



Warner Board of Selectmen

**Meeting Minutes
Tuesday, April 24, 2018
APPROVED**

Chairman Edelmann opened the meeting at 6:06 pm

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

Others present: Martha Mical, Marianne Howlett, Tim Allen, Charlie Albano, Ed Mical, Michael Simon

1. Economic Development Advisory Committee

- A. Charlie Albano from the EDAC provided a copy of a survey the EDAC created. Charlie said the copy provided has changed in looks but not in content. The intent of the survey is to gain some in-sight from the community. Charlie is looking for comments and suggestions from the Selectboard. There is also an EDAC Sub-Committee looking at how to distribute the survey. Some suggestions are putting information in the Newsletter that will provide a link for the electronic version, a link on the website, mailed etc. The Selectboard provided input on the survey. Charlie will return to the Selectboard about how the survey will be distributed, there may be a nominal cost.
- B. Charlie provided an update on the 4 website provider presentations. Charlie would like to have 3 of the 4 come back and do the same presentations for the Selectboard. A future meeting will be arranged in June.

2. Budget Committee

- A. Martha Mical, Vice Chair of the Budget Committee, met with the Selectboard and asked if the Board could approve the meeting schedule for the Budget Committee, can the meetings be moved to Sugar River Savings Bank and can the Bookkeeper attend the meetings.
- B. Kimberley looked at the meeting schedule and said the visit to the fire station site needs to be a flexible date, visits to the working site need clearance first. John, who is the Selectman's rep. to the Budget Committee said another request of the Committee is to have the budget sheets 7 days in advance instead of 48 hours as the Selectboard discussed. Martha said the idea for 7 days is to give BC members time to look over the budget sheets and if any changes occur during the 7 days the changes can be shared at the meeting. Clyde said unless there are changes in the Selectboard's schedule he is not ready to commit to sending information out 7 days in advance. He would like to re-discuss the items he proposed for the Budget Committee from the Selectboard's perspective. John agrees with Clyde about the 7 days in advance. Kimberley told Martha the Selectboard is not ready to commit to the BC meeting schedule with the 7 days in advance. Martha asked the Selectboard if they agree with the meeting schedule except for the fire station date for the BC. John, Kimberly said and Clyde said yes. Clyde said it's hard to commit to the BC schedule when the Selectboard haven't developed theirs. Kimberley said the BC meeting schedule will help us determine our schedule.
- C. Martha asked the Selectboard if the BC can hold their regular meetings at Sugar River Savings Bank because the acoustics are better. John and Clyde are not in favor of the BC meeting at the Bank. Clyde said the BC has been meeting in the lower meeting room at the Town Hall successfully for a number of years.
- D. Martha said the last BC meeting was very successful because the Bookkeeper was there with her laptop. Martha asked the Board if the Bookkeeper can attend the meetings. John said for when the budgets are presented and he said the Bookkeeper told him she would be agreeable as long as the staff is aware that there will be times she leaves early after attending the BC meetings to maintain her 40 hours per week. Both Clyde and John are agreeable. Kimberley added the Bookkeeper is to be treated respectfully as well.

3. Public Hearing - Highway Equipment

Chairman Edelmann opened the public hearing at 7:00 pm.

- A. John said the reason for the hearing is because a petition created by Ed Mical in 2010 passed and now hearing's are required for any money that will be drawn from the Highway Equipment Capital Reserve Fund.
- B. The Director of Public Works, Tim Allen, explained he would like to withdraw \$7,000 from the Highway Equipment Capital Reserve Fund to retrofit the sidewalk tractor with a new blower and create a spreader for the rear of the tractor. Tim feels this change will extend the life of the tractor to another 8 years.
- C. Public Comments
Ed Mical: He thinks it's a good idea. He also asked if there will be any other purchases this year.
Tim: There is a 550 in the Capital Improvements Program, but he's not sure if he will move forward with that purchase.
- D. Chairman Edelmann closed the public hearing at 7:14 pm.

Board Action

Selectman Carson made a motion to approve the request to upgrade the sidewalk tractor. Selectman Dabuliewicz seconded the motion, the motion passed unanimously.

4. Town Hall Staff Job Descriptions

- Clyde said he has no specific comments on the job descriptions for the Town Hall staff.
- John recommends changing who the elected officials report to, to the electorate. He said he doesn't know how that fits with the job descriptions for the elected because the descriptions talk about supervisor's that directs the employee. Those items do not pertain to the elected officials (Town Clerk & Tax Collector).
- Clyde doesn't want to sign any of the job descriptions until the employee that does the job agrees with the job description.
- John doesn't feel the employee should approve their own job description. Clyde said they should agree with it.
- The revised job descriptions will be sent to the employee for comments.

