



Warner Board of Selectmen

**Meeting Minutes
Tuesday, July 17, 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: Dave Mazaroff, Nancy Martin, Richard Cook, Martha Mical, Deb Moody, Ed Mical, Tim Allen, Ginger Marsh, Marianne Howlett, Judy Newman-Rogers

1. Children's Brook

- A. Rich Cook from Five Rivers Conservation Trust explained the Warren parcel has been surveyed and a conservation easement has been placed. The Warren's received the same engagement letter and donation agreement that the town has. Once all documents are received and reviewed a closing will be arranged.
- B. Nancy Martin, Conservation Commission - Chair, said the Commission had submitted some of their concerns regarding the need for the Public Works Department to complete some work in this area. Nancy said she submitted the concerns months ago to the Board and was told the concerns were a low priority and the Commission understood. Nancy went over some of the concerns with the Board. There is an incomplete driveway cut that is causing erosion from the road, road runoff that needs to be prevented from going into the stream, improve the path to the brook that comes from the bridge down to the water and some benches. Jim suggested reaching out to some volunteers for some of the work the Commission is suggesting. John suggested to Nancy to talk to the Director of Public Works as well.
- C. Jim received clarification from Rich on the documents the Board will be signing. The property will be monitored by Five Rivers, the owners will be contacted and a report provided. John said there are some provisions regarding disturbing the land and asked how that would affect what the Commission wants to be done. Rich said the repairs would fall under recreational use. John needs until the end of this month to finish reading the documents and decide if the town attorney should also review the documents.

Board Action

Selectman Dabuliewicz made a motion to approve the donation agreement as presented to the Board tonight. Selectman Carson seconded the motion, the motion passed unanimously.

2. Emergency Management

- A. Ed Mical, Emergency Management Director, reported the October 2017 storm paperwork has been submitted and approved. Debris clean-up amounted to \$8,709.44, the FEMA reimbursement totals \$6,532.08. The road repair amounted to \$4,642.51, the FEMA reimbursement totals \$3,481.88. There will also be a reimbursement for administrative costs, Ed is not sure about what that amount will be. Jim will check if a public hearing is needed to accept the funds.
- B. Ed reported the Hazard Mitigation Plan update is needed for March 2019. Ed said Central NH Regional Planning Commission is willing to provide assistance for the update. The Emergency Management Planning Grant Program offers \$7,500 and the town would do the 25% reimbursement from an in-kind match. At this time Ed is waiting for the funding to become available.
- C. Ed reported he had applied for a grant for the new Emergency Operation Center, as of Friday the State has approved the application for \$85,773.00 for EOC equipment. The grant is a 50/50 match and the construction of the administrative section at the Fire Station will cover the 50% match. Ed reviewed the list of equipment indicated in the grant application. The actual funding is expected to be available in August.

Board Action

Selectman Dabuliewicz made a motion that the Warner Board of Selectmen accept the terms of the Emergency Management Performance grant as presented in the amount of \$85,773.00 for the purchase and installation of equipment for the towns Emergency Operation Center including communications equipment and wiring, computer monitors and furniture for EOC spaces. Furthermore, the Board of Selectmen acknowledges the total cost for this project is \$171,546.00 in which the town will be responsible for 50% match (\$85,773.00). Selectman Carson seconded the motion, the motion passed unanimously. Documents were signed by the Board and Notarized by Ginger Marsh.

3. Public Works Department Update

- A. Tim Allen, Director of Public Works reported the water main plans to the Town Hall are done. The Department of Environmental Services does not need to approve the plans because it is less than 500 feet long. The parts list needs to be finalized with the Water District. The project is planned for the week of July 30th. The kiosk will be moved to Simonds School. Tim checked out the bulletin board next to Kearsarge Insurance for the needed repairs.
- B. The water connection for the front lawn at the Town Hall has been completed. Next, the irrigation system will be installed. Tim has not finalized anything yet for the brick and sod. Clyde asked something about the festival which was not audible but Tim answered yes.
- C. The Waterloo/Newmarket drainage project has started, Tim is hopeful the project will be under control by Thursday of next week.
- D. Winter sand is done and the salt shed is full.
- E. Tim reported that Mel Furbush provided a two-week notice to end his employment in Warner. Martha Mical said during the Budget Committee meeting at the Public Works Department Tim talked about the need for a mechanic and asked if Mel's replacement could fill that void. Tim doesn't feel one person could replace the need for a mechanic and building maintenance. Tim hasn't decided what he wants to do regarding the staff and will be returning to the Board for a staff discussion.

4. Revaluation Service Contract

- A. Dave Mazaroff from M & N Assessing provided a contract of services for the upcoming revaluation in 2019/2020, this will be M & N's third revaluation in Warner.

Board Action

Selectman Dabuliewicz made a motion to approve the M & N Assessing contract for the 2019/2020 revaluation. Selectman Carson seconded the motion asking for the amount of the contract. The amount is \$107,000. The motion passed unanimously.

5. Unregistered Vehicles

The Board reviewed a letter that will be sent to property owners that have 2 or more unregistered vehicles on their property. Attorney advise was also provided saying the vehicle must be registered and be able to pass inspection and also recommended the town establish an ordinance which defines and regulates junk vehicles that would allow the penalty provided in RSA 676:17, \$275.00 for the first day, \$550.00 for each day after. Kimberley would like to see the Planning Board present a change to the zoning ordinance regarding the unregistered vehicles, Jim will draft a letter. Clyde wants to see a procedure. John wants time to edit the draft letter.

