



**Warner Board of Selectmen
Work Session Meeting Minutes
Tuesday, October 25, 2016
APPROVED**

Selectman Carson opened the meeting at 1:05 pm.

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

Others present: Martha Mical, Anthony Mento, Jason LaCombe, Ed Mical

1. Warrant

- A. Assessing Clerk, Martha Mical, provided the back page that goes to the Tax Collector's warrant book to Allan for his signature, both Clyde and John have already signed it.
- B. Martha presented two copies of the warrant that tells the Tax Collector to collect \$3,973,146.44.

Board Action

Chairman Carson moved to direct Marianne Howlett the collector of taxes for the Town of Warner in the said county Merrimack. In the name of the state you are directed to collect taxes in sum of \$3,973,146.44 with interest at 12% after the first day of December next on all sums not paid on or before that day. And we further order you to pay the same when collected to the town Treasurer or the town Treasurer's designee provided by RSA41:29 VI at least on a weekly basis or daily whenever tax receipts total \$1,500 or more. Selectman Dabuliewicz seconded the motion, motion passed 3-0.

2. Abatements

- A. Assessing Clerk, Martha Mical, presented to the Board 9 abatements, 3 are for the Ordway lots (gifted to the town), 3 are deeded properties the Board just took and 3 are for interior inspections that took place after September 1, assessments were changed.

Board Action

Chairman Carson moved the Selectman approve the following abatements:

- Map 22 Lot 14 for \$22.15
- Map 22 Lot 16 for \$20.89
- Map 22 Lot 17 for \$18.93
- Tax deeded lots:
 - Map 16 Lot 55 for \$95.14
 - Map 32 Lot 15 for \$511.35
 - Map 19 Lot 37 for \$927.10
- Abatements due to interior inspections:
 - Map 21 Lot 1-a for \$3,050.32
 - Map 11 Lot 65 for \$307.85
 - Map 10 Lot 83 for \$576.87

For a total of \$5,530.60. Selectman Brown seconded the motion. John asked if the last group are the deeded properties. Martha said no, the last group is people that had called and asked the Assessor to visit their house, the Assessor did so after the MS-1 form was submitted, which sets the value. Those interior inspection changes can only be changed now through an abatement. Motion passed 3-0.

3. SMP Architect

- A. Anthony Mento and Jason LaCombe from SMP Architect met with the Board to talk further about the architect selection for the new fire station design. Clyde said one area the Board would like to explore with SMP is how SMP will work with regards to the town and how they will work with the committee and public presentations. Allan added another concern, which is to make sure there are hours planned into the schedule for meetings with the committee.

- B. Anthony said Eric Paulson was with him on the first interview and now Eric is away today and Anthony said yes, Eric made the statement that "we've only been abused once to that, we will help out and go to as many meetings as possible". Anthony thinks in the RFP the town clearly outlined what the town's desire was as far as meetings. In the proposal to the town, there are 5 sessions with the committee, 3 public presentations, one being a listening session, work with the committee to develop what the building would be and then go back to the town a seconded time saying this is what we heard from the listening session, here is the plan. The third and final meeting would be to promote and educate the project prior to Town Meeting.
- C. John asked Anthony how would he envision us collectively establishing clearly to the public the need. Jason said the process outlined, that they have had good success in, is really more about creating a dialog with the community as we are going through the design. Jason said it is important to us that this project presents Warner's desire not SMP's desire. Jason said establishing the need can be really challenging because you will always get a portion of the population that says we've been fine we don't need anything. Then there are those in the community that recognize the need and there will be some that do not pay attention and have no idea. Jason said finding a way to get that communication out, we usually like to see that started before becoming actively engaged. Jason said his firm is currently with a school project that is coming up for warrant article in (place not audible). His firm pitched the idea of little 30 second videos to show some of the issues that can be put on the website, on facebook etc. Jason said SMP would look at the Board to see what is most effective for the town. John said that's what he was looking for, SMP's assistance. Jason said if you select SMP we will be a team, we rely a lot on you just as much as the Board will be relying on them for expertise, we will go through this process together. Clyde asked if SMP could help us put together videos and get them posted. Jason said SMP could probably help, but he doesn't think SMP is the best source. Clyde asked how did it work when SMP did it before? Anthony said with Rye Town Hall, they had an older community, but a lot of the voters are younger generation, technology savy and the Selectboard was not. SMP said to Rye that nothing is getting approved in town because they were missing 20% of the voters. So outside SMP's contract they developed a facebook page in a marketing effort that was constantly being updated. Anthony said SMP also paid for advertising specifically for Rye residents. It was a method that got good and bad comments, but at least there was dialog. Jason said if there is negative tone on the project we want to be able to address it. Anthony stressed SMP is not the marketeers, but we can help a lot. Utilizing the towns local talent to help would be advantageous. The goal is to get the voters to the presentation. Anthony said at that time SMP would typically create full size colored posters that can be displayed around town and then during the presentation create a power point, full videos, fly overs of the rendering of the building and those can be utilized in the marketing effort. Anthony feels through the efforts of Allan, that the ground work has already been laid. He feels the town does recognize the need for the fire station and now it's bringing it together, answering the questions and be able to convey it at the informational meeting. Jim said what also needs to be looked at is the urgency, the need has been established but you can live with the need for many years. Every year you wait the cost increases. Anthony said typically you see 2 -3% increase in construction cost a year, right now because all of the sub-contractor's are booked and busy up through next year, the bidding coming in is 12 - 13% higher.
- D. Jason said the most important thing is SMP comes up with a solution that is pragmatic in what you need, so the people don't feel your overspending. Anthony said one of the questions asked at the first interview was "why don't you think we jcan ust go to the Town Meeting with a plan that is buildable for next year." Anthony feels it is too soon for the voters. Allan said even though the committee has established the square footage needed, he asked Anthony, if he was working on this project and it could be smaller, can it be done? Anthony said the committee worked wisely to pull a program together, it was a great effort and that gets the conversation going with the architect that you choose, it doesn't change the fact that SMP will still discuss every room with the Committee and confirm the sizes, that process is what will determine the size. SMP will define what the goals are and will discuss each option.
- E. Clyde asked about the time line between now and March, how does it look on SMPs side. Anthony said we are two weeks off of what was put in the schedule, he said we can move quicker than the committee's usually can, because the committee needs time to process. Clyde asked when do we need to have a conceptual done. Allan feels as soon as possible, he wants plenty of time to address the public. Jim said this needs to be presented to the Budget Committee as well, there's room in January to present.

