



**Warner Board of Selectmen  
Meeting Minutes  
Tuesday, February 2, 2016  
APPROVED**

Chairman Hartman opened the meeting at 6:00

In attendance: Selectman Allan N. Brown, Selectman Clyde Carson, Selectman David Hartman, Town Administrator Jim Bingham

Others present: Sara McNeil, Nancy Ladd, Martha Mical, Michael Ayotte, Marianne Howlett, Tim Allen, Kimberley Edelman, Peter Anderson, John Leavitt, Barbara Annis

**1. Pillsbury Free Library – Allotment Check**

- A. Sara McNeil, Chair of PFL Trustees and Nancy Ladd, Library Director: request to change the timetable for receiving monthly allotment check.
- B. Sara McNeil: We have not received our monthly allotment checks from the town on a consistent regular basis and she will be concentrating on the time period of 2012 to the present. It doesn't happen every month but affects the ability to pay bills in a timely manner and sometimes incurs fees for late payment.
- C. Chairman Hartman: We have received information and have reviewed it.
- D. Sara: Another concern is that after we receive the check, it needs to be signed by the designated signers. Because the majority of Library Trustees have full or part-time jobs it takes time to get this done.
- E. Nancy Ladd: I wanted to see if we could formalize an agreement to go back to the way the procedure was a few years ago which was as soon as the last payroll is run, calculate what is left of the monthly allotment. It used to be we would get that the week after last monthly payroll.
- F. The last two or three years it has been coming more towards the middle of the month or the month following the payroll. It was clarified this doesn't happen at just the end of the year but throughout the year. When she asked about it the Bookkeeper said she was told the auditors wanted a paper trail and were waiting for the last piece of paper from NH Retirement. Nancy said after talking to Tracey it was determined that if Mike Ayotte and the Board of Selectmen were in agreement, Nancy's idea of doing it before the last piece of paper comes back should be acceptable because the only person on library staff who deals with retirement is herself and since she has salaried every contribution to retirement throughout the year is the same so it's easy to predict instead of waiting for documentation.
- G. Nancy said Tracey did not realize the Library has a Bookkeeper that only comes in twice a month for a couple of hours. Once they have done their job, the Treasurer has to come in to sign the checks which creates a time lag. At this time, Sara gave the Board a document printed from Quick Books with the date it was entered into that system and a note showing which month it was from.
- H. Sara: Nancy and Tracey have been working on a solution and have come up with a draft agreement between the Warner Board of Selectmen and the Library with a payment schedule. She asks the Board to review it and said if it works. If it does not they would like changes/additions made. If they are in agreement they would like it signed, dated and turned into a policy for the town which would make things easier for all involved.
- I. Nancy: This is something the NH Library Trustees Association has been recommending for years and is noted in an RSA.
- J. Town Administrator: I have been discussing this with Tracey and we will work as best we can to provide the allotment checks. As has been pointed out, those come after all payroll payments on behalf of the Library by 2/2/16 Board of Selectmen Meeting Minutes – subject to revision by the Board of Selectmen

the town have been deducted and can't happen until the payroll after the end of the month is run. For example, payroll was run this week; the check will be signed and ready tomorrow. Because there are 26 pay periods, there are times when that payroll won't hit until the next month which creates that situation. I have talked to Tracey and Chairman Hartman about the fact that I don't want to make exceptions to the system. When you do that is when errors start to happen, we have found those in the past and I have experienced it in other towns. The financial system has to be followed precisely as it is the foundation of how we run everything. I hesitate to say that we will go ahead and run a retirement payment based on a previous retirement deduction that has no backup. We will look at the document you've provided but I think what we'll be seeing is that we're going to give the allotment check as we have consistently within the first two, possibly third week. Part of the issue you're struggling with is the schedule your Bookkeeper is on and when you're trying to get people who are authorized, to sign the check so it can be deposited.

