



# Warner Board of Selectmen

**Meeting Minutes**  
**Tuesday, January 29, 2019**  
**APPROVED**

Chairman Edelmann opened the meeting at 6:02 pm

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

Others present: Marianne Howlett, Deb Moody, John Leavitt, Natalie Wells, Tim Blagden, Judy Newman-Rogers, Michele Courser, Ken Cogswell

## **1. GIS Presentation**

Due to predicted bad weather this evening, the presentation has been canceled until February 12th at 6:00 pm.

Clyde talked about a program called Weatherize Kearsarge and the way you sign up for it is you apply for an application for discounts. The one way to figure your square footage of your home is to go on your town's website, except if you live in Warner. Clyde learned Warner is the only town in the area that does not have a GIS or tax records on-line. Clyde also learned that businesses rely on GIS as well and recommends supporting the application for the website.

Marianne said there was an informal vote at a Town Meeting resulting in the townspeople not wanting that information on the website. She also went on the City of Laconia website who has Vision software that takes you to Google maps, maybe another option.

## **2. Weatherize Kearsarge**

Clyde said there are six towns that are part of this project, Andover, Warner, Sutton, New London, Wilmot and Newbury. The Kearsarge Climate Action is teaming up with these communities, NHSaves and local home energy contractors to help residents save money by weatherizing their homes. In the spring will be a second part which is called Solarize Kearsarge, the more people that sign up, the lower the cost is for the solar panels that are supplied by Granite State Solar.

## **3. M & N Assessing**

David Mazaroff, Assessor for the Warner, is asking the Board to provide authorization to him to represent the Selectmen in negotiating assessed values to any tax abatement appeal, particularly a couple of old appeals. This authorization is only for 1 year. After the Board's discussion, Jim realized the Board needs more information because it is not clear why the Assessor wants this change, Jim will obtain more details. In the past the Assessor forwards his recommendations to the Board for the Board to agree or disagree. John is not in favor of giving up that authority. Kimberley wants clarification about how the Assessor is doing two different roles, negotiating with the owners and also doing data/fact finding on the assessment of the properties.

## **4. Requests to Carry Over Vacation Time**

The list that was provided for carry-over, John wants to know if any were on the list for last year's carry-over. The Personnel Policy states any unused vacation time in excess of the equivalence of two week's pay shall expire December 31. The Board is aware both the Highway Department and the Police Department were both short staffed in 2018. Further consideration for vacation carry-over will take place at the next Selectman's meeting.

## **5. Deed's from Sold Town Parcels**

The deed's for the town properties that were sold were reviewed by Counsel, signed by the Board and notarized by the Town Clerk. The deeds will also be recorded at the Registry of Deeds.

## **6. Warrant Articles**

**A.** The Board reviewed the warrant articles. Clyde asked if Article 19, discontinuing Sanborn Trace, requires a public hearing. Jim said if a public hearing is needed it could be arranged in February.

**B.** Kimberley asked Clyde if Article 21, to establish a revolving account for the purpose of transactions related to the municipal solar array, could be used as a source for upgrading the solar array for battery back-up power or storage? Clyde said the next phase in a technology perspective is battery storage which needs to be determined if it makes sense to do it. Article 21, if passed will pay for electric bills, solar array payments and maintenance.

**C.** John asked the Town Clerk to forward the deadline posting date for warrant articles and budgets.

**D.** A warrant article will be added to dissolve the Almoners of the Foster & Currier Funds.

**E.** John asked Tim Blagden if he is prepared to speak about the rail trail at Town Meeting. Article 20 which reads as follows will spark the rail trail conversation: *Shall the Town vote to rescind the directive in warrant article 24 that passed at the 2015 Town Meeting? Article 24 directed the Board of Selectmen to place for sale the Town owned property located at 136 East Main Street (Map 29, Lot 1, - the old fire station building site)?* Tim said he will be prepared. There are also others interested in this piece as well, Parks & Rec. being one and the other is the Water District. Tim feels there will be a number of people in favor of the town holding on to that property.

**F.** Clyde said a warrant article is needed to discontinue the capital reserve for the roundabout. Jim will create such article.

**G.** Clyde believes it would be good to establish a fund for Warner's 250th Celebration. There is a meeting on January 30th at 7:00 pm. Jim will look into what is the best way to establish a fund for the celebration.

**H.** Judy asked if any of the warrant articles has surplus applied to them. Jim said the articles are all from taxation. The Contingency Fund is the only article that uses surplus to fund it. Jim said the surplus is down below 7% this year, a lot of the surplus was used last year for the fire station and to reduce the tax rate.

## **Board Action**

Selectman Dabuliewicz made a motion to approve warrant articles 3 - 18 as written. Selectman Carson seconded the motion. Jim recommended approving 4-18 because article 3 is the operating budget which hasn't been resolved yet. Selectman Dabuliewicz withdrew his motion. Selectman Dabuliewicz made a motion to approve warrant articles 4-18. Selectman Carson seconded the motion, the motion passed unanimously.

Selectman Carson made a motion to approve warrant articles 19-23 as amended. Selectman Dabuliewicz seconded the motion, the motion passed. Warrant articles for dissolving the Almoners for the Foster & Currier funds and dissolving the roundabout capital reserve will be created for review.

## **7. Bartlett Fund Request from Simonds Elementary School**

Simonds School sent in an annual request from the Bartlett Fund for \$813.39 to support a performance from Plymouth State University Tiger Performance "A Brand New Day" on April 19th.

