



Warner Board of Selectmen

Meeting Minutes Tuesday, May 8, 2018 UNAPPROVED

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, Ginger Marsh, David Bates, Nancy Martin, Stephanie Monette, Ed Mical

1. Record Keeping of Town Records

- A. David Bates who is part of the Library Technology Committee is reviewing all the technology equipment the Library has. The micro-film reader is old and partially broken, they are considering replacing it with a used version for about \$5,000 or a new one for \$10,000. The use for the micro-film reader is primarily for town records and is seldom used. David said before the Library starts to apply for grants to replace the micro-film reader, his question is does the town want to continue to have town records on micro-film or would the town be interested in keeping records as PDF/A's (portable document format) or some other common format. Kimberley asked David if he has looked at the record keeping laws and David said yes he has. He said the Legislature made a change last year to allow PDF/A's.
- B. David feels it would make sense for the town to move towards digital records because of easy retrieval and storage. David is coming to the town saying are you interested, all questions involved will need to be worked out. John said a micro-film reader will still be needed for the current records that have been placed on micro-film. David said it's a question of do we spend \$10,000 for a micro-film reader or do we invest \$10,000 into current technology. Clyde said at a certain point in time the micro-film deteriorates and is no longer readable. Marianne said technology is changing so quickly, micro-film has the longest life span of all the media's.
- C. What David is looking for is a yes, we should explore this and the actual decision is the Municipal Record Committee comprised of Selectman, Town Clerk, Treasurer, Tax Collector and Assessor. David wanted to respond to two things. The records that are already on micro-film, not all those records were required by law to be kept forever. And second the whole point of a PDF/A's is that everyone has agreed on the entire earth that PDF/A's is the digital standard at which digital documents should be kept. The reasoning is everything you need to read them is contained in the file. Clyde said this option was not available a year ago and feels it's a good option to explore.
- D. Martha Mical said there is a lot of records on micro-film and feels a new machine should be purchased. Clyde explained the perspective of Legislation is micro-film is a technology that is not moving forward and embraced PDF/A as the technology moving forward and the question is how do you handle what you have.
- E. Kimberley asked if the committee has ever met. Clyde said the committee hasn't been established in town. By Legislation it's a required committee and he doesn't believe the committee has ever met. Kimberley said the first step is to have the committee meet and discuss this. Jim said in 2013 there was a staff discussion about record storage and how it ended up was the Town Clerk and the Librarian would be getting together to gather an inventory through out town to see what needs to be kept and what needs to be let go. The Town Clerk and Librarian had a sheet that went out to the various departments but he hasn't heard anything from it. Clyde said it's not a high priority. Jim believes it should be a priority because it ties into storage. Jim also feels that someone on the committee should be designated as the lead so that things keep moving forward. Clyde suggests forming the committee and look at it in terms of the current Legislation, make decisions about what is wanted going forward, the issue of storage is another issue. Clyde feels it's the town's responsibility to make access to the legacy records not the Library's.

- F. The use of the current micro-film machine is extremely limited. Kimberley said the committee needs to be brought together to discuss if another micro-film machine is actually needed. Clyde will be the Selectman's representative on the committee.

2. Conservation Commission - Alternate Membership

- A. Con. Comm. Chair, Nancy Martin introduced Stephanie Monette to the Selectman, she is interested in becoming an alternate on the Con. Comm. Also, Russel St. Pierre resigned as a full member. Stephanie is an engineer working in the environmental field, her background is in geotech engineering. She is currently the Contamination Program Manager at DOT. The Con. Com. works on items that she is passionate about and would like to contribute her talents.

Board Action

Selectman Dabuliewicz made a motion to appoint Stephanie Monette to an alternate position that expires April 1, 2020. Selectman Carson seconded the motion, the motion passed.

3. Community Revitalization Tax Relief Application - With Changes

- A. A \$50.00 fee and date paid will be added to the instructions. Martha and Ginger recommended making sure the fee covers the recording and discharge fee. Martha requested any time the Board grants tax relief that it is put in writing to the Assessor.

4. Request to Renew a Barn Easement

- A. Property owner of Map 7 Lot 28 mailed a letter request to renew their Barn Preservation Easement. Jim placed a call to Beverly Thompson at the NH Division of Historic Preservation to find out the renewal process, Jim is waiting for a call back. John believes the property owner will need to reapply, the statute reflects so.
- B. Clyde is in favor of making easement renewals automatic and would like a policy that reflects such. Kimberley said as someone who has applied for an easement, she would not want to be locked into an agreement because there are limitations attached, it should not be an automatic renewal. John feels the statute should be followed. Kimberley said in 10 years time things can change so the next Board who is approving needs to go through the process, it would be wrong for this Board to approve something that was done 10 years ago without looking at the barn. Clyde said we can have our own policy on top of the RSA. The majority of the Board wants to just follow the statute.

