



Warner Board of Selectmen

Meeting Minutes
Tuesday, September 26, 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: Larisa Djuvelek-Ruggiero, Ed Mical, Martha Mical, Judy Newman-Rogers, Marianne Howlett, Rick Davies, Barbara Annis

1. Transportation Assistance Program

- A. Larisa Djuvelek-Ruggiero from the Merrimack Community Action Program which has 73 different programs is before the Board to raise awareness about one of the programs called Regional Coordinating Council. Larisa would like to encourage the town's collaboration with RCC and is asking the Board to consider joining. There is no cost to join the RCC, you would be advocating for the town residents on getting transportation. Larisa explained RCC was created as Region 3 in 2009 by the State Wide Coordinating Council Community Transportation that was enacted in 2007 (RSA 239-B). The SCC asked all the regions, 9 in all, to create their own Coordinated Transit & Human Services Transportation Plan that will hook into the regional transportation needs. Her plan was created in 2010 and will soon be updated working closely with Regional Planning Commissions, Central and the Lakes Region. The RCC created a directory that Larisa updates every year making sure the services are still provided.
- B. There are 32 RCC members, membership is free but does require you to assign one or two representatives to attend RCC bimonthly meetings. Hillsborough, Concord, Windsor and Tilton are part of the 32 members.
- C. In 2011 RCC applied for a federal grant through the Department of Transportation and received the grant at 80% and in order to access the 80% the CAP Agency supplies the 20% upfront. With that money the RCC established a volunteer driver program in 2011 and used some of that money to expand services for seniors and people with disabilities. The Bradford Senior Center uses some of that money to provide services to Warner and the surrounding areas. The money was also used to create Larisa's position and implement a program helping with transportation for a community release (Merrimack County of Corrections) program in Boscawen. There is also additional money for a taxi voucher program where needed.
- D. Moving forward, the plan is to update the 2010 service plan, run and use the existing services and increase membership to the RCC. The greatest motivator for these programs is the aging residents. In Warner there are about 642 seniors that may need transportation services. The services currently available are through Rural Transit System out of Bradford Senior Center for a \$2.00 donation and Volunteer Driver Program that operates through out the entire region run by CAP.
- E. Larisa explained the way the town can help is by joining the RCC and if possible provide a link to the directory on the town's website. Clyde asked if there is data that says whether people currently living in Warner take advantage of the services? Larisa said that information is out there, but she doesn't have it with her right now. Jim asked her how is the word getting out about these services. Larisa said by her meeting with towns, churches, newsletters, posting notices and by putting a link on the town's website is another way to get the word out. Jim asked what does it take to join. Larisa said in the packet of information provided there is a Memorandum of Understanding and a copy of the By-Laws, review and assign someone to attend the meetings and return the necessary paperwork back to her.

2. Emergency Management Update

- A. Emergency Management Director, Ed Mical, reported on the Emergency Management Performance Grant for Emergency Operation Center equipment. He said he has received some equipment, 2 laptops and a projector. He has also received the after action report on the table top exercise that was completed, he still needs to review the report.
- B. Ed talked about the notification exercise that was scheduled on a Saturday. From the initial notice going out to receiving confirmation back took about 90 minutes which he said wasn't bad, the majority answered in about 30 to 45 minutes. Ed feels he now has enough in-kind match to close out the EMP Grant, what he is asking is permission to do so on behalf of the town.

Board Action

Selectman Edelmann made a motion asking Emergency Management Director, Ed Mical, to move forward and close out the EMP Grant. Selectman Carson seconded the motion, motion passed 3-0.

- C. Ed has been working with the State and FEMA Region 1 on the environmental historic preservation for the new fire station site. Within the last week he received information that the review has been completed and the removal of the house can begin. Secondly, the trees that were marked for removal have also been approved. Kimberley said there was an email circulating from Bob Irving (owner of the house) saying anyone who wants to take plants, needs to be done by October 1. Ed said of the plants identified in Bob's plan to move the house, not free access to the removal of everything else.
- D. The Board talked about how to disperse the rest of the plantings on the property. **Kimberley will contact the Fire Chief to see if the staff wants to dig up bulbs and go from there.**
- E. Ed is working with Northeast Catholic College on an emergency plan. He will return to the College in the fall and will talk further with them about a back-up warming center at their facility.
- F. Ed has also met with Fall Foliage Festival Committee, there is an emergency plan in place.

3. Solar Array

- A. Clyde reported the array should be built by October 13.

4. Corrective Action Plan for the Town Hall

- A. Jim reported EXIT lights have been installed, additional wall outlets have been added, the IT room has been upgraded with outlets as well. Jim said he sent an email to the Fire Chief asking to meet next week for a review of the report and to confirm all the cited violations have been addressed short of the sprinkler system. Jim has also asked the Fire Chief to establish occupancy levels for the assembly rooms with the hopes of using the downstairs meeting room on a limited basis. Kimberley asked the cost for the upgrades. Jim said about \$8,000.

