



**Warner Board of Selectmen  
Meeting Minutes  
Tuesday, June 21, 2016  
APPROVED**

Selectman Carson opened the meeting at 6:00 pm.

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

Others present: Tim Allen – DPW, Martha Mical, Varick Proper, Lois Lord, John Leavitt, Marianne Howlett, Barbara Annis

**1. Highway Department**

A. North Village Road Culvert: Director of Public Works, Tim Allen, said doing a patch on the culvert pipe on North Village Road will add another 15 years to the structure. He said if he can hire someone to complete the proper permitting and a plan to work with, we can complete the work ourselves at a cost of about \$35K. Tim feels it makes more sense to do the work in-house versus paying out \$60K plus fees. Tim would prefer to instead complete the repair in-house then get on the Bridge-Aid program and see if the bridge can be worked into the road schedule for the next 10 – 15 years.

Tim said what bothered him about the presentation by Holden Engineering is he couldn't get a straight answer whether the plan Holden was going to do and present us was going to enable us to use it to go forward with something other than shock-crete. Chairman Carson asked if Holden did this project does he guarantee it for a period of time. Tim said the only thing any of them have told him is the treatment will extend the life of the pipe 15 – 18 years. Selectman Dabuliewicz said so the answer to the question is there are no guarantees. Tim said he doesn't believe so.

Chairman Carson asked if this culvert is on the red list. Tim said the culvert is on the red list for other reasons, such as the guardrails. Tim said what he has been told is the pipe is a half way decent structure, if the lining is replaced on the bottom, the structure will be good for another 10 – 20 years. Chairman Carson asked if those other red list items would be addressed at the same time. Tim said no, if we do the lining the culvert will still be on the red list. Selectman Brown clarified by putting a new bottom in, the culvert will be removed from the red list. Selectman Dabuliewicz asked without the bottom being repaired how long will the culvert last. Tim said he doesn't have any idea. Selectman Brown agrees a new bottom is needed now because it's going to take 10 years to get on the Bridge Aid List.

Tim said Holden originally quoted \$12K - \$15K to do the permitting and \$20K - \$25K to do the rest of it. Holden is suggesting the Highway Department would do the work and for \$13K, and then Holden would come and spray it. Tim said doing it that way the town would have at least \$30K have dirt work cost. Originally the project was planned for \$35K. Chairman Carson asked Tim for his recommendation. Tim recommends going with an engineering firm for design and permits and then the Highway Department handles the rest of it. Selectman Brown would like Tim to approach Holden again and ask if they do the engineering will Tim be able to use it. Tim agreed he will contact Holden.

B. Excavator: Tim said he is having issues again, with the travel and loss of hydraulics. He asked do we continue and try to remedy the issue or do we abandon ship and do something different. Tim said he has had 3 people look at it and know one can find the issue, it happens and by the time someone is there to try to remedy it, it cools off and goes away. Tim said he doesn't want to lose the excavator, but it's to the point where it's not efficient, it's time to begin thinking, get rid of the excavator and purchase a loader/back-hoe. Or get a loader/backhoe and garage the excavator for the winter and tinker on it to be ready for sale in the spring.

Chairman Carson asked if the excavator is garaged what do we do for the rest of the season? Tim said a decision will need to be made, either buy one or lease/rent one. Selectman Brown suggested researching a lease option for an excavator and a loader/back-hoe which is on the CIP replacement schedule. Tim will be ready for the next Selectman's meeting on July 5.

- C. Project Schedule: Tim needs confirmation on the drainage work scheduled on Waterloo St.. Confirmation to complete the project was provided by the Board.

Other projects include drainage work at the Library, Town Hall front lawn, the school project, Waterloo drainage, the demo project at the Transfer Station is almost complete and as much maintenance as possible.

Chairman Carson said once the funding is secured for the Town Hall front lawn he would like a time-line. The idea is to have the sod established in time for Fall Foliage Festival. The Board told Tim to remove the trees the way he is most comfortable with. Chairman Carson asked the Board members if they are in favor of removing the trees in front of the Town Hall: Selectman Carson – yes, Selectman Brown – yes, Selectman Dabuliewicz – no.

#### **Board Action**

Chairman Carson moved to provide the wood from the trees coming down to the wood bank. Selectman Brown seconded the motion. Motion passed 2-1.

