



**Warner Board of Selectmen
Work Session Meeting Minutes
Thursday, October 13, 2016
APPROVED**

Selectman Carson opened the meeting at 9:37 am.

In attendance: Selectman Clyde Carson - Chairman, Selectman Allan N. Brown, Selectman John Dabuliewicz, Jim Bingham – Town Administrator

Others present: Chris Perkins - Elections, Martha Mical - Assessing

1. 2017 Election Budget

- A. Highlights:
- Open meetings was changed from 31 hours for each supervisor to 36 hours. The hours should be enough to cover the mandatory meetings and filing.
 - Chris explained so far every year the state has changed the software and changed forms resulting in training has become mandatory.
 - Training was changed to 8 hours for each supervisor.
 - \$100 was added for mileage
- B. Chris said the Supervisor's have a new laptop and it works great on the lower level at the Town Hall but not in their office on the third level, so when they are working upstairs in the Town Hall they can only use one computer instead of two, their goal was to have the ability to use both computers. Chris explained after an election the Supervisor's have to bar code in all the voters, this is time consuming. Chris said she started bar coding in on the Precincts computer, which has a direct line connection and she was crashing, Kathy began bar coding on the other computer. So Chris sat downstairs with a wireless connection and started bar coding and again it crashed. Chris contacted Hava which is a help line at the State and learned some towns cannot use 2 computers bar coding because of their internet connection. Jim said it sounds like TDS needs to come up with a solution because his office has a great connection. Jim said he is curious about the other towns and who provides their phone service. Chris said she will find out. Martha said Dan (IT) told her there is a problem with the router box downstairs in the basement and he said he told Jim to get a new one. Jim said he will contact TDS.
- C. Chris said it would be appreciated if the Board would include the Supervisor when the Board is considering wage increases. Chris said she knows in some smaller towns the Supervisor's are getting \$10 per hour. John said elected officials are treated differently and are not considered employees, that's what complicates things.
- D. Chris does not feel the Supervisor's will need a volunteer to help during elections. She's sure there is a new form that will help with new voters. She needs to verify this with the other Supervisor's.

2. 2017 Assessing Budget

- A. Highlights:
- Appraisal services increased from \$9,700 to \$12,000. Martha explained the contract last year was for \$12,000 as well, it wasn't all spent because she does some of the things listed in the contract. Martha feels the full amount of the contract should be budgeted because if something happens to her. She said the reason there was no appraisal review last year was because the abatements are included in the revaluation. In 2017 the appraisal review is included in the contract. Jim confirmed now the actual cost is being reflected? Martha said yes. Clyde wants to understand why we are budgeting the full \$12,000 again. Martha said if she disappeared all of a sudden, you would have to pay the full cost and you wouldn't have it in your budget. She said Michele is cross training, right now they are working on deeds, Michele can't do current-use and a couple of other things. She said there are a couple of things she does that she has done all along that technically he (Assessor) should be doing them, she said she does them because she knows how to do them. Jim asked are we paying the Assessor \$12K whether he does it or not? Or is that not to exceed \$12K. Martha said the contract says "up to \$12K", she said the year end cost may be less. Jim said but there's no guarantee even though you're still doing the same work that is now in the contract. She said

there wasn't a guarantee last year. Allan confirmed with Martha that what ever she does the Assessor can't bill us for. Martha said right. Jim wants to make sure. John said we are putting the total cost in the budget for just in case, and someday Martha won't be here anymore.

Clyde asked Martha to put her Budget Committee hat on, how would you feel about this. Martha said she thinks it's going to be a hard sell to the Budget Committee, but, because the contract is a commitment the Board of Selectmen signed, up to \$12K, that's what should be in the budget. Clyde said as a former Budget Committee member, could that come out of the Contingency Fund if you happen to not be in the position anymore? Allan doesn't feel that's good budgeting, to know you signed a contract for x amount of dollars and not appropriate x amount of dollars and to rely on contingency, he said that's not good budgeting. Jim said he thinks the problem we may run into is that the Board has agreed to a contract that's up to \$12K, however, we haven't done that in the past partly because Martha did a lot that's in the contract so that's has to be cleared up with the Budget Committee. As a Budget Committee they will say why are you budgeting that much money if you don't need to use that much money. John said the counter argument is we wouldn't budget the \$12K if we didn't sign the contract. Martha said the contract is no different than last year. Last year only \$9,700 was budgeted. Martha said you may see a little more than \$9,700 spent for next year. Jim said it's not a major issue the way he sees it, it just needs to be explained a little more clearly. Clyde said his preference would be we budget based on what we expect to happen, which would be around \$9,700, and if something changes, that's why we set up the Contingency Fund. Martha said if you do that, you would need to put money back into appraisal review because the Assessor has to do the abatements this year too. Clyde said there's more this year than last year? Martha said there's some every year and the reason she had taken it out is because of the contract.

