



**Warner Board of Selectmen
Work Session Meeting Minutes
Thursday, November 3, 2016
APPROVED**

Selectman Carson opened the meeting at 9:41 am.

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

Others present: Emergency Management Director – Ed Mical, Peter Wyman, Barbara Annis, Judy Newman-Rogers

1. 2017 Emergency Management Budget - Highlights

- A. Ed Mical, Emergency Management Director presented his 2017 budget.
- B. Jim is recommending increasing the stipend to \$2,400 for next year for the additional work that will be completed in 2017.
- C. Ed said the Emergency Operation Plan must be reviewed on an annual basis along with approval after the new Selectboard is in place. Ed said the state is working on a reunification plan which was inspired last year when at the Lancaster Fair one of the tents collapsed and the problems that arose reuniting children with parents etc., the state recognized there is a void in that area. The state will be coming out with a draft plan and they are saying towns should be looking at it. Ed said this is one area that will need to be entered into the EOP along with some training. Another is resources that are available, they need to be identified and listed. Ed said a long range event also needs a plan in place, such as keeping track of expenses that occur during an event. John asked if every town in the state required to do this? Ed said every town in the state is required under state law to have an Emergency Management Director and if there is not Director appointed, it reverts to the Selectboard Chair. John said he was thinking about towns smaller than Warner that don't have the staff. Ed said that is an issue with small communities.
- D. John asked in 2014 the stipend was for \$2,900, what was going on at that time. Jim said it was decided to hire a consultant to lead the process in updating the Emergency Operating Plan, so the money was shifted to help pay for that contract. Allan would like to restore the stipend back to \$2,900, he said some of those sections in the EOP need to be updated yearly. Ed said Allan is talking about the Hazard Mitigation Plan, chapter 10, projects, that needs to be updated every year.
- E. Ed said there is one more area in the Emergency Operation Plan that is being worked on, EOC staffing, he would like to have a meeting with all the Department Heads. He said some of the things in the draft are reflective in this year's budget. One item identified is telephone's at the EOC, currently there is one telephone line coming into the Fire Station, if the EOC is opened and staffed, more than one line will be needed. Ed has information about Net Talk, a system that you pay an annual \$40 fee for that is tied into the internet.
- F. \$1 was added to the grant line for holding purposes.
- G. Net talk expense was added to the telephone line.
- H. Ed has requested 2 computers, initially the expense was in the Board of Selectman's computer line but will be moved back into Ed's budget. Jim said more discussion is needed with Ed on why 2 computers. Allan said since there is money left over in Ed's budget this year, why not purchase a computer this year. Ed said that may be possible.
- I. Travel and Education was reduced to \$750.
- J. Clyde would like to see the stipend restored to what was budgeted in 2014 and he thinks the Board can do that by cutting back on some other lines. He would like to reduce supplies down to \$1,100 for next year and

the same for travel and education, reduce it down to \$600. Those two cuts will cover the stipend increase, all agreed.

2. Nonpublic Session

Chairman Carson moved to go into nonpublic session under RSA 91-A:3 II (c), reputation. Motion was seconded by Selectman Brown. A roll call vote was taken: Selectman Carson – yes, Selectman Brown – yes, Selectman Dabuliewicz – yes.

In attendance: Allan N. Brown, Clyde Carson, John Dabuliewicz, Town Administrator Jim Bingham and Peter Wyman

The Board talked about a mobile home that is located in Pleasant Lake Estates that is behind 5 years in property taxes. Peter Wyman who is the park owner has offered to purchase the mobile home, his offer was accepted. Peter intends to tear the mobile home down and place a new home in its place. The Board talked about recouping some of the back taxes for 2015 & 2016 and forgiving year's 2011, 2012, 2013 & 2014. Once Peter obtains the deed to the property he will request an abatement.

Carson moved to come out of nonpublic. Selectman Brown seconded. A roll call vote was taken: Selectman Dabuliewicz – yes, Selectman Brown – yes, Selectman Carson – yes.

3. 2017 Fire Department Budget Highlights

- A. The budget is similar to last year. There is a reduction in heating oil due to the pricing.
- B. Vehicle fuel was also trimmed.
- C. Truck maintenance was increased by \$1,000
- D. New equipment shows a reduction because of a grant for new air packs. But there is still other equipment that is old and needs to be replaced. There is about \$20K left in the budget this year and Jim has encouraged the Fire Chief to get pricing and use the money to get the needed items. In 2017 new turn out gear is needed as well as 2 new portable generator's. Both Jim and the Fire Chief have talked about what happens when there is a new fire station. The Fire Chief has told him some purchases are being postponed because there is no storage. Jim feels putting money in a capital reserve makes more sense at this time rather than putting the money in the operating budget, this way money will be available to equip the new fire station, \$25K will be requested.
- E. Overall the budget is showing a 2.8% decrease from last year.
- F. Clyde said general supplies could be reduced as well, in the past it shows it never topped \$1,000.

4. Work Sessions

The Selectmen will be meeting on the following dates for work sessions, November 8 at 1:00 pm, November 10 at 9:30 am, November 15 at 9:30 am and November 29 at 9:30 am.

5. Wages & Health Insurance

- A. Jim provided information on different COLA and health insurance scenario's for the Selectmen to review.
- B. Jim talked to the Board about how the appropriations essentially for the last few years has been flat for the town. The Departments are getting things done, Jim wants the Board to look at that and determine a way in which the Board on behalf of the town can acknowledge the work the employees are doing in some fashion. Jim said if nothing is done in regards to health insurance, someone who is on a family plan will be paying about \$270 more than last year, \$10 more per pay period.
- C. Judy said because the town is receiving a substantial credit this year for health insurance, that would mean a higher increase the following year (2018). Clyde said unless there is another surplus. Jim said the town has received two surpluses in a row. Judy said she is glad the Board is getting other comparisons, she feels it's time well spent. Judy would ask the Board when they start looking at everything, to see who has received different wage increases over these past year's and who hasn't. So maybe in trying to judge what you can afford to give people and what you can afford to pay as a town, that's acceptable to taxpayers, just bring into the equation what you have approved for various positions, new hires etc. and maybe make that

adjustment because they may already be up to what current wages are versus someone who hasn't had their wages increased for five years. John said to Judy that there has been COLA's for the last several years, but he understands what she is saying.

- D. Judy said New London's plan includes different percentages depending on which insurance plan is taken. The higher the plan the higher the employee contribution.

6. Other Business

- A. Clyde said he approached Darryl Parker from Schoodac's Coffee House for use of an additional handi-cap parking space during election. Darryl said he had no problem with that.
- B. Jim said Primex, who is now the towns liability and workers comp. provider has a program called contribution insurance program cap. If the town commits to staying with Primex for three years they will institute a maximum for each of those year's. Jim is not sure if the town will see any benefit from this. The maximum increase could be 9 to 10% and Jim said unless the town has a major workers compensation issue, the town doesn't necessarily see that high of an increase. Primex wants a decision on the program before submitting their cost for next year. John is leery about committing to future Boards.
- C. Judy asked if the money saved by switching to Primex this year, which was a \$30K savings, be encumbered for next year's Primex payment? Jim said the money will be money unspent. John said you can't encumber without an invoice. Clyde feels if it's a 2017 expense it should come out of that budget.

7. Adjournment

A motion was made and seconded to adjourn at 11:48 pm.

Board of Selectmen
Clyde Carson
Allan N. Brown
John Dabuliewicz

Recorder of the minutes: Mary Whalen