



Town of Warner
Budget Committee
Approved Meeting Minutes
January 14, 2021 7:00 PM

No physical location for this meeting; it was conducted via Zoom.

At 7:00 p.m., Chairman Michael Cutting called the meeting to order and read this preamble:

Good evening, as Chair of the Budget Committee, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of Town of Warner government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

Please note that all votes that are taken during this meeting shall be done by roll call vote.

1 – ROLL CALL

ROLL CALL: Mike Cutting (Chairman); Martha Mical and Alfred Hansen together alone; Kimberley Brown-Edelmann, alone; Martha Bodnarik, alone; Dave Minton, alone; Ray Martin, alone; Jonathan Lord (Select Board's Representative), alone

Also present: Diane Ricciardelli (Town Administrator), Michele Courser, Judy Newman-Rogers (Selectman), Sam Bowers, Clyde Carson (Selectman), Kelly Henley (Finance), Bill Chandler (Police Chief), Sean Toomey (Fire Chief), Michael Simon, (Library), Nancy Ladd (Library), Tim Allen (Public Works Department), Varick Proper (Transfer Station Foreman), John Leavitt, Kristy Heath (Recording Secretary)

Operating Budget Vote

A few items in the operating budget were not voted on at the last meeting because there were some discrepancies in the numbers.

Diane said that the *Board of Selectmen's Office Supply* line was in question. She said that it sits at \$5,700 but she has reduced it to \$5,000. She said the itemized list includes paper, mailing envelopes, labels, trash bags, and Covid expenses. \$600 was spent last year on the panic button system. Another \$600 will hit this year, which is included in the line.

Diane said they added stipends to the operating budget as well. There is one for the Deputy Tax collector (\$1,450), Deputy Treasurer (\$500), and Welfare (\$2,500). The welfare stipend should have been in the last budget and she hadn't included it. Diane said the stipend for Welfare is on the low end. Some towns pay as much as \$16,000.

Memorial Day

Diane said that this was not in the budget and no one came to talk to the Budget Committee about it. She added the \$1,500 back into the budget in hopes that this year they can do some celebrating. If they don't, they won't spend it. Martha Mical said she thought the \$1,500 was for the flags, so they will need those funds whether there is a celebration or not.

Transfer Station Wages – Part Time

Diane said that they need to cover 96 hours, in addition to vacations. They need two people on at every shift. They are not flexible on this. She added \$8,700 for one part time person for eight hours for the full year. Varick said the \$43,675 in his budget takes into account an extra person for Wednesdays. Diane said her numbers account for a second person. Chair Cutting asked that this discussion be handled off-line. Mr. Carson said the Select Board would take care of this.

Ms. Bodnarik said that she trusts Varick's numbers. Varick said the second person on Wednesdays will start when they get the schedule figured out. Ms. Bodnarik said this will be an issue if he can't get a second person on the schedule by that Wednesday. Diane said that per regulations from OSHA and Primex (insurance), they need two people on every shift and this has been an ongoing issue. Chair Cutting said they will return to this issue next week after the details have been figured out. Ray asked for a spreadsheet showing the hours for the part-time line.

Chair Cutting said that \$3,534,147 is where the budget stands currently. Depending on the decision made about the transfer station part time wages, this number may be decreased by \$8,700.00.

Mr. Hansen asked if the Highway budget of \$264,576 included the building maintenance employee and their new hire. Diane said she just contacted Tim Allen to have him join the meeting to talk about his budget. She did not want to speak for him. They would wait until he could join to speak of these details.

Capital Budget

The Capital Budget is at \$627,500. The members of the committee were welcome to ask questions but they cannot reduce any line. They can only recommend or not recommend.

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Revaluation: \$15,000

Record Preservation: \$10,000

Cruiser Fleet Management: \$15,000

Highway Construction: \$200,000

Highway Equipment: \$125,000

Transfer Station Facilities: \$30,000 (reduced from \$40,000). There was discussion regarding this line and the history of what had been requested and actually funded. Mr. Carson said they would discuss this at the Selectboard level.