5. New Fire Station

Kimberley reported the town received a letter of commitment from Sugar River Bank saying they will be loaning the town \$2,500,000.00 at 3.875% interest. The first payment will be in February 2019. The money will be held in a separate bank account for tracking purposes.

6. TDS Service Agreement

Kimberley as the Chair signed an updated TDS Agreement to provide faster internet speed, no additional costs for the upgrade.

Board Action

Selectman Carson made a motion authorizing the Chairman to sign the TDS Service Agreement. Selectman Dabuliewicz seconded the motion, the motion passed unanimously.

7. Meeting Minutes

Selectman Carson made a motion to approve meeting minutes dated April 3 & 10. Selectman Dabuliewicz seconded the motion, the motion passed unanimously.

8. Manifest

Selectman Carson made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 5296-5310 in the amount of \$36,639.57 (including 21 direct deposits) and Accounts Payable check numbers 54948-54978 in the amount of \$72,506.54. Selectman Dabuliewicz seconded the motion, the motion passed unanimously.

9. Consent Agenda

Selectman Dabuliewicz made a motion to approve the Consent Agenda for April 24, 2018:

Previously signed by the Board are the following:

- 1) Intent to Cut for:
 - Map 5 Lot 18
 - Map 36 Lot 50
- 2) Building Permit for:
 - Map 4 Lot 003-1
 - Map 8 Lot 006

To be signed by the Selectboard are the following:

- 1) Intents to Cut for Map 20 Lot 20
- 2) Yield Tax Levy's in the amount of \$110.67 & \$6035.14
- 3) Building Permit for:
 - Map 16 Lot 16-1
 - Map 18 Lot 29
 - Map 8 Lot 006-67-LAT

Chairman Edelman seconded the motion, the motion passed unanimously.

10. Selectman's Other Business

- A. Clyde said the extra signage he was trying to get for the roundabout was turned down by the Department of Transportation because it didn't meet their regulations. The signage was for directing motorists to the village area. Clyde said another alternative is a Chamber of Commerce sign near the roundabout. Kimberley asked if there are roundabout signs that indicate the driver in the roundabout has the right of way, not all know that. Marianne said there are signs being placed on the islands on the weekend and feels they are a hazard.
- B. Clyde said Route 103 through the village area and up to Rollins State Park is now part of the Currier & Ives Scenic Byway. There are four sections in Warner that is part of the by-way. A section in Davisville, Route 103 between exit 7 and 8, Main St. coming through the village and the last stretch is going up to Rollins State Park. A sign should be in each section, about 8 signs which cost \$60.00 each. Clyde said the Public Works Department has a sign budget to cover the costs and has the posts as well.

11. Public Comments

- A. Marianne asked the Board to re-read the Purchasing Policy because in the policy it says to state names and amounts. She said stating the names and amounts should be normal standard practice.

12. Nonpublic Session

Selectman Dabuliewicz made a motion to enter into nonpublic 8:00 pm session in accordance with RSA 91-A:3, II(c), reputation, request for a Hardship Abatement. Selectman Carson seconded. Roll call vote: Dabuliewicz – yes, Carson – yes, Edelman – yes. Motion passed 3-0.

Present were the 3 Selectmen.

The Selectboard reviewed a Hardship Abatement Application for Map 3 Lots 46 & 45.

Selectman Carson moved to come out of nonpublic session. Selectman Dabuliewicz seconded. Roll call vote: Dabuliewicz – yes, Carson – yes, Edelman – yes. Motion passed 3-0.

13. Abatement

The Selectboard discussed a Hardship Abatement Application for Map 3 Lots 45 & 46 and decided the following:

Board Action

Chairman Edelman made a motion to grant a tax abatement for 2018 for Map 3 Lots 45 & 46 in the amount \$28.60 for Lot 45 and \$701.27 on Lot 46. Selectman Carson amended the motion to include any interest due. Selectman Carson seconded the motion, the motion passed unanimously.

14. Nonpublic Session

Selectman Dabuliewicz made a motion to enter into nonpublic session in accordance with RSA 91-A:3, II(b), Hiring. Selectman Carson seconded. Roll call vote: Dabuliewicz – yes, Carson – yes, Edelmann – yes. Motion passed 3-0.

Present were the 3 Selectmen.

The Selectboard discussed the Assessing Clerk position.

Selectman Dabuliewicz moved to come out of nonpublic session. Selectman Carson seconded. Roll call vote: Dabuliewicz – yes, Carson – yes, Edelmann – yes. Motion passed 3-0.

15. Adjournment

Meeting adjourned at 8:31 pm

Board of Selectmen
John Dabuliewicz – Chairman
Clyde Carson
Kimberley Edelmann

Recorder of the minutes: Mary Whalen