



**Warner Board of Selectmen
Meeting Minutes
Tuesday, July 26, 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: Martha Mical, Rebecca Courser, Mike Ayotte – Treasurer, Judy Newman-Rogers, Marianne Howlett, Nancy Martin – Conservation Commission, Richard Cook, Stephen Hall – Chandler Reservation, Barbara Annis, Gerald Courser – Chandler Reservation,

1. Town Hall Front Lawn

- A. Chairman Carson said the town has received donations for the front lawn, but while there is a drought situation, it makes no sense to move forward with the project at this time.
- B. The pine tree on the east side of the Town Hall will be removed as soon as the DPW can schedule it.
- C. Allan said a person recommended to him to not cut the trees down out front of the Town Hall, but instead install cobblestone and benches in the area where the flag pole is.

2. Treasurer – Daily Deposit Procedure

- A. Treasurer, Mike Ayotte, presented a Daily Deposit Procedure for the Board to review. Mike said basically, what he is asking for is to have from the Tax Collector and Town Clerk two copies of the deposits and receipts, one sent to him and the other to the Finance Department and then for the Finance Department to send to the Treasurer copies and backup of the Finance office deposits.
- B. Allan asked is this policy for checks and balances and Mike said yes, there wasn't a written procedure in place and this should remedy that.
- C. Chairman Carson asked if the Town Clerk, Tax Collector and Bookkeeper signed off on the procedure. Mike said he didn't think they had to. Chairman Carson said it would be good if they did. The Town Administrator said this procedure is what we already have in theory, it's been put in writing. Mike agreed.
- D. Chairman Carson said he doesn't have a problem with the procedure, but he feels the procedure should be reviewed first by the departments using it before accepting it. John disagrees because this circumstance, he feels the procedure as written is clear and is already in practice. Chairman Carson said he has no problem with the procedure, but, he's not the one that has to make it work.
- E. Martha Mical asked if there is a statement that says after reconciliation the Treasurer signs off and gives back to the department a statement of balance. Mike said this procedure pertains to daily deposits, not reconciling.
- F. Allan recommended giving the procedure to the departments for review and meet again at the next Selectmen's meeting. Chairman Carson feels all procedures should be reviewed by all who are involved. John agrees, but this particular circumstance, as he understands it, there is nothing new about this procedure, its been going on. Chairman Carson said the devil is in the details, the details are the problems that have been causing the issues. John asked what are the problems. Chairman Carson said he doesn't know, but if the departments look at it, and it works, and they sign off on it, then we have a procedure everyone buys into. Mike asked what if someone doesn't sign off on it. Chairman Carson said then they need to explain why it doesn't work and then it's addressed one way or another. Mike asked who decides if it's a frivolous issue. Chairman Carson said the Board will decide.

- G. John asked if this policy was shared with the departments previous to this meeting? Mike said he emailed the procedure to Jim asking for it to be forwarded on to the Selectmen for review. John asked if this was shared with the departments involved. Jim said no, it was going to the Board first for review and questions. Jim said he knows the Bookkeeper has looked at it, but we haven't gone any further yet. The reason the Bookkeeper looked at it is we wanted to make sure that there was enough time, we were adding 15 days regarding the deposits, he wanted to make sure that was in the cycle that would work for the entries. John said it sounds like this could have been completed tonight if the departments had seen it ahead of time. Martha said the departments involved were planning on being at this meeting at 6:30 pm as posted on the agenda, she said Marianne is on her way. John said that information would be helpful in the beginning of this discussion, we would have delayed this whole discussion.
- H. Jim asked Mike if there should be something in the policy that addresses the uniformity of the forms being used, no changes to the forms can be made without approval from the Treasurer. Mike agreed, and will add that to the policy.
- I. Chairman Carson summarized, the procedure will be sent out to the departments that are effected and asked for comment, which will be readdressed at the next Selectman's meeting. John said including the addition about not changing any forms without approval from the Treasurer.
- J. Judy commented that there are also RSA's that tell the Town Clerk and the Tax Collector how to remit their money, and that's probably what we will look at, when we review the procedure.

