



**Warner Board of Selectmen
Meeting Minutes
Tuesday, July 5, 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: Nancy Martin – Conservation Commission, Brian Hotz, Martha Mical, Ed Mical, John Leavitt, Tim Allen – Director of Public Works, David Hartman, Barbara Annis, Judy Newman-Rogers

1. Warner Parcels on State Surplus

- A. Conservation Commission Chair, Nancy Martin, met with the Selectmen to talk about 2 parcels that are available from the state list of surplus lots.
- B. One lot is located on Map 16 Lot 24 near Laing Bridge along the Warner River which is used by kayakers fisherman and is well vegetated. Nancy is before the Board to ask the town to consider the purchase of this lot for recreational purposes. Nancy said there may also be problems with the deed because there's a discontinued road. Nancy also said the state's condition is there will be guaranteed public access to the river. The state gives first option to the town, after that it goes on the open market.
- C. The second parcel is located closer to the rail trail at Bagley, Map 7 Lot 1. It's beyond the railroad trestle bridge down off of Route 103. It's landlocked, but it has a significant amount of river frontage. The piece is very attractive to the Conservation Commission to help protect the environment of the river. This piece is also the next essential step in the rail trail project. This parcel is also about 3 acres. The money to purchase these parcels would come from the Conservation Commission Fund. The next step would be to tell the state (DOT) that we're interested and that we need an appraisal. Brian Hotz said the Commission would draft a letter for the Selectmen to sign; the request needs to come from the Selectmen.
- D. Nancy asked about the state property on Waterloo St. The Town Administrator said the preliminary historical investigation is complete (phase I), next step will be the full assessment. Nancy said the people that work in the rails to trails are very interested in that site as a potential trail head.

Board Action

Selectman Brown moved to provide the Conservation Commission permission to write the letter of interest to the state DOT for Map 16 Lot 24 and Map 7 Lot 1. Selectman Dabuliewicz seconded the motion, motion passed 3-0.

2. River Management Protection Program

- A. Conservation Commission Chair, Nancy Martin, reported there was an informational meeting on May 20th inviting people from 4 abutting towns, Bradford, Sutton, Webster and Hopkinton. There was a lot of concern from the audience about whether or not this was another layer of bureaucratic government that was going to inhibit their ability to do what they wanted to do with their property along the river. Nancy said they took note of that because their goal was to submit a document to DES before they submitted designation to the legislature, the deadline was June 20th. Nancy said based on what they heard they decided it's worth it to take a year and submit next year. Between now and then they will take every opportunity to educate the public about the importance of the river and how protecting it would benefit everyone.
- B. Nancy said abutting landowners were invited to another informational meeting to talk to them about what Trout Unlimited hopes to do in their streams to assess the number of live fish and the quality of their water, it's the quality of the water that supports the fish life; there was about 20 landowners that attended. After this meeting there was a meeting with the Designation Committee, the turn out wasn't so great and it was agreed there needs to be more concentration on public awareness about what they are trying to do and the impacts.

