



**Warner Board of Selectmen
Meeting Minutes
Tuesday, April 12, 2016
APPROVED**

Selectman Carson opened the meeting at 3:30 pm.

In attendance: Selectman Clyde Carson - Chairman, Selectman Allan N. Brown, Selectman John Dabuliewicz, Jim Bingham – Town Administrator

Others present: Bill Chandler, Barbara Annis, Martha Mical, Ed Mical, Tim Allen, John Leavitt, Jonathan Lord, Darryl Parker, Fay Vadnais, Marianne Howlett

1. Police Department Surveillance System

- A. Police Chief, Bill Chandler met with the Board and explained the current surveillance system is 17 years old and they have several cameras that no longer work. He did have a vendor look at the system who told Bill because the system is so old (VHS) it's not worth working on and wasn't sure they would have the parts.
- B. Bill secured one estimate for a digital system, but if the Board would like more estimates he won't divulge the figure right now. The estimate he has is for a complete system. The Sergeant is also securing another quote. Bill would like the Board to consider updating the system in the very near future. Selectman Carson asked how this system will be paid for. The Town Administrator said this item was not budgeted for in 2016, it would need to be paid from any budget surplus from Bills 2016 budget. There is an officer still out on leave and a surplus is expected from the salary line and as of this date Bill said he has not received a return date for the officer. Chairman Carson asked if there is anything on the state purchasing contract that the town can take advantage of. Bill said he is not aware of any, the state funding available is for video systems for cruisers and in the field. Bill said since he and the Town Administrator first talked about this he has lost 2 more cameras. Bill feels the surveillance system will become a necessity for them in the near future.
- C. The Town Administrator said Parks & Recreation is also looking for a surveillance system at Riverside Park and he asked would it make sense to look for a system that would tie into the Police Department system. Bill is sure he would be able to share that monitoring from Riverside Park by using a pass code.
- D. Selectman Dabuliewicz asked Bill if he said all the cameras are not working? Bill said no, several do work and there are several that don't work. The ones that don't work, those areas cannot be observed. Selectman Dabuliewicz asked why the quote doesn't show a breakdown of the costs. Bill believes he has the cost breakdown. John said the reason he asked that is he was wondering if a 32" is really needed versus a 27", this could save money, he would like Bill to look into that and he would like to see another bid. Bill said he is obtaining another cost.
- E. Chairman Carson asked Bill when does he think he will have enough surplus for the system. Bill said he can get together with the Town Administrator in the near future to see how the budget is looking. Selectman Dabuliewicz suggested looking at the budget when the officer returns. The Town Administrator said we're expecting about mid-year for a return time.
- F. Selectman Dabuliewicz recommended checking out monitor's over the internet as well.

2. Sturm Ruger – Gift to the Town

- A. Bill Chandler said the department was invited to the Sturm Ruger factory in Newport for a power point presentation on their new firearms. Sturm Ruger provided the Police Department with new updated firearms free of cost which is estimated at about \$16,000.
- B. Bill said what usually transpires when we deal with a firearm company, there is a buy back option for the individual officer to purchase his guns privately. The firearm company says your going to give us your guns plus \$200, or \$150 and we replace one gun and would do so for all of the firearms. Then the firearm company would put a price on that firearm if we as police officers wish to purchase that firearm they can do so. In this case that wasn't done because Sturm Ruger gave the guns as a gift. Bill said what he wants to

do the buy back option with a different approach. He has contacted Riley's Law Enforcement Division and their law enforcement division provided an estimated cost for those firearms if we were to buy them which is between \$250 and \$275. Bill said he has gone to a different caliber, the caliber he is getting rid of is not in demand anymore so the worth of these guns is not in a big demand either. If the Selectmen agree, we would be willing to pay the \$250 per firearm, then we would go through a Federal Firearms License individual and they would run a check and that way the serial numbers on the firearms would no longer belong to the town, they would be under the person who purchased the firearm and that's a \$25.00 transfer fee each person would pay out of pocket. Bill would like the Boards approval to move ahead after we do a state qualification with the new firearms to put them in service.

- C. The Selectman will accept the gift and draft a letter of appreciation for the April 26th Selectman's meeting, as well as provide approval for purchasing the firearms.

3. New Police Cruiser

- A. Bill reported the new cruiser will be ready in about week, after the decals are placed, it will be road ready.

