



Warner Board of Selectmen

Meeting Minutes
Tuesday, July 17, 2012
APPROVED

Chairman Karrick opened the meeting at 6:07 p.m.

In Attendance: Selectman David Karrick, Jr. – Chairman, David E. Hartman – Selectman, Clyde Carson – Selectman, Laura Buono – Town Administrator

Others present: Matt Waite – Director of Public Works, Martha Mical, Zebulon Eaton, Judy Newman-Rogers, Martha Mical, Barbara Annis

1. Highway Department

Director of Public Works, Matt Waite, presented a proposal for a wetland permit for the North Road culvert repair that requires the Selectmen's signature. The permit is required because of the length of the culvert. Selectman Carson **MOVED** to approve the hiring of Provan & Lorber Engineering to complete the North Road culvert wetland permit process. Selectman Hartman seconded the motion; all were in favor, the motion **PASSED**.

Gravel Pit – Matt said Eckmann Engineering has met with the Department of Environmental Services regarding the alteration of terrain permit; the meeting went well and now a drainage plan is being developed.

Wood Bank – Selectman Carson said the Energy Committee is recommending a more defined informational sign for the wood pile. Selectman Carson will forward on the suggestive wording to Matt.

Bartlett Loop – Selectman Carson asked the status on the composite culvert application and Matt said a quote from Provan & Lorber proved to be just as much as a new culvert. Selectman Carson recommended going directly to the firm that provides the service he feels this action could result in a lower cost; the provider is located in Maine. Selectman Carson volunteered to make the time to visit the provider in Maine.

Safe Routes to School – The Selectmen need to make a decision on the intersection and then hold a public meeting with the engineers.

Winter Maintenance – Selectman Carson asked if the Town is working toward a formal winter plowing policy for this coming winter. The Town Administrator said the Town has a winter maintenance plan. Selectman Carson said at one point the Board said they wanted a plan that was more defined to give the residents an idea what to expect. Selectman Carson requests that this is formalized and ready for this coming snow season.

Capital Projects – Selectman Carson would like the Highway Department to look at alternative heating solutions that would help reduce the propane costs and he would like to see this in the CIP this year.

2. Old Graded School – Use of Vacant Space

Zebulon Eaton and his friend Cassandra met with the Selectmen to discuss using some of the space available in the Old Graded School for a consignment shop; the focus is to help the area residents because there are many that cannot afford or do not have the means to travel into Concord to the Salvation Army or Goodwill. Zeb's proposal is to lease the space for 1 year to see how the shop works out, if all goes well he would ask the Board for permission to continue. The handi-cap accessibility is limited to the space available on the second floor and Zeb will need to find out those guidelines. Zeb said any proceeds from the sale of the clothes will go back into the Warner community.

Selectman Carson made a proposal; he said the Selectmen still need to decide what to do with the Old Graded School and given what ever may be decided upon will not be in place within the next 12 months, he recommended establishing an agreement with Zeb for the next 12 months (open ended). The details can be worked out regarding any required insurance, etc. with the Town Administrator. Selectman Hartman recommended to Zeb to contact the Transfer Station foreman to see if something could be worked out with the clothes that are received.

3. Town Administrator's Report

Oil & Propane Pricing – Quotes have been received for oil and propane pricing for the 2012/2013 heating season and each board member has been given a spreadsheet reflecting the outcome. Rymes submitted the lowest price for both fuels at \$3.03/gallon for oil and \$1.46/gallon for propane. For the 2011/2012 season we paid \$3.345/gallon for oil and \$2.09/gallon for propane. The Town Administrator sent an email out to other communities to find out if they would be interested in pooling usage together to try and obtain a lower price and if so, to send her how many gallons used in 2011 and how many gallons they would like to purchase in 2012. New London replied that they had already locked in their oil pricing and Salisbury may be sending figures. At this point, it may be wise to authorize the purchase through Rymes and we can contact them to find out if the cost would be even lower with additional gallons.

Selectman Carson **MOVED** to accept the Rymes contract as presented and then ask Rymes if the Town would see a discount in cost if the volume of fuel is increased. Selectman Hartman seconded the motion; all were in favor, the motion **PASSED**.

