



Warner Board of Selectmen

Meeting Minutes

Tuesday, November 19, 2019

APPROVED

1. Open Meeting Chairman Carson opened the meeting at 7:04 pm.

Attendance: Selectman Clyde Carson – Chairman, Selectman Kimberley Edelmann, Selectman Judy Newman-Rogers

Others present: Dan Watts, Martha Mical, Deb Moody, Michele Courser, John Leavitt, Jonathan Lord

2. 2020 IT Budget

A. Dan Watts, IT for the town, presented to the Board an overview of what is in the 2020 budget for IT. The following are the highlights:

- Recurring expenses: \$940
- Windows 10 upgrades: \$920
 - Clyde said not every computer should go to Windows 10 and he wondered if any in the town fall under that category. Dan said there is one, the Fire Department laptop, but since has died.
 - Dan recommends having a back-up finance laptop (not budgeted).
 - The laptop for the Police Department Administrative Assistant has a 2015 PC. All their data base runs off of the front desk and recommends a new PC (not budgeted).
- Police Department booking room: \$960 includes a new PC.
- Police Networking: \$1,452 for a replacement firewall.
- Town Hall Networking: \$1,260 for a replacement firewall.
- Town Hall Basement Offices: \$233

B. Clyde asked Dan to create a comparative between 2019 and what is being asked for in 2020. Kimberley said in 2016 & 2017, \$4,000 was budgeted. In 2019, \$4,200 was budget and so far \$7,000 has been spent. Dan said 2020 will be different because the networking is done once every 5 to 8 years, but the 2020 budget will need at least \$7,000.

C. Clyde asked if the town should have just one server for the town that runs everyone? Dan said no, the way the buildings are set up there is no value in having a single server. Clyde said the town wouldn't save on redundant software? Dan said no, the software licenses for 99% of the PC's, the town is only paying for windows and for back-up. Clyde said we wouldn't save on redundant firewalls? Dan said there are only 2. Dan only charges the town if he is working for an hour, any quick remedies are not charged. Clyde proposes including in the 2020 budget the items listed, include the cost for the webmaster (\$240 for the year) and come up with a cost for IT support. The cost for the projects and webmaster is \$6,050. Kimberley will research the cost for on-call support and will add that to the \$6,050 for the 2020 IT budget.

D. Dan talked about future possible projects. One issue Dan ran into at the Police Department is the Norton Anti-Virus is not compatible with the PD software. Two out of the three computers do not have virus protection because of that. The software vendor told Dan they use Sophos Anti-Virus which is a bit more expensive, about \$42.00 per PC. Also, instead of managing 4 separate licenses, Sophos has a single console dashboard that keeps track of everything on every PC that it's protecting. Dan feels the software is something the town should think about investing in. Other issues are upgrading the network controllers at the Town Hall, Highway Department and Transfer Station. The newer controller has DVR capability which would allow for on-site camera's in the future. Clyde recommends adding to the budget the cost for the Sophos Anti-Virus.

E. Clyde talked about the town of Webster, they live-stream their Selectman's meetings using a service called Town Hall Stream, the cost is \$150 a month. Clyde would like the opportunity investigated and suggested adding the cost to the budget for half of the year in 2020.

3. Town Hall Offices - Rearranging

A. Michele Courser, Town Clerk, met with the Board and presented the latest idea and cost for rearranging the offices in the Town Hall. There will be a meeting room and a file storage room constructed in the lower meeting room and an existing office renovated. The estimated costs are:

- electrical - \$2,000
- Labor - \$1,600
- Materials \$2,500 and the
- Heat - \$2,000 - \$2,600,
- Internet - \$233 for 3 outlets. Clyde asked Dan if the internet would be hard wired. Dan said he would always recommend at least one set is.

B. Clyde learned that there is a market for old safes which the town has 3 that are no longer being used.

C. John Leavitt said he is curious about what the thought process was having a hallway in between the two spaces that are being built. Michele wasn't sure. Martha Mical said the office spaces don't have 2 exits, that's illegal. John Leavitt asked if the meeting room should be sound proof. Michele said it will be.

D. The Board will be meeting with the Director of Public Works on November 26 where he will explain the total cost for the Town Hall driveway and where this office project fits in.

Note: Selectman Edelman left the meeting at this time due to illness.

4. Beautification Fund Request

A request was submitted to the Selectman's Office asking for help for Christmas lights for the outdoor pine tree. Clyde would like to see Rectified LED lighting on the tree as part of the approval.

5. Library Trustee - Resignation

Chairman Carson made a motion to accept the resignation from Emma O'Connell Fauteaux for the Library Trustee position. Selectman Newman-Rogers seconded the motion, the motion passed.

6. Health Trust - Health Insurance

A. Clyde attended the annual municipal conference and Health Trust was there. And between meeting with Health Trust during a Selectman's meeting and the conference answered some of his questions. A representative will meet with the Board again on November 26. Clyde said Health Trust has three primary plans, and when the representative talked to the Board she said most towns offer more than one plan. Clyde was wondering why, what happens is a town offers the middle plan and if employees want more coverage, the employee would pay that difference.

B. Clyde explained if the town stays with the current plan, the increase to the town is 7.4% (\$23,485 per month versus \$21,800). Judy said over the year the increase adds up to \$40,000. Right now the town pays \$262,000+ and employees contribute about \$20,000 so the net cost to the town is \$240,000. If the employee contribution stays at 8%, the total increase to the town would be \$17,000+.