Projects completed so far are:

- Pleasant Lake Road is complete
- Waterloo Bridge will be complete the end of this week
- Waldron Hill is done except for the top coat from top to bottom
- Gravel crushing is done
- One Mack has had an under coating applied

- D. Waterloo Bridge Damage: Tim said the bridge will be open on Friday. The damage was caused by an oversized vehicle going through the bridge. The Town Administrator reported that a likely individual has been identified, contact to trying to be made.
- E. Selectman Brown informed Tim that the School District approved the land transfer which involves a two-week project and that Tim should be ordering material.

#### **2. Town Hall – Handicap Lift**

- A. The Town Administrator reported the lift will be replaced beginning on July 15 and is expected to take about 4 days. Nate Burrington has been secured as the carpenter to do the finish work.

#### **3. Odd Fellows Building**

- A. Selectman Brown said now that the School District has approved moving forward with the lot line adjustment, the Board needs to determine how the land will be split between the Odd Fellows Building and the Town Hall. A surveyor needs to set the points. Planning Board action is also needed for the lot line adjustment.
- B. The Town Administrator will be presenting proposals from engineering firms at the next Selectman's meeting if not sooner.

#### **4. Roundabout**

- A. Chairman Carson reported that he received a call from Market Basket who has agreed to make a donation to the town in the amount of the extra amount the town needs from the low bid for the roundabout.

#### **Board Action**

Selectman Brown moved to accept the bid submitted by F. L. Merrill Construction Inc. in the amount of \$765,705.00. Selectman Dabuliewicz seconded the motion, motion passed 3-0.

- B. Chairman Carson also noted that McFarland Engineering has reduced their cost for Phase III from \$100K to \$70K.

#### **Board Action**

Selectman Brown moved to contract McFarland Engineering for phase III of the roundabout. Selectman Dabuliewicz seconded the motion, motion passed 3-0.

- C. John Leavitt asked if anyone has thought about what the condition of the road will be during Fall Foliage Festival? The Board expects the project to be completed by then.

#### **5. Economic Development Advisory Committee**

- A. Selectman Dabuliewicz reported the first meeting is scheduled for June 29 beginning at 7:00 pm. at the Town Hall.
- B. Chairman Carson reported the Energy Committee is formulating some input to the Economic Development Advisory Committee. Tax Collector, Marianne Howlett said the taxpayers have responded well to the Economic Development survey.

#### **6. Police Department Surveillance System**

- A. The Police Chief will be ready to present apples to apples quote at the next Selectman's meeting or sooner.

#### **7. Fire Department**

- A. Selectman Brown reported the Building Review Committee is looking into putting a cellar in that will hold all the mechanical's to save space. He also feels some money will need to be spent so the Board can be ready to present something to the public like a conceptual on what the building will look like and where the building will sit on the property. Chairman Carson recommends establishing a time-line. Selectman Brown agreed, but wants to wait until the Committee meets a couple more times.

#### **8. Personnel Policy**

- A. Selectman Dabuliewicz provided a draft of the first 3 sections along with an original version. What needs to be done is Chairman Carson and Selectman Brown need to read through the changes for future discussion.
- B. The question at this point is what would be the most effective way for the Board to go through the revisions, and discuss it, before moving the policy on to the Department Heads.
- C. The Board will meet on June 29 at 3:30pm to continue wage study discussions and to look over the revisions to the Personnel Policy.

#### **9. Town Administrator's Report**

Old Grade School: An analysis of the heating and ventilating system at the Old Grade School was completed by John F. Penny Consulting Services. The analysis revealed some positive recommendations for improving heat circulation and air flow in the building. The inspection disclosed the double boiler thermostat feedback system was not wired for optimal efficiency. A change on any thermostat in the building would activate the boilers to supply heat in all 3 zones rather than the zone that was calling for heat. We have obtained quotes for rewiring the double boilers and upgrading the vent fans to improve the recommended improvements. This work is part of the weatherization grant the town received from Community Development Finance Authority.

Town Hall: The installation of a new handicap lift is scheduled to begin on Friday, July 15 and is expected to be complete by the end of the following week. At my request John F. Penny consulting services has submitted a quote for mechanical consulting services for the Town Hall. Mr. Penny will fully investigate, evaluate and recommend mechanical system upgrades for the building. He will evaluate code requirements for mechanical systems and will discuss the systems operation with our facility supervisor. The quote for his services is \$1,200, I am recommending an analysis be conducted at the Town Hall to be sure the heating system is wired the most efficient way and any improvements to air flow that can be identified.

Martha Mical asked if the wooden doors from the lift installation will be saved. The Board said yes.

