



Warner Board of Selectmen

**Meeting Minutes
Tuesday, May 22, 2018
APPROVED**

Chairman Edelmann opened the meeting at 6:00 pm

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

Others present: Alanna Jablonski, Ian Pahl, Dale Trombley, Martha Mical, David Karrick, Susan Folsom, Monique Proulx, John Warner, Bret Ingold

1. Energy Committee Membership Interest

Ian Pahl is interested in becoming a member of the Energy Committee. Ian works in the solar industry.

Board Action

Selectman Dabuliewicz made a motion to appoint Ian Pahl to the Energy Committee. Selectman Carson seconded the motion, the motion passed unanimously.

2. Trustee's of the Trust Funds

Trustee David Karrick informed the Selectmen that Trustee Dale Trombley has resigned and is recommending Mike Ayotte for her replacement until the next election in March. David also informed the Selectboard that John Warner will be resigning near the winter but wanted to see a smooth transition to that point so his replacement will be needed in the near future.

Board Action

Selectman Carson made a motion to accept Dale Trombley's resignation from the Trustee's of the Trust Funds and appoint Mike Ayotte to fill the position until March 2019 election. Selectman Dabuliewicz seconded the motion, the motion passed unanimously,

3. Economic Development Advisory Committee Interest

Bret Ingold is interested in becoming an EDAC member, Bret has been attending the EDAC meetings. Bret has experience in the tourism industry and likes the direction Warner is heading. Bret is looking to open a local produce store with arts & crafts on Main St.

Board Action

Selectman Carson made a motion to appoint Bret Ingold to the Economic Development Advisory Committee to the next available term. Selectman Dabuliewicz seconded the motion, the motion passed unanimously.

4. Eversource Tax Appeal 2014-2016

Jim reported the town received a proposal for evaluation, engineering consulting services in response to the tax appeal submitted by Eversource for 2014-2016 from George Sansoucy, PE, LLC who is also representing 50 other towns. The scope of work is for general services, provide evaluation and appraisal services including expert testimony at the Board of Tax and Land Appeals for the outstanding appeals by Eversource against the Town of Warner for their electric utility property. Sansoucy is recommending a budget amount of \$5,000 for the 2018 defense and report, and an additional \$5,000 for 2019 for Warner's portion.

Board Action

Chairman Edelmann made a motion to accept the Sansoucy contract. Selectman Dabuliewicz amended the motion to include have the Chairman sign the contract. Selectman Carson seconded the motion, the motion passed unanimously.

5. Community Revitalization Tax Relief Incentive Application

The Selectman's office researched the cost of recording and discharging the Incentive application with the Registry of Deeds. The recording fee is \$32.00 and the discharge fee is \$37.00. Martha recommended to the Board that the applicant should be responsible for the recording fee's and the town should physically record the application and keep the money in its own account. Jim is not sure it is necessary to establish an account, it should be a one time fee, the Board agreed.

Board Action

Selectman Dabuliewicz made a motion to charge a \$75.00 fee upfront for the Community Revitalization Tax Relief Incentive Application. Selectman Carson seconded the motion, the motion passed unanimously.

6. Pleasant Pond Road

Monique Proulx and Susan Folsom met with the Selectboard to request a speed limit on Pleasant Pond Road and increased police presence. They said there has been excessive speed, traffic and night time activity and would like to see an additional police presence. Kimberley suggested convening the Highway Safety Committee inviting both to attend. John asked both if they have spoken to the Police Chief about the enforcement issue. The response was that a neighbor spoke to the PD and told the neighbor because they are so close to the highway you couldn't have a speed limit which was not believed. Both provided contact information to the Town Administrator.

7. Wage Analysis

The Selectboard scheduled a work session for Tuesday, May 29 at 10:00 am. Job descriptions are currently being updated by the employees for the Selectmen to review. Jim said he would create a 20 step wage scale to see where everyone would fall. Another topic for discussion does wage increases need to be annual at the beginning of the year or should they be based on the hire date attached with job appraisals.

8. Fire Station

Jim reported Sugar River Bank has reviewed a request to do ACH's for North Branch and the bank cannot because the amounts are too large. John said the Board signed an agreement that payment would be within 20 days. Martha asked if there have been any change orders and Kimberley said there has been none to date. It was found the water line from Main St. is too small, the Precinct is looking to come in off of Split Rock Road.

9. Selling Town Parcels

Jim reported he created a procedure for selling town parcels for the Board to review. A copy will be provided to the Tax Collector as well for her review, a sample abutter letter was provided as well. Marianne attended a Tax Collector Association meeting where she learned when the notice to former owners is mailed that an extra effort is strongly recommended to contact the former owner if no return receipt is received back from the certified mail notice. Marianne said the post office holds the certified for 22 days and she recommended not waiting the full 22 days before re-noticing the former owner. There is a court case as a reference, Marianne said she would look that up and forward the case on to John. Clyde said there is new Legislation that will be available in the fall to consider as well, it will provide more options than what is in place right now.