- K. Chairman Hartman asked about the schedule of payments they had just given the Board. He noted the columns aren't titled and asked for clarification on the data shown. His understanding of the way it was working was that the town needed to know the payroll and all the details for a month before a check could be written as it can't be the same every month which is a problem. The town doesn't want to make a check out to the Library in an amount that is not correct.
- L. Discussion continued on what may have caused some of the late payments of the allotment checks.
- M. Nancy pointed out the important thing is when the checks are received, they understand it can't be calculated until after all of the personnel figures are arrived at for the month and the week that happens varies from month to month. What is causing an extra delay in the past year or so is waiting for a number to be confirmed from NH Retirement which can be the 15<sup>th</sup> of the month following a payroll.
- N. The Town Administrator said they would review the agreement and his recommendation was that he hesitates having the accounting department do any advance check cutting without backup and he is skeptical as to if they can guarantee the retirement is the same every time. The reason is because if there is a change in, for instance, the health care plan that is pretax coming out and how that will affect retirement figure.
- O. Selectman Carson: During the course of the year, how much does the payment vary from month to month? It was clarified it is based more on the payroll cycle.
- P. Chairman Hartman suggested the Library Bookkeeper have a more flexible schedule and was told that could happen but the problem is more involved than that.
- Q. The Town Administrator said he believes the best they can do is get the check to them as soon as payroll is done after the end of the month and noted they had gotten the check for December on the last day of that month which required an extra effort on the part of the town Bookkeeper.
- R. Martha Mical: Since it seems to be a cash flow issue why can't the town, knowing how much is going to be paid to the Library for a year, take a certain sum and pay it on the first of the January and take the remainder and divide it by the twelve months so that they have a cushion.
- S. The Town Administrator said that is a good idea he will look into and also wants to look into the time lapse on the behalf of NH Retirement system. He asked if the Trustees sometimes give library employees bonuses. Sara said that hasn't happened often since they increased the pay and they may or may not this year.
- T. The Town Administrator: There are rules for the bonuses going through as part of payroll and if they aren't, they should be as far as taxes being taken out, etc. I don't think that has been happening and wanted to point that out. Another thing, we have a system whereby every employee, if they have a change in payroll has a payroll change form. We don't have record of those coming from the Library and we need to. He noted he had gone through the personnel files himself and could only find two.

- U. Nancy: When the Department of Labor was here we handed them ours, we were keeping them at the Library but now they are here.
- V. Selectman Carson: We have a proposal from the Library on a way to improve this situation and do we want to address that in a work session or read it and come back for discussion? It was decided it would be read and discussed at a later meeting.
- W. Chairman Hartman: I know about the running of the library and of the town. The library being a function of the town, much as any other department, has its own Trustees who have had authority to manage its own business since the library was created. Yet the town is managing the payroll. It's a strange situation and would be cleared up if the town took 1/15<sup>th</sup> of 1% divided it by 12 and wrote a check for the library each month.
- X. Sara: I have another concern I would like to address which is regarding the Town Administrators choice of words when speaking about the library. The last several years the towns portion of what we have been receiving has been decreasing and expenses are increasing for various reasons. Several years ago after a brief discussion of this in a meeting on the budget, the Town Administrator commented that the library would have to have more bake sales. I was offended and other people were too. At this time Sara read from the December 15, 2015 Selectmen's meeting minutes and the Town Administrator comments on holding back on the library's capital reserve request for \$8,700 because they still need to complete the LCHIP upgrades. She then read from an RSA and said it's not up to town officials to scrutinize how the library spends their money and noted they are audited every year and have to follow certain rules and regulations. Sara continued quoting from the Selectmen's meetings of 12/15/15 and made the point the library employees are not town employees. They do their own reviews and give their own raises.
- Y. Allan Brown: I was at that meeting and no one was questioning their support of the library but rather, the conversation was about the town having to pay more to the library than they do and that they do give their employees bonuses.
- Z. Sara continued by quoting again from the meeting minutes of 12/15/15 and said she took offense to the Town Administrator saying the library needed to get more creative in their funding. She said she had sent the Town Administrator a registered letter on January 4<sup>th</sup> regarding the original discussion they addressed tonight. The Town Administrator had responded via email noting the things the town handles for the library.
- AA. Chairman Hartman: You've made your statement. I share some of the Town Administrators feelings about the way the library manages its business. I don't think that you as the Chairman of the Board should be miffed about what the Town Administrator does in helping the Board of Selectmen run the town. One of those things is trying to straighten out what we had the main purpose of this meeting about which is to make sure payments get to the library in a timely way to satisfy you and meet our obligations. I don't think what you have just said is pertinent to our discussion tonight of resolving the issue of the payments.
- BB. Sara stated these were two separate issues; however I feel this is a broader issue. It is a town owned building and over the years we are getting less money and there will be more issues going forward and we are not feeling like we are being understood.
- CC. Chairman Hartman: I think you're being hard on the Town Administrator. I'm going to call a close to this discussion.

