



Warner Board of Selectmen

Meeting Minutes Tuesday, November 21, 2017 APPROVED

Chairman Dabuliewicz opened the meeting at 6:12 pm

Attendance: Selectman John Dabuliewicz – Chairman, Selectman Kimberley Edelmann, Selectman Clyde Carson

Absent: Town Administrator – Jim Bingham

Others present: Ed Raymond, Sean Toomey, Charlie Albano, Christine Frost, Michael Amaral, Peter Anderson, Darryl Parker, John Leavitt, Bob Bower, Jonathan Lord

1. 2018 Budget – Fire Department

- A. Fire Chief Ed Raymond said he reviewed the budget being presented with the Town Administrator. Ed said he always saves his major purchases for the end of the year. For truck maintenance he just received another invoice for repairs and now recommends increasing the truck maintenance line by another \$1,000. Ed explained the trucks are now being serviced in Concord and he is learning the previous company that serviced the vehicles did not take care of things that should have been serviced.
- B. Ed explained to the Selectmen that about 4 years ago his budget was \$206K and every year since it's being reduced. Clyde asked what has suffered over those years. Ed said nothing has really suffered, but New Replace/Equipment was reduced. John said a capital reserve was started for that. Ed said it was just for the air packs. Ed explained that maintenance work is needed on the compressor for an estimated \$5,500 and each year sections of hose need to be replaced. John asked Ed when he met with the Town Administrator did he bring these issues up? Ed said yes, but it can be confusing talking with Jim because Ed doesn't speak the same language. John said numbers are numbers, he's not questioning Ed on what he needs but the Board needs an updated list of equipment replacement. Ed provided a list from 2017 cautioning that priorities change. John asked if the list indicates when money should be appropriated. Ed said the list changes from time to time to what is needed the most.
- C. Clyde asked Ed if there are things you would have done this year that you didn't have the money for in the budget? Ed said normally that decision isn't made until the end of the year making sure the money is available. He said there are 3 sets of gear he wants to buy, instead of using the capital reserve. John said that's what it's for. Ed said he thought the reserve is for large expenses. Clyde is thinking that the New Replace/Equipment line was reduced because of grant funding and was never replenished, he said if there is no grant involved, and it's normal replacement it should be budgeted in the operating budget.
- D. Kimberley asked Ed what does he want to see in the bottom line of his budget. Ed wants to see the same amount as last year. He would like to see an increase in New Replace/Equipment for \$3,000, Vehicle Maintenance add \$1,000, Wages & Training \$7,300.
- E. Ed said the truck maintenance and new/replace equipment lines are very important in running the Fire Department. John asked Ed to share what is on his priority list. Ed said turn out boots, gear, which at least 12 need to be replaced sooner rather than later, he said he purchased 5 so far and if there is money left in the budget he will purchase 2 more, 4" hose, an average of 2 to 4 lengths a year and other sizes as well. John said the Board appreciates Ed keeping his budget low but encouraged Ed to budget for what he needs.
- F. The proposal is to go with the 2017 budget figure. Ed said that is what he wants to do.
- G. The Board reviewed the capital reserves associated with the Fire Department. Radio and pager capital reserve will probably be closed out in 2018.