4. Cop Sync Program

- A. Bill reported that he entered into a Cop Sync Program which comes out of Washington D.C and is part of Homeland Security. Incidents that occur at any of the schools around us, they would receive that notification via smart phone and/or computer. The program lets him know what's going on in other schools in the district and if there's an event, we have the capability to communicate while the event is happening. He said he should be dialed into the program soon and all the officers will be trained. The teachers have received training, but on a lesser level. Chairman Carson asked if this program is available for colleges. Bill said he would check into it.

5. Highway Department Summer Projects

- A. Tim Allen, Director of Public Works provided to the Board his summer project schedule for them to review.
- B. Selectman Brown said for the Simonds Elementary School project it includes a building, retaining wall and some dirt work. Tim has obtained those costs for the wall and dirt work. Once he learns what type of building he will get a cost for that. What he is saying is this is a cost the Board will need to consider if the Board wants to retain the land from the school district.
- C. The Town Administrator said Tim's intent is to put together a schedule with cost estimates, this will allow for Tim to compare the estimates when the project is done, and it will provide a foundation when Tim builds his budget for the following year.

6. 1997 & 1998 Macks

- A. Tim said it was first thought there was an issue with the 97 frame but learned from Mack there isn't an issue. He took the old dump body off and he mounted the stainless steel sander right to the frame. He said a fair amount of money has been put into both trucks, to Tim, it's worth it because they are mechanical, there is no electronics on those vehicles. Tim obtained prices to have both sandblasted and painted. Tim would like to send the 97 to Arch (Bow NH) and have the frame sandblasted and painted for \$3,500. If it looks like a decent job he wants to send the 98. Chairman Carson asked if this will give added life to the vehicles. Tim said he believes it will, and the more he can do to preserve these two vehicles the less it will cost down the road. He would like to get another 5 or 7 years out of them. The key is to keep the frames clean. Tim would like to hear the Boards thoughts on this. This expense for the 97 will come from Tim's operating budget, the 98 may need to come from the capital reserve.
- B. John Leavitt said during this process you will also get a better evaluation on the frame.

Board Action

Selectman Dabuliewicz made a motion to approve sandblasting and painting the 97 Mack for \$3,500. Selectman Brown seconded the motion, motion passed 3-0.

- C. Tim talked about the work at the Transfer Station, the demo area will be reconfigured and the drainage will be fixed as well. The job is basically labor and fuel. This will be completed in the next 2 weeks.

- D. Ed Mical asked Tim if it is true the state will be working on Pumpkin Hill Rd. Tim said yes, but he doesn't have a date yet.
- E. Selectman Dabuliewicz asked Tim if he has heard about the Warner Roads Efficiency Rating System? Tim said he did read something about it from the Road Committee. John said there was a reference about the history of this Road Committee in the minutes from the last meeting and he said he doesn't remember getting anything. He asked the Town Administrator if there is anything in the Selectman's Office. The Town Administrator said he would look into it, the committee convened about 10 years ago. Selectman Brown said Rich Cook (past Selectman) may be able to help.

7. Uniforms

- A. The Town Administrator said the town has been using Clean Rental Uniforms which was originally ER Cleaners from Massachusetts. At this time the cost for uniforms for the Highway Department is \$160 per week. It wasn't clear if all the uniforms were being used and turned around in time so both Tim and the Town Administrator started to look for a better service at a lower cost. They met with First Uniform from Nashua NH that came up with a good breakdown of uniform apparel that includes safety jackets. The Town Administrator has notified Clean Rental Uniforms that in 90 days the town will not automatically renew and move in the direction of using First Uniform. The agreement is for 3 years with a cost reduction of about \$40 per week with a better service.

