



# Warner Board of Selectmen

## Meeting Minutes Tuesday, June 6, 2017 APPROVED

Chairman Dabuliewicz opened the meeting at 6:04 pm.

Attendance: Selectman John Dabuliewicz – Chairman, Selectman Clyde Carson, Selectman Kimberley Edlmann and Town Administrator – Jim Bingham

Others present: Carol Granfield, Chris Connors, George Embely, John Leavitt, Gary Thornton, Rebecca Courser, Michael Simon, Judy Newman-Rogers,

### **1. Municipal Resources, Inc. - Wage Study**

- A. Carol Granfield of Municipal Resources, Inc. explained the wage study proposal. The proposal is for a wage classification study for about 25 positions. She said the system they use is well regarded, it appears in the International City/County Management Association (ICMA) books. MRI will analyze all the positions, they look at the job descriptions, have an orientation with the employees, the goal is to have a good system to pay the employees accordingly and make sure the positions are compensated appropriately. The employees will complete a 5 page position questionnaire analysis, it asks specific questions about their job. MRI would then determine what communities they will survey for salary & benefit information. They look for towns comparable in population and town's that are competitive. John asked what kind of response does MRI get to the surveys from other comparable towns. Carol said MRI follows-up, the benefit to the community to participate is MRI will supply them with a summary of what MRI found.
- B. Clyde asked how current are some of the communities MRI surveyed and would you leverage that as part of the study and also would MRI utilize the studies from New Hampshire Municipal Association. Carol said NHMA does not do the studies the same anymore, but MRI does utilize the data. MRI just finished Campton and are currently starting Candia and Salem NH, so they have current data they pull from. Clyde asked how do things vary around the state. Carol said MRI would recommend surrounding or similar towns. After the data is compiled MRI has a 14 point factor system to come up with a grade structure. The town would then be provided with a manual that will assist the Town Administrator in the future with a new position.
- C. MRI will provide the town with a grade structure with minimum and maximum ranges, new job descriptions and a developed a pay scale. The process takes about 3-4 months. Kimberley asked if this study will be done for employees as well as elected officials? Carol said yes, all the town officials.
- D. Jim asked when looking at comparables, typically how many towns are looked at. Carol said 7 to 9 as long as it's good data, sometimes more.
- E. John asked if MRI proposes anything besides a step type system for compensation. Carol said it depends on what the town is looking for and that is achieved after everyone sits down and decides.
- F. Kimberley said once the survey is completed, what type of support will there be 5 years from now. Carol said the report will tell the town how to keep the wage study updated without having to hire for another study.
- G. John said once this study is finished the Board will have to confront the reality of people's views of it, the citizens, Budget Committee, the employees. He asked Carol if she could recommend as to how to deal with those kind of issues, while trying to guard against making employees feel like they're under attack. Carol said it's been helpful to have an orientation session in the beginning and it is emphasized the study is to help the employees and the community, no one is being singled out. The idea is to compensate the employees comparable to other towns and keep retention of the employees and openings to hire good employees.

- H. Kimberley asked Carol if they ever touch upon job satisfaction or do you ever see issues with job satisfaction tied to a job description. Carol said we see and hear everything and then some during the interviews, depending on the nature, sometimes MRI will provide a management letter saying that you may want to be aware of some dissatisfaction throughout the staff.
- I. Clyde asked for references. Carol said Goffstown, Fitzwilliam, Hinsdale are recent. John said he has spoken to Fitzwilliam.

## **2. Watershed Study**

- A. Chris Connors and George Embley met briefly with the Board. Chris said they have been working on the watershed since 2012, last year they completed a culvert assessment. There will be two workshops for flood resiliency on June 14 & 28 from 4:00 pm to 6:30 pm. at the Town Hall. What they are trying to do is get a town team together composed of Selectmen, Town Administrator's, Public Works, Emergency Management, Conservation Commission and Planning Board. At the workshop the culvert data which has been run through an engineering model which determines how much water passage there is in each town, they are interested in the aquatic organism passage through the culverts. Chris is hopeful the Director of Public Works will come with a list of culvert replacements, they will present their data, combine the priorities and because they are involved they can reach out to a significantly larger grant pool. Information will be placed on the town's website. Chris said by the end of the workshop she hopes to have a list of potential projects that they can help move forward.

