



Warner Board of Selectmen

Meeting Minutes
Tuesday, September 12, 2017
APPROVED

Chairman Dabuliewicz opened the meeting at 6:00 pm

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

Others present: Tim Allen, Varick Proper, Nancy Martin, Sam Durfee, Rebecca Courser, Steven & Gail Holmes, Martha Mical

1. Vehicle Purchase

- A. Director of Public Works, Tim Allen, said then Selectman Allan N. Brown made a motion in March approving \$47K for the purchase of a Ford F350 pick-up. Tim is now looking at GMC to try a different engine type and has been told that he can't order a Ford diesel until November when the 2018 models come out. Tim is looking for clarification on the motion made in March.

Board Action

Selectman Carson moved to allow the DPW to purchase the Ford F350 or an equivalent. Selectman Edelmann seconded the motion, motion passed 3-0.

2. Rehabilitation of the 2006 Ford 550

- A. Tim Allen is looking to extend the life of the equipment he has. What Tim would like to do with the 550 is replace the dump body, the rest of the vehicle is sound. He wants to also check the frame and if it's in decent shape he has a price for building a platform dump body utilizing racks that he already has. For \$8,500 - \$10,000 the life of the vehicle could be extended another 2-3 years. Tim is looking for approval to move in this direction. The rehab would be funded from a capital reserve fund. Kimberley asked if this could be funded from Tim's budget. Tim said he can't answer that until he gets into it to see where he is really at, he's not sure he has enough money in his budget to complete it.
- B. Clyde asked Tim if he rehabs the 2006 what is the implication over the next couple of years in terms of equipment. Tim said what he is trying to accomplish is keeping a spare vehicle and saving the funds to replace the big truck. Clyde asked will this give some slack on what is placed into the capital reserve over the next couple of years? Tim said it could. A new 550 completely stocked will run about \$85K. Varick Proper asked if Tim goes through with this plan, where does this put the median age of the fleet. Tim said without looking he can't answer truthfully, it's got to be the mid 2000's.

Board Action

Selectman Edelmann made a motion to encourage the Director of Public Works to pursue taking off the body of the 2006 Ford 550 and inspecting it and taking an action plan from there. Selectman Carson seconded the motion, the motion passed unanimously.

3. Gravel Pit Reclamation

- A. Tim Allen said this is the 5th year since the Alteration of Terrain application was approved, we have to do an update on where we stand. Tim said Mark Moser and him looked at the site and Mark sent a response to Tim by email:

Tim,

Based on our meeting and conversations, below is a list of the issues that will need to be addressed to remain compliant with the AOT Permit:

1. To provide the required updated excavation plan (every 5 years).
2. To provide permit coverage for areas that have been excavated outside of the permitted area,
3. A rule waiver will be requested to cover the areas described in #2 above that are greater than 50' outside of the permitted area by amendment in lieu of a new application.
4. To amend the existing permit to eliminate the southerly sedimentation basin; this will need to be demonstrated by computations.
5. To permit new areas proposed to be excavated. It is anticipated that this may be handled with a permit amendment and is <40,000 sf.
6. To revisit the wetlands delineated which is > 5 years old; Generally a letter is sufficient.

Scope of Services:

Field location of work limits to date (along access road) and in the pit area (base information, including wetland lines and contours, will be obtained from the 2012 site plan).

Design new drainage (eliminate one basin per Tim), determine acceptable infiltration rate, calculations.

Prepare base map of existing conditions.

Identify areas to be permitted and prepare existing conditions plan.

Prepare excavation and reclamation plan.

Prepare drainage details,

Provide copies and file with DES.

Fees:

The cost of perform the work as outlined above will not exceed \$5,000.

Additional costs:

State fee to cover permit amendments, \$50 +.0025/sf

Wetland scientist to reassess changes if any.

If the changes proposed cannot be covered by a permit amendment, and a new permit is required, this proposal will be revised.

As an off-site drainage discharge analysis was not required for the original submittal, it is not anticipated for any future submittal.

Please call with any questions.

Mark Moser, PE

- B. Kimberley asked is this something that has to be done by a third party? Tim said yes, the town can't do this, we have to hire a consulting firm. Clyde asked if this will be funded from Tim's budget. Tim said he thinks he can pay it from his operating budget this year, he's 80% sure. John asked and if you can't? Tim said the priority this year is an updated letter to cover the permit that is in place now. Tim is looking for approval from the Board to move forward with the Alteration of Terrain Permit compliance issues as proposed by Mark Moser. John would like to **see something more formal than an email regarding the scope of services. Tim will contact Mark.**

4. Solar Array Landscaping/Cost

- A. Tim Allen said the site has been cleaned up, seeded and mulched. John said further landscaping will have to wait until spring. Tim said the cost he incurred for the rental equipment, \$6,500, he would like to see put back in his budget. Tim feel's that cost is Harmony's responsibility. Clyde said the cost will be deducted from the final bill. John said the auditor's have a problem with that, the full amount needs to be paid back to the town. The bottom line is the money needs to go back into Tim's budget and you can't do that by discounting the final bill. Clyde said he imagines a good Bookkeeper could hit the right accounts, we will do it any way we need to do it. John said we want to make sure Tim's budget gets the \$6,500 back. Varick asked how will the labor be recovered. John said we are not going to recover the labor.