- C. Nancy said Central NH Regional Planning Commission submitted the draft designation document to DES to get feedback on and it came back requiring some revisions and suggestions on how to make it better.
- D. There was a suggestion that the Conservation Commission or the Designation Committee identify all the potential dam sites along the river. It was agreed that should fall under the purview of the Energy Committee rather than the Conservation Commission.
- E. Chairman Carson said at one point we wanted to bring the designation of the river to Town Meeting, when will that happen. Nancy said one of the Commission's project from now going forward is we want to refine our presentation and take it to the other 4 towns presenting to the Selectmen and the public. We would then ask the Selectmen from each of those towns whether or not they think the question of making this designation of the Warner River requires a town vote. Selectman Dabuliewicz said the designation doesn't require a town vote, the Selectmen have the authority. Nancy said correct, it's not required by the law, the Selectmen have the prerogative to bring it to Town Meeting. Nancy said some of the feedback at the informational meeting was that we ought to give the town a chance to vote on the designation. Chairman Carson asked if that would happen before the application is made to the state next year? Nancy said yes, because from each of those towns we want a letter of support from the Selectmen. Selectman Dabuliewicz said that the Board hasn't actually decided to bring the designation to Town Meeting. Chairman Carson said a prior Board said they support bringing it to Town Meeting. Selectman Dabuliewicz said he doesn't recall formally agreeing to that, he said he's just saying there's a reason that Town Meeting doesn't need by law to require, he's not saying he's against doing that either.
- F. Chairman Carson asked if there is a way of getting the concerns of those that live along the river down and coming up with a definitive answers. Nancy said she has some tech savvy members on the committee who have created a blog and a site where you can go and ask questions. The goal is to collect questions from anyone who is interested from the 5 towns so that we know what their concerns are and can address them either in a meeting or by letter, Nancy is not sure yet. This information will be placed on the town website.
- G. Martha Mical said a letter was sent out to property owners that talked about counting fish. Nancy said that was Trout Unlimited. Martha said there wasn't any contact information to say you will allow them on your property or not. Nancy said she is sure they will get permission to go on anyone's property ahead of time. She said the letter was to alert property owners what Trout Unlimited is doing and would like the property owners to participate, but they don't have to. The goal was to stimulate interest, a blanket notification. Selectman Brown said he contacted Fish & Game and met with Trout Unlimited people and they will not go on anyone's property until they obtain permission.

3. Emergency Operation Plan Update

- A. Emergency Management Director, Ed Mical, reported the update of the EOP has been in process for several months and is coming to a close. Ed said as he is moving forward the Board will need to answer some questions which are highlighted, he is not ready to present the questions this evening, he is hoping the Committee and the Selectmen will have a draft copy of the basic EOP by the end of the week to they can begin reviewing the plan. A hard copy will also be available at the Selectman's office.
- B. Ed said he is also arranging with the state a table top exercise that will take about 4 hours sometime in August. The EOP update and the table top exercise needs to be completed by the end of September 2016 which is the EOP grant deadline.
- C. Chairman Carson asked what are some the questions the Selectmen will need to answer. Ed said they are highlighted in the plan, but he will go through and send a summary email.
- D. The Town Administrator said there is a significant role the Selectmen play during an emergency if the EOP goes into effect. He and Ed have been talking about how to bring the Board up to speed as to what those responsibilities are. He recommends keeping this on the Selectman's project list.
- E. Ed said there is a course for elected officials that will go through the incident command system. It takes about 3 hours and would like to get 3 dates from the Selectmen so he can arrange for the state to come out to do the course at the Town Hall. Ed will also invite the surrounding communities, as well as the Water District. The Board provided Ed with a date of July 28 for the course and August 4 as a backup date.

- F. Ed said as part of the new compliance for grants the DUNNS # entered into the SAM system through the federal government needs to be updated. The Town Administrator said he updated last spring, he said he will check.
- G. Ed asked if the town knows where it stands with the cable TV set-up. The Town Administrator will arrange a meeting with the TDS Account Manager.
- H. Ed asked about the status on the stove at the Town Hall. The Town Administrator said it's being worked on, it's not unusable, the doors need new springs and there's some issues with respect to pilot on/pilot off. The top burners are in good working order as well as the oven.
- I. Ed said there is a system called Code Red that can be used for emergency notifications. Several communities have a Code Red system on their website. There is an annual fee of \$2,500 for the system. Ed said there is a free system provided by the state called Reverse 911. The Town Administrator said the town instituted email alerts for residents on the town website about a year ago. The main problem is getting people to sign up.
- J. John Leavitt said he has 2 major concerns with the EOP, notifying the public without land lines and who takes over when the primary contact is not available. He asked the Board to keep this in mind as they review the plan.

4. Waterloo Covered Bridge

The Board thanked DPW, Tim Allen, and his crew for repairing the bridge in a timely manner.