3. Conservation Commission

- A. Nancy Martin, Conservation Commission Chair, is before the Selectmen to talk about a project the Commission has been working on for about 8 months that is commonly known around town as the Children's Brook. Nancy said it's known the town has taken the parcel directly across from Fish & Game for taxes unpaid. She said the Commission has been approached by Scott Warren who is an abutter to that property about the potential of asking the town to put an easement on that lot to protect the river bank and the river front of Children's Brook for in perpetuity so it can be used by children into the future to fish. There is a fishing derby held each year and is something of an institution in the town.
- B. Mr. Warren has said that if the town puts an easement on that property, he will volunteer to donate an easement on his property that continues along the brook for a significant amount of footage which would give a fair amount of the Children's Brook protected by a conservation commission easement.
- C. Nancy provided a letter from Mr. Warren who wrote to both the Selectmen and the Conservation Commission with his idea with what he would like to do, along with a map. Mr. Warren is proposing that the easement would include the entire floodplain on both sides of the brook, where the floodplain is narrower than 25' the easement would be extended inland 25' from the creek bank. The easement would allow for public access, fishing and walking. Hunting and trapping would be allowed with written permission from the owner. Trees could be cut on the easement property only if they pose a safety hazard, control of non-native evasive species of both plants and animals would be allowed and encouraged. Mr. Warren would give the easement to the town at no cost, but he expects the town would pay for surveying the easement boundaries.
- D. Nancy said the Selectmen and the Commission went on a site visit. Nancy said Brian Hotz from the Forest Society looked at the property and provided his opinion on what to do next. Nancy said according to Brian, the easements have two different owners, one would be the town, and the other Mr. Warren. In addition the easements would be supported with a stewardship that would be held by a land trust and monitored on an annual basis.
- E. Nancy said because we have to do a stewardship she is concerned about cost. Brian Hotz suggested, and the Commission has agreed, to investigate involving the 5 Rivers Conservation Trust out of Concord, NH. Typically the Commission works with Ausbon Sergeant Trust, but, they believe it would be in their best interest to engage other Conservation Trust Organizations. 5 Rivers Conservation Trust has expressed their interest in the project and will hold the easement.

- F. Nancy said if the Board decides to put the easement on the parcel across from Fish & Game then the Commission would move forward with Mr. Warren's easement. Chairman Carson asked what are the requirements for the Selectmen to put an easement on a piece of property. Nancy wasn't sure, but offered Richard Cook to try to answer the question. Rich said he's not sure what the RSA's say exactly, most towns go to Town Meeting for such an action.
- G. Allan asked if the town could sell the 3 acres that were taken by the town even if it had a conservation easement on it. Someone said yes. John said the easement stays with the property. Allan said his intention was to not allow a house to be built on those 3 acres, but that doesn't mean someone would not want to buy it. Rich said it depends on the use limitations that are in the easement, he said the normal use limitations would include no structures, not subdivision, no gravel removal or mining, and other limitations are negotiated. Allan asked if the Fishing Derby wanted to hold a picnic on the land would that be allowed? Rich said as the landowner you would want to retain that right, normally easements allow for that type of use. Allan asked Nancy if the Commission would be paying for the surveying and Nancy said yes.
- H. Martha asked the Board what do they want to put on the land for an easement? She said this needs to be decided. Martha disagrees with Allan, as a tax payer she feels it should have the ability to have a home on it, like most easements do. You could restrict it to a single family home.
- I. Stephen Hall thinks the Board would want to put a clause in allowing for a storage building.
- J. Rich said in response to Martha's comment about a residential structure, he brought up the point that many studies in NH have shown that the cost of servicing a residential structure are not covered by the taxes collected on that structure. Then it becomes a cost to the town rather than an asset.
- K. Chairman Carson asked if the Commission had thought this would need to go to Town Meeting. Nancy said the Commission had not gotten that far. Nancy said she has no problem with that time line, it would give the Commission time to work out the details with 5 Rivers Conservation Trust. Chairman Carson also recommended that an informational meeting be held as well in advance of Town Meeting. John wanted to make it clear that the proposal from Mr. Warren is asking the town to put the easement only in the floodplain, not to restrict the entire lot, unless you extend the easement to the entire lot. Chairman Carson said the question Allan raises is there some value to taking the land before the townspeople, he feels that's a valid question to ask.
- L. Martha said on the map it doesn't look like the easement is up to the road and she thinks you would want to at least bring the easement up to the road so people would have a path. Nancy said at this time it's a guesstimate, she said they have some concerns about the guesstimate because if you use the floodplain as the boundary, the floodplain is a movable border, and once we get the surveyor in there, he wants base points.
- M. Jim said there's a property owner that is willing to grant the conservation easement that would go along the floodplain and what we are looking at is another lot which is owned by the town. The question is can the Board grant a conservation easement on that town owned land. He brought to the Board's attention the town did that on Bartlett Loop, we had construction and permanent easements that were required, as he understands, the Board does have the power to grant that. Jim said he's not sure why you would need to go to Town Meeting for a vote. Jim said the Board also has the authority to sell the land without going to Town Meeting. Jim asked Nancy if she is looking for the Board to grant the easement? John said the question that's been raised is here by the Board, Mr. Warren asked only to protect the floodplain, not the rest of the lot, and now Allan brought up the idea of protecting the entire lot. Chairman Carson feels if the Board wants to protect the entire lot it should go to Town Meeting. Nancy said she would at the very least take this to a public hearing so people can hear what we are talking about and voice their concerns about whether or not it should have a dwelling on it.
- N. John said again, the request before us is only for the easement, he doesn't want to set restrictions on the rest of the lot. It would simplify matters significantly to just grant the easement for the Children's Brook to protect the floodplain which was requested. Nancy said if the Board voted tonight on just to protect the floodplain, that doesn't prevent you from taking any further steps. John said he is not prepared to vote tonight, he's prepared to say it's the sense of the Board going forward to talk to 5 Rivers Conservation Trust,