## **2. Treasurer Status Report of Year End Reconciliations**

- A. Treasurer, Mike Ayotte, said he had reconciled revenue for the town working with the Bookkeeper to get the final numbers and their reports will be done and ready for Town Report tomorrow.
- B. Clyde asked for a preliminary report that could be sent to the Select Board and Mike said he would do that.
- C. Mike said all of the departments balance and reconciled. Chairman Hartman asked if the library needed to balance with the town and Mike said they do not.

- D. Marianne stated that she was at the Town Hall on December 31<sup>st</sup> when Nancy Ladd came in looking for their check. Marianne got Tracey's number for her; Nancy spoke to Tracey and was able to get the check. Chairman Hartman said that he came down at that time at Tracey's request and helped Nancy find the check. Marianne stated that if things are going to be done differently for a period of time everyone should have contact information.
- E. The Town Administrator: I was working from home, I got Nancy's email and I emailed and called her before 10 am. telling her I had seen the check in the AP run and believed I had put everything in the Bookkeepers folder in the Selectmen's Office. Mary had come in unbeknownst to me and didn't think the checks should be kept there so she put the checks in Tracey's office. She did get the check on the 31<sup>st</sup>, they were responsive, Nancy did have phone numbers to call and he was appreciative of Marianne's efforts to help out.
- F. Marianne said her contact list is very old so a new one is needed.

