



Warner Board of Selectmen

**Meeting Minutes
Tuesday, October 30, 2018
APPROVED**

Chairman Edelmann opened the meeting at 4:00 pm

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

1. Nonpublic Session

Members Present:	Clyde Carson	<u> X </u>
	John Dabuliewicz	<u> X </u>
	Kimberley Edelmann	<u> X </u>

Motion to enter nonpublic session made by Selectman Dabuliewicz, seconded by Selectman Carson.

Specific statutory reason cited as foundation for the nonpublic session:

 RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

 X RSA 91-A:3, II (b) The hiring of any person as a public employee.

 RSA 91-A:3, II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

 RSA 91-A:3, II (d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

 RSA 91-A:3, II (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled

 RSA 91-A:3, II (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

Roll call vote to enter nonpublic session: Carson - Yes, Edelmann - Yes, Dabuliewicz - Yes

Entered nonpublic session at 4:00 pm..

Other persons present during nonpublic session: Michele Courser

Description of matters discussed and final decisions made: Minutes were sealed

Note: Under RSA 91-A:3, III, minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and

decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of this board, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

Motion to leave nonpublic session and return to public session by Selectman Carson, seconded by Selectman Dabuliewicz. Roll call vote: Carson - Yes, Edelmann - Yes, Dabuliewicz - Yes.

Public session reconvened at 4:10 p.m.

Others present: Chris Perkins, Deb Moody, Michele Courser, Martha Mical, Tim Allen, Marianne Howlett

2. Motion to Seal

Motion made to seal the October 30th nonpublic minutes? If so, motion made by Selectman Dabuliewicz, seconded by Selectman Carson, to remain sealed, because it is determined that divulgence of this information likely would:

- Affect adversely the reputation of any person other than a member of this board
- Render a proposed action ineffective
- Pertains to preparation or carrying out of actions regarding terrorism

Roll Call Vote to seal minutes: Carson - Yes, Dabuliewicz - Yes, Edelmann - Yes

Motion: **PASSED** / DID NOT PASS

3. 2019 Town Clerk Budget Review

Town Clerk, Michele Courser explained some highlights as follows:

- Computer expenses went down.
- Supplies are reduced.
- All other expenses are remaining the same.

4. Snow Plowing

Director of Public Works, Tim Allen, met with the Board and talked about contract services for snow plowing the town buildings and parking areas except for the Transfer Station. Tim has 2 quotes, one from A&A and the other from Tyler Lawn Care. The quotes provided were compared to the town costs, sand/salt will be provided by the town. The town cost is about \$21,050. The purpose is to free Tim up from a dedicated plow route. One quote is for \$26,300 and the other is for \$34,486. Tim explained the benefit of hiring a contractor, he would like to try it for one winter to see how it goes. Tim recommends Tyler Lawn Care because he has the equipment to do the buildings and the cost is the less of the two. The contractor's are aware the town takes priority during a snow storm. Clyde asked Tim if this cost is an addition to his budget. Tim said the cost of labor won't go away, but feels he can save in his overtime budget and also material. If the Board decides to go with the contractor Tim will need to hire one part-time person, if the Board chooses not to, Tim will need to hire 2 part-time people. Payments for the contractor will be made in 4 equal installments. Kimberley asked Martha Mical, Vice Chair of the Budget Committee if she had any questions. Martha had no questions but recommended picking the contractor as well in their motion.

Board Action

Selectman Carson made a motion authorizing the Director of Public Works to contract with Tyler Lawn Care for winter maintenance as indicated on the paperwork the DPW provided the Selectmen for a maximum amount of \$26,300 for the 2018/2019 winter. Selectman Dabuliewicz seconded the motion, the motion passed unanimously.

5. 2019 Election Budget Review

Supervisor of the Checklist Chair, Chris Perkins, explained in 2019 there will be only one election which reduces expenses. Highlights of the proposed budget are as follows:

- Increase the Moderator's stipend to a total of \$300, \$150 for Town Meeting and \$150 for election. Reason for the Moderator stipend increase is new required training and increased responsibilities.
- Chris included a hourly wage increase in the Election budget, Grade 1 Step 2 (\$11.12), currently the hourly wage is \$9.25 per hour. John said the wage scale Chris is using (from the Thornton Wage Study) has not been approved by the Board. Kimberley said as the Board moves forward with the Wage Study they will consider the Supervisor's as well. Clyde agrees there should be an increase but not necessarily based on the wage study.
- Advertising is reduced in 2019.
- Chris is requesting a new laptop with Internet Explorer.