## **3. Projects**

Solar Array – Clyde reported right now the area needs to dry out so it can be leveled and the array layout can be figured. Kimberley asked if the loan should be secured first before doing any construction? Clyde said the loan has been signed. Kimberley said but our lawyers are looking at everything now. Clyde said he was unaware, and the Community Development Finance Authority requires documentation saying the town's attorney has reviewed everything. John said so CDFA allowed us to sign the loan without first having the attorney review? Clyde said yes. John said what happens if we don't do it. Clyde said it's a paperwork item more than anything else, they said they missed it and didn't inform the town. Clyde said at this point the loan is secured and the project should start at the end of June and finish in July. Jim said he will contact the attorney about what he thinks about this and whether he is comfortable signing off on a document that he will not be able to complete in its entirety. Jim will get back with the Board after he talks to the attorney. Clyde also said Yankee Cable Network will be doing a segment and the town of New London is interested in the project to learn what the town did.

Fire Inspection Corrective Action Plan – Jim reported some minor revisions were made to the plan and sent on to the Fire Marshal and from this point forward the town will work with the Fire Chief. Jim is working with the Fire Chief to get limited occupancy (50) for the lower meeting room. Some options are being investigated for the sprinkler system as well.

Personnel & Town Policies – no report

Economic Development Committee: Clyde reported the EDC met on May 25<sup>th</sup> and talked about how to additional members and what the charter will be.

Selling Town Parcels – The Board needs to have an overall discussion on the direction they want to go.

Town Hall Front Lawn - Clyde reported the Lawn Committee has met twice, there was one set of minutes published which he has received a lot of feedback on. The Historical Society would like to have representation on the Committee as well. Clyde suggested at the next Selectman's meeting to put out the thoughts and open it up to the public for input.

Fire Station Site – The Architectural Contract is being created. The Geotechnical Contract from Ransom is being reviewed by SMP. The revised contract will be sent to the Board. The RFP for the house has been published and is on-line.

#### **4. Public Hearing – Currier & Ives Scenic Byway**

- A. Chairman Dabuliewicz, at 7:04 pm opened the public hearing for public input on a proposal to expand the Currier & Ives Scenic Byway in Warner. Selectman Carson will provide the details.
- B. Clyde introduced Kate Nelson from Central NH Regional Planning Commission and John Clark, Chairman of the Currier & Ives Scenic Byway. The Byway promotes tourism and encompasses five towns, Henniker, Hopkinton, Warner, Webster and Salisbury. The proposal is to extend the Byway from the Davisville, Route 127 Route 103 intersection, to have it come up Route 103 to downtown Warner up to Rollins State Park. The idea is to bring more tourism to Warner. John Clark said Clyde approached him to add Warner to the Byway. He said this Byway is one of the more active ones in the state as well. A brochure is being worked on for the Byway. The only cost to the town is the cost for the signs.
- C. Public Comments  
Kimberley: Is there a cost?  
Clyde: Just for the signs, about \$80.  
Jim: How is the marketing done on these Byways.  
Clyde: A brochure is being worked on.  
Kate Nelson: We have a Currier & Ives website, a Facebook page, NHDOT scenic byways programs website.  
Judy Newman-Rogers – Are the routes being advertised or are the businesses and the things to do in the area.  
Clyde: It depends on which site you search.  
John Clark: Veteran's graves were identified along the Byway that was highlighted for Memorial Day.  
Jim: Would there be sponsorship opportunities for businesses and individuals.  
Clyde: The Byway Commission wouldn't turn that down.  
John Leavitt: Does every Byway have unique name?  
Clyde: yes  
Rebecca Courser: How do you decide who's going to be part of this Byway.  
Kate: This Byway was designated back 1994, originally the Yankee Trail under separate funding. To add a section an application can be obtained from the Department of Transportation.
- D. Chairman Dabuliewicz closed the hearing at 7:16 pm.