8. Planning Board - Alternate

- A. Darryl Parker has expressed an interest in becoming a Planning Board member. He has attended some of the work sessions.
- B. Selectman Dabuliewicz asked Darryl what his understanding is of the role the Planning Board plays in the governance of the town. Darryl said the role of Planning is to reduce the uncertainty as we move forward into the future, how do we begin to anticipate things that are going to come up and how do we reduce the uncertainty as we plan for that in the future. John asked Darryl if he is familiar with the specific duties of the Planning Board and the state statute. Darryl said he is a little familiar, he has looked it over. John asked Darryl if there is any particular issue you believe important for the Planning Board to be cognizant of? Darryl said the Master Plan has called for an Economic Develop Committee for the last 10 years and that has yet to be created, which he feels falls under the purview of the Planning Board to get that in place. Darryl is very interested in helping facilitate and organize an Economic Development Committee. John asked Darryl if he sees any personal circumstance that might interfere with attending committee meetings? Darryl said he does not. John asked Darryl if he is willing to attend available training. Darryl said he looks forward to it. John said if appointed the first training is on June 4 at the Office of Energy & Planning in Concord.
- C. Selectman Brown asked Darryl if he has been involved in other towns he lived in. Darryl said he was indirectly involved with an Economic Development Committee in Matthews, North Carolina. It was indirect because he didn't live in Matthews, his business was in Matthews and he lived his life in Matthews and was very involved for 10 years.
- D. Chairman Carson explained that typically the appointment to the Planning Board begins as an alternate, he asked Darryl if he is open to that. Darryl said he is open to where ever the town needs him to be, his only suggestion is with the changes coming along with the roundabout, the opportunity is going to be increasing at exit 9 for economic development, that you look at your Planning Board and the make up of your Planning Board and make sure you have the skill sets that you need on that Board.

9. Emergency Management Quarterly Update

- A. Ed Mical, Emergency Management Director, reported he is working on the Emergency Operation Plan update which needs to be completed by the end of September per the grant requirements. Ed asked about the first payment to Lee Kimball for his services, half of the payment was encumbered last year. The Town Administrator said he had dropped the ball on that, the money was issued in 2016 and will be backed out by the auditor's and placed back into 2015. Another part of the grant is to test the EOP as it is, the state will assist with coordinating this test.

- B. Ed asked the Board if they feel the NIMS (National Incident Management System) Resolution from 2009 needs to be updated. Chairman Carson asked has NIMS changed? Ed said not really. Chairman Carson said the other question would be do we have new people who are not certified and trained. Ed said he is working on that. The Board agreed the town doesn't need to recommit to NIMS, but what may want to be done as part of an annual process, train the people that need to be trained. Ed said when the Board reviews the updated Emergency Operation Plan, the NIMS structure is included in the basic plan and it tells what's required for the emergency responders, and all the department heads will be signing off as part of that and the Board will do a con-current approval so Ed thinks it's in there (who is NIMS compliant).
- C. Ed reported the new field representative for the Town of Warner is Shawna-Leigh Morton, Ed will arrange a meeting with the Board.
- D. John Leavitt said he started to take the NIMS training, if you don't use it it's going to be gone. He said it would be incumbent of the town to do a review for everyone every two or three years.

10. Roads Committee

- A. The Board talked about what the charge will be for the committee. The Town Administrator recommended the committee using the DPWs yearly plan of action to see how it fits in with long term road maintenance.
- B. Selectman Dabuliewicz said Planning Board member Barbara Annis gave him some information where the Master Plan talks about the Road Committee and how the Committee should regularly monitor the road conditions in town to ensure the projects of urgent need are adequately addressed. Chairman Carson said his thought for the Road Committee is they can do the back-up needed to justify investment in the infrastructure. Selectman Brown said he is trying to contact Peter Bates from Weaver Bros. Construction to be a member as well.
- C. Members of the Committee so far are Selectmen Dabuliewicz, DPW – Tim Allen, Alfred Hanson – Budget Committee, Peter Bates – public member and a member from the Planning Board.

11. Red Chimney Road

- A. The Town Administrator said he is still trying to talk to Mona Reese at the Department of Environmental Services lab. He created a spreadsheet of all the testing and the results and this is what he wants to go over with Mona as well as following up on some other items. He would like to hear DES's interpretation of the results over the time period. The Town Administrator still feels it boils down to several sources that can get into a dug well and there may not be a cause of relationship directly with whatever road work was being done. Any road bed work is going to change the ground water flow.
- B. Chairman Carson said he spoke with Health Officer Paul DiGeronimo who said the discussion he had with DES said the road project would not have been a source of e-coli going into the dug wells on Red Chimney, this needs to be reaffirmed. The Town Administrator said that's what he is looking to do by talking with DES.

12. Sealed Nonpublic Minutes – Motion to Unseal

Selectman Brown moved to unseal nonpublic minutes dated February 24, March 17, October 8, October 20 of 2015 and January 19 and February 2 of 2016. Chairman Carson seconded the motion, Selectman Dabuliewicz abstained, motion passed 2-0.

