



Warner Board of Selectmen

Meeting Minutes
Tuesday, January 15, 2019
APPROVED

Chairman Edelmann opened the meeting at 6:03 pm

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

Others present: Michael Simon, Andy Duncan, Nancy Martin, Martha Bodnarik, Collin Carson, Martha Mical, Deb Moody, John Leavitt, Ralph Parsons, Jim Zablocki, Richard Senor, Alfred Hanson, Steve Brown, Ray Carbone, Janice Loz, Rebecca Courser, Varick Proper, Mimi Wiggan, Marianne Howlett, Faith Minton, Judy Newman-Rogers, Nancy Ladd, John France (three attendee's names were not audible)

1. Library Trustee's - Proposed Warrant Article

A. Library Trustee, Michael Simon explained the Trustee's had indicated at a previous meeting that the Library expenses were getting tight. Through Trustee discussions it was realized that there was no extra funding to support a salary increase for the Library Director. It has been a feeling for a long time that the Library Director is underpaid. There has been some increases to the Director's salary over the year's. The Trustee's have realized that there isn't enough money available to adjust the Director's salary over the next few year's at a place where the Trustee's feel the Director should be salary wise. Mike said in keeping with the recent Wage Study, which the Library Director was included. The Trustee's voted to request that the Selectmen place a warrant article before the voter's to increase the Library Director's salary by \$9,000 in order to get the Director to the salary she needs to be at. Michael said since that vote a lot has changed and Michael feels the Library is not in the position to complicate the issues of compensation in town.

B. Mike said from reading the meeting minutes, there could be other ways the town could help on some of the expenses separate from the salaries. Mike said the Trustee's will discuss the Director's salary this evening at their meeting.

C. Clyde asked Mike when a new Library Director is sought for, the salary will be substantially higher than what is being paid today? Mike agreed, because of competition. Clyde said it's an issue that will need to be addressed at some point. Where can the town help the Library? John said it would have to be with the building, because a precedent has already been established. As far as salaries, that is up to the Library Trustee's to deal with, not the Selectmen. John wanted to make it clear the idea of an article put on the warrant by the Selectmen, regarding the salary of the Library Director is a non-starter as far as John is concerned because the Library Trustee's has autonomy in many respects in the way the Library was set up. The funding is set by what the taxes are. John said he was glad to hear Mike say the Trustee's don't want to move forward with the idea right now. Mike said he was speaking for himself. The Trustee's have the option, if it is felt to be the right move, to submit a petition.

D. Jim said he talked to Mike about this and suggested the best approach to take is to have the Trustee's and the Selectmen meeting several times over the next couple months to review the condition of the building, to see if there is a way the town can take on any further building responsibilities. At this time the town had taken on the lawn maintenance at the Library, established a capital reserve fund for building improvements and has taken on the insurance costs for the building.

E. Jim asked Mike Simon if he received a copy of the Wage Study that was completed in New London for their Library? Mike said he would ask the Librarian. There is also a copy available at the Selectman's Office.

F. Clyde suggested maybe the Library is doing more than what was envisioned when Mr. Pillsbury donated the Library and the cost of running the Library now is more than what was anticipated back when the Library was donated. Clyde feels this is a discussion the town needs to have. Someone said aside from the Transfer Station and Market Basket, the Library has more people using the building than any other facility in the town of Warner.

G. Library Trustee, Ralph Parsons said the Trustee's will still be discussing the Director's salary and it will help the Trustee's to understand the wage issue is Trustee issue not to be confused a warrant article by the Selectmen. To know the Selectmen are moving ahead to help with the building expenses should help in the Trustee's discussions tonight.

2. Purchase & Sale Agreement for Map 7 Lot 52

Conservation Chair, Nancy Martin, met with the Selectmen to have them sign the Purchase and Sales Agreement for Map 7 Lot 52. Real Estate Broker, Steve Brown, provided the documents for the Chair to sign. The parcel is situated over the town's aquifer and will connect all the other properties the town already owns over aquifer. The parcel will be purchased with Conservation Commission Funds in the amount of approximately \$8,000 after closing.

Board Action

Selectman Dabuliewicz made a motion to authorize the Chairman to sign the purchase and sales agreement for Map 7 Lot 52. Selectman Carson seconded the motion, the motion passed unanimously.

