



Warner Board of Selectmen

Meeting Minutes
Tuesday, January 2, 2018
UNAPPROVED

Chairman John Dabuliewicz opened the meeting at 5:38 pm.

Attendance: Selectmen John Dabuliewicz - Chairman, Selectman Clyde Carson, Selectman Kimberley Edelman, Town Administrator Jim Bingham, Anthony Mento & Jason LaCombe of SMP Architecture, ZBA Chair Janice Loz

Others Present: Martha Mical, Judith Newman-Rogers

1. Nonpublic Session

At 5:38 pm, Kimberley made a motion to enter into nonpublic session in accordance with RSA 91-A:3, II(c), reputation. Clyde seconded. Roll call vote: Dabuliewicz – yes, Carson – yes, Edelman – yes. Motion passed 3-0.

Present were the three Selectmen, Jim Bingham, Anthony Mento and Jason LaCombe.

At 6:20 pm, Kimberley moved to come out of nonpublic session. Clyde seconded. Roll call vote: Dabuliewicz – yes, Carson – yes, Edelman – yes. Motion passed 3-0.

2. Public Session Reconvened

The public session was reconvened at 6:20 pm.

2.1 Seal and Restrict

Selectman Edelman made a motion to seal the January 2 nonpublic meeting (session 1) minutes for 18 months under RSA 91-A:3, II(c), reputation. Clyde seconded. All were in favor and the motion passed 3-0.

3. Appointment with ZBA Chair

Janice Loz noted that there was a ZBA Full Member position open. There are only 5 Full Member positions. One is vacant. Janice suggested elevating an Alternate to Full Member.

Discussion followed. Terms of each current member of the ZBA were reviewed. For different reasons, Gordon Nolen, Corey Giroux, and Rick Davies had resigned from the board in recent months. Some alternates had moved up and new alternates had joined.

The Selectboard asked Janice to ask the alternates that were being considered for elevation how they felt about the idea, then return to the Selectboard with a recommendation.

John asked Janice if there was something preventing having the ZBA meet more than once per month. He noted that with long-running ZBA applications, it may be an idea to explore. Janice noted that would be challenging for scheduling people's time. Janice added that the first case in the January meeting would be about a variance on Bible

Hill Road. The Dragonfly Holdings application would follow. The driveway issue on Warner Rd had been withdrawn.

4. Projects & Old Business

4.1 Wage Study

Jim pointed out that the Board of Selectmen have a meeting with Gary Thornton on January 22 at 10 am. Jim noted that midday was selected due to Gary having to travel 2.5 hours from his office in Maine. It was decided that the time slot may not be good for everyone. Discussion followed.

Jim noted that Clyde also had a conflict with the January 16 Selectboard meeting. Scheduling work was needed.

4.2 Policy Review

Jim hoped to have something for the Selectboard to review in an upcoming meeting. The holiday policy would be the first he would like to tackle.

4.3 New Fire Station

Kimberley noted that she was still waiting for finance figures from two banks. To date, the best financial option was looking like a bond with the NH Municipal Bond Bank at a low rate of 2.6%. The highest interest rates quoted to date was 4.6%. Two banks stated that if Warner took out the loan with them, Warner would need to move all of their bank accounts to those banks.

Kimberley spoke with Mark Koprowski at the USDA. Whether going with a 15, 20, or 25 year loan, the interest rate would be 3.5%.

Kimberley said she was also talking to people about grant writing. To date, she had spoken with 6 banks, USDA, and CDFA (Community Development Finance Authority). She added that she had learned about CFDA.gov, Catalog of Federal Domestic Assistance. From that website: *"The Catalog of Federal Domestic Assistance is a government-wide compendium of Federal programs, projects, services, and activities that provide assistance or benefits to the American public. It contains financial and nonfinancial assistance programs administered by departments and establishments of the Federal government."*

Kimberley also spoke with a mortgage company that provides mortgages to firefighters. They don't do loans for construction of fire stations. However, they offered to have a dig around to see if they could identify any grants that may be of use.

