



# Warner Board of Selectmen

## Meeting Minutes Thursday, October 26, 2017 UNAPPROVED

Chairman Dabuliewicz opened the meeting at 9:15 am

Attendance: Selectman John Dabuliewicz – Chairman, Selectman Kimberley Edelmann, Selectman Clyde Carson and Town Administrator – Jim Bingham

Others present: Judy Newman-Rogers, Marianne Howlett, Martha Mical, Chris Perkins, Tracey Hallenborg

### 1. Tax Rate

- A. John asked Jim for an update on when the town will set the tax rate. Jim said he will call the Department of Revenue after the meeting to find out when. Marianne Howlett said what is important is that the tax rate be correct when it's set, it's important to her to have a correct billing.
- B. Marianne, as a taxpayer, pointed out one thing she noticed on the MS-535 form. Under the capital outlay which is on page 4 of the form, it says improvements, we voted \$735,000, and there is a note saying \$85,000 was added, that adds up to \$820,000, but the town spent \$857,000. She said the Board needs to have a conversation with the auditor about the methodology your using. To her, as a taxpayer, we're talking about a capital improvement that's 4 times \$753,000 this next year, so let's be sure we're doing that right. She encouraged the Board to ask questions and get the form resolved.
- C. Jim explained again that the Auditor and the Bookkeeper have gone over the numbers on the MS-535, when you go over everything you will find where the encumbered money was posted and the capital outlay, what has been posted based on what was anticipated to be spent and what will be reimbursed to the town by the State for the tax setting purposes in 2016. Jim doesn't believe there is an overage, he thinks because the roundabout was posted twice in 2015 and 2016, the auditor's are straightening that out, **Jim said he will get clarification on that.** Judy asked if DRA will notice any deficiencies? Jim said yes, they will do a comparison with the previous year.

### 2. 2018 Budget Review

#### **Assessing:**

- Martha said only her salary is indicated in her budget, there is no money budgeted for training a replacement.
- Clyde asked how many hours should be budgeted for training. Martha said she would like to see her replacement hired by April 1, 2018, she plans on leaving her position on June 30, 2018 and recommends budgeting 27 hours. Martha said she is also willing to help after she leaves in June. Jim recommended a Board discussion about the Assessing Clerk position before late in December. Judy added that the Deputy Town Clerk has been cross training with Martha as well but is not interested in the position. Kimberley recommended a place holder for training in the amount of \$15.00 per hour for 27 hours per week for 13 weeks.
- The Board would like the Deputy Town Clerk to continue cross-training for now.
- Clyde asked Martha how will the GIS system impact her position. Martha is not sure about the impact plus the Board needs more information on the system.
- Kimberley said in 2016 \$27,000 was budgeted for salary, but \$28,000 was spent. Martha said she worked more hours than what was scheduled. Jim asked what the extra hours were used for. Martha said getting the work done. Kimberley said it's important to know why in case the hours need to be adjusted. Martha said the 27 hours is adequate.

### **Town Clerk:**

- No significant changes in the budget.
- Judy will be asking the Board if they want to consider charging for Notary service to non-residents, she said the volume has increased. The Board agreed it makes sense to charge the non-residents. Judy said she will obtain more information for the Board to consider.
- Clyde looked up on-line about Notary fee's, it's up to the Town Clerk to set the fee, up to \$10.00.

### **Elections:**

- Training will be needed in 2018 for the newly elected Supervisor of the Checklist, plus other required training sessions in 2018.
- There are 3 elections and Town Meeting in 2018.
- \$300 has been budgeted for ballot clerk's in 2018.
- A budget figure will be created for an Assistant Moderator.
- Supervisor of the Checklist, Chris Perkins, asked that the Supervisor's be considered for any pay raises the town is considering.

### **Tax Collector:**

- Budget shows a \$25.00 increase in printing.
- Binding of the books will be moved to record preservation.

### **Finance Office:**

- No significant change

### **Benefits:**

- The cost for social security and medicare costs are based on what payroll is. Tracey said it's hard to budget an exact number because benefits could change throughout the year, an employee could change their insurance plan so the budget figure is based on what is known and then a little is added. Jim asked Tracey if the altered number for social security and medicare that was made by the Budget Committee last year is enough to make it through to the end of the year. Tracey said yes because the library allotment is done differently, it's done as an accounts receivable.
- There is a reduction in health insurance rates.
- Life insurance and short term disability shows no change.
- Retirement increased slightly, it's now 11.38%.
- Judy said the Employee Health Insurance Expendable Trust Fund does not have an agent to expend, she thinks it defaults to the Selectmen. Kimberley asked Judy if she knows of others because she obviously knew about this one and didn't mention it before. Judy said she doesn't know of others.
- Clyde wants to raise a question based on the wage study. What would the cost be to offer dental insurance. **Jim said he can work up some numbers with different percentages.**

### **Insurance:**

- Clyde asked if the Odd Fellows Building is off of the property insurance and has the solar array been added. Jim said yes, when the insurance renews at the beginning of the year the OFB will be off and the array will be added. Martha asked if 192 Horne St. is on the list as well. **Jim said he will check.**

### **Legal:**

- To date almost \$22,000 has been spent. Jim is recommending \$17,000 as a budget figure for 2018, there will also be \$5,000 for legal expenses in Landuse.
- John asked how the overage will be paid. Jim said there is a contingency fund and unspent funds in the operating budget. Clyde recommends increasing the contingency line instead of increasing the legal line because he feels the legal expense for 2018 is unknown. Martha feels the legal expenses for 2018 should be budgeted in the appropriate department; the Board knows there will be more legal expenses in Landuse for 2018. Kimberley agrees the Board has a fairly good idea of what legal expenses are ahead. She also thinks any legal fees that were specifically against Landuse should be shown in the Landuse budget. Kimberley doesn't feel the Board should be already planning how the contingency fund would be used, this fund needs to be voted on and it can be turned down.
- The Board decided to budget \$20,000 for Landuse legal and \$15,000 for town legal. **The Bookkeeper will**

**adjust the legal expenses in 2017 to reflect where the money is actually spent.**

**Outside Agencies:**

- Outside agencies include Central NH Regional Planning Commission and Community Action Program.

**Cemeteries:**

- There will be a \$5,000 deduction for cemetery care. Monument repairs will have \$3,500 budgeted.

**Street Lighting**

- No change.
- Two ways to reduce the cost is to change to LED or change to solar. **Jim will obtain more information.**

**3. Meeting Schedule**

The Board will meet again on October 30 beginning at 3:30 pm and November 9 beginning at 9:00 am.

**4. Adjournment**

A motion was made and seconded to adjourn at 11:35 am.

Board of Selectmen  
John Dabuliewicz – Chairman  
Clyde Carson  
Kimberley Edelman

Recorder of the minutes: Mary Whalen