that we wish to move forward. Nancy said because it's a small lot it's not a favored easement, but because it's so visible, 5 Rivers is very interested. Nancy said she would like to have 5 Rivers involved to make some recommendations to the Commission. Nancy said to understand everything, the Board wants her to go back to 5 Rivers and say the Board is interested in protecting the area as shown on the map, the floodplain alone. Nancy asked if the Board is willing to vote on that. John said no, because there is a Board member.... Allan said he would vote tonight on the floodplain easement right now, he just believes the entire piece should be protected. John said will 5 Rivers still be interested in monitoring the easement on the rest of the property if we do that. Rich Cook said one of the costs associated with this will be a stewardship payment that will have to be paid by the town to ensure that it is monitored in perpetuity. The cost of that is going to be effected by what else happens on that lot. If it's a protected lot, the chance of violations is much reduced, where if your dealing with different home owners over the course of time who have an easement running through their property that they may or may not want will raise the possibility of future violation and conflict with the landowner.

- O. Martha said if the Board voted to go for the easement as presented and then Nancy takes it to 5 Rivers they will come back with suggestions on what we should be doing.
- P. Chairman Carson asked Nancy in order for her to go to 5 Rivers does she need a vote from the Board or do you just need a sense from the Board that says yes, we want you to proceed. Nancy said her guess is yes, we want to proceed to keep going forward. Chairman Carson asked Allan if he was ok with this. Allan said yes, other than the fact he pointed out that 3 sides of this lot is surrounded by wetlands.
- Q. Barbara asked what will the cost be for the stewardship. Rich said the minimum 5 Rivers takes is \$7,500 one time payment. They live off the interest, they never spend the principal.
- R. Chairman Carson said the sense of the Board is to move forward with 5 Rivers. Rich Cook said for the record, he is on the Board of Trustees at 5 Rivers Conservation Trust.

4. Daily Deposit Procedure

- A. Chairman Carson apologized to the Tax Collector for jumping ahead on the agenda, he was not aware that the Tax Collector was attending the meeting for the 6:30 appointment with the Treasurer. The Board did determine the departments involved in the procedure did not have a chance to review the procedure. The Board wants those departments to review the procedure and come back to the Board with any comments, questions and recommendations. Marianne asked if the Treasurer passed anything out. Allan said only to the Board for our review, suggestions were made and the Treasurer will take those suggestions and add it to the procedure and then he will forward a copy on to the Town Administrator who will distribute to the departments involved. John said it will be taken up at next weeks meeting.
- B. Marianne brought examples of the previous Treasurer reports. One of her concerns is communication and accountability. Marianne said one of the things that concerns her is she signs off on her deposits and the previous Treasurer's then signed off and returned it to her, but with Mike we just get emails, we don't get a whole lot of communication back and Marianne would like to see that happen as we go along through the year. Allan said that is in the procedure the Treasurer wrote up.
- C. Judy said it seems like the Treasurer is telling the departments that collect money what he wants to receive and she wants the Board to be aware that she has been trying to get a report, year end, from 2015 from the Treasurer for six months and it's always held hostage until she gives something to him, and she says she quickly responds to his requests. Judy continued by saying like Marianne said, we don't get anything back, I should file my reports, put them away, we need to balance, that's it, not just verbally, but sign off, like she said and it's very difficult to get anything.....Marianne added she's not saying the Treasurer is not accurate or anything like that, she's just thinking that in the past this system has worked well. For an example, Marianne said she is the only department that must file with the State of NH by February 28th for the year end. In January she was balancing out and asked the Treasurer if things looked good. By email she was told they balanced out, in May she was told there was a bounced check that was a year old and was never told about it, and was asked to resolve it. Marianne said those kinds of issues should not be happening. Where was that notice for a year. Judy said that responsibility is being placed on the Town Clerk and Tax Collector for the non-sufficient funds, and that's not something that we get, the bank notifies the Treasurer.