4.4 Selling Town Parcels

Jim would be putting some focus on this, prepping for an upcoming Selectboard meeting.

4.5 Reviewing Old Nonpublic Meeting Minutes

Clyde noted that he reviewed the pile of minutes, commenting on those which were from when he was a Selectman. He made notations.

John asked how to go forward. Clyde recommended discussing some of the minutes in a future nonpublic meeting.

Judy believed that once an issue was resolved, the minutes could be released. Clyde noted that personnel issues don't apply. Kimberley noted some of the reputation related minutes could be long term issues. Clyde noted that meetings about the Odd Fellows Building would be likely candidates for release.

The current Selectboard has to make the final decision, however, on some of the minutes prior Selectmen had written notes sharing their opinions. The Selectboard felt due care was needed.

4.6 Roundabout

A check was written to Merrill. Clyde asked if that was the final check. A bill from McFarland Johnson was also recently received. Jim said he would be tallying all of the payments and would verify status.

5. New Business

5.1 2018 Capital Budget

Jim provided an updated version of the proposed 2018 Capital Budget. It was contingent on getting more accurate numbers for the sprinkler system for the Highway Garage. Tim Allen was still waiting to get numbers from a blasting company. Tim felt the project would run \$180,000 total. The big cost would be the 30,000 gallon tank and pump. The nearby well does not have sufficient pressure to feed a sprinkler system.

Originally, \$100,000 was going to be proposed to be added to the Department of Public Works Facility Capital Reserve Fund (CRF). \$75,000 from new taxation, \$25,000 from the unassigned fund balance. It would bring the balance of the CRF to \$150,000; \$30,000 short of Tim's estimate. Jim recommended considering a CRF total of \$190,000 to allow for some contingency.

Discussion followed.

The Selectboard agreed that the priority was to get the sprinkler installed at the DPW facility in 2018. The question came up whether the Transfer Station should also have a sprinkler system installed. The idea of sharing the 30,000 gallon water tank may be an idea to consider; allowing for the Transfer Station to connect to it in the future. The tank would be mostly above ground, partly gravity fed. It would be insulated.

Meanwhile, the Town Hall also needs a sprinkler system. Installation of that would be done in two parts over two years. Year 1 would involve getting a new water main into the building. Year 2 would involve the sprinklers.

Jim believed the Budget Committee wanted the final Capital Budget at the January 4 meeting. He was still fine-tuning the numbers. Martha believed it was the Operating Budget that was supposed to be "final". Judy noted the agenda only noted "Final Budget" but not which one.

Kimberley felt there were already enough cuts made to the proposed warrant article amounts for various CRFs. Clyde suggested taking a break from contributing to Town Hall Construction for one year, giving the \$35,000 to the DPW instead with another \$15,000 from the unassigned fund balance. He believed citizens would rally around the Town Hall sprinkler system in 2019.

Jim said he suspected the surplus from the 2017 operating budget would be close to \$100,000. The number would be known soon.

Discussion about the needs of the Town Hall followed.

The Department of Public Works has budgeted to put in the new water main in 2018. The cost of that would be about \$70,000. Costs would come from the DPW budget.

In 2018, the Town Hall Improvements CRF would only be tapped for needed brick work. There was about \$27,000 available. The Town would then need to vote for the Town Hall sprinkler system in 2019. The cost for the sprinkler system would also be about \$70,000. As a project, the total cost of the water & sprinkler would be \$140,000.

Would the Town Hall brick work qualify for an LCHIP grant? Or another grant? Jim doubted it but could look into it.

Longer term, the Town Hall still needed to have work done to provide a climate controlled storage area for records.

Martha Mical asked where the new water main would be routed? Jim said the favored option would be to take the line

off Kearsarge Mountain Road, going under the front lawn of the Masonic Hall. Clyde said he heard the Masonic Hall would like to piggy back onto that new line, upgrading their water service which has low pressure and has been known to freeze.

