



TOWN OF WARNER

PO Box 265 5 E Main Street
Warner, New Hampshire 03278-0265
Telephone: (603) 456-2298
Warnernh.gov selectboard@warnernh.gov

Select Board: Alfred Hanson, Chair
Rick Bixby, Vice Chair
Michael J. Smith

Select Board Public Meeting Minutes September 16, 2026 4:30 PM

I. Open meeting Roll Call/Attendance

Chairman Alfred Hanson called the meeting to order at 4:30 PM.

Select Board present: Chairman Alfred Hanson and Vice Chair Rick Bixby and Mike Smith via Zoom.

Public present: Judy Newman-Rogers, Peg Bastien, Michelle Courser, Ed Mical, Michael Brown

II. Department Budget Presentations

a. Land Use, Peg Bastien

Wages: no change

Professional Services: no change

Legal expenses: increased \$3,000

Grants: \$1 placeholder

Computer hardware: \$1 placeholder

Computer software: \$1 placeholder

Managed IT: \$1 placeholder

County Registrar: no change

Supplies: no change

Postage: no change

Mileage: increased by \$100

Tax Maps: \$1 placeholder

Meetings/Seminars: increased by \$300

Advertising: no change

Meeting minutes: no change

Peg Bastien explained that last year's budget minus the \$12,000 HOP grant (= \$38,028) is what she used for comparison when drafting this proposed budget. She stated that this budget has increased by 12%. She

reiterated that most of the postage, advertising and the registry of deeds cost are reimbursed by the applicant.

Alfred Hanson asked what the projected legal fees are. He asked Peg Bastien to keep track and log her hours with legal counsel. He asked if the Planning Board Chair and ZBA Chair advise her of their communications with legal counsel. Peg Bastien explained that typically they do not advise her.

b. Town Clerk, Michelle Courser

Elections:

Town Moderator: \$150 per election

Assistant Moderator: \$100 per election

Ballot Clerks: 6 ballot clerks \$25 each, the Deputy receives pay over and beyond his normal hours that day

Supervisor wages: increased due to additional State requirements that increased number of times to meet

Mileage: No change

Computer Hardware: \$1 placeholder

Computer Software: \$2,500

Managed IT: \$1 placeholder

1 Printing: \$1 placeholder
2 Supplies: \$200
3 Meals: \$125
4 Advertising: increased due to new state requirements
5

6 **Town Clerk Office**

7 Wages: no change
8 Computer Hardware: \$1 placeholder
9 Computer Software: increase \$200 (3= \$200 and 6% = \$280 per email from Interware)
10 Managed IT: \$1 placeholder
11 Membership: \$50
12 Supplies: no change
13 Postage: increased to \$1,450
14 Mileage: No change
15 Books/Periodicals: No change
16 Meetings/Seminars: No change
17 Total increase \$650
18 Alfred Hanson asked about revenue. Michelle Courser explained that revenue is on track, it is stable.
19

20 c. **Emergency Management, Ed Mical**

21 Ed Mical presented the Emergency Management proposed budget. Total \$10,402 a decrease of \$6,700
22 Director Stipend: increased \$100
23 Deputy Director: no change
24 Outside Professional Services: no change
25 Grant: should receive a reimbursement of \$7000
26 Telephone: reduced minimally
27 Computer Hardware: \$1 placeholder
28 Computer Software: \$200
29 Managed IT: \$1 placeholder
30 Supplies: decreased by \$200
31 Equipment Maintenance: no change
32 Mileage: no change
33 Exercises/Drills: minimal increase
34 LEOP Administration: Zoom fees
35 Meetings/Seminars: no change
36

37 Alfred Hanson asked how much more additional time is spent on Emergency Management services.
38 Ed Mical explained that he has worked on updating the town's emergency plans and security issues. He
39 stated that on an average week he works 20-25 hours.
40

41 d. **Assessing, Elizabeth Labbe**

42 Wages: 12 hours per week at \$30 per house-
43 Outside Services: annual contract decreased to \$32,000
44 Town Forester: No change
45 Legal fees: \$8,000
46 Elizabeth Labbe explained that Sansoucy contract is for 5 years. She spoke about possibly ending the 5 year
47 contract. She stated that could reduce her budget by \$8,000.
48 Tax Maps: No change
49 Computer Hardware: increase of \$4,000 for a new computer or a less expensive external hard drive

Computer Software: \$3,000 online maps and the CAMA system \$3,500
Managed IT: \$1 placeholder
Office Supplies: \$400
Postage: \$25
County Registrar: \$150
Meeting/Seminars: No change
Mileage: \$100

Rick Bixby asked the age of the Assessing computer. Elizabeth Labbe explained that the computer has been there longer than she has - possibly 6-7 years old.

e. **Building Department, presented by Elizabeth Labbe**

Wages: increased to 12 hours a week – from 10

Supplies: a cell phone is needed for the building department. Elizabeth explained that the building inspector is using his personal phone and he should have a town issued phone. Permit paper and printer ink.

Postage: the building department generates and mails building permits.

Mileage: reduced to \$500 because building inspector does not track his mileage.

Compliance officer: (previous code enforcement officer in Franklin): 3 hours/week at \$30 per hour

Compliance officer mileage: \$100

Clerical Support: reduced to \$15,000

Alfred Hanson stated that the recent building permit fee increase has brought in a significant amount of revenue for the Town. He believes the fee structure needs to be revisited to cover the Town's cost. Martha Mical explained that Town receives an increase in property taxes and that will cover the loss of building permit fees. Alfred Hanson disagreed. He explained that the building department is not self-supporting. Elizabeth Labbe stated that code enforcement is a service the Town offers. Judy Newman-Rogers explained that the cost of the service should be offset by the revenue that it brings in because it is a specific taxpayer usage. She explained that property taxes pay for the overall town budget. She stated that everyone pays property taxes, essentially paying for the town budget. Judy Newman-Rogers stated that those who are building should pay fees that cover their use of building department services. Martha Mical applied the logic to the Fire Department. There was discussion regarding revenue generating services and those services that have fees that do not cover their cost.

IV. Adjournment

Alfred Hanson made a motion seconded by Rick Bixby to adjourn the Select Board Budget Work Session. Roll Call Vote Bixby YES Smith YES Hanson YES

The meeting adjourned at 6:05 PM

Respectfully submitted on 9/24/26 by Tracy Doherty

Edits, Judith Newman-Rogers, Select Board Admin Asst.