



# Warner Board of Selectmen

Meeting Minutes  
Tuesday, January 13, 2015  
APPROVED

Chairman Hartman opened the meeting at 6:00 pm.

In Attendance: Selectman David E. Hartman – Chairman, Clyde Carson – Selectman, Allan N. Brown – Selectman, and Jim Bingham – Town Administrator

Others present: Matt Waite – Director of Public Works, John Leavitt, Barbara Annis, Tim Blagden, Judy Newman-Rogers

## **1. Nonpublic Session**

Chairman Hartman moved to go into nonpublic session at 6:00 pm. under RSA91-A:3 II (b), hiring. Motion was seconded by Selectman Carson. A roll call vote was taken. Selectman Brown – yes; Selectman Carson – yes; Selectman Hartman – yes.

In attendance: Chairman Hartman, Selectman Carson, Selectman Brown, Town Administrator – Jim Bingham and Matt Waite

The Director of Public Works, Matt Waite and the Board discussed the hiring of a potential candidate to run the loader specifically for removing the snow in the downtown area.

Chairman Hartman moved to come out of nonpublic session at 6:12 pm. Motion was seconded by Selectman Carson. A roll call vote was taken. Selectman Brown – yes; Selectman Hartman – yes; Selectman Carson – yes

## **2. Solar Array**

A. The Town Administrator reported that he asked the Director of Public Works to check on the section of land that is between the garage and Transfer Station, about ½ acre is needed. Matt said it looks to be a good spot, it's fairly flat. The Town Administrator asked Matt if his crew could clear the site. Matt feels it would be better to have an outside crew clear it, he said his department could handle grubbing it. Selectman Brown said generally a contractor would do the job for the wood alone. Selectman Carson said that it looks like a good area and he is holding out on the possibility that the Town might be close enough to two years, piggy back off the Transfer Station meter and Highway Department.

## **3. February 3**

A. February 3 is scheduled for a Board of Selectman's meeting but the Budget Committee is also meeting at 7:00 pm. February 3 is also the last day to accept petition articles. The Town Administrator will speak to the Budget Committee Chair and he will see what he can do about shifting the meeting date.

## **4. 2015 Operating Budget**

- A. The Town Administrator, after the Budget Committee meeting on January 8<sup>th</sup> reviewed the budget one more time and came up with adjustments that now show a difference of \$9,299 from the 2014 operating budget. Before making these adjustments he spoke to all the Departments involved and there were no objections.
- B. Selectman Brown asked what is involved with the line item Improvements & Grounds Maintenance in the Transfer Station budget. The Town Administrator said some repairs are needed on the ramp for the container/compactor and around the construction debris area. There are no firm costs for these repairs, they are not a high priority so the Town Administrator reduced the budgeted amount from \$3,000 to \$2,500. Selectman Brown recommended reducing the line item a littler further taking it down to \$2,000.

## **Board Action**

Selectman Brown moved to reduce the Improvements & Ground Maintenance line from \$2,500 to \$2,000. Chairman Hartman seconded the motion, motion passed 3-0.

- C. Chairman Hartman pointed out that the Tax Map line under Land Use is also continually underspent. The Town Administrator said that cost is driven by how many subdivisions there are in a year, subdivisions trigger tax map updates.
- D. Chairman Hartman said if the Board is going to be close to a .29% increase then lets cut it only for that purpose. He said he keeps contending that the operating budget doesn't loose this money regardless of the cuts, he said it's a suspicion that somehow the money when cut from a budget disappears forever. He said the questions from the Budget Committee have lead him to believe that somehow people on the Committee think that the Board is able to squirrel away money, and we can't do that, it comes back to help the budget next year. Selectman Brown said the Board also needs to be careful not to cut the budget to much because the budget could go in the other direction next year. The Town Administrator said for the record, the Town had a gift this year of \$60K because a bond payment was finished. Next year there will be no gift, so there will definitely be an increase to the operating budget next year. This year the \$60K absorbed a COLA, personnel changes and insurance rates.