- Chris talked about moving the Supervisor's to the office space located above the Town Clerk. Jim said he will check the office to see if anything needs to be locked and will ask IT to check the internet capability. Chris said she needs a low volume printer as well.
- Chris provided the Board with wage comparisons, Bradford with 1,200 voters pays \$13.88, Sutton with 1,400 voters pays \$7.97 and Hopkinton with 4,500 voters pays \$11.00. Kimberley asked how many Supervisor's do those towns have. Chris didn't know but offered to find out.

6. 2019 Assessing Budget Review

Assessing Clerk, Deb Moody presented her budget, highlights are as follows:

- Deb requested outside services be increased by \$5,000 because year to date spent is \$4,460.
- There is an extra 100 hours budgeted for the Assessing Clerk because of the upcoming revaluation which will be paid from the capital reserve. It was decided to remove these hours from this operating budget.
- 50 hours will be budgeted for Martha Mical as a consultant for Deb during the revaluation.
- The cost for the Forester may increase. Deb will obtain a detail cost report from the Bookkeeper to review the year to date activity.
- Deb said she will be meeting with Cartographics regarding the maps next Thursday, November 8, at 9:00 am and she asked the Board if they want a proposal completed for digital maps. Clyde asked if it's the GIS. Martha said it would be for the maps being uploaded onto the website, she's not sure if it's the GIS. Martha said Newbury has the program on their website. Martha feels it's time for the town maps to be on the website, she doesn't know if the detail Newbury has is necessary. Clyde attended the Economic Development Advisory Committee meetings and the word is companies, when they are looking for a town they look for such maps on-line and Warner is one of the few towns that does not provide such a tool. Jim said he will attend the meeting as well. Kimberley wants to know if citizens have the option of not having their property listed on the website. Marianne Howlett feels that would be hard to track an opt out provision and suggested that the Board listen to the citizens and decide. Martha said the tax maps of today showing just the sizes of properties can be put on line, without any of the detail. To answer Deb's question, the Board does want a proposal. Clyde said he will contact Charlie Albano from the EDAC as well.

7. 2019 Tax Collector Budget Review

Tax Collector, Marianne Howlett reviewed her budget, the following are the highlights:

- The only change in the Tax Collector budget is the cost for a interface between the assessing Proval software and the Tax Collector's Business Management software. Marianne feels it will be beneficial to do the interface before the revaluation. Marianne contacted Business Management who will be executing the bridge. The cost for the bridge is \$270 per year in addition to the regular software support. Marianne and Deb Moody visited the Town of Stoddard that uses the bridge and are very happy with it.
- Marianne said she placed the cost for the bridge in the 2019 budget but asked if the money could be spent this year for the bridge from the Assessing Clerk budget that is showing a surplus. This bridge will save on 2 weeks of labor consisting of double data entry.

Board Action

Selectman Carson made a motion to purchase the bridge software from the 2018 Assessing Clerk budget, and authorize the Chairman to sign the contract. Chairman Edelman seconded the motion, the motion passed unanimously.

8. 2019 Landuse Budget Review

Jim presented the Landuse budget, the following are the highlights:

- Legal expenses increased to \$4,000. Jim will find out if some of the year to date legal expenses were from last year's case overflow.
- Professional Services increased for a planner to review some of the site-plans, provide in-site assisting the Planning Board. John said he is concerned about how far the town is going in guiding applicants beyond the process, where is the line drawn. This topic will be visited again before it goes to the Budget Committee. Clyde said this wasn't discussed by the Planning Board.
- Advertising may need to be increased.

9.2019 Finance Office Budget Review

- Accounting software increased slightly.
- Auditor's expense increased due to new State requirements and the Fire Station project fund which will be looked separately from the other funds.

10. 2019 Benefits Budget Review

- There is a 10.5% increase from the current health care provider, Jim is waiting for other costs.

11. Website Contract

The Board needs to finalize the contract for the website design and support. Kimberley will work with Jim on the contract.

12. Town Hall Building

A. Marianne commented that the front of the building needs to be cleaned up and the trash has not been picked up on a regular basis, she recommended the Public Works Department get on a better schedule. Jim said there is a lack of manpower at the Public Works Department. The Building Maintenance position was just filled and Jim expects things will get back on track very soon, the DPW has been asking for a very long time for extra staff, it's truly needed.

B. Clyde recommended paying for the oven suppression system out of this years budget. The cost is \$3,500, Jim is going to explore a lesser option. Clyde also asked if the town obtained pest control for the Town Hall. Jim said he needs to check on the status on what vendors have been contacted.

13. Adjournment

Motion to adjourn at 5:58 pm

Board of Selectmen

Kimberley Edemann - Chairman

Clyde Carson

John Dabuliewicz

Recorder of the minutes: Mary Whalen