



**Warner Board of Selectmen  
Work Session Meeting Minutes  
Wednesday, October 19, 2016  
APPROVED**

Selectman Carson opened the meeting at 3:30 pm.

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

Others present: Tim Allen – DPW, Marianne Howlett, Martha Mical

**1. Highway Department Projects**

- A. Tim Allen, Director of Public Works, presented to the Board road projects the highway department can do, a list of remaining 2016 projects, projects for 2017 and a pavement preservation project list. Tim said he is trying to plan using \$150K of road construction money and \$150K of paving to try to make a plan work with the budget numbers that he has now.
- B. In 2017 as a preservation project Tim wants to do Kearsarge Mt. Rd. from Main St. to the upper set of apartments. His thought is the drainage needs to be checked before the road is overlay-ed and the curbing should be reset for the sidewalk. He said he hasn't received the figures back yet. Allan said if you do the curbing the sidewalk will need to be relaid. Allan recommended budgeting for bricks as well and to take a good look at the piping that runs under the curb line.
- C. Tim talked about the bottom of the culvert on North Village Road, he met with Peter Holden last Thursday and Tim doesn't believe Holden has started yet. Allan said there is no water in that culvert right now and he is not happy, the town hired Holden Engineering months ago, the paperwork for that job should have been all done. Tim said he has spoken to Holden 3 times since sending the check, and was told they would be two weeks and Tim met with them on Tuesday and was told no paperwork would be ready until the middle of November. Tim said he will not hire Holden again to do anything, not the person for the job.
- D. Clyde asked if the projects for 2017 will be completed by the town. Tim said yes. The projects are:
- Multi-plate project on North Road (if not completed in 2016)
  - Schoodac Rd. at Brown Rd. to Courser corner
  - Burnt Hill Rd. - 1,500 feet – Mason Hill 1,500 feet
  - Catch bason cleaning
  - Kearsarge Mt. Rd – 3,000 feet from Main St.
  - School St. from Main St. to State overlay – 1,250 feet
  - Library Drainage
  - Waterloo St. and Newmarket Rd. drainage improvement
- E. Clyde asked if the driveway along the Town Hall be addressed next year too? Tim said if it's decided by the Board. Jim feels Tim needs to come up with a budget plan that can be presented to the Budget Committee, the Board can have their discussion about the drive when the Board talks about the Odd Fellows Building, Tim can be involved and if necessary change his scope of work.
- F. Allan recommended to Tim for him to contact the State (Nancy Mayville) about state-aid for Kearsarge Mt. Rd. If the state list is too long, he can move forward with his plan. Clyde asked if Tim's list of pavement projects are in the order of urgency. Tim said yes. Clyde also asked if Kearsarge will be part of Complete Streets which the Planning Board is working on. John asked if the right-of-way is wide enough for Complete Streets.
- G. Clyde asked if we need to start budgeting for replacement bricks for the sidewalks. Allan feels it should be included in the operating budget, it can be done a little at a time every year. Allan recommended contracting the job out.

- H. Allan said Tim should also plan for lowering the driveway at the Town Hall. Clyde agreed, and he understands this project would be done irregardless of what happens with the Odd Fellows Building.
- I. Tim wants to complete a comparison between seasonal help and hiring a contractor. Jim said the mowing for the cemeteries is contracted out for about \$25 per hour. Tim asked what is the yearly cost. Jim said about \$12K for two people mowing.
- J. Tim will add bricks to his budget, the Town Hall driveway he will work up some figures, and he will work on the comparison for seasonal help versus contracting.
- K. Tim asked the Board if he still oversees the Transfer Station. The Board said every aspect of it. Clyde asked if there is a part-time opening at the Transfer Station. Tim said yes, the position hasn't been posted yet. Tim has been thinking about hiring someone who can work at the Transfer Station and the Highway Department.
- L. Tim said he will adjust his budget and will meet again with the Board.