3. Eliza Sanborn Trace - Discontinue

A. Nancy then talked to the Board about adding a warrant article to discontinue a Class VI right of way named Eliza Sanborn Trace off Badger Lane in the Mink Hills. The right of way is under water a good part of the year, Nancy would like the right of way removed from the State maps because the maps indicate that the right of way is usable. Nancy read the warrant article in its draft form:

Shall the town vote to discontinue completely and absolutely and return to the sole abutter the entirety of Eliza Sanborn Trace described as beginning at a point on Badger Lane running northerly through a water logged zone adjacent to a pond and ending at the corner home of Eliza Sanborn as shown on Map 5 Lot 8.

B. Nancy introduced Andy Duncan, the owner of the abutting property. Andy provided copies of a letter he sent to the Board in October. The right of way is actually a former drive way from a Class VI road to a former home site, the house hasn't been standing for over 80 year's. About 400 feet of the right of way is water logged (Andy provided picture's). The surrounding land is in a conservation easement which allows for public access. The easement also stipulates that there will be no building sites within 1,000' of Henniker Road. Andy feels this wetland area should be protected, it's a rich area with song birds and heron's.

Clyde said discontinuing the road doesn't mean people will stay off the road. Andy said there is no way a vehicle could get through because it is essentially under water and shrubs have grown, that's why it's ecologically rich. Clyde then asked if a gate would be needed to discourage vehicle traffic? Andy said no, it's not necessary.

Board Action

Selectman Carson made a motion to support the warrant article as determined by the Selectmen. Selectman Dabuliewicz seconded the motion. John wanted to make clear because this land has only one abutter, Andy Duncan, that makes this much easier. If there were other abutter's another process would need to be completed. The Conservation Commission supports the warrant, John feel's it's a good reason to move forward. Clyde said there has been similar situations as well. The motion passed, unanimously.

4. Davis Road - Discontinue

Nancy Martin said another road the Conservation Commission recommended to discontinue is Davis Road. The Commission is withdrawing that recommendation. This is more complicated because there are several abutter's and some do not live in Warner in the winter time. More time is needed to talk to the abutter's. If this recommendation comes forward again it will require a public hearing.

5. Conservation Commission Recognized as an Abutter

Nancy Martin said Ausbon Sargent has recommended the Conservation Commission be listed as an abutter on applications that are heard by the Planning Board, Zoning Board of Adjustment and Building Permits regarding the properties that have Conservation Easements because of the various stipulations in the easements. Nancy is asking the Selectmen for their thoughts. Kimberley asked if the Commission has a representative on the Planning Board. Nancy said they do not or on the Zoning Board of Adjustments. John asked how did Ausbon suggest the Commission accomplish this. Nancy provided a copy of RSA 477 that says the Commission should be noticed along with several examples of what other town's are doing and the language they used. Jim suggested to Nancy that she start with the Planning and Zoning Board. John agreed, this needs more conversation with the Planning Board and maybe the Zoning Board. Jim suggested having a member of the Commission on the Planning Board. Nancy said that will be considered now that there is full membership on the Commission. Richard Senior said he has land in an

easement and if there is development from an abutter he believes the development needs to be a certain distance away from an easement property.

6. Request to Un-merge Involuntarily Merged Property

Nancy Ladd is before the Selectmen requesting them to unmerge a property that she owns that was merged by the town. Assessing Clerk, Deb Moody, couldn't find any documentation indicating that the property was or wasn't merged and recommends the Board un-merge the property. John asked if the property is unmerged can it still stay in current-use. Nancy said because the ownership of the property will stay the same as the ownership of a piece of property across the street, the property that is un-merged will be included in that current-use acreage of the property across the street which is over 100 acres.

Board Action

Selectman Carson made a motion approving the un-merging of Map 13 Lot 38. Martha Mical recommended an addition to the motion. The Ladd's must provide maps that show what the lots were prior to the involuntary merger. When the property is un-merged the property should reflect what it was before it was merged, a subdivision cannot be created without going through the subdivision process. Nancy said she can provide such map. Motion was seconded and passed unanimously.