- D. Marianne said she is perfectly happy to sign off, but she would like to see that courtesy extended back. And she would like to figure out a better way for the returned checks. She would also like to have the Treasurer present when this is discussed again.
- E. Chairman Carson said his preference would be to have the Treasurer work with the departments involved and come forward with a procedure that everyone has bought into. Marianne said in reading the procedure it shouldn't be a one-way street, she thinks....Allan said that's why we put it off until next week, you will receive the new version tomorrow. Chairman Carson did say it may not happen next week, we want to get it right.
- F. Judy said there was a staff meeting on Thursday and this agenda was discussed and if there was anything at that time, that would have been the appropriate time to hand anything out to us since we were all there. Allan said the Selectmen did not see the procedure yet. Judy said the Bookkeeper saw it, so there must have been something we could have had on Thursday before today to review. Judy said we know to do our jobs by RSA, the Treasurer does his job by RSA, it's just the little details, the communication, the personalities in the position, the knowledge of the system they are using. Those different idiosyncrasies that are picked up when the processes are put in place can be discussed, worked out and ironed out. It's pretty cut and dry what needs to be reported, how it needs to be reported, and how it goes through the system. There's pretty much an RSA for everything financial. And the Selectmen are responsible for creating those procedures.
- G. Chairman Carson would like to propose the Board wants a procedure that works and he would like to put it back to the departments involved collectively to come forward with a procedure that will work for the town. Allan said that's the way the Board left it.
- H. (This section was hard to hear on the audio because there was several people speaking at once). Judy said every year there should be a delegation given to an employee or an official who is bonded according to this other RSA, we have had these things. Judy said Marianne showed her the one under the previous Treasurer, it comes to the Selectmen and every year it's approved. Judy said it's not something new. Jim and Chairman Carson both said they didn't recall it coming before the Board, but since there is a request for the procedure Chairman Carson thinks we need a procedure we can approve. Jim agreed (a lot of background discussion going on).
- I. Judy said the basic delegation of authority is pretty simple. Chairman Carson said the Board won't approve anything until....Marianne said she is uncomfortable bringing it up when the Treasurer is not here, she would prefer talking face to face. She feels strongly about it only because what happen to the NSF check last year, she was the one who had to clean it up. John said rather than them proposing something, they should all meet together, know what you want to do, come together and have a meeting starting with the Treasurer's draft, as well as the other draft. John asked if it was done every year? Judy said it should be done every year. Jim said he was scratching his head because he has never seen it. Marianne has one from 2009.
- J. Chairman Carson said Jim will convene a meeting of all departments involved and work on a procedure. Marianne said she understands it can be difficult for the Treasurer to meet, but, she said whenever he wants to meet we will be there. Judy agreed.

5. Public Hearing – Lot Line Adjustment

- A. Chairman Carson said this is the second public hearing for the lot line adjustment between the School District and the Odd Fellows Building.
- B. Allan explained the town made an agreement with the School District to do a lot line adjustment that will result in 8-10 parking spaces for the Odd Fellows Building plus other land totaling 2,200 square feet. The agreement is for the town to replace the utility shed and relocate the dumpster pad, build a retaining wall and replace the 12 x 14 building. Everything has been approved by the School District, Planning Board and Conservation Commission.