5. Economic Development Committee

- A. Clyde reported the EDC met for a work session and are working on presentations they will be making to the Selectmen and Budget Committee.

6. Job & Wage Analysis

- A. The report has been received from Thornton & Associates. Jim suggested to the Board to review the data and pass along any questions to him. Jim is putting an email together himself on some clarifications on some terms and the process Thornton & Associates used and he can include any additional questions the Board may have.
- B. John would like to have a work session before meeting with Thornton. The meeting with Thornton will be with just the Board. The Board will meet in nonpublic on October 3 at 7:00 pm to begin discussing the results of the analysis.

7. New Fire Station Site

- A. Kimberley reported the Fire Station Building Review Committee will be meeting on Wednesday, September 27 where they will be reviewing the second schematic budget. Clyde wanted to talk about the Selectmen's role and the fire station, he feels going into Town Meeting it should be the Selectman's proposal. Kimberley said the Board will be presenting a warrant article. Clyde feels the Selectboard needs to be talking on a regular basis to the FSBRC making sure the Board is in sync with where they are going. Kimberley asked Clyde how he would like to do that. Clyde said he would like to invite the FSBRC to a meeting for an update, to ask questions. **Kimberley said she will talk to the FSBRC tomorrow and will return to the Board with a proposal on a meeting date.** John asked Clyde to be more specific on what he wants to talk about when the Board meets with the Committee. Clyde said he would be interested in the things the Board has to make a decision on. Jim said Kimberley has been updating the Board on an informal basis and maybe what is needed is a more formal presentation, invite the Committee to attend but leave the formal presentation of the status to the Selectman's rep. and Chairman. Jim asked if the Board wants to do this at their regular meeting or a separate meeting. **Jim will arrange the meeting for October 10. John wants the update limited to 1 hour.**
- B. Jim received an update from Bob Irving (owner of the house on the site). The hope is to move the house in middle October.
- C. Jim said Ed Mical reported to him that there is a well on the site that needs to be either used or decommissioned. Kimberley said it has been decided to close that well. Jim said then we will need to obtain quotes to begin the process for closing the well.

8. Personnel & Town Policies Review

- A. Kimberley wants to schedule a work session. John suggested putting the session off for a while, the Board may take a different approach and wants to talk about that at a later date.

9. Selling Town Parcels

- A. The Tax Collector provided the calculations on what is owed the town to Jim on the properties. Marianne said the calculations also includes any interest. Martha Mical said the calculations do not include insurance, or the 15%. Jim asked if he is correct that the 15% should be added if the former owner repurchases the property; the town could also add administrative fees, recording fees, police detail etc.
- B. John said the Horne St. property is the property the Board will deal with first and the question is do we list the property with a realtor or sealed bid with a minimum cost owed. Kimberley prefers going with a realtor. The Board asked Jim to ask the local realtor's for their advice. Clyde thinks sealed bids would be a faster route. Abutter's will be duly noticed as well. Martha believes the letter to the abutter's needs to say how the property will be sold. John asked Martha what her comment is based on. Martha said the warrant article. Jim doesn't recall the article being that specific, but that could be accomplished through a public notice. The Town of Auburn just sold 3 lots by public notice.
- B. Jim would like the Board to consider notifying the abutters for the second parcel, Map 32 Lot 15 with .15 acres. Jim said there are no direct abutters and Mr. Egan has expressed an interest. Martha said Warner Power is an abutter. John suggested doing this property by sealed bid with a minimum of what's owed, the Board agreed.

10. Town Hall Front Lawn

- A. Clyde reported that he is still waiting to hear about the date when the trimming will take place. The goal is before the festival.

11. Barn Preservation Easement – Work Session

- A. John said the issue for the points on whether the barn qualifies to be on the National or State Historic Register requires a request be submitted to the Historic Preservation Committee just to find out if the barn is eligible. John said Jim has started the process and John asked Jim if he has spoken to the applicants. Jim said no, he will do so tomorrow. The work session will be schedule after Jim speaks with the applicant. Qualifying can change the percentage on the easement.

12. Membership of Zoning Board of Adjustment & Planning Board (Alternates)

- A. John said there has been a second resignation on the ZBA, leaving 2 vacant full member positions and 1 alternate vacancy. The Planning Board has 2 alternate vacancies. Clyde asked as of today is there enough ZBA members for the October 11th meeting? John said yes, a bare quorum. At this time the Selectman's office has received 1 Volunteer Interest Form for the ZBA. The Board will meet with the interested candidate next Tuesday. Kimberley said she spoke to someone and recommended they too become a member but the office hasn't heard from that individual. John also knows of someone who may be interested and will contact them to meet with the Board on Tuesday. John asked ZBA Chair, Rick Davies if there is anything else he wants to address about the situation. Rick said years ago there was a warrant article to allow for 5 alternates, and it ended up don't even think about going over 3 alternates, (the rest of Rick's comment was not audible due to several fans operating. John's comment to Rick was, like most volunteer positions and in town government, the number one qualification is willingness to serve.