Rte. 103 Traffic Calming – The Town Administrator spoke with William Rose with regard to the steps that we would take in negotiating with McFarland. The steps that McFarland had described are correct for the federal highway funds but Mr. Rose stated that the state highway funds do not require as many hoops to be jumped through. A scope of service for all phases is typical with the cost for each phase taking place prior to those phases beginning. We would not have to develop an independent fee prior to negotiations since Mr. Rose said that McFarland is aware of any caps for service fees, project totals, and hourly wages are concerned (the Town Administrator will get those from Mr. Rose). As of Friday, a scope of service was received from McFarland which the Town Administrator sent to the Transportation Committee. Once reviewed, there were questions that arose about the scope submitted and they will be meeting with McFarland as was offered when the scope was emailed. Selectman Hartman would like to receive an email on the conclusion of the meeting and he would like to see the final work-up of the scope of services. Barbara Annis, a member of the Transportation Committee said she was disappointed in the scope of services. The Town Administrator said the meeting with McFarland may clear some of Barbara's concerns up.

Land Use Secretary – After the Town Administrator reviewed the applications that have been received for the Land Use Secretary, there are two or three that appear to be good candidates for the position. The Planning Board Chairman and Zoning Board Chairman have been invited to be involved with the interviews and once the Town Administrator hears back from the PB Chairman as far as his schedule goes, interviews will be set up.

Restoration of Involuntarily Merged Lots – An application for Restoration of Involuntarily Merged Lots has been received from J. Miller & Associates on behalf of JuMa, LLC (Matthew Alosa, President). The property in question is located on Hartshorn Lane. A copy of the paperwork has been given to each Selectmen as well as the Assessing Office for review prior to moving this application forward.

Martha Mical, Assessing Clerk explained that the property owner has sold part of this property that he has included in his application (tracts 2, 6 and half of tract 7). Martha said to start with there were 7 tracts of land in 1936, in 1972 there were three lots, in 1974/75 it went down to 2 lots. Judy recommended reviewing past Planning and Zoning meeting minutes and the Town Administrator will contact Local Government Center for further guidance regarding the portion that was sold.

4. Consent Agenda

Selectman Hartman **MOVED** to approve the Consent Agenda for July 17, 2012;

- Intent to Cut for Map 18 Lot 37
- Timber Tax Levy Warrant in the amount of \$2,217.40
- Certification of Yield Taxes Assessed Map 19 Lot 14 for \$1,396.44
 - Map 18 Lot 37 for \$447.62
 - Map 10 Lot 96-1 for \$373.34

Selectman Carson seconded the motion; all were in favor, the motion **PASSED**.

5. Manifest

Selectman Carson **MOVED** to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 2052 – 2078 (includes 16 direct deposit stubs) in the amount of \$30,103.98 and Accounts Payable check numbers 47292 - 47345 in the amount of \$1,698,800.15. Accounts Payable checks include payments to Kearsarge Regional School District for June and July in the amount of \$907,250.34 and Capital Reserve Funds in the amounts as voted in Town Meeting totaling \$448,000. Selectman Hartman seconded the motion; all were in favor, the motion **PASSED**.

6. Fund Balance Policy

The Town Administrator provided an example of a Fund Balance Policy to the Selectmen that was sent by the auditor. This policy is a requirement and must be adopted under General Accounting Standards Board (GASB) 54. The Town Administrator asked the Board if they are comfortable with the policy and if they have any changes they wish to make. Also, she asked the Board if they want to state a minimum level of unassigned fund balance. The Board can adopt the policy without a minimum level, but the Town Administrator feels moving forward the Selectmen should have a discussion about creating a Selectmen's fund balance policy and it may be a good idea to include the Budget Committee in the discussion. Typically 8% - 15 % is recommended by the State to maintain. At this time the Town Administrator does not know the fund balance until the MS-5 is completed; there was a lot of money approved at Town Meeting that will be drawn from the fund balance.

The Selectmen made some changes to the policy; the Town Administrator will place the policy on Town letter head for the Board to sign and then the policy can be reviewed on an annual basis.

