



**Warner Board of Selectmen
Meeting Minutes
Tuesday, May 10, 2016
APPROVED**

Selectman Carson opened the meeting at 6:05 pm.

In attendance: Selectman Clyde Carson - Chairman, Selectman Allan N. Brown, Selectman John Dabuliewicz

Others present: John Leavitt, Micheal Simon, Lois Lord, Brian Monaghan, Martha Mical, Judy Newman-Rogers, Bill Chandler, Ed Raymond, Tim Allen, Jonathan Lord, Dakota Poole, Tristan Deking, Tim Grant, Kevin Leonard, Jeff Lewis, Barbara Annis

1. Library – LCHIP Update

- A. Michael Simon, Pillsbury Free Library Trustee, reported masonry work is underway at the Library. There will be masonry work being completed for the next 4 or 5 weeks and then finished up in the fall. Because of the historical nature of the building it's important not to damage the historic aspect of the building materials, modern techniques cannot be used in this circumstance.
- B. On May 30 the gutter and slate work will begin and is expected to take about 4 or 5 weeks.
- C. Repair work on the windows has already started.
- D. The drainage work being completed by the town is being coordinated. The goal is to have all the work completed by Fall Foliage Festival.

2. New Fire Fighters

- A. Lieutenant Brian Monaghan introduced two new fire fighters that have been voted on by the department, Dakota Poole and Tristan Deking both have been on the crew for about 8 months. The Board thanked Dakota and Tristan for meeting with the Board and for volunteering.

3. Northpoint Engineering

- A. Jeff Lewis introduced Tim Grant and Kevin Leonard who are all from Northpoint Engineering which is located in Pembroke NH and has been in business for 12 years. Jeff provided a history of their experience and the services they provide.
- B. John Leavitt asked Northpoint if they have any stats on their projected cost of a project versus the final cost of the project. Jeff said their track record is pretty good.
- C. Selectman Brown asked if a town uses you as an engineer for all its services is it cheaper to do it that way than it is to individualize each project, to be the engineer of record. Jeff said they have established relationships with a couple of towns, Litchfield, New Boston and some towns they have on-call arrangements where they try to meet everyone's needs. The firms strength is that they are small and can accommodate needs more quickly than larger firm's.

4. Transportation Advisory Committee Update

- A. TAC member Barbara Annis reported the various Planning Commissions, the state and the Metropolitan Planning Organization will be doing transportation planning for the state. Concord regional is asking for input from this area. Chairman Carson asked how this dovetails with the current 10 year transportation plan. Barbara said it doesn't, has nothing to do with it, this is strictly looking at all the communities within the Central NH Planning Commission. Barbara is asking for some space on the website to display information for about a week or so. The Board asked Barbara to forward the information she wants to place on the website.

5. Police Department Report

- A. Police Chief, Bill Chandler, reported he is still waiting on a bid for the surveillance system. The new cruiser is complete and on the road. There will also be a 5K road race this weekend during Spring into Warner, 2 cruisers will be on the detail.

6. Public Hearing – Gift of Firearms from Sturm-Ruger

- A. Public Hearing opened at 7:00 pm.
- B. Police Chief, Bill Chandler, explained Sturm-Ruger in Newport a couple of months ago invited the department to attend a demonstration on their latest technology in firearms related to law enforcement. Sturm-Ruger offered to supply the Police Department with all new firearms at no cost. Bill said this is a great opportunity for the department because the worth of these firearms is a little over \$16K. Bill said the Selectmen were briefed about this gift last month prompting this hearing was scheduled.
- C. Bill said there's another part the Selectmen need to approve which is a buy back program. Often times when firearms are changed the officers are given the opportunity to do a buy back program where they would purchase back their currently issued firearm. Bill said in doing the buy back program they would go to a Federal Firearms License dealer so the serial numbers of those firearms will come back to the owner not the Town of Warner.
- D. Chairman Carson opened the hearing for public comments.
John Leavitt: What about the firearms that may not be purchased back or do you anticipate all will be bought back. Bill said yes.

Martha Mical: What happens if you get the new firearms and then the officer leaves, who gets the gun. Bill asked do you mean the firearm they carry on the force? Martha said yes. Bill said they don't own them, they will be registered to the Town of Warner, and they stay with the town.

Selectman Dabuliewicz: How's the buy back price set. Bill said the buy back price is about \$250 to \$275, we had discussed at last months meeting the purchase price for the individual officers to be \$250 because when we go to the federal firearms licensing to have these personally owned each officer pays the dealer a \$25 service fee. Selectman Dabuliewicz asked what would we do with the guns that were not purchased. Bill said we would retain them and house them in the armory.

