



**TOWN OF WARNER**

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**Planning Board Meeting I Work Session**

**DRAFT Meeting Minutes**

Monday, September 23, 2024, 7:00pm

**I. OPEN MEETING :** Chair Karen Coyne called the meeting to order at 7:02 PM.

**ROLL CALL**

Board Member	Present	Absent
David Bates (Vice Chair	X	
Karen Coyne (Chair)	X	
Pier D'Aprile	X	
James Gaffney	X	
Barak Greene	X	
John Leavitt - Alternate	X	
Ian Rogers	X	
Harry Seidel – Selectboard	X	

**MINUTES**

A motion made by James Gaffney seconded by David Bates to review the minutes later in the meeting to address other Planning Board business. Motion passed unanimously.

**II. NEW BUSINESS**

**A. Michael Smith, Select Board member to discuss lots.**

Michael Smith addressed the Planning Board regarding town owned lots that could be sold and brought back on the tax rolls. He informed the Board that the Town owns Map 22 Lot 14, 16 and 17 on Kearsarge Mountain Road. He stated that he would like to sell Map 22 Lot 14. James Gaffney asked for the dimensions of the lots and the district. Mike Smith states the lots are approximately 100 feet wide and are located in district OR-1. James Gaffney stated the lots are non-conforming lots. He explained that unless someone purchased multiple abutting lots, they could not build on it. Michael Smith stated that the Town has owned the property since 2016. He informed the Planning Board that he is participating in a site visit on Friday with Conservation Commission. Pier D'Aprile outlined the limited revenue that the town could recoup. Mike Smith concurred and stressed he is just hoping to return the property to the tax rolls. James Gaffney asked how many parcels does the Town own. Mike Smith stated that there are over 50 properties that the Town should consider selling.

Nancy Martin Chair of the Conservation Commission spoke by zoom and she explained that the road beyond the toll booth is not maintained in the winter. She stated that the Conservation Commission would need to look at the lots to determine if there are other contingencies that would make them unworthy of auction. She informed the Planning Board that previously discussed town owned lots for resale are good use lots, but it has been discovered that there are complicated factors associated with them. She cautioned that some of the lots under consideration could have complications to consider.

1 **A motion made by Pier D'Aprile seconded by James Gaffney to proceed accordingly with the**  
2 **review of this lot for resale by the Select Board. Motion passed 7-0-1 David Bates abstained.**  
3

4 Discussion on the motion:

5 Barak Greene does not believe the Planning Board has enough information to make a recommendation.  
6 Mike Smith stated that he will provide the condition of the lot and the history of the lot. Ian Rogers and  
7 Barak Greene stated that they would appreciate knowing the Conservation Commissions position after  
8 the site walk. Karen Coyne explained that it is important that each group act independently and their  
9 recommendations should not be weighted upon the other's position. Mike Smith stressed that receiving  
10 everyone's input is his priority. He stated that the more people who look at it the better. David Bates  
11 appreciates the initiative and suggested establishing a review check list going forward. Barak Greene  
12 expressed his concerns. He stated that the mountain is an economic draw for the Town of Warner. He  
13 spoke about the unfortunate possibility of a structure being built or a camper parked in the area, or trash  
14 discarded, or a car abandoned, any of which could feasibly alter the character of the drive up to the top  
15 of Kearsarge Mountain. Michael Smith assured the Planning Board that he will provide the lots and tax  
16 cards for the future discussions.

### 17 **III. PUBLIC COMMENT**

18 Barbara Marty spoke to the resale of Map 22 Lot 14. She explained that Map 22 lots 11 12 and 18 are  
19 all privately owned. Ed Mical asked how long the town has owned the lots and if there are any deed  
20 restrictions. Karen Coyne stated the town has owned the lots since 2016 and Mike Smith stated he has  
21 not found any deed restrictions.  
22

#### 23 **B. CIP**

##### 24 **- TOWN CLERK**

25 Michele Courser stated that this will be the last year she will be setting funds aside for records  
26 preservation. She outlined the records preservation that has been accomplished to date. She explained  
27 that the records preservation committee recommends purchasing the same style books for the minutes.  
28 James Gaffney asked about the scope of what is being preserved. Michele Courser outlined some of  
29 what she is required to maintain such as meeting minutes, annual reports, tax records and town meeting  
30 results.  
31