- Clyde said if the town provides the current plan and increases the employees contribution to 10%, the towns cost for the year decreases a bit.
- If the town chooses the second tier plan, the monthly cost to the town drops from \$21,800 to \$17,000, a 22% savings.
- If the town chooses the second tier plan and increases the employee contribution to 10%, the towns drops to \$15, 340 per month, a 23% savings.

C. Clyde said the town could contract with Health Trust to administer the deductible contribution up to 50% for no added cost. The second tier plan has a higher deductible, the town could still cover half of the deductible at a higher rate and save the town money. Martha Mical asked does the coverage goes down. Judy said not really, the co-pay increases by \$5.00, specialty visits by \$10.00, walk-in center co-pay increases by \$5.00, urgent care goes from \$50.00 to \$75.00, ER from \$100 to \$150, chiropractor/therapy has a \$5.00 increase. Clyde said the town could offer the higher priced plan as well and the employees can pay the difference and buy into it. Judy said the single plan premiums go from \$796 for the high plan and \$578 for the second tier plan that has minimal increases to the co-pays.

D. Jonathan Lord asked what the increase to the town is if the town kept the employee contribution at 8% for the second tier plan. Clyde said the monthly cost for the town would be \$15, 690. Clyde said he learned that Warner is on the low end for employee contribution, most towns are between 10 - 20 %. Jonathan said as an employee he would see an increase in his contribution and out of pocket expenses? Clyde said in terms of the employees portion, a family plan under the current plan with a 8% employee contribution will cost the employee \$171 per month. At 10% under the second tier family plan the employee contribution is \$156 per month.

E. Judy said if the town chose the same plan and paid the 7.4% increase, the town would be paying \$281,000. The employee contribution takes a little bit off, but, the least amount the town would pay is \$250,000. With the second tier plan, if the employees contributed nothing, the annual cost is \$204,000, \$80,000 savings. With the employees contributing a higher percentage, the employee saves and the town saves. Martha Mical said what the employees are not getting is the services. Judy said the employees are getting the same services at a little bit higher cost out of pocket.

F. Clyde calculated if the town offered the second tier plan and offered the first tier plan as an option. The cost to the town with 10% employee contribution would be a reduction in health care premiums in the amount of \$57,000 over what was paid for 2019. And the town will stay pay half of the deductibles.

G. A presentation to the employees will be arranged as well. Martha Mical recommended presenting these changes to the employees first before the Board makes a decision. Judy said the employees were invited to the meeting last week. Judy feels once a plan is chosen, a representative will be available at an arranged meeting with the employees to explain and answer questions.

7. Horne Street Property

Martha Mical asked what is happening with Horne St. Judy said she needs to find out if the town adopted RSA 80:80 (she thinks) for land or property taken for taxation. Clyde is pretty sure the town has because the town has sold deeded property before. Judy said because the town has owned the property of over 3 years the previous owner doesn't need to be noticed. Martha Mical highly recommended doing so by certified mail.

8. Meeting Schedule

The Board will meet on November 26 beginning at 7:00 pm to work on budgets, Health Trust and approve meeting minutes.

9. Town Administrator

The Interview Committee is established, next is scheduling the interviews for the first week in December.

10. Safety Program

Judy said Nancy Ladd submitted copies of an updated Safety Program for the Board to review which will be placed on a future agenda.

11. Assessor

Judy recommended meeting with the town Assessor to learn about the general process, deadlines etc.

12. Manifest

Chairman Carson made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll check numbers 6098-6108 in the amount of \$30,903.70 (this includes 22 direct deposits) and Accounts Payable check numbers 56919-56949 in the amount of \$76,446.50. Selectman Newman-Rogers seconded the motion, the motion passed.

13. Consent Agenda

Chairman Carson made a motion to approve the consent agenda for November 19, 2019.

1. Building Permits for: Map 3 Lot 84-5, Map 7 Lot 62-2 and Map 15 Lot 53-3.

Selectman Newman-Rogers seconded the motion, the motion passed.

14. Nonpublic Session

Members Present: Clyde Carson, Judy Newman-Rogers

Motion to enter nonpublic session made by Chairman Carson, seconded by Selectman Newman-Rogers.
Specific statutory reason cited as foundation for the nonpublic session:

X RSA 91-A:3, II (c) Reputation

Roll call vote to enter nonpublic session: Carson - Yes, Newman-Rogers - Yes

Entered nonpublic session at 8:41 pm.

Other persons present during nonpublic session:

Description of matters discussed and final decisions made: Minutes are sealed permanently.

Motion to leave nonpublic session and return to public session by Chairman Carson, seconded by Selectman Newman-Rogers. Roll call vote: Carson - Yes, Newman-Rogers - Yes.

15. Public Session

Chairman Carson opened the public session at 8:46 pm.

Attendance: Selectman Clyde Carson – Chairman, Selectman Judy Newman-Rogers

16. Sealed Minutes

Chairman Carson made a motion to seal the November 19, 2019 nonpublic minutes permanently. Motion was seconded by Selectman Newman-Rogers, the motion passed.

17. Adjournment

A motion was made and seconded at 8:47 pm to adjourn.

Board of Selectmen
Clyde Carson - Chairman
Kimberley Edelmann
Judith Newman-Rogers

Recorder of the minutes: Mary Whalen