### **3. Public Hearing on the Purchase of a Grader**

- A. Chairman Hartman opened the Public Hearing for the public to provide input on the lease to purchase agreement for a new road grader for the town and noted Tim Allen was here to make the presentation.
- B. Tim stated it his understanding that the purpose of this meeting is to discuss the proposed lease purchase for a grader, not necessarily to choose a machine, but, he is going to make his recommendation. This was clarified.
- C. Tim had a spreadsheet with all the information he had collected in the past 3-4 months. His recommendation is a Caterpillar grader. He directed attention to the info sheet with 4 options, 2-two wheel drive and 2-all wheel drive. Tim said he has asked a lot of questions and talked to owners of these machines. The Caterpillar lease is financially better and is a better machine for resale value. The all-wheel drive machines are all pretty much the same except for the John Deere which has a more expensive lease program. The Komatsu is a 2-wheel drive and the total cost to the town is \$298,201 at the end of the seven year lease. The Caterpillar total cost is \$299,250 which is roughly a \$1,000 difference but it's 2-wheel versus all wheel. In a seven year period that is not a lot of money.
- D. Tim said he looked into preventative maintenance for the machines and the Caterpillar would cost \$31,000 for the seven year maintenance, \$18,000 of which is parts and is for 7,000 hours. The John Deere would cost \$30,000 with \$12,200 in parts. The Komatsu extended warranty is for 5 years and 5,000 miles at a cost of \$19,000 with \$11,000 in parts.
- E. The lease is a 7 years payment plan and cost \$1.00 at the end of the lease to purchase the machine.
- F. Chairman Hartman: Are you certain you can deal with the joystick steering? Tim replied, when we had the machine for a test drive it was 20 degrees and it was difficult to keep it in a straight line. But everyone I talked to, in the Town of Newbury and in several other towns, said the issue can be corrected with a different type of oil called arctic oil. He said he's done a lot of research in what the resale value would be after 7 years and it's a 22-32% difference.
- G. Town Administrator: We wrote the Warrant Article using the Caterpillars numbers and still have time to fine tune them if Tim feels more strongly about another machine in a few weeks.
- H. Selectman Carson asked Tim if he is comfortable with getting the Caterpillar serviced and where would he take it. Tim replied he had talked to the service manager at their corporate office in Milford and told him his concerns as far as being overlooked unless you have a lot of these machines. They told him that if machines have issues and are tied up for any length of time they will bring the town a different machine to use. Tim also asked them what the chances are of getting a machine rigged up for snow removal and was told they couldn't guarantee that but would provide something that would work for snow removal.
- I. Selectman Brown: The only concern I have about the joystick is that even if it's a smooth control, is the general person on the crew going to be able to operate it?
- J. Tim replied he has discussed that with Paul (foreman) extensively and his only thought is he doesn't have anybody in the crew who is an experienced operator. He can run it, Paul can and Billy has. His decision was based on the town and right now would be a good time to do this because someone can learn on this machine.

- K. Selectman Brown expressed concern that the machine will have more than 7,000 hours in seven years and asked how that would impact that lease. Tim said he didn't realize that until yesterday and he needs to check on it. Allan said you should run 1200-1500 hours a year because we have so many miles of dirt roads.
- L. Chairman Hartman asked the public for comments.
- M. Martha Mical: When you had the Caterpillar here did any of the other guys drive it? Tim replied that Billy ran it for two days, Paul ran it for a day and he ran it for half a day. She made the point that the younger ones may do better with a joystick.
- N. Barbara Annis: Cat has moved out of Warner so where would you have to take it for repairs? Tim said Cat is moving to Londonderry and if it has to go to the shop it will have to be trucked there anyway.
- O. John Leavitt: As far as the joysticks I talked to operators of them a few years ago and the fatigue is much less. The industry is going that way so if we train on them now, in the future all new equipment will have joysticks.
- P. Town Administrator: The challenge is how long to keep a machine and Tim and I have talked about this and about tracking repair costs to get information on what point we're starting to put money in a machine that's no longer worth repairing.
- Q. Marianne: Usually you buy equipment so why are we choosing to lease instead of buy? Selectman Brown replied we only have \$108,000 in the piggy bank and we need \$300,000 as we've cut back on the capital reserve funds. Chairman Hartman noted we need a grader now and have been encouraged by the Budget Committee to do a lease purchase which we have done with a fire truck in the past.
- R. Marianne asked if they intended to keep it after seven years and Selectman Brown said you usually run one for no less than 15 years.
- S. Martha M. asked if the maintenance is not in the total cost are they planning on that coming out of the operating budget? Tim said it's \$31,000 over 7 years for them to do all of the maintenance and it can be added to the lease price.
- T. Peter Anderson asked what the interest rate is and was told it is 2.25%.
- U. Kimberley Edelman: When you order it how long will it be till delivery and Tim answered 60-65 days. She asked if they will let them use one for training before we take delivery. Tim said we did have this particular grader for a week but he would need to ask about that.
- V. Chairman Hartman declared the Public Hearing closed at 7:36 p.m.
- W. The Selectmen, Tim and the Town Administrator discussed rolling the maintenance service agreement into the lease. Tim said it made the most sense to him.

#### **Board Action**

Selectman Brown made a motion to go with the lease for the 2016 M212 All Wheel Drive at \$330,250 which includes the \$31,000 service contract. Motion was seconded by Selectman Carson. A voice vote was taken with a unanimous yes.

