



TOWN OF WARNER

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Selectboard, Harry Seidel, Chair
Faith Minton
Michael Smith
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Kathy Frenette, Town Administrator
administrator@warnernh.gov

Selectboard Meeting

August 6, 2024, 9:00 am Tuesday

I. 9:00 am - Open Meeting & Roll Call

Chairman Harry Seidel called the meeting to order at 9:00 am.

Present: Harry Seidel, Faith Minton, Michael Smith, Kathy Frenette Town Administrator and Judy Newman-Rogers Select Board Administrative Assistant

II. Minutes – 7/23/24

Faith Minton made a motion seconded by Michael Smith to accept the July 23, 2024, Select Board meeting minutes as amended. Motion passed unanimously.

-page 1 line 40 should read Gear Up Homeschoolers - no dash

-page 2 line 12 should read currently 93% of that line item has been spent

III. Volunteer for Trustee of the Pillsbury Free Library: Cassey Greene

Mike Simon, Library Trustee Chair, informed the Select Board that Cassey Greene is interested in filling a recent trustee vacancy, highlighted her involvement and recommended her appointment.

Faith Minton made a motion seconded by Michael Smith to appoint Cassey Greene as a Trustee of the Pillsbury Free Library until the next election. Motion passed unanimously.

IV. Volunteer Interest in the Compliance Officer Position, Anthony Mento

Anthony Mento expressed interest in volunteering as the Compliance Officer. Harry Seidel explained that recent changes to the building permitting process and the flood plain ordinance highlighted the need for filling this position. Anthony Mento recapped his background (Architect and Warner resident with volunteer experience on several Town projects and professionally with the New Fire Station). The Select Board agreed to review and update the job description of the compliance officer. Michael Smith would appreciate an outside source to look at the job description to cover all bases. The Select Board will revisit this item at their September 3rd meeting.

V. Director of Public Works Tim Allen: Bridge Capital Reserve Funds for Chemical Road bridge

Tim Allen provided the Select Board with an update on the Bridge Capital Reserve Funds for the Chemical Road bridge. He stated that both the North Village bridge and Chemical Road Bridge have been inspected. Chemical Road bridge is in need of repairs and North Village bridge is in decent shape but needs minor repairs to the deck. He stated that if both bridges are done near the same time it would save the Town \$12,000. Each bridge would cost approximately \$ 28,000 - \$30,000. He recapped other projects that are upcoming. Harry Seidel appreciates Tim Allen diligence in keeping a close eye on available funds and spending wisely.

VI. Selectboard Business

1. Warner Community Center Sign

1 Faith Minton provided the Select Board with the following sign verbiage she received from the tenants.

- 2 • Boys and Girls Club would like Warner Early Learning Center.
- 3 • Warner Connects would like Warner Connects NH Food Pantry & Family Closet Thrift Boutique.
- 4 • Gear Up Homeschoolers
- 5 • Community Action Programs
- 6 • Warner Health Services

7 Harry Seidel will provide the sign company designer with the requested verbiage and ask him for his input on
8 layout and size.

9
10 2. Faith Minton provided the Select Board with an update on her efforts regarding the tree planting project
11 previously discussed. She explained that Martha Mical suggested waiting until after Labor Day to have a
12 meeting. She would like to gage the community's interest before forming a committee. Harry Seidel envisions
13 tree planting and a beautification effort as two separate projects. Harry suggested that the Select Board reach
14 out to property owners and ask them if they would like the Town to plant a tree on their property. Faith Minton
15 suggested this could be a conservation commission initiative. The Select Board agreed to revisit the discussion
16 at the August 20th meeting.

17
18 3. Harry Seidel spoke about the Housing Opportunity Planning (HOP) grant (application due September
19 30) as an opportunity for the Town to receive a grant to enhance what has already been done by the Housing
20 Advisory Committee (HAC) working with assistance from Central NH Regional Planning Commission
21 (CNHRPC) and to continue the collaboration. The grant would help with the costs to rewrite the master plan
22 housing chapter and an audit by CNHRPC of the Town's zoning regulations, highlighting any areas that may
23 conflict with language in other areas of Town zoning regulations. He stated that the Select Board and the
24 Planning Board are asked to provide letters of support. Harry Seidel spoke about the need to review zoning
25 regulations that support the Town's "wants". The Select Board requested Karen Coyne, Planning Board Chair
26 participating on zoom, coordinate a meeting with planning board and HAC members Barak Greene, Ian Rogers
27 and Janice Loz, Land Use Administrative Assistant to present a brief overview of the HOP grant for the August
28 20th Select Board meeting. Karen cautioned about having "one off meetings without noticing the meeting and
29 inviting the public". She stated that within a month the four members should be able to meet.

30
31 4. There was a discussion about the time Select Board meetings would begin. Harry Seidel would like to be
32 sensitive to public input and he would prefer 5pm. Faith Minton and Michael Smith would like to meet at 4pm.

33
34 **Harry Seidel made a motion seconded by Faith Minton that the Select Board meetings start at 4:00pm.**
35 **Motion passed 2-1-0 Harry Seidel voted in the negative.**

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37 5. Faith Minton explained that she sent a letter to Market Basket looking for donations for the employee
38 appreciation luncheon, (Thursday, August 22) but a reply could take up to 4 weeks. Harry Seidel stated that two
39 local restaurants are interested in supporting the event. The Select Board reviewed a draft of the banner and
40 discussed food.