5. Update on FEMA Grants

- A. Ed Mical, Emergency Management Director, reported on the FEMA Declaration for the October 2017 storm. Ed has met with the State and FEMA for public assistance. He applied for 3 different topics under the public assistance section, debris removal, emergency protective measures and roads/bridges. Ed said they have changed things for a pilot program as a result from other disasters that have happened, he is asking for permission to sign off on the Public Assistant Alternative Procedure Pilot Program Debris Removal Acknowledgment. Ed said it will be for about \$5,000 and there is a program where a percentage is paid for administrative costs. John asked what the record keeping requirement. Ed said 3-4 years.

Board Action

Selectman Dabuliewicz made a motion to authorize the Town Administrator to sign the Pilot Program Acknowledgment. Chairman Edelman seconded the motion, the motion passed.

- B. Ed talked with the State of NH Field Representative regarding the May 4 storm. The State is determining if there was enough damage for a disaster declaration, he has heard back that there was not enough damage state wide. Jim said the Public Works Department wages will be over budget. Clyde asked if the town has an extreme event, are we limited by what is budgeted as to what can be responded to? The consensus is no, there is no money available to hire an outside contractor. The debris in the right-of-ways will be cleaned up over the next few months. Updates will be provided in the Town Administrator's report.
- C. Ed said the State asked for a preliminary damage assessment for the March 14 snowstorm. There are only 2 counties being declared and Merrimack is not one of them.
- D. Ed reported the Emergency Operation Center grant application didn't go through, Ed did what was needed and the grant will be processed tomorrow, a copy will be provided.

- E. Jim reported that he is working with Ed and the DPW on vulnerable culverts that may be eligible for getting FEMA funding. A letter of intent has been submitted.

Board Action

Selectman Carson made a motion for the Selectboard to formally recognize the efforts of the Fire Department, Police Department, Emergency Management and the Public Works Department during the May 4 storm for getting the roads open. Selectman Dabuliewicz seconded the motion. Martha also recommended commending the many citizens that also helped keep the roads open. Selectman Carson amended his motion to include thanking the town resources and citizens. Selectman Dabuliewicz seconded the amendment, the motion passed unanimously.

6. New Fire Station

- A. Clyde asked what happened to the tree's that were removed from the site. Kimberley is not sure but will ask.
- B. Kimberley reported the money is in the bank and ground breaking is scheduled for May 9 at 9:00 am.

7. Website Presentation

- A. The Economic Development Advisory Committee would like the Selectboard to attend the website presentations and asked the Selectboard to choose 3 dates in June. The Selectboard chose June 6, 13 and 20 and would prefer to have the presentations at the Town Hall.

8. Tourism Conference

Selectman Dabuliewicz made a motion to authorize payment for Charlie Albano's attendance to the Tourism Conference. Chairman Edelman seconded the motion, the motion passed unanimously.

9. Deputy Fire Warden's - Appoint

Selectman Dabuliewicz made a motion to appoint the following Deputy Fire Warden's: Charles Baker, Gerald Courser, Daniel Fisher, Jonathan France, Stephen Hall, Allison Mock, Ron Piroso, Edward Raymond, Calvin Rogers, Sean Toomey and Paul Raymond. Selectman Carson seconded the motion, the motion passed unanimously.

10. Volunteer Interests

- A. Jim reported that Ian Paul is meeting with the Selectboard on May 22, he is interested in joining the Energy Committee. Brett Ingold is interested in joining the Economic Development Advisory Committee, Jim will arrange for Brett to meet with the Selectboard as well.

11. Minutes

Selectman Dabuliewicz made a motion to approve meeting minutes dated April 16, 17,19 & 24. Selectman Carson seconded the motion, the motion passed unanimously.

12. Job & Wage Analysis

The Selectboard will meet on May 15 at 8:30 am to focus on the analysis.

13. Selling Town Parcels

Jim said he will have a draft letter that will go to the former owners ready for the Board to review at the next meeting.

14. Nonpublic Meeting Minutes

Jim said there are two folders in the office that need to be identified for unsealing.

15. Selectman's Other Business

- A. Jim said the Tax Collector sent a letter to the Board to make a corrective motion regarding an abatement application the Board acted on.

Board Action

Chairman Edelman made a motion to correct a tax abatement granted on April 24, 2018 to read; to grant a tax abatement for 2018 for Map 3 Lots 45 & 46 in the amount \$28.60 for lot 46 and \$701.27 for lot 45 to include any interest due. Selectman Carson seconded the motion, the motion unanimously passed.

- B. Jim reported that the Assessing Clerk and the DPW went out to Kelly Hill Road to follow up on a property owned by Kevin Boucher. There is a 10 x 16 shed on the property that is 1 ¼ story high, double doors, window, a stove pipe coming out of the shed and a make shift lean to. The Assessing Clerk did add the shed to the property card. Jim said a letter will be sent to Mr. Boucher to remove the structure because no structures are allowed on a Class VI road.

Board Action

Chairman Edelmann made a motion to have Jim send a letter to Mr. Boucher. Selectman Dabuliewicz seconded the motion, the motion passed unanimously.

Jim said the Board needs to have a discussion about enforcement, what are the current practices and should they be changed. The Selectboard also asked the Assessing Clerk to remove the shed from the property card because that could be construed as legitimacy.