#### **4. Manifest**

Selectman Carson: Motioned to authorize the Selectmen to sign manifest and order the treasurer to sign payroll checks numbers 4013-4031 in the amount of \$32,077.50 which includes 21 direct deposits and accounts payable checks numbers 51886-51950 in the amount of \$195,552.11. Selectman Brown seconded. A voice vote was taken with a unanimous yes.

#### **5. Consent Agenda**

Selectman Brown motioned to approve the consent agenda for February 2, 2016. We have an application for expiration of Involuntary Merged Lots 3 sets, Current Use Land Change for Map 14 Lot 29-1-17, Map 10 Lot 103, Intent to Cut for Map 4 Lot 4-5-4 and 5-2, Map 17 Lot 011, Building Permits for Map 6 Lot 3, Map 36 Lot 004, Map 12 Lot 44-1, Map 30 Lot 57 and a Payroll Change Form. Seconded by Selectman Carson, who asked to take a look at the documents.

- A. Martha Mical: I put in the three copies of the unmerger so they could be looked at it and discussed at your next meeting. That gives you a chance to come to me with questions in advance and I did not expect them to be signed tonight.

### **Vote on Motion**

Selectman Brown backed out the application for expiration of Involuntary Merged Lots 3 sets from his earlier motion. The Selectmen voted on the Consent Agenda motion made by Selectman Brown and seconded by Selectman Carson. A voice vote was taken with a unanimous yes.

### **6. North Village Road Bridge Project**

- A. Chairman Hartman: We have an engineering proposal for North Village Road bridge project. He turned the meeting over to the Town Administrator.
- B. Town Administrator: We have two proposals before you and the bottom line for each is highlighted. It was confirmed this is for engineering and permitting for putting in the bottom pipe and that one is \$12,144 and the other is \$26,600.
- C. Tim Allen: Tim Grant and I talked about what needed to be done and I think there is \$10,443 in GM2s proposal that is a hydraulic study to make sure it can be done. I'm not sure if that's over and above this but it is still \$13,000 as opposed to \$12,144.
- D. Selectman Brown: Wetlands won't give you a permit without the study so it must be included already.

### **Board Action**

Selectman Brown made a motion to accept Provan and Lober's quote for engineering services for the lining in the culvert on North Village Road over Silver Brook for \$12,144. Seconded by Selectman Carson who asked if this falls under our bidding policy.

- E. Town Administrator: The policy is to get competitive bids over \$5,000 and if need be we do sealed bids which we didn't do in this case. Our goal is to get three bids and that doesn't always happen.
- F. Selectman Carson said he doesn't believe two bids satisfies our bid policy. The Town Administrator noted the bids are talking about a hydraulic study being necessary to determine flow at the culvert and is that study only part of the engineering study?
- G. Tim Allen: It seems the hydraulic study is a \$10,000 item under the \$26,600 bid which the Town Administrator agreed with, and said Provan and Lober doesn't say they are doing a hydraulic study so why would one deem it necessary and the other one doesn't.
- H. Selectman Brown: Provan and Lober wouldn't file a Wetland Permit unless they include that study. Tim Allen said from talking to Tim Grant it sounds like it's included in the bid.

### **Vote on Board Action**

Chairman Hartman called for a vote on the motion Allen Brown had made on the Provan and Lobar quote. A voice vote was taken with all in favor.