13. Town Administrator's Report

Roundabout Design: The Ad for Request for Bids has been submitted to the Concord Monitor and will run on Monday, April 18. Gene has submitted final plans and contract documents for the Roundabout on their bid portal and will be announcing this project to a full list of viable contractors on-line. The Selectmen's office has received a print copy of the final plans and contract documents for public viewing. Gene has submitted a revised maintenance agreement between the State and the Town for the Roundabout, which I have forwarded to Tim Allen for review. Gene is waiting for the construction easement from McDonalds Corp.

Bartlett Loop: The Selectmen's office has received a letter from NHDOT stating that the Bartlett Loop Bridge has been inspected and found acceptable. I sent a "follow-up" email to Nancy Mayville at NHDOT our request to NHDOT for reimbursement and will contact her office again in the next week.

Health Officer: Paul DiGeronimo, our Health Officer, submitted a letter stating that he does not want to serve another term as Warner Health Officer. The letter is in the selectmen read file. Mary will be placing a notice of this open position on the town website.

Town Hall: All-ways Accessible, Inc. made a site visit today to review the current handicap lift to consider providing a bid to install the new lift. To date, we have 2 site visits from potential vendors. A request for bids for the installation of the handicap lift and a request for bids for construction /site preparation will be developed for Board review by next meeting. It may be necessary to hire a structural engineer to inspect the present shaft to determine if it meets the required specifications for a new lift.

Sutton Board of Selectmen: The Town Administrator in Sutton contacted me about setting up a meeting of the 2 Boards of Selectmen in May to discuss the boundary issue at Warner Town Forest and to discuss a perambulation plan for the shared town boundary. Sutton Select Board meets on Mondays at 4 pm.

NHDOT: The Selectmen's office received a letter from the NHDOT District 5 office announcing paving plans in Warner for the coming season. The State plans to pave/skim their portions of Pumpkin Hill Rd and Kearsarge Mountain Road. The letter is in the Selectmen's read file.

14. Budget Process Work Session

The Selectmen will meet on Thursday, April 21 beginning at 10:00 am to have a discussion amongst themselves regarding the budget process.

15. Waterloo St. Environmental Assessment

- A. Sanborn Head has done the phase I work which is historical research on the property. The report was completed and is ready for the Board to read and along with the report is the proposal for phase II which will include soil and well testing. Sanborn Head will wait for any comments from the Board before submitting the report as a final draft to DES.
- B. The Selectman's office completed some research about the status of a septic system on the site and found no records. Martha Mical said two names, Ali Mock and Fay Vadnais, were provided as a source of history and neither of them were contacted. Martha M. said it irritates her that we pay good money and they (Sanborn Head) do a half --- job. She is sure Ali Mock can provide information regarding the septic system on that property. The Town Administrator will forward those names onto Sanborn Head. Marianne Howlett asked Fay Vadnais who was in the audience if Sanborn Head approached her. Fay said she only received a call from the Selectman's secretary who had a couple of questions and Fay said if she was paying Sanborn Head she would be referring them back to the state because that's who should be doing this research. Fay said the preliminary report has some mistakes, she wonders what is being paid for. The Town Administrator said the report is preliminary, a draft, about what they were able to find from the state and local level and they are saying the data is limited. He's not sure why they didn't contact those names, he personally filled out an assessment survey about the property and their report is only going to be as good as the information they can find.
- C. Selectman Dabuliewicz is wondering why Sanborn Head spent more on phase I. The amount for phase I is supposed to be \$4,200 and they spent \$5,500 and he is wondering how that was done. And in light what has been said tonight about the lack of thoroughness concerns him even more.

16. Meeting Minutes

Selectman Brown moved to approve meeting minutes dated March 16, and April 4. Selectman Dabuliewicz has some minor grammar changes on March 29 public and nonpublic which he will forward onto the secretary. Selectman Dabuliewicz seconded the motion, motion passed 3-0.

17. Manifest

Selectman Dabuliewicz moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 4107 ~ 4123 in the amount of \$32,150.41 (including 23 direct deposits) and Accounts Payable check numbers 52159 ~ 52209 in the amount of \$2,17974.18 (a check to KRSD in the amount of \$94,692.67 is included). Selectman Brown seconded the motion, motion passed 3-0.

18. Consent Agenda

Selectman Brown moved to approve the consent agenda for April 12, 2016.

