

TOWN OF WARWICK
In Person & Virtual Meeting of the Warwick Selectboard
Warwick Community School
April 8, 2024
6:00 p.m.
MEETING MINUTES

Selectboard Members Present: Alan Genovese, Chair

Selectboard Members Present via Zoom: Keith Ross, Vice-Chair; Brian Snell, Clerk

Others Present: David Young, Town Coordinator; Bruce Kilhart, Highway Commission Vice-Chair; Mike Mankowski, Transfer Station Commission

Others Present via Zoom: Amanda Carey, Selectboard Secretary; Joe Larson, Fire Chief; Diana Noble, Finance Committee Chair

I. CALL TO ORDER

Alan Genovese called the meeting to order at 6:04pm by roll call.

II. APPEARANCES

a. Janice Kurkoski, Buildings and Energy Committee – rooftop solar WFD

Young explained that Kurkoski was unable to attend tonight but he has discussed the fire station solar grant with her. Kurkoski does not feel we are ready for the grant, but they have an upcoming meeting to discuss further.

b. Bruce Kilhart, Highway Commission – review truck driver laborer job description

Kilhart provided a rough draft Highway Laborer job description that the Highway Commission recently reviewed and voted to update. Genovese shared some suggested changes. Kilhart will bring these suggestions back to the Highway Commission and then get it back to the Selectboard for another review.

**Brian Snell and Diana Noble joined the meeting via Zoom at 6:20pm.

III. MINUTES

Ross MOVED to approve the minutes of the March 25, 2024 meeting as amended. Snell SECONDED. Motion CARRIED by roll call vote. 3-0-0.

IV. CITIZEN'S CONCERNS AND SUGGESTIONS FOR FUTURE AGENDA ITEMS

Kilhart inquired about when the Finance Committee meets next. Young informed that they meet this Thursday, April 11, 2024.

V. ACTIONS

a. Vote to purchase electric vehicle from Fairfield in Keene, NH

Snell MOVED to approve the administrative action taken by Town Coordinator, David Young, to sign for the purchase of the seven passenger electric school bus from Fairfield Keene in the amount of \$59,250. Ross SECONDED. Motion CARRIED by roll call vote. 3-0-0.

b. Approve Kelly Farley as Town Hall custodian PT at \$20/hour

Young explained that Town Hall custodian candidate, Kelly Farley, opted out of accepting the position due to medical reasons. Genovese asked to advertise for the position. Fire Chief Larson suggested putting the job posting on the Town's website.

Snell MOVED to increase the part time Town Hall custodian hourly rate to \$20.00/hour. Ross SECONDED. Motion CARRIED by roll call vote. 3-0-0.

Noble explained that the Town Hall Custodian budget currently is just under \$5,500. This would allow for 5-8 hours per week. If those hours are not sufficient David should reach out to the Finance Committee before their meeting on Thursday. Young does not think we need to increase it at this time.

c. Assume electric bill at First Parish Meeting House

Young explained that the First Parish Meeting House electric bill is currently paid by the Parish. George Day has requested that the Town take over payments of this electric bill, it is about \$7/month. It should be noted that it is a safety issue for the person that has to climb the stairs to wind the clock to have adequate lighting while doing so.

Genovese MOVED to allow the Town of Warwick to assume the First Parish Meeting House electric bill. Snell SECONDED. Motion CARRIED by roll call vote. 3-0-0.

d. Grant extension of time on Heyes Forest Products permit to access town land for logging

Ross MOVED to grant a 12-month extension on the existing Heyes Forest Products permit. Snell SECONDED. Motion CARRIED by roll call vote. 3-0-0.

VI. DISCUSSIONS AND REPORTS

a. Coordinator Report Highlights

Young reported that there is a meeting scheduled this Wednesday, April 10, 2024 with contractors to discuss rooftop solar at the fire station. Young is in need of someone to research our solar incentives. Amanda Carey suggested Tracy Weed

as she has experience in tax and bookkeeping/accounting. Young will reach out to her to see if she is interested.

b. Selectboard Reports

Ross informed the Board that Jennifer Core Flagollet has expressed interest in joining the Zoning Board of Appeals. Ross would like to see her get in contact with an existing board member to give her information about the position.

