



Warner Budget Committee

Meeting Minutes
Thursday, August 10, 2017
APPROVED

Mike Cutting opened the meeting at 6:03 pm.

Committee members in attendance:

Mike Cutting – Chair

Alfred Hanson

Jonathan Lord

Martha Mical

Kimberley Edelmann - Selectmen's Representative

Pete Newman - Water Precinct Representative

Absent: David Minton, Martha Bodnarik

Also present: Jim Bingham – Town Administrator, John Leavitt

1. Town Hall

A. Fire Marshal Inspection of the Town Hall – To date, obsolete equipment and records have been cleaned out from the storage room in the Town Hall. The artificial Christmas trees will be stored in this area now. The stage and window drapes will be treated with flame retardant. Panic paddles have been added to the necessary doors and there are two doors the Fire Chief needs to look at. Jim is still waiting for another quote for the illuminated EXIT signs, once installed, Jim will contact the Fire Chief to see if he will consider a limited use of the lower meeting room.

B. Town Hall Sprinkler System - Bringing the water main in from Kearsarge Mt. Rd. the cost is estimated at \$86K from Main St. about \$76K. When the water main is brought in the Town Hall driveway will be lowered, along with burying a conduit. Jonathan asked if this work qualifies for the surplus money that is being distributed by the state. Jim said it could be argued because it is road work.

Alfred asked how many buildings already have a sprinkler system. Jim said the Police, Old Grade School, Fire Station and the Library. Alfred asked if a study will need to be completed on the available water capacity. Jim said he has asked one of the vendors what it would cost just to have the study done this year. Jim doesn't see the sprinkler system being installed until 2019. The estimates Jim has received for the sprinkler system run from \$45K to \$100K. A fire suppression system is also needed for the stove/oven in the kitchen.

C. Mike asked if the pointing of the bricks at the Town Hall has been put on hold? Jim said not entirely, he will be meeting with Building Maintenance to look at the budget situation.

D. The Selectmen and the Director of Public Works will meet and discuss how the state surplus in the amount of \$111K will be used. There are guidelines for the surplus, the money can only be used on unplanned road projects.

E. Mike asked if the roof work for the water run off on the west side resolved? Jim said no, he has found that there is no easy solution for the drainage situation.

F. Mike asked if the door on the back of the building has been replaced. Jim said he will be meeting with Building Maintenance to see what can be done with what is left in the budget.

- G. Mike asked if there are any further projects for the Town Hall. Jim said he wants to make sure the double boilers are wired and zoned correctly so they both cycle.

2. Old Grade School

- A. Headstart is installing new tile flooring in the kitchen, office and classroom at their expense.
- B. Storage closets have been cleaned out.
- C. Kimberley asked if the Fire Marshal inspected the Old Grade School. The answer was no, Headstart is inspected every year. Kimberley asked if it was inspected would the town end up with the same problems as the Town Hall. Jim said no where near the same as the Town Hall.
- D. The Community Action Program has moved to the lower level leaving the office space upstairs vacant. The vacant space could be used for a daycare, there has been some interest in starting a daycare but nothing has followed through. Jonathan asked if the space is advertised as available. Jim said no, not yet.
- E. The front brick steps need repairs. Both side doors have been replaced plus all the weatherization has been completed, a savings in heat cost is expected.
- F. Alfred asked if the revenue generated from the building covers operating expenses. Jim said no, the biggest expense for the building is the heating, second is electricity and then general maintenance. It's the philosophy of the Selectmen to keep the building as a community service building, the best thing the town can do is to get the users to pay a reasonable fair share to off-set the operating expenses. The town receives over \$600 for rent from Community Action Program, but the town pays CAP \$17,500 per year to keep the CAP office going in this area.

