



Warner Board of Selectmen

Meeting Minutes

Tuesday, March 12, 2019

APPROVED

Chairman Edelmann opened the meeting at 1:00 pm

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

Others present: Martha Mical, Ed Mical, Bill Chandler

1. Manifest

Selectman Dabuliewicz made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 5748-5793 in the amount of \$53,491.71 (including 29 direct deposits), Accounts Payable check numbers 56159-56190 in the amount of \$476,152.17. Fire Station Loan check numbers 137-138 in the amount of \$4,280.52. Selectman Carson seconded the motion, the motion passed.

2. Consent Agenda

Selectman Carson made a motion to approve the Consent Agenda for March 12, 2019:

1. Elderly Exemption for Map 9 Lot 13 and Map 11 Lot 62
2. Building Permit for Map 13 Lot 30-1
3. Intent to Cut for Map 7 Lot 60
4. Raffle Permit for Fish & Game
5. Yield Tax Levy for \$8,461.85
6. Veteran's Tax Credit for Map 1 Lot 2

Selectman Dabuliewicz seconded the motion, the motion passed.

3. Hazard Mitigation Plan Update

A. Ed Mical, Emergency Management Director, said the Hazard Mitigation Committee has been working on the plan update since last October. Ed was hoping to be further along with the update, the deadline is March 9th. Ed would like to hold an informational meeting during the March 26th Selectman's meeting beginning at 7:00 pm. The information meeting is a requirement before the plan can be moved on to the State. Ed will post the meeting in the Intertown Record and in various public places. The plan will also be made available on the town website and a copy will be available at the Selectman's Office.

B. Since the last plan update there has been 2 changes with FEMA in the plan review process and the State just completed the Stage Plan Review for the Hazard Mitigation Plan.

4. Bookkeeper Replacement

Clyde suggested hiring a temp with Munismart experience and is an accountant until the Board re-looks at the Bookkeeper position. Kimberley prefers the position remains as a full-time position. The position will be advertised as a interim position, hours negotiable. The position will be advertised on the town website, New Hampshire Municipal Association website, Intertown Record and NH Employment Security.

5. Carry-Over Vacation Time

A. There are employees that wish to carry-over vacation time for various reasons. These requests are for vacation accrued beyond 80 hours which is the limit for carrying over vacation time per the Personnel Policy. Kimberley asked what happens if the Board denies these requests. Jim explained that the employees would lose vacation time over 80 hours. Jim then provided the reasons for the requests as follows:

1. The Police Department had a lack of staffing in 2018.
2. The Bookkeeper is asking for the first time to carry-over 17 hours because of year end obligations.
3. The Town Administrator is asking for the first time to carry-over 20 hours because it is difficult to take time off from September on. He had used up his vacation time up to April of last year.
4. The Police Chief is asking to carry-over 69.5 hours.
5. Sargent Carter is asking to carry-over 59.9
6. Officer Tokarz is asking to carry-over 61.12 from his full-time status, Tokarz is now the part-time Officer.

B. John asked the Police Chief, Bill Chandler, why has it been 3-years and the part-time position hasn't been filled yet. Bill said because the lack of interest, hiring part-time help is difficult. John asked where has it been advertised. Bill said he advertised more than once and also shopped around from town to town looking for the right fit like someone who is retired, the hiring pool is low at this time.

B. John pointed out the policy in place does not allow for extra carry-over, but a precedent has been set and the policy should be changed to recognize that precedent. Kimberley feels there should be a quarterly review of earned time taken, along with a policy. Bill said all of his department requests intended to take their vacation time, but things happen throughout the year. All lot of the reasons for the requests, which have been granted in the past without an issue, often times the reason for the carry-over is for the benefit of the community. Kimberley said the problem is if same people keep carrying-over year after year after year, it doesn't stop, there will come a point when they can't catch up. Kimberley said the Selectboard didn't manage this well, and feels in the future the Board of Selectmen should be reviewing the vacation time on a quarterly basis and make it policy to do so. Clyde agrees this issue needs to be addressed in the Personnel Policy, Kimberley agrees as well.

Board Action

Selectman Carson made a motion to approve additional carry-over hours as presented. Chairman Edelman seconded the motion with the idea that this is corrected and not allowed in the future. All were in favor, the motion passes.

6. Town Meeting

A. The Board will be inviting Franco Rossi from CAI Technologies so he can speak to the voters about a Geographical Information System for the town website. In order for Mr. Rossi to attend he needs a signed contract contingent upon Town Meeting approval.

Board Action

Selectman Dabuliewicz made a motion to authorize the Chairman to sign a letter of intention reflecting what the Board just talked about. Selectman Carson seconded the motion, the motion passes.

B. The Board reviewed who will be speaking on each warrant article.

C. Kimberley talked about how the Fire Department will need a new dryer to fit the venting that was installed. The cost for a new dryer is between \$10,000 and \$15,000. John asked if the current dryer could be retro fitted. The answer is no because the vent is too short. Kimberley had asked if this expense could be covered by the Contingency Fund. Jim said the Contingency Fund is for unexpected/unplanned expenses and because this expense is before Town Meeting the Board has a chance to add the expense to the budget. Jim is finding out from the Department of Revenue Administration if the interest from the Fire Station loan [\$6,600] could be used for the dryer. Because the Board has the authority to accept and expend unanticipated income he is checking further with Counsel. Another source is the \$10,000 interest payment for the bond, but instead of a bond the town obtained a loan. The \$10,000 for the bond went back into the general fund. John said that sounds like a cleaner way to do it given the short time before Town Meeting to find out the answer from Counsel. Kimberley and the Fire Chief will speak about this at Town Meeting.

D. Article 20 is asking the voters 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 001). Since the printing of the Town Report the town has entered into an agreement with the Water District contingent upon approval at the Water District Annual Meeting. Ray Martin who works for the Water District and is also the Moderator suggested tabling Article 20 at Town Meeting. The hope is to have a discussion regarding the rail trail as well because there is potential for the trail to go through the property. Ed Mical asked if the town needs to follow the RSA that includes the Planning Board and 2 public hearings? Jim said no because the legislative body directed the Board to sell the property. Selectman Dabuliewicz will make the motion to table Article 20 because there are negotiations going on between the Town and the Water District so the Water District can acquire Map 29 Lot 001. If the motion fails the article will be voted upon.

E. Article 24 discontinues the capital reserve for Exit 9 Improvements. Clyde said he may make a motion to keep some money in the reserve for a plate marker for the Barbara Annis roundabout sign.

F. There may be an amendment to article 26 which directs the Selectmen to sell the Fire Station at 27 East Main St. [Map 30 Lot 2] because there is interest in the property for a lease option to purchase. This was a petition article and Martha Mical will speak on it. An amendment may be proposed.

7. Other Business

A. Kimberley acknowledged that the Board received a letter of resignation from the Bookkeeper.

B. Kimberley thanked John for his years of service as a Selectman.

8. Adjournment

Motion to adjourn at 2:05 pm

Board of Selectmen

Kimberley Edelmann - Chairman

Clyde Carson

John Dabuliewicz

Recorder of the minutes: Mary Whalen