10. Town Hall Lawn

A. Clyde reported the DPW met with George Pellettieri and he hasn't heard back from that meeting. John said he spoke to the DPW today as well and agrees there needs to be a plan put together with costs to be presented to the Selectboard, John said the DPW is willing to do that. Kimberley confirmed with Clyde that the Lawn Committee was disbanded, Clyde said yes.

Board Action

Selectman Dabuliewicz made a motion to direct the Director of Public Works to put together a plan with costs to be presented to the Selectboard and discussed based on what the Town Hall Committee came up with for approval. Selectman Carson added not to interfere with donations for the project and the project will be done in a phased manner. Selectman Carson seconded the motion, the motion passed unanimously.

B. Martha asked if the fountain can be turned on. It was explained that some electrical work needs to be completed first. John said let's let the DPW work out the plan and not interfere with him and see what he comes up with the plan. Kimberley asked if the fountain is part of the lawn plan. Jim said the electrical aspects of the fountain need to be changed for safety purposes and how the irrigating ties in with the fountain.

11. Municipal Records Retention Committee

Clyde said he spoke with the Town Clerk who told Clyde she has a records committee she does pull together and will be doing so in the near future. Clyde said the Town Clerk will be taking the lead and will let Clyde know about the status. Kimberley asked are they a proper committee taking minutes and posting the meeting? Marianne said the committee hasn't met in years. Kimberley said when the meeting is arranged it needs to be placed on the calendar and the Board wants to see the minutes and made available to the public. Marianne said she suggested to the Town Clerk using resources from the Nancy Sibley Wilkins Trust Fund. Jim said from the budgetary standpoint a basic plan has been submitted for ways to build or establish a space for record retention, he wants to make sure that starts to get addressed as well.

12. Sealed Nonpublic Meeting Minutes

The Selectboard has reviewed sealed nonpublic minutes to make available for a motion at the next meeting. Clyde commented for the future when the Board is dealing with abatements, they should be identified by Map and Lot only, not listing any names in the public minutes or the nonpublic minutes. John said the public has to know that an abatement has been granted and the public minutes show that, in nonpublic that's the discussion period. John doesn't feel those nonpublic minutes need to be unsealed. Clyde said then we need to adjust the ones that are deemed to be unsealed. Jim said he will check with NHMA legal.

13. Meeting Minutes

Meeting minutes for May 8, May 15 and nonpublic sessions for May 7 and May 15 were tabled.

14. Manifest

Selectman Carson made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 5332-5346 in the amount of \$34,797.44 (including 21 direct deposits) and Accounts Payable check numbers 55032-55084 in the amount of \$70,390.47. Chairman Edelman seconded the motion, the motion passed unanimously.

15. Consent Agenda

Selectman Dabuliewicz to approve the Consent Agenda for May 22, 2018:

Previously signed by the Board are the following:

- 1) Intent to Cut for:
 - Map 15 Lot 28-1
 - Map 15 Lot 57-2-A
 - Map 15 Lot 37
 - Map 16 Lot 32
 - Map 5 Lot 6
- 2) Tax Warrant
- 3) Timber Warrant in the amount of \$4,046.10
- 4) Warrant for the collection of gravel pit excavation tax totaling \$239.10
- 5) Abatement for Map 17 Lot 27-1 in the amount of \$48.95

To be signed by the Selectboard:

- Building Permit for Map 7 Lot 56-1

Selectman Carson seconded the motion, the motion passed unanimously.

16. Selectman's Other Business

- A. John reported that in his conversation with the DPW he wanted to make sure the Selectboard knew that Richard Welcome is interested in taking on the Parks & Recreation part-time position.
- B. Clyde said Aubuchon Hardware is having a grand re-opening ribbon cutting Friday, June 1 at 10:00 am and has requested the local official's attendance.
- C. Clyde reminded the Selectboard that the website presentations are for June 6 and June 13 beginning at 6:00 pm.
- D. Clyde would like to see the poll times changed for September and November to open at 7:00 am. Jim will coordinate with the Town Clerk for further discussion at the next meeting.

17. Public Comments

No comments received.

18. Nonpublic Session

Selectman Dabuliewicz made a motion to enter into nonpublic session 7:43 pm in accordance with RSA 91-A:3, II (b), hiring. Selectman Carson seconded. Roll call vote: Dabuliewicz – yes, Carson – yes, Edelmann – yes. The motion passed 3-0.

Present were the three Selectmen and Jim

Chairman Dabuliewicz moved to come out of nonpublic session 8:31 pm. Clyde seconded. Roll call vote: Dabuliewicz – yes, Carson – yes, Edelmann – yes. The motion passed 3-0.

19. Seal and Restrict

Selectman Carson made a motion to seal the May 22 nonpublic meeting minutes. Selectman Dabuliewicz seconded. All were in favor and the motion passed 3-0.

20. Employment Offer

The Selectboard will make an employment offer to Deb Moody to fill the Assessing Clerk position.

21. Adjournment

Meeting adjourned at 8:33 pm

Board of Selectmen
Kimberley Edelmann – Chairman
Clyde Carson
John Dabuliewicz

Recorder of the minutes: Mary Whalen