



**Warner Board of Selectmen
Meeting Minutes
Tuesday, May 24, 2016
APPROVED**

Selectman Carson opened the meeting at 6:04 pm.

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

Audience Attendance: David Hartman, Martha Mical, Barbara Annis, John Leavitt, Varick Proper

1. Town Hall Handicapped Lift

- A. The Selectmen opened bids for a new lift:
- Accessibility Systems for \$26,652
 - All-Ways Accessible for \$29,570.40
- B. The bids will be reviewed to make sure they meet the necessary specs.

2. Odd Fellows Building

- A. The Town Administrator said he has one proposal from an environmental engineer regarding the removal of the contaminated soil. He has also contacted a second source and is waiting to hear back. The role of the engineer is that of overseeing the proper removal of the soil. Once a second proposal is received the Town Administrator would like the Board to award the role to one of the two engineers. They will also help in writing the RFP for qualified contractors to remove the soil and will also assist in identifying facilities that will accept the soil for disposal.
- B. Selectman Brown is still working with the school district regarding the retaining wall and the storage building. He will email the Board with the costs for review and then he will contact the Facility Manager at the school district for further direction.
- C. Chairman Carson asked if there is a status report regarding the proposed developer (Bob Irving) of the building and as of this date nothing has been heard. The Town Administrator said that Bob Irving was supposed to keep the Board informed via email and he has not heard anything in several weeks. He will contact Bob for a status report. Selectman Brown reminded the Board that there is still someone else interested in the building if Bob does not come through. The Town Administrator said he is also obtaining demolition costs.

3. Town Hall Front Lawn

- A. Chairman Carson said he put a request into the Nancy Sibley Wilkins Advisory Committee and it was turned down because the project is town project. Contributions have been received from the Farmer's Market, and he is expecting a couple more contributions. The irrigation costs, the installation labor has been donated as well. The low bid for the landscaping was for \$4,200 with a \$500 donation off of that cost.
- B. Chairman Carson would like to see this project completed this year along with taking down the trees which will be completed by the town crew.
- C. The Board will direct the Director of Public Works to take care of the municipal landscaping upkeep.
- D. Currently there is \$3,000 from the Beautification Fund and \$500 from the Farmer's Market, another \$700 is needed to complete the project.
- C. The condition of the police station lawn was also noted and it was recommended to have the soil tested to see what is lacking, there may also be a grub problem.

4. Roundabout

- A. Chairman Carson said the Board met last week and put together a game plan on how they want to get the project done. First step is approaching Market Basket for a donation to help cover the town's portion of the extra cost (\$48K). The town is seeking legal advise as well to see if the town is legally bound not to go beyond the \$735,000. The Town Administrator checked to see if the money can be encumbered for 2017 and he has received word from the Department of Revenue that it can happen without a contract at a duly noticed meeting.
- B. Martha Mical asked if the state will be able to keep the money available for the roundabout. Chairman Carson said he spoke with Bill Watson from the state who indicated the state will work with the town to keep the money available.
- C. Barbara Annis said she knows there are times you can exceed the budget and she's not sure if it is the operating budget or the bottom line minus encumbrances by 10%. By putting in the total amount that the town is over does that exceed the 10% and the second thing is the Market Basket money coming into the towns general fund or directly to some part of it. Chairman Carson said if Market Basket is inclined we will work through those details. Barbara said the sidewalks will cost \$50K, that could be removed from the project. Chairman Carson said it doesn't do it, if you take out \$50K and the state's 2/3rds that leaves \$15K for the town.
- D. Martha Mical asked if Market Basket donates will the state claim 2/3rds of that? Selectman Brown said we still have time to re-bid the project as well.

5. Economic Development Advisory Committee

- A. The Board discussed that the committee would work for a year and then the Board would look at the progress made and then decide the future direction of the committee.

Board Action

Selectman Dabuliewicz recommends and moved that the Board appoints for one year the following to the Economic Development Advisory Committee. Charlie Albano as Chair, Peter Anderson, Ginger Marsh, Darryl Parker, Aedan Sherman, Christine Frost, Joe Mendola and Mike Amaral. Selectman Brown seconded the motion, motion passed 3-0. Selectman Dabuliewicz will act as the liaison.

6. Police Department

- A. A revised quote is being obtained for the surveillance system.

7. Personnel Policy

- A. Selectman Dabuliewicz said he will probably have something ready for the next Selectmen's meeting.

8. New Fire Station

- A. Selectman Brown reported North Branch Construction provided a presentation on three methods of construction delivery. The committee will be meeting on June 1 and he is waiting for one more quote for a geotechnical survey.

9. Town Administrator's Report

Bartlett Loop: The Town received a letter from NHDOT today informing the Selectmen's Office that the town will be reimbursed in the amount of \$132,731.12, with the payment made in about 3 weeks. The total cost of the project is calculated at \$339,400.78, which includes the preliminary engineering of \$39,858.38. To date the town has received \$138,789.50 in advances and reimbursements. I will be reconciling these amounts to the town's payment records.