##### 32 **- POLICE**

33 Police cruiser replacement schedule description read by Karen Coyne: Police cruisers are a lifeline, and  
34 it is imperative that the Town follow the ongoing replacement schedule to ensure police officers possess  
35 safe reliable and necessary equipment while performing their duties and serving the public. Ian Rogers  
36 asked if it is a requirement for the Police Department to be present at this meeting. Karen Coyne state  
37 that it not requirement. James Gaffney stated the Police CIP request is their standard request.  
38

##### 39 **- FIRE RESCUE**

40 Karen Coyne stated that Forestry I has been pushed out. She stated that Rescue II is scheduled for 2025.  
41 James Gaffney noted that the request for equipment is \$100,000 less than what they requested last year  
42 or the year before. John Leavitt questioned the different amounts for each year going forward. He  
43 explained that CRF are meant to minimize spikes. He stated that the request begins at \$100,000 for 2025  
44 and goes up to \$325,000 for 2029. James Gaffney noted that there are not significant changes in the  
45 Fire Rescue CIP request. Harry Seidel agreed with John regarding the spike from \$100,000 to \$325,000  
46 in a few years. James Gaffney stated that CIP is a projection and typically CIP requests have a tendency  
47 to be higher than what is actually realized. Harry Seidel asked for clarification on the \$325,000 for  
48

1 2029. Karen Coyne recapped the schedule 2026 \$150,000 for tanker 3, 2027 \$200,000 for tanker 1,  
2 2028 \$275,000 nothing to be expended and 2029 \$325,000 for tanker 2. David Bates asked for  
3 clarification on LUCAS and SCBA. Ed Mical informed the Planning Board that LUCAS is an  
4 automatic CPR resuscitation tool and SCBA is self-contained breathing apparatus.

5  
6 - **LIBRARY CARPETS**

7 The carpets were installed in 1993. James Gaffney believes that carpets were discussed in previous  
8 years. Karen Coyne will follow up with Nancy for more information.

9  
10 - **TAX OFFICE**

11 No discussion

12  
13 - **EMERGENCY MANAGEMENT**

14 Ed Mical spoke about keeping a place holder for Kearsarge Mountain Road. He is not requesting funds  
15 at this time. He advised the Planning Board that he recently received approval from the Select Board to  
16 move forward now with a feasibility study. He hopes to report the finding of the study early next year.

17  
18 **IV. UNFINISHED BUSINESS**

19 A. Conceptual Consultation

20 Applicant: Ryan Fredette

21 Owners: Pleasant Valley Living Trust

22 Trustees: Ryan Fredette and Katy-Lynne Magoon Fredette

23 Agent: Steven Lugar – Land Surveyor

24 Address: 285 Pleasant Pond, Hopkinton, NH 03229

25 Map/Lot: Map 3, Lot 22

26 District: OR-1

27 Description: Adjust lot line to transfer parcel to Russell Nolan – 233 Pleasant Pond Rd

28 Karen Coyne informed the Planning Board that the Town's legal counsel recommends a lot line  
29 adjustment verses a subdivision. She advised the Board that legal counsel has been asked for guidance  
30 on how to adjust a lot line that crosses the town border. She is also awaiting examples from the Town of  
31 Hopkinton on similar situations Hopkinton has dealt with.

32  
33 At this time Nancy from the Library zoomed in to answer questions on the CIP Library carpets. Nancy  
34 explained that the carpets were budgeted for in previous years, but they held off.

35  
36 **VI. REPORTS**

37 Pier D'Aprile advised the Planning Board that the Highway CIP is not ready. He has met with Tim and  
38 it should be ready next week. He explained that he and Tim visited drove through town and Tim  
39 pointed out the necessary maintenance issues. Pier D'Aprile stated that there are many miles of  
40 roadway in Warner that needs repair. To offset the cost of aggregate he suggested utilizing the Town's  
41 gravel pit more. He stated that blasting is an issue that would need to be explored. Barak Greene  
42 suggested looking into grants for infrastructure. There was a discussion regarding who would be best  
43 suited to handle the grant process. Ian Rogers stated that the Master Plan does address roads and road  
44 maintenance. He suggested contacting CRP Transportation for assistance. Barak Greene spoke about  
45 the importance of community outreach/involvement in discussions. Ed Mical stated that the Hazardous  
46 Mitigation Plan is another resource. He stated that disaster assistance grants are also available. He and  
47 Tim are currently working on the application that is due Friday. He advised the Planning Board that he  
48 has spent hours and hours on that particular application.