- Intents to cut all previously signed for:
 - Map 7 Lot 60
 - Map 11 Lot 34
 - Map 20 Lot 20
 - Map 8 Lot 18
- Timber Tax Levy for \$67.82 that was previously signed
- Building Permits for:
 - Map 10 Lot 46 (previously signed)
 - Map 17 Lot 008
- Intent to Excavate for Map 7 Lot 60 (previously signed)
- MS-232 Report (previously signed)
- Cemetery Deed (previously signed)
- Application for tax exemptions:
 - 2 Veteran's for Map 13 Lot 29-2
 - Solar for Map 14 Lot 29-1-4
- Current Use Application for Map 11 Lots 5,6 & L6-1
- Junk Yard License for Harry Heselton and Wade Locke

Chairman Carson seconded the motion, motion passed 3-0.

19. Selectman's Other Business

- A. Selectman Brown said a question that needs to be addressed for the Fire Station Building Review Committee is how are we going to approach the next building design. Are we going to hire an architect or a design build. He said Jonathan Halle from Warren Street Architects who designed the building we have design plans for is requesting that he provide a presentation about how the current design could be utilized. Selectman Brown is suggesting to ask Johnathan to attend a Selectman's meeting inviting the Fire Station Building Review Committee and another meeting with North Branch Construction for design/build presentation. He said the Board needs to make this decision because he can't go much further with the committee until then.
- B. Selectman Brown has been working with the DPW regarding the Simonds School project, he would like the Board to review the proposal created by the DPW. Selectman Brown will also contact the school about the type of building they want.
- C. Selectman Dabuliewicz made a draft charter for an Economic Development Committee for the Board to review and would like further discussion at the next Selectmen's meeting. Chairman Carson said he read it and his questions are, the committee membership needs to be identified and looking at previous studies such as the Charrette may be included in the charter.
- D. Chairman Carson said he met with Tyler McIiver and Bob Bower about the Town Hall front lawn and talked about options to make the lawn serviceable. Tyler will be submitting a quote for the Board to consider which will include tree trimming, soil preparation and irrigation. Selectman Dabuliewicz asked what part of the budget will the money come from? Chairman Carson said there is a Beautification Fund and there might be some private donations.

20. Appointments to Boards/Commissions

- A. Selectman Dabuliewicz asked to address the appointments to committees. He said he spoke with Ben Inman about moving up to a voting member on the Planning Board, Ben is currently an alternate and has the skills the Board has been looking for and recommends moving Ben up. Selectman Dabuliewicz also recommends reappointing Peter Anderson as an alternate on the Planning Board.

Board Action

Selectman Dabuliewicz made a motion to move Ben Inman from alternate to voting member on the Planning Board for a 3 year term. Reappoint Peter Anderson as a Planning Board Alternate for a 3 year term and appoint Darryl Parker as a Planning Board Alternate for a term that will end in 2017. Selectman Brown seconded the motion, motion passed 3-0.

Selectman Dabuliewicz moved to appoint Alice Chamberlin as a full member on the Conservation Commission for a 3 year term. Conservation Commission Chair told Selectman Dabuliewicz that the Commission alternates were not interested in becoming full members at this time and that Alice has been a former member and has credentials in the environmental field. Selectman Brown seconded the motion, motion passed 3-0.

21. Nonpublic Session

Selectman Brown moved to go into nonpublic session at 6:23 pm under RSA 91-A:3 II (d), consideration of acquisition, sale or lease of real or personal property. Motion was seconded by Chairman Carson. A roll call vote was taken: Selectman Carson – yes, Selectman Brown – yes, Selectman Dabuliewicz – yes.

Present: Selectman Clyde Carson – Chairman, Selectman Allan N. Brown, Selectman John Dabuliewicz, Jim Bingham – Town Administrator

Chairman Carson moved that this nonpublic session adjourn at 6:31 pm, seconded by Selectman Brown. A roll call vote was taken: Selectman Carson – yes, Selectman Brown – yes, Selectman Dabuliewicz – yes.

22. Seal and Restrict

Chairman Carson moved to seal the April 12 nonpublic meeting minutes for 1 year. Selectman Dabuliewicz seconded the motion, the motion passed 3-0.

23. Adjournment

A motion was made and seconded to adjourn at 6:31 pm.

Board of Selectmen
Clyde Carson
Allan N. Brown
John Dabuliewicz

Recorder of the minutes: Mary Whalen