2. Economic Development Advisory Committee

- A. EDAC members Charlie Albano, Christine Frost and Peter Anderson met with the Board. Charlie provided the Board with an overview on what the EDAC is working on. The four areas the EDAC is looking at is organization and education about what economic development is with both the EDAC and the community, developing business retention and expansion focus, business development and tourism. Charlie stressed to the Board that bringing in a million dollar taxable property, the tax rate would be reduced by a couple of pennies per thousand, what the EDAC is trying to do is a long term engagement of economic activity in the town.
- B. Christine Frost talked to the Board about the survey they are creating. Past work and the Master Plan was used to create the questions. It focuses on "tell us what you want here", and the needs of the current businesses, such as parking. Charlie said the survey is in draft form, the EDAC will continue to make the survey as user friendly as possible. Clyde asked if the goal is to have the survey out to the residents between now and Town Meeting? Christine said yes, as well as using the Newsletter and the website. Clyde said another component is the public listening session sometime in February. Kimberley noticed the survey is focused on businesses and she recommends including the outdoor activities that are available in Warner. Christine said tourism will touch upon that.
- C. Charlie provided information to the Board about Tourism and Economic Development Go Together. Tourism is a major financial driver. He said you advertise one key attraction that will draw interest to the town. On the new website one side can be economic development information as well as tourism with several links and be connected with the State of NH Tourism website. Charlie said it's critical to have an updated, user friendly website and two distinct categories, economic development and tourism.
- D. Another way to attract people to Warner is through a brochure. Charlie has obtained a cost from R. C. Brayshaw for about \$3,000. Charlie said branding is critical, it adds to economic activity. Charlie spoke with the DRED Director and the Tourism Director and both said the key is a user friendly website.
- E. Darryl Parker provided some of his background. He started building websites in 1996 and has built 100's and is very familiar with building municipal government websites. Darryl said when he was doing research about the Warner area he found it very difficult to find any information about properties in the area. After Darryl moved to Warner he joined the Planning Board and learned back in 2009 the town had paid to have all of its tax maps converted into digital format. Darryl's question was why aren't the maps on-line and found out a piece of software is needed that has to be implemented to make them visible on the internet. A service provider can do this and the town is charged based on the number of residents and based on the data set. Darryl believes the cost is around \$7,500 for the modifications and there's a monthly fee paid annually, about \$2,400. Darryl said this was presented in the CIP last year for \$10,000 and didn't make it through.

Darryl said the GIS tool is a central point of interaction for the public with this town. The information is public information, putting the information on the website provides added convenience and opens up opportunity for business investment from a far and from within. It also provides privacy for prospective business developers who want to do their research privately instead of interacting with the office staff. Darryl feels this is an extremely low cost way to accelerate the quality of the website and the quality of the engagement between the public and the municipality and strongly supports the system.

John asked how will the system be updated. Peter Anderson said through the Registry of Deeds, the only thing required from the town is if the tax maps are updated. It's making the public data, public. Darryl feels the system will pay for itself by saving Town Hall staff time that can be used for other duties. John asked who is responsible for the security of the information. Darryl said again, it's public information. John's concern is the information could be altered. Darryl said the service provider has responsibilities outlined in their agreements. There are 71 towns maintained by Cartographic Associates, Inc (CAI) and the other firm is Main Street GIS.

- F. Clyde feels there is some value knowing who is looking to come to town. Darryl said he worked on Charlotte (NC) Regional Partners which is a group of 14 counties and McDonald Douglas came in and spoke to them. McDonald Douglas looked at 8 different municipalities that they were going to move a new factory to and they narrowed it down to two, based on the municipality website, before they talk to any of them. So your not going to know who is looking, you need to be ready for them to look. The EDAC is planning on talking to the Budget Committee as well about the value of this system. Peter Anderson said the data from 2009 included property lines and water features, it was once thought it was destroyed, Peter said there is still a copy available.
- G. Charlie asked what the next step would be. Kimberley said the Selectmen need to have a discussion.
- H. Charlie said the EDAC is just beginning to have website discussions. He said what the EDAC needs to have is some consultations with experts to get educated and then come up with a plan and make a recommendation to the Board. Charlie has spoken to webmaster Dan Watts to begin getting his involvement. Charlie recommended to the Board to provide up to \$6,000 that could be used for website education.
- I. Charlie is promoting the development or access to a business incubator. An incubator is a building that is a place to grow your business. The structure of the incubator still needs to be worked out.

3. Holiday Farmer's Market – Wine Tasting

- A. Bob Bower, from the Farmer's Market, is asking for permission to allow wine tasting at the Holiday Farmer's Market. Bob said a letter of approval is needed by the Board, plus informing the Police Department. Once the letter is signed by the Board it will be presented to the Liquor Commission.

Board Action

Selectman Carson made a motion to provide a letter supporting wine tasting at the Holiday Farmer's Market on December 2. Chairman Dabuliewicz seconded the motion, motion passed 3-0.

4. Solar Array

- A. Ribbon cutting took place on Saturday, November 18. Drone's were used to take aerial photo's at the Transfer Station and Water Precinct.

5. Job & Wage Analysis

- A. Discussion will take place on November 27th beginning at 3:30 pm.
- B. Kimberley said the feedback from the Budget Committee meeting is the Board should not have agreed to provide wage adjustments to 4 employees without first deciding what the Board is going to do with the Wage Study. The Budget Committee recommends the Selectmen withdraw the motion and not provide those increases. There will be further discussion on November 27.