### **7. 2016 Warrant Articles**

- A. Chairman Hartman asked the Select Board for any final changes or comments for the Warrant Articles or Budget prior to the Public Hearing on February 4<sup>th</sup>.
- B. Town Administrator: I'm still working with the Department of Revenue Administration on refining a few of the articles, everything is in an online system using a software program and the appropriations have to meet any offset revenues, etc. We put the articles in, they go through pre-review and are commented on for changes. We're pretty well set except for changes that may come through because of changes in cost, for example the grader. I want to finish that up tomorrow and will get them to the board ahead of time. Most of the changes we're looking at are dealing with Articles III, IV, VI and XXI and XXII. The articles that are putting money into capital reserve funds are pretty straight forward with little comment. Clyde (who just stepped out) met with one of the members of the Energy Task Force and I wanted to know what his

thoughts were on the wording of articles and the fact we may need to change the numbers because of the cost of connecting the solar array at the Transfer Station into the power grid.

- C. Selectman Brown: One thing that was raised by the Budget Committee the other night was their concern about making sure the \$360,000 wasn't raised through taxation this year. It says right in here we're going after bonds.
- D. Town Administrator: This is a bond article and the prior wording on it broke out specific lender information and grants. DRA said if you don't have that funding in writing and you present it and don't get it, you're stuck for a year with no options. They recommended this wording which is the same the Water Precinct is using. We originally had \$10,000 to be raised through taxation for the first interest payment and that was taken out and the cost rolled into the full bond payment. I've written the article so that we're looking at raising and appropriating \$392,400 and we authorize issuance of up to that amount of bond and notes.
- E. Selectman Carson: I talked with Ray and he confirmed that is the wording DRA recommended to him and we would be well served by following those recommendations.
- F. Kimberley: Regarding the semantics of this; to raise and appropriate this amount and to authorize the issuance of up to that fixed amount. The scary part is the "up to" because even though the bond is in the article you have to raise the rest through taxation and that was the question mark. We would prefer it to say to authorize the full amount and no new taxation.
- G. Selectman Brown: You can't say no taxation because all money is raised through taxation. Selectman Carson asked how that would change the wording.
- H. Town Administrator: When writing appropriation articles you have to have a full appropriation and then you establish where the sources of that revenue are going to come from. If you don't state that it's raised through taxation you can't turn around and say, by the way we've used general fund money that was tax money to pay for this. To authorize the issuance of up to a certain amount means if we go according to Clyde's plan of the grant and a loan from Rural Development and we get a rebate from PUC then the net amount we have to raise through bonds is going to be less than that. We don't want to be stuck saying we have to raise a certain amount.
- I. Kimberly: I understand that but if we don't get all of the money expected from grants, loans, etc. does the rest get raised through taxation, that was the question.
- J. Town Administrator: At the time we would go for the bond we would have to bond whatever we know the cost is going to be and if it's lessened because of other funding, we will issue bonds up to that amount less the other funding.
- K. Discussion continued on how the Warrant Article currently reads, the interpretation of that wording and how the wording and intention could be changed.
- L. Town Administrator: Do you want it to say that we expect to get certain grant amounts? Selectman Carson suggested not including the amounts, only the sources of the funding.
- M. John Leavitt: You've done a cost analysis based on getting certain amounts from various funding which shows a savings of between \$3-7k. If we don't get the funding it throws the savings figures out so we need to assure the public if we don't get all the funding the project isn't going to happen.
- N. Selectman Carson: The project will happen when Rural Development makes its decision on awarding the financing and the grants will happen at the same time. The \$75,000 rebate from the state is pretty much guaranteed and if there's a way of adding that to the DRA wording I'm not opposed.
- O. Town Administrator: We could go back to the old wording if the position is that if we don't get the funding the project is a no go. Selectman Carson suggested adding a sentence to the end of the DRA wording stating such, which would provide a safety net.

