



# Warner Budget Committee

Meeting Minutes  
Thursday, December 6, 2018  
**APPROVED**

Mike Cutting opened the meeting at 7:01 pm.

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

Others present: Jim Bingham - Town Administrator, Ed Raymond - Fire Chief, Ed Mical, Bill Chandler Judy Newman-Rogers

## **1. Meeting Minutes**

**A.** Alfred made a motion to approve meeting minutes dated November 15, 2018. Martha Mical seconded the motion, the motion passed unanimously.

**B.** Martha Mical made a motion to approve meeting minutes dated November 29, 2018. Martha B. seconded the motion. Martha Mical provided some corrections. The motion passed unanimously.

## **2. Wage Study**

Mike said John L. requested from the Selectman's Office a copy of the Wage Study, the employee compensation guide, a copy of the job descriptions and a copy of a Performance Evaluation form. Mike requested that the same information be forwarded to all the Budget Committee members. Alfred asked that all Selectman's minutes that encompassed the Wage Study be sent as well, especially the new wage matrix. John D. explained the grades were not touched, extra steps were added to keep the wage matrix at a 2% wage increase between steps. In the past it was agreed the town could not afford 5% between each step and that matrix was suspended. Jim said the Wage Study made a new matrix with 11 steps, the Selectmen didn't like that scenario and created a matrix with 24 steps with 2% increments. Jim will send the requested information to the Budget Committee.

## **3. 2019 Fire Department Proposed Operating Budget - Highlights**

- Fire Chief, Ed Raymond presented.
- Ed explained he will be encumbering funds for the new fire station.
- Martha M. asked if this budget includes funding for both the old and new fire stations. Ed said no, there is a separate minimal budget for the old fire station.
- Alfred asked if projected costs for the new fire station were provided. Ed said yes, Jim said energy use estimates were provided for propane and electricity. The balance of the energy costs are being estimated.
- Alfred asked what is the cost for insurance for the new building. Jim said when he has that cost he will forward the information on. The old station will also stay on the policy as well as the small fire house on Kearsarge Mt. Road.
- Martha B. said she feels scammed, it was advertised all along the Fire Station would be exceedingly energy efficient. The electricity, oil, propane usage totaled together go from \$5,000 to \$16,000. Ed said the building is bigger and is energy efficient. Martha B. said it should have been made very clear during the public meetings the energy costs would triple. Ed said we don't know if the energy costs will be tripled, the energy estimates are from the engineers. Ed guarantees the building is energy efficient. Ray said the new building size is more than doubled.
- It was noted that the cost for heating oil in the old station for this season so far is over \$5,000. In the new building everything runs on propane.
- John Leavitt asked why is the heating oil in the old station so high over what it has been over the last 4 years. Ed said this winter so far has been cold.
- John D. said during the conversations about the new building, energy efficiency was talked about and remembers it translating to it would be cheaper for the building of its size, it's not logical to think it would be cheaper than the current station.
- David asked Ed if he anticipates spending \$17,000 for equipment replacement by the end of the year. Ed said he is very close to spending that amount by the end of the year. Ed is purchasing equipment for the new fire station.

- John Leavitt asked how are the hours used by the Fire Department staff tracked. Ed said after each fire call a roster is filled out. The time is kept by the fire alarm, when the call goes out the time starts ticking. There is dispatch time, response time, arrival time and clear time. Ed is keeping track of clear time and when the staff arrives back at the station to put everything back that is volunteer time.
- Alfred asked where is the money coming from to furnish the new fire station. Ed said \$85,000 plus was obtained by Ed Mical, Emergency Management Director from a grant. Alfred asked Ed if he knows the cost to furnish the building. Ed said no, he would worry about that later. Ed told Town Meeting he would only address the needs, the wants would come later.
- Mike compared the water usage at the Police Department compared to the Fire Department. Ray said the Police Department has an irrigation system and the building is occupied more.
- David asked how many are on the staff. Ed said there are 39 on the roster, full staff is 40.
- Martha M. said in 2018, \$50 was budgeted for Fire Expense and only \$8.00 has been spent and in 2019 \$250 is being requested. Ed said he would like to supply the new Fire Station from the town budget instead of from the Fire Fighter Association Fund.
- There is a wage scale for the Fire Fighters, the Bookkeeper has the information for their wages. Alfred asked that a copy be sent to the Committee members. Judy Newman-Rogers said in the 2004 Wage Study the Fire Department was included.
- Judy Newman-Rogers asked if the budget is adjusted after the auditor's do their adjustments. Jim explained the budget sheets themselves are not updated, adjustments made by the auditor are listed in the audit report.