7. 2019 Capital Budget

A. Jim provided the Board with an updated 2019 Capital Budget that shows actual balances in the reserve funds.

B. The Board needs to determine how the Capital Reserve for Fire Department Rescue Vehicles Repair/Replacement will be funded. Does the Board want to fund through taxation or finance the next vehicle purchase. The Budget Committee is leaning towards funding through taxation enough to purchase the next fire truck. The truck would be ordered in 2019 and delivered in late 2019 or early 2020. Jim contacted two local banks, Bar Harbor offered 7, 10, 12 and 15 years for a loan amount of \$450,000. For 7 years at 4.2% the monthly payment would be about \$6,200. The total cost for interest over the 7 years would be \$70,000. Jim explained the 10, 12 and 15 year options. Sugar River offered 3.9% for 15 year's.

Martha Mical, Vice Chair, of the Budget Committee, said the Budget Committee recommended funding \$180,000 from taxation to pay cash for the new vehicle. The Budget Committee did not recommend through a motion, it was a consensus. The approximate cost for the vehicle is \$550,000. John France from the Fire Department explained to Alfred Hanson how the Fire Department purchases a vehicle. The cost is based on the Fire Departments needs which has not been spec'd out yet, until then, the exact cost will not be known. Clyde is in favor of funding the vehicle versus financing. John Leavitt agrees with Clyde. Kimberley is in favor of funding as well, the balance in the capital reserve is \$444,000 she also said if (possible option) Engine 1 is sold that money could be moved from the general fund into the capital reserve.

Board Action

Selectman Carson made a motion to ask the voters to fund \$180,000 for the Fire Department Rescue Vehicles Repair/Replacement Capital Reserve. Selectman Dabuliewicz seconded the motion, the motion passed unanimously.

Board Action

Chairman Edelman made a motion that the Warrant Article for Fire Fighter Equipment be set at \$5,000. Selectman Dabuliewicz seconded the motion, the motion passed.

C. Highway Garage and Transfer Station Sprinkler System: Kimberley asked Varick Proper, Foreman of the Transfer Station if he would like to speak about the system for the Transfer Station. Varick said he has been left out of the loop and asked what the cost is. Jim said the cost ranges from \$25,000 to \$30,000. John said in the Intertown Record it said Jim quoted up to \$1,000,000 for a sprinkler system at the Highway Garage and Transfer Station. Jim said he doesn't recall saying so. He has quotes for a wet system at the Highway Garage and a dry system for the Transfer Station. The quote does not include the cost for a water source (cistern) or the site work for the water source. Jim estimated another \$80,000 be added to the capital reserve so the project can be completed this coming summer. Currently there is \$190,000 in the capital reserve for DPW Facilities Improvements (Town Garage)

The Town Hall sprinkler system has been stalled until 2020 with no objection from the Fire Chief. Jim is recommending removing \$30,000 budgeted for the Town Hall Improvements to the DPW Facility. Clyde said another option is to bring the water for the Town Hall from Main St. instead of Kearsarge Mt. Road, a discussion is needed with the Director of Public Works.

The cost for both systems and a cistern is approximately \$210,000, this does not include the site work and installation of the cistern, which is being estimated at about \$50,000. Varick Proper said he is hard pressed to ask the town to sprinkle essentially a pole barn at the Transfer Station. Jim said the Director of Public Works agrees as well and is thinking of re-evaluating the need for a system at the Transfer Station. Varick agreed. John asked Varick if he wants no protection for the equipment as he has today. Varick Proper would prefer the focus be on life safety at the Town Hall.