3. Budget Process

- A. Mike reported that he and Jim met one morning to review the budget line items to achieve consistency in the budget process. In some departments you have "office supplies" in another department "supplies". Then they looked at line items that are redundant such as in the Town Clerk's budget, there is a line for "seminars and training" and another "conferences & education", they are the same, some cases line items were added. The Library should be using the same budget format as the Town Administrator uses showing the Library budget breakdown. Mike said he touched base with the involved departments which had no problem with the changes. The changes will not take effect until the 2018 budget process, he said the first meeting in October he will present the changes that will be used in 2018. This budget season will be status quo. Mike said the only change will be the Library, eliminating all the line items except the allotment, because, the town does the payroll for the Library and then charges the Library for the cost of payroll. Kimberley said in the end the Budget Committee has no control over the Library. The Budget Committee wants the Library to use the same budget format as the town.

4. Solar Array

- A. Mike asked if the project is coming in on budget as was presented at Town Meeting? Jonathan asked if Harmony has paid back the cost for the rental equipment. Jim said the Finance Department needs to meet with Donna Lane, the federal grant administrator. Jim thinks the DPW's expectation is Harmony will cover the rental cost, the final cost needs to be determined. At this time the pads have been poured and the stands and arrays are on order.
- B. Mike said the town had to pay for the ground work because the logger walked off the job because the Selectmen sent a cease & desist to the logger for another issue, is this correct? Jim said he doesn't believe that was the reason, he believes the logger completed his portion of the project. Jim said what happened was the Director of Public Works said there is more site work to be done than what was budgeted in the project, and that advise wasn't heard or added to the expense of the array. The Rural Development Grant will off-set the needed site work. Jim explained the loan money will be used first, then the rural development money. Jim said the loan is for \$273K and since the town received the \$48K rural development grant, the town doesn't need to use the entire \$273K so Jim has suggested to Selectmen Carson to meet and find that point where we shift from CDFA money over to rural development so no rural development money is left behind. Jim said he is not comfortable with the budget right now because that

discussion and analysis hasn't been done yet. Mike asked who is doing that. Jim said he has asked Selectman Carson to get that together, it's his project. Alfred asked where was the cost of the site work missed. Jim thinks there was an assumption made that the site for the array was going to be like the site for the Water District. It was known there was ledge at the site, but it wasn't factored in. Jim said he was not privy to that part of the budgeting process. Martha asked if there was something done to the ledge? Jim said the ledge changed the way the array's would be lined up and the way the array's are mounted, instead of boring the stands in the ground, cement pads had to be poured for the stands to be secured to. Jim said Harmony had said their cost is their cost regardless what they had to do for set-up. The DPW does not want the extra days coming from his budget, Harmony said to let them know what it is and they will absorb that cost. Jim said ideally if the project was completed like every other project, he thinks test borings would have been done, and that was ignored. The assumption was the boring probably wasn't needed. Alfred said that's the problem he had with the whole project, it was going way to fast and shoved down everybody's throat that this is going to be the greatest thing in the world, and every time you were asking questions you weren't getting the answer that you wanted, well, well, well. Alfred said when he went up to the site to see what was going on he said there is something wrong here and that's the problem as far as he is concerned, the scope of the grounds should have been better than it was.

Mike said because the equipment has been delayed, the installation is being pushed off later, the later it's pushed off, the less your going to get in revenue this year. Alfred said if the revenue projected from the array for this year is not generated he feels someone needs to answer some questions. Alfred feels someone should be paying for the lost revenue. Martha said yes, the town is losing revenue, but, your also not expending either.

- C. John Leavitt said he attended a couple of the Solar Array meetings and someone in the audience said Allan Brown knows there is ledge up there and Harmony's answer to that was, if there is ledge up there we will take care of it. Harmony should have done test borings. Kimberley said Harmony is eating that extra cost and at this time the town has not started paying on the loan, so the revenue loss is a break even at this point.
- D. **The Committee wants to know the impact the delay has on the loan. The Committee will ask Selectman Carson.**

5. New Fire Station

Kimberley reported there will be something presented at Town Meeting. The Fire Station Building Review Committee has chosen the envelope, they are looking at siding and different types of windows and are working on deciding upon a partial basement. The cost the Committee is trying to adhere to is \$2.5 million.

6. Adjournment

A motion was made and seconded to adjourn at 7:36 pm, motion passed unanimously.

Recorder of the minutes: Mary Whalen