



TOWN OF WARNER

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Select Board
Harry Seidel, Chair
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Butch Burbank,
Interim Town Administrator
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Selectboard Meeting DRAFT Minutes

November 2, 2023 4:00 pm
Lower Meeting Room Warner Town Hall 5 E Main St

1. Open the Meeting & Roll Call

Chair Seidel opened the meeting at 4:02pm. Present were Harry Seidel (Chair), Faith Minton, Allan Brown, Georgia Flanders, Zoom Administrator, and Butch Burbank, interim Town Administrator

Others Present: Police Chief William Chandler, Ed Mical Emergency Management Director, Fire Chief Jonathan France, Clyde Carson Finance Director

2. Appointments

A. Chief William Chandler – Police Department Budget Presentation

Chief Chandler said: operating budget; no wages included.

Contract Services: dispatch services, county attorney, legal fees, alarm monitoring, copy machine, criminal software, etc;

Dispatch: increase, happens about every 6-7 years, \$8,005 for a software update, total cost spread across all 14 users in the dispatch region, 2.8% dispatch service increase to \$11,862 in addition to the software fee for a total increase of \$18,132.

IMC criminal software maintenance increased \$575.00 to \$27,992.

Electricity: no changes and not over-spent

Heat (Propane): decreased due to the price per gallon decrease over last year.

Water and Sewer: No change.

Uniforms: No change

Office Supplies: No change

Maintenance and Purchase: No change

Vehicle fuel: waiting for the price per gallon from the Department of Transportation (DOT), will revision for the budget presentation December 14th to the Budget Committee, when the vacant department slot is filled there will be more fuel used, currently budget line not overspent but would prefer not to reduce the line as they hope to fill the open slot soon.

Cruiser Expense: no change

Safety Equipment: no change

PD Training and Training (seminars and mileage): combining the “Training Seminars” and “Mileage” into one budget line, would like to add the \$100 for Mileage and the \$480 in “Training/seminar mileage” line because it is really for the same thing, Mileage should now be \$580.

Special Detail: working on “tightening” the total, needs final numbers from the Fall Foliage Festival, may be able to reduce line total by \$3,000, but there’s always the chance of unexpected details that come. , Chief Chandler said before wages and benefits the PD budget is down a little over 1% from last year.

Capital Reserve: initially there was a cruiser replacement this year, since the department was down a person, the projected miles were not put on the cruiser, preference is to replace cruisers when under 100,000 miles to obtain a good trade for the Town, believes they can get through another year with the cruisers they have, therefore not planning to withdraw \$54,000 from the Vehicle Capital Reserve Fund (CRF) for a replacement, then doesn’t need to request \$25,000 to fund the CRF but could instead ask for \$20,000. This would be for another cruiser to be replaced a year after the one they are pushing out until 2024.

After discussion the Selectmen, appreciative of the savings offer, thought it best to fund \$25,000 to cover unexpected increases especially in these times.

Chief Chandler said the 2016 cruiser they had planned to replace has just under 60,000 miles, it would provide a good return to the Town, if kept and miles are added from the use from two officers, it will have almost 100,000 miles, providing a lower return at trade in, a cruiser is currently on hold that is ready to go.

Butch asked if the cruiser equipment could be transferred to the new cruiser. Chief Chandler said some would be transferrable but they are planning to make the change to a Chevy Tahoe, a reliable vehicle, with a bullet-proof engine, and it has more room for the equipment.

It was moved (Harry Seidel) and seconded (Allan Brown) to give Chief Chandler the go-ahead to purchase the Tahoe on hold to replace the 2016 sedan. The motion was approved unanimously.

Chief Chandler was asked his opinion on how the Town was with regards to pay scale and other towns. He replied he felt the Town was good now, it took a while to get here, cautioned that the Town needs to keep forward momentum on wage maintenance, neglect of this, as witnessed in the past, created a big jump in one year to get wages where they needed to be.

B. Ed Mical – Emergency Management Budget Presentation

Ed said: in 2022, there was \$22,000 in the Grant line to update security at the Emergency Operations Center (EOC) with cameras and a buzzer system, work was completed in 2023, didn’t get the grant until late 2022, paperwork was submitted for \$21,700 and the money will be arriving to the Town soon; 2023 budget has \$7,500 in a grant line, two weeks ago he submitted another EMP grant for upgrading computers (a main computer, a laptop and an Owl system, the application is for about \$7,200, hopes to hear back before the end of the year, won’t order the equipment until funding approved and will do necessary paperwork to encumber the funds for the following year.

