



Warner Board of Selectmen

Meeting Minutes
Thursday, January 18, 2018
UNAPPROVED

Chairman John Dabuliewicz opened the meeting at 6:00 pm.

Attendance: Selectmen John Dabuliewicz - Chairman, Selectman Clyde Carson, Selectman Kimberley Edelman, Town Administrator Jim Bingham

Others Present: Romeo Duvreuil, Ed Mical - Emergency Management, Ed Ordway

1. Emergency Management / Flood Situation

Emergency Management Director Ed Mical provided the Board with an update regarding flooding of the Warner River.

Key Points:

- ◆ Recent rain & major ice jams affected West Joppa Road, West Roby District Road, and Toms Pond
- ◆ W Joppa still closed from Main Street to the other side of the bridge. Debris and ice in roadway.
- ◆ HW Director wants to do inspection of bridge before reopening.
- ◆ W Roby District Road is open; however a Town Website notice recommended caution on the road.
- ◆ Water levels have gone down at West Roby District Road; ice jam may have moved downstream.
- ◆ Tuesday next week, 1 to 1.5 inch of precipitation was expected.
- ◆ River will continue to be monitored.

Ed will continue to use the Warner Alerts so that people who have signed up via the Warner website get notified via email.

The Alert banner on the Warner Website will only be updated when there are changes. A posting that the event was over will also be posted. "Active until removed" could be added to the notices.

Clyde asked about damage to the ice rink and if FEMA would be notified? Ed said he did not know yet the extend of the damage statewide. However, DES was aware of concerns about the Warner River.

Ed said fire & rescue could now reach all residences in Warner.

2. Job & Wage Analysis

Monday January 22 at 3:00 pm, the board will meet with Gary Thornton. Jim recommended the board prepare for the meeting.

3. Town Policies

Jim shared a draft of the holiday policy for the board to read and then discuss at future meeting.

Clyde asked if the draft had been shown to Department Heads. Jim said it had not. He had discussed aspects but he wanted the board's input first.

John noted that due to actions taken by a previous board, not all aspects of the current policy were being followed.

Clyde said he would want to agree to it, he would like to know the Department Heads had agreed to it, too. John said that in the end, it was the selectmen who adopt the policy, but that they would certainly get input from the Department Heads and that they had in the past, which was why the current situation exists.

Jim said it had been a while; there had been several versions. He consolidated different aspects of different versions based on discussions with the Department Heads to make it as inclusive as possible. Now he wanted the board's review on it.

Kimberley asked if the feedback from her earlier discussions with two Department Heads was included. Jim said it was.

John asked if overtime pay was included. Jim said it needed more work. For example for Public Works. If they have a snowstorm on Christmas Day and it's the last day of the week, how should they handle overtime on a holiday? And the special situation of overtime being over 40 hours per week, what about overtime on a daily basis, working over 8 hours in 24 hours?

4. Fire Station Project

Jim would be calling Ken Holmes to set up a meeting. Friday January 26, 9 am was looking like the best time. Jim said Bruce Blazon would also be attending. Kimberley added that by Friday, they would have had had time to look at the bids from sub-contractors. Bids close on January 19.

5. Selling Town Parcels

No news.

6. Nonpublic Meeting Minutes

Clyde went through the minutes. Jim asked for Kimberley and John to also review them.

How should they be released? Insert into the binders for those years.

John asked if the recommendations made by former Selectmen should be followed? His default stance would be "Yes". There were some that may need reconsideration by the current board.

Jim said he would put together a list to release. Kimberley said she would put together the list of nonpublic meetings and a check list. She did not believe Jim should be using his time that way when there were much more higher priority tasks to take care of.

7. Drug Testing

Jim shared the updated drug policy. It had been seen by Tim Allen, Jim, and employees, but it needed to be adopted by the Selectboard as part of the Town policies. It is for drivers who hold a Commercial Driver's License. Testing used to be done by having employees drive to Concord. Now, tests are done in Warner.

Kimberley noted that the cover letter shows an updated drug list; the policy itself was not changing.

The Board will review the policy and discuss it at another meeting.

8. Town Administrator's Report

Jim read the Town Administrator's Report:

*TOWN ADMINISTRATOR'S REPORT
Jan. 18, 2018 Board of Selectmen's Meeting*

Old Graded School: *The fire sprinkler system had a few minor pressure leaks causing the air compressor to run more frequently than needed. Brigade Fire completed the repairs at a cost of \$2,899.*

PD: *The Police Dept. purchased the IMC Law Imaging and Photo software, which enables real time photo transmission to and verification with the State Police data base. The cost for the software is \$1,475.00 which includes the first year of Annual Maintenance/Support Fee. It will be \$225.00 every year thereafter for Annual Maintenance/Support Fee. During the snowstorm on Jan. 4, the 2016 cruiser slid into a truck that stopped suddenly, causing slight damage to the front bumper. The repair will be about \$1,300 and is scheduled for after town meeting.*

Town Report: *We received narratives for the town report from various departments and committees. The deadline to submit a report is Tuesday, Jan. 23rd. The Treasurer reported that he received the late revenue reports for October and November from the town clerk's office on Jan. 5th along with the Dec. report. The Treasurer will proceed to reconcile for year-end report for the town report.*

Bradford Board of Selectmen: *The Bradford Town Administrator contacted me with a request from the Bradford Select Board for the Warner Select Board consider placing a warrant article for voter response to have the 2 towns explore a proposed adjustment of the town boundary between Bradford and Warner, transferring some Warner properties near Rte. 114 in Bradford to the town of Bradford.*

8.1 Bradford

Jim said that area of Warner did not have a direct route for first responders from Warner; they have to go to Bradford then back into Warner. Bradford first responders are often the first to arrive at incidents on that side of Warner. Jim asked Bradford's Town Administrator if that was a problem and if the two Fire Chiefs had spoken about it. She said it was something one of the Selectmen wanted to pursue.

