



TOWN OF WARNER

PO Box 265
Warner, New Hampshire 03278-0265
Telephone: (603) 456-2298 Fax: (603) 456-2297
Warnernh.gov

Select Board
Sam Bower, Chair
[Christine Frost](#)
[Lois Shea](#)
selectboard@warnernh.gov
Diane Ricciardelli,
Town Administrator
administrator@warnernh.gov

Select Board Meeting DRAFT Minutes

Thursday, 8:00 am, September 9, 2022, Lower Meeting Room, Warner Town Hall, 5 E Main St

1 –Open Meeting - Roll Call

Present: Select Board Chair Sam Bower, Select Board Members Christine Frost, Lois Shea

Also Present: Diane Ricciardelli, Town Administrator

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The board discussed the process of reviewing department budgets prior to being presented to the Budget Committee. The Budget Committee historically agree on the budget. The voters vote on the Budget Committee's budget. Each department presents to the Select Board and then to the Budget Committee.

The board did not feel a need to go through each line of the budgets.

Christine asked about wages. Diane explained that wages are not discussed with the Budget Committee at this time. Wages are in a different report. Sam noted that last year all the wages were in a different section of the report. Diane noted that she is learning the new MTS software and will be able to create reports with or without wages.

GGB – Warner Community Center

Diane reported that we locked in Propane at half a percent less than less year. We do not have the oil price yet. The current rate is \$3.87 but we are hoping it will go down. We are currently paying \$2.30. When we lock in the rates, we will be able to estimate oil for all buildings.

Diane explained that we recently got bills from Cintas which were considerably more than we had expected. This is for fire alarms and inspections. The state inspects without a fee.

Town Hall Propane is used for the gas stove. We use it very rarely. The cost of the generator and at \$500 seems high. It may be just filling the tank as the tanks were switched last year and refilled. We got the money returned and it is in our revenue. This will be reflected in every department because we switched vendors. Christine explained that we get a credit for the propane that is emptied but it does not show up in our expense report.

Warner Town Hall water - Sam asked if we expected to spend that entire line. Diane had checked with Ray Martin Warner Village Water District Admin, and the bill will go up due to the Warner Fall Foliage Festival.

Maintenance for Town Hall would not include the roof as that would be in the Capital Improvement Plan (CIP). We got estimates last year for roof repair and roof replacement.

Diane explained that all building maintenance falls under the Highway Department so that Tim Allen, Director, can manage projects with the staff that has a diverse set of skills for building upkeep.

Welfare

The only thing that changed was the wages. We are far over budget already for the wage line in welfare.

The Direct Assistance line is changed to 20k for 2023.

Building Inspector – question about how the visits are billed. Diane reported that that they are billed per visit and then the Town charges the homeowner, so it is a pass through.

Not changes to the building inspector.

Health Officer - Discussion about Health Officer opening. Diane sent a job description and salary information to the board for their review.

Discussion about Code Officer and how that is handled. Currently building permits are seen by several people. Sam commented that before the Select Board is asked to approve, the building permit has already been reviewed by Judy Newman-Rogers and the Building Inspector Tom Baye.

Board approves the budgets to go to the Budget committee without reviewing salary information and with the only change being to the Welfare Assistance line to 20k.

When we have fuel bids, the fuel lines will be adjusted for every building.

Adjourn Meeting adjourned at 9am.

Respectfully submitted,

Diane Ricciardelli,

Town Administrator