Public Comments

- Rebecca Courser asked why Varick is not being included in the planning for the Transfer Station because it appears that he isn't involved. Varick said quite often decisions are made about the Transfer Station and the staff is the last one's to hear about them. Kimberley said the Transfer Station reports to the Director of Public Works who is not at this meeting to answer. Rebecca feels the sub-department should be included for feedback.
- Marianne Howlett said the Board is talking about taking the money away from the Town Hall Improvement Fund and putting it to the DPW Facility for the sprinkler. Jim said that is what he is suggesting because the DPW is planning to bring the water to the Town Hall as part of an overall project on Kearsarge Mt. Road in 2020. Marianne feels the Board should explore bringing the water for the Town Hall sprinkler system from Main St. Insurance will cover damaged vehicles/equipment, but insurance cannot cover what could be lost at the Town Hall, some things are irreplaceable at the Town Hall.
- Judy Newman-Rogers said the capital reserves last year were sacrificed in order to fund the Public Works suppression system to be done in 2018 for \$190,000 and the Town Hall would be done in 2019. Why wasn't the system installed at the garage and why is it so much more expensive. Jim said as the actual cost is looked at with contractor's looking at the situation, he is finding there are additional costs because of the uniqueness of the situation, the terrain and no ready source of water escalates the cost. Jim said the idea was to build the capital reserve up to \$190,000 with the idea of getting quotes to bring a final figure in 2019 to the voters. Judy respectfully disagreed, last year the suppression system was going to be installed at the Highway Garage with the money funded in the capital reserve fund. John said that's true, but it was based on an estimate that was out of date and we knew that at the time.
- Martha Mical suggested to use \$40,000 to install the pipes for the Town Hall in 2019 and bring the water to the Town Hall in 2020 and hook up the system. Jim said both reserves could be funded to complete the sprinkler systems. The question is, what is the impact to the taxpayers if both projects are funded. John said the Board has not decided upon not funding the \$40,000 for the Town Hall, the Board's recommendation is still \$40,000 for the Town Hall Improvements Capital Reserve.
- John Leavitt feels the need for a sprinkler system at the Highway Garage needs to be revisited. He has spoken to a past Selectman that was in office during the buildings construction and it was felt at the time a sprinkler system was not cost effective. The building was built with fire prevention in mind, fire retardant material was used and it's a steel building. Leavitt said he also spoke with the Director of Public Works who suggested some of the money would be better spent on fire prevention at a lesser cost. Leavitt see's the Town Hall as a life and safety issue, not so much with the Highway Garage. The Town Hall should be the priority.
- Richard Senor heard from Varick what stood out is the safety of the employees. Varick could provide a list of what's wrong at the Transfer Station.
- Alfred Hanson said the Director of Public Works has the cost to bring water to the Town Hall from Main St. Martha Mical believes the cost is \$44,000.

Kimberley recommends a separate meeting with the Director of Public Works and the Water District on January 22 at 6:00 pm for further discussion regarding the sprinkler systems.

8. 2019 Workers Compensation Discount

The original statement from Primex for workers compensation in 2019 amounted to \$35,500. Because Warner has a good record the town is receiving a refund in the amount of \$17,478.70. The Board has a choice taking a check or the discount on the 2019 premium.

Board Action

Selectman Dabuliewicz moved to take the premium holiday and pay the discounted premium reducing the operating budget by \$17,478.70. Selectman Carson seconded the motion, the motion passed unanimously.

9. Warrant Articles

A. Clyde suggested establishing a revolving account with the money received from selling power from the solar array. The money received could be used to pay the principal and interest of solar array loan and then after the loan is paid off the money could be used to pay for electrical expenses.

B. The second warrant article Clyde is recommending is aimed at encouraging renewal energy for businesses and larger electric users in town. For example if Market Basket installed solar array's or wind power, the system would be attached to the value of the property. The system must be sized to the usage that is used. The article reads as follows:

Shall the town change the exemption for solar energy systems under RSA 72:62 and wind power systems under RSA 72:66 from the current maximum \$35,000 to be the cost of the system sized to meet the electrical usage at that location and where the exemption is to be applied. The exemption will be applied to off grid or on grid as a net metered system.

C. David Bates wrote to the Selectmen recommending a new Veteran's Tax Credit that expands the eligible pool of Veteran's to include activated National Guard or reserve components (RSA 72:28-c).

D. Clyde is suggesting the Board propose a warrant article to have the voters rescind the directive to sell the property located on Map 29 Lot 1 (first chosen site for the new Fire Department) with the idea of the town holding on to the property for recreational purposes rather than selling it. Kimberley said the town needs direction from the voters regarding the rail trail as well. The rail trail is interested in this property.