Because of the reports of gas odors, the stove in the kitchen at the Town Hall was evaluated. The technician reported that the stove is a high end commercial stove accustomed to working at or near capacity environments such as a restaurant, he feels the stove pilot lights do not need to be on and recommended the gas line be placed in the off position until it is ready to be used. New springs have been ordered for the two oven doors. Chairman Carson asked does the pilot lights need to be lit for each use? The Town Administrator said that is what the recommendation is, however, he would like a second evaluation. Barbara Annis recommended installing an alert system for when a pilot goes out. Marianne suggested contacting the vendor for a conversion kit.

32 Waterloo St. Site Assessment: The Selectman's office received a letter from NH Department of Environmental Services informing us that DES has reviewed the phase I environmental site assessment report and the updated phase II work scope on the former DOT maintenance lot. The letter cited some recommendations to Sanborn Head to address in the phase II work. Phase II work has begun with the written request being sent to the NH Division of Historic Resources for an evaluation of the site for historic value. Once this report is received the obtaining of more samples will commence sometime in early July.

Right to Know Request from the Concord Monitor: The information we had on hand was sent with doing a minimum of reworking spreadsheets. The information sent was the employee's name, job title, wage, total earnings for the year and hire date. Home addresses of the employees was not provided. Chairman Carson said the NH Municipal Association fielded several questions regarding the same request from several other towns and it was NHMA's opinion that employee home addresses is privileged information and doesn't have to be disclosed. Selectman Dabuliewicz said there is case law that could set precedent the other way.

**10. Capital Reserve Funds**

A. A formal directive needs to be read into the record. Martha Mical asked if all the money voted upon is going to the Capital Reserves or is just some of it. The Town Administrator said all that was voted will either be moved in July or December. It was discussed if the \$100K for the New Fire Station should be changed to July. It was decided to leave the schedule as is and if necessary move the money at a later date.

**Board Action**

Selectman Brown moved in accordance with the vote of the voters at the 2016 Town Meeting, the Warner Board of Selectmen direct the Treasurer to transfer the following funds from the general fund to the Capital Reserve Funds or other funds as identified below:

CAPITAL RESERVE FUND (CRF)	AMOUNT	DATE of TRANSFER
CRF for Property Revaluation (Art. 7)	\$ 25,000	Dec. 2016
CRF for purchase of Police Vehicles (Art. 8)	\$ 15,000	Dec. 2016
CRF for New Fire Station. Site and Design (Art. 9)	\$100,000	Dec, 2016
CRF for Fire & Rescue Vehicles ( Art. 10)	\$ 90,000	Dec. 2016
CRF for Fire Equipment ( Art. 11)	\$ 25,000	Dec. 2016
CRF for Hwy Road Construction (Art. 12)	\$ 10,000	Dec, 2016
CRF for Highway Equipment (Art. 13)	\$110,000	Dec. 2016
CRF for Hwy Bridge Repair/Replacement (Art. 14)	\$ 25,000	Dec. 2016
CRF for Hazard Mitigation at OFB (Art. 15)	\$ 25,000	July, 2016
CRF for Town Hall Improvements (Art. 16)	\$ 40,000	July, 2016
CRF for Preservation of Town Records (Art. 17)	\$ 10,000	Dec., 2016
Selectmen's Contingency Fund (Art.18) (RSA 31:98 - a)	\$ 10,000	July, 2016
CRF for Transfer Station Equipment (Art.19)	\$ 30,000	July, 2016
CRF for Library Building (Art. 20)	\$ 5,000	Dec. 2016
Conservation Commission Fund (Art. 21)	\$ 5,000	Dec. 2016

The Town Clerk asked to read which articles to be transferred because Articles 6, 18 & 21 were not specific to state the money would be funding a capital reserve, the funding for those three articles would come from the unassigned fund balance.

Chairman Carson moved to send the memorandum to the Treasurer and include it in the minutes as amended. Selectman Brown seconded the motion, motion passed 3-0.

**11. Investment Policy**

A. The Selectmen were provided a copy of the Investment Policy for their review, approval or changes will be made at the next Selectman's meeting. This is a policy up for annual review.

**12. Shared Services - Bradford**

A. The Town Administrator received a letter from the Town of Bradford expressing their interest in further discussion about shared services. The Bradford Selectmen would like to make arrangements to meet. The Town Administrator said he emailed Bradford's Town Administrator saying as good as these meetings are, there are ideas going in all directions and he suggested if the Board's are meeting again to focus in one particular area or come to an agreement with something that's easy to do such as combining our fuel needs for heating oil and propane. Another suggestion was to pick a particular Department and have the

Department Head at the meeting as well. Chairman Carson suggested meeting again this coming September and work up an agenda. However, the Board wants the Town Administrator to pursue joining with Bradford on the heating fuel bids.