Fire and Rescue Vehicle: \$75,000 (reduced from \$100,000). They have reduced the cost of the new rescue vehicle. They will ask for more next year if they can't make it work this year.

Kearsarge Mountain Road Alternate Route: \$7,000

Transportation: \$10,000 (sidewalks from downtown by the Community Building to Exit 9)

Employee Expendable Trust Fund: \$7,000 (Deductibles)

Contingency: \$10,000

Firefighter Equipment Fund: \$26,500 (Radio replacement)

Library Building Renovations: \$47,000 (HVAC system replacement over three years)

At this time, Tim Allen joined the meeting to discuss the highway budget questions.

Mr. Allen said he has been talking with DES about the culvert on Red Chimney Road and he wants to make sure his numbers are correct. He will send it when he gets it done. The project list for the budget committee (public hearing) he is working on. The \$200,000 is preliminary design and work on the Burnt Hill to Mason Hill intersection. The design work will be done in 2021. That is the next project he would like to do. They are putting the plans together so they know where the right of ways are. The \$200,000 is to increase the CIP so this project can be the next on the list.

Next, Tim explained the \$125,000 Highway Equipment line. Mr. Allen said that the 550 has purchased and the 10-wheeler is ordered. They will hopefully be able to purchase another single axle with the money in the fund.

Highway Department Operating Budget – Mr. Hansen asked under Full-time labor, he has combined the building supervisor's position, which is around \$41,000? Mr. Allen agreed. Mr. Hansen asked if the new hire is included in this line as well. Mr. Allen said the new hire is already in there and has been hired. Mr. Hansen said it looks like the new hire is only being paid \$7,000. Mr. Allen said last year in his full-time wage line there were funds for the position that did not get used to the amount of about \$12,000 - \$13,000. He didn't hire the new person until October so some of those funds had been used.

Mr. Hansen asked if there were invoices still out for paving. Mr. Allen said there were not. Diane noted that the paving line is overspent by \$4,879. Mr. Allen said the current expenditures were \$133,000 with the invoices he got in 10 days ago.

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Chair Cutting said this completed the review of the operating and capital budgets. The selectmen still have time to make changes as needed. The Capital budget is \$635,500 which is \$43,400 over last year, an increase of 7.33%.

Revenues

The revenue projection for 2020 was \$1,086,891. The actual revenue was \$1,229,855 which was updated that day. They try to conservatively estimate the revenues.

Chair Cutting said the following week they will cover the final operating budget expenses. They need to close out their books before the 21st of January so the expenses will be final. They will also review the warrant articles as they are being worded. The meeting on the 28th will be a public hearing which will be continued until February 2nd. The 2nd is the last time that petition warrant articles can come in. They will do their final voting on the operating budget, revenue, the warrant articles (recommended or not), and on the precinct budget and revenue.

Dave asked if they could get the outstanding balances in a column for each of the line items. Diane said she would make this happen.

Review of Minutes

December 3, 2020

Ray Martin moved and it was seconded by Martha Mical to approve the minutes of December 3, 2020, as circulated.

A roll call vote was taken:

Lord: Yes, Martin: Yes, Mical: Yes, Bodnarik: Abstain, Hansen: Yes, Minton: Yes, Cutting: Yes

THE MOTION PASSED.

December 10, 2020

Dave Minton moved and it was seconded by Alfred Hansen to approve the minutes of December 10, 2020, as circulated.

Lord: Yes, Martin: Yes, Mical: Yes, Bodnarik: Abstain, Hansen: Yes, Minton: Yes, Cutting: Yes

THE MOTION PASSED.

The minutes of January 7, 2021 would be reviewed at the next meeting.

Adjournment

A motion was made by Ray Martin and seconded by Chair Cutting to adjourn.

THE MOTION PASSED.

The meeting adjourned at 8:45pm.

Respectfully submitted,

Kristy Heath, Recording Secretary

Town of Warner