Outside Professional Service: No change

Grants: \$500

Telephone: increased to \$850 due to a change in the cell phone plan and a one-time fee for the internet telephones for the EOC.

Computers: No change

Supplies: increased by \$800, in the process of updating the Hazard Mitigation Plan, this covers printing six copies of the plan, 200-300 pages and there is color.

Equipment Maintenance: No change.

Mileage Line: No change.

Exercises: looking to do an exercise in December, next year would like to do two.

EOC Administration: No change. (covers the Zoom license)

Meetings and Seminars: hazard mitigation plan review, OPS plan and review, coffee and drinks provided to volunteers attending.

The total budget is \$10,375, a decrease over last year.

C. Chief Jonathan France – Fire Department Budget Presentation

Chief France said: stipends unchanged, in 2021 - 576 calls, 2022 – 543 - 2023 – 504 to date, estimates 600 total by year end.

Ambulance: does not have the figures for the ambulance service for 2024 yet, the Town is getting a great deal for the cost of the service in previous years.

Manpower at the department is aging, it is hard to attract younger help, department is volunteer, people get paid when they go out on calls, Chief, two deputies, a clerk and Mr. Wyman share a stipend for the department.

\$20,700 was determined as the line total (?)

Telephone: phone cost has decreased; Clyde said the Fire Department has their own lines and are not using the voice over internet phones. Chief France decreased the line to \$1,500.

Electricity: a huge driver in cost is the heat pumps, a new member voted in who has a background in commercial plumbing and heating, have gone over the design with him, he was able to get the cooling costs down, hopes to be able to reduce the wintertime bills by doing some fine-tuning, increased this line a bit.

Heat: inactive and goes under a propane line now.

Water/Sewer: based on past usage line reduced by \$100 to \$500.

Maintenance: may end up slightly overspent, line pays for any testing of apparatus, maintenance of extrication equipment, and compressor yearly service, is comfortable with keeping the line amount the same.

Medical Supplies: no change

Fire Supplies: ?

Fire Equipment Apparatus Maintenance: no change

Replaced Equipment: expecting a \$5,000 invoice, has refrained from buying some things until year end

Trainings and In-House Trainings: reimbursement for classes made if the individual passes, no change

Propane: two deliveries in 2023, not sure if there would be another one, no change

Fire Expenses: his is mostly for _____?

Hydrant Replace: a placeholder, can probably phase out, noted Highway Department handles replacements.

Fire Prevention: hats for kids, station open 9-12 every Sunday throughout the summer.

Training: (?) costs associated with class, including the books, tuition paid for by the State but not – will research

Dispatch Service: fixed expense.

Radio Maintenance: for portables and radios.

Building Maintenance: new member with a background in HVAC did some things to maintain the equipment, individual is working to provide a quote for regular maintenance.

Grants: placeholder.

\$238,068 - final number for the Fire Department's operating budget, includes the four stipends increased.

Equipment Capital Reserve: \$32,000 for fire equipment replacement, put in new portable radios last year for Engine 1, goal next year is to do the same for Engine 2.

Forestry Truck: aging, have done some work to it but he feels it is a good piece.

Chief France said he is thankful for the group of people behind him in the department.

D. Other Selectboard Business

1. The board discussed the impending possibility of a warrant article regarding the fate of the building where the food pantry is housed, (Warner Community Center WCC)

2. Sharing both a welfare officer and assessor with Newbury and three other towns in the region.

3. Clyde Carson: deadline for Health Trust Insurance was November 17th, Town contributes \$500 into a flexible spending account for each employee who is eligible for insurance, total expenditure \$8,000. Since healthcare costs are currently very high and employees are utilizing these accounts, the Board made the decision to continue funding them employee FSA's.

It was moved (by Faith Minton) and seconded (by Harry Seidel) to continue the Health Trust funding of Employee flexible spending accounts at \$500 per eligible employee. The motion was approved unanimously.

The meeting was adjourned at 6:59 PM.

Respectfully submitted,

Kristy Heath, Recording Secretary
Town of Warner
Edits, Judith Newman-Rogers,
Selectboard Admin Asst.