Ed Mical noted that, in part, Mutual Aid agreements are in place because of the Town boundaries.

Jim noted that the two road agents also work together in reciprocal partnerships with a gentlemen's handshake. Kimberley wondered if that would become an issue when insurance claims were filed. Ed said he believed there was a more formal agreement; one would have look back many years in the records.

The Selectboard was in agreement that they were not interested in pursuing changing Town lines. Jim will pass the message along.

9. Minutes

Minutes of January 2, 8, 9, and 11 were reviewed. Jan 8 and 9 were short as the meetings were actually interviews.

Clyde made a motion to accept all of the minutes. John seconded. The motion passed 3-0.

10. Manifests

Clyde made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 5138 - 5154 in the amount of \$36,025.88 (including 20 direct deposits) and Accounts Payable check numbers 54581 - 54646 in the amount of \$660,367.29. Kimberley seconded. The motion passed 3-0.

11. Consent Agenda

Kimberley made a motion to approve the Consent Agenda for January 18, 2018. Clyde seconded. The motion passed 3-0.

Item	Map	Lot	Description	Comments
Intent to cut	21	7	Cut 5 out of 300 acres, Gore Rd	Previously signed
Building permit #2018-01	28	2	Replace existing heater	Previously signed
Building permit #2018-02	15	15-3	Rooftop solar array installation	Previously signed
Building permit #2018-03	17	004-3	Install external power generator	Previously signed

12. Other Business

12.1 Conference Call with Bond Attorney

Jim and Kimberley, along with Jonathan Lord, recently had a conference call with a bond attorney who was recommended by the Water District. John later listened to a recording of the meeting. Kimberley offered Clyde a copy of the audio file.

The attorney provided had a list of the requirements that needed to be met to successfully get a bond. The strict process needs to be done in a proper manner. Postings need to be certified. Clyde recalled that he went through that with the solar array project. Kimberley said much of process for a bond is the same as when going for a large loan. Jim noted that it was important to show proof of postings and that certification was required. Kimberley said she had been talking with the Town Clerk about the bond, how she will be involved, and provided her the list of requirements.

Kimberley said that after the bond article is passed, there was a lot of paperwork that had to be done. The attorney does that paperwork.

John said since the cost would be more than \$5,000, he wanted Kimberley to contact one more bond attorney to get their prices. Kimberley said she would forward the list of Bond Attorneys recommended by the NH Municipal Bond Bank for him to choose one.

Clyde asked if the NHMBB was the way to finance. John said investigations were still ongoing; no decisions were made. Kimberley stressed that the Board would be making the decision.

Per John's request, Kimberley will contact the NHMBB to get a list of their fees.

12.2 Fire Marshall

Clyde spoke about a Senate Bill that is being discussed at the State House that will impact Warner. It involves the authority of the State Fire Marshall's office. The bill would limit their authority.

Example: Someone was illegally selling fireworks in Warner. The Fire Marshall handled the situation. If the bill was passed, the Police would have to handle the summons instead.

What triggered the bill? It was an incident in Laconia where the Fire Marshall had someone arrested. Clyde believed the bill was "a beef".

13. Public Comments

Romeo Duvreuil asked what the time frame was for notification about the bond. John said the hearing had to be between 60 and 14 clear days before Town Meeting.

Clyde said it was time to start setting dates. John recommended having it on the agenda for the next meeting.

February 26 is the last day the Selectmen can hold a Public Hearing for a bond article greater than \$100,000. Jim said the Maximum Guaranteed Price should be known by February 26.

February 19 is the last day the Selectmen can post NOTICE of the Public Hearing. Seven "clear" days before the meeting. "Clear" means NOT including the day of the post and the day of the hearing.

Romeo asked if there was a definitive dollar amount associated with the bond. Kimberley said the price was not known. Tomorrow was the last day for contractors to bid on the project. Romeo asked if there were drawings specific enough for contractors. Jim confirmed all of the documents were done and forwarded to the construction manager. Kimberley believed the CM was hired over a year ago.

Romeo asked what the Town would be voting on at Town Meeting. Kimberley said the Town would be voting to fund full construction of the building to the point where it would be ready to move into and use by the end of the year.

Romeo noted that he was new to Town and was trying to catch up. Kimberley offered to talk with him about it in more detail.

Ed Mical asked when the Selectboard would be meeting with North Branch. Jim said it was being set for Friday, January 26, 9 am.

14. Nonpublic Session

At 6:55 pm, John made a motion to enter into nonpublic session in accordance with RSA 91-A:3, II(b), hiring. Clyde seconded. Roll call vote: Dabuliewicz – yes, Carson – yes, Edelmann – yes. Motion passed 3-0.

Present were the three Selectmen and Jim Bingham.

The topic discussed was the hiring of a new Selectmen's Secretary.

At 7:35 pm, John moved to come out of nonpublic session. Clyde seconded. Roll call vote: Dabuliewicz – yes, Edelmann – yes. Motion passed 3-0.

15. Public Session Reconvened

The public session was reconvened at 7:35 pm.

15.1 Seal and Restrict

Clyde made a motion to seal the January 18 nonpublic meeting minutes until such time as a secretary was hired, under RSA 91-A:3, II(2), hiring. John seconded. All were in favor and the motion passed 3-0.

16. Adjournment

The meeting was adjourned at 7:40 pm.

Board of Selectmen

John Dabuliewicz – Chairman

Clyde Carson

Kimberley Edelman

Recorder of the minutes: Kimberley Edelman