5. Highway Department

- A. Excavator: Director of Public Works, Tim Allen, said the excavator hasn't acted up in 2 1/2 weeks, he was able to obtain some software and is trying to familiarize himself with the machine. He said the way to get to the bottom of the problem is to use it. Tim would like to keep using the excavator and would like to start the process of trying out some loader/back-hoes so if and when he needs to make a decision he can make it. Tim doesn't want to abandon the excavator because he's frustrated with the machine, he wants to determine what needs to be repaired and the cost. The Board feels it sounds reasonable.
- B. North Village Road Bridge: Tim said he spoke with Peter Holden from Holden Engineering who said he can give Tim everything he needs, permitting and plans, and Tim can either hire a contractor or the Highway Department can do the job. After a discussion with the Board the Board was good with Tim's recommendation to use Holden Engineering. Tim wants this completed in this construction season.

Board Action

Selectman Dabuliewicz moved to accept the Director of Public Works recommendation to hire Holden Engineering for the North Village Road Bridge project. Selectman Brown seconded the motion, motion passed 3-0.

6. Town Hall Front Lawn

- A. Chairman Carson said given there's a drought going on and we can't interfere with the Fall Foliage Festival schedule, he asked Tim for his recommendation. Tim said if we can't do the sod and water the lawn to him it doesn't make sense to take the two trees in front down until we are ready to do the entire project. Tim however, will still take the spruce down that's on the side of the Town Hall. He could take the two trees down in the fall and move forward with the project in the spring. In the mean time Tim can also do the other projects he wanted to do on the front yard as well. Martha Mical recommended taking all 3 trees down now, remove the stumps and see what the sun does to the lawn and put in the irrigation. Selectman Brown asked Tim to ask Tyler Lawn Care if the sod can be laid after the Fall Foliage Festival.

7. Recycle Trailer

- A. David Hartman reported that a recycle trailer has become available from Northeast Resource Recovery Association as a gift to the town. David for several years has borrowed the trailer from NRRRA for the Fall Foliage Festival. David said he will pick up the trailer which will then be stored at the Highway Department.

Board Action

Selectman Brown moved to accept the gifted recycle trailer from NRRRA. Selectman Dabuliewicz seconded the motion, motion passed 3-0.

8. Odd Fellow Building

- A. Selectman Brown reported he will be meeting with the Planning Board on July 11 in regards to the lot line adjustment between the School District and the OFB.
- B. The Town Administrator said he is working on getting the contaminated soil removed by this September. The first step is to hire an environmental engineer that will manage the project. The Town Administrator asked for proposals from ATC Environmental which bid \$6,182 and Ransom Consulting bid \$7,200. The Highway Department would complete the back filling which will save \$600 to \$1,000 on the cost. The Town Administrator is recommending ATC Environmental which will be paid from the capital reserve. The cost to remove the soil is estimated to be about \$22K.

Board Action

Selectman Dabuliewicz moved to accept ATC Environmental to do the engineering work for the Odd Fellows Building contaminated soil removal. Chairman Carson seconded the motion, motion passed 3-0.

9. Roundabout

- A. Chairman Carson reported at the end of last week the state released the contract for signatures. The next step is to have the contractor sign the contract and get the project scheduled.
- B. David Hartman said it would be a good idea to inform the public about when construction will begin.

10. Economic Development Advisory Committee

- A. Selectman Dabuliewicz reported the first meeting was held on June 29th. The next meeting will be held on August 3 and then on September 7 and October 19, meeting at the Sugar River Bank. Several tasks were assigned to the members. Peter Anderson is collecting data on commercial lots, Daryl Parker is compiling the Economic Development Surveys, Charlie Albano will be contacting the Department of Resources and Economic Development and Christine Frost will be contacting the Central NH Regional Planning Commission.

11. Police Department Surveillance System

- A. Chairman Carson reported the Board approved the purchase surveillance system at their work session last week. The installation is scheduled for July 12th.

12. New Fire Station

- A. Selectman Brown reported the Fire Station Building Review Committee will be meeting soon. They are wrapping up the building size. The next item will be how do we do the project.