- E. Chairman Carson closed the public hearing.

Board Action

Selectman Brown moved to have the Board of Selectmen accept a gift of 6 new law enforcement/military grade service firearms, 6 off duty service firearms and 3 tactical rifles from Sturm-Ruger Company Incorporated and the Board send a formal letter of thanks for the generous contribution. Selectman Dabuliewicz seconded the motion, motion passed 3-0.

Selectman Dabuliewicz moved that the Board of Selectmen grant the current Warner Police Officers the option to participate in the buy back program that relates to the current issued firearms owned by the Town of Warner. Proceeds from the sale of these firearms will go to the town's unassigned fund balance. The estimated buy back price per firearm is \$250 and the officers will pay the \$25 NH registration transfer fee for each firearm that's purchased. Selectman Brown seconded the motion, motion passed 3-0.

7. Zoning Board of Adjustment

Board Action

Selectman Dabuliewicz moved to reappoint Beverly Howe as an alternate member on the Zoning Board of Adjustment for a 3-year term (2019). Selectman Brown seconded the motion, motion passed 3-0.

8. Selectmen's Project List

- A. Chairman Carson suggested a quick status report on the project list at each meeting to make sure things are moving along. The Board agreed to the status report.
- B. Selectman Brown will be meeting with the Town Administrator to put together a presentation to the School Board for the lot line adjustment. Once everything is in order with the school the project will then go to the Planning Board for the lot line adjustment. Selectman Brown would like to see the work completed during the summer.

- C. Chairman Carson said proposals for the handicapped lift have gone out.
- D. Selectman Brown said he is obtaining proposals for a property, topographical and geotechnical survey for the new fire station site.
- E. Chairman Carson reported the bids received for the roundabout came in higher than what was originally budgeted for the construction phase. The engineering firm will be submitting a report and options for the town. A future meeting will be scheduled. The bids came in about \$135K to high. The towns portion from that \$135K is about \$45K.

9. Town Administrator's Report

#2 Waterloo St Environmental Assessment: Scott Nerney reported that he followed-up with Ali Mock and Alan Piroso as requested. They provided Scott with information regarding past practices/activities at the site. Sanborn Head has incorporated that information into the Phase I Report and also used it to adjust some of the proposed drilling locations in the Phase II work scope. Their word processing folks are working to have a pdf of the document prepared and will provide the Town with a link to the final Phase I Report and Phase II work scope this week. Scott will also submit a copy to NHDES on behalf of the Town.

Bartlett Loop: I called the NHDOT Office of Planning and Community Assistance again and they will process the reimbursement payment this week. The Town will need to release the retainage amount to Morello Construction, Inc. as soon as it can and NHDOT will reimburse their share of the retainage once it receives confirmation of the release of these funds.

Town Hall: We have an individual doing the custodial duties at the Town Hall under the town workfare program. I confirmed with Property Liability Trust, Inc. that this person is covered under the workers comp. insurance in accordance with RSA 281-A:2. VII.(b).

Emergency Management: The Dept. Heads are scheduled to meet on Thursday May 19 at 8:30 am to work on the Emergency Operations Plan, particularly to revise the resource inventory listing. Ed Mical and I plan to use time at upcoming dept. head meetings to review and provide additional detail to aspects of the plan as needed.

Public Works Dept.: Tim reported that the section of Pleasant Lake Road near the gravel pit has been reconditioned and is ready for hot top. The crew is conducting some work on a section of Waldron Hill Road to make it ready for second coat of hot top. Reclaiming of gravel pit is continuing.

Almoners of the Foster Currier Funds: On Monday, May 9, I met with the almoners to discuss how the Town Welfare program and the Almoners can coordinate efforts to more efficiently meet the needs of applicants seeking financial assistance. April tends to be a busy time for receiving applications for assistance as the winter ban of shutting off electric service expires.

10. Meeting Minutes

Selectman Brown moved to approve meeting minutes dated March 29, March 29 nonpublic, April 12, April 12 nonpublic and April 21. Selectman Dabuliewicz seconded the motion, motion passed 3-0.