The Selectboard agreed that \$160,000 should be put into the DPW CRF and not put anything into the Town Hall. They also agreed to increase the contribution to the DPW CRF from the unreserved fund balance to \$50,000.

Jim noted that the financing of the fire station was still being worked. He suggested it be added to his Capital Budget worksheet. Kimberley agreed that was a good idea.

Martha asked, if the fire station warrant article passes, wouldn't payments beyond interest also be due? Jim said that would be the case once construction is completed. Kimberley added that the numbers are still being worked.

5.2 Operating Budget

Jim added \$1 as a place holder in the Conservation Commission Legal Line. Other than that, the proposed operating budget had not changed since the previous review.

The first electric bill for the Transfer Station, since the Solar Array went online, arrived from Eversource. The supply line was \$0. The delivery charge in December was under \$60. However, in November, it was \$272. Jim is chasing up on why there was such a big difference. He was waiting for Eversource to provide an explanation.

5.3 The Town Warrant & Warrant Articles

DRA has a new web portal. The 2018 proposed warrant articles have been uploaded for review by DRA. The only comment so far was to show the recommendation votes from the budget committee. The only warrant article pending was for the fire station.

Kimberley asked if it was possible to have the religious reference removed from the warrant announcement. She didn't like to see religion and Town operations mix. John noted that the template on the last page still needed to be completed. Other minor wordsmithing was done.

5.4 Concord Regional Solid Waste Resource Co-operative

David Hartman's term as Warner's representative was expiring soon. David was happy to have his appointment renewed. Also, Tim Allen wants to be the alternate. Currently, Varick Proper is the alternate.

Kimberley made a motion to appoint David Hartman & Tim Allen as the representative and alternate for 3 year terms. Clyde seconded. All were in favor and the motion carried, 3-0.

5.5 Letter of Support

John moved approve the letter of support from the Board of Selectmen for designation of the Warner River to NH Rivers Management & Protection Program. Clyde seconded. All were in favor; the motion carried, 3-0.

6. Future Meetings

Review of personal calendars took place for the purpose of scheduling meetings. The January 22, 10 am meeting with Gary Thornton was still on.

Clyde had a conflict with Tuesday, January 16. The Board agreed to move the meeting to Monday, January 15.

7. Minutes

John asked if everyone was ready to approve the minutes of December 5, 5 nonpublic, 7, 12, 18, and 19th.

John had suggestions about the 19th (the first set of minutes prepared by Kimberley):

- ◆ The Conservation Commission is a Commission, not a Committee.
- ◆ Jim was not present at the meeting.
- ◆ The Commission withdraws funds from a Conservation Fund, not a CRF.
- ◆ And the verb tenses were all past tense. Kimberley said the future would one day be past tense. He found that odd. She said she would look at the minutes.

Judy said Kimberley submitted a suggested change to the minutes of December 18th, the last set of minutes prepared by Mary. Judy said that she also had submitted suggested changes to the minutes of December 18, but nothing happened. Kimberley noted that the minutes were the Selectmen's minutes for the Selectmen to review and approve. Kimberley asked for a resend of the email and then she would review / adjust the minutes. Otherwise, she would dig through the trash folder.

Discussion about email followed.

Judy said sometimes when she sends emails, there are no responses. Kimberley noted that if the email was addressed to one person and she was CC'd on the email, she may decide not to read it unless it was a topic she was really concerned about. Judy felt everyone who gets the email, even if CC'd, should read it. John felt that the person to whom the email was sent would be the one to reply. Kimberley noted that everyone else was just "listening in" and not expected to take action. The sender was talking to the recipient. Judy asked what to do if the recipient did not reply? Kimberley said the telephone was faster, kinder, more relatable. Clyde remembered the email and figured it was taken care of, so he didn't need to reply either.

Judy asked why some parts of the minutes were highlighted? Kimberley said some motions and action items were highlighted so they would stand out. The budget committee minutes had taken that approach recently.