6. Fire Station Site

- A. The site on Kearsarge Mt. Rd. is ready for the house to move there.
- B. Kimberley sent data to the Board regarding loans. The next meeting is scheduled for December 6th.
- C. Kimberley said she read in the Energy Committee minutes that the Committee is not happy about the Fire Station Building Review Committee is not taking their advice. She asked Clyde who is on the Energy Committee for advise. Clyde said to talk to Energy Committee member Peter Ladd at your next meeting.

7. Town Administrator's Report

John read the following report into the record:

Old Graded School: Plans to remove the existing playground apparatus and deliver the new playground set are being implemented. DPW will be at the site to do the excavation work next week.

Job & Wage Analysis: I have finished scenarios for COLA increases of specific increments – 30, 35, 40 & 50 cent – and I am in the midst of developing a summary table to more easily compare the impacts of each of these scenarios, which will be sent to you by 11/26 at the latest.

Selling Town Parcels: I drafted a letter to former owners of tax deeded properties informing them of the Board of Selectmen's intent to sell the properties that they formerly owned, (90 day notice). There is a phrase in the RSA (89:90) that details the notification procedure, which states "...shall set forth terms of the offering..." that seems unclear. I contacted NHMA legal dept. about the "terms of the offering" and it is providing more detail, as this needs to be stated in the letter.

NHMA Annual Conference: I attended the following seminars at the conference -

- a. Building stronger voter support for your budget. Strategic governance model used by over 1,900 colleges and a number of cities and towns was introduced. A memo with more detail to follow.
- b. Finding financial savings for energy efficiency projects – LED upgrades for street lights.
- c. Effective Approaches to employee discipline – will review the presentation with dept. heads in the coming weeks.
- d. Appropriate municipal management of street wastes – PP presentation will be downloaded for DPW.
- e. Cybersecurity 101 – introducing MS-ISAC a federally sponsored cyber crime monitoring and alert system used by all 50 states and many municipalities. Dan and I suggest joining this service for Warner on a trial basis. Membership is free.

I also met with three accounting firms and discussed a timetable and procedure for requesting proposals for financial audit services for the town.

Clyde attended the annual conference as well. The most popular project amongst towns is LED street lighting. He said CDFA finances a lot of street lighting projects and recommends the Energy Committee take this on to look at the options available. Clyde said he also spoke with Virtual Town Hall regarding websites, they said to host a website the charge is typically \$2,000 annually. Clyde reminded the Board that the Website Committee was stopped a few years ago because an Economic Development Advisory Committee wasn't in place. Now is time to begin discussions.

8. Minutes

Selectman Edelman moved to approve meeting minutes dated October 26 & 31, November 7. Selectman Carson seconded the motion, motion passed unanimously.

9. Manifest

Selectman Edelman moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 5030-5047 in the amount of \$35,035.44 (including 20 direct deposits) and Accounts Payable check numbers 54361-54416 in the amount of \$278,549.53. Selectman Carson seconded the motion, motion passed unanimously.

10. Consent Agenda

Selectman Carson moved to approve the Consent Agenda for **November 21, 2017**:

1. Heavy Hauling Permit (previously signed)
2. Timber Warrant in the amount of \$3,134.23 (previously signed)
3. 5 Cemetery Deeds that have been corrected to reflect the New Waterloo Cemetery
4. Building Permits for:
 - Map 16 Lot 20-1
 - Map 14 Lot 021-2 (previously signed)
 - Map 14 Lot 16 (previously signed)
5. Abatement for Map 12 Lot 33 in the amount of \$29.74

Selectman Edelman seconded the motion, motion passed 3-0.

11. Other Business & Public Comments

- A. John reported the Planning Board will hold a Public Hearing on December 18th on some changes to the Zoning Ordinance.
- B. Judy asked the Board if they received her Capital Improvement update. John said yes, the information is in their folders.

12. Adjournment

A motion was made and seconded to adjourn at 8:16 pm.

Board of Selectmen
John Dabuliewicz – Chairman
Clyde Carson
Kimberley Edelmann

Recorder of the minutes: Mary Whalen