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43 **VII. Town Administrator's Report by Kathy Frenette**

- 44 - The two replacement doors at the Old Graded School have been installed.
- 45 - She suggested quarterly meetings with the tenants of the Old Graded School to be proactive towards
46 their needs.
- 47 - Town of Warner Purchasing Cards are proving to be cost effective.
- 48 - The annual bicycle event is this Saturday, but the weather looks to be questionable. The event planners
49 have requested permission to enter town hall for their break. The Select Board agreed to the request.

1 **VIII. Consent Agenda**

2 Motion to Approve as signed by the Warner Selectboard:

- 3 1. Building Permit for:
- 4 a. Map 07 Lot 060-1 Poverty Plains Road
 - 5 b. Map 31 Lot 054 East Main Street
 - 6 c. Map 03 Lot 060 Rt 103 East
 - 7 d. Map 31 Lot 053 Church Street
 - 8 e. Map 32 Lot 027 West Main Street
 - 9 f. Map 34 Lot 002 Brown Road

10 **Harry Seidel made a motion seconded by Faith Minton to approve the Consent Agenda as read. Motion**
11 **passed unanimously.**

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14 **IX. Manifest**

15 Motion for the Select Board to approve the following previously signed manifests:

16 Accounts Payable check numbers 10439 through 10478 dated 7/24/2024, in the amount of \$354,039.76, which
17 include the semi-annual fire station and highway construction loan payments.

18
19 Motion to authorize the Select Board to approve and order the Treasurer to sign the following manifests:

20 Accounts Payable check numbers 10480 through 10481 dated 8/5/2024, in the amount of \$54,702.31 for the
21 Payroll and Federal Tax deposits for the August 8th bi-weekly payroll.

22 Bi-weekly payroll checks numbers 3761 through 3767, and direct deposit check numbers E01774 through
23 E01805 dated 8/8/2024 for a net payroll of \$41,733.15.

24
25 **Harry Seidel made a motion seconded by Michael Smith to approve the Manifest as read. Motion passed**
26 **unanimously.**

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29 **X. Public Comment**

30 1. John Leavitt informed the Select Board that the Select Board agenda was not posted on the website under
31 "Agendas". Judy Newman-Rogers apologized for the oversight, she was told about this prior to the start of this
32 meeting, the meeting was noticed at Town Hall and on the meeting calendar that is on line therefore meeting the
33 legal requirements of noticing a meeting.

34
35 2. John Leavitt stated that he believes Select Board meetings run long because the Select Board revisits issues
36 that have previously been discussed and resolved. He stated the meeting time change and the community center
37 sign were two examples he brought to their attention.

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40 **XI. Selectboard Unanticipated Business**

41 1. Michael Smith spoke about an easement issue that was brought up at a recent Planning Board meeting that
42 will be brought to the Select Board for a decision. He would like this issue to be placed on the next Select Board
43 agenda. Harry Seidel agreed, and he would like Allen Brown to attend that meeting. John Leavitt urged the
44 Select Board to review the job file created at that time. Michael Smith explained that the property owner is
45 unable to move forward until the easement issue is resolved.

46
47 2. Harry Seidel spoke about Russell Nolan's request that the Planning Board execute an annexation of
48 property to a property in Hopkinton.

- 1 3. Michael Smith spoke about the address changes for Pleasant Pond Road. He explained that the change was a
 2 request from 911. He will meet with the Police and Fire Chief, Road Agent and Emergency Management
 3 Director as well as the Assessing Admin at a Highway Safety Committee meeting to discuss the issue.
 4
- 5 4. Micheal Smith asked for additional information regarding how to change building permit fees. Judy
 6 Newman-Rogers said a public hearing is required before an increase in building permit fees (or any Town fee).
 7 Harry Seidel stated that there will be significant increases to the fees and would like violations to be addressed
 8 in the new fee structure. Michael Smith stressed that the Town cannot lose money when a permit is pulled.
 9
- 10 5. Michael Smith stated that he would like to see what can be done about Town owned property that is either
 11 land locked or taken for unpaid taxes and getting them back on the tax rolls. He would like to discuss the two
 12 parcels that have recently been inquired about for purchase. He would like a policy to be put in place to address
 13 this issue. There was a discussion about notifying the abutters of the land locked parcels in an attempt to sell
 14 the properties. The Select Board agreed to discuss the topic at the next meeting.
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 17 **Non-Public Session** RSA 91-A:3 II (a)

18 The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the
 19 investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2)
 20 requests that the meeting be open, in which case the request shall be granted.
 21

22 Motion to go into Non-public Session by: Seidel _____ Minton X Smith _____

- 23 a. Seconded by Michael Smith
 24 b. Roll call vote: Seidel – Yes Minton – Yes Smith – Yes
 25 c. Motion Passed
 26 d. Enter non-public session: 11:40 am
 27 e. Motion to return to public session made by Harry Seidel
 28 f. Seconded by Faith Minton
 29 g. Roll call vote: Seidel – Yes Minton – Yes Smith – Yes
 30 h. Motion Passed
 31 i. Return to public session: 12:20 pm
 32 j. Motion to seal the minutes for 5 years made by Harry Seidel
 33 k. Seconded by Faith Minton
 34 l. Roll call vote: Seidel – Yes Minton – Yes Smith – Yes
 35 m. Motion Passed
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37 **Adjournment**

38 The public meeting adjourned at 12:22 pm
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40 Respectfully submitted by Tracy Doherty
 41 Edits Judith Newman-Rogers, SB Administrative Assistant