



Warner Board of Selectmen

Meeting Minutes Thursday, October 19, 2017 APPROVED

Chairman Dabuliewicz opened the meeting at 9:00 am

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

Others present: Tim Allen, Mel Furbush, Judy Newman-Rogers, Marianne Howlett

1. Public Works Department – 2017/2018

- A. Director of Public Works, Tim Allen, met with the Selectmen to go over what he feels is necessary, he also has cost some figures available.
- B. Tim is trying to complete an assessment of all of the infrastructure, roads, bridges etc. He is trying to put a cost to it all as well.
- C. Tim plans on creating a break room above the current break room. The current break room will be used as a public space. He would like to begin the transition this coming winter.
- D. Waterloo drainage may be completed this year, but he has some small jobs that he would like to complete first.
- E. The permitting process for the culvert project on North Village Road is still in the works. Tim said he priced the project out with the staff completing the work versus and outside contractor. There's about a \$1,000 difference between the two. Tim is leaning towards an outside contractor so the PWD can concentrate on road issues.
- F. Pave another section of Schoodac Road and Red Chimney Road in 2018.
- G. There are 3 drainage pipes on the dirt section of North Village Road that need to be replaced. There are 2 on Duck Pond and 1 on Warner Road. Tim talked about the pipe on Warner Road, there is about an inch and one half difference from the inlet end to the outlet end. Tim has been asked by a resident to reset that pipe, and in order for Tim to do so there is a permitting process that needs to take place which will cost about \$3,500. Tim will meet with the resident to show him what the grade change is from one end to the other, Tim personally doesn't feel it's an issue. There is also a pipe on Plains Road where the bottom is gone, Tim is working on the permitting application.
- H. The Waterloo Covered Bridge needs the steel cross ties addressed. Melvin Mills bridge needs work, North Village bridge over the river needs some grout work, Connors Mill bridge needs some sealer and Laing Bridge needs to be painted. Some catch basins need to be reworked too.
- I. Clyde asked Tim if he is in any position to fix the guardrail at Bartlett Loop. Tim said he hasn't paid any attention to it because know one has hit it and he hasn't heard any complaints. Tim said he is keeping the grass trimmed on that corner.
- J. Clyde asked Tim if he has a maintenance plan for the sidewalks. Tim said he plans on working on the section by the Library.

- K. Clyde asked Tim about tree replacement. Tim said he would like to create a tree policy as far as determining how they come down, what will be replaced etc.
- L. Jim talked about staffing at the Public Works Department. It's clear that more time is needed for building & grounds maintenance. Jim and Tim feel there should be another full time position. Mel said this past summer he was spending about 35 hours a week doing buildings and grounds. Tim explained his need for another full-time position, Jim will work up the cost. Clyde said it would also be a benefit if the Public Works Department picked up grounds maintenance for Parks & Rec.

2. Landuse

- A. An offer of employment will be made to the preferred Interim Landuse Secretary.
- B. Legal expense increased in the budget to \$5,000. Jim is recommending moving the legal expense to one line with sub-categories. The Board wants to see the actual legal expenses indicated in the budget it applies to.

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- A. There is a \$9 increase over last year's budget.
- B. John asked why advertising was overspent by \$651.00. Jim said it was due to required public hearings.
- C. Clyde talked about the possible need for funding projects for the Economic Development Advisory Committee. One of the projects is revamping the website and the other is a brochure that showcases Warner. The question is where will this money be budgeted. Jim said the website upgrade can go under computer expenses. Jim recommended using the Employee Compensation Study line that was used for one year as the Economic Development Advisory Committee Line for their expenses. The EDAC is requesting \$3,000 for the brochure. Jim will contact the EDAC Chair about these proposed expenses. The Board prefers broadening the Newsletter line to public communications for the brochures. The EDAC is recommending \$5,000 for the website. Kimberley is concerned that know one has touched base with the town's current webmaster. The Board agreed further discussion is needed regarding the town's website.

Marianne Howlett recommended the EDAC hold a listening session to get feedback for the brochure and the website.

4. Tax Rate

- A. Marianne also asked the status on setting the tax rate. Jim said he is waiting to hear back from the Department of Revenue to set a date. Marianne said it takes time for her and the Assessing Clerk to get the tax billing process done and she would like the tax rate to be number one on the Board's October 24 agenda.

5. 2018 Compensation

- A. The Board agreed there is not enough time to implement the Wage Analysis for 2018. Jim said an option to give the Board some time would be to have in the budget a merit pool to begin implementing the analysis in 2018. Clyde recommended a warrant article in 2018. Kimberley doesn't want to see a warrant article that ties the hands of future Board's.
- B. Clyde proposed to work on something in the interim for the operating budget and continue working on the wage study. If it's ready to turn it into a warrant article fine, if not, continue to work on it until we get it right. John asked what would be done in the interim. Clyde said similar to what the Board has done in prior year's, a percentage. Kimberley would like to hear some input from the Department Heads, their thoughts on 2018 wages.
- C. Kimberley recommended a percentage pool for the Department Heads to distribute to their employees for 2018.
- D. Jim said he can go back to the Department Heads for their input, this may help determine what the interim step may be.

E. Further discussion will take place at the next meeting on October 24.

6. Adjournment

A motion was made and seconded to adjourn at 12:10 pm.

Board of Selectmen

John Dabuliewicz – Chairman

Clyde Carson

Kimberley Edelmann

Recorder of the minutes: Mary Whalen