Barbara Annis said there was an individual years ago who moved out of town and rented somewhere else and remained on the Board because the move was temporary.

Kimberley said the training you get when your on the ZBA is excellent. Your not expected to know everything, your expected to learn.

13. Delegation of Deposit Authority – Review for Adoption

- A. Jim said as was done with town expenses, an overall procedure will be created on how town revenue is being collected and reported. The Delegation of Deposit Authority Policy is separate from the procedure, those are both being revised. Once there is an overall agreement on the wording from all departments involved it will go before the Board for review. Jim said all involved were comfortable with the current wording for the Delegation of Deposit Authority and he asked the Board to review it; the Treasurer is ready to sign it from his perspective. John said he understands that those who collect revenue will/do have written procedures, and those will be reviewed and the Treasurer does certain pieces which will then be added to the procedure so we have something from the Treasurer as well? Jim said yes, some of the steps the Treasurer does is currently built into some of the procedures, but as the procedures are consolidated from the different departments there will be sections where the Treasurer will fill in the gaps pertaining to his role. John said the goal is to have a revenue procedure laid out so that any one piece could be used by a new incumbent and know what they are supposed to do. Jim said yes.
- B. Marianne Howlett said procedure's from the Treasurer are necessary to make a complete picture of the whole process.
- C. John asked the Board if they have any questions regarding the Delegation of Deposit Authority. Clyde asked if everyone is in agreement with the policy as presented? Judy asked if the Board is looking at the form that was sent out the other day and Jim replied yes, the addition was *in the event the Bookkeeper cannot the required deposit, \$500 or more, the Finance Office or Selectman's Office will notify the Town Treasurer who will make the deposit.* Judy pointed out a couple of clarifications. The policy will be updated for the Selectman's signature.

14. Un-permitted Driveway on Kelly Hill Road

- A. Last spring a driveway permit on a Class VI road was denied by the Selectmen (Map 6 Lot 21) and it was learned the property owner still installed the driveway. A certified, return receipt letter will be mailed to the property owner asking to come into compliance.

Board Action

Selectman Carson moved to send the letter as presented. Selectman Edelman seconded the motion, motion, passed 3-0.

15. M & N Assessing Services

- A. Kimberley would like to discuss the services further in a nonpublic session later this evening.

16. Meeting Minutes

Selectman Carson moved to approve meeting minutes dated August 29 and September 5. Selectman Edelmann seconded the motion. Jim clarified in the August 29 meeting minutes that it was Tim Allen not himself that made a deal with Chuck Rose (#2 D). The correction will be made. Motion passed 3-0.

17. Manifest

Selectman Carson to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 4966-4980 in the amount of \$31,460.27 (including 20 direct deposits) and Accounts Payable check numbers 54164-54215 in the amount of \$142,552.21. Selectman Edelmann seconded the motion, motion passed 3-0.

18. Consent Agenda

Chairman Dabuliewicz moved to approve the Consent Agenda for **September 26, 2017**:

1. Building Permits for:

- Map 31 Lot 54
- Map 9 Lot 35
- Map 13 Lot 8-1
- Map 31 Lot 52
- Map 30 Lot 22

2. Land Use Change Tax for Map 15 Lot 31-1

3. Thank you letter for years of service to Gordon Nolen

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

19. Selectman's Other Business & Committee Reports

A. Clyde learned at a meeting of the State Association of County Commissioner's a town resident, J D Colcord, was awarded their service award.

Board Action

Selectman Carson moved to go on record commending J D Colcord along with a congratulating letter. Chairman Dabuliewicz seconded the motion, motion passed 3-0.

20. Public Comments

A. Marianne Howlett thinks it would be wise if the Board of Selectmen to resolve the membership of the Zoning Board meeting before the next meeting. John agreed, and the Board is working hard to do so.

21. Nonpublic Session

Chairman Dabuliewicz moved to go into nonpublic session at 8:35 pm under RSA 91-A:3 II (a) personnel matter. Selectman Carson seconded the motion. Roll call vote was taken: Selectman Carson – yes, Selectman Edelmann – yes, Selectman Dabuliewicz – yes.

Present: Chairman Dabuliewicz, Selectman Carson Selectman Edelmann, Town Administrator – Jim Bingham

Chairman Dabuliewicz to come out of nonpublic session at 8:55 pm. Selectman Edelmann seconded the motion. Roll call vote was taken: Selectman Dabuliewicz – yes, Selectman Edelmann – yes, Selectman Carson – yes.

22. Seal and Restrict

Chairman Dabuliewicz moved to seal the September 26 nonpublic minutes indefinitely. Selectman Carson seconded the motion. All were in favor the motion passed 3-0.

23. Adjournment

A motion was made and seconded to adjourn at 8:56 pm.

Board of Selectmen
John Dabuliewicz – Chairman
Clyde Carson
Kimberley Edelmann

Recorder of the minutes: Mary Whalen