## **2. Eversource Program**

- A. Jim explained the installed cost of retrofitting lighting for the Town Hall, Police Station and Highway Garage will cost \$37,669, because of the projected energy savings the town is eligible for a 50% rebate from Eversource that gets paid directly to the vendor, which means the town has to pay \$18,834 directly. Allan asked what about the Transfer Station. Jim said it was looked at, at this time Eversource has the money for the first 3 buildings, the Old Grade School and Transfer Station is uncertain due to the usage. Clyde said the big users are the Town Hall followed by the Old Grade School. Jim said the Old Grade School will be put off till next year. The funds from Eversource became available because some projects were completed for less than estimated or someone pulled out, these funds are available as long as the town moves quickly.
- B. Jim said the amount saved on an annual basis is about \$4,500, the payback will be about 5 years. The breakdown of the total cost for each building is:
  - Town Hall \$11,896
  - Police \$12,838
  - DPW \$12,934
- C. Clyde said we could show the savings in the 2017 budget. Jim said he would first talk with Light-tech who will be retrofitting the buildings. John asked if this will be paid from surplus, Jim said yes.
- D. Allan asked are we talking about a program that will re-do the street lighting? Jim said different program, that would be for next year, and he would like to budget for it as well. Allan said different lighting is needed at the roundabout. Clyde asked for safety issues should the town approach Eversource for another streetlight at the roundabout? Allan said yes. Clyde also recommended the Energy Committee champion the streetlights, there may be other options to consider. Jim welcomes the Energy Committee, but from a budgeting standpoint a figure still needs to be generated for 2017. Clyde would like to see solar powered streetlights. New Jersey has solar powered streetlights. Jim said even if you move towards solar you still need a light bulb, what's being done is the light bulbs will be swapped out for a higher efficient bulb, which would probably make the solar option greater.
- E. Clyde asked where will this cost be funded from. Jim said the town is seeing a savings in workers compensation, a savings of \$30K, this is costing \$18,834.

## **Board Action**

Selectman Dabuliewicz moved to do the Eversource program for lighting efficiency for the Town Hall, Police Department and Highway garage as outlined in the previous discussion for an amount of \$18,834. Selectman Brown seconded the motion, motion passed 3-0.

- F. Clyde said he wants to pursue better lighting at the roundabout. Jim said he will look into it.

### **3. Roundabout**

- A. The Board talked about the plantings that will be going in and how well the project is turning out. The plantings have a one-year guarantee.

### **4. Tax Rate**

- A. Jim said the tax rate for 2016 is \$27.43, this rate does not include any money toward the rate and it doesn't include a \$200K overlay. Marianne Howlett said on the portal from Department of Revenue Administration it looks like the \$200K overlay was applied. Jim said when you apply the \$200K overlay on the portal, which he did, it bumped the rate to \$28.14 because money needs to be raised to cover the \$200K overlay.
- B. Marianne said when we are talking about overlay, she said she was in touch with the Assessing Clerk and last year the reason for the \$200K overlay was because of the revaluation and because we are not in a reval year the Assessing Clerk feels it would be safe to put the overlay at \$75K. Jim asked Marianne what about the abatements for Public Service. Marianne said the Assessing Clerk said there should already be \$450K which should still be in there because we haven't used it, so she didn't think we needed to save more for Public Service. John asked if that money lapses at the end of the year. Marianne said no because it goes into your surplus. Jim said he spoke to DRA and asked if the town has been doing \$200K for overlays for a couple of years, what happens. Jim said DRA's response was if it is not used, then it lapses as part of the unassigned fund balance which means that the retained fund balance would include some of the overlay money that has now expired. Jim is recommending \$200K for overlay. Jim said the town rate has dropped from last year based on no overlay and no mitigation from the Board. In 2016 it dropped .28 cents, the overall went up because of the school district. Also the assessed value from last year to this year increased by \$2.3 million, which is good.
- C. Clyde feels the Board needs to focus on the town tax rate. John agrees, that's the only rate the Board has any say over, he knows that's a hard sell, we can't effect the other tax rates. Jim said if you apply a \$200K overlay and the Board uses no surplus money to offset the town tax rate the overall tax rate will be \$28.00 per thousand. Clyde asked if the Board applies \$75K to the overlay as recommended by the Assessing Clerk the tax rate is lower? Jim said yes. John confirmed the overlay is for Public Service, if they win two years worth of tax abatement requests. Marianne said the overlay is for all tax abatements. John asked then why are we estimating so much lower than in the past, is it prudent to do? More discussion amongst the Board pertaining to overlay and surplus amounts.
- D. Jim said the tax increase is really on the school. The town has kept appropriations flat, the town's assessed value increased by \$2 million. The school rate increased by \$1.06 and the state rate increased by .09 cents. Clyde asked what would we need to take from the fund balance to keep the rate flat or reduced a little. Jim said a big chunk. More discussion.
- E. The scenario the Board is considering is \$75K for overlay (to be used for abatements), \$100K applied from surplus resulting in a \$8.87 town rate, total rate \$27.34. Martha said what needs to be said to the voters is if you want the overall tax rate to decrease, go to the school meetings. The Precinct tax will be \$1.88.
- F. The Board will make a final decision at tomorrow's 9:30 am meeting.

### **5. Adjournment**

A motion was made and seconded to adjourn at 6:00 pm.

Board of Selectmen  
Clyde Carson  
Allan N. Brown  
John Dabuliewicz

Recorder of the minutes: Mary Whalen