#### **5. Thornton & Associates – Wage Study**

- A. Gary Thornton met with the Board to present his wage study proposal. He approaches every study as unique to the town, he does not use a boilerplate. They spend time talking to those who do the job before moving to outside resources. Gary presented a list of recent studies that he has done, he works in NH, Maine and Vermont.
- B. Jim asked Gary in his proposal it talks about utilizing cutting edge technology in classification compensation survey process, what is meant by cutting edge technology. Gary said he uses all the technology that's available to him. When a consulting firm bids on this type of thing, time is money. Gary's firm will take the surveys completed by the comparable towns, import the data, then does data stream leveling.
- C. Kimberley asked Gary to speak about his deliverables. Gary said he starts with a project orientation with the employees, audit each position with a questionnaire, develops a classification system that will have a shelf life and the system will be able to be maintained.
- D. Clyde said the town has a grade and step system that fails with the economy, the question he asked was not audible. Gary's answer to Clyde's question is he doesn't have a boiler plate approach, he said that has been a problem in every community he has worked in. John asked if there are other option besides straight merit or step systems? Gary said there are combinations depending on what the Board wants.
- E. Jim asked Gary what has been the most effective process of orientation that he has come across dealing with small towns. Gary said he will start with the employees, his firm is involved in the process all way through, how ever way it works for the town. The Board will have to decide what kind of role they wish to play in the process as well.

- F. John asked if benefits are factored as part of the compensation. Gary said yes, total compensation.
- G. Clyde asked what the time frame is. Gary said about 7 to 8 weeks for everything.
- H. Kimberley asked Gary to talk about his company. Gary said his firm started in 1998, prior to that, for 30 years he was the Director of Compensation and Benefits for a number of firms. Gary doesn't have interns, he does the work. Kimberley asked Gary if he has time in his schedule and Gary said yes.
- I. John said once this study is finished the Board will have to confront the reality of people's views of it, the citizens, Budget Committee, the employees. He asked Gary if he could recommend as to how to deal with those kind of issues, while trying to guard against making employees feel like they're under attack. Gary said the best way to defend the study is to have solid credible information.
- J. Kimberley asked Gary if he encounters job satisfaction issues, how would he handle those. Gary said there has to be a process to air grievances through the Department Head, Town Administrator and Selectmen.
- K. John Leavitt said confidentiality of the employees, he expects would remain nameless. And if all the employees are going to be interviewed, in order to make comparison with another town wouldn't you have to interview those employees as well unique to what their job description is? Gary addressed confidentiality, when he is talking to the employee it's to understand what is unique to their job. The participants in the survey will be asked to look at the job description for Warner and if it is less than, equal too, or greater than what the participant has, sometimes Gary will need to talk to the participating towns as well. John Leavitt said he is sure the survey will find employees that are under paid and over paid in Warner, will you be identifying both? Gary said yes.
- L. Both interviews now concluded, Kimberley asked what is the next step. John has talked to several towns, and the one thing that was pointed out to him was they were satisfied with both, but, it was stressed to John that Gary's accessibility and responsiveness was very positive and very easy to work with. John did say he didn't hear any negatives about both.

#### **6. Board Vote on Right-of-Way Easements**

Selectman Carson moved to approve the acquisition of right-of-way easements on Map 14 Lot 15 and Map 31 Lot 58. Selectman Edelmann seconded the motion, motion passed 3-0.

#### **7. Kelly Hill Road Driveway Permit**

- A. A question that was raised at the last meeting was, is a pole a structure. John consulted with the Building Department and read the definitions of a structure in the Zoning Ordinance and in the Residential International Building Code and the determination is no, a pole is not a structure. The Building Code does allow a storage shed 200 square feet or less without a Building Permit.
- B. John is recommending the Selectmen deny a second driveway permit for Map 6 Lot 21. Clyde agrees.

#### **Board Action**

Chairman Dabuliewicz made a motion to deny a second driveway permit for Map 6 Lot 21. Selectman Carson seconded the motion, motion passed 3-0.

#### **8. Meeting Schedule**

- A. The July 4 Selectman's meeting has been changed to June 27, beginning at 6:00 pm.