Clyde made a motion to approve the minutes of December 5, 5 nonpublic, 7, 12, and 19 (pending changes listed above). John seconded. All were in favor and the motion carried, 3-0.

December 18 minutes would be reviewed, possibly edited, and then approved at a later date.

8. Manifest

Kimberley pointed out the \$75 check made out to Margaret Dillon, an energy consultant, who provided a review of the fire station building design. Margaret was recommended by the Energy Committee. Clyde said he would like to get a copy of the report. Kimberley said she would make sure that happened.

Kimberley made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 5117-5137 in the amount of \$43,418.90 (including 23 direct deposits) and Accounts Payable check numbers 54530-54580 in the amount of \$346,918.37. Clyde seconded. All were in favor and the motion carried, 3-0.

9. Consent Agenda

Clyde made a motion to approve the Consent Agenda for January 2, as follows. Kimberley seconded. All were in favor and the motion carried, 3-0.

1. Intent to Cut for Map 6, Lot 50
2. Heavy Hauling Permit

3. Building Permit for Map 15, Lot 29
4. Veterans' Tax credit for:
 - a) Map 8, Lot 11
 - b) Map 10, Lot 16
5. Letter of Support for the Designation of Warner River to the NH Rivers Management & Protection Program.

10. Selectmen's Other Business

Kimberley asked about the RSA which the Economic Development Committee was recommending be considered for adoption at Town Meeting. The RSA, if adopted, would allow the Town to give tax relief for construction of new businesses.

Jim said he would investigate further.

Judy asked if the RSA was about a TIF. John confirmed it was not.

11. Public Comment

Martha asked if there were any applicants for the Selectmen's Secretary position. Jim said 9 applications had been received. Martha noted that there was no closing date on the open position posting. John said the Board decided not to have an end date. Kimberley noted some people don't apply until the last day.

The board took a short breather as the public left the room.

12. Nonpublic Session

At 8:17 pm, John made a motion to enter into nonpublic session in accordance with RSA 91-A:3, II(b), hiring employees. Kimberley seconded. Roll call vote: Dabuliewicz – yes, Carson – yes, Edelman – yes. Motion passed 3-0.

Present were the three Selectmen and Jim Bingham.

At 8:38 pm, Clyde moved to come out of nonpublic session. Kimberley seconded. Roll call vote: Dabuliewicz – yes, Carson – yes, Edelman – yes. Motion passed 3-0.

13. Public Session Reconvened

The public session was reconvened at 8:39 pm.

13.1 Seal and Restrict

Clyde made a motion to seal the January 2 nonpublic meeting (session 2) minutes indefinitely under RSA 91-A:3, II(b), hiring. Kimberley seconded. All were in favor and the motion passed 3-0.

14. Nonpublic Session

At 8:40 pm, Kimberley made a motion to enter into nonpublic session in accordance with RSA 91-A:3, II(c), reputation. Clyde seconded. Roll call vote: Dabuliewicz – yes, Carson – yes, Edelman – yes. Motion passed 3-0.

Present were the three Selectmen and Jim Bingham.

At 9:19 pm, Clyde moved to come out of nonpublic session. John seconded. Roll call vote: Dabuliewicz – yes, Carson – yes, Edelmann – yes. Motion passed 3-0.

15. Public Session Reconvened

The public session was reconvened at 9:20 pm.

15.1 Seal and Restrict

Clyde made a motion to seal the January 2 nonpublic meeting (session 3) minutes for 18 months under RSA 91-A:3, II(c), reputation. Kimberley seconded. All were in favor and the motion passed 3-0.

16. Adjournment

Please note, due to pausing the recorder during a couple short breaks, some of the time stamps after 8:39 pm may not be fully accurate. However, the motion made and seconded to adjourn the meeting was accurately noted at 9:37 pm.

Board of Selectmen

John Dabuliewicz – Chairman

Clyde Carson

Kimberley Edelmann

Recorder of the minutes: Kimberley Edelmann