- P. Chairman Hartman: Is it PUC that says you'll get the money at completion of the project? That was confirmed as their policy and that it would be a certain number of days after completion. Chairman Hartman said that is what people are asking.
- Q. The Town Administrator discussed the wording with Selectman Carson and that they would work on it.
- R. Martha M: We just learned we will have to pay \$30,000 to upgrade the wires, have the numbers been crunched to include that? Clyde stated they have, the numbers remain positive and he is also going to talk to EverSource about the possibility of them not charging for that since it's for their infrastructure.
- S. Town Administrator: How much specificity do we want to put in the Warrant Article because if the voters are voting on an article that say's we're getting certain amounts and we don't, what does that do about the legality of the article?
- T. Barbara: There are several other towns that already have solar arrays and they are small like us. How did they word their warrant articles?
- U. Selectman Carson: Most every town that's done this has done it through a power purchase arrangement which means they weren't bonding it but we're having someone build it, and then buying the power it generated back from them. It's the easy way to go but when we looked at it we felt this way was a better deal for the town.
- V. Town Administrator: Article IV lease to purchase amounts have to be changed. I have to check with DRA who recommended if you want the succeeding annual lease payments to come out of operating budget you do not put in an escape clause. Otherwise, you have to go back every year and ask for the same. Article VI, I still have a few things to check with DRA because it's not passing their benchmarks which I think has to do with some of the wording. Almost all of the others had no major concerns other than I needed to put it into the budget system the proper way.

## **8. Minutes**

Selectman Brown motioned to approve the January 11, January 14, January 19 Public and Nonpublic, January 26 Public and Nonpublic meeting minutes with corrections. Chairman Hartman asked if the corrections were substantiate or typographical. Selectman Carson suggested Selectman Brown submit his corrections and they will look at them next time. Chairman Hartman said the minutes would be tabled; they are in draft form and available but not approved.

## **9. New Business – continued**

- A. Approval of Selectmen Report for Town Report - It was noted the Selectmen had received this for review and there had been some changes, the biggest being the last paragraph on page 2 which was suggested by Chairman Hartman.
- B. Chairman Hartman: I give the nod of approval. Selectman Brown and Selectman Carson were in agreement.
- C. Letter to KRSD Board Chair: The Town Administrator noted the letter to the Board is after meeting with Jennifer O'Brien with minor typo changes so it just needs signatures.

Martha M: Would you be willing to read the letter so the public can know what it ways?

Selectman Hartman agreed and read the letter as follows:

Mr. Kenneth Bartholomew, Chair School Board  
Kearsarge Regional School District

Re: The O'Brien Family Living at 618 Kearsarge Mountain Road

Dear Mr. Bartholomew,

The Warner Board of Selectmen is writing to you on a matter that has recently been brought before us and hope that the board may have some solution to this difficulty. Attorney Melonie Bell along with her client Jennifer O'Brien of 618 Kearsarge Mountain Road came to speak to the Board of Selectmen at the December 8, 2015 meeting.

While the majority of the properties on Kearsarge Mountain Road are situated in the town of Warner, Ms. O'Brien's home is in the town of Salisbury which requires her children to attend schools in the Merrimack Valley School District.

Due to the long commute to and from school, 50+ minutes each way, and the cost for the Merrimack Valley School District to provide dedicated transportation, Ms. O'Brien feels that her children's school experience is being impacted adversely and will worsen in the coming years as they advance into High School. Ms. O'Brien stated in the meeting that her daughter who recently started at the middle school has little opportunity to make friends and participate in after school activities due to the situation and the late bus is not available for her children. The children's arrival at school each day in a small van presents its own quiet stigma for students in that age group.

Ms. O'Brien hoped that the town may be able to alter the town boundary as a way to resolve the problem. The board informed Ms. O'Brien that changing the town boundary to bring her property into Warner would be extremely difficult and would not be well supported or even feasible.

We were informed that Ms. O'Brien has attempted to have her children transferred to the Kearsarge Regional School District and has asked if some financial arrangement between the districts can be negotiated to no avail. Although the Board of Selectmen informed Ms. O'Brien that it hasn't any jurisdiction in matters that pertain to the school district, the Board felt compelled to request some portion of your time and attention to review this matter.