10. Relationship with the Budget Committee

Jim wanted to address the allegations made about him by Budget Committee member John Leavitt regarding Jim's work on the compensation plan. Jim said he was surprised in hearing it, so much so, he listened to the audio of the December 27, 2018 Budget Committee meeting. It was clear to Jim, and other's that read the minutes, both in Warner and from people out side of Warner, that Leavitt's comments attacked Jim's professional integrity and his personal integrity as it relates to his work and as it relates to working with the Board of Selectmen. Jim said if there was any real evidence he hopes Leavitt would have brought that forward. Jim said there is no evidence, and his feeling is that it was essentially a personal attack, it had no relevance to what was being discussed regarding the compensation study and he is hoping Leavitt has had time to look at those statements he made in the meeting and maybe see them differently. Jim is asking Leavitt to consider apologizing for those comments so it can be put behind and move forward and continue to do the work that is needed together as a town.

Leavitt said he was quoted in the Intertown Record from the December 27th meeting, first of all it is his contention he made absolutely no allegations that night, none. What he said was "Bingham was not always transparent when communicating important data about the new wage proposal with either the Selectmen or the public". Leavitt said transparent, meaning it wasn't done in public meetings, it was not transparent to the public. He said at that meeting he gave examples, one was the 3 questions that were asked by the Selectmen, that all the communication was to go through Jim. There was no indication the questions were transmitted to Gary Thornton (author of the wage study), there was no indication of the answers that came back, so the public has no way of knowing what transpired, it wasn't transparent. Leavitt said the other time was when the Selectmen asked that the Wage Study be in 2.5% increments, Leavitt couldn't find anywhere where the Selectmen requested a 2% increment. Leavitt said Gary Thornton was supposed to adjust the matrix he created by 2.5%, Leavitt said he has no indication that that information was ever transmitted to Gary Thornton and Leavitt has no indication that Thornton answered, he does know the matrix was never adjusted to 2.5%, that was not transparent. Leavitt said he is not suggesting it wasn't done, he is suggesting the information wasn't made available to the public. If a question is asked in public the answer should be made public. Leavitt is asking for transparency, there was no indication by Leavitt that Jim did anything wrong, it just wasn't transparent.

Leavitt said the other statement that he made was he suggested the numbers were manipulated. Leavitt said at the last Selectman's meeting Kimberley had said that people said the numbers were fudged. Kimberley said that word fudge is not in her vocabulary. Leavitt said to listen to the recording. Leavitt said his comment was the data that was provided by Gary Thornton was incomplete, a lot of sections had no data, so his comment was "there was plenty of room for interpretation and manipulation", he said he did not suggest that was done, no accusation was made in either case. Leavitt said most of the people he talked to regarding the December 27th meeting said it was very informative and the administration probably felt it was contentious, he said Jim called the meeting a "kangaroo court", Leavitt calls it democracy. He said there was accusations that came from the audience, nothing came from

the Budget Committee that he can recall because he has been over the minutes several times. Leavitt doesn't think an apology is warranted and thinks Jim took the comments personally and heard something that wasn't said.

John Dabuliewicz said at last weeks Budget Committee meeting he read a statement into the record with regard to this issue and regard to the more general issue on how certain people on the Budget Committee present things in a way that is accusatory or are taken that way. John D. said the one thing he wants to focus on, and is in the statement he made last week when he asked Leavitt to apologize as well. John D. said to Leavitt that he didn't quote the most important one. John D. read from the minutes "all the information was going to the Administrator, he was only telling the Selectmen what he felt they should know because the Administrator filters out what he thinks the Board doesn't need to know". John D. said to Leavitt, if that's not an attack or accusation, then he doesn't know what is. Leavitt said that's the appearance he got from reading the minutes. John D. said to Leavitt that he talks a lot about appearance and implications, but when there's an implication about his (Leavitt) statement about manipulation, he doesn't buy it, but, he has a lot of implications from things that are or not in the minutes. John D. said he doesn't remember 2.5% either, only 2%. Kimberley said sometimes the vocabulary Leavitt uses when discussing data can be hurtful and accusatory just by the choice of words. She said Leavitt's statement he has made about voodoo numbers immediately implies that there is something wrong.

Kimberley said to Leavitt about the 3 questions he brought up. Kimberley said she was the one that talked to Gary Thornton about those 3 questions, she was the one that got the answers, she was the one that shared the answers to those 3 questions with the Board. Jim was not involved in that aspect of the discussion. Leavitt said she did not do that in a meeting. Kimberley said no she did not read the email in a meeting. She said to Leavitt that he jumped to the conclusion that it must be Jim doing something behind the scenes and not sharing it with the Selectmen.