- F. Allan said to Anthony, to understand better, we have done all the listening sessions and a plan has been generated and all is said and done, phase I, SMP will come to the town and say what the cost will be for the next phase and the next phase will provide drawings, schematics and landscaping. When does the town get a feel for what the fire station is going to cost? Anthony said we will help the town choose a construction manager who will sit it on phase I. While we are doing phase I, we will agree what the building plan is, and what the building relatively looks like, from there we create a fee to do the construction documents, get proposals from our engineering for mechanical, electrical, plumbing, structural and determine if the town will hire the civil engineer, determine what other services the town wants because there's a whole host of services that hasn't been discussed. So in January the town will have a package of information and what the number is that you need to go for in 2017 warrant article for design services. Anthony said at that point in time we could probably get the construction manager to give an estimate on the plan which will be plus or minus 10% and it will have anticipated increased construction costs if the project goes out another year from the construction manager. Jason said the town will be going to the 2018 Town Meeting with a contracted cost guaranteed not to exceed. Allan asked on the construction manager, SMP will help us hire one? Anthony said correct. Allan asked how does the construction manager get paid. Jason said for a construction manager there are typically two fees, the preconstruction fee leading up to digging a hole. Those fees vary, some cm's will say it will be zero money at preconstruction, roll it all in the construction. Jason said he is weary when cm's do that because you don't know what you're getting. Allan asked if they have any idea the cost for a cm. Jason said the preconstruction fee a cm would give you would be from when they were hired to basically when it passes at 2018 Town Meeting. Jason said it varies greatly, he would expect \$6K - \$10K. Clyde asked what the cost would be from now up to Town Meeting. Jason said that is more difficult to guess. Anthony explained what the town is looking to get from the cm up to Town Meeting is to attend a few meetings with SMP so they are engaged in the design decisions because the cm could recommend building systems that could be more cost effective, and then they will take the plans to create a cost estimate and that should be it. Jason said the bulk of the work up to Town Meeting for the cm is the cost estimate and they are thinking the cost could be around \$5K. Jason said through the selection process we would ask what their fees are.
- G. Anthony said one of the products SMP provides during phase I is a total project budget sheet which takes into account a lot of line items that can be easily forgotten about. And then you get the cost from the cm and then both are totaled. Allan said to SMP that they said they could break out some of the services because Allan's biggest concern is landscaping and the town has a landscape architect in town. Anthony said Rob Nute is a landscape architect that lives in town that doesn't practice anymore because he has his own business, who told Anthony he would do the landscape architecture for the fire department pro bono if desired.
- H. John said to Anthony there was some reaction at the first interview that you were a bit casual in your presentation and it wasn't as professional as the other presentations, John wanted them to be aware of the feelings of some of the people there. Allan said his opinion on those comments was Anthony was comfortable because he knows us all. Anthony said it was awkwardly set up, he didn't know where to be. Anthony who was also on the Fire Station Building Review Committee chose to be on the committee because he cared about the project, he wanted to participate, if we are not successful that's fine. He said if SMP is selected there's not going to be anyone else more committed to it because his name is going to be attached to from here on out. Anthony takes this very serious.
- I. Jim said he was picking up some level of concern because there is a lot work to do to get this project accepted this coming March. He thinks the interviews were trying to vet out which firm will give us the best hand holding as we move forward to make a convincing argument that a new fire station is good for the town at this time. The suggestion was made to have SMP come back in because he doesn't think it was adequately done at the last interview, there was also an interruption. Jason appreciates the chance to meet and he thanked the Board for the additional meeting, both he and Anthony left the meeting.
- J. The Board talked amongst themselves for a period of time.