- C. Clyde reported that during the Planning Board meeting, the lift did not operate. Martha said the lift works fine, it was operator error.
- D. Clyde said he heard off the street that the generator didn't work when the power went out and when the power came back on there was a surge that forced the sprinkler system to go off in the Police Department irrigating the PD. Kimberley said that is kind of what happened, Servpro was called and Primex to start the claim process. Jim understands the compressor that holds the pressure for the wet portion of the sprinkler system blew and allowed the water to drain out in the utility room, the front area of the building and a portion of the secretaries area. Servpro cleaned everything up, 2-feet of sheet rock needed to be cut out from the utility room and the carpeting is being monitored.

Clyde said the question is what do we do so the generator comes on next time and the sprinklers don't go off. Another question Clyde was asked is did the Fire Department get an alarm when the sprinklers went off. Ed Mical said yes, the Fire Department was called out. Kimberley said the Police Chief called her and they called Primex. Clyde asked how do we prevent a repeat.

Jim said there are two areas that need to be looked at, Brigade is coming in because this issue of the sprinkler system setting off the alarms at the PD has been periodically happening and it seems there is some compromising of the pressure causing that to happen. Jim's take on it is 2 things, we are running into a miscommunication and a delay in dealing with the generator repair. Essentially there was one quote for repair back in March 19 that never came to the Selectman's office. Jim said he was pressuring the Facilities Manager and the Police Chief to get moving on this because Jim didn't like the generator not being at full capacity. Jim is not sure why the quote didn't make it to the Selectman's office and he is personally disappointed. Today is the first time Jim said he saw the invoice dated March 19 and he also heard there is a second quote that had not made it to the Selectman's office. Jim said he and the DPW talked about what needs to be done about the communication, but it does involve the Police Department and the DPW getting some of this coordinated. Jim said he will get a full report for the next meeting.

- E. Clyde noticed the job posting for Parks & Recreation. Kimberley said she had that posted because it is needed, it's been approved and there is money in the budget for it. The one question that needs to be answered is who will this person report to. Clyde expected more discussion about the position, the structure of the position needs to be defined which will be on the next agenda.

16. Deeding List

The Tax Collector reported that all the properties on the deeding list have paid.

17. A/P, Payroll Manifest and Treasurer Accounts

- A. Jim talked about the timing involved with the Selectboard signing the manifest and he told the Board the Bookkeeper's suggestion of having the Selectboard make a motion to authorize the Town Administrator to initial and review the A/P expenditures, which he already does, and make it more comfortable for the Treasurer to come in and sign checks so that payroll is not delayed. Ginger Marsh, Treasurer, wants to know that the Selectboard will never come back to her and say you never should have signed a check. If the Selectboard doesn't authorize Jim then she will want the Selectboard's majority of signatures. Kimberley suggested one Selectman's signature and the Town Administrator. Ginger said she is fine with that. Clyde and John also agreed to Kimberley's suggestion.

- C. Ginger also said she would like the Bookkeeper to be able to print off all checks that need to be printed which will include checks for the Beautification Fund, Chandler Reservation, Conservation Commission, Parks & Recreation Commission, the Treasurer accounts. The Bookkeeper is verifying if the current municipal software she uses can allow for 5 or 7 check writing accounts.

18. Job Descriptions

Job descriptions have been sent back with edits for the employees to sign off in agreement.

19. Manifest

Selectman Dabuliewicz made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 5311-5331 in the amount of \$36,313.93 (including 22 direct deposits) and Accounts Payable check numbers 54979-55031 in the amount of \$127,366.29. Selectman Carson seconded the motion, the motion passed.

20. Consent Agenda

Selectman Carson made a motion to approve the Consent Agenda for May 8, 2018:

Previously signed by the Board are the following:

- 1) Intent to Cut for:
 - Map 15 Lot 53
 - Map 15 Lot 56-1
 - Map 7 Lot 60
 - Map 16 Lot 60
 - Map 13 Lot 3-4
 - Map 13 Lot 3-5
 - Map 13 Lot 3-6
 - Map 9 Lot 44
- 2) Building Permit for:
 - Map 35 Lot 15 (Fire Station)
 - Map 30 Lot 007
 - Map 16 Lot 26
 - Map 14 Lot 35

To be signed by the Selectboard:

- Building Permit for Map 10 Lot 18-3
- Letter to Kearsarge Indian Museum regarding a waiver for property taxes
- Intent to Cut for Map 11 Lot 51

Selectman Dabuliewicz seconded the motion. Clyde talked to the Board about what they want from the KIM regarding a waiver in lieu of taxes because a letter was sent from KIM requesting a waiver and Clyde wants to know what else does the town need from KIM. Martha said the Selectboard needs to see they are in financial trouble. It was determined that a Hardship Abatement Application will be sent to KIM. Selectman Carson amended his motion to remove the letter to KIM. Selectman Dabuliewicz seconded the motion, the motion passed.

21. Public Comments

No comments received.

22. Adjournment

Meeting adjourned at 8:47 pm

Board of Selectmen
John Dabuliewicz – Chairman
Clyde Carson
Kimberley Edelmann

Recorder of the minutes: Mary Whalen