#### **9. Class VI Road – Request to Make Improvements**

- A. Steve Lux sent a letter that Jim read into the record:

*Dear Selectboard*

*I am writing today to request permission to perform certain maintenance on specific Class VI roads within the Town of Warner per RSA 236:9. The roads requested are Wiggins Trace and Schoolhouse Lane. This request is to allow*

*for easier access to our family owned property and camp on Wiggins Trace (Map 4 Lot 18). This maintenance would be done on my own personal time and expense. This request includes cutting or removal of vegetation within the roadway and or the total width of the road and the removal or widening of any barriers within the roadway that hinders public usage of the road. Per RSA 231:21a, written notice shall be given to all abutters in the event vegetation is cut and or removed from the roadway.*

- B. The Director of Public Works informed Jim that it is customary for someone wanting to do this to meet with him and go over everything. Jim will contact Mr. Lux and he will refer him to the Director of Public Works.

### **10. Bradford Joint Meetings**

- A. The Town Administrator will arrange a joint meeting. Clyde asked if this is something the Board wants to take on at this time because there are a lot of projects trying to get completed. John said he is not anxious either, he said he will send a letter to the Bradford Chairman telling him how Warner is not ready at this point. Jim said the joint meetings will move along slowly, each of the towns need to identify one or two projects or areas they would like to explore and go from there. Jim will move forward and have conversations with other Town Administrator's to identify projects.

### **11. Pillsbury Free Library – Allotment**

- A. The PFL Treasurer sent a letter to the Selectman's office regarding the timing of the allotment payments. The payments will now be twice a year. Michael Simon, Library Trustee, said the Treasurer, Jim and the Bookkeeper met and all agreed this change makes sense, the Library Trustee's agree as well.
- B. Kimberley said she is not in favor of the two payments from a budget expenditure point of view she recommended monthly. Jim said a monthly payment was not working for the Library because of the 26 pay period timing. Kimberley asked about 1 payment per year. Jim said we may end up doing that.
- C. Judy Newman-Rogers asked when the Library writes a check back to the town for the payroll expenses, does that money come in as revenue? Jim said he is obtaining clarification from the auditor's where that money can be placed.
- D. Kimberley asked why the Library doesn't do their own payroll. Jim said the Library would need to apply for their own tax identification number and then they can do their payroll. Kimberley said that would simplify things significantly. John asked Michael to bring the idea of doing their own payroll back to the Trustee's.

### **Board Action**

Selectman Carson made a motion to accept the recommendation from the Pillsbury Free Library Trustee's to change the allocation to the Library. Chairman Dabuliewicz seconded the motion, motion passed 3-0.

### **12. American Tower Lease**

- A. Jim explained the current lease is for 20 years starting from 2013 paying \$2,000 with incremental increases every 5 years. American Tower has approached the town with the request the town extend the lease to another 20 years. The particulars have not been disclosed yet so Jim would like to obtain more specifics. The Board agreed.

### **13. Town Hall Driveway Agreement**

- A. The difference in the agreement is the town will be plowing the parking area. The agreement is renewed annually.

### **Board Action**

Selectman Carson moved to accept the agreement on the driveway between Schoodac's Coffee House and the Warner Town Hall. Chairman Dabuliewicz seconded the motion, motion passed 3-0.

### **14. Meeting Minutes**

Selectman Carson moved to accept meeting minutes dated May 23 public and nonpublic. Selectman Edelman seconded the motion, motion passed 3-0.

### **15. Manifest**

Selectman Edelmann moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 4766-4785 in the amount of \$34,098.85 (including 21 direct deposits) and Accounts Payable check numbers 53785-53827 in the amount of \$131,821.63. Selectman Carson seconded the motion, motion passed 3-0.