12. Consent Agenda

Selectman Brown moved to approve the Consent Agenda for May 10, 2016:

Building Permit for:

- o Map 10 Lot 96 (previously signed)
- o Map 8 Lot 6-65 LAT

Intent to Cut for:

- o Map1 Lot 11 (previously signed)
- o Map 20 Lot 19-2

Heavy Hauling Permit for Hoyt Lane

Selectman Dabuliewicz seconded the motion, motion passed 3-0.

13. Town Hall Front Lawn

- A. Chairman Carson is championing the refurbishing of the Town Hall front lawn. The half circle would be redone with sod, re-seeding the side area, the spruce would be removed and a discussion needs to take place about the 2 oak trees. The thought is to replace them with smaller stock that's more suitable. Costs have been obtained that includes irrigation.
- B. Funding for this project will come from the Beautification Fund, private donations and a request will be submitted to the Nancy Sibley Wilkins Fund.
- C. Selectman Dabuliewicz said the goal is not to use any money from the operating budget. Chairman Carson said yes. Selectman Dabuliewicz asked the maintenance of the project will need to be built into the operating budget next year? He also said the tree that will be coming down is actually on Jere Henley's property. Selectman Brown said Jere will be more than happy to have that tree removed. Selectman Dabuliewicz said the point he is getting at is the town for many years has been able to use Jere's property for the Festival, is there some way the town can obtain that guarantee moving forward after the tree is removed, especially if the property changes hands, that's his main concern.
- D. The Board agreed the oak trees need to be replaced with a slow growing smaller tree. For the lawn to be successful the oak trees need to be removed.
- E. Tim Allen recommended extending a walkway to the east side entrance as well. At Town Meeting time he typically plows that area out and if the lawn is redone he doesn't want to damage the area.
- F. The Board will review what funding resources are available at their next meeting.

14. Personnel Policy

- A. Selectman Dabuliewicz said there will be proposed changes in the first 4 sections of the personnel policy, mainly in the compensation area. His plan is to take the sections when they are ready and share them with the Board and the departments at the same time to receive input.

15. Economic Development Committee

- A. Selectman Dabuliewicz reported he is recruiting potential members for the EDC. The Planning Board recommended Peter Anderson to be their representative on the EDC. Selectman Dabuliewicz does have some resume's from the potential members and he asked if he should continue to gather resume's from everyone to share with the Board before an interview takes place? How does the Board want to handle the appointment process. The EDC will consist of 7 members. Chairman Carson recommended circulating the names and if there is someone the Board is not familiar with then they will meet with them.
- B. Selectman Dabuliewicz created an Economic Development questionnaire that will be inserted with the tax bills. The questionnaire will also be placed on the website for those who do not receive a tax bill.

16. 149 West Main St. (Fire Station Property)

- A. Parks & Rec grounds keeper, Alan Piroso, will keep the property mowed during the growing season.

17. Manifest

Selectman Dabuliewicz moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 4137 ~ 4162 in the amount of \$32,426.54 (including 23 direct deposits) and Accounts Payable check numbers 52266 ~ 52311 in the amount of \$188,649.55 (includes a check to KRSD for \$94,692.66). Selectman Brown seconded the motion, motion passed 3-0.

18. Nonpublic Session

Chairman Carson moved to go into nonpublic session at 8:06 pm under RSA 91-A:3 II (a), compensation. 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, Tim Allen

The Director of Public Works, Tim Allen, is recommending a wage increase for Rick Bixby. Rick is Tim's right-hand man and has taken on a lot of the mechanical work as well. Rick is now making \$17.86. Tim was hiring 2 years ago at the \$17.50 rate. Tim feels Rick's pay rate is for someone who has been working for 6 months and is recommending a \$1.00 increase for Rick, this would put him more in line with the rest of the crew and he will be compensated for stepping up doing the mechanical repairs. The Board agreed with Tim's recommendation and will direct the Town Administrator to process the \$1.00 increase effective May 8.

Chairman Carson moved to close the nonpublic session adjourn at 8:19 pm, seconded by Selectman Brown. A roll call vote was taken: Selectman Carson – yes, Selectman Brown – yes, Selectman Dabuliewicz – yes.

Board Action

Selectman Brown moved to approve a wage increase for Rick Bixby in the amount of approximately \$1.00 with the Town Administrator making the proper adjustment to grade and step on the wage scale effective May 8, 2016. Chairman Carson seconded the motion, motion passed 3-0.

17. Adjournment

A motion was made and seconded to adjourn at 8:21 pm.

Board of Selectmen
Clyde Carson
Allan N. Brown
John Dabuliewicz

Recorder of the minutes: Mary Whalen