



# Warner Board of Selectmen

## Meeting Minutes Tuesday, January 30, 2018 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: Ed Mical, Ron Piroso, John Leavitt, Judy Newman-Rogers, Charlie Albano, Tim Allen

### 1. Emergency Alerts

- A. Emergency Management Director, Ed Mical, along with Deputy Director, Ron Piroso, met with the Board. Ed explained he worked with Dan Watts, the Webmaster, creating a Warner Alert that is available for people to sign up for alert notices. It was recently used during a heavy rain alerting residents of road closures. Ed has received positive comments about this.
- B. Ed recommends establishing criteria about the alert postings on the website. Who's responsible for the postings, how long do they stay on the site etc? Ron recommends updating the alert on a daily basis, every 24 hours. John suggested a note on the site saying the notice will remain until all-clear.
- C. Ed plans on providing information to the residents on signing up for the alerts in the next Newsletter.
- D. John Leavitt asked if the alert system sign-up is currently on the website. Ed said yes when there is an alert it's posted on the home page showing the alert in large red letters.
- E. John asked Ed what he wants from the Board. Ed said based on our conversation he will create some kind of guideline so that the postings are posted the same way. There are 4 people that can post, Ed, Ron, the Webmaster and the Selectmen's Secretary. Kimberley said the process should be added to the Emergency Operations Manual as well. **Kimberley will be involved and will report back to the Board.**
- F. John Leavitt recommended the town using what emails that are stored to send out a general message with the ability to unsubscribe. Ed said the idea is the service is voluntary. Kimberley said it can be pushed through the Newsletter and Ed can talk about it at Town Meeting. John Leavitt also recommended a sign-up sheet at Town Meeting.

### 2. Job & Wage Analysis

- A. The Board needs to reschedule a meeting with Garry Thornton. The Board decided upon Monday, February 12th at 3:30 pm.

### 3. Bond Hearing

The Board decided to schedule the Bond public hearing on Thursday, February 22 at 7:00 pm. Kimberly will check with Anthony Mento on his availability.

### 4. Holiday Policy

- A. Jim presented changes to the Holiday Policy to the Board for their review. Judy asked if the employees will have a chance to look at the changes. John said yes, once the Board has reviewed the policy. Jim said the Police Chief has looked at the policy changes to see how it would work with the scheduling of his officers. Once the policy is acceptable to the Board, it will be sent out to the employees.

- B. Clyde wants to keep a simple approach to the Holiday Policy because you can't think of every scenario, such as, an absence being approved by the department head for example. The Board reviewed the changes that were presented and provided comments. **Jim will update the policy with the suggested changes and he will research legal requirements.**

## **5. New Fire Station**

A. Kimberley reported that discussions took place with two Bond Attorneys for comparison purposes.

### **Board Action**

Chairman Dabuliewicz made a motion to engage Drummond Woodsen as the town's bond counsel.

### Questions:

Judy - Is money for this in the budget or is it included in the loan. John replied that it's up to the Board to decide.

Charlie - What are the responsibilities of the bond counsel. John read the following: Due diligence review of the bond proceedings and other matters incident to the bond, due diligence conference call with appropriate town officials, drafting of a bond resolution for adoption by the Board of Selectmen, preparation of the bond, loan agreements and supporting certificates including an arbitrage certificate, preparation and review of post-issuance tax compliance procedures, drafting of a bond opinion to support the transaction, drafting and filing of IRS form 8038G and preparation of a closing transcript for the towns records.

Chairman Dabuliewicz made a motion to hire Drummond Woodsum and is looking for a second to the motion. Selectman Edelmann seconded the motion. Clyde said, so he understands, hiring means it's dependent upon if the town gets the bond or not? Clyde asked if that is part of the motion. Kimberley said there is work needed before Town Meeting to make sure postings are completed properly, they have to look at the warrant article, due diligence review. **Verification is needed if there will be a cost if the bond is not approved.** Chairman Dabuliewicz qualified his motion by saying verification is needed if the bond doesn't go through. Selectman Carson seconded the motion. The motion passed 3-0.

Charlie - Will the bond rate be established for Town Meeting. Kimberley said no, that is established in June. Charlie recommends sharing the bond rates at Town Meeting.

- B. Kimberley said she has had a lot of questions about what will be done with the current fire station if the bond passes at Town Meeting. Kimberley recommends the Economic Development Advisory Committee to work on that. Charlie said the EDAC can put that question on the survey they are creating. John said the Board will take that under consideration.

## **6. Sealed Nonpublic Meeting Minutes**

Jim provided a list of sealed nonpublic minutes that need to be reviewed and determined if they should be released to the public. Kimberley said some are personnel in nature. These minutes were reviewed by past Selectmen who have indicated they should be unsealed. Clyde wants to time to review them.

## **7. Drug Testing Policy**

- A. The town has a contract with On-Site Drug Testing that comes to Warner for the random testing. They sent Jim a policy they put together based on the Department of Transportation regulations, there is more detail than the one that is in place. Jim is asking the Board to consider adopting the policy provided by On Site.
- B. John asked for a definition of the word consortion. Also, John wanted to know why the policy says .02 for alcohol testing when the DOT requirement is .04. Tim said he's not sure but will find out. The Board will revisit the policy after the Selectmen review the policy. Charlie asked if there is drug abuse education or training, if not, maybe have a once a year prevention presentation. Jim said he can check with Primex. Judy said another good idea is educating the staff on being aware of the public that uses substances.