Board Action

Selectman Brown moved to hire SMP Architectural firm for the design of the new fire station based on their submitted proposal in the amount of \$19,500 plus reimbursements. Selectman Dabuliewicz seconded the motion, motion passed 3-0.

- K. SMP will be contacted and a letter will be sent to those who were not selected. Allan said he will contact SMP and begin to coordinate the next meeting. Clyde asked from this point on, how will the Selectboard be kept in the loop of the whole thing. Allan said he will first talk with SMP. Jim said a couple of ways the Selectboard can be kept in the loop is reading the minutes and Allan can provide an update at each Selectman's meeting.

4. Manifest

Selectman Dabuliewicz moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 4373-4420 in the amount of \$42,421.55 (including 21 direct deposits) and Accounts Payable check numbers 52842-52908 in the amount of \$251,974.31. Selectman Brown seconded the motion, motion passed 3-0.

5. Consent Agenda

Selectman Brown moved to approve the Consent Agenda for October 25, 2016:

1. Building Permits for:
Map13 Lot 003-1
2. Cemetery Deed for John A. Davis
3. November 8 Polling hours (finish signing)
4. Application and Certificate for Payment
5. 2016 Equalization Municipal Assessment Date Certificate (previously signed)
6. Energy Policy (approved on September 27)

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

6. Minutes

Clyde asked to table approval of October 6 nonpublic, October 11 and October 13 meeting minutes.

7. 32 Waterloo St. Hazardous Material Assessment

- A. Jim provided hard copies of the abbreviated phase II report, a full report was sent to the Board by email. Jim said at this point other than one or two questions for clarification, the site is essentially clean. One abutter wants clarification on the results on the well testing, Jim is getting clarification on that as well.
- B. Jim said Tim Blagden sent an email about the clock ticking on the phase II report. Jim said the state D.O.T needs to decide about the property, the property is not even on the surplus list.

8. Funding Requests to the Trustee's of the Trust Funds

Selectman Dabuliewicz moved that the Board authorize requests for reimbursement from the Trustee's of the Trust Funds from the following capital reserve funds:

- Exit 9 Improvements \$21,896.15
- Odd Fellows Building Hazardous Mit. \$ 3,247.88
- TS Equipment CRF \$48,000.00
- PD Vehicles \$ 934.64
- Town Hall Improvements \$29,247.00

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

9. Pole at Town Hall

- A. Allan reported Eversource's estimate was told to him to be very minimal to relocate the pole and wiring from behind the Odd Fellows Building to another location close by. Eversource told Allan the project has only a one-year life span. The Board talked about coordinating the driveway project with the pole project. The town will need to hire an electrician for the pole project as well. Ed Mical said Yestramski Electric in Contocook has been used in the past, Allan said he would make contact.

10. Work Session

- A. Jim said the next work session is scheduled for Tuesday, November 1 at 10:00 am to go over Police Department, Fire Department and Emergency Management budgets for 2017.
- B. Other work sessions will be scheduled at the November 1 meeting.
- C. Jim would also like the Board to read the Hazardous Assessment Report for 32 Waterloo St. as well, he needs the Board to accept the report at the November 1 meeting.

11. Other Business

- A. Allan asked if anyone on the Board knows how the town made out in court regarding a squatter on Horne St. No one had any information. Jim said he will check with the Police Chief.

- B. Ed Mical reported the Emergency Operation Program Grant for updating the Emergency Operation Plan ended on September 30. Ed said the match obligation has been met and he would like to act as the town's authorized agent to request the reimbursement of \$4,015.

Board Action

Chairman Carson moved to authorize Ed Mical to act on behalf of the town to submit the request for reimbursement. Selectman Brown seconded the motion, motion passed 3-0.

- C. Ed Mical reported he has been in touch with the state on funding for the outfitting of the Emergency Operation Center in a new fire station. Ed recommended as the new fire station project moves forward to look at environmental and historic preservation, he said those items need be accomplished before any construction work. Allan said that's where the engineer comes into the project.

12. Adjournment

A motion was made and seconded to adjourn at 2:55 pm.

Board of Selectmen
Clyde Carson
Allan N. Brown
John Dabuliewicz

Recorder of the minutes: Mary Whalen