## **Board Action**

Selectman Carson made a motion to approve \$813.39 from the Bartlett Fund to support the Simonds Elementary School trip to Plymouth State. Chairman Edelman seconded the motion, the motion passed.

## **8. Operating Budget Review**

**A.** The Selectmen reviewed the deductions the Budget Committee provided for the operating budget. No further changes were made by the Selectmen. The Board is concerned about the cut that was made to Legal Expenses. The Budget Committee Public Hearing is scheduled for January 31.

**B.** Kimberley would like a better understanding regarding the Contingency Fund because it is basically used for unforeseen expenses and known upcoming legal expenses is not unforeseen. Clyde feels extra legal costs are a legitimate use of the Contingency Fund. Jim will obtain information from Department of Revenue Administration about the Contingency Fund.

### **9. House Bill to Name Roundabout after Barbara Annis**

Clyde reported the Bill was passed unanimously through the Public Transfer Committee last week, family members were in attendance. The next step is a full House vote on the Bill on Thursday morning. The town will need to provide a marker.

### **10. Job Descriptions - Adoption**

Selectman Dabuliewicz made a motion to adopt the following job descriptions: Town Administrator, Administrative Assistant - Selectman's Secretary, Bookkeeper/HR Administrator, Administrative Assistant - Landuse, 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, Police Sargent, Patrol Officer/Prosecutor, Patrol Officer, Administrative Assistant - Police Department. Chairman Edelman seconded the motion. Clyde said he would be in favor if a simple question could be answered, has everyone signed off on the current versions, there should be a definitive answer. Jim said the job descriptions have all been reviewed and signed off by the employees, except typo's and the weights were changed on some. Clyde said if that's guaranteed, he is okay with it. All were in favor.

### **11. New Fire Station**

Everyone went through the entire building and marked down everything that needed to be fixed. Move-in is hopeful for Saturday. There is some construction work that will be completed in the spring. The last half of the retainer needs to be negotiated.

### **12. Selling Town Parcels**

**A.** Jim will gather information on some small parcels and will contact a Realtor for the property on Horne St. Clyde wants to look into selling the fire station building. Kimberley said we first need to hear the survey results from the Economic Development Advisory Committee. Clyde feels, that input, would be good from the EDAC, but it shouldn't be the only in-put the Board uses. The Board needs to have a discussion among themselves. There are gifted lots that could be sold as well but will require a public hearing.

**B.** Kimberley asked what can be done about town properties that have a worth in the amount of \$00, she recommends reviewing the town parcels again. Marianne asked how is it known that actual townspeople filled out the survey because it was available on-line. Marianne's point was recognized. The Board will meet with Charlie Albano from the EDAC as soon as it can be arranged.

### **13. Meeting Minutes**

Selectman Dabuliewicz made a motion to accept the meeting minutes dated December 12 & 18 public and nonpublic. Chairman Edelman seconded the motion, the motion passed unanimously.

Selectman Dabuliewicz made a motion to accept the meeting minutes dated January 15, 2019. Selectman Carson seconded the motion, the motion passed unanimously.

### **14. Manifest**

Selectman Dabuliewicz made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 5708-5721 in the amount of \$38,177.43 (including 23 direct deposits), Accounts Payable check numbers 55992-56059 in the amount of \$115,419.53. Selectman Carson seconded the motion, the motion passed unanimously.

### **15. Consent Agenda**

Selectman Carson made a motion to approve the Consent Agenda for January 29, 2019:

#### **To be signed:**

1. Letter of support for naming the roundabout after Barbara Annis
2. Intent to Cut for Map 13 Lot 39
3. Veteran's Tax Exemption for Map 20 Lot 005-1
4. Building Permits for Map 18 Lot 22-1

Selectman Dabuliewicz seconded the motion, the motion passed.

### **16. Selectman's Other Business**

Clyde said it's been observed that the outdoor lighting at the Liquor Store is on at night so Clyde contacted the State Liquor Commission and said the original agreement is the outdoor lighting would shut off an hour after the store closes. The Commission looked into it and found the control for the sign was not operating. A new control has been installed.

## **17. Town Administrator's Report**

Fire Suppression System: The fire suppression system for the town hall stove has been installed and tested. The system's costs are as follows: System and installation = \$3,400, Piping and gas valve install=\$896, Hook up to fire alarm and test = \$224. Total = \$4,520.

GIS for Warner: Mr. Franco Rossi, President of CAI Technologies canceled his presentation due to weather. He will attend the Board of Selectmen's meeting on Feb. 12 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.

Waterloo Bridge damage court case: The case involving the driver of the truck that damaged the Waterloo Bridge in 2016 was continued. The Merrimack Co. Asst. DA would like to hear from the Board of Selectmen regarding pursuing a judgment due to certain circumstances in this litigation. I recommend a meeting with the Police Chief to review the case. John will meet with the Police Chief.

## **18. Route 127 Bridge**

Jim has drafted a letter to the State for the Board to review. The letter details the results from public input regarding the upcoming construction on the bridge as well as the Selectman's concerns. The received emails from concerned abutters of the bridge will be sent to the State as well.

## **19. Public Comments**

Judy Newman-Rogers wanted to verify on the operating budget report, column H says "2018 spent as of 1/22/19". That column shows all the invoices that come in from that date that could be applied to 2018.

## **20. Adjournment**

Motion to adjourn at 8:12 pm

Board of Selectmen  
Kimberley Edelmann - Chairman  
Clyde Carson  
John Dabuliewicz

Recorder of the minutes: Mary Whalen