Kimberley said to Leavitt when he made the accusation about Jim manipulating data before the Board see's it, she took the embarrassing step of contacting Gary Thornton to see the original emails sent to the town because she took Leavitt's accusation seriously. Kimberley said you have to trust that the Selectmen are doing the best they can, there is nothing illegal or immoral, unethical going on. She said the Board is working very hard and every time the Board gets these slings and arrows thrown into meetings, after a while you start to get shell shocked and it's hurtful. What the Board wants to see is the Budget Committee work in a friendly, civil manner. The works from the Budget Committee need to be toned down, there is a lot of blood red language being used by the Budget Committee, it doesn't have to be that way. Kimberley listened to the December 27 audio as well which was unpleasant. While she was talking at that meeting, she heard on the audio Martha Bodnarik say while Kimberley was talking "we don't care, motion to adjourn", which is mean spirited. Kimberley wants to see the Selectmen and the Budget Committee work well together, words need to be chosen that would be used among friends.

Leavitt said he is always willing and welcomes to have a discussion, but, that is one reason he is a stickler for accuracy of the minutes. Leavitt asked if the Selectmen have made the decision to keep the audios available for 3 months per the Meeting Policy? The Board will speak on this at the next Selectman's meeting.

Jim went back to one of the statements Leavitt said, "all the information was going to the Administrator, he was only telling the Selectmen what he felt they should know because the Administrator filters out what he thinks the Board doesn't need to know". Jim asked Leavitt how he can prove that and if he did, the Budget Committee was not the place to point that out. Jim said Leavitt is going to have a hard time presenting clear evidence that he has been filtering information. Jim is an employee of the town and that accusation becomes a personnel issue, it is not a public issue. Jim said to Leavitt if he has an issue with anything that he has done or an employee has done, anyone's first step is to go to management who is the Board of Selectmen and then they look into it. Jim said to Leavitt when you brought it to the public forum the way that he did without clear evidence that Jim is filtering information then it becomes inflammatory and damaging to Jim's professional status and his relationship with the Board and Board's relationship with the Town Administrator. That trust is needed. That is why Jim is asking Leavitt to think about this because this ticked Jim off because it was unfounded and welcomes Leavitt to pull up the evidence on all his accusations.

Leavitt said in 2016, at a Selectman's meeting, Clyde directed a question to Jim about the Bookkeeper and the status of when she was going return and what the circumstances were on why she was working at home. Leavitt said Jim's answer to Clyde was "you do not need to know". Jim asked Leavitt if he knows why he said that. Leavitt said he doesn't have to know why. Jim said yes, you do need to know why, because now your dealing with a personnel issue that deals with privacy. Jim said at that meeting he said "who needs to know", "why do they need to know", this town has a very difficult time protecting the employee's. There has been 2 past law suits showing that. Jim said he has brought this up before, why is this focus, which is the elephant in this room, on the Bookkeeper astounds him. From the time he walked into this job within 2-3 weeks, that was very evident to him. Jim said the

bottom line is employee issues is not a public forum issue, you bring it the Board. If you have a question about an employee, you bring it to the Town Administrator or the Board of Selectmen, you don't bring it up in public because it is a private issue. Leavitt said he doesn't disagree with what Jim just said. What Leavitt doesn't agree with was Jim's comment to Clyde. Kimberley pointed out the conversation is turning to disciplinary type discussion.

Faith Minton called for a time-out and said if this is a personnel issue this is not an appropriate way to be dealing with it. When there are issues, it's important to be able to speak clearly about the issues and not allow personal issues and beliefs to be brought in. Faith would like to see more of the community upping the game a little bit here, that's why she is at this meeting, to support all the of the people in her community. Everybody here is working hard and it hurts her to see her townspeople acting like this when everybody wants the same thing. Everyone cares about this town, lets up our game and work harder together. Faith believes this can be done. Sometimes the Chair's in the meetings need to cut it and move on with the meeting.

Leavitt said this is also a distraction to bring the tension on him rather than what was discussed on December 27th. Leavitt would like the discussion to go to what the topics were that night and how they were discussed. Kimberley stopped Leavitt and asked him to take the feedback from this meeting.