- C. Chairman Carson said the Fall Foliage Festival will be clearing land for the Oxen Pull. Owners of the land, Ron and Deb Moore have granted a permanent easement to the festival which also includes the town for permanent use of that piece of land which is located behind the Foothills Restaurant.
- D. Public Comments:
 Martha Mical: What is the actual cost to the town.
 Allan: To get this piece of property we have to provide Simonds School with a 12 x 14 shed, create a spot for the shed with a retaining wall and fill and a dumpster pad. Allan said the cost is around \$48K which consists of labor and materials.
 Martha Mical: So the \$48K includes the building.
 Allan: Yes
 Martha: And all those blocks your building the retaining wall with.
 Allan: Yes, and that cost is on the high end.
 Martha: That's what we have to pay to the school.
 Allan: Yes
 Martha: What is the cost of creating the parking spaces for the Odd Fellows Building.
 Allan: I have done no calculations, only thing I have calculated is what it's going to cost us to acquire the land. To acquire that land we have to replace the 12 x 14 shed, create a wall, make a flat piece of ground to put the dumpster pads on and the building. Everything else is pure speculation, what the next Board of Selectmen does, I have no idea.
 Martha: Am I correct, I believe you said the town would own the road between the Odd Fellows and the School.
 Allan: If you look at the Odd Fellows Building, on the back of that building, if you measure off the back corner of that building, you measure 19", our line goes right by that building and it goes to the other side, almost up to the fence that the school ground has, about half way through those parking spots. The town owns that driveway but the school has a permanent right-of-way. What I'm talking about is when you go up this hill next to the Town Hall, that's where the school property begins. By doing this we will actually own the road that goes out to Church St. If the Odd Fellows Building comes down then we will have more parking spaces.
 Martha: I was interested in the road on the other side, the school side.
 Allan: We already own that, the school has a permanent easement.
- Marianne Howlett: The retaining wall your building, is it for the big banking here or the other side of the basketball court closer to the school.
 Allan: The one that we are building to acquire the piece of land is up where the old gymnasium used to be.
 Marianne: Up closer to the school.
 Allan: It will be a 10' wall. And then, I'm gonna try to convince these two gentlemen after the public hearing tonight to have Chucky Rose, who is moving in to clear the land for the Fall Foliage Festival with a tree shear. I would like to clean from the steps that go up to the school parking lot to the driveway of the school, to let Chucky cut everything down. And then spend two days creating parking for the Town Hall.
- Judy Newman Roger: So do we own this land, number one, is it all set now, its all gone through, quit claim whatever we have to do.
 Chairman Carson: Not yet. no.
 Judy: Do our work first according to their specs and then they'll sign on it and then if it's good enough for them they will allow us to have the land?
 Allan: No, we already have a written agreement that has been signed by the School Board. This has been approved through public meetings.
 Judy: So there's nothing they can go back on?
 Allan: All signed and delivered. We have to deliver what we promised before we get the deeds.
- Chairman Carson: I would like to recognize Allan's efforts on this, he has done a super job in terms of going after this and making sure it's all nailed down.
 Allan: I wanted to make sure there was no way they can back out of this.
 Marianne: I think it's a good thing.
- Gerald Courser: Do you guys still have hope for the Odd Fellows Building? Allan: I do Gerald, I don't know if these two guys do, but I do.

- E. With no more comments, Chairman Carson closed the public hearing.
- F. Jim said the Board needs to wait 7 days before the Board can vote to accept the land.

6. Chandler Reservation – Permission to Bait Bear

- A. Chairman Carson explained the Selectman's office received a request to bait bear on the Chandler Reservation in the next hunting season. John said the request includes a tree stand as well. Allan said the requests are two separate issues.
- B. Chairman Carson asked if there is a history of allowing baiting for bear in the Chandler Reservation up to this point in time? Gerald Courser from the Chandler Reservation Committee, said not that he is aware. Is the Chandler Reservation open for bear hunting otherwise? Gerry said yes, it's open to hunting.
- C. Stephen Hall who is also a member of the Chandler Reservation Committee asked how many locations is the request for. Jim said it's not specified, just looking for permission. Stephen asked who is responsible if someone gets hurt. Allan said he doesn't care if your land is posted or not, if someone gets hurt on your property your going to get sued, so we are liable. He said personally he wouldn't allow it. The Chandler Reservation Committee feels the same.

Board Action

Selectman Brown moved to not allow baiting on town property. No second was heard. Chairman Carson said the motion as it stands would be to deny the request for baiting bear in the Chandler Forest. Chairman Carson called for a vote, all were in favor.

- D. Chairman Carson said if the requester wants to put up a tree stand in Chandler Reservation he needs to identify where, what type and when it will be taken down, and then we will consider the request.
- E. Martha said you need to enforce the tree stand by stating a date when it needs to come down. She encouraged the Board to say no to the tree stand.
- F. Marianne asked if hikers are allowed on the Chandler Reservation during hunting season. Jim said it's a hikers beware season.