### **Board Action**

Selectman Brown moved to approve the 2015 operating budget in the amount of \$2,975,615 which is .30% higher than last year (\$2,966,816). Selectman Carson seconded the motion; motion passed 3-0.

### **5. 2015 Capital Budget**

- A. The Town Administrator said the Budget Committee at their last meeting suggested the Board separate the New Fire Station Site and Building Design Fund into two reserves and they also recommended adding another \$10K to the Fire Department Equipment reserve. The Town Administrator applied these recommendations without changing the bottom line. Barbara Annis asked if there are two new capital reserves for the fire department site design and one for the new building construction what happens to the Fire Dept Building/Renovation reserve. The Town Administrator said it can be closed out and add any balances to the other funds or it can remain.

Selectman Carson said he doesn't feel the Town is setting themselves up to building a new fire station in the next one to two years. He would rather see the money go into land acquisition and worry about the design in the next budget year. Chairman Hartman does not mind calling the fund the New Fire Station Site & Building Fund which includes design and acquisition. He said if \$165K is approved and a site could be purchased for \$110K the balance can go towards the design. Selectman Carson said the Budget Committee asked if a recommendation will be presented at Town Meeting, he does not feel the Board will be ready by then. John Leavitt said he agrees with the Budget Committee's concept about separating the reserves, but he feels it's ill-founded, he feels the article will pass as is.

- B. The Town Administrator recommended the Board review all available Town properties that could be sold and move in that direction.
- C. The changes in the capital budget are as follows:
- Reducing the amount in the New Fire Station Site, Design & Building Construction Fund to \$165K from \$180K.
  - Increasing the Fire Dept. Equipment Fund from \$10K to \$20K.

### **Board Action**

Selectman Brown moved to establish a New Fire Station Site, Design & Building Construction Fund asking the voters for \$165K as well as increasing the Fire Department Equipment Fund to \$20K. Selectman Carson seconded the motion; motion passed 3-0.

- D. Selectman Brown said the Board needs to have a conversation regarding highway equipment, he said the Budget Committee would like to know the plan before Town Meeting. The Town Administrator said first the Board needs to look at a number of strategies to improve the aging fleet. The money this year is not slated for a particular piece of equipment. Leasing options and contract services are being researched as well.

## **6. Odd Fellows Building**

- A. Chairman Hartman was pleased with the Warner turn out at the Deliberative Session voting on article 5. He said the audience was supportive as well and gives him the feeling that the School District is in support of the article.

*To see if the School District will vote to authorize the School Board to convey land in Warner next to the Odd Fellows building (a survey based lot line adjustment of approximately 12,000 sq. feet) to the Town of Warner on such terms and condition as the School Board shall determine are in the best interest of the School District, which at the School Board's discretion, takes into account any likely monetary remuneration to be realized by and through the Town of Warner's management and/or sale of the combined Odd Fellows/District property. (School Board Recommends 8-0) (Municipal Budget Committee Does Not Recommend 2-6).*

- B. The next step is to meet with the proposed developer, Bob Irviing, for an update. Chairman Hartman recommended sending the School District a letter that the Town is not anxious to move forward with the lot line adjustment until the Town is sure what the developer is doing. Selectman Brown said the main intent was to get the vote. Judy said 52 Warner resident's showed up at the Deliberative Session.

## **7. Selectman's Other Business**

- A. Selectman Brown recommended sending the Giovoni deed to Counsel for review. The Board agreed, this deed has many restrictions on it and Counsel's advise is needed before the Board can consider this site for the new fire station. The property is located on the corner of Split Rock and Main St. Selectman Brown said he has spoken to 7 of the residents and so far he has received 4 positive responses; these residents would be involved in breaking the deed restrictions by voting.
- B. The Town Administrator asked the Board to read over the audit management report.
- C. The Town Administrator said he met with Tim Blagden regarding the grant the Town has been awarded in the amount of \$41,200 to do a phase I phase II Brownsfield Assessment at the State shed location on Waterloo St. The Board needs to decide what is the benefit to the Town to go through this process, this discussion will be on the next agenda.

