



Warner Budget Committee

Meeting Minutes
Thursday, November 29, 2018
APPROVED

Mike Cutting opened the meeting at 7:00 pm.

Committee members in attendance: Mike Cutting, Martha Mical, David Minton, Alfred Hanson, John Leavitt, Martha Bodnarik and John Dabuliewicz - Selectman's Rep.

Absent: Ray Martin -Water District Rep.

Others present: Ed Mical, Nancy Ladd, Michael Simon

1. Meeting Minutes

A. Alfred made a motion to approve meeting minutes dated November 15, 2018. Martha M. seconded the motion. John Leavitt noted there was no information at all on the discussions that took place. He said the minutes told him what the topics were and then the minutes say "discussions followed". He said there should be a summary of the discussions. Martha B. said we have gone over this for years, she said the Committee likes to have discussions and not worry about every single thing is in the minutes. Leavitt said he is asking for a summary of what was discussed as opposed to nothing. David said the Committee had this discussion last year and he thought the result was brief synopsis on the points, not word for word. Leavitt says that tells the public nothing. Alfred said the discussion about the whole thing was there was a huge amount of facts that were missing, then the conversation was about should we take our own minutes and the BC decided not to because the revision of the minutes was going to be made by the Selectman's Office to take care of that problem. Alfred said if you go back 2 years he said the Committee paid extra money for minutes to be taken. Alfred asked did we pay extra money for nothing? And according to the way Leavitt just spoke and according to the way the minutes were read the last time, we are. Alfred said he is not saying in a sense that it's incorrect or correct, he thinks the minutes need to be looked at. Martha M. recommended requesting a little more detail, not huge amounts, but a little more detail. David said that's what we said last year. Alfred said that's right. David continued by saying we are repeating the same thing. Martha M. said she [the Recording Secretary] gets slammed this time of year with umpteen million minutes. Alfred said tell me where. Martha M. said because the Selectmen meet so damn often. Alfred said I understand that, we are not talking about Selectman's meeting we are talking about the Budget Committee meeting. Martha M. said its the same person doing all those minutes. Alfred said okay, 2 years ago we paid extra money for minutes. John D. asked who was paid extra money, he said he didn't understand. Mike Cutting said a couple of years ago we set aside some money so we could pay Mary [Recording Secretary] to do the minutes because she didn't have enough hours to do it sufficiently so we said okay we will budget in X amount of dollars for additional time for her to be able to do the minutes, rather than farming them out to a separate independent person. We thought better to keep it in-house to the best of our ability. John D. said I assume that meant she was going to do it on her Mike said we didn't care when she did it as long as it got done, she was not able to complete the work in her scheduled 33 hours a week. Mike said when she came back last year that was no longer necessary because Jim said she could do it within the hours and we didn't do it anymore. John D. said he will speak to her.

B. Martha B. doesn't see a problem with the November 15 minutes, they don't say "things were discussed". Alfred said the minutes from November 15 were hard to understand. The Committee asked for more detail in the November 15 minutes. Motion was tabled. John Leavitt will obtain copies of audios from the Selectman's Office.

C. Alfred said 2 years ago when we had this discussion there was questions being asked if we took our own minutes, do we know the cost for the Budget Committee to come up with someone to write their minutes? Martha M. said about \$20 - \$25 per hour. He also asked how much extra cost was it for that year for the minutes to be written. Martha B. said she looked over the minutes for November 8 and the phrase "it was discussed" was said once and had to do with the CAP Building and feels the Recorder of the minutes has done a good job providing an abbreviated summary of what's happened in the meeting. John Leavitt said he was not at the meeting and feels there is a lot of information missing.

Committee Action

Martha Mical made a motion to ask Mr. Dabuliewicz to talk to the Recording Secretary asking for the minutes to be expanded a little bit, not word for word because we all liked the minutes up to November 15. Alfred Hanson seconded

the motion. Alfred said what John Leavitt is trying to say is if you were not at the meeting you would not understand the minutes. Martha B. said she was not at the last meeting and she can read the minutes and understands them. Martha B. said the Committee went over this a year ago about how we want to see our minutes presented and decided too much detail was not necessary and decided if people want extreme detail they can obtain an audio version. The motion passed 6-1.

2. Wage Adjustments

Mike recommended to the Committee going forward in the next few weeks until all the budgets are before them that they look at the budgets as operational, disregarding the wages. On December 27th the Committee will discuss wages. Unidentified sheets were passed out.

Committee Action

Alfred made a motion that wage discussion be held off on all departments until December 27, we discuss only the operating part of the budget. Motion was seconded, the motion passed unanimously. John D. said the Selectmen have already adopted wages for this year to be carried over to next year. Alfred said the Budget Committee does not have to issue the Selectman's wage increase in the Budget Committee's budget. Alfred said there was a question asked last year the Committee did not get an answer to. He does not know how you can issue an increase in wages before Town Meeting because the voters have to vote on it. Mike said no. John said the money is coming from the 2018 budget. Alfred said to remember one thing, you spend to the bottom line of the 2018 budget giving out pay raises, also what your doing is sacrificing part of your operating budget. John said he understands that.