#### **4. 2019 Police Department Proposed Operating Budget - Highlights**

- Police Chief, Bill Chandler presented.
- Health insurance increased from \$66,000 to \$87,000 due to a 10.5% increase and additional staff.
- The full-time position has been filled. After attending the Police Academy, solo status is predicted to be some time in the beginning of July. Once the officer is certified a 3-year commitment is asked for.
- Bill is working on filling the part-time position. Bill said filling the position is difficult and within a few years he will be requesting to change the part-time position to a full-time position. He said statistically, it varies between 1.8 and 2.1 officers per thousand population. Alfred asked if the coverage will increase to 24 hours per day with an additional full-time officer. Bill said no, 24 hours per day coverage would take no less than 6 officers.
- Contract Services increased by \$345 for photo software and support.
- Jim asked Bill if dog owners are invoiced for their animals when the Police Department needs to use Woodlawn Kennels or Russell Veterinarian. Bill said Woodlawn doesn't charge the town they charge the dog owner for boarding.
- A slight adjustment was made for propane because the price per gallon increased. Martha B. asked Bill why 300 gallons of propane was used more last year than previous years. Ed Raymond said it was cold last year. Bill wasn't sure why. Ray said it could be when they delivered the propane, if propane was delivered at the end of December, it's not used until January.
- Bill deducted \$350 from office supplies to off-set his deficit in water/sewer.
- Martha M. asked if Equipment Maintenance/Purchase could be lowered. Bill budgeted \$950 and to date spent \$240. Bill said the \$240 was spent on radar certification. Bill explained he needs to get the schools radio frequencies on his radios and that is going to cost some money to reprogram and will need that money.
- Alfred recommended lowering the amount for vehicle fuel because the full-time officer won't be in service until July. Bill said he intends to fill the part-time position. Those two positions are primary road units, most of their work is on the road.
- Bill said for Building Maintenance in 2018 a sewer pump failed and replaced for \$1,575. He had a generator [received from the Public Works Department] repair for new seals, gaskets and a repair to the oil pump. The generator is now repaired, is on an automatic weekly start-up. He had a wasp problem that cost \$702 for two visit from Pest Control. The compressing unit failed on the buildings central air conditioner which cost \$626 to repair. Last week the water heater failed costing \$2,000. Bill said there will be one more repair to one of the outside camera's for \$500.
- John Leavitt said to paraphrase the generator history. The generator was obtained from the Highway Department wasn't properly maintained. Bill said he assumes it wasn't on automatic start and the person who fixed it assumed the same thing. John continued by saying Bill was without the generator for an extended period of time because it broke down soon after Bill got it. John said and now the Police Department has to pay thousands of dollars (\$2,500) to get it fixed and asked why doesn't the Public Works Department pay for the generator repairs. Alfred asked how old is the generator and Bill thought it was about 20 years old. Bill said there was a cost comparison done. The cost of a new generator versus repairing the generator from the Public Works Department that had very low hours on it. A new generator would cost about \$16,000, the

repair cost was a few thousand dollars. The generator in use supplies power to the entire building. All generator's in town are on a maintenance schedule and have automatic start tested weekly.

- Mike asked if all the alarm systems for the buildings under one company. Jim said no, he is working on getting a better understanding on all the vendors involved with alarms and monitoring. It was recommended to check the Library as well.

#### **5. Meeting Schedule**

Next meeting is scheduled for December 13 beginning at 7:00 pm. The Public Works Department and Transfer Station will present their 2019 operating budget.

#### **6. Adjournment**

Meeting adjourned at 8:47 pm

Recorder of the minutes: Mary Whalen