6. Renewable Energy Credits

Jim said in order for the town to get paid for the energy generated above and beyond what Eversource gives the town is renewable energy credits. One way is to contract with an independent monitoring service or a Broker that represents the town. There is one independent monitor for the state, Energy Audits Unlimited, the Water District uses EAU, the annual fee is \$60.00. Clyde recommended using Michael Behrmann who charges a 5% fee. Jim said Behrmann is with Revolution Energy Aggregators which was his other option he is presenting this evening. Jim said the first quarter deadline for REC is July 15, he will check to see if the town hasn't lost anything.

Board Action

Chairman Edelmann made a motion to authorize Jim Bingham to enter into a contract with Michael Behrmann, Revolution Energy Aggregators for Broker service for the town's RECs. Selectman Dabuliewicz seconded the motion, the motion passed, unanimously.

7. Barn Preservation Easement - Renewal

The Board will schedule a site visit on Tuesday, August 7 at 5:00 pm to complete the scoring system. Confirmation will be made with the property owner.

8. CIP from the Selectmen - Review Projects

- A. 2019/2020 Revaluation for a total of \$107,000 which does not cover utilities, about another \$25,000 will be needed.
- B. The fire suppression system for the Town Hall which has a cost of \$62,000, presently there is a balance of \$26,000.00 in the Town Hall Improvements Capital Reserve. Clyde recommended updated costs for the suppression system. Martha Mical also wants to see the stove in the Town Hall becomes operational again.
- C. Update/upgrade assessing software in the amount of \$15,000 as a placeholder. The Assessor is going to send Jim the actual cost.
- D. Multi-use path from Warner Village to North Road. Clyde feels the actual cost should be listed in the CIP which is \$750,000, this cost is 2-years old. This project could/may be funded from an 80/20 grant, the town portion would be \$150,000.
- E. The amounts needed for warrant articles will be discussed and decided upon at a later date.

9. Town Administrator Report

Police Department: I have scheduled an appointment with the Highway Safety Committee to meet with the BOS at the next regular board meeting on July 31. The topic is the conversion of Old Main Street to a one-way street to avoid vehicles having to enter Rte 103 where the curve limits the line of sight for drivers and poses potential safety issues.

Dept. of Public Works: Mel Furbush has submitted his letter of resignation, effective July 27. I am suggesting that an exit interview be conducted with at least one Selectman in attendance. It can also be a non-public session if 2 or more selectmen wish to attend. I am drafting an ad for the open F/T position for Tim's review and approval.

Highway crew has begun drainage improvements on Waterloo and Newmarket Streets.

Budget Committee: The Budget Committee met at the Highway Garage last Thursday. The DPW Director, Town Administrator, and Bookkeeper were in attendance. The discussion focused on Tim Allen's assessment of the DPW vehicles and equipment and their uses in winter and summer maintenance. Leasing the large road equipment versus purchasing the equipment was also discussed. The Budget Committee has posted a notice asking for a volunteer to fill the vacancy due to the recent resignation of a BC member. The BC plans to meet in late August or September to review interested volunteers.

10. New Fire Station - Status

Construction is on schedule.

11. Selling Town Parcels

Jim said the town attorney provided a template to use for selling town property. Jim said he will apply the template to 3 properties and bring it back to the Board for their review at the next meeting.

12. Municipal Records Retention Committee - Update

The Town Clerk, Judy Newman-Rogers, said the Committee has not met yet. Judy also said that Martha Mical measured the current record storage area which came out to 85 linear feet of wall space. Martha estimated space needed as 25' x 25' area for the current records. Judy said there will be a meeting at the Old Graded School for everyone to look at the available space, a meeting date will be arranged by the end of the month. For future planning, Kimberley asked Judy if she knows how many records are generated on a yearly basis, how much space will be needed 10-20 years from now.

13. Minutes

Selectman Dabuliewicz made a motion to approve the June 19 minutes. Chairman Edelman seconded the motion, the motion passed unanimously.

14. Manifest

- A. Selectman Dabuliewicz made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 5430-5444 in the amount of \$34,849.57 (including 21 direct deposits) and Accounts Payable check numbers 55251-55309 in the amount of \$961,229.64. Chairman Edelmann seconded the motion, the motion passed unanimously.

- B. Chairman Edelmann made a motion to authorize the Selectmen to sign manifest and order the Treasurer to sign Fire Station Loan Accounts Payable check number(s) 104-105 in the amount of \$249,312.14. Selectman Carson seconded the motion, the motion passed unanimously.

15. Consent Agenda

Selectman Carson made a motion to approve the Consent Agenda for July 17, 2018:

Previously signed by the Board:

1.) Intent to Cut for Map 14 Lot 56

To be signed:

1.) Junk Yard License

2.) Building Permit for Map 15 Lot 37-1 & Map 31 Lot 59

Chairman Edelmann seconded the motion, the motion passed unanimously.

16. Other Business

- A. Clyde reported the Economic Development Advisory Committee is asking to meet again with the Board to talk about the website selection. The Board will meet on September 4 with the EDAC at 6:00 pm.

- B. On July 22 the church will be hosting a 90th Birthday Party for Harry Heselton, Clyde is suggested sending a Proclamation from the Board. Kimberley asked if the Board has done this in the past and Martha Mical said it has been done in the past.

17. Public Comments

Martha Mical reported the USS Kearsarge crew may visit on November 2, 3 &4.

18. Adjournment

Motion to adjourn at 8:55 pm

Board of Selectmen
Kimberley Edelmann – Chairman
Clyde Carson
John Dabuliewicz

Recorder of the minutes: Mary Whalen