Martha Mical wanted to suggested, it's water under the bridge, lets move on. Kimberley agreed it's water under the bridge, but at the same time, lets try to be kinder going forward.

Alfred Hanson said for the record, something else needs to be said. He made a motion during a Budget Committee meeting in the beginning of the budget process to put wages off until near the end for one of the Budget Committee's work sessions so the needs of the Departments could be discussed without wages. In the past year's the BC have always discussed wages as the budget process went through. Alfred's intentions on December 27th was to hear the Selectman's suggestions on wages that they were going to do. He feels it bothered the BC when the BC was handed information on what the Selectmen did for wages instead of discussing it with the Budget Committee first as it has been done in the past.

Kimberley said in retrospect, it was a learning opportunity for her as a Chairman and agrees she could have done better. Next year we will talk about doing it better. However, Kimberley remembers how brutal it was last year trying to get a .35 cent per hour wage increase through and how much time was spent fighting over pennies. Kimberley said it was a learning opportunity for her and she has learned and will suggest next year that the Selectmen do it differently. Kimberley said she is the one who pushed because she wanted the wages adjusted in September and Clyde wanted to do the adjustments later in 2019 instead, which would have been close to 3 years since the Wage Study was done. Kimberley had set September 1 as a goal and did not reach that goal while the employee's were watching the process. Kimberley said she was the one who pushed the wage adjustments through and has learned from the experience.

11. Budget Committee Meeting Minutes

At this time the Selectman's Secretary has stepped away from creating the Budget Committee meeting minutes based on the feedback from the Budget Committee and the Selectmen agreed. Kimberley spoke to the staff in the Town Hall and asked if they would be interested in doing the minutes and know one had the time. However, Janice Loz has stepped forward to fill that role and plans on attending the Budget Committee meetings. Compensation details will be worked out.

12. Town Report

The Selectmen need to decide the Dedication and cover for the 2018 Town Report.

13. Approval of Job Descriptions

The lifting capacity for employee's in the Town Hall was all changed to 25 lbs. Description's have been reviewed by the employee's and typo's corrections were made. Transfer Station job descriptions have not been returned with corrections. John suggested adopting the Transfer Station job descriptions that were suggested. Jim is also suggesting the Board confirm approval and adoption on the job descriptions that are completed. Jim will follow up with Transfer Station.

Board Action

Selectman Dabuliewicz made a motion to approve the following job descriptions:

Town Administrator, Administrator Assistant - Selectmen, Bookkeeper/HR Administrator, Administrative Assistant - Land Use, Tax Collector, Town Clerk, Deputy Town Clerk, Emergency Management Director, Director of Public Works, Highway Foreman, Facilities Supervisor/Driver/Equipment Operator, Machine Operator, Driver/Laborer, Parks

& Recreation Commission Maintenance Worker, Police Chief, Sargent, Patrol Officer/Prosecutor, Patrol Officer, Administrative Assistant - Police Department. Chairman Edelmans seconded the motion. Clyde understands these are job descriptions the Board already approved with typographical corrections? In his mind they were approved twice. John recalls reviewing them twice. Clyde said as long as they are approved for the typographical corrections of what was already approved, he is fine with it. Jim said he can't say for certain if they were previously approved, they have gone through several revisions. Jim could have the minutes reviewed. Clyde wants to make sure the employee agrees with corrections made on the clean job description. A sign off sheet will be created.

14. New Fire Station

Kimberley explained the project started off with an owners contingency in the amount of \$67,190, the balance is down to \$24,293. There were a couple of changes made to the insulation in the work room. The external lighting was found to be very bright which will be worked on to lower the brightness. Certificate of Occupancy is scheduled for January 24th. Kimberley reported that she will be applying for energy rebates on the building. The Fire Chief is pursuing rebates for the appliances purchased as well.

15. Town Administrator's Report

Trustees of the Trust Fund: Mike Ayotte has submitted his letter of resignation from the Trustees of the Trust Fund. David Karrick has engaged the services of Greg Colbe, an accountant experienced in municipal finance, to assist the Trustees in completing and submitting the required year end reports to the NH Dept. of Justice, Charitable Trust Unit, (MS-9, MS-10). David Hartman has agreed to be appointed to replace Mike Ayotte and plans to place his name on the ballot for the position in the upcoming Town election.