### **16. Consent Agenda**

Chairman Dabuliewicz moved to approve the Consent Agenda for **June 6, 2017**:

- Building Permit for Map 31 Lot 001
- Veteran's Tax Credit for Map 3 Lot 78

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

### **17. Road Agent**

- A. The recorder was paused and was turned on when Clyde was saying statutorily you don't have to have a Road Agent if you have a Director of Public Works, however, a Road Agent has certain statutory authority that comes with being a Road Agent. John asked for specifics. Clyde said the ability to take some actions without having....once they're appointed they go off and say I need to take some action on this bridge without having to ask the Selectmen; the Road Agent has that authority. Clyde's argument is it wouldn't hurt the town and it may help the town. John asked Clyde if he wants the DPW to be able to take independent actions. Clyde thinks it's valuable for the town. John asked because. Clyde said if the bridge is caving in the Road Agent can just take action. John said you don't think he can do that anyway? Clyde said I don't know, but, if your a Road Agent you have the authority to do certain things like that, he believes there is merit in it. John asked Clyde why this came up all of a sudden. Clyde said we used to have a Road Agent, why don't we now.
- B. Kimberley said her understanding of a Road Agent is he doesn't have to live in town. Kimberley read from A Hard Road to Travel and whether the Road Agent is elected or appointed they must perform their duties under the direction of the Selectmen. She asked what is the difference between appointing a Road Agent and not appointing one, where is the value. Jim said he doesn't see the value, but he does see whether we've been consistent. If the Board names a Road Agent, the town is following a statute, but there are 4 other statutes that follow where the Road Agent shall give weekly expenses to the Board, shall establish a budget. If the town follows one RSA and then ignores the others, then why are we doing it. The fact is the town already has a Director of Public Works and a Public Works Department is responsible for highways, roads and facilities, there are policies in place and the attorney's at NHMA said the town effectively has a Road Agent through the Director of Public Works. Jim said the Board has to look at the Road Agent position as something that was done at a time when a lot of small towns couldn't afford to buy a truck and hired local contractors. It has no bearing one way or the other.
- C. Clyde suggested holding off until the next meeting, he would like to do some research.

### **18. Rescind Vote for Map 22 Lot 005**

- A. Tax Collector, Marianne Howlett explained on May 9 she had an uncollected tax bill for a small piece of land on Kearsarge Mountain and that was the piece the Board asked Marianne to deed. Three weeks later Marianne received \$300 for the parcel that pays up to 3 years. This brings the account up to current. Marianne is asking the Board to rescind their vote.

### **Board Action**

Chairman Dabuliewicz moved to rescind the vote of May 9, 2017 regarding the tax deed for Map 22 Lot 005. Selectman Carson seconded the motion, motion passed 3-0.

### **19. Public Comments**

- A. Judy Newman-Rogers said at the last Selectman's meeting there was a question about Parks & Recreation Commission whether it was a Commission or not. The Conservation Commission and Parks & Recreation Commission split in 1982. Judy completed research and found it is indeed a Commission and provided the research to the Board. Clyde recommended to refer to Parks & Rec. as Parks & Recreation Commission in the Town Report.

- B. Martha Mical said the Supreme Court has ruled in the towns favor for Eversource abatements for 2011 & 2012. Martha said 2013, 2014, 2015, 2016 and will have 2017 abatements are still pending.
- C. There was a discussion about the access to the auditors.

**20. Nonpublic Session**

Chairman Dabuliewicz moved to go into nonpublic session at 9:35 pm. under RSA 91-A:3 II (d) acquisition/sale of personal or real property. Selectman Edelman seconded the motion. Roll call vote was taken: Selectman Carson – yes, Selectman Edelman – yes, Selectman Dabuliewicz – yes.

Present: Selectman John Dabuliewicz – Chairman, Selectman Clyde Carson, Selectman Kimberley Edelman, Jim Bingham - Town Administrator

Chairman Dabuliewicz moved to come out of nonpublic session 10:00 pm. Selectman Edelman seconded the motion. Roll call vote was taken: Selectman Dabuliewicz – yes, Selectman Edelman – yes, Selectman Carson – yes.

**21. Seal and Restrict**

Chairman Dabuliewicz moved to seal the June 6 nonpublic minutes for 1-year under RSA 91-A:3 II (d) acquisition/sale of personal or real property. Selectman Edelman seconded the motion. All were in favor the motion passed 3-0.  
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**22. Adjournment**

Meeting adjourned at 10:00 pm.

Board of Selectmen  
John Dabuliewicz – Chairman  
Clyde Carson  
Kimberley Edelman

Recorder of the minutes: Mary Whalen