For your convenience, the minutes of the December 8 BOS meeting addressing this discussion has been enclosed with this correspondence. Possibly the school board could initiate some new communication with the Merrimack School District to review the financial component as well as the social and academic impact that the present situation has on Ms. O'Brien's children with the hope that a creative and suitable resolution can be negotiated that would benefit the total educational experience for the children in the long term.

The Board of Selectman thanks you in advance for your attention and consideration in this matter and offer our assistance feasible and reasonable to the circumstances at hand.

## **10. Town Administrators Report**

Round about design – Mary Whalen and I have reviewed the invoices from McFarland Johnson constituting the work on design plan. They will be submitted to the NH DOT to receive reimbursement as soon as the design plans have been accepted.

Odd Fellows – A meeting is being scheduled between Bob Irving, Mr. Morrison and the Board of Selectmen. Tentative date is Tuesday February 16<sup>th</sup>.

Police Department – Fiber insulation has been installed in the attic space increasing R value. The LED lighting of the outside is being fixed.

Public Works Department – Due to a light winter crew has been focusing on brush cutting and projects at the garage. Some small projects have been done and issues resolved at the Old Graded School by Mel Furbush.

Town Report – Mary Whalen and I have been compiling submissions, verifying spreadsheet figures and editing. Over half of the book has been formatted and put together but the final edits can't be done until after the public hearings and Budget Committee vote. Mary is still waiting for reports from some departments which will need to be received by Wednesday in order for them to be included in this year's report.

The date when the Budget Committee can hold their final vote on the budget, February 8, and the date the book has to reach the printer, February 10 places a very tight deadline to submit final draft version to the printer and provides very little time for reviewing the final proofs for errors. The Board and Budget Committee will need to review this time-frame for next year.

### **11. Selectmen's Other Business/Committee Reports**

- A. Selectman Brown: Bob Irving wanted to come to the meeting tonight which I knew nothing about. He asked about trying to divert water from the road to stop it from going into the cellar. I asked Tim Allen about doing something and he is in process now and will make a berm on the pavement to do that.
- B. Selectman Carson: Since tomorrow night is a public meeting for the town and the precinct, the suggestion is we run it as a joint public hearing. I will do an introduction, George Harts from the solar company will make a presentation and we'll open it to the public.
- C. Marianne: The contract entered into for a grant at 32 Waterloo Street for the old State Highway Shed, it was signed in June of last year. What is the progress with that?
- D. Town Administrator: They have done the historical research on the land which entails going through deed searches and contacting DOT for any history they have. In December they were on site, did borings and took test samples and I will be emailing today to ask for an update.

Marianne asked for a copy of what they have done and would like to know where they are at and asked if they have a completion date.

Town Administrator: They don't but I believe they have up to two years to finish the work and I don't think they want to drag it out that long. During the fall they did do some extensive work and said they were not finding anything unexpected.

- E. Chairman Hartman announced he is not running for Selectman this year and there are some very qualified individuals who will be throwing their hats in the ring.

### **12. Nonpublic Session**

Chairman Hartman moved to go into nonpublic session at 8:50 pm under RSA 91-A:3 II (e), land acquisition. Motion was seconded by Selectman Brown. A roll call vote was taken: Selectman Hartman – yes, Selectman Brown – yes, Selectman Carson – yes.

Chairman Hartman moved that this nonpublic session adjourn, seconded by Selectman Brown. A roll call vote was taken: Selectman Hartman – yes, Selectman Brown – yes, Selectman Carson – yes. Meeting adjourned at 9:11

Selectman Brown moved to seal the minutes of this nonpublic session held under RSA 91-A:3 II (e), land acquisition held on February 2, 2016 be sealed for a year. Motion was seconded by Selectman Carson; a voice vote was taken with all in favor.

### **13. Meeting Recess**

Chairman Hartman noted that this meeting is recessing and will reconvene at 6:30 p.m. on Thursday February 4, 2016.

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

Respectfully submitted: Lois Lord – Recording Secretary