c. Review Town Meeting Warrant Draft

Fire Chief Joe Larson sent out a capital plan with a request for fire trucks. He listed out the issues with the current trucks and he looked out long term to brainstorm about what the Department will need. Chief Larson explained that new trucks are about \$1,000,000 and used trucks are about \$500,000. Chief Larson stated that used trucks are difficult to find. He obtained a quote from a dealer where they only make two or three of these trucks a year. They are not customizable, they are built as is. Chief Larson feels this is the cheapest option and that it matches the needs of the Town. The price of these trucks is increasing about 10-15% a year. Chief Larson suggested borrowing as an option for funding. Noble explained that the Finance Committee would really like to see a capital planning process in place in order to hear the needs from all Department heads. The Finance Committee does not want to take on the capital planning process. Young does not think we will get approved for ten year borrowing but suggests leasing as an option. Ross pointed out that we did not go through a capital planning process for the recently purchased new police cruiser and for the bus at the school. Ross feels that the Fire Chief's request is a safety issue for the Town and does not feel that we should push it off. Snell is concerned with the timing to get this on the Town Meeting warrant. Young has placed a draft article on the Town Meeting warrant at this time as a place holder but he feels we should consider the entire Town's capital needs before committing to the fire truck. The Board will hold a meeting next Tuesday, April 16, 2024 in order to have a final review of the warrant articles.

The Board reviewed the draft warrant articles:

- Articles 1-5 are okay as is.
- Young explained that Article 6 might not be allowed. He will inquire with Town Counsel and the Board will review next week.
- Article 7 creates a revolving fund for the \$10 per hour cruiser fee that is allowed to be charged to vendors for police details. These funds would then be used for cruiser maintenance.

- Article 8 has a couple of increases to existing revolving funds. Section (Q) regarding the Senior Lunch increased from \$7,500 to \$15,000. Section (S) regarding the Solar Energy increased from \$10,000 to \$50,000. Section (T) will only be applicable if Article 7 passes.
- Article 9 might need an adjustment to the Town Clerk's salary.
- Young explained that Article 10 is to replenish \$40,000 to Broadband.
- Articles 11 and 12 are okay as is.
- Article 13 is the fire truck article. The Board will revisit this at their meeting next Tuesday and will update it with new dollar amounts that the Fire Chief provided. Noble stated that the Finance Committee will also review and provide their preliminary thoughts.
- Article 14 will only be applicable if Article 6 is now allowed or does not pass.
- Young needs to confirm that \$25,000 is the correct amount for Article 15.
- Articles 16-19 are okay as is.
- Noble pointed out that the before school program funding can be removed from Article 20 as that is in the School's budget now.
- Articles 21-25 are okay as is.
- Young still needs to research more on Article 26 regarding a petition for the Police Chief to continue working after the age of 65.

d. Review Omnibus Budget Draft

Noble presented the FY25 omnibus budget. The Town Accountant has slightly increased in order to add services for school items that the current accountant did not want to take on. The Fire Department has a \$10,000 increase for utilities in their total expenses. The hope is that this is a temporary investment for the future and that eventually, solar will take care of this. \$1,500 for the Code Red system was moved out of the Police Department budget and into the Emergency Management budget. The Highway Department's budget allows for four full-time employees or three full-time, one part-time, and a part-time office assistant salary. This has been discussed with the Highway Commission. There was a request to increase the Librarian salary. The School's increase is about 6%. The cherry sheet receipts are only going up 2.5% and taxation has gone up 11.46%. Noble is concerned about the 11.45% taxation increase. The Assessors will review numbers to make sure all is accurate. The previous years tax increases have been as follows: FY21-FY22 - 5.71%, FY22-FY23 - 2.58%, and FY23-FY24 - 3.05%. The Finance Committee will provide an explanation document to have available at the Town Meeting.

Ross MOVED to close the May 2024 Annual Town Meeting warrant to petition articles. Snell SECONDED. Motion CARRIED by roll call vote. 3-0-0.

Snell MOVED to adjourn at 8:10p.m. Ross SECONDED. Motion CARRIED by roll call vote. 3-0-0.

Respectfully submitted,

Amanda Carey

Documents consulted at this meeting:

*Meeting agenda dated April 8, 2024

*Coordinator Report dated April 4, 2024

*Draft Selectboard meeting minutes dated March 25, 2024

*H4962 Hancock Home Rule Petition

*Job Description – Truck Driver Laborer

*Heyes grant extension of time 4. 2024

*20240408 Warwick Omnibus Budget FY25

*2024 ATM – Warrant FY25 Draft v. 1.6