- John asked why the Town Forester is in this budget. Martha said she inherited him. The town has always had a forester, but when the state made a new rule the forester also has to visit the logging sites for the timber tax.

3. 2017 Health Officer

- A. The Health Officer is a stipend appointed position used as needed. Clyde brought up a circumstance that he has been made aware of as a State Rep., he asked if the Health Officer should be involved. Jim said in this situation he would need talk to the Health Officer and research the RSA's, he said there are avenue's for assistance that are still there for this circumstance. Allan said we have to be careful getting Health Officer's involved because a few year's ago we over stepped some bounds.

4. 2017 Lake Sunapee VNA

- A. LSVNA offers home visit services and invoices the town twice a year.

5. 2017 Welfare

- A. John said the 2016 budget is overspent and is more than what is being asked for in 2017, he asked Jim the reason for that. Jim said it does fluctuate and one reason the budget is overspent is because a family was helped with their mortgage payment which is typically higher than rental payments. Jim said when mortgage payments are paid through assistance a lien is placed on the home to guarantee the pay back. Jim also explained to the Board about an assistance case that has been long term, several years.

6. 2017 General Government Buildings

- A. Highlights for Old Grade School
- Heating fuel is reduced do to the cost.
 - Most of the other costs are the same.
 - Sprinkler and Fire Alarm increased by \$800, smoke detectors need to be upgraded.
 - Maintenance and repairs have been reduced by \$600.
 - Maintenance plan for 2017 is seal cracks and coat the pavement, repair the handicap ramp, a large tree hanging over the playground needs to be addressed, power wash the mold off the building and seal it, and some contingency added to the maintenance line because the building is old.
 - Clyde talked about the handicap ramp and the winter maintenance, maybe a shed roof over it or a heated surface. Currently the snow dumps and drips on the ramp and ices it up. In the winter it has to be maintained continually. Jim said he and Building Maintenance have been talking about how to address the situation. He said for one, there is no capital reserve established for the building and he is not sure of the cost for the remedy. Clyde said the Board can present a warrant article for the project. John said he leans

more towards establishing a reserve for the building. Jim said if the CAP offices move down stairs they will have better handicap access, that provides a little relief on what do we do with the ramp right now. Other than the seniors using the building once a week, there is no other use for the ramp for that floor if CAP moves downstairs. Jim would like to first obtain an assessment of the ramp before the Board considers a warrant article.

B. Highlights for the Town Hall

- 82% of the current budget has been spent.
- Electricity increased a bit.
- Heating oil costs have dropped.
- Water & sewer is increased due usage
- Supplies increased to match what is being spent
- Maintenance and repairs increased. The parking area will be crack sealed as well, refinishing floors, rewire the fountain, power wash and seal coat the brick on the west side.
- Jim provided a second maintenance budget that goes from \$2,700 to \$13,000 for re-grouting the brick exterior walls around the building. Jim said the question is, place the cost in the operating budget or as a capital expense? Allan asked if the cost is for the entire building. Jim said the cost is broken out as the front of the building is \$3,600, west side \$3,400, east side is \$2,800, north side is \$1,650. Clyde asked if there is grant money available similar to what the Library did? Jim said he would have to explore the possibility. The Board talked about putting the cost for grouting in the capital reserve fund and in the mean time grants will be researched.

8. 2017 Building Inspector

- A. No changes. Clyde talked about if the town's Building Inspector will be inspecting the Liquor Store construction or will Market Basket take care of that. John said that did not come up during the Planning Board process.

9. 2017 Conservation Commission

- A. No significant changes in the budget.

10. 2017 Parks & Recreation

- A. There is a significant increase in the improvements and maintenance line. Jim provided a list of projects completed over the last 3 years. Security cameras are budgeted for Bagley Field for \$3,600. Clyde asked can these cameras be tied into a central system? Allan said the recording is put into a flash drive and then the police look at it.
- B. Allan said Parks & Rec is looking at other options for the ice rink. Jim said no money has been spent this year on the liner, he will contact Apryl Blood.

11. Adjournment

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

Board of Selectmen
Clyde Carson
Allan N. Brown
John Dabuliewicz

Recorder of the minutes: Mary Whalen