7. Odd Fellow Building Update

- A. Jim reported ATC Engineering reviewed the site and took a few samples to verify the containment area. Jim needs to contact ATC to find out what the next step is. A RFP needs to be developed for the Boards approval, after which a contractor can be solicited. The hope is to have a contractor by the end of August. Jim also said he has a concern about the amount of money left to complete the project, there may not be enough, there's about \$19K available and he had a past estimate that came in around \$22K.
- B. Allan said the Fall Foliage Festival is coming to clear an area for the Oxen Pull and the Woodsman Competition and Allan would like the logger to also clear the strip behind the Odd Fellows Building while the equipment is in place. The Board paused the meeting at this time to look at the work Allan is suggesting.

8. Fire Station

- A. The recorder was turned on at this point in the conversation. Chairman Carson said the Board should lay out a time line between now and Town Meeting. Allan said from the Committee's point of view he doesn't believe a bond will be asked for at the next Town Meeting. They will be looking for funding for design and engineering. The CIP is asking for additional funding for the fire station as well.
- B. The Board will meet on August 2 and have a fire station time line discussion and then move on to the wage discussion.
- C. Allan said Jim is researching how to remove the house from the fire station lot, Legal may need to be contacted. Allan want's the house off the lot by winter.
- D. The balance left in the capital reserve is \$48,633. Allan said he will invite the Fire Station Building Review Committee to the August 2 meeting as well.

9. Personnel Policy

A. John had nothing new to report.

10. Emergency Operation Plan – Selectmen Training

A. The Board is still waiting for a date from the Emergency Management Director, Ed Mical. The Board will also need to schedule a work session with Jim and Ed so they can explain to the Selectmen what their role is in certain key areas of responsibility.

11. Wage Study

A. A work session is planned for August 2. Jim said he sent the Board a new grade and step scale along with a list of employees and how they land on the new scale.

B. John asked what is the Board's goal. Jim said he is hoping to address that at the meeting on August 2.

12. Town Administrator's Report

Town Hall: The installation of the new handicap lift has been rescheduled to start on July 29 and continue through the weekend. The delay is because the lift manufacturer was not able to deliver the lift apparatus until Monday July 18.

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. The Warner Police have identified a driver from Emery Trucking, Inc. was responsible for the damage to the covered bridge. The owner of the trucking firm has agreed to reimburse the town for the damages and an agreement to pay has been sent to the owner.

32 Waterloo Street State DOT Property: The environmental assessment of the former DOT maintenance shed property has moved to Phase II. A water sample was collected at 40 Waterloo Street on Wednesday morning and submitted to a laboratory for analysis. Drilling was completed two weeks ago, including the installation of four monitoring wells. Four soil samples were collected and also submitted for analysis. Laboratory results for the water and soil samples should be available by the end of the month. Groundwater sampling of the four new monitoring wells is tentatively scheduled for July 28th.

Martha asked how long are those monitoring wells supposed to be there and how much is it going to cost us. Jim said the monitoring wells are part of the cost of doing the whole project. Jim said he is not sure how many times they will sample from those wells, he need to contact them. Martha asked when the monitoring is done are the wells filled in? Allan said they will just cap them. Martha said she was concerned because the town already pays Hopkinton \$5K a year to monitor wells. Allan said this has nothing to do with the town, it's in the grant, we don't have to monitor the wells, it's state property.

Roundabout: The pre-construction conference was held on July 20 with F.L. Merrill, Inc., McFarland Johnson, the Board of Selectmen and several dept. heads in attendance. Notice of Award was signed and sent prior to the conference and the construction contract was signed and notarized after the conference adjourned. Construction is planned to begin on August 1.

Public Works Dept.: The painting of the Transfer Station building is 95% complete with the final work to be completed by July 29. Approximately 50 gallons of dark cordovan stain were used. Total cost of the painting project including material is estimated to be \$5,900. Aubuchon Hardware gave the Town a price of \$34 per gallon, 30% discount on the stain. Normal retail price per gallon is \$47.

DPW completed resetting the granite steps at the library and will begin the drainage work around the Library building this week. The Hwy crew received the first delivery of work apparel from the new supplier UniFirst of Nashua. The Hwy crew is continuing maintenance work on town roads and cleared some fallen trees from the wind storm this past weekend.

Allan noted the he received compliments about Tim's work at the Library, Chairman Carson said he has received a lot of positive feedback as well.

13. Kearsarge Crew Visit

- A. The Selectman's office will coordinate with the Highway Department for bush clippers, laupers, gloves, and hand tools for the Kearsarge Crew to use. Martha asked to have everything together the Thursday before the crew arrives.