## **8. Deputy Town Clerk**

- A. The Town Clerk is requested \$1,450 be added to the Deputy Town Clerk salary and she said this is based on the Town hiring a Land Use Secretary with no experience at step 5 grade 3. The request submitted reads as follows:

TO: WARNER BOARD OF SELECTMEN  
FROM: JUDY NEWMAN-ROGERS, TOWN CLERK

THE FOLLOWING IS A TYPED VERSION OF THE REQUEST I PRESENTED TO THE BOARD ON TUESDAY, JANUARY 13, 2014 IN ADDITION TO THE HANDOUT:

- A. NEW LAND USE SECRETARY HIRE (DECEMEBR 2014)
1. 2014 RATE = \$13.81 GRADE 3 STEP 5
  2. 2015 RATE, 2014 RATES + 1.7% COLA = \$14.04 GRADE 3 STEP 5
  3. 6 MONTH REVIEW/POSSIBLE STEP INCREASE = \$14.76 GRADE 3 STEP 6
- B. DEPUTY TOWN CLERK, 3+ YRS IN THE POSITION (AUGUST 2011)
1. CURRENT 2014 RATE = \$13.16 GRADE 3 STEP 4
  2. 2015 RATE, 2014 RATE + 1.7% COLA = \$13.38 GRADE 3 STEP 4
- C. SELECTMEN'S PROPOSED 2015 BUDGET – AS UPDATED DECEMBER 2014
1. DEPUTY TOWN CLERK WAGES PROPOSED IN THE 2015 BUDGET
    - a. \$22,710 (DIVIDED BY 1560 HRS = \$14.55 GRADE 3 STEP 5)
    - b. MOVE UP 1 STEP AT THE 2015 RATE (2014 RATE + 1.7%)
    - c. 1 STEP BELOW NEW LAND USE SECRETARY

- D. TOWN CLERK REQUEST TO 2015 PROPOSED BUDGET FOR DEP WAGES
1. GIVE THE 2 ANNUAL STEP INCREASES (STEP 5 AND 6) TO BRING THE DEPUTY UP TO THE APPROPRIATE STEP BY APPLYING THE CURRENT WAGE PROCESS FOR 2014 AND 2015
  2. MOVE THE POSITION TO THE NEXT STEP, 7, TO BRING THE POSITION MORE IN LINE WITH THE AVERAGE STARTING PAY FOR THE 21 NH TOWNS THAT HAVE ADVERTISED OPEN POSITIONS THIS PAST YEAR
  3. ADDITIONAL \$1452 = \$24,164 (DIVIDED BY 1560 HRS = \$15.49 GRADE 3 STEP 7)
  4. 1 STEP ABOVE NEW LAND USE SECRETARY

note:

THE PART TIME POSITIONS DO NOT COST THE TOWN ANY MORE THAN THEIR HOURLY WAGE. THAT IS: NO ADDITIONAL \$12 - \$20,000+ HEALTH CARE BENEFITS OR THOUSANDS OF DOLLARS FOR THE INCREASING % OF RETIREMENT COSTS THE STATE HAS PASSED ON TO THE TOWN.

- B. Judy said she has read in past meeting minutes some of the reasons to give an increase which was increased job duties and training and she feels that she has documented that it has occurred in her office. Judy said because someone was just hired at a higher rate, it says something to the employee that it is still not being addressed. The Town Administrator asked about the training. Judy said the Deputy has finished 2 years of the 3 year certification program, which she applies in the office. Judy feels the Deputy should be credited for that as well and when she finishes her third year, plus the extra duties that have been added which Judy said has brought in an extra \$50K over last year.
- C. The Town Administrator said what needs to be discussed is the level of activity in the Town Clerk's office, he feels this needs to be analyzed so that the Board knows the number of hours that are available in that office are justified. Judy said that is perfectly acceptable to move forward with, but at this time from what she has read in the meeting minutes and what has been applied to current positions, she feels this increase is justified. Chairman Hartman said the Board would consider her request.

## **9. Adjournment**

A motion was made to adjourn at 7:35 pm..

Board of Selectmen  
David E. Hartman – Chairman  
Clyde Carson  
Allan N. Brown

Respectfully submitted,  
Mary Whalen  
Recording secretary