5. Surplus Equipment

- A. Tim Allen, said he has a 1964 fire truck Massey Ferguson tracker he would like to sell. He already has two bids, one for each. He asked what is the proper procedure. Martha Mical said it should be advertised and ask for sealed bids. **John, Tim and the Town Administrator will work out the details.**

6. Grant to Form a Warner River Management Local Advisory Committee

- A. Conservation Commission Chair, Nancy Martin and Sam Durfee from Central NH Regional Planning Commission met with the Board. CNHRPC has decided to apply for funding from the New England Grass Roots Fund to assist the Warner River Nomination. This organization funded \$1,500 three years ago to get the nomination process going. Nancy asked the Board if the grant is awarded will they accept it. The grant deadline is Friday.
- B. Sam said the application is written and ready to be submitted, needs the Board's approval. The river is actually nominated through the state, if that happens, then a Local Advisory Committee is formed. Sam said hopefully in July of next year it will be known. John doesn't believe a vote is required, Nancy and Sam is looking for the Board's agreement to accept the grant should it be awarded, and the Board will.
- C. Martha Mical asked what the grant money will be used for. Sam said for technical assistance, education and outreach from CNHRPC.

7. Solar Array

- A. Clyde said the solar panels should arrive by the end of the week. Construction will start in about 2 weeks. Yankee Cable would like to do a segment on the array, possibly on September 26th.

8. Corrective Action Plan – Town Hall

- A. Illuminated EXIT signs have been installed, new electric outlets have been installed in the room that's housing routers and battery back-ups. More outlets are scheduled to be installed in the auditorium, Town Clerk and Tax Collector offices.

9. Job & Wage Analysis

- A. Thornton & Associates is making good progress and expects a report to be ready by the end of September.

10. New Fire Station Site

- A. Kimberley showed the Board the current plan. The Fire Station Building Review Committee requested another plan be drawn up to include less ground floor space and no basement priced out for comparison purposes. The FSBRC was not happy with the cost for the first design. The concern is the cost for construction will now sky rocket because of the recent hurricanes.

11. Selling Town Parcels

- A. John said the Town Administrator has reviewed with the Tax Collector the properties the Board is considering selling and the Tax Collector will calculate amounts needed for the town to recoup the money owed on each property. The Tax Collector told the Town Administrator she will have that information in a few weeks. Rebecca Courser asked if the list remains the same and John said yes.

12. Town Hall Lawn

- A. Clyde reiterated that Pellettieri & Associates has volunteered to trim the oak trees, remove the Christmas tree, trim the Crimson King on the Kearsarge Insurance lawn, trim the trees in front of the Pharmacy and also will trim the trees near the monument at the Mason Lodge. The Public Works Department will be using labor and equipment to clean up the trimming.

13. Public Hearing – Barn Preservation Easement

- A. Chairman Dabuliewicz opened the public hearing pursuant to RSA 79-D for the purpose of hearing public testimony and information on a Discretionary Preservation Easement Application for Map 11 Lot 004, (272 Burnt Hill Road) in Warner.

I will now invite Steven and Gail Holmes to provide the details of the improvements that have been made to their barn, after which the Board will hear public comment regarding this easement project.

- B. Steve Holmes explained he has a 40 x 40 barn that was ready to collapse. Peter Ladd raised the barn last winter and has been bringing it back together. It is believed the barn was established in 1901, the original barn was started in 1831 and was brought to where it sits now. Gail Holmes clarified when Steven said raised, he means the first layer was there in 1831, the second layer went up in 1902.
- C. Rebecca Courser said based on the information that was sent to the Board and based on the site-visit, the Board was able to see some of the improvements that have occurred. Rebecca recommends that this barn be considered for a Barn Preservation Easement. Clyde and John both said they were impressed with the barn. Clyde said the ability to enter the barn on the second level is unique.
- D. Chairman Dabuliewicz closed the public hearing at 7:05 pm.
- E. Martha Mical asked Steven and Gail Holmes if the barn is used for any agricultural purpose. Steve Holmes said no. John said it was formerly used for agricultural purposes. Gail Holmes added that she and her husband do not want to raise livestock, her and her husband took on this project because it's a beautiful barn and maybe the next owners will use the barn for livestock.
- F. Kimberley recommended doing the scoring for the easement during a work session. **Before the work session is scheduled, Rebecca will contact the National Register of Historic Places and see if the barn is eligible.**

14. Resignation – Zoning Board of Adjustment

Selectman Carson moved to accept Gordon Nolen's resignation from the ZBA with regret and thanked him for his service to the town. Selectman Edelman seconded the motion.

15. Town Administrator's Report

John read the report into the record as follows:

Old Graded School: The Merrimack Belknap Community Action (CAP) Program is doing some more improvements in the Head Start classroom. The classrooms have been repainted and a new tile floor is being installed. A new outdoor ramp to the CAP offices and the Head Start class rooms is being built.