14. Polling Hours for the General Election

- A. Chairman Carson said he sent out an email in July noting that there was a huge turn out for the Primary and he feels it will be the same for the General Election. In the email he asked if it would make sense to open the polls an hour earlier. He also recommended paying the Supervisor's of the Checklist for the extra hours and consider adding an assistant ballot clerk and an assistant checklist person for that day and pay them a stipend.
- B. Chairman Carson said he spoke to the Moderator who recommended once you start the polls at 7:00 am, all elections should start at 7:00 am there after.
- C. John asked the Town Clerk, Judy Newman-Rogers, what she thought about the proposal. Judy said there are always people standing at the doors at 8:00am, she thinks 7:00 am would be fine. Judy said another problem at the Primary was not having enough people. Judy is planning on a heavy turn out in November. The other area Judy said that will need a lot of help in is ballot counting. Judy said it's getting more difficult to get volunteers to help during the day and she asked for suggestions and input on that. Allan asked Judy what she means. Judy said volunteers to hand-out ballots and to help the Supervisors of the Checklist. Judy said she advertises for volunteers in the Town Report, on the website and in the Newsletter, in the past she has recommended gift certificates or a stipend as an incentive. Judy said another resource for voters is absentee ballots, voters who work and cannot make the polls can now use an absentee ballot. Judy said she has posted absentee ballot information on the website, in newspapers, in the Town Report, in the Newsletter and around town.
- D. Jim said it sounds like we need to work on getting more volunteers. Jim asked what is the roll of the Moderator during election day. Judy said he is in charge of the election, he delegates responsibilities.
- E. Chairman Carson said he spoke with the Checklist folks and they are in favor of someone working with them, he said he spoke with the Moderator who is in favor of starting at 7:00 am. The Checklist folks said as long as they have the staffing and the Board authorizes the pay for the extra hour, they would be happy to start at 7:00 am. Judy said the Town Clerk's office is always closed during an election, the Deputy hours for elections was taken away a couple of year's ago and the Deputy works out of the budgeted hours on every election. Jim asked Judy what is the roll of the Deputy during an election. Judy said the Deputy is to be trained the same as a Town Clerk to take the place of the Town Clerk in her absence. Normally she is a ballot clerk during the election, plus she can help out the Supervisor's of the Checklist. Jim said he has spoken to the Moderator who said there are busy times and low times during an election. Jim is wondering if it's a matter how the staff is organized during those busy times. Judy said you can't predict those times, that's the problem. Jim said you can in a way, you know right off it's busy in the morning because we are extending the morning hours, then you can assume there will be a busy time at the end of the day when people are coming home from work. Judy said it's this particular election that can't be predicted.

Board Action

Selectman Brown moved to have the polling hours from 7:00 am to 7:00 pm for the November General Election. Selectman Dabuliewicz seconded the motion, motion passed 3-0.

Selectman Brown moved to pay the Supervisor's of the Checklist an extra hour for the November General Election. Selectman Dabuliewicz seconded the motion, motion passed 3-0.

15. Tax Deeding Letters

- A. Tax Collector, Marianne Howlett, presented four letters for tax deeding on 5 parcels, (one letter is for 2 small parcels). Marianne said she sent the Board by email a letter based on what a Salem NH Tax Collector sends as a follow-up to the official notice of impending deed. Chairman Carson confirmed what was given is a status so the Board is up to date. Marianne said yes, and what does the Board want her to do. Chairman Carson said the Board will review the information and will take it up at the August 9 meeting.

16. Abatement

Selectman Dabuliewicz moved to approve an abatement in the amount of \$89.46 from Michael Klossner's 2015 tax bill. Selectman Brown seconded the motion, motion passed 3-0.