Board Action

Selectman Dabuliewicz made a motion to appoint David Hartman as a Trustee of the Trust Funds until March 2019 election. Selectman Carson seconded the motion, the motion passed unanimously.

Fire Suppression System: The fire suppression system for the Town Hall stove has been installed. The system will need to be wired into the building's alarm system and tested. Leavitt asked if the stove will be ready for the Trail Snail Dinner. Jim is hoping so and the testing is scheduled for Thursday.

GIS for Warner: Mr. Franco Rossi, President of CAI Technologies will attend the Board of Selectman's meeting on Jan. 29, to give a presentation of AccessGIS, a web based GIS service that is offered by CAI. Mr. Franco's presentation is scheduled for 6:00 pm. The Economic Development Advisory Committee, Chair, Charlie Albano and Budget Committee Chair, Mike Cutting were both notified of the meeting.

Tax Deeded Parcels: The town has been paid in full for the 2 parcels that have been sold. The high bidder for the parcel on Chemical Lane (Map 32, Lot 15), withdrew his bid and the next bidder presented a new check after the Board voted to accept the next highest bid. The town received \$2,800 in this sale. The Deeds have been sent to Town Counsel for review. Marianne Howlett, Tax Collector, recommended recording the deeds before providing them to the purchasers, in the past some deeds have not been recorded and has become a problem. The buyer's will also need to pay a transfer tax as well.

16. Minutes

Selectman Carson moved to approve meeting minutes dated December 20, 2018 - public and non-public sessions & January 2, 2019. Selectman Carson seconded the motion, the motion passed.

17. Manifest

Chairman Edelmans made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 5695-5707 in the amount of \$38,163.75 (including 22 direct deposits), Accounts Payable check numbers 55942-55943 in the amount of \$95,346.16. Selectman Carson seconded the motion, the motion passed.

Chairman Edelmans made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Accounts Payable check numbers 55944-55968 in the amount of \$57,851.54 (applied to the 2018 budget). Selectman Dabuliewicz seconded the motion, the motion passed.

Chairman Edelmans made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Accounts Payable check numbers 55969-55972 in the amount of \$377,750.36 (includes a check to KRSD in the amount of \$350,000.00). Selectman Carson seconded the motion, the motion passed.

Chairman Edelman made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Accounts Payable check numbers 55983-55991 in the amount of \$6,729.02 (2018 budget). Selectman Dabuliewicz seconded the motion, the motion passed.

Chairman Edelman made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign New Fire Station Accounts Payable check number 131 in the amount of \$129,049.00. Selectman Carson seconded the motion, the motion passed.

Chairman Edelman made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign New Fire Station Accounts Payable check number 128 -130 in the amount of \$3,260.37. Selectman Carson seconded the motion, the motion passed.

18. Consent Agenda

Selectman Dabuliewicz made a motion to approve the Consent Agenda for January 15, 2019:

To be signed:

1. Abatement of Timber Tax on storm damaged property for:
 - Map 11 Lot 51
 - Map 16 Lot 60
2. Refund in the amount of \$3,581.77 for over-payment on 2018 second issue property taxes for Map 7 Lot 29-1.
3. 2019 Contract with Sanders Searches, LLC.
4. Intents to Cuts for:
 - Map 19 Lot 7
 - Map 19 Lot 8-1
5. Building Permits for:
 - Map 13 Lot 29
 - Map 6 Lot 42

Selectman Carson seconded the motion, the motion passed.

19. Selectman's Other Business

Clyde said there is a Bill that is being heard at the State House on Thursday afternoon which deals with the authority of Town Moderator's to make a call on Town Election's and meeting postponements.

20. Public Comments

Judy Newman-Rogers hopes the Selectmen will go back and review sealed nonpublic minutes for release. Judy also feels it would be helpful if the Board printed emails and made them available to the public and to also file with the minutes any supporting documentation. John said the Board is not making decisions by email, it's information being shared that typically begins with the Town Administrator. Kimberley thought it was a good suggestion by Judy and explained how the use of email is an important tool for the Selectmen to communicate and share information.

21. Adjournment

Motion to adjourn at 9:42 pm

Board of Selectmen
Kimberley Edelman - Chairman
Clyde Carson
John Dabuliewicz

Recorder of the minutes: Mary Whalen