Town Hall: The town hall is being prepped for Memorial Day ceremonies. The fountain's electric switch box has been moved to avoid damage by water. The switch box was often found wet in its present location in the base of the fountain causing a dangerous condition.

Emergency Management: The Dept. Heads met on Thursday, May 19 at 8:30 am to work on the Emergency Operations Plan, particularly to revise the resource inventory listing. The Dept. heads and volunteers plan to meet frequently to review and provide additional detail to aspects of the plan as needed in order to meet the Sept. completion deadline.

Public Works Dept.: Tim reported that 2 projects of the maintenance and construction season have been completed; the section of Pleasant Lake Road near the gravel pit has been reconditioned and paved. The remaining section of Waldron Hill Road was reclaimed and the base hot top was laid. The finish coarse of hot top on Waldron Hill will be done in late September. The improvements to the construction demo area at the Transfer Station is underway and should be complete by next week.

Internet Technology: At Dan Watts's recommendation the town offices has converted its file backup with Carbonite. As the memory space needs of departments increased, Dan found that the cost of converting the file back-up service from Spider Oak to Carbonite would save the town money while accommodating for increased space needs in the future.

2 PCs in the department will be upgraded with Lenovo micro towers. Dan will upgrade the memory of the older Compaq computers. One of the computers will remain at PD and will be used for intakes during arrests and the other computer will be set up at the transfer station.

Police Dept: Some damaged heads on the outside sprinkler system have been repaired and the system is now on a timer.

10. 2016 Tax Warrant

Board Action

Chairman Carson moved to approve the warrant to collect taxes in the amount of \$3,770,338.58 with interest at 12% after the first day of July next on all sums not paid on or before that day. Furthermore, per the vote of the Selectmen in 1989 any interest in the amount of \$5.00 or less may be abated at the time of payment. Selectman Brown seconded the motion, motion passed 3-0.

11. Uniforms for Public Works Department

A. The Town Administrator explained with the current uniform provider, Clean Rentals, the weekly cost for uniforms is \$157.00, with the re-negotiated contract the cost would be \$104.00 per week. Uni-First uniforms weekly cost is \$91.37. After reviewing both providers the Director of Public Works would like to use Uni-First and the Town Administrator recommended the Board approve this request to enter into a 3 year contract which includes insurance.

Board Action

Chairman Carson moved to accept the contract with Uni-First Corporation for 3 years as presented for uniforms at the Public Works Department. Selectman Dabuliewicz seconded the motion, motion passed 3-0.

12. Letter to Sturm Ruger

A. The Board approved a thank you letter to Sturm Ruger for their donation of firearms.

13. Health Officer

Board Action

Selectman Dabuliewicz moved to appoint Peter Wyman as Health Officer for a three-year term. Selectman Brown seconded the motion, motion passed 3-0.

14. Minutes

Selectman Brown moved to approve meeting minutes dated April 26, May 5, May 10, May 16. Selectman Dabuliewicz seconded the motion, motion passed 3-0.

15. Manifest

Selectman Dabuliewicz moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 4163 ~ 4177 in the amount of \$32,421.48 (including 20 direct deposits) and Accounts Payable check numbers 52312 ~ 52357 in the amount of \$92,960.06. Selectman Brown seconded the motion, motion passed 3-0.

16. Consent Agenda

Selectman Brown moved to approve the consent agenda for May 24, 2016.

- Building Permits for:
 - Map 15 Lot 48-1 (previously signed)
 - Map 13 Lot 27
 - Map 14 Lot 51
- Timber Tax Levy in the amount of \$10,362.43 & \$9,700.24
- Warrant for the Collection of Gravel Pit Excavation Tax in the amount of \$245.50
- Waterloo Cemetery Deed for Frank Davis (previously signed)

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

17. Other Business

- A. Barbara Annis said last year the Board started a Website Committee, they met twice and that was it, nothing was developed. Is this something the Economic Development Advisory Committee will take over and design the website? Chairman Carson said the last meeting of the Website Committee said there really should be an Economic Development Committee in place so it works hand in hand and he would be happy to work with them. Barbara said the town website is lacking something.
- B. Chairman Carson said there was an announcement from D.O.T that there will be Traffic Alternative grants available, there's a \$5,000,000 pool. Barbara Annis said she will try to obtain some information.
- C. Chairman Carson said he will hold up sending a letter to Market Basket until attorney advise is received about the roundabout.

18. Adjournment

A motion was made and seconded to adjourn at 7:15 pm.

Board of Selectmen
Clyde Carson
Allan N. Brown
John Dabuliewicz

Recorder of the minutes: Mary Whalen