1 There was a discussion about meeting at 6:30 PM to allow for the review of the highway CIP.  
2

### 3 **VII. REPORTS**

- 4 a. **Chair's Report-** Chair, Karen Coyne advised the Planning Board that the Roman Catholic  
5 Church has requested a delay, rescheduling to the Oct. 7<sup>th</sup> meeting. She asked for patience as she  
6 navigates through the Planning Board business without a Land Use Administrator.
- 7 b. **Select Board** - Harry Seidel commended the Planning Board for their work on the CIP. He stated  
8 that since the resignation of the Land Use Administrator the Planning Board and Zoning Board  
9 chairs have stepped up and put forward a framework that will work and streamline functions  
10 while the Town looks for a Land Use Administrator. Harry Seidel explained that the Select  
11 Board is looking at a review of fees with the assistance of Zoning Board and Planning Board  
12 chairs. He appreciates Mike Smith's efforts to find properties to sell and bring back on the tax  
13 rolls.
- 14 c. **Regional Planning Commission** - Derek Narducci, Ben Frost  
15 Harry Seidel stated that Ben Frost has taken a new job. He stated that Tim **LAST NAME?** has  
16 expressed interest. Karen Coyne stated that she would contact Ben Frost to discuss his  
17 intentions.
- 18 d. **Economic Development Advisory Committee**  
19 Harry Seidel stressed that the EDAC is in dire need for members. The next meeting is  
20 September 25<sup>th</sup>, and a listening session is scheduled for September 26<sup>th</sup>.
- 21 e. **Agricultural Commission** - James Gaffney  
22 Nothing to report.
- 23 f. **Groundwater Protection Committee**  
24 No report
- 25 g. **Housing Advisory Committee** – Ian Rogers stated that the Master Plan housing chapter draft  
26 has been submitted to CRP. He advised the Planning Board that it will be discussed at the HAC  
27 meeting tomorrow. David Bates would like a conversation in the near future regarding  
28 dissolving the HAC. Barak Greene agreed and would like a newly formed committee to focus  
29 on the next phase of the HOP grant. Ian Rogers stated that after tomorrow's meeting there  
30 would be a better idea regarding to the next step.
- 31 h. **Regional Transportation Advisory Committee**  
32 No report

### 33 **VIII. COMMUNICATIONS**

34 None  
35  
36

#### 37 **MINUTES: July 15, 2024, August 5, 2024, and August 19, 2024**

38 There was a discussion regarding missing minutes, necessary corrections and the process of submitting  
39 minutes. Karen Coyne informed the Planning Board that there is a new minute taker. The Planning  
40 Board agreed to hold off on the review of minutes to allow for further review. There was a discussion  
41 regarding agendas, meeting minutes and work session minutes missing from the website for 2023 and  
42 2024. She assured the Planning Board that between herself, Barb and Tracy the missing documentation  
43 will be addressed.  
44

45 **David Bates made a motion seconded by Harry Seidel to push back the review of the minutes to**  
46 **the next meeting. Motion passed unanimously.**  
47

48 Harry Seidel inquired about the newly appointed alternate Bob Holmes. Karen Coyne explained that

1 one additional signature is required on the approval form, after the signature is secured, he is then able  
2 to be sworn in. David Bates advised the Planning Board that there is another interested individual. He  
3 advised him to attend a Planning Board meeting to familiarize himself with the Planning Board. He  
4 stated that if all goes well the Planning Board will have a full compliment again.

5  
6 **IX. PUBLIC COMMENT**

7 None

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9 **X. ADJOURN**

10 The meeting adjourned at 8:51 PM

11  
12 Respectfully submitted by  
13 Tracy Doherty

14  
DRAFT