



Warner Budget Committee

Meeting Minutes
Thursday, November 2, 2017
APPROVED

Mike Cutting opened the meeting at 7:0 pm.

Committee members in attendance: Mike Cutting, Kimberley Edelman, David Minton, Jonathan Lord, Alfred Hanson, Martha Bodnarik, Pete Newman

Absent: Martha Mical

Others present: Jim Bingham, Tracey Hallenborg, John Warner, Dale Trombley, Ken Cogswell, Penny Courser, Gerry Courser, Mary Cogswell, David Karrick, Ed Mical, John Leavitt, Peter Anderson

1. Meeting Minutes

- A. Alfred moved to approve meeting minutes dated October 19, 2017. Jonathan seconded the motion, motion passed unanimously.
- B. David moved to approve meeting minutes dated October 26, 2017. Alfred seconded the motion, motion passed unanimously.

2. MS-535 Discussion

- A. Jim talked about the expenditure's on the MS-535 that appear to be higher than the voter appropriation. Jim passed out page 4 of the form, plus a spreadsheet he created and explained how the voter appropriation was not overspent. Jim explained how encumbered funds and unanticipated grants contribute to the appearance that the voter appropriation looks over spent.

3. Trustee's of Town Cemeteries

- A. Cemetery Trustee's, Ken Cogswell, Mary Cogswell, Penny Courser and Gerry Courser met with the Budget Committee and the reason the Committee wants to meet with them is it appears the Cemetery Trustee's are not tracking the funds. Mike asked them if they have a list of all the trusts they control. Gerry said no, the Trustee's of Trust Funds do. Gerry pointed out that the Tewksbury & Trumbull Fund used to be marked for care and maintenance of the fence at Schoodac Cemetery, it's no longer marked that way.
- B. Mike asked why was the cemetery budget was overspent last year. Jim explained the town absorbed the Pine Grove Cemetery with a lump sum that came with it and he believes there were no directives on how the money would be used and managed. Jim doesn't believe there are accurate records of the cemetery trusts in terms of what were the directives. Dale Trombley, Trustee of the Trust Funds said she wasn't involved when the Pine Grove funds were turned over, the Trustee's do know how to manage the trust funds, however, she can admit it was a Trustee of Trust Funds mistake that it was overspent, once it was recognized a conversation was started with the Cemetery Trustee's and the Town Administrator and was rectified as soon as she could. Dale explained at the end of each year a check is cut for whatever income there is to go towards the maintenance of the cemeteries. Gerry commented that the current lawn care service has not raised their rates in a number of year's and they are very conscientious.
- C. The Committee was educated on how the trust funds are utilized. **Jim said he will have the cost breakdown for cemetery maintenance sent to the Committee.**
- D. Jonathan asked Dale Trombley what happens if you come across a perpetual care that is not on her list. Dale said it would depend if there is only one missing or many missing.

4. Trustee's of Trust Funds

- A. Jim explained how the Selectman's office track's the money requested from the trust funds. The funds needed will be done so in writing addressed to the Trustee's of the Trust Funds and signed by the Selectmen. Once the letter is received by the Trustee's the Trustee's request a check from the bank.
- B. Alfred feels there are too many capital reserves that are holding a lot of money. It was explained that the reserves are in place for future planning purposes and to help keep the tax rate from spiking. John Leavitt feels there is a \$500,000 balance in the capital reserves that never gets spent. Jim explained how it's poor management to not fund the capital reserves for future planning, each capital reserve has a particular purpose.

5. Capital Improvement Plan Presentation

- A. Planning Board member Peter Anderson presented the Capital Improvement Plan to the Budget Committee.
- B. Martha Bodnarik asked why there isn't a request for a fire sprinkler system at the Public Works Department. Jim said a capital reserve was established, DPW facility reserve, it was not included in the CIP. Martha B. feels it should be included.
- C. The Odd Fellows Building Capital Reserve will be closed in 2018. Mike asked Ed Mical if there is still a need for dry hydrants, Ed said yes.
- D. Peter noted that there are two requests from the Economic Development Advisory Committee. Peter has arranged for a speaker to explain the advantages of having a GIS system to the EDAC and the Planning Board, Peter will inform the Budget Committee when a date is confirmed. The second submission is upgrading the website.

6. Adjournment

A motion was made and seconded to adjourn at (no time stated).

Recorder of the minutes: Mary Whalen