Corrective Action: The lit EXIT signs have been installed throughout the Town Hall and new electric outlets have been installed in the room holding the routers and battery backups. This will enable us to eliminate the power strips that were used to power this equipment. The electrician will return next Friday to install some needed plug outlets in the auditorium and in the Town Clerk and Tax Collector offices.

Fire Department: The Fire Engine 2 replacement is due any day. We have received a check for the full amount of the fire engine less \$1,000 for the deductible. A second check to cover the deductible has been cut.

Roundabout: We are waiting for some signs to be installed before the project is closed out. I sent an email to Gene McCarthy about the damage on the apron that has been reported, there's a one year warranty. Clyde said we don't have any leverage over the contractor to get the signs done, if we can't get the 2 signs installed soon we should approach the state about eliminating that part of the project and close the project out. The signs pointing "Warner Village 1 mile" were to be installed at the end of the exits. These signs were approved as part of the project. John asked who ordered them? Clyde said we asked for them and McFarland Johnson put the request in, the state approved the change order to Merrill to get the signs done. **Tim Allen said he would call McFarland Johnson about all the issues.** Tim said they still haven't removed the silt fencing either.

Job & Wage Analysis: Gary Thornton reported that he is making good progress on the project and expects a report and other related documents ready for the Selectman's review by the end of this month.

Selling Town Parcels: I reviewed with Marianne the properties that the Board is most likely to consider selling and she said that she will calculate the amounts needed for the town to recoup on each property. She asked for a few weeks to get this done.

16. Appoint New Members to the Economic Development Committee

- A. John said the Committee calls themselves the EDC even though they were appointed as an Advisory Committee. Clyde said the Chair of the Committee always reminds the members they are advisory, it doesn't matter what term is used, it's a Selectman's Committee which means they are always advisory.
- B. Terms are as follows:
Matt Moran – 2020, Neil Nevins – 2020, Adam Bates – 2020, William Minsinger – 2020

Charlie Albano – Chair – 2019, Darryl Parker – 2019, Christine Frost – 2019, Joe Mendola - 2019

Peter Anderson – 2018, Ginger Marsh – 2018, Michael Amaral – 2018
- C. Rebecca Courser asked at what point does an advisory committee to the Selectmen become a committee. Kimberley said taking the word advisory out changes the scope of the committee as well. Rebecca feels there could be some tension. The Board said there is no tension at all, the committee is not guided by any RSA's, they operate under the Selectboard. Rebecca commented that there are only 2 woman on the committee and feels it should be more balanced gender wise. John said we are not trying to leave women out, only two volunteered. Rebecca said she will talk to Charlie Albano.

Board Action

John asked for a motion to appoint the new members officially, set the terms as previously reviewed based on the email the Board received. Selectman Carson so moved. Kimberley asked why are all the new members received the 3 year terms. Clyde said next year there could be 4 new people as well. Kimberley said but from a continuity point of view, keeping the senior people mixed in with the junior people is always a good thing. Selectman Edelman seconded the motion. John pointed out the first members already served a year. Kimberley said your going to lose all that talent if they all step off after their first year, which means it's a high level of turn over with the senior members. Motion passed 3-0.

17. Minutes

Selectman Edelman moved to accept meeting minutes dated August 16 & 22. Selectman Carson seconded the motion, motion passed unanimously.

18. Manifest

Selectman Carson moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 4917-4965 in the amount of \$44,169.17 (including 22 direct deposits) and Accounts Payable check numbers 54121-54163 in the amount of \$607,345.14 (includes \$472,994.00 to KRSD).. Selectman Edelman seconded the motion, motion passed 3-0.

19. Consent Agenda

Chairman Dabuliewicz moved to approve the Consent Agenda for **September 12, 2017:**

1. Veterans' Exemption for Map 12 Lot 10
2. Intent to Cut for: Map 18 Lot 41-2
3. Building Permits for: Map 4 Lot 007

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

20. Public Comments

- A. Martha Mical said she is wondering what the Board is thinking about filling a position that will become vacant next year. John said the Board has not discussed that and will take it into consideration.

21. Nonpublic Session

Chairman Dabuliewicz moved to go into nonpublic session at (no time stated) under RSA 91-A:3 II (a) personnel. Selectman Carson seconded the motion. Roll call vote was taken: Carson – yes, Edelman – yes, Dabuliewicz – yes.

Present: Chairman Dabuliewicz, Selectman Carson, Selectman Edelman

The discussed the personnel review for the Town Administrator.

Chairman Dabuliewicz moved to come out of nonpublic session at 8:22 pm. Selectman Carson seconded the motion.

Roll call vote was taken: Dabuliewicz – yes, Edelmann – yes, Carson – yes.

22. Adjournment

A motion was made and seconded to adjourn at 8:23 pm.

Board of Selectmen

John Dabuliewicz – Chairman

Clyde Carson

Kimberley Edelmann

Recorder of the minutes: Mary Whalen