13. Personnel Policy

- A. Selectman Dabuliewicz said he is considering the recent comments on the policy from last week and moving forward onto the next section.

14. Wage Study

- A. The Board needs to meet and continue discussions on what the Board wants to establish as their approach to compensation. The Town Administrator is working on increasing the steps on the wage scale.

15. Road Committee

- A. The Board talked about the roads that are listed in the 2011 Master Plan and the roads that were determined by the Road Committee back in 2007 that list the top 10 roads that need work. Not much has changed from either list because of the lack of funding the road construction capital reserve, that's where the Board needs to start. Selectman Brown feels the DPW is the driving factor on road construction.

16. Town Administrator's Report

Town Hall: The installation of the new handicap lift is scheduled to begin on Friday, July 15. It is expected to be completed by the end of the next week. The parts for the kitchen stove have come in. We anticipate that the stove will be functioning properly in the near future.

Covered Bridge on Newmarket St.: The DPW's cost to repair the damages on the covered bridge is approximately \$4,820. This amount includes the full cost of town crew labor hours. We have submitted a claim with the town's insurance company. Warner Police are continuing their investigation of this incident. The chief is scheduling an interview with a person that may have involvement in the accident, which caused the damage.

Public Works Dept.: The new emergency generator is now fully functional after a circuit board, which affected the auto-start switch was replaced. Painting of the Transfer Station Buildings began on Friday.

17. Investment Policy - Approval

Selectman Brown moved to accept the Investment Policy. Chairman Carson seconded the motion, motion passed 3-0.

18. Energy Use Policy - Draft

A draft copy of the policy was provided to the Board, further discussion will take place at their next meeting. The policy will be placed on the website for viewing.

19. Manifest

Selectman Dabuliewicz moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 4211 ~ 4261 in the amount of \$61,783.48 (including 22 direct deposits) and Accounts Payable check numbers 52446 ~ 52505 in the amount of \$321,387.24, (including \$105,000 to Trustees of the Trust Funds). Selectman Brown seconded the motion, motion passed 3-0. The Town Administrator explained the reason payroll is higher than usual is because it includes payment to the Fire Department which will now be done quarterly as advised by the Department of Labor.

20. Consent Agenda

Selectman Brown moved to approve the Consent Agenda for July 5, 2016:
Building Permits for: Map 12 Lot 17-3 & Map 10 Lot 96

Notice of Intent to Cut for: Map 11 Lot 6 & Map 11 Lot 6-1
Selectman Dabuliewicz seconded the motion, motion passed 3-0.

21. Selectman's Other Business

- A. Chairman Carson said he attended a work session on Complete Streets about a week ago. Basically it's adopting a philosophy where when major work is being completed on a street you take into consideration all types of traffic, not just vehicles. Barbara Annis said it is going into the updated Master Plan as well.
- B. Chairman Carson reported that a letter of interest was submitted to the Transportation Alternative Program grant for sidewalks from downtown to Exit 9.
- C. Chairman Carson said the NH Municipal Association is putting together their Legislature Policy Agenda for 2017 & 2018 Legislative Sessions and towns will be voting this coming fall. Chairman Carson and Bruce Johnson, Selectman from Webster, are working on some language and they are looking for co-sponsors as well. They would like to see the policy of the Municipal Association to fully fund the school adequacy fund and find a way to substantially reduce the state property tax. The Board will discuss this at their next meeting to see if the Board wants to support it. If both Webster and Warner support the policy they will go to other towns for their support.
- D. The Town Administrator reported the Town of Sutton would like to perambulate the town line. The Town of Sutton will be contacted to set a time.
- E. The Town Administrator reported Warner and Bradford are combining heating oil usage and going out to bid together.

22. Nonpublic Session

Chairman Carson moved to go into nonpublic session at 8:45 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 9:00 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 July 5 nonpublic minutes for 1-year 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 9:00 pm.

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

Recorder of the minutes: Mary Whalen