## **8. Conservation Commission - Surveyor's Contract**

John said before them is a surveyor's contract for Children's Brook, paid from the Conservation Fund.

### **Board Action**

Selectman Carson made a motion to approve and sign the surveyor's contract for the Conservation Commission. Selectman Edelmann seconded the motion, motion passed unanimously.

## **9. Zoning Board of Adjustment**

A. John said the Chair of the ZBA has recommended ZBA Alternate Sam Bower be moved to full membership.

### **Board Action**

Selectman Carson made a motion to appoint Sam Bower as a full member on the Zoning Board of Adjustment. Selectman Edelmann seconded the motion, the motion passed unanimously.

B. John said there have been 2 inquiries for being a member on the ZBA. John said we should meet with both.

## **10. RSA 72:80**

A. Clyde explained RSA 72:80 is a tool that towns can adopt that helps promote commercial development. If the town adopts it, it would allow the Selectboard to abate up to 50% of the increased value of either new construction or renovated construction for up to 10 years depending on what the town approves. The Economic Development Committee's Sub-Committee recommended 50% for 5 years. Clyde recommends identifying the zones, further discussion is needed and he doesn't feel it will be ready for Town Meeting. John said also when the time comes, he would want to hold a public hearing.

## **11. Budget Committee**

A. Kimberley said the Budget Committee will be meeting in April and will be discussing the process they go through out the year and would like the Selectmen to attend to talk about how to move forward with the budget process 2019. John said one thing he has noticed in the current process is a lot of things that come up that could be answered by talking to the Town Administrator, but the members of the Budget Committee do not talk to the Town Administrator about their questions taking up meeting time dealing with their questions that might have been resolved without having to do that. John doesn't understand why the Budget Committee members don't talk to the Town Administrator or the Selectmen. Kimberley would like to sit down in April and talk about the entire budget process and how it should work and set the expectations on both sides on how that conversation should take place.

## **12. Minutes**

Approval was tabled for meeting minutes dated January 2, 11 and 18.

## **13. Manifest**

Selectman Carson made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 5155-5171 in the amount of \$35,639.28 (including 20 direct deposits) and Accounts Payable check numbers 54647-54697 in the amount of \$170,518.46. Selectman Edelmann seconded the motion, the motion passed unanimously.

## **14. Consent Agenda**

Selectman Edelmann made a motion to approve the Consent Agenda for January 30, 2018:

- 1) Intent to Cuts for Map 12 Lot 21 & Map 13 Lot 39
- 2) Letter of Employment

Selectman Carson seconded the motion, the motion passed unanimously.

## **15. Town Administrator's Report**

Selectmen's Office: The Selectmen has re-hired Mary Whalen as the Selectmen's Secretary. We are pleased to have Mary back as she brings a level of continuity and productivity in the office that is greatly appreciated.

Town Report: We received most of the narratives for the town report from various departments and committees

and Mary is busy formatting the approved edited reports into the town report template to meet the printer's deadline.

Audit Report of 2016 Town Financials: The final audit report of 2016 financials for the Town were received and reviewed by the Board of Selectmen. The report demonstrated that the auditors are in agreement with the presentation of the financial statements from Management. The Management and Discussion Analysis for this audit year will be in published in the town report. Additionally, the auditors stated that, during the course of their audit, they did not identify any deficiencies in internal control that they consider being a material weakness. This is the first audit in the town's recent memory in which the auditors did not identify a deficiency in internal control in the operation and reporting the financial activities of the town or need to provide any recommendations to correct. John commended the Bookkeeper for that.

#### **16. Other Business**

A. Clyde said the Webmaster has the link to the solar array statistics on the town's website. Jim said there has been the discussion at the Budget Committee meetings regarding when the town could expect the first checks for the generation. Clyde understands it takes Eversource 2 or 3 months to collect. Jim asked if there's a set schedule. Clyde said he thinks the checks come every month and recommended to talk to the Water District. John Leavitt thinks the Water District is set up differently from the town.

#### **17. Public Comment**

A. John Leavitt said one thing that came up at a Budget Committee meeting is why doesn't the town know how the billing for the Transfer Station will be affected by the Solar Array. Clyde said the Board and the Transfer Station had a discussion and decided for the first year learn how the billing comes in. John feels that cost should already be known. Kimberley read from an electric bill for the Transfer Station from 12/15/17 - 01/17/18, the delivery charge was \$29.74. Kimberley said the town is still paying for electricity for all the buildings except for the Transfer Station and then on a quarterly or monthly basis the town will receive revenue for all the power the town generated with the exception to what was taken out of the Transfer Station.

B. Judy asked if there is a record, list or a place where the manifest report is filed and kept? Jim said the finance office keeps a record.

#### **18. Adjournment**

A motion was made and seconded to adjourn at 8:34 pm.

Board of Selectmen  
John Dabuliewicz – Chairman  
Clyde Carson  
Kimberley Edelmann

Recorder of the minutes: Mary Whalen