17. NHMA Floor Policy

- A. Chairman Carson said he sent out an item to the Board about the New Hampshire Municipal Association floor proposal, he is asking the Board to support his proposal. The NH Municipal Association is having their Annual Meeting to adopt the Legislative Policy for the following 2 years. NHMA put out a proposal to be voted on, and the opportunity to make floor proposals to that policy would need to be submitted by August 12. Chairman Carson said at the 2015 Town Meeting Warner voted to ask the State Representatives to come up with a better system for funding state education. He said not much happened during that period. He looked at the NHMA schedule, it would be good if NHMA support the town's in that regard. He worked with NHMA to come up with a floor proposal recommendation that focused on two area's and it would ask NHMA to adopt as their policy to support full funding of the Education Trust Fund, which the Legislature doesn't fund 100% for a variety of reasons. And, as part of the Education Funding we have \$360,000,000 that's raised and charged back to the towns in terms of state property taxes by statute. He said the other part of it would be the policy, that NHMA would support Legislation that would substantially reduce or eliminate the state property tax funding schools, to be funded through other funding at the state level. The goal would be to reduce property taxes by asking the state to live up to their obligations. He said if NHMA had that as part of the policy, then when we introduce Bills in the State House, NHMA would come in and they would support those Bills. Chairman Carson said it seems to be catching on, several towns have expressed interest in doing that. Webster has signed on to co-sponsor that with Chairman Carson, the question will the Warner Selectboard agree to submit the floor policy.
- B. John said the policy doesn't say how they should....Chairman Carson said it doesn't address the how, it will be the policy to support Legislation. Marianne said in 1999 the state said the funding from property tax was only temporary. Allan said he doesn't understand why NH doesn't have a sales or income tax.

Board Action

Selectman Brown moved to sign on as sponsors of this floor proposal to NHMA. Selectman Dabuliewicz seconded the motion, motion passed 3-0.

18. Minutes

Selectman Dabuliewicz moved to approve meeting minutes for June 16, 21 and 29 and July 5 and 12. Selectman Brown seconded the motion, motion passed 3-0.

19. Manifest

Selectman Dabuliewicz moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 4262-4278 in the amount of \$32,520.22(including 20 direct deposits) and Accounts Payable check numbers 52507-52607 in the amount of \$1,194,965.35. Selectman Brown seconded the motion, motion passed 3-0.

20. Consent Agenda

Selectman Brown moved to approve the Consent Agenda for July 26, 2016:

1. Building Permits for: Map 10 Lot 96 (previously signed) & Map 11 Lot 42-5
2. Notice of Intent to Cut for: Map 12 Lot 18-4 (previously signed)
3. Annual temporary Sign Permit for Farmers Market (previously signed)
4. Solar Exemption for Map 7 Lot 40-2 (previously signed)
5. Application for Reimbursement to towns in which Federal or State Forests are situated
6. Thank you letters to those who donated towards the Town Hall front lawn

21. Other Business

- A. Jim provided the Board with a hard copy of the 5 CIP projects that the Board is sponsoring. The projects have gone to the CIP Committee, mid to late August is the deadline.
- B. Jim provided a cost break down on the Old Grade School weatherization project that's a grant based project. He said up to this point he's had a consultant firm look at the building, both the boiler and venting system. They have come up with recommendations. Jim has had two contractors come in to provide a quote for the

recommended tasks. A public hearing is also needed to provide a progress report on the project. The hearing will be scheduled for August 9. Jim said there are energy rebates coming from EverSource.

- C. Chairman Carson said some time in September, there will be a ribbon cutting for the solar array at the Water District Plant.

22. Public Comments

- A. Tax Collector, Marianne Howlett, said to the Board that they have really good townspeople, in the first tax billing there is less than \$300,000 unpaid. She said it quite amazing how well the town pays. She said she has been tracking this since 1980 and feels it has gotten better.
- B. Marianne said her and Judy wanted to ask a quick question. Judy said she remembers not reading in one of the July minutes a question that was asked. She said John asked a question about coverage in the Selectman's office and if there was a procedure. Judy said since she has read the minutes she didn't read that part. She said there has been an omission and she is not sure if it's been added back in. Both Chairman Carson and Allan remember the conversation. Judy said that discussion was not in the meeting minutes. Judy said there was a discussion in one of the July meetings that the office wasn't covered, was there a procedure for covering it, and the discussion was not in the minutes. Jim said there is a procedure in place for covering the Selectman's office, the procedure broke down. Judy's point is, it wasn't in the minutes. Chairman Carson said the Board didn't know it was missing, we could ask the secretary to go back and listen to the audio. John said he as well didn't notice it missing.
- C. Marianne asked if the stove is ready for use, she noticed the cabinets have been removed. Jim said no, there is now a procedure for using the stove.

23. Nonpublic Session

Chairman Carson moved to go into nonpublic session 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. Selectman Dabuliewicz seconded the motion. Roll call vote was taken: Selectman Dabuliewicz – yes, Selectman Brown – yes, Selectman Carson – yes.

24. Seal and Restrict

Selectman Brown moved to seal the July 26 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.

25. Adjournment

A motion was made and seconded to adjourn at 10:17 pm.

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

Recorder of the Minutes: Mary Whalen