### **13. Selectman's Other Business**

- A. Chairman Carson would like to see on-going project cost update at each Selectman's meeting.
- B. Selectman Brown said David Hartman contacted him about a free recycling trailer from Northeast Resource Recovery Association, there are two that are going to be given away and Warner has first refusal. The Board agreed to secure a trailer. The Town Administrator said a public hearing may be needed to accept the gift.
- C. Selectman Brown said he has asked the Energy Committee to provide a list of recommendations for the new fire station.
- D. Chairman Carson reported the Energy Committee has proposed an Energy Policy for the town and have asked the Selectmen to read the policy and consider adopting it. He asked for the policy to be placed on a future agenda.
- E. Chairman Carson said he will be attending a workshop on June 23 in Troy, NH on Complete Street Projects. He also put in some inquiries about the upcoming TAC grant which he would like to submit a letter of interest in time for July 1. His suggestion is sidewalks between the center of town down to Market Basket. Selectman Brown said he had worked on a similar proposal a few years ago.

### **14. Inventory of Taxable Property for 2017**

#### **Board Action**

Selectman Brown made a motion to not implement the P-28 form (Inventory of Taxable Property) for 2017. Selectman Dabuliewicz seconded the motion, motion passed 3-0.

#### **15. Minutes**

Selectman Brown moved to approve meeting minutes dated May 24, May 25, June 7, June 7 nonpublic and June 16. Selectman Dabuliewicz seconded the motion and provided some corrections to June 7, motion passed 3-0.

#### **16. Manifest**

Selectman Dabuliewicz moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 4197 ~ 4210 in the amount of \$30,951.85 (including 22 direct deposits) and Accounts Payable check numbers 52390 ~ 52445 in the amount of \$173,942.32. Selectman Brown seconded the motion, motion passed 3-0.

#### **17. Consent Agenda**

Selectman Brown moved to approve the Consent Agenda for June 21, 2016:

- Payment Plan Agreement for Map 7 Lot 70-3
- 2015 Abatement recommendation from M & N Assessing for Map 15 Lot 48-2
- Current Use Land Use Change for Map 15 Lot 37-3
- Tax Collector Abatement requests for Map 15 Lot 48-2 & Map 1 Lot 6-1
- Solar Exemption for Map 12 Lot 44-1 & Map 10 Lot 18-5
- Building Permits for:
  - Map 31 Lot 61
  - Map 16 Lot 007
  - Map 30 Lot 14
  - Map 11 Lot 64

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

#### **18. Dog Warrant**

- A. The Town Clerk presented a Dog Warrant for the Selectmen to sign. The warrant is a list of all the unlicensed dogs.

### **19. Odd Fellows Building**

A. At this time, 8:05 pm., the Selectman paused the meeting to go to the Odd Fellows Building.

### **20. Nonpublic Session**

Chairman Carson moved to go into nonpublic session at 8:30 pm. under RSA 91-A:3 II (c) reputation. Selectman Brown seconded the motion. 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 and Town Administrator Jim Bingham

Chairman Carson moved to come out of nonpublic session at 8:45 pm.. Selectman Dabuliewicz seconded the motion. Roll call vote was taken: Selectman Dabuliewicz – yes, Selectman Brown – yes, Selectman Carson – yes.

### **21. Seal and Restrict**

Selectman Brown moved to seal the June 21 nonpublic minutes under RSA 91-A:3 II (c) reputation for one year. Selectman Dabuliewicz seconded the motion. All were in favor the motion passed 3-0.

### **22. Nonpublic Session**

Chairman Carson moved to go into nonpublic session at 8:46 pm. under RSA 91-A:3 II (d) acquisition/sale of personal or real property. Selectman Brown seconded the motion. 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 and Town Administrator Jim Bingham

Chairman Carson moved to come out of nonpublic session at 9:16 pm.. Selectman Dabuliewicz seconded the motion. Roll call vote was taken: Selectman Dabuliewicz – yes, Selectman Brown – yes, Selectman Carson – yes.

### **23. Seal and Restrict**

Selectman Brown moved to seal the June 21 nonpublic minutes under RSA 91-A:3 II (d) acquisition/sale of personal or real property. Selectman Dabuliewicz seconded the motion. All were in favor the motion passed 3-0.

### **24. Adjournment**

A motion was made and seconded to adjourn at 916 pm.

Board of Selectmen  
Clyde Carson - Chairman  
Allan N. Brown  
John Dabuliewicz

Recorder of the minutes: Mary Whalen