get to begin going over this project in depth.
- B. Selectman Carson feels the Board should help sponsor a meeting. Chairman Hartman feels the Board should prevail upon the Odd Fellows Building Committee to reconvene and host a public session. Chairman Hartman volunteered to be the Selectman on the Odd Fellows Building Committee, he will contact the Committee members and organize a meeting session that focuses on getting some people with the expertise Bob is looking for. Martha Mical said Joe Mendola would be a good contact, he is involved with renovating, financing and real estate. Bob said he would like to have a room staged in the building as an apartment to show people how the building could look.

14. Manifest

Selectman Carson moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 3669-3698 in the amount of \$30,404.69 (including 20 direct deposits) and Accounts Payable check numbers 51013-51049 in the amount of \$334,167.21 (which includes a check to KRSD in the amount of \$276,528.51). Selectman Brown seconded the motion, motion passed 3-0.

15. Consent Agenda

Selectman Brown moved to approve the Consent Agenda for May 26, 2015:

- Reimbursement request from the Town Clerk in the amount of \$2.50 for overpayment of a dog license for Milton Kimball and Susan Morton
- Payment plan agreement for 43 Pleasant Lane
- 2 Veterans' Tax Credits
- Cemetery Deed
- Building Permit for:
 - Map 10 Lot 20
 - Map 17 Lot 6
 - Map 17 Lot 008
 - Map 31 Lot 54

Selectman Carson seconded the motion; motion passed 3-0.

16. Meeting Minutes

Selectman Brown moved to approve meeting minutes dated April 30 nonpublic, April 30, May 4 and May 6, 2015. Selectman Carson seconded the motion; motion passed 3-0.

17. Public Comments

A. Barbara Annis asked why the highest paid employee at the Highway Department is mowing lawns. Selectman Brown said the Director of Public Works will be bringing forward his recommendation to hire a part-time and full-time person.

18. Adjournment

A motion was made and seconded to adjourn at 7:47 pm.

Board of Selectmen
David E. Hartman – Chairman
Clyde Carson
Allan N. Brown

Recorder of the Minutes: Mary Whalen