3. 2019 Emergency Management Budget Highlights

- Emergency Management Director, Ed Mical, presented.
- Ed wanted added to the Justifications for line 1 and 2 of his budget the Emergency Management Program Grant for the new Emergency Operation Center and the Hazard Mitigation Plan.
- Mike asked what Ed is using the Professional Services for. Ed said it's used for exercises, to have someone come out or support in a particular area. Martha B. said why was money budgeted for 3 years and never used. She said it's a contingency plan within a department and it looks like each department has one. Ed said he was going to use the money for an exercise this year but to him it didn't make sense. Alfred said the \$1,000 is in the budget in case he needs Professional Services. Ed said correct, and soon there will be a time where there will no longer be State support for exercises, these were at no cost to the town.
- Alfred talked with Ed to understand the separation of where Emergency Management falls in and where it doesn't. Alfred is hearing emergency services do not encounter personal property. Martha M. said they don't pay for personal property, they provide the personnel that will help you.
- David asked Ed for examples of outside contractors he would use. Ed said in the past, the town has paid an outside contractor to exercise the plan with the Emergency Management organization at the Emergency Operation Center.
- Martha B. feels because Professional Services hasn't been used in 3 years, it doesn't look like it's necessary. Ed said his overall budget expenses add up to \$9,100 to operate for 24/7. Martha B. feels the \$1,000 should be cut.
- Leavitt said it's not a contingency, it's for the State and Federal required exercises, the town needs to be prepared for an emergency. Martha B. said the town has managed without spending \$1,000 a year in Professional Services. Mike moved the meeting on, the Committee is not making any changes, just receiving in-put.
- Ed explained the budget line for telephone is for his Emergency Management cell phone. Ed now has 2 net talk telephones that will be tied to the Emergency Operation Center, the cost impact \$50 a year per line.
- Money has been budgeted for printing the updated Hazard Mitigation Plan.
- Ed explained the chain of command during an emergency, the command chain is spelled out in the Emergency Management Plan, it depends on the disaster/incident.
- Alfred said 2 years ago there was a discussion that TDS was not current as far as emergency communications and asked if that was resolved. Ed said no, but with the fiber optics there is the fiber that goes to a box at your house with battery power that will last a limited amount of time. Portable generators are used to keep the TDS junctions running. Mike brought the meeting back to the budget review.
- David asked why isn't the Emergency Plan on the town website. Mike said the current website does not have sufficient space, that is why the town was looking at re-doing the website. John said the Board wanted the site to be more user friendly. John L. said a synopsis could be put on the website. Mike brought the meeting back to the budget. There were no further questions for Ed.

4. 2019 Pillsbury Free Library Budget Highlights

- A Library Trustee, Michael Simon, and Librarian Nancy Ladd presented. Budget information was passed out.
- Mike Cutting asked for the budgets to be sent to the Committee at least a week before the meeting.
- The budget packet provided to the Committee involves the operating income from 2016 up to 2019, operating expenses with notes, the capital budget and a balance sheet of different funds going back to 2017 and anticipated income through the end of this year.
- The operating income is \$210,363.30 for 2019 made up from towns contribution of \$199,246.32 and \$11,296.98 is from a combination of donated funds and trust funds the Library has.
- Alfred asked if the income out of the trust funds have a cap on them each year. Michael Simon explained the majority of the funds have a limit that must be maintained.
- A 2% raise is included as well as a 10.5% increase in health insurance.
- Alfred asked if the Library was included in the wage study. Nancy said the Library Director and the Children's Librarian was included. And the Library now has a sense of how the staff fits in the study.
- The 2% is not final, the final decision on the budget will happen in December. Alfred needed to understand and asked who controls the Library wages. Michael Simon said the Library Trustee's not the Selectmen.
- Alfred said the formula used for providing the Library with funds is not sufficient, and asked where else besides the usual revenue generated can the Library generate revenue. Nancy said the Library has been discussing with the Selectmen in the last few years ways in which the town can take over some of their expenses. This year the Selectmen agreed to include in their budget the cost for liability insurance at the Library. Previous year the town took over the lawn mowing. Also capital reserves have been established as well.
- Another option that is being considered by the Library to raise money is setting up an annual fund.
- Alfred said the Library's percentage increase is no way near what the other departments are. Alfred said if the Library, which provides an incredible service to the town, increases their budget by 3% and the Selectmen comes in at up to 11%, he feels there is something wrong. Nancy said if Alfred's point is that the rest of the Departments ought to be able to do the same percentage then Alfred should know the Trustee's have express regret almost every year that they can't do better for the staff. In the Wage Study the Librarian's salary is a good deal in the lower percentages. Nancy said she does wish for the ability to provide more programs at the Library, but they don't because they are trying to stay within their financial budget.
- The Library allotment for 2019 will show a .6% increase.
- Michael Simon said the Library is more limited in the areas the Trustee's have to deal with than the Board of Selectmen, the Library doesn't purchase major equipment. Nancy said it has been helpful having the support of the Selectmen.
- No discussions with the Selectmen have taken place yet for funding the capital reserves.
- The Capital Improvements Program, the Library requested \$8,350 for carpeting and \$5,000 for a heating and cooling systems. The requests are for this year's contribution towards each, the requested amounts are not the total costs.
- Nancy talked about when the carpets are replaced the Library will begin accommodating for today's needs. For example more space for people to use computers, some libraries are reducing book space with places for people to sit. The newest trend is small private cubicles. In the adult section of the Library less books and more technology is needed. In the children section more books are needed.

5. TDS

Alfred wants to know if TDS is up to par to what the town was suppose to have. Ed Mical said when cable was switched over to fiber, part of that was the town would have access a channel that can be used on the TDS system. From a Emergency Management stand-point nothing was done with that. With what is in place now the resident has to have power and switch boxes have to have power available as well, typically with generators.. If not people will lose their service. There are still areas in town that have limited cell phone service.

6. Capital Reserve Fund

John Leavitt said he reviewed the book in the Selectman's office and said it was put together well but didn't notice a capital reserve for the Library. Martha M. said it's not the towns reserves.

7. Adjournment

Meeting adjourned at 8:50 pm

Recorder of the minutes: Mary Whalen