7. Abatement of Interest

Chairman Karrick **MOVED** to approve an abatement of interest for Map 12 Lot 10 in the amount of \$7.37 and Map 12 Lot 11 in the amount of .77 totaling \$8.14. Selectman Hartman seconded the motion; all were in favor, the motion **PASSED**.

8. Energy Committee

Selectman Carson said the Energy Committee had a discussion on what could be done with the air circulation in the main hall at the Town Hall. He said the ceiling fans in the main hall are decorative fans, they are not adequate. To improve the circulation in some of the offices he thinks ceiling fans would help. He also spoke about the lighting in some of the offices and recommends checking into lighting that is not as warm such as LED lighting. Selectman Carson proposes to look into appropriately sized circulation fans for the main hall and the front offices using the Town Hall capital reserve fund. Selectman Hartman recommended window fans to help cool down the main floor. Martha Mical said fans could also be placed in the windows over the balcony to pull the warm air out.

9. Capital Improvements Program

Selectman Hartman asked if the Town Hall front steps will be on the capital improvements list; the Town Administrator said the steps have been in the CIP and there is money available to complete the project.

The Town Administrator spoke to the Director of Public Works about making sure any future equipment that may be needed is included in his CIP because any equipment purchase is now required to first hold a public hearing and the equipment must be part of the CIP (article 9, 2011 Town Meeting). Selectman Carson views the CIP as a planning tool and he asked if the Planning Board removes an item from the Highway Department's CIP does that mean the Selectmen do not have the ability to move forward. The Town Administrator said the Planning Board should be including all submissions in the CIP; the Planning Board should only be stating they approve or not approve the financing part. The street sweeper that was purchased was not in the CIP because the opportunity came up and it made financial sense to purchase it. Selectman Hartman said that purchase was made to save the Town money and apparently there were people who did not agree with the purchase; he does not understand the logic behind the amendment to article 9 in 2011.

Selectman Hartman recommend items for the CIP; climate controlled record storage, and replacing the wheelchair lift and a sprinkler system. Selectman Hartman would also like to see from the Police Department a landscaping cost.

10. Hiring Policy

Further discussion will take place on July 31st.

11. Budget Work Sessions

The Selectmen scheduled two work session for August 9 & 23 from 10:00 a.m. to noon.

12. Safe Routes to School

On July 31st a public meeting will be held, after which the Selectmen will decide based on the discussion at the meeting what to do with the Roslyn/Main St. intersection. Selectman Carson asked if the Town is obligated to the plan as approved or does the Town have the option to change the plan. The Town Administrator explained if there is a change in the original plan approval is required by the State.

13. Town Clerk's Office

Town Clerk, Judy Newman-Rogers reported that there are about 170 dogs that remain on the unlicensed list, phone calls were made from the Town Clerks office and of that 170, 50 dogs from the list were licensed. The Town Clerk informed the Selectmen she did not meet the deadline to fine the unlicensed dog owners because she would like to give them opportunity to come in and license the dogs.

Judy also reported that her office is set up to accept debit and credit cards and the single payment system is working well. There are now credit card payments available on line for dog licensing, vital records and on-line registration.

14. Nonpublic Session

Chairman Karrick moved to go into nonpublic session under RSA91-A:3 II (e), legal at 9:00 p.m. Motion was seconded by Selectman Hartman. A roll call vote was taken. Selectman Karrick – yes; Selectman Carson – yes; Selectman Hartman – yes.

In attendance: Chairman Karrick, Selectman Carson, Selectman Hartman, Town Administrator - Laura Buono

Laura Buono reviewed assessing information with the Selectmen with regard to the Boron, LLC property.

Chairman Karrick **MOVED** to come out of nonpublic session at 9:20 p.m. Motion was seconded by Selectman Hartman. A roll call vote was taken. Selectman Karrick – yes; Selectman Hartman – yes; Selectman Carson – yes.

15. Adjournment

A motion was made and seconded to adjourn at 9:20 p.m.

Board of Selectmen
David Karrick, Jr. – Chairman
David E. Hartman
